

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, JANUARY 8, 2008  
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 8, 2008 at 6:30 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	Ann Jaenisch	Jackie Anderson
	John White	Judy Gosseling	Karin Tank
	Roger Feldman	Marge Swenson	John Fritz
	Carol Fritz	Doug Jarrett	Ralph Bradley
	Kathy Cowen		

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

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of December 11, 2007 City Council Minutes
2. Approval of one land use permit application as recommended by the planning commission.
3. Approval of Lawful Gambling Permit Application for the Knights of Columbus – St. Clara Council #5926.

Motion carried.

At 6:30 p.m. Mayor Kurt Koenen opened the public hearing for the Small Cities Development Grant Application and a presentation was giving by Karin Tank and Jackie Anderson from the Upper Minnesota Valley Regional Development Commission. After the presentation Koenen asked for public comment. Questions were asked regarding the process and eligible projects.

At 7:00 Mayor Koenen asked for further comment regarding the application as none was offered, On a motion by Dwight Mulder and seconded by Shirley Klaassen to close the public hearing for the Small Cities Development Program grant application.  
Motion carried.

Administrator Sara Folsted presented to the council Resolution 08-01 Local Government Application Resolution for Clara City to act as the legal sponsor for the project contained in the SCDP application.

On a motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION 08-01 LOCAL GOVERNMENT APPLICATION RESOLUTION.

Motion carried.

Folsted then presented Resolution 08-02 A Resolution Identifying "Slum and Blighting" Conditions. Resolution 08-02 states that the city has identified a target area for revitalization activities to occur as part of the downtown revitalization and redevelopment program.

On a motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION 08-02 RESOLUTION IDENTIFYING "SLUM AND BLIGHTING" CONDITIONS.

Motion carried.

Karin Tank from UMRDC reviewed a citizen participation plan for the SCDP application. The plan states that public hearings will be the primary means of obtaining citizen views and information and records regarding the proposal will be available in Clara City, City Hall during regular office hours. Clara City will respond to written complaints and grievance, in writing, within 15 working days when possible.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the citizen participation plan for the SCDP application.

Motion carried.

Citizen petitions, requests and concerns – none expressed.

Marge Swenson, Clara City Care Center Administrator

1. Folsted presented a proposal from Health Service Innovations, Inc. to conduct long term strategic planning for the City, Care Center and Prairie Park place regarding senior housing. Total cost for the plan is \$14,750 which will be cost shared with the Care Center.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the proposal from Health Service Innovations to provide strategic planning services.

Motion Carried

2. Jim Their's term on the Care Center Advisory Board is complete and a new member needs to be appointed. Folsted contacted Laurie Woodring who expressed interest in serving on the board.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the appointment of Laurie Woodring to the Care Center Advisory Board for a term of four years.

Motion carried.

Ann Jaenisch, Prairie Park Place Housing Manager

1. Jaenisch presented an updated proposal for new dining room tables and chairs at Prairie Park Place. Direct Supply was able to give her a package deal to purchase the tables and chairs together at a lower rate. Total costs for 12 tables and 48 chairs is \$22,914.24.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the purchase of 12 tables and 48 chairs from Direct Supply for \$22,914.24.

Motion carried.

When the new tables and chairs arrive the council will discuss how to best sell the old set.

2. Prairie Park Place is full with 26 on the waiting list.
3. Chappell Central replaced a circulating pump for the apartment hot water heater.
4. Prairie Park Place experienced a problem with the sprinkler system and the pipes in the dry system above the ceiling froze Grinnell was in and fixed the problem.

Ralph Bradley, Police Chief

1. Bradley presented the council with his monthly activity report for December 2007. The 2007 Annual report will be presented at the February City Council meeting.

Judy Gosseling, Deputy Clerk

1. Gosseling and Folsted proposed transferring funds received for Fire Department and Ambulance vehicles from the BNSF train derailment to the reserve funds for those departments. This is money above and beyond wage reimbursement.

On a motion by Les Feia and seconded by Dwight Mulder to approve the transfer of \$10,675 to the Fire Department and \$2,150 to the Ambulance reserve funds.

Motion carried.

2. Proposed increasing the amount of Gosseling's wages that are expensed to the Ambulance Department. Since Gosseling began ambulance billing and bookwork the amount has remained at \$2,500 which at current wages is the equivalent of

approximately 9 hours per month. Gosseling estimates that at least 24 hours per month are spent on ambulance billing and bookwork and asked the council to consider increasing the amount of her wages and benefits that are expensed to the ambulance department to \$6,500 for the years 2007, 2008 and 2009.

On a motion by Les Feia and seconded by Shirley Klaassen to expense \$6,500 of Judy Gosseling's wages to the ambulance department for the years 2007, 2008 and 2009.  
Motion carried.

3. Auditors will be at the City the first week in February.
4. The council received an update regarding transfer amounts that were approved in December from the Pool and Street Department to their reserve funds. Pool transfer will be \$2,000 and the Street department transfer will be \$15,000.

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

<u>Kurt Koenen</u>	<u>Les Feia</u>	<u>Missy Bodin</u>
EDA	Public Works	EDA
City Office	Acting-Mayor	Fire Department
Wind Energy	Police Dept.	Pool
Planning Commission	Safety Committee	Community Education
Care Center		

<u>Dwight Mulder</u>	<u>Shirley Klaassen</u>
Prairie Park Place	Safety Committee
Ambulance	Library
Wind Energy	Refuge, dump & recycle Park

Motion Carried

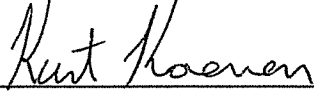
2. Discussed the 2008 pool fundraiser. Dad's Belgian Waffles is booked through Memorial Day for Sunday fundraisers and have one Saturday open in April which is the same day as the Spring Craft Fair. Other possibilities for fundraisers will be explored.
3. Meeting date for the March meeting needs to be changed as two or more members will be absent from the next meeting due to a conference scheduling. The March meeting will be held on March 18, 2008 at 6:30 p.m.

Mayor council Reports

1. Mayor Kurt Koenen reported that the next meeting of the EDA will be held on the 14<sup>th</sup> Monday of the month at 3:30. The SCDP will be discussed. Koenen and Feia will be attending the upcoming leadership conference for experienced officials in Bloomington.
2. Les Feia discussed business talk and asked John White and Judy Gosseling whether a January meeting would be held. John White stated that this week's paper would have an article regarding the continuation of BTAH.

3. Shirley Klaassen asked how to go about getting a light replaced at the Library and if Folsted could call Kathy Howard in Maynard to let her know there was an error on Channel 8 regarding the time for the City Council meeting.

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 7:50 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  
MONDAY, FEBRUARY 11, 2008  
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 Monday, February 11, 2008 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Missy Bodin Shirley Klaassen

Absent: Dwight Mulder

Also present: Sara Folsted Ann Jaenisch Judy Gosseling  
Roger Knapper Marge Swenson Ralph Bradley  
Harold Swanson Dwight Munneke David Lauritsen  
John Houlahan Karen Rothers Roger Feldman  
Chad Forkrud Gene Wenstrom

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the agenda with the addition of Dwight Munneke under citizen petition requests and concerns and Roger Knapper for the Public Works Department.

Motion carried.

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of January 8, 2008 City Council Minutes correcting the addition of the March Council meeting date.
2. Approval of one land use permit application as recommended by the planning commission.
3. Approval of Lawful Gambling Permit Application for Exempt Permit for St. Clara Church Raffle April 13, 2008. Waiving the waiting period.

Motion carried.

Citizen petitions, requests and concerns

1. Dwight Munneke was present to request that the Council consider doing something in recognition of his father Dr. Lyle Munneke and the work he has done in the community. One suggestion he had was the possibility of re-naming a street after him. The Council will take his request into consideration and look into various possibilities.

John Houlahan was present from Pioneerland to discuss current funding issues. Houlahan informed the council of who uses the Clara City library, how the library is used and what is used at the library. Houlahan then explained how the library is funded. Houlahan was requesting an increase in funding for the library to prevent a shortfall in 2009. Concern was expressed over the large increase in funds going towards central services and the inequality of per-capita expenditures throughout the library system. No action was taken at this time. Additional information will be distributed to the council at a later time.

Chad Forkrud was present on behalf of the Fire Department to request an increase in the per hour wage for Fire Department call outs. Currently members receive \$5.00 per hour with an additional \$5.00 for the first hour. The wage has not changed since the early 1980's and Forkrud asked the council to consider raising the hourly wage to \$10.00 per hour. After discussion,

On a motion by Les Feia and seconded by Shirley Klaassen to increase the hourly wage for the Fire department on call outs to \$10.00 per hour.

Motion carried.

Marge Swenson, Clara City Care Center Administrator

1. At the January regular meeting of the Clara City Care Center Advisory Board, the Board recommends to the Council to appoint Jane Wrede as Chairman for 2008.

On a motion by Missy Bodin and seconded by Les Feia to approve the appointment of Jane Wrede as the Care Center Advisory Board Chairman for 2008.

Motion Carried

2. The Board also elected Steve Olander as Vice Chair and Jacki Ast as Secretary.
3. The Minnesota Department of Health and Department of Public Safety accepted the Plan of Correction for recent survey deficiencies and the Care Center is now in compliance.
4. There are new requirements for older generators. It is now required for the Care Center generator to have a remote manual stop station and a remote audible alarm. Initial electrical work has been done and is ready for KatoLight to install stop and alarm.
5. Long range planning with Health Service Innovations will begin when the down payment is sent. Initial step involves data collection, including phone or in-person interviews with Council and Board members.
6. The census has been strong, year to date is at 96% with present census at 97%.

Ann Jaenisch, Prairie Park Place Housing Manager

1. Jaenisch asked the council to consider reimbursing her \$20.00 per month to cover the expense of using her personal vehicle to transport tenants and for other work related errands during the month. Jaenisch currently budgets \$200 per year for the van which is out of service and will be sold.

On a motion by Missy Bodin and seconded by Les Feia to approve reimbursement of \$20.00 per month to Ann Jaenisch for use of her personal vehicle for work.

Motion carried.

2. Grinnell was at Prairie Park Place again to repair a leak in a pipe in the attic. A quote was prepared to add an alarm to the system which will be connected to the system panel in the Care Center. The alarm will aid in detecting when a leak may occur. The quote of \$1,490 will cover installation of a new sprinkler alarm pressure switch, wire and certification.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the quote from SimplexGrinnell for \$1,490 to install a new sprinkler alarm pressure switch, wire and certification.

Motion carried.

3. Willmar Electric will be at Prairie Park Place on Wednesday, February 12, 2008 to do the annual smoke detector inspections.

EDA, Gene Wenstrom

1. Wenstrom and Representative Lyle Koenen testified at the Senate Finance Committee in support of a bonding bill that would provide a little over \$400,000 for our walking path and bike trail. Wenstrom felt the presentation was well received.

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the CUP for Lacinda Mithun to operate a home based business for massage services.

Motion carried.

2. Koenen also reported that it is the recommendation of the planning commission to appoint George Jaenisch to fill a vacancy left by Dan McGee on the commission. After discussion,

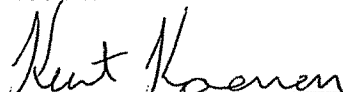
On a motion by Les Feia and seconded by Shirley Klaassen to appoint George Jaenisch to the Planning Commission.

Motion carried.

3. Les Feia and Kurt Koenen attended a LMC sponsored conference on ethics. They both found the conference to be very valuable and felt others should attend similar trainings.
4. Les Feia reported that BTAH had a good turnout for its last meeting, Dr. Olness was the guest speaker.
5. Missy Bodin reported that community education would be starting a community garden located across from the water tower. The FFA and landscaping class will be assisting in the development of the garden. An organizational meeting will be held on February 25.
6. Shirley Klaassen had two questions for Administrator Folsted. First she wanted to know why the meeting date was changed, Folsted responded that there were three unable to attend the meeting due to a conference, the February 11 meeting date was published in January as a regular meeting date along with the yearly meeting schedule as well as posted on channel 8, city hall, city website and the post office. Klaassen also wanted to know how many people came to the January volunteer and organization fair. Folsted responded that there were 10 organizations present however we had a low turn out of residents.

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 8:42 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

2. Wenstrom presented a bid to the school on behalf of a company that would like to purchase the building. The school will consider it at their Board meeting which is also tonight.
3. The same company that would like to purchase the Jr. High School building is also interested in building a 30 unit assisted living in Clara City. Some concerns were expressed regarding the location of the building as well as the ability for the Care Center to provide food service at its current capacity. There are two locations being considered on the current Care Center / Prairie Park Place campus. The company would also like a TIF district set up which they would cover the costs associated with that as well as the issuance of Conduit Bonds. The company would be fully responsible for the bonds however they are passed through the city. After discussion,

On a motion by Shirley Klaassen and seconded by Missy Bodin to continue communication and work towards the development of an assisted living in Clara City with future discussion to occur regarding the location.

Motion carried.

#### Ralph Bradley, Police Chief

1. Bradley presented the council with his monthly activity report for January 2008 as well as the 2007 annual report.
2. The Council reviewed bids for a 2008 Crown Victoria for the Police Department. Three bids were received with the lowest bid being from Mills in Willmar for \$21,037.

On a motion by Les Feia and seconded by Missy Bodin to approve the purchase of a 2008 Crown Victoria for the Police Department from Mills for \$21,037.

Ayes: Les Feia, Missy Bodin                      Abstain: Shirley Klaassen

Motion carried.

#### Roger Knapper, Director of Public Works

1. Knapper presented to the council bids for a 2008 F150. Two bids were received with the lowest bid being from Mills in Willmar for \$20,673.80.

On a motion by Les Feia and seconded by Missy boding to approve the purchase of a 2008 F150 from Mills for \$20.673.80.

Ayes: Les Feia, Missy Bodin                      Opposed: Shirley Klaassen

Motion carried.

2. Discussed the US Aquatics Pool Assessment and asked that the council review the document so we can prioritize projects. Folsted has sent a copy to Shannon Sweeny who is working on the CIP plan.

#### Judy Gosseling, Deputy Clerk

1. Gosseling presented to the council the Financial Statement for Clara City Ambulance Service year ended December 31, 2007.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the Clara City Ambulance Service Financial Statement for year ended December 31, 2007.

Motion carried.

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

1. Folsted reported that she has been out of the office for two weeks due to a recent surgery. All reports needing to be completed in January were taken care of.

#### Mayor council Reports

1. Mayor Kurt Koenen reported that the Planning Commission recommends the approval of a conditional use permit for Lacinda Mithun to open a home based business for massage services. A public hearing was held on February 6, 2008 and no public comment in support or opposition was received.

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, MARCH 18, 2008  
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, March 18, 2008 at 6:45 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  
Roger Knapper Marge Swenson Ralph Bradley  
Roger Feldman John White

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

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of February 11, 2008 City Council Minutes correcting the day of the February Council Meeting.
2. Approval of Lawful Gambling Permit Application for Exempt Permit for Hawk Creek Ducks Unlimited to conduct a Raffle on June 12, 2008. Waiving the waiting period.

Motion carried.

Citizen petitions, requests and concerns: no public comment offered.

John Graupman from Bolton & Menk, Inc. presented the bid evaluation for the construction of the WWTF improvements for phosphorus removal. Seven bids were received ranging from \$162,400 to \$239,000. The lowest responsible bidder was Solonek Construction, Inc. from Springfield, Minnesota. Graupman discussed the effects of phosphorous, and the levels that we are mandated to stay below. It is estimated that the new addition will meet the requirements for a minimum of 7 years. If the state makes changes after that, nearly every facility in Minnesota would be looking at additional equipment to meet the requirements. After discussion,

On a motion by Les Feia and seconded by Missy Bodin to approve the bid from Solonek Construction, Inc. for the construction of the WWTF improvements for phosphorus removal.

Motion carried.

Ann Jaenisch, Prairie Park Place Housing Manager

1. Jaenisch presented to the council her monthly report. The new chairs for the dining room arrived on March 13. The old chairs have been moved to the basement of the library and will be sold when then new tables arrive.

Ralph Bradley, Police Chief

1. Bradley presented the council with his monthly activity report for February 2008.
2. Clara City will be hosting a Crime Alert Class. This is a two hour course on how to use the electronic crime alert system. Local law enforcement agencies are invited to attend this course which offers 2 hours of post credits.

Roger Knapper, Director of Public Works

1. The second water line break and second water line freeze of the season occurred this month.

2. Knapper presented to the council bids for a new lawn mower. Bids included a trade in of the old mower. After discussion,  
On a motion by Les Feia and seconded by Shirley Klaassen to approve the bid from Wearda Implement for \$5,724.38.  
Motion carried

Judy Gosseling, Deputy Clerk

1. Gosseling reported that the ambulance service did not have a net loss this year and suggested that the city transfer the \$10,000 that was set aside to cover any losses be transferred to the ambulance service reserve fund.  
On a motion by Shirley Klaassen and seconded by Dwight Mulder to transfer \$10,000 from the ambulance service fund to the ambulance service reserve fund.  
Motion carried.
2. Presented the Medicare billable rates for the Clara City Ambulance Service that became effective January 1, 2008:  
Miles one (1) through seventeen (17) increased to \$9.63.  
Miles eighteen (18) through fifty (50) are billed at \$8.00 Medicare reimburses at \$6.42.  
Miles fifty-one (51) and over increased to \$8.03.  
These are automatic increases. Gosseling did not suggest an increase in for the base rate for 2008.

Sara Folsted, City Administrator reported on the following:

1. Folsted gave an update on the following grants:  
Trail Grant – Bonding request made it in the House version of the bonding bill but not the Senate. It will be going to conference committee for discussion.  
SCDP Grant – No news yet, however a few weeks ago we were asked to decrease our request to around \$600,000 for consideration.  
AFG - Applications will be submitted for a new ambulance as well as a pumper for the fire department and other miscellaneous equipment needs.
2. Discussed 2008 wages for swimming pool employees. Folsted adjusted the wage scale to reflect an increase in the minimum wage. The wage scale will be adjusted by 30 cents.  
On a motion by Dwight Mulder and Seconded by Shirley Klaassen to approve the adjusted wage scale.  
Motion carried.
3. Discussed 2008 pool admission rates. Season passes will be increased by \$5.00 each. Summer passes will be \$65 for individuals, \$110 for a family of 2 or 3, \$120 for a family of 4 and \$130 for a family of 5.  
On a motion by Dwight Mulder and seconded by Les Feia to approve the rate changes.  
Motion carried.  
  
On a motion by Dwight Mulder and seconded by Shirley Klaassen to keep daily admission rates will remain the same with individuals paying once per day instead of once per session.  
Motion carried.
4. Discussed the pool fundraiser. Local establishments will be contacted by Sara and Missy to see if they would like to participate in the fundraiser by providing the food.
5. Reviewed request from MACCRAY Band Booster Club for passes to the Clara City Swimming Pool for their silent auction.  
On a motion by Les Feia and seconded by Dwight Mulder to donate 2 adult and 2 child punch passes.  
Motion carried.

6. Discussed a request for a commitment letter from the city for the private development of an assisted living in Clara City. The following items were discussed:
- 1) Agree to sell the land they need, which would be East of the Care Center.
  - 2) Agree to set up a TIF for the project. A senior housing TIF can go up to 25 years. The length of this TIF would be negotiated as we better understand the costs. Bird Island gave them a 25 year TIF another city gave them a 21 year TIF.
  - 3) Agree to sell conduit bonds. This is the type of bond the city issues but does not guarantee.
  - 4) To have the EDA work with any business they bring in if they are successful in purchasing the school. They have made an offer to the school. I told them that the EDA works with new business but they wanted us to be aware that they will be bringing at least one new business to Clara City.

On a motion by Missy Bodin and seconded by Shirley Klaassen to draft a commitment letter addressing the above terms.

Motion carried.

On a motion by Shirley Klaassen and seconded by Dwight Mulder the following bills were approved for payment:

City:	January	9662 – 9750	\$411,733.97
	February	9751 – 9829	\$219,835.72
	March	9830 – 9911	\$134,902.46
Care Center:	December	35970 – 36048	= \$365,269.74
	January	36049 – 36140	= \$442,784.90
	February	36141 – 36227	= \$300,895.40

Marge Swenson, Care Center Administrator

1. Discussed de-licensing layaway beds. Marge Swenson gave a history of layaway beds at the Care Center. Currently there are 14 beds in layaway with 7 of those beds having been there 5 years on 9-1-08. Unless those 7 beds are removed from layaway and used, they will be permanently closed. There are financial incentives to voluntarily closing those beds prior to 9-1-08 through the Planned Closure Rate Adjustment Program. If we do not voluntarily close those beds prior to 9-1-08, DHS will close them with no rate adjustment. It is estimated that each layaway bed we voluntarily close would bring \$4,100 per year. De-licensing 7 of the beds would result in approximately \$29,000 per year additional revenues and de-licensing all 14 would result in approximately \$58,000 per year. The board recommendation to the Council is to submit an application for up to 14 beds to the Planned Closure Rate Adjustment Program. After discussion,

On a motion by Dwight Mulder and seconded by Les Feia to submit an application for up to 14 beds to the Planned Closure Rate Adjustment Program.

Motion carried.

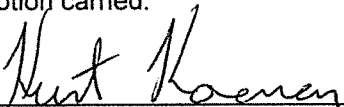
Mayor council Reports

1. Les Feia reported that BTAH had a tour of the Montevideo Clinic. The next meeting is March 19 with Missy Bodin and the Prairie Fest Committee as guest speakers.
2. Missy Bodin reported that community education received a grant to develop a community garden there will be spots for three families as well as a 4H pizza garden.

3. Mayor Koenen and Folsted discussed with the council their conference in Washington D.C. Top priorities included maintaining/increasing funding for community development block grants, transportation and infrastructure funding, funding for public safety and the foreclosure crisis.

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 8:43 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

WORKING SESSION OF THE CLARA CITY CITY COUNCIL  
MONDAY, MARCH 24, 2008  
5:00 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 Monday, March 24, 2008 at 5:00 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 Shannon Sweeney  
John White

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

Shannon Sweeney of David Drown Associates presented information on local financials in comparison to cities in our region and statewide peer group. Sweeney facilitated a discussion to develop a list of potential capital improvement projects and financing options. Sweeney will summarize the information for the next meeting. Additional information was requested by the council regarding sample assessment policies. Sweeney will forward sample policies to City Administrator Folsted

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 8:43 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, APRIL 8, 2008  
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, April 9, 2008 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  
Roger Knapper Marge Swenson Ralph Bradley  
Roger Feldman John White

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

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of March 18, 2008 City Council Minutes.
2. Approval of three land use applications as recommended by the Planning Commission (see April 2, 2008 Planning Commission minutes for list).

Motion carried.

Citizen petitions, requests and concerns

1. Jeff Koenen was present on behalf of MACCRAY Baseball and Softball boosters to ask the council to consider a donation to the club for a new field in Raymond. After discussion, the council tabled the request until a future meeting so the council would have time to review the information.

Kurt Koenen called to order the 2008 Board of Equalization and Appeals. Carol Schutz, Chippewa County Assessor, and Miranda Gilbertson the Clara City Assessor were present. The office had received three calls concerning property values and after review the following recommendations were made:

1. Jeff and Darla Koenen 30-082-0130: decrease value from \$224,500 to \$218,700 for 2008
2. Harlan and Diane Ruitter 30-082-0120: decrease value from \$245,300 to \$221,200 for 2008.
3. Clara City Community Haus: decrease value from \$573,600 to \$513,500.

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the revised property values.

Motion carried.

After discussion of property values the meeting was opened up for questions from the public and council. One citizen was present and asked if values were increasing in Clara City as a whole. Schutz responded that sales in Clara City were stable and does not notice a decline in values as in other cities. Clara City had 21 sales from the October 1, 2006 through September 30, 2007 assessment year. As there was no further comment offered, the public hearing remained open as the council moved forward with the agenda.

Marge Swenson, Care Center Administrator

1. Discussed the Care Center Advisory Board recommendation to the Council to solicit bids for a new sprinkler system. The Care Center had received a grant to pay 80% of the cost of the system which must be installed by December 31, 2008.

On a motion by Les Feia and seconded by Missy Bodin to approve the solicitation of bids for a new sprinkler system.

Motion carried.

2. Swenson presented to the council a chart that demonstrates nursing home rate increases versus inflation. Rate increases have not been able to keep up to inflation which is reflected in the financial state of nursing homes across the state.
3. Presented a recommendation from Health Service Innovations to alter the content of the April 23<sup>rd</sup> meeting. After conducting interviews with board and council members, it is HSI's recommendation to spend time reviewing the by-laws and have discussion regarding the roles and responsibilities of the board and the council in directing the future of the Care Center. HSI proposed two options for the April 23<sup>rd</sup> meeting 1) to set aside 20 minutes within the strategic planning retreat to discuss the issue or 2) to spend approximately two hours reviewing the findings of the interviews, current bylaws and an exercise that would result in role clarification. This option would cost an additional \$3,000.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve option two with an additional charge of \$3,000 for services.

Motion carried.

As no further public comment was offered, on a motion by Dwight Mulder and seconded by Shirley Klaassen to close the 2008 Board of Equalization and Appeals public hearing.

Motion carried.

Judy Gosseling, Deputy Clerk

1. Presented the ambulance financial statement for first quarter 2008.
2. Discussed transferring funds from the Public Works and Police Department vehicle sinking funds to pay for the new vehicles.

On a motion from Les Feia and seconded by Missy Bodin to transfer funds from the Public Works and Police Department sinking funds to pay for the new vehicles.

Motion carried.

Presented the Medicare billable rates for the Clara City Ambulance Service that became

Sara Folsted, City Administrator reported on the following:

1. Presented RESOLUTION NO. 08-03 RESOLUTION PROCLAIMING THE WEEK OF MAY 11 THROUGH MAY 17, 2008 AS AGING SERVICES WEEK.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve RESOLUTION NO. 08-03 RESOLUTION PROCLAIMING THE WEEK OF MAY 11 THROUGH MAY 17, 2008 AS AGING SERVICES WEEK.

2. Updated the council on current grant applications. We received official notification that our Small Cities Development Program grant application for \$646,624 was approved. We submitted two applications to AFG. One for a new pumper for the Fire Department and the other for a new ambulance for the Ambulance service. The Clara City Walking Path and Bike Trail was approved for \$225,000 in state bonding. A Walking Path Committee meeting will be schedule as soon as additional information regarding the bonding is received.
3. Presented RESOLUTION NO. 08-04 RESOLUTION IMPOSING RESTRICTIONS ON CITY PARK IN ORDER TO COMPLY WITH THE DEPARTMENT OF NATURAL RESOURCES PROJECT AGREEMENT. Audrey Mularie from Minnesota Department of Natural Resources sent the requirements for restrictions of the property where the city park is located. The restrictions must be recorded with the property deed prior to the release of the remaining grant finds and final close out of the project.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve  
RESOLUTION NO. 08-04 RESOLUTION IMPOSING RESTRICTIONS ON CITY  
PARK IN ORDER TO COMPLY WITH THE DEPARTMENT OF NATURAL  
RESOURCES PROJECT AGREEMENT.

Motion carried.

Ralph Bradley, Police Chief

1. Bradley presented the council with his monthly activity report for March 2008.
2. Administrator Folsted opened the sealed bids for the 2005 Crown Victoria. The high bid was \$11,000 from the City of Echo.

On a motion by Les Feia and seconded by Missy Bodin to approve the sale of the 2005 Crown Victory to the City of Echo for \$11,000.

Motion Carried

On a motion by Les Feia and seconded by Shirley Klaassen to approve the transfer of the funds received from the squad car sales to the Police Department Reserve fund for future vehicle purchases.

Motion carried.

Mayor council Reports

1. Kurt Koenen presented a variance request from Eugene Zeller to construct a garage larger than the 1,000 square feet accessory building maximum at 310 NE 2<sup>nd</sup> Street. A public hearing was held on April 2, 2008 and it is the recommendation of the planning commission to approve the variance request.

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

2. Kurt Koenen had a request from the senior citizens for ceiling fans in the community center. As the ceiling is in need of repair it was discussed that box fans could be used at this time.
3. Les Feia reported on BTAH. Community Education and the Prairie Fest Committee were featured speakers. After the presentations, the group toured Wearda Implement.
4. Les Feia attended a Safety and Loss Control workshop in Willmar. Discussion included personnel policies and terminations, land use and consolidating services for training.

On a motion by Missy Bodin and seconded by Les Feia to close the meeting under Minnesota Statute 144.291 – 144.298 and Minnesota Statute 13D.05, subd. 2(b) to discuss the events that occurred surrounding the passing of a Clara City Care Center resident.

Motion carried.

On a motion by Les Feia and seconded by Missy Bodin to reopen the meeting. It was discussed that more information is needed regarding this situation and we will meet again following the HSI meeting on April 23<sup>rd</sup> once board and council roles are clarified.

On a motion by Les Feia and seconded by Missy Bodin to close the meeting under Minnesota Statute 13D.05, subd. 3 (c) 3, to discuss a purchase agreement for lots in Hawk Creek Acres as well as to consider a letter of commitment for the sale of land for the development of an assisted living.

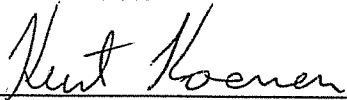
On a motion by Missy Bodin and seconded by Shirley Klaassen to reopen the meeting.


Motion carried.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve the purchase agreement from Share Homes llc. for one lot in Hawk Creek Acres and options on 7 more with the period of the options to end one year from closing on the first lot.  
Motion carried.

On a motion by Dwight Mulder and seconded by Les Feia to approve RESOLUTION 08-05 LETTER OF COMMITMENT AND MEMORANDUM OF UNDERSTANDING.

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 8:50 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

SPECIAL JOINT MEETING OF THE CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
WEDNESDAY, APRIL 23, 2008  
5:00 P.M. CITY HALL

The special joint meeting of the Clara City City Council and Clara City Care Center Advisory Board was held and convened according to law by Acting Mayor Les Feia on Wednesday, April 23, 2008 at 5:05 p.m. in the Clara City Community Center.

Present: Kurt Koenen Les Feia Dwight Mulder  
Shirley Klaassen Missy Bodin Jane Wrede  
Jackie Ast Laurie Woodring Steve Olander

Also present: Sara Folsted Marge Swenson Susan Taylor Julie Trygstad

Susan Taylor and Julie Trygstad of Health Service Innovations were present to discuss pre-strategic planning roles and responsibilities. Taylor presented a summary of the relevant themes from the interview she conducted with individual members of the Council, Board and Care Center staff. Taylor then presented models of city and county owned care center governance in Minnesota. Taylor and Trygstad led the Council and Board in a review of the Clara City Care Center bylaws. Discussed how the Board and Council currently operate and exercise authority in their roles and how it ought to be according to the bylaws. Trygstad then led the group in an exercise to identify priority responsibilities and a role clarification exercise was conducted.

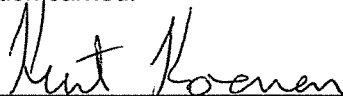
The next strategic planning session is scheduled for Wednesday June 18<sup>th</sup> 5:00 p.m. at City Hall.

The City Council and Advisory Board continued discussion regarding the Advisory Board recommendations that were tabled at the April 8, 2008 City Council meeting until after the completion of the roles and responsibilities discussion with HSI. Recommendations from the Care Center Advisory Board were reviewed and the following motions were made:

- 1. Regarding recommendation three: On a motion by Laurie Woodring and seconded by Jackie Ast for Marge Swenson to ask for the resignation of the DON effective April 25, 2008.  
Motion carried.
- 2. Regarding recommendation five: On a motion by Jackie Ast and seconded by Kurt Koenen to give a verbal warning to the person who initiated the solicitation e-mail.  
Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Jackie Ast and seconded by Laurie Woodring at 9:17 p.m.

Motion carried.

  
Kurt Koenen, Mayor

  
Sara Folsted, Administrator/Clerk

CLARA CITY CITY COUNCIL CIP WORKING SESSION  
MONDAY, APRIL 28, 2008  
5:00 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, April 28, 2008 at 5:00 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 Shannon Sweeney

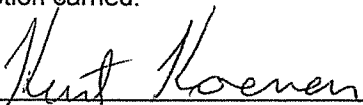
On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

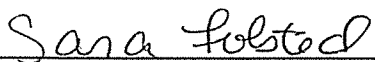
Shannon Sweeney of David Drown & Associates provided a summary of the discussion from the March CIP working session and presented a revised CIP plan based on that discussion.

Discussed the differences between using special assessments and taxes to fund capital improvement projects. Sweeney and Folsted will draft a revision to the current special assessment policy. Sweeney will present a report on the CIP working sessions at a future council meeting.

Discussed funding options for the waste water treatment facility improvement project. Sweeney will have documents prepared for approval at the May City Council Meeting.

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 6:12 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

SPECIAL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, APRIL 29, 2008  
8:30 A.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, April 29, 2008 at 8:31 a.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Missy Bodin Shirley Klaassen

Absent: Dwight Mulder

Also present: Sara Folsted Marge Swenson Nancy St. Sauver

On a motion by Les Feia and seconded by Shirley Klaassen to close the meeting to evaluate Nancy St. Sauver under Minn. Stat. 13D.05 subd. 3(a).

Motion carried.

On a motion by Les Feia and seconded by Missy Bodin to terminate Nancy St. Sauver's at-will employment with the Clara City Care Center.

Motion carried.

The meeting with Nancy St. Sauver adjourned at 8:45 a.m.

The City Council then met with Marge Swenson, Care Center Administrator at 9:15 a.m.

On a motion by Missy Bodin and seconded by Shirley Klaassen to close the meeting to evaluate Marge Swenson under Minn. Stat. 13D.05 subd. 3(a).

After discussion, on a motion by Missy Bodin and seconded by Shirley Klaassen to offer Marge Swenson 90 days pay plus benefits for her resignation starting April 30, 2008.

Motion carried

On a motion by Les Feia and seconded by Shirley Klaassen to pay PTO accumulated through the 31<sup>st</sup> of July, 2008.

Aye: Feia, Klaassen, Opposed: Bodin

Motion carried

On a motion by Shirley Klaassen and seconded by Les Feia to accept Marge Swenson's resignation in-lieu of termination from the Clara City Care Center.

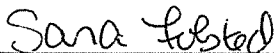
Motion carried.

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 9:57 a.m.

Motion carried.



Kurt Koenen, Mayor



Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
MONDAY, MAY 12, 2008  
6:00 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, May 12, 2008 at 6:06 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Missy Bodin	Les Feia Shirley Klaassen	Dwight Mulder
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Also present:	Sara Folsted Roger Knapper Pat Rothwell	Ann Jaenisch John Davidson Gordon Rothwell	Judy Gosseling Ralph Bradley
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On a motion by Les Feia and seconded by Missy Bodin to approve the agenda.  
Motion carried.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the consent agenda consisting of the following items:

1. Approval of the April 8, 2008 City Council Minutes.
2. Approval of Resolution 08-06 Resolution approving Minnesota lawful gambling permit application for the Clara City Lions Club.
3. Approval of Resolution 08-07 Resolution accepting Clara City Lions Club donation.
4. Approval of Lawful Gambling Permit Application for Exempt Permit for St. Clara's fall raffle on September 7, 2008. Waiving the waiting period.
5. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Citizen petitions, requests and concerns

1. Gordon and Pat Rothwell were present to discuss concerns regarding their ability to access the back of their property by going through their neighbor's back yard. Their neighbor has recently displayed no trespassing signs and the Rothwell's would like to be able to continue to access the back of their property through the utility easement in their neighbor's back yard. Rothwell's were also concerned about the amount of junk in their neighbor's yard. The Rothwell's were advised to seek guidance from an attorney regarding the easement and that Administrator Folsted will follow up regarding the junk.

John Davidson, Care Center Interim Administrator

1. Davidson presented to the council his monthly report. Current census is 65.
2. An interim DON has been placed at the Care Center. Her name is Sue Horner from Pathways Health Service.
3. The Care Center has solicited for bids for the Sprinkler System. Bids will be reviewed at their next meeting and a recommendation will be made to the council in June.
4. Presented a revised dispute resolution form to the council. Care Center staff will be oriented on it and the chain of command.

Ralph Bradley, Police Chief

1. Bradley presented to the council his monthly activity report for April 2008.
2. Bicycle safety course will be conducted for fourth grade students at MACCRAY.

Ann Jaenisch, Prairie Park Place Housing Manager

1. Jaenisch presented to the council her monthly report. The van sold for \$1,000. Some shingles have come off of the Prairie Park Place roof and will need to be replaced.

Roger Knapper, Director of Public Works

1. Presented an update on the waste water treatment facility phosphorus improvements.
2. The City will be advertising to fill a vacant mower position.
3. The City owns a 1978 Ford Dump truck that needs to either be repaired or replaced. It was the consensus of the council to sell the dump truck "as is" and to rent when necessary.

Sara Folsted, City Administrator reported on the following:

1. Presented resolution 08-08 RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF \$165,000 GENERAL OBLIGATION SEWER SYSTEM NOTE, SERIES 2008A, TO PAY A PORTION OF THE COSTS OF CONSTRUCTION OF SEWER SYSTEM IMPROVEMENTS; ESTABLISHING THE TERMS AND CONDITIONS THEREFOR; FREATING A PROJECT ACCOUNT AND A DEBT SERVICE FUND THEREFOR; AND AWARDING THE SALE THEREOF.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve Resolution 08-08.  
Motion carried.

2. There will be two lot closings in Hawk Creek Acres this month. Public hearings will be scheduled for the next planning commission meeting for variance applications for the homes.
3. Discussed a land use permit application for Rod Ziehl that was denied at the May Planning Commission meeting. Ziehl submitted an application to construct a fence. The Planning Commission wanted Ziehl to meet with the commission to discus his plans for completion of projects prior to approving the fence application. Administrator Folsted stated that she felt the permit should be approved as there is not a zoning reason why he cannot construct the fence. The fence is also necessary to take care of the junk problem on the property as construction materials will be stored in the enclosed fenced area and no longer visible to the public. An agreement had previously been made that he would have the siding done by the end of the summer. If it is not done by the end of the summer we need to handle that as a separate issue from the fence construction. After discussion,

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve Rod Ziehl's land use permit application to construct a fence.  
Motion carried.

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

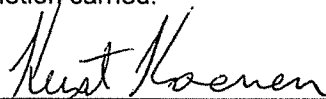
City:	April	9912 – 9986	\$211,506.77
	May	9987 – 10065	\$133,545.62
Care Center:	March	36228 – 36315	\$334389.19
	April	36316 – 36398	\$311835.65
	May	36399 – 36495	\$334015.63

## Mayor council Reports

1. Shirley Klaassen reported that she attended the recent library board meeting.
2. Missy Bodin reported that the pool will be opening soon. Pool fundraiser is set for June 1 at the Community Center. We will be having Dad's Belgian Waffles again. Community education community garden is going well and there are a few spots still available.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Dwight Mulder at 7:15 p.m.

Motion carried.



Kurt Koenen, Mayor



Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, JUNE 10, 2008  
6:00 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, June 10, 2008 at 6:00 p.m. in the Council Chambers of City Hall.

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

Also present: Sara Folsted Judy Gosseling John Davidson  
Chris Schwitters Nissa Friese Darren Ogdahl  
Brett Aamot

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

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of the May 12, 2008 City Council Minutes.
2. Approval of Resolution 08-09 Resolution accepting Clara City Lions Club donation.
3. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Citizen petitions, requests and concerns

Nissa Friese and Chris Schwitters were present on behalf of the Cross Country Trailblazers Snowmobile Club to request the following:

1. Street dance to be held on Saturday July 12, 2008 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 12, 2008.
3. Gambling permit for raffle on July 12, 2008 waiving the thirty 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 Dwight Mulder the three requests were approved.

John Davidson, Care Center Interim Administrator

1. The Care Center has solicited bids for the sprinkler system. Bids were reviewed at the Care Center Advisory Board Meeting and it is their recommendation to approve the bid from Simplex Grinnell for \$64,693. Simplex Grinnell was not the lowest bidder. Lowest bidder was Summit Design with a bid of \$59,750. Lowest bid is not being recommended as a request for additional information regarding the specs and design layout from Summit Design were not returned.

On a motion by Dwight Mulder and seconded by Les Feia to approve the bid from Simplex Grinnell.

Motion carried.

2. It is the recommendation of the Care Center Advisory Board to de-license seven beds under the planned closure rate adjustment program.

On a motion by Les Feia and seconded by Dwight Mulder to approve the closure of seven beds under this program.

Motion carried.

3. Discussed current staffing. The Care Center has begun staffing according to census which allows for more flexibility in staffing.

4. Davidson presented a revised Absenteeism Policy for the Care Center.

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

Aye: Feia, Mulder, Klaassen Opposed: Bodin Motion Carried

5. Two applications were received for the DON position. Reference checks are being completed and the Advisory Board will meet to review the applications.

Reviewed accounts payable.

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

City:	June	10066- 10135	\$166,514.72
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Motion carried.

Sara Folsted, City Administrator reported on the following:

1. Presented resolution 08-10 RESOLUTION SUPPORTING GRANT APPLICATION TO MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE LOCAL TRAIL CONNECTIONS PROGRAM. This is the program that the bonding funds are being filtered through

On a motion by Les Feia and seconded by Dwight Mulder to approve Resolution 08-10 RESOLUTION SUPPORTING GRANT APPLICATION TO MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE LOCAL TRAIL CONNECTIONS PROGRAM.

Motion carried.

2. Discussed the following June 4<sup>th</sup> Planning Commission Public Hearings:

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the conditional use permit application from Jon Rappaport of Share Homes of Clara City LLC to provide an eight unit home for the aged on Block 1 Lot 1 of Hawk Creek Acres.

Motion carried

On a motion by Les Feia and seconded by Shirley Klaassen to approve the variance application from Jon Rappaport of Share Homes of Clara City LLC to construct a detached garage.

Motion carried

On a motion by Dwight Mulder and seconded by Les Feia to approve the variance application for Todd Stanghelle to move in a home with less than 1,200 square feet on the main floor to Hawk Creek Acres.

Motion carried.

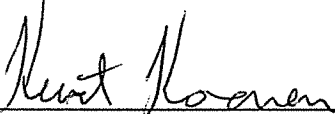
#### Mayor council Reports

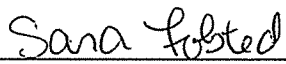
1. Les Feia discussed the Dad's Belgian Waffle Feed pool fundraiser. Attendance was down so will try to book an earlier date next year. Feia met with Dan Wrede, Gene Wenstrom and Jeff Lopez to discuss the upcoming hospital board meeting where Wenstrom, Folsted, Koenen and Lopez will meet with hospital board members to discuss moving the clinic into the new assisted living facility.
2. Sara Folsted was the presenter at BTAH and discussed current city projects.

Darren Ogdahl and Brett Aamot, City Auditors representing Conway, Deuth & Schmiesing, to present the 2007 City Audit Report and Memorandum to Mayor and City Council. They reported that the City is financially sound.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Dwight Mulder at 7:15 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

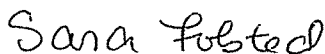
  
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Sara Folsted, Administrator/Clerk

JOINT WORKING SESSION OF THE CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
WEDNESDAY, JUNE 18, 2008  
5:00 P.M. CITY HALL

Julie Trygstad of Health Service Innovations met with members of the City Council, Clara City Care Center Advisory Board and Staff to perform a SWOT analysis and identify strategic priorities. Discussed the vision statement. No formal motions were made.



Kurt Koenen  
Kurt Koenen, Mayor



Sara Folsted  
Sara Folsted, Administrator/Clerk

All present

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, JULY 8, 2008  
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, July 8, 2008 at 6:35 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 John White Judy Gosseling

On a motion by Dwight Mulder 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 consent agenda consisting of the following items:

1. Approval of the June 10, 2008 City Council Minutes.
2. Approval of land use permit applications as recommended by the Clara City Planning Commission.
3. Approval of Resolution 08-11 Resolution accepting Clara City Lions Club donation.
4. Acceptance of the 2007 Audit Report and Memorandum to the Mayor and City Council as presented at the June 10, 2008 City Council Meeting.
5. Approval of working session minutes from March 24, April 23, April 28 and April 29 meetings.

Motion carried.

Judy Gosseling, Deputy Clerk

1. Presented and reviewed adjusted 2007 year end statements.

Sara Folsted, City Administrator

1. Asked for Council approval to make an offer on a small truck to be adapted for a dump truck for the public works department.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the expenditure of up to \$8,000 for the vehicle plus related expenses for the construction of the box to be paid from the Street Department Equipment Reserve Fund.

Motion carried.

2. Discussed Prairie Fest Committee concerns with insurance coverage and the possibility of increasing the city donation next year to help cover the increasing costs.
3. Discussed seasonal employee wages for Harvey Durheim, Matt Friese, and Jodie Holland.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the following wages: Harvey Durheim \$8.75/hr, Matt Friese \$8.00/hr and Jodie Holland \$5,971 for the season.

Motion carried.

4. Presented an update on the Small Cities Development Grant Program, the Trail Grant and the Assisted Living project.

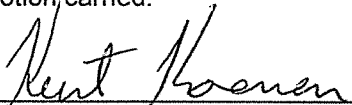
Mayor council Reports

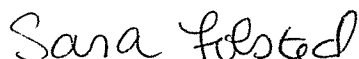
1. Kurt Koenen reported on the EDA and BTAH.
2. Shirley Klaassen added that the park looks nice after the suckers growing out from the trees were removed.

The next regular meeting of the Clara City City Council will be held on August 12, 2008 at 6:30 p.m. in the Council Chambers of City Hall.

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 7:07 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

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

JOINT WORKING SESSION OF THE CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
WEDNESDAY, JULY 30, 2008  
5:00 P.M. CITY HALL

Tim Meyer and Julie Trygstad of Health Service Innovations met with members of the City Council, Clara City Care Center Advisory Board and Staff to discuss the mission statement and values and begin strategic objective development. No formal motions were made.

Kurt Koenen

Kurt Koenen, Mayor

Sara Folsted

Sara Folsted, Administrator/Clerk

Missy  
Absent

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, AUGUST 12, 2008  
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, August 12, 2008 at 6:32 p.m. in the Council Chambers of City Hall.

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

Also present: Sara Folsted John White Judy Gosseling  
Roger Knapper John Davidson Ralph Bradley  
Tom Donner Mike Tebben

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

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

1. Approval of the July 8, 2008 City Council Minutes.
2. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Citizen Petitions Requests and Concerns

1. Tom Donner and Mike Tebben were present on behalf of the Prairie Fest Committee to discuss liability and insurance concerns. The Prairie Fest Committee also requested permission to use a city vehicle to pull the queens float in parades.

On a motion by Missy Bodin and seconded by Shirley Klaassen to allow the use of a city vehicle to pull the queens float with a parent or guardian driving who has had no major driving violations.

Motion carried.

Northland Securities, Dick Asleson

2. Dick Asleson was present from Northland Securities to review preliminary information for the development of TIF District No. 2-1 for the development of a housing TIF for the assisted living project.

On a motion by Missy Bodin and seconded by Les Feia to approve RESOLUTION 08-12 A RESOLUTION CALLING FOR PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF MUNICIPLE DEVELOPMENT DISTRICT NO. 2 AND THE ADOPTION OF A DEVELOPMENT PROGRAM THEREFOR, THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO 2-1 WITHIN DEVELOPMENT DISTRICT NO. 2 AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO.

Motion Carried.

John Davidson, Clara City Care Center

1. The Care Center has been notified that it will receive \$4,300 per bed for the 7 beds that were permanently closed under the planned closure rate adjustment program.
2. A finalist for the DON position will be meeting with staff on Thursday morning and will be notified by noon Friday whether or not she will accept the position.
3. Budget development is in process.
4. The Prairie Five contract for meal service to the Maynard site has been terminated. Maynard is going to a pilot program for senior dining.

5. The Care Center is in discussion with the owners of the assisted living project to determine what service could be shared or provided by the Care Center.
6. The installation of the sprinkler system is almost complete.
7. Slight storm damage to the facility and grounds occurred as a result of the recent storms. The insurance company has been notified.

Ralph Bradley, Police Chief

1. Bradley presented to the council his monthly report.

Roger Knapper, Public Works Director

1. Knapper reported on the storm damage and clean-up efforts. Discussed damage to boulevard trees and who was responsible for clean up. According to City Ordinance, home owners are responsible for the maintenance of boulevard trees, however due to the extreme circumstances and the potential for FEMA reimbursement discussion occurred regarding the City taking care of clean up of the storm damaged boulevard trees.

On a motion by Missy Bodin and seconded by Les Feia to solicit bids for the clean-up of boulevard trees damaged by the recent storm.

Motion Carried

Roger Knapper and Sara Folsted are to review bids and approve the lowest responsible bid.

2. Also as a result of the storm, street lights were damaged by Rhode's Family Foods. Two poles were damaged and will be replaced by one pole. Knapper will obtain quotes.

3. Reviewed a bid for crack filling in the tennis court for \$2,995.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the bid from L & M for \$2,995.

Motion carried.

4. Discussed street department equipment needs. The street department is in need of a new loader and boom truck. Knapper will obtain estimates for the purchase of the equipment.

5. Reviewed revised pool estimates and contract for engineering services from USAquatics.

On a motion by Dwight Mulder and seconded by Les Feia to approve the contract for engineering services from USAquatics for \$12,500.

Motion carried.

6. Folsted presented RESOLUTION 08-15 RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF A NOT TO EXCEED \$65,000 GENERAL OBLIGATION CAPITAL EQUIPMENT CERTIFICATE, SERIES 2008B, OF THE CITY OF CLARA CITY, MINNESOTA, ESTABLISHING THE TERMS AND FORM THEREOF; CREATING DEBT SERVICE FUND THEREFOR; AND AWARDING THE SALE THEREOF.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve RESOLUTION 08-15.

Motion carried.

Judy Gosseling, Deputy Clerk

1. Presented a list of election judges for the 2008 Primary and General Elections.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve RESOLUTION 08-13 RESOLUTION APPOINTING ELECTION JUDGES.

Motion carried.

2. Discussed election judge wages.

On a motion by Les Feia and seconded by Dwight Mulder to pay election judges \$7.75/hr and head judges \$11.75/hr.  
Motion carried.

3. Presented ambulance rate information. Gosseling recommended an increase in the base rate from \$400.00 to \$425.00

On a motion by Missy Bodin and seconded by Shirley Klaassen to increase the base rate for ambulance calls from \$400.00 to \$425.00.  
Motion carried.

Sara Folsted, City Administrator

1. LP bids were opened from Dooley's Petroleum and Farmers Coop Oil. Both bids were for \$2.19 per gallon.

On a motion by Missy Bodin and seconded by Les Feia 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 \$2.19 per gallon for September 1, 2008 to August 31, 2009.  
Motion carried

2. Presented information on a street vacation.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve RESOLUTION NO. 08-14 RESOLUTION CALLING FOR HEARING to vacate a portion of 1<sup>st</sup> St. NE. A public hearing will be held on September 8, 2008 at 5:45 p.m. at City Hall.  
Motion carried

3. Reviewed recommendations for a sewer rate increase. The recommended increase of \$1.15 per thousand gallons would be set aside to cover the costs of bond payments for bonds issued for the WWTF updates for phosphorous removal.

On a motion by Shirley Les Feia and seconded by Shirley Klaassen to set a public hearing for an increase in the sewer rate of \$1.15.  
Motion carried.

Public hearing to be held on September 8, at 5:30 p.m. at City Hall.

#### Mayor and Council Reports

1. Kurt Koenen: EDA discussed the assisted living project.
2. Dwight Mulder: Expressed appreciation for the great work done by those involved with the storm.
3. Shirley Klaassen asked about the tables and chairs from Prairie Park Place that are currently in the basement of the library and the fall zone around the merry-go-round.
4. Les Feia reported on BTAH. There will be no meeting in August.

The next regular meeting of the Clara City City Council will be held on September 8, 2008 at 5:30 p.m. in the Council Chambers of City Hall.

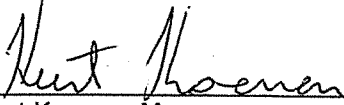
Reviewed accounts payable.

On a motion by Shirley Klaassen and seconded by Les Feia the following bills were approved for payment:

City:	July	10136 – 10226	\$190,380.18
	August	10227 – 10304	\$394,867.85
Care Center:	June	36496 – 36581	\$328,202.96
	July	36582 – 36675	\$395,660.62
	August	36676 – 36762	\$320,211.17

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 8:40 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

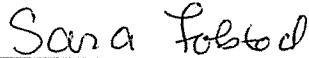
  
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Sara Folsted, Administrator/Clerk

JOINT WORKING SESSION OF THE CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
WEDNESDAY, AUGUST 27, 2008  
5:00 P.M. CITY HALL

Tim Meyer and Julie Trygstad of Health Service Innovations met with members of the City Council, Clara City Care Center Advisory Board and Staff to review and discuss the SWOT analysis results from management meetings and discuss potential action items. No formal motions were made.



Kurt Koenen  
Kurt Koenen, Mayor



Sara Folsted  
Sara Folsted, Administrator/Clerk

Dwight  
Absent

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
MONDAY, SEPTEMBER 8, 2008  
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, September 8, 2008 at 5:30 p.m. in the Council Chambers of City Hall.

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

Also present: Sara Folsted Judy Gosseling John Davidson  
Roger Knapper Harold Swanson Harold Postma  
Roger Feldman

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

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

1. Approval of the August 12, 2008 City Council Minutes.
2. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Mayor Kurt Koenen called the public hearing to order for RESOLUTION 08-16 RESOLUTION APPROVING A SEWER RATE INCREASE. The resolution would increase the sewer rate \$1.15 per thousand gallons resulting in a new rate of \$5.40 per thousand gallons. No public comment was offered and the hearing remained open as the council continued with the agenda items.

John Davidson, Clara City Care Center

1. Jane Wrede accepted the position of DON, she is training this week and will officially start next week.
2. A meeting is scheduled with the architect of the assisted living project on Wednesday at 9:30 a.m. The Care Center is in the process of negotiating for providing services to the assisted living.
3. Budget will be presented this month to the Care Center Advisory Board for FY 08/09.
4. State rate notice was received for FY08/09.
5. Unclaimed property from the Care Center has been turned over to the City.
6. Slight storm damage to the facility and grounds occurred as a result of the recent storms. The insurance company has been notified.

Roger Knapper, Public Works Director

1. Presented boom truck quotes to the council. Folsted explained that funds were available in the reserve fund for street department equipment to make the purchase. After further discussion,

On a motion by Dwight Mulder and seconded by Les Feia to approve the bid from Skyko Equipment for \$29,900 for a 1998 Freightliner.

Ayes: Feia, Bodin, Mulder Opposed: Klaassen

Motion carried

On a motion by Dwight Mulder and seconded by Les Feia to use funds from the street department equipment reserve fund to pay for the purchase.

Ayes: Feia, Bodin, Mulder Abstained: Klaassen

Motion carried.

2. Caldwell is in town doing black top work.
3. Harold Postma asked about blacktopping near his house. Knapper said that area is expected to be patched.
4. Les Feia asked for a progress report on the WWTF phosphorus improvement project. Knapper stated that the addition is operational and first reports of phosphorus levels should be received soon.
5. Dwight Mulder commended the public works department for the good work on the dump truck.

Sara Folsted, City Administrator

1. Presented high bids for the following vehicles:
  - \$5,552.00 1970 Ford 600 with bucket Alan Refsland
  - \$2,000 1978 Ford Dump truck Verlin Maurice
  - \$352.99 Ford Taurus Virginia Harden

On a motion by Les Feia and seconded by Missy Bodin to accept the vehicle bids as presented.

Motion carried.

2. Presented the 2009 Preliminary Budget for discussion and consideration. Folsted highlighted changes to the budget. Total levy for 2009 was kept under the inflation adjustment provided by Minnesota Department of Revenue to qualify for exemption from the truth in taxation public hearing requirements. After approval of the levy, the levy can be decreased in the final budget but cannot increase.

On a motion by Les Feia and seconded by Dwight Mulder to approve **RESOLUTION 08-17 RESOLUTION PROPOSING 2008 TAX LEVY COLLECTIBLE IN 2009.**

Motion carried.

As there was no additional public comment regarding the public hearing for the sewer rate increase,

On a motion by Dwight Mulder and seconded by Shirley Klaassen to close the public hearing.

Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve **RESOLUTION 08-16 RESOLUTION APPROVING A SEWER RATE INCREASE.**

Motion Carried.

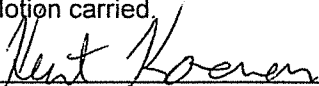
#### Mayor and Council Reports

1. Kurt Koenen: Presented an update on the EDA.
2. Shirley Klaassen asked when the ruts would be filled in the north side of the park. Folsted said she would follow up on that to see that they get taken care of.
3. Les Feia reported on BTAH. Green Meadow Inn will be the tour this month.
4. Missy Bodin reported on the success of the Community Garden this year.

The next regular meeting of the Clara City City Council will be held on October 14, 2008 at 6:30 p.m. in the Council Chambers of City Hall.

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 6:37 p.m.

Motion carried.

  
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 Kurt Koenen, Mayor

  
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 Sara Folsted, Administrator/Clerk

SPECIAL COUNCIL MEETING  
OF THE CITY OF CLARA CITY CITY COUNCIL  
TUESDAY, SEPTEMBER 30, 2008  
5:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Acting Mayor Les Feia on Tuesday, September 30, 2008 at 5:35 p.m. in the Council Chambers of City Hall.

Present:	Shirley Klaassen	Les Feia	Dwight Mulder
Absent:	Kurt Koenen	Missy Bodin	
Also present:	Sara Folsted		

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

1. Reviewed bids for the swimming pool improvement project. Two bids were received and after discussion,  
On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the low bid from Pool Construction Inc. for \$96,610 along with the alternate for deck demolition by owner with a credit of \$16,000.  
Motion carried.

2. Reviewed SCDP Grant Procedural Guidelines for commercial and residential rehab.  
On a motion by Dwight Mulder and seconded by Shirley Klaassen to adopt the SCDP Grant Procedural Guidelines for commercial and residential rehab.  
Motion carried.


The public hearing for Development District No. 2 and TIF District No. 2-1 was called to order by Acting Mayor Les Feia on a motion by Dwight Mulder and seconded by Shirley Klaassen at 6:01 p.m.

Dick Asleson spoke to the council by speaker phone regarding the development of municipal development district number 2 and TIF District No. 2-1. Discussed the tax increment financing plan. No public comment was offered for or against the proposed development district.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to close the public hearing at 6:31 p.m.  
Motion carried.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve RESOLUTION 08-18 A RESOLUTION APPROVING THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 2 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 2-1 AND APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 2.  
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 Dwight Mulder at 6:32 p.m.  
Motion carried.

  
\_\_\_\_\_  
Les Feia, Acting Mayor

  
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Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, OCTOBER 14, 2008  
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, October 14, 2008 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen	Les Feia	Dwight Mulder
Absent:	Shirley Klaassen	Missy Bodin	
Also present:	Sara Folsted	Judy Gosseling	John Davidson
	Roger Feldman	Joe Thissen	Jim Thoma
	Chris Rosen	Lowell Schwitters	

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 Dwight Mulder to approve the consent agenda consisting of the following items:

1. Approval of the September 8, 2008 City Council Minutes.
2. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Mayor Kurt Koenen called the public hearing to order on a motion by Dwight Mulder and seconded by Les Feia for consideration of delinquent accounts presented by West Central Sanitation. No public comment was offered.

On a motion by Dwight Mulder and seconded by Les Feia to close the public hearing at 6:35 p.m.  
Motion carried.

On a motion by Dwight Mulder and seconded by Les Feia to accept the listed charges plus 10% administrative fee.  
Motion carried.

Considered RESOLUTION 08-19 RESOLUTION CALLING FOR HEARING TO CONSIDER VACATING AN ALLEY LOCATED BETWEEN FOURTH AVENUE NW AND DIVISION STREET. Hearing to be held November 10, 2008 at 5:30 p.m. in City Hall. After discussion,

On a motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION 08-19 RESOLUTION CALLING FOR HEARING TO CONSIDER VACATING AN ALLEY LOCATED BETWEEN FOURTH AVENUE NW AND DIVISION STREET.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve a letter of intent to vacate the alley pending the results of the public hearing to the potential purchasers of the Junior High School Building.  
Motion carried.

John Davidson, Clara City Care Center

1. Davidson presented to the council his monthly report.

2. Presented to the Council for consideration and approval the FY 08-09 Clara City Care Center Operating Budget. After discussion  
On a motion by Dwight Mulder and seconded by Les Feia to approve the FY 08-09 Clara City Care Center Operating Budget.  
Motion carried.

Judy Gosseling, Deputy Clerk

1. Presented ambulance third quarter financial statements.
2. Reviewed Accounts Payable.

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

City:	September	10305 - 10389	\$343,033.19
	October	10390 - 10470	\$218,870.33

Care Center:	September	36763 - 36926	\$349,228.35
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Motion carried.

Sara Folsted, City Administrator

1. Discussed the date for the November City Council meeting. As the second Tuesday of the month is Veteran's Day the next regular meeting of the City Council will be held on November 10, 2008 at 5:30 p.m.

2. Reviewed proposals from two collection agencies for the Ambulance Department. Collection agencies only receive fees from past due accounts they collect on. After discussion,

On a motion by Les Feia and seconded by Dwight Mulder to approve a contract with Collection Resources out of St. Cloud for uncollectible ambulance bills.

Motion carried.

3. Reviewed the proposed Identity Theft Policy. The policy otherwise referred to as the Red Flag rule is required to be in place for all public utilities by November 1, 2008.

On a motion by Dwight Mulder and seconded by Les Feia to adopt the Identity Theft Policy for Municipal Utilities.

Motion Carried

4. Discussed two proposals for concrete work for the city park. This work will complete the requirements for the DNR grant. Two proposals were received and a request for additional information was requested of the second proposal. As no response was received it is recommended that the council approve the proposal from Heiling Construction for concrete work in the City Park for \$3,550.00.

On a motion by Les Feia and seconded by Dwight Mulder to approve the proposal for concrete work from Heiling Construction for \$3,550.00.

Motion carried.

Mayor and Council Reports

1. Kurt Koenen and Folsted presented information on the variance hearing for Duane Sweep. A public hearing was held on October 1, 2008. It is the recommendation to the City Council to approve the variance request as two of the three conditions for accessory structures on residential property are satisfied and the storage unit is being recommended by a doctor as necessary due to her medical condition.

On a motion by Dwight Mulder and seconded by Les Feia to approve the variance for Duane Sweep to allow four accessory structures on the property.

Motion carried.

2. Presented Sara Rosen for consideration for appointment to the Clara City Care Center Advisory Board.

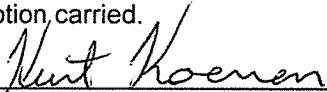
On a motion by Dwight Mulder and seconded by Les Feia to appoint Sara Rosen to the Clara City Care Center Advisory Board.

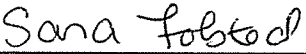
Motion carried.

3. Les Feia reported on BTAH. The candidate forum will be held at the next BTAH.

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 7:13 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  
MONDAY, NOVEMBER 10, 2008  
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, November 10, 2008 at 5:30 p.m. in the Council Chambers of City Hall.

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

Also present: Sara Folsted Judy Gosseling John Davidson  
Joe Thissen Kathy Cowan John Bot  
Todd Lindenberg Chip Goeman

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the agenda with the addition of Kathy Cowan at approximately 6:00 p.m.  
Motion carried.

On a motion by Shirley Klaassen and seconded by Les Feia to approve the consent agenda consisting of the following items:

1. Approval of the October 14, 2008 City Council Minutes.
2. Approval of land use permit applications as recommended by the Clara City Planning Commission.

Motion carried.

Mayor Koenen opened the public hearing regarding the proposed alley vacation. The alley is located in Block 2 of the Original Plat between Fourth Avenue NW and Division Street. No public comment was offered for or against the proposed vacation. The hearing remained open as the Council continued with the agenda items.

Chip Goeman was present to discuss his representation as the cities agent and the cities tort liability coverage.

On a motion by Missy Bodin and seconded by Dwight Mulder to continue to have Chip Goeman represent the City as its agent.

Motion carried.

On a motion by Les Feia and seconded by Shirley Klaassen not to waive the tort limit and to increase the excess coverage to \$2,000,000.

Aye: Feia, Mulder, Klaassen

Opposed: Bodin

Motion carried.

John Davidson, Clara City Care Center

1. Davidson presented to the council his monthly report.
2. Provided an overview of results for the annual resident satisfaction survey that is conducted by the state as well as the family member survey which is conducted internally. The Care Center showed improvements in 9 of 11 categories over last year in the resident satisfaction survey.

Ann Jaenisch, Prairie Park Place

1. Presented to the council for approval the following rate increases for apartments:  
Small one bedroom units - \$15  
Large one bedroom and two bedroom units - \$25

On a motion by Dwight Mulder and seconded by Les Feia to approve the increases effective January 1, 2009.

Motion carried

Jeff DeGrote, Public Works Department

1. Jeff DeGrote was present from the public works department and presented the council with three quotes for a new loader. John Bot from RDO Equipment and Todd Lindenberg from Ziegler of Fergus Falls were present to answer questions from the Council. The lowest quote came in from Titan Machinery for \$106,324.83 the second lowest quote was from RDO Equipment for \$106,500 and the highest was from Ziegler for \$110,627.94. After review of the quotes and information it was decided to approve the purchase from the second lowest quote received due to the inclusion of a better warranty.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the purchase of a John Deer loader from RDO Equipment for \$106,500.

Motion carried

On a motion from Dwight Mulder and seconded by Shirley Klaassen to use \$10,000 from current year capital outlay and the remainder from the street department reserve fund to pay for the purchase.

Motion carried.

2. Discussed the pool renovation project. Due to savings from performing some of the renovations work ourselves and other negotiations, there are enough funds available in the swimming pool fund to purchase a slide. Discussed location of the slide, it could either be at the deep end where the high dive used to be or a drop slide could be installed near the five foot end of the pool. After discussion,

On a motion by Missy Bodin and seconded by Shirley Klaassen to purchase a slide for the 5 foot end of the pool.

Motion carried.

Judy Gosseling, Deputy Clerk

1. Presented balance sheets through October 31, 2008.
2. Three establishments are in need of liquor license renewals for 2008

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

Motion carried.

Sara Folsted, City Administrator

1. Discussed current ordinances as they relate to the maintenance of boulevard trees. Under current language, homeowners are responsible for all maintenance of the trees and need to receive permission to remove a tree or to plant a new one. Discussed holding a public hearing to receive input regarding a possible change in the ordinance to have the City take responsibility for the trees. After discussion

On a motion by Les Feia and seconded by Dwight Mulder to hold a public hearing at the December City Council meeting regarding the boulevard tree ordinance.

Motion carried.

2. Kathy Cowan was present to discuss a boulevard tree in front of her house. She would like to have it taken down as it is close to falling and the roots are lifting up the curb.

On a motion by Missy Bodin and seconded by Dwight Mulder in light of the storm and special safety concerns to have the tree removed by the City.

Motion carried.

3. Presented canvas of the November 4, 2008, election to the Council.

Council Members – Four (4) Year Term – Vote for Two (2)

Lester T. Feia	364
Mike Thein	345
Peter "Jim" Thoma	294
Duane Jaenisch	224
Misc. Write in	3
Over Votes	2
<u>Under Votes</u>	<u>172</u>
Total Votes	1404

Mayor – Two (2) Year Term – Vote for One (1)

Joseph J. Thissen	379
Kurt Koenen	305
Misc. Write in	3
<u>Under Votes</u>	<u>15</u>
Total Votes	702

On a motion by Shirley Klaassen and seconded by Les Feia to accept the canvas of the election.  
Motion carried.

4. Presented the proposal for Prairie Five Senior Nutrition Services. Recommendation is to approve pending an increase in reimbursement.

On a motion by Dwight Mulder and seconded by Les Feia to approve the 2009 Prairie Five Senior Nutrition Services agreement contingent upon receiving reimbursement of \$555/month.

Motion carried.

5. Discussed 2009 request for support from Southwest Initiative Foundation for \$500.  
On a motion by Les Feia and seconded by Missy Bodin to approve a donation of \$500 in 2009 to the Southwest Initiative Foundation.

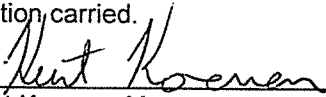
Motion carried.

Mayor and Council Reports

1. Kurt Koenen – EDA is assisting with an expansion at Impact Innovations.
2. Les Feia – BTAH political forum was well attended. The next meeting will be on November 19.
3. Missy Bodin – Working with Chippewa County Human Services on programming directed towards reducing out of home placements for youth in Chippewa County. Betty Christianson will present to the council at a future meeting regarding programs ideas.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Shirley Klaassen and seconded by Missy Bodin at 6:53 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

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

JOINT WORKING SESSION OF THE CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
WEDNESDAY, NOVEMBER 12, 2008  
5:00 P.M. CITY HALL

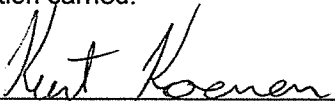
Present: Kurt Koenen Les Feia Dwight Mulder  
Shirley Klaassen Jackie Ast Laurie Woodring  
Steve Olander

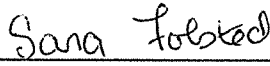
Also present: Sara Folsted Julie Trygstad Tim Meyer  
Ann Jaenisch John Davidson

Tim Meyer and Julie Trygstad of Health Service Innovations presented the final draft of the strategic plan for Prairie Park Place and the Clara City Care Center for discussion and approval.

On a motion by Steve Olander and seconded by Shirley Klaassen to approve the final draft of the 2009-2011 Clara City Care Center and Prairie Park Place Strategic Plan with the ability of the Clara City Care Center Advisory Board to make modifications as deemed necessary.

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 9, 2008  
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 Tuesday, December 9, 2008 at 5:30 p.m. in the Council Chambers of City Hall.

Present:	Dwight Mulder Kurt Koenen	Missy Bodin Shirley Klaassen	Les Feia
Also present:	John Davidson Melissa Porter June Swanson Rhonda Pieper Jeff DeGrote Steward Dansby Sara Folsted Stephan Olander	Tracy Thoma Harold Swanson Ardell Brouwer Victor Sparks Joseph J. Thissen Elmer Koenen Judy Gosseling Laurie Woodring	Lyla Porter John Fritz John White Jack Sparks John Guertz Jackie Ast Sara Rosen

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

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the consent agenda with the addition of Chip Goeman under also present in the November 10, 2008 City Council Minutes.  
Motion carried.

Kurt Koenen called on Jim Gilman from Conway, Deuth & Schmeising to present the Care Center Audit Report for the fiscal year ending September 30, 2008. The Care Center received an unqualified opinion. Copies of the report are on file at City Hall and the Care Center.

After discussion, on a motion by Shirley Klaassen and seconded by Dwight Mulder to accept the FY 2007-2008 Care Center audit report as presented.  
Motion carried.

Entered into a joint closed meeting with the Clara City City Council under Minn. Stat. 13D.05 subd. 3(b). Attorney Client Privilege to review strategies for pending litigation. No additional information was discussed. The meeting will be continued on Tuesday, December 16, 2008, at 5:30 p.m. at City Hall.

The meeting was re-opened and the Advisory Board meeting was moved to the Community Center as the Council continued with their agenda.

Laurie Woodring was present on behalf of the Clara City Ambulance Department to request approval for the purchase of a new ambulance. Two quotes were reviewed from Premier Specialty Vehicles for 2008 and 2009 Horton Emergency Vehicles, type III ambulances. After discussion,

On a motion by Les Feia and seconded by Dwight Mulder to approve the purchase of the 2009 Horton type III ambulance from PSV.  
Motion carried.

At 6:30 p.m. Mayor Koenen opened the public hearing regarding an application to DEED on behalf of Impact Innovations. No public comment was offered. After discussion, On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve RESOLUTION 08-21 LOCAL GOVERNMENT RESOLUTION ECONOMIC DEVELOPMENT PROGRAM Motion carried.

On a motion by Shirley Klaassen and seconded by Les Feia to approve RESOLUTION 08-22 ANTI-DISPLACEMENT POLICY. Motion carried.

Judy Gosseling, Deputy Clerk

1. Gosseling recommended thirteen ambulance bills for write-off as uncollectible for 2008. Of the thirteen bills, eleven are filed with revenue recapture program for collection through tax refunds and one is filed with our collection agency but should be written off as we do not know when they will be collected. Accounts are as follows:
 

Revenue Recapture Program filed	\$5,161.32
Collection Agency filed	\$ 583.46
Uncollectible	<u>\$ 583.56</u>
Total 2008 Write-Off	\$6,328.24

On a motion by Les Feia and seconded by Dwight Mulder to write-off \$6,328.24 for uncollectible ambulance bills in 2008. Motion carried.

2. Gosseling and Folsted recommended the following expenses be covered by the reserve fund in 2008:
  1. Expenses incurred for the tennis courts and warming house totaling \$4,072.33 to be covered by the Park Maintenance Reserve Fund
  2. Street repair expenses totaling \$39,222 to be covered by Street Maintenance reserve fund.

On a motion by Shirley Klaassen and seconded by Les Feia to transfer the above expenses to their respective reserve accounts for 2008. Motion carried.

At 7:00 Mayor Koenen opened the public hearing for delinquent utility bills to be assessed to property taxes. No public comment was offered.

On a motion by Dwight Mulder and seconded by Missy Bodin to close the public hearing. Motion carried.

On a motion by Shirley Klaassen and seconded by Missy Bodin to approve the assessment of delinquent utility bills to property taxes with an interest rate of 7%. Motion carried.

Sara Folsted, City Administrator

1. Presented the 2009 Final Budget for consideration and approval. Discussed implications of potential un-allotment of LGA. If LGA in 2009 is significantly altered it is possible to amend the budget to reflect the changes. The budget presented reflects current certified 2009 LGA amounts.

On a motion by Les Feia and seconded by Missy Bodin to approve the 2009 Final Budget as presented.

Motion carried.

2. Presented RESOLUTION 08-23 A RESOLUION APPROVING 2008 TAX LEVY COLLECTABLE IN 2009. After discussion,

On a motion by Dwight Mulder and seconded by Les Feia to approve RESOLUTION 08-23 A RESOLUTION APPROVING 2008 TAX LEVY COLLECTABLE IN 2009.

Motion carried.

3. Presented the 2009 Operating Budget for Prairie Park Place. After discussion, On a motion by Dwight Mulder and seconded by Les Feia to approve the 2009 Operating Budget for Prairie Park place.  
Motion carried.

At 7:15 Mayor Koenen opened the public hearing for ORDINANCE NO. 315 AN ORDINANCE AMENDING THE CLARA CITY CODE BY AMENDING THE SECTION "Duty of Property Owners to Cut Grass and Weeds and Maintain Trees and Shrubs." The proposed amendment modifies Section 7.09 of the Clara City Code as a modified Subd. 3. Duty of Property Owners to Cut Grass and Weeds and Maintain Trees and Shrubs to state that the City of Clara City shall trim, cut and otherwise maintain all trees and shrubs from the line of such property nearest to such street. City trimming and maintenance shall be done according to the manner prescribed in the City's Boulevard Maintenance Policy. Specifics of the policy will be discussed and adopted at a future meeting.

On a motion by Les Feia and seconded by Shirley Klaassen to close the public hearing at 7.25 p.m.  
Motion carried.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve ORDINANCE NO. 315 AN ORDINANCE AMENDING THE CLARA CITY CODE BY AMENDING THE SECTION "Duty of Property Owners to Cut Grass and Weeds and Maintain Trees and Shrubs."  
Motion carried.

Folsted presented 2009 employee wages and reimbursements. After discussion, On a motion by Dwight Mulder and seconded by Missy Bodin to approve a 3% wage increase.  
Motion carried.

Folsted presented information regarding a computer program for long-range financial planning. Folsted served on the LMC committee that developed this tool and hosted a presentation at City Hall. Folsted recommend the City purchase the program to assist with long-range planning. The cost of the program is \$1,000.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the purchase of the Long-Range Financial Planning computer program.  
Motion carried.

Ralph Bradley, Clara City Police Chief Presented to the council his monthly report.

Judy Gosseling, on behalf of the Prairie Fest Fundraising Committee asked the council for approval of the following:

1. Approval for Fundraiser Street Dance to be held in Lions Park on Friday, June 5, 2009. Streets to be closed for the dance are Division Street from 2<sup>nd</sup> Avenue NW to 3<sup>rd</sup> Avenue NW and 2<sup>nd</sup> Ave NW from the Police Department parking lot to Division Street.
2. Approval of 3.2 Beer and Wine Cooler Liquor License for Friday, June 5, 2009 with serving until 1:00 a.m. Saturday, June 6, 2009, according to City Ordinance.
3. Fundraiser Street Dance to be listed as an event in the City Park on City's General Liability Insurance with Prairie Fest providing General Liability Insurance Coverage.
4. Liquor Liability Insurance June 5<sup>th</sup> until 1:00 a.m. on June 6, 2009 will be provided by Prairie Fest Committee.

On a motion by Les Feia and seconded by Missy Bodin to approve the use of Lions Park for the dance and closure of the street.  
Motion carried.

On a motion by Les Feia and seconded by Missy Bodin to approve the 3.2 Beer and Wine Cooler Liquor License for Friday, June 5 with serving until 1:00 a.m. June 6, 2009 and approve the insurance coverage.

Motion carried.

#### Mayor and Council Reports

1. Kurt Koenen reported that Jackie Ast's term on the Clara City Care Center Advisory Board ends this year and it is the recommendation of the Care Center Board that Koenen serve as the community representative.

On a motion by Missy Bodin and seconded by Les Feia to appoint Kurt Koenen to the Clara City Care Center Advisory Board beginning January 2009.

Motion carried.

2. Koenen reported on the EDA activities. Currently working with Impact Innovations on an expansion and the assisted living project. There were no land use permits this month for Planning and Zoning.
3. Missy Bodin reported that the MACCRAY Community Foundation had been started and \$4,000 has already been raised.
4. Les Feia reported that the MACCRAY Community Foundation was the topic of the last BTAH.
5. Shirley Klaassen asked if it was possible for the path across the park to be shoveled as many seniors and kids use that route.

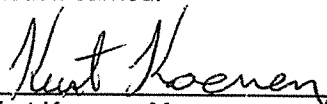
Feia and Mulder inquired as to the status of the search for the Care Center Administrator. Discussion ensued as to whose responsibility it was to initiate the search for a permanent replacement. The Care Center Board was currently discussing this as well.

On a motion by Les Feia and seconded by Dwight Mulder to move forward with the process.

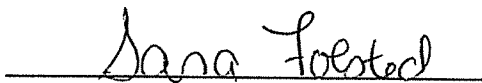
Motion carried.

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 8:44 p.m.

Motion carried.



Kurt Koenen, Mayor



Sara Folsted, Administrator/Clerk

SPECIAL MEETING  
OF THE CITY OF CLARA CITY CITY COUNCIL  
AND THE CLARA CITY CARE CENTER ADVISORY BOARD  
TUESDAY, DECEMBER 16, 2008  
5:30 P.M. CITY HALL

The special meeting of the Clara City City Council and Clara City Care Center Advisory Board was held and convened according to law by Acting Mayor Les Feia on Tuesday, December 16, 2008 at 5:30 p.m. in the Council Chambers of City Hall.

Present:	Dwight Mulder	Missy Bodin	Les Feia
	Kurt Koenen	Shirley Klaassen	Jackie Ast
	Laurie Woodring	Steve Olander	
Absent:	Sara Rosen		
Also present:	Sara Folsted		

Entered into a joint closed meeting under Minn. Stat. 13D.05 subd. 3(b). Attorney Client Privilege to review strategies for pending litigation. No additional information was discussed. The Advisory Board and Council discussed with John J McDonald Jr. and Molly Ryan of Meegher & Geer P.L.L.P via teleconference legal strategies in response to a demand letter.

On a motion by Dwight Mulder and seconded by Missy Bodin to adjourn the closed meeting and re-open the public meeting.  
Motion carried.

During the closed meeting the following motion was made,  
On a motion by Missy Bodin and seconded by Dwight Mulder to reject the demand letter.  
Motion carried unanimously.

Folsted will follow up with the attorneys in the morning.

The joint meeting adjourned and the council continued with its agenda.

In addition to the City Council, the following individuals joined the public meeting:  
Sara Folsted, Judy Gosseling, Jeff Lopez, Nick Haggemiller, Gene VanBinsbergen, Steve Jones, Joe Thissen, Dennis Anderson, Jim Curtis, and Judy Gosseling.

Members representing the Montevideo Area Veterans Home Project gave a presentation to the City Council regarding the project. The home will be a 90 bed Veterans Home located in the City of Montevideo. The group has a goal of raising \$2,000,000 by June 1, 2009.

On a motion by Dwight Mulder and seconded by Missy Bodin to have Folsted draft a letter of support for the project and submit it to the committee.  
Motion carried.

The group was also invited to discuss the project with the EDA with the possibility of receiving a contribution for the proposed project through them.

City Administrator Sara Folsted tendered her resignation to be effective January 9, 2009.  
On a motion by Les Feia and seconded by Dwight Mulder to regretfully accept her resignation.  
Motion carried.

Discussed meeting coverage until the Administrator position is filled. Folsted suggested that Deputy Clerk Judy Gosseling be named a voting member for the EDA in the Administrators absence.

On a motion by Dwight Mulder and seconded by Missy Bodin to appoint Judy Gosseling as a voting member on the EDA in the absence of the City Administrator.  
Motion carried.

Folsted offered to remain on staff on a part time basis after the 9<sup>th</sup> to assist with various projects and City Council meetings as well as help train the new administrator. Folsted would go from salaried to hourly beginning January 1, 2009 at a rate of \$25.00 per hour.

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve Folsted as hourly beginning January 1, 2009, and to keep as part time after the 9<sup>th</sup> of January.  
Motion carried.

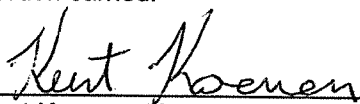
Discussed office coverage during the day. Ann Jaenisch would assist in the afternoons when she is done at Prairie Park Place until a new administrator is hired. Office hours will be Monday through Thursday 8:00 a.m. to 5:00 p.m. and closed during lunch. Friday 8:00 a.m. to 12:00 p.m. Hours will be posted. Discussed compensation for Jaenisch and Gosseling. Jaenisch will receive her regular wages for work at City Hall and Gosseling will receive an additional \$1,500 per month for additional work duties.

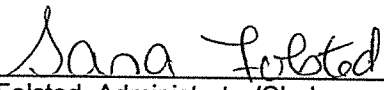
On a motion by Les Feia and seconded by Shirley Klaassen to approve the above schedule and wages.  
Motion carried.

Jeff Lopez asked the council if the County Commissioner could be considered an ex-officio member of the EDA.

On a motion by Les Feia and seconded by Shirley Klaassen to appoint the County Commissioner as an ex-officio member of the EDA.  
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 7:26 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk