

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
April 10, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jack Sparks, Gary Nelson, Nathan Speiser, Rhonda Pieper, and Jeffrey Davids

Members absent: None

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Kim Wood (Police Chief), Mindie Nurmi (Housing Manager at PPP), Shane Nord (Fire Chief), Mike Bosch (Ambulance), Andrew Neville (Ambulance), Michael Stordahl (Care Center Administrator), and Windy Block (City Administrator)

Others present: Josie Oliver (Clara City Herald), Mike Amborn (Rodeberg & Berryman, Inc.), Shirley Klaassen, and Lisa Osthus

1. Call to Order—*By Mayor Jack Sparks at 6:33 p.m. A Quorum was declared as being present.*

***Note:** This meeting is being officially recorded. As such, all commentary must be communicated through the microphones at the Council and staff tables or through the microphone attached at the speaker's podium.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** M/S/P 5-0 (Nelson/Davids) to approve the draft copy as the official Agenda for this Meeting with the deletion of Agenda Item No. 9 (D-5) Other business from the Care Center Subcommittee.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of March 13, 2018

***Action taken:** M/S/P 5-0 (Speiser/Pieper) to approve the Meeting Minutes from the City Council Meeting of March 13, 2018 as presented.*

4. Notices and Communications—*Informational only, no action is required.*

4. (A) Notice of update on activities, present and future, of the Highway 23 Coalition--Attached were two (2) emails from Aaron Backman, dated Monday, March 26th and Friday, March 30th.

5. Approval of Consent Agenda

5. (A) Approval of the "Applications for Construction Permit(s)" for the following applicant(s) as recommended by the Planning Commission from its Regular Meeting on April 4, 2018:

1. Jeremiah & Darci Johnson, 25 4th Ave. SE—Installation of an egress window-well approximately 4 feet into the eastern required 5-foot side yard area in order to facilitate the installation of two fire egress window for new bedrooms in the northeast corner of the basement—Work to be done by owner self-improvement--Project cost of \$250.00 (est.)—Permit fee of \$25.00.
2. Tony Donner, 518 NE 3rd St.—Move-in and installation of an existing 20' X 59' garage-style accessory building—Work to be done by owner self-improvement—Project cost of \$25,000--Permit fee of \$100.00. *Note:* The approval of this Permit is conditioned upon the approval of an Application for Variance concerning the building's base size and also possibly the building's height, such to be heard at a Public Hearing by the Planning Commission on May 2, 2018.

5. (B) Approval of a request from Troy & Janet Sweep for permission to block off approximately 25-30 feet of public right-of-way, or three (3) parking spaces, in front of their store in downtown Clara City for grilling demonstrations during their 5-year anniversary sale on Friday, April 27th from 7:00 A.M. to 8:00 P.M and on Saturday, April 28th from 7:00 A.M. to 3:00 P.M.

Action taken: M/S/P 5-0 (Davids/Pieper) to approve the Consent Agenda as presented above.

6. Reports from Officers, Commissions, and Committees—*No action is required.*

6. (A) Planning Commission – *Council Liaison Nathan Speiser presented.*

1. Approved Minutes of the March 7, 2018 Regular Meeting.
2. Any notable activities from the Regular Meeting of April 4, 2018.

6. (B) Economic Development Authority (EDA) – *Council Liaisons Nelson & Pieper presented.*

1. Approved Minutes of the March 12, 2018 Regular Meeting.
2. Any notable activities from their Regular Meeting of April 9, 2018.

6. (C) Employer-Employee Labor Relations Subcommittee—*Mayor Sparks presented.*

7. Reports from Staff and Administrative Officers—*No action is required (see general business).*

7. (A) Police Department—*Monthly Activity Report -March 2018 by Kimberly M. Wood, Chief of Police.*

7. (B) Public Works Department—*No report.*

7. (C) Prairie Park Place—*Update report on vacancies (13 tenants) by Mindie Nurmi, Housing Manager.*

7. (D) Clara City Care Center—*Michael Stordahl, Administrator---See Agenda Item No. 9 (D).*

7. (E) City Administrator—*Block reported on the following:*

1. *The Planner Update, dated March 27, 2018, from the UMVRDC.*
2. *Ambulance Rates for 2019-2020—Judy Gosseling presented an update of the proposed rates.*
3. *Swimming Pool legal activities—A legal Notice from Sean Mickelson, Attorney was reviewed.*
4. *Housing Study—the Planning Commission will be holding a Special Meeting on Wednesday, April 18, 2018, 6:00 P.M., a public meeting, to receive the initial draft of the Housing Study as will be presented by its author, Steven H. Griesert, Community Partners Research, Inc., Faribault, MN.*

8. Public Hearing—*None.*

9. General Business

9. (A) Consideration of receiving and approving the report from the City's consulting engineer, Michael Amborn, P.E., Rodeberg & Berryman, Inc. regarding the final plans and specifications for the 2018 Street & Utility Improvements Project. Staff also distributed a Staff Memorandum, dated April 10, 2018, which outlined the steps and their timing for the sale of bonds in support of financing these recommended improvements. After receiving and discussing Mr. Amborn's presentation, the Council then considered the adoption of City Resolution No. 2018-009 "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids Regarding the 2018 Street and Utility Improvements Project."

Action taken: *M/S/P 5-0 (Speiser/Nelson) to acknowledge the presentation of Michael Amborn, Rodeberg & Berryman, Inc. and to adopt City Resolution No. 2018-009 "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids Regarding the 2018 Street and Utility Improvements Project."*

9. (B) Consideration of receiving a presentation from Mike Bosch and Andrew Neville of the Ambulance Service regarding their desire to explore changes to their current By-Laws. They are seeking to share their thoughts with the Council and to receive feedback prior to moving forward with any changes. The two presenters shared their recommendation that the By-laws be amended to allow officers to be elected for two consecutive one-year terms and their concern that a new ambulance, if purchased per the schedule in the coming few years, might not fit adequately in the current ambulance garage space.

Action taken: *Upon the completion of the presentation by Mr. Bosch and Mr. Neville and Council discussion, the Mayor noted, without objection, that it was the consensus of the City Council that the Ambulance Service representatives ought to move forward with the redrafting of the Ambulance Service By-laws to include the new length of service rules for election of officers of the Ambulance Service, which upon completion will be returned to the City Council for final ratification.*

9. (C) Consideration of adopting City Resolution No. 2018-008 "Supporting Certain Highway Improvements Under the Corridors for Commerce Program" with regard to certain project(s) which were received from stakeholders and the public as suggestions to be considered further by the Minnesota Department of Transportation for inclusion under the 2018 Corridors of Commerce program. It was also reported that the Planning Commission had discussed this resolution at its meeting on April 4, 2018 and had endorsed the resolution as drafted on a 4-1 vote. The Council considered the informational materials that had been presented at the March 2018 City Council Meeting and an email, dated April 3, 2018, from Isaac Jensen, Planner for the UMRDC, regarding this issue.

Action taken: *M/S/P 4-1 (Davids/Nelson) to adopt City Resolution No. 2018-008 "Resolution Supporting Certain Highway Improvements Under the Corridors for Commerce Program." Councilor Pieper opposed.*

9. (D) Consideration of acknowledging and/or approving, as may be required, the operations information and issues, if any, which were brought forward by Michael Stordahl, Care center Administrator. The Council also considered the reports and additional comment and information, if any, from Council Representatives Speiser and/or Nelson and staff in their capacity as members of the Care Center Subcommittee.

1. Approval of new employee hire(s) and terminations for the period of March 1–31, 2018.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the new hires and terminations, if any, at the Care Center for the monthly period ending March 31, 2018, such including the new hires of: Mary Regnier (Social Worker); and the terminations of: Rosalinda Zamarron (C.N.A.), Danielle Sward (C.N.A.) and Pam Sward (LPN).*

2. Acknowledgement and review of the Care Center's Client Census Data Report.

Action taken: *M/S/P 5-0 (Nelson/Davids) to approve the Census Data Report as of March 31, 2018, such report revealing 50 clients out of a possible 60 as of March 31, 2018.*

3. Acknowledgement and approval of the current Financial Reporting Information and Documentation for the Care Center, such including:

- a) "Financial Data" Report (unaudited) for the period ended February 28, 2018.
- b) Bank Balances and Financial Statement Balances as of March 31, 2018.
- c) Accounts Receivable Balances as of March 31, 2018.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the receipt of the financial data report as prepared and presented by the Care Center Staff, such including:*

a) "Unaudited Financial Data" Report for the period ended February 28, 2018, showing Current Income of \$374,769 + Expenses of \$<341,093> = Net Income (Loss) of \$33,676. For the Fiscal Year, the Net Income (Loss) is \$71,373; and

b) Bank Balances and Financial Statement Balances as of March 31, 2018, such including: Checking #293 = \$336,466.29; MMS #321 = \$42,570.52, MMS Debt Service #432 = \$19,166.74; MMS Capital Improvement #462 = \$2,506.48; MMS Memorial Fund #650 = \$60,423.22; MMS Construction Bond 2014 #632 = \$17,018.40; and MMS 2014 Debt Service Account #642 = \$32,550.28; equaling a grand total of \$510,701.93; and

c) Accounts Receivable Balances as of March 31, 2018, totaling \$537,611.19.

4. Approval of the Check Register of the Clara City Care Center for the period of March 1-31, 2018.

Action taken: *M/S/P 5-0 (Nelson/Pieper) to approve the Check Register of the Clara City Care Center for the period of March 1-31, 2018 in the total amount of \$371,789.43 for Check Numbers 48165-48261.*

9. (E) Consideration of receiving a couple requests from Shane Nord, Fire Chief, who is seeking the Council's approval to apply for the next round of DNR Grants and also to move forward with the replacement of the current storage tanks for the compressor. The Council received a presentation from Fire Chief Shane Nord.

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the following requests as submitted by Fire Chief Shane Nord, such requests including: 1) Permission to apply for a DNR Grant in the total amount of \$6,000 with a 50% local match requirement, 2) Permission to apply, via a regional grant application through the UMRDC with an estimated \$1,000 fee, for an estimated \$7,000 grant with a 5% local match under the FEMA Security Grant Program, and 3) The replacement of the department's low-pressure air tanks with new high-pressure tanks at an estimated \$2,500-3,800 cost, depending on value of trade-ins of five old cylinders.*

9. (F) Consideration of adopting City Resolution No. 2018-010 "Resolution Acknowledging and Accepting a \$200 Donation from James L. Fischer as a Memorial for Marlys J. Fischer, Such to Be Directed to the Clara City Ambulance Service."

Action taken: *M/S/P 5-0 (Speiser/Pieper) to adopt City Resolution No. 2018-010 "Resolution Acknowledging and Accepting a \$200.00 Donation from James L. Fischer as a Memorial for Marlys J. Fischer, such to be Directed to the Clara City Ambulance Service."*

9. (G) Consideration of adopting City Resolution No. 2018-011 "Resolution Supporting Local Decision-Making Authority" in support of the work of the League of Minnesota Cities. A discussion was held.

Action taken: *M/S/P 5-0 (Nelson/Davids) to adopt City Resolution No. 2018-011 "Resolution Supporting Local Decision-Making Authority" in support of the work and efforts of the League of Minnesota Cities.*

9. (H) Consideration of approving the appointment of Police Officer Cody Schwinghammer of the Belgrade/Brooten Police Department for part-time service with the Clara City Police Department. Mr. Schwinghammer was previously qualified and is recommended for appointment by Police Chief Kim Wood.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve, as based upon the qualifying work and recommendation of Police Chief Kim Wood, the appointment of Police Officer Cody Schwinghammer for part-time service with the Clara City Police Department.

9. (I) Consideration of approving the Final Plat for the South Hawk Creek Business Park Addition. The Planning Commission has previously reviewed on April 4, 2018, a rough conceptual draft of the Final Plat and passed a motion recommending the Final Plat for the City Council’s consideration and approval.

Action taken: M/S/P 5-0 (Speiser/Nelson) to approve the Final Plat for the South Hawk Creek Business Park Addition, as prepared and presented by Bonnema Surveys, Inc.

9. (J) Consideration of adopting City Resolution No. 2018-012 “Resolution Documenting and Approving the Assignment and Ownership of Certain Properties Between the EDA Fund and Tax Increment Financing District No. 4-1, Such to be Effective at the 2017 Fiscal Year End.” This subject was previously discussed at the March 13, 2018 City Council Meeting and approved in concept for development into a resolution. Staff is still working with the auditors to clarify the necessary and appropriate language. Also considered under this Agenda Item was City Resolution No. 2018-013 which clarifies the financial responsibility for the development and construction of the public parking lot in TIF District No. 4-1, Block 1.

Action taken: M/S/P 5-0 (Speiser/Pieper) to adopt City Resolution No. 2018-012 “Resolution Approving The Assignment Of Financial Responsibility For The Acquisition, Demolition, And Associated Redevelopment Costs Of Certain Parcels And Real Estate Within Tax Increment Financing (TIF) District No. 4-1, Blocks 1 And 3, All Such Assignments To Be Fully And Appropriately Documented, And All To Be Effective With The 2017 Fiscal Year-End.

Action taken: M/S/P 5-0 (Nelson/Davids) to adopt City Resolution No. 2018-013 “Resolution Approving the Assignment of Financial Responsibility for the Development and Construction of a Public Parking Lot Within Tax Increment Financing (TIF) District No. 4-1, Block 1, Such Assignment to be Fully and Appropriately Documented, and to be Effective With the 2017 Fiscal Year-End.”

10. Approval for the Payment of Claims and Appropriations

10. (A) Approval of the City’s Verified Claims.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the report of the Verified Claims up through April 10, 2018, as prepared and presented by Finance Director Judy Gosseling, in the total amount of \$235,476.35 for Check Numbers 20127 - 20220.

11. Appearance of Interested Citizens

A. Lisa Osthus, 322 SW Third St. 1) Who owes the EDA money, including how much and who is past due? 2) Who is the Attorney representing the City in the mediation and/or litigation for the swimming pool project and why isn’t the City doing any current fund raising? 3) Ms. Osthus alleges that the City’s Snow Removal Policy is not being adhered to, and 4) Ms. Osthus’s thank you to Jeff Stager & the Public Works Department for their fine work in keeping the roadways open during the recent snow storms.

12. Announcements—The next Regular Meeting of the City Council will be on Tuesday, May 8, 2018, 6:30 pm.

13. Adjournment—Upon observing that there were no additional business items to be considered, Mayor Sparks, without objection, declared this meeting of the City Council to be adjourned as of 8:03 P.M.

BY: _____
JACK SPARKS, MAYOR

ATTEST: _____
WINTHRO C. BLOCK, CITY ADMINISTRATOR