

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
March 12, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Nate Speiser, Jeff Davids and Vic Sparks

Members absent: None.

Staff present: Windy Block (City Administrator), Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk) Kim Wood (Police Chief), Jeff Stager (Public Works Director) Jim Flaherty (Interim Care Center Administrator), Ben Schoep (Ambulance)

Others present: Sam Peterson (CC Herald), Ashlie Johnson (SHIP) Anna Synder (SHIP), Jim Gilman (Conway, Dueth & Schmiesing) Brenda Parsley (Conway, Deuth & Schmiesing) and Shirley Klaassen

1. Call to Order—*By Mayor Gary Nelson at 6:31p.m..*

2. Additions/Deletions/Modifications to Agenda

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the Meeting Agenda with the following modification of the Consent Agenda and the addition of Agenda Items: No 7 A-1 Dash Cam Video System, 9 D-6 Care Center hiring of Candice Jaenisch, 9 D-7 Care Center recommendation of compensation to Malana Niemeyer, 9 D-8 Care Center recommendation of renovation of the Caring Center Wing to housing for Pool Nurse staff, 9 N Resolution of 2019-018 Cash Donation, 9 O Approval of letter to Citizens Alliance Bank regarding Online Banking use for Care Center Office Personal.

3. Approval of Minutes

3. (A) Regular City Council Meeting of February 12, 2019.

Action taken: M/S/P 5-0 (Sparks/Pieper) to approve the Meeting Minutes for the City Council Meeting held on Tuesday February 12, 2019 as presented.

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

4. (A) Highway 23 Coalition will hold the Annual Meeting on Friday March 22, 2019 at the 400 Club Restaurant in Rockville MN

Information only: Gary Nelson stated he wishes to attend the annual meeting of the Highway 23 Coalition. The dead line for reservations is March 15, 2019.

5. Approval of Consent Agenda.

5. (A) Consideration of approving “Application for Construction Permit(s)” for the following applicant(s):

1. Allen Industries, 15 First Ave SE Hwy 23, Clara City MN – Replacement of all signage in the changeover of the Super America Gas Station to the Speedway Gas Station--Work to be done by Allen Industries, 11351 49th St N, Clearwater Fl 33762--Project cost is unknown--Permit fee for replacement work is \$15.00.

2. American Tower/AT&T, 4073 215th St, Clara City, MN--Replacement and addition of communication equipment on existing communication tower--Work to be done by Jesse Dimond on behalf of AT&T, 1701 American Blvd E Suite 17 Bloomington MN--Project cost is unknown---Permit fee is \$25.00

5. (B) Consideration of accepting and approving a change in the employment status for Police Officer Tanner Torgerson from Full-time service to Part-time service Patrol Officer for the Clara City Police Department. This change, effective March 12, 2019, will also include a reduction in the hourly wage from the current \$19.50/hour to \$18.01/hour

5. (C) Consideration of affirming the action taken by Winthro C. Block, City Administrator, with regard to his execution of the “Rice Memorial Hospital ALS Intercept Agreement”, dated 02-21-2019. This agreement allows the City of Clara City Ambulance Service to call in the need of Advanced Life Support assistance

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

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

6. (A) Planning Commission – *Council Liaison Victor Sparks*

1. Approved Minutes of the February 6, 2019 Regular Meeting—*See attached.*
2. Any notable activities from the Regular Meeting of March 6, 2019.

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

1. Approved Minutes of the February 11, 2019 Regular Meeting—*See attached.*
2. Any notable activities from their Regular Meeting of March 11, 2019.

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

7. (A) Police Department—Kimberly M. Wood, Chief of Police

7. (A-1) Consideration of authorizing the replacement of the dash cam video system in one of the Police Department’s squad cars. The failed unit is about ten years old and represents old technology which is no longer repairable. The systems major purpose is for a reduction in the City’s liability. This sudden failure is an unexpected event for which the funds for the replacement are recommended to be taken from the Police Department Reserve Account, which is currently at \$14,929 (12/31/18). There remains a question of incorporating body cameras or not—*See attached quotes and receive comment from staff.*

Action taken: M/S/P 5-0 (Speiser/Davids) to approve the purchase of the package of 2 body cameras and the dash cam for the approximate price of \$6615.00

7. (B) Public Works Department—Jeff Stager, Director of Public Works

Jeff informed the council that due to the weight of the snow, part of the digester building roof collapsed. Jeff is working on quotes to fix it and made insurance aware of the situation.

7. (C) Prairie Park Place—Mindie Nurmi, Housing Manager

7. (D) Clara City Care Center—Jim Flaherty, Interim Administrator---*See Agenda Item No. 9 (D).*

7. (E) City Administrator—

1. Walk thru of the old Junior High building. ***Windy Block reported that the walk thru of the old Junior High School Building showed huge amounts of vandalism, mold and graffiti. The recommendation at this time from the SWMHP is either partial or total demolition. They will be reporting their final recommendation soon.***

2. Swimming Pool. ***Windy Block reported that he has been in contact with the pool builders and they will be sending back a list of the work to complete the pool along with a time frame to be completed.***

8. Public Hearing—***Opened by Mayor Nelson at 6:55 pm***

8. (A) Consideration of receiving input and testimony from the public on the proposed Amendment of Ordinance Chapter 71, Handicapped Vehicles. The proposed Amendment would include the implementation of an annual permitting process for the use of all motorized golf carts and all-terrain vehicles within the city limits. Staff respectfully requests the opportunity to provide an introductory overview of the proposed Amendment of Ordinance, and other relevant information as a means of introducing the subject matter to the Public. This presentation is then to be followed by an invitation from the Mayor for any and all public input and testimony regarding the proposed Amendment of Ordinance, following which it would normally be in order to close the public hearing and then proceed with the considerations of the next order of business as immediately follows below

Public testimony:

1. ***Shirley Klaassen commented on the crossing of State Hwy 23 and County Rd 2, wanted to make sure permitted drivers were aware of the correct way to do this.***

Public Hearing Closed by Mayor Nelson at 7:15 pm

9. General Business

9. (A) Consideration of receiving a presentation from Ashlie Johnson, Regional Coordinator for the Statewide Health Improvement Partnership (SHIP) regarding the programing that is available through SHIP for enhancing better health together.

Action taken: Information only: Ashlie Johnson explained the SHIP program and the benefits the program could have for the Clara City community. Miss Johnson gave out hand-outs regarding the Adult obesity rate in a 5-state area and how the program can help create better health in our community. The program works with area counties and cities to acquire better health and there is \$2500-3000 set aside by them for the City of Clara City. A walking path is a main project SHIP could help the city with by helping to develop the route and complete the signage. The council agreed to put it on a future agenda and discuss the project more at that time with further information.

9. (B) Consideration of receiving and acknowledging the audit results of the Clara City Care Center's Fiscal Year Financial Statements (for the Fiscal Year of October 1, 2017 – September 30, 2018) as prepared and to be presented by Jim Gilman, CPA of Conway, Deuth & Schmiesing, PLLP.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Financial Statement for the Clara City Care Center as presented by Mr. Gilman. Mr. Gilman presented 3 documents: Management Letter, Audited Financial Statement and a power point presentation. 2 key points from Mr. Gilman were to 1. The Care Center needs to capture their share of the market and 2. Work on the ability to hire capable employees.

9. (C) Consideration of adopting Ordinance No. 71, Amended. An Ordinance regulating the repeal of certain sections under Chapter 71: traffic regulations, such to include handicapped vehicles, sections 71.20 thru 71.22, and the adoption of an amendment consisting of subtitle golf carts/all-terrain vehicles, sections 71.20 thru 71.26, such amendment regulating the use of golf carts and all-terrain vehicles in the city limits of the City of Clara City, Mn and prescribing penalties for violations thereof.

Action taken: M/S/P 5-0 (Speiser/Sparks) to adopt City Ordinance No. 71 Amended as presented.

9. (D) Consideration of acknowledging and/or approving, as may be required, the operations information and issues, if any, which may be brought forward by the Staff and/or the Council's Care Center Subcommittee.

1. Approval of new employee hire(s) and terminations for the period of February 1-28, 2019.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the new hires and terminations, if any, at the Care Center for the month period ending February 28, 2019, such including the new hires of Elese Andol, activities, Angela Devorak, Payroll/HR Manager, Betsey Nonweiler C.N.A. and Kathy Sutherland LPN. Terminations include Kellie Hagemeyer D.O.N.

2. Acknowledgement and review of the Care Center's Client Census Data Report as of February 28, 2019, which reveals 38 clients out of a possible 55.

Action taken: M/S/P 5-0 (Pieper/Speiser) to acknowledge and approve the Care Center's Client Census data as of February 28, 2019, such report revealing 38 clients out of a possible 55 clients

3. Acknowledgement and approval of the current Financial Reporting Information and Documentation for the Care Center, such including:
 - a) "Financial Data" Report for the period ended January 31, 2019.
 - b) Bank Balances and Financial Statement Balances as of February 28, 2019.
 - c) Accounts Receivable Balances as of February 28, 2019.

Action taken: M/S/P 5-0 (Pieper/Davids) 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 January 31, 2019, showing Current Income of \$367,966+ Expenses of \$<417,351>= net Income (Loss) of \$<49,385>. For Fiscal Year, the Net Income is \$<124,493>.

b) Bank balances and financial Statement Balances as of February 29, 2019, such including: Checking #29= \$119,108.91, MM #321=\$97,808.91, MMS Debt Service #432=\$14,560.80, MMS Capital Improvement #462=2,511.68, MMS Memorial Fund #650=\$53,302.79, MMS 2014 Debt Service #642=\$35,867.36 equaling a grand total of \$323,160.45.

c) Accounts Receivable balances as of February 28, 2019, totaling \$462,736.93.

4. Approval of the Check Register of the Clara City Care Center for the period of February 28, 2019 in the total amount of \$428,517.29 for Check Numbers 49239-49324.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Check Register of the Clara City Care Center for the period of February 28, 2019 in the amount of \$428,517.29 for Check Numbers 49239 thru 49324.

5. Approval of the Care Center's Electronic Payments for the Month ending January 31 and February 28, 2019.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Electronic Payments made by the Care Center staff for month of January 2019 totaling \$120,153.55 and month of February 2019 totaling \$95,694.61.

6.. Consideration of approving a recommendation from the Care Center Subcommittee regarding the contracting by the Care Center with Canadice Jaenisch, Ltd. for their professional accounting services for a period of three (3) months at a cost of \$5,000 per month.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the recommendation of contracting Candice Jaenisch LTD for accounting services at the Care Center for a period of 3 months at \$5000.00 per month.

7. Consideration of approving a recommendation from the Care Center Subcommittee for an increase in the compensation paid to Malana Niemeyer for her professional service as the Interim Director of Nursing at the Care Center. The proposal includes an increase from \$30.00 per hour to \$35.00 per hour for a period that is anticipated to last approximately four (4) months.

Action taken: M/S/P 5-0 (Speiser/Davids) to approve the recommendation of the compensation increase for Malana Niemeyer from \$30-\$35/hour during the period of approximately 4 months as Interim Director of Nurses for the Care Center.

8. Consideration of approving a recommendation from the Subcommittee for the conversion of the currently-vacant Caring Center Wing of the Care Center facility into suitable housing for the use by pool staff as may be necessary. The estimated costs for the conversion are minimal and the strategy should result in a substantial savings for the operations of the Care Center. The conversion would not necessarily be considered as permanent and the major down-side that has been identified is the projected income loss for Prairie Park Place.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the recommendation for the conversion of the Caring Center wing into housing to be used by the pool staff.

9. (E) Consideration of approving "Application for Demolition Permit" from Citizens Alliance Bank for the demo limitation and removal of the former NAPA building and the former Main Street Fitness building. Gordy Woltjer, Properties Manager for CAB filed for the Permit of Demolition to remove these two older building with the plan of replacing them with a brand-new building to house up to 25 office personal. The two building being removed have a market value together of approximately \$48,000 all combined taxes of \$1,654, The new building being constructed will be in the range of \$750,000 with taxes in the \$20,000 area.

Action taken: M/S/P 5-0 (Davids/Sparks) to approve the Application for Demolition permit applied for by Citizens Alliance Bank to demo both the former NAPA and Main St Fitness building for the future building of new office space.

9. (F) Consideration of approving the Clara City Ambulance members to receive quotes from graphic designer for the graphics to be applied to the new ambulance upon its completion.

Action taken: M/S/P 5-0 to approve the Clara City Ambulance member to accept the quote from Grafix Shoppe for \$4,280.00 upon confirming this amount is included in the actual ambulance cost.

9. (G) Consideration of approving a recommendation from the EDA for the execution of a Voluntary Surrender Agreement with Sonja Giinther, regarding her outstanding and delinquent loans with the EDA/City and her former Sugar & Spice business assets.

Action taken: M/S/P 5-0 (Pieper/Davids)

9. (H) Consideration of adopting City Resolution No. 2019-012 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$58.00 CASH DONATION FROM PROSEED, INC/CHAD GUNTER, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY FIRE DEPARTMENT.

Action taken: M/S/P 5-0 (Speiser/Sparks) to adopt City Resolution No. 2019-012 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$58.00 CASH DONATION FROM PROSEED/CHAD GUNTER TO BE DIRECTED TO THE CLARA CITY FIRE DEPARTMENT.

9. (I) Consideration of adopting City Resolution No. 2019-013 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM THE FAMILY OF VIOLA FISCHER, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY AMBULANCE SERVICE”

Action taken: M/S/P 5-0 (Pieper/Davids) to adopt City Resolution No. 2019-013 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM THE FAMILY OF VIOLA FISCHER TO BE DIRECTED TO THE CLARA CITY AMBULANCE.

9. (J) Consideration of adopting City Resolution No. 2019-014 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$500.00 DONATION FROM STEVE SANTJER FOR MEMORIAL OF ESTHER SANTJER, RECEIVED 01-17-2019 DIRECTED TO THE CLARA CITY CARE CENTER MEMORIAL FUND”

Action taken: M/S/P 5-0 (Speiser/Pieper) to adopt City Resolution No. 2019-014 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$500.00 CASH DONATION FROM STEVE SANTJER IN MEMORIAL OF ESTHER SANTJER TO BE DIRECTED TO THE CLARA CITY CARE CENTER MEMORIAL FUND.

9. (K) Consideration of adopting City Resolution No. 2019-015 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$100.00 CASH DONATION FROM THE ST CLARA MISSION GROUP DIRECTED FOR THE USE OF THE CITY OF CLARA CITY FIRE DEPARTMENT

Action taken: M/S/P 5-0 (Pieper/Davids) to adopt City Resolution No. 2019-015 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$100.00 CASH DONATION FROM THE ST CLARA MISSION GROUP TO BE DIRECTED TO THE CLARA CITY FIRE DEPARTMENT.

9. (L) Consideration of adopting City Resolution No. 2019-016 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$100.00 CASH DONATION FROM THE ST CLARA MISSION GROUP DIRECTED FOR THE USE OF THE CITY OF CLARA CITY AMBULANCE SERVICE

Action taken: M/S/P 5-0 (Speiser/Sparks) to adopt City Resolution No. 2019-016 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$100.00 CASH DONATION FROM THE ST CLARA MISSION GROUP TO BE DIRECTED TO THE CLARA CITY AMBULANCE SERVICE.

9. (M) Consideration of adopting City Resolution No. 2019-017 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM ROGER AND KAREN BULTHUIS IN MEMORIAL OF HAROLD AALFS FOR THE USE OF THE CITY OF CLARA CITY AMBULANCE SERVICE

Action taken: M/S/P 5-0 (Pieper/Speiser) to adopt City Resolution No. 2019-017 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM ROGER AND KAREN

BULTHUIS IN MEMORIAL OF HAROLD AALFS TO BE DIRECTED TO THE CLARA CITY AMBULANCE SERVICE.

9. (N) Consideration of adopting Resolution No. 2019-018 ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM JOE AND ALICE THISSEN, SUCH TO BE DIRECTED TO THE CLARA CITY EMERGENCY MANAGEMENT FUND FOR FLOOD EXPENSE

Action taken: M/S/P 5-0 to adopt City Resolution No. 2019-018 RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$200.00 CASH DONATION FROM JOE AND ALICE THISSEN TO BE DIRECTED TO THE EMERGENCY MANAGEMENT FUND FOR FLOOD EXPENSES.

9. (O) Consideration of approving the forwarding of a letter detailing additional personnel as those are approved by the City Council for online and miscellaneous banking activities.

Action taken: M/S/P 5-0 (Davids/Pieper) approving the letter to be sent to Citizens Alliance Bank stating personnel approved to use online banking for the Care Center.

10. Approval for the Payment of Claims and Appropriations

10. (A) Consideration for the approval of the City's Verified Claims for the period ending March 12, 2019.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the payment of Verified Claims up through March 12, 2019, as prepared and presented by Finance Director Judy Gosseling, in the total amount of \$364,682.29.

10. (B) Consideration of approving the City's Electronic Payments for the Month ending February 28, 2019.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Electronic Payment Report for the Month ending February 28, 2019 as prepared and presented by Judy Gosseling, Finance Director, such payments including those in the General Checking Account = \$6,125.00 and in the Payroll Checking Account = \$19,986.68

11. Appearance of Interested Citizens— *None*

12. Announcements—*Mayor Nelson reminded the Councilors of the following meeting:*

12. (A) The next Regular Meeting of the City Council will be on Tuesday, April 9, 2019, 6:30 pm, in the City Hall Chamber.

13. Adjournment: *Upon recognizing that there was no additional business to be considered, Mayor Nelson, without objection, declared this Regular Meeting of the City Council to be adjourned as of 9:07 pm*

BY: _____ ATTEST: _____
Mayor Gary Nelson Winthro C Block, City Administrator