

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
January 12, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Vic Sparks, Rhonda Pieper and David Plagge

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Kim Wood (Police Chief)

Staff present by phone conference-Matt Blum (Care Center Administrator)

Others present: Sam Peterson (CC Herald), Shane Nord (Fire Chief), Mike Amborn (Rodeberg and Berryman), Lowell Schwitters and Trae Torgerson

1. Call to Order: By Mayor Gary Nelson at 6:30 p.m.

***Note:** This meeting is being officially recorded. Any and all commentary must be communicated through the microphones at the Council and Staff tables or through the microphone attached at the speaker's podium. Also, please silent all cell phones and do not use them during the meeting.*

(A) Oath of Office—City Clerk, Julie Aalfs to administered the Oath of Office to the Mayor and 2 Council members:

1. Mayor-elect Gary Nelson (2-year term ending December 31, 2022)
2. Councilor-elect Rhonda Pieper (4-year term ending December 31, 2024)

3. Councilor Appointed- David Plagge (term ending April 13, 2021)

2. Additions/Deletions/Modifications to Agenda

Addition- 8. (F) Shane Nord (Fire Chief) reporting on a chase and radios

8. (G) Mike Amborn (City Engineer) project update.

13A6- Bad Debt write offs for the Care Center

15 (C) Approval of 2020 Petty Cash

Deletion- 14. Closed Union Session

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the additions, deletions and modifications to the agenda as presented.

3. Approval of Minutes

(A) Special City Council Meeting December 28, 2020

Action taken: 5-0 (Speiser/Sparks) to approve the Special City Council Meeting minutes as presented.

4. Licenses and Permits:

Approval of License and Permit Consent Items. *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to 3(B), non-consent licenses and permits or into the new business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

(A) **Review of the “Application for Construction Permit(s)”** for the month of December approved by City Staff.

No Applications to report for December 2020

(B) **Non-Consent License and Permit Items:** None

5. Public Hearing

6. Correspondence, Notices and Communications: *No action needed.*

7. Appearance of Citizens with Scheduled Items for City Council to Consider:

(Items must be included in the City Council Agenda to be considered.)

8. Reports from Staff and Administrative Officers

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

(B) **Public Works Department** (Jeff Stager, Director of Public Works) *Council member Vic Sparks asked if the snow policy is being enforced as of yet. Due to little snow so far, the next large snow fall warnings will be given first before issuing tickets.*

(C) **Prairie Park Place** (Mindie Nurmi, Housing Manager)

(D) **Clara City Care Center** (Matt Blum, Administrator) ---*See Agenda Item No. 13 (A).*

(E) **City Administrator** (Steven C. Jones)

(F) **Fire Department** (Shane Nord) Radios: The FD is short on radios for the members. With donation funds and a small amount from reserves they are able to purchase 12 refurbished radios for a total of \$6,000.00 including the programming.

Action taken: 5-0 (Pieper/Speiser) to approve the purchase of the 12 refurbished radios.

Truck: Chief Shane Nord reported that the FD truck #816 needs a chase replaced. They have found a chase that is 10 years newer and a manual for approximately \$30,000.00. They will continue to research. The funds to purchase will be split by the City and the Townships the FD serves.

Action taken: 5-0 (Speiser/Sparks) to move forward with finding a replacement chase and report back to the council when they are ready to purchase.

(G) **City Engineer** (Mike Amborn) project updates:

MnDOT Local Road Improvement Grant: Mike stated that Division St N and 1st Ave NW to County Rd 2 have a significant impact in the community and region with the new school campus project so would be a great applicant for the grant. The grant is for capital construction costs only, no engineering, utilities or ROW costs.

Action taken: 5-0 (Speiser/Pieper) approved Mike Amborn to continue to research the grant application and present the cost to the City for the project at the February 2021 meeting.

USDA: update- the application is to the point that specifics need to be decided. To do so, the Engineers will need to determine an order of projects wishing to be completed based on necessity and cost.

The council made no formal action by vote, only instructed Mike Amborn to make a preliminary plan with costs included and bring it back to the February 2021 meeting for approval.

9. Reports from Boards, Commissions, Council Members and Mayor:

(A) **Planning Commission-** (January 6, 2021)

The Planning Commission will call for a Public Hearing at their February meeting to be held in March regarding the Small Box Store Memorandum and Ordinance.

(B) **EDA** – (January 11, 2021)

The EDA discussed the city's housing shortage and the old Cupcake building.

(C) **Council Members**

(D) **Mayor**

Mayor Nelson thanked Council member David Plagge for being willing to be part of the City Council.

10. Appearance of Interested Citizens: Meeting Open to the Public to Discuss Items NOT scheduled under Item 6. *Please present yourself at the podium and after being recognized by the Mayor, clearly state your name and address for the record, and then address your concern to the entire City Council, doing so within a maximum of three (3) minutes. Your items of*

concern will generally not be debated or discussed, but may be assigned to staff for further investigation.

Lowell Schwitters, 301 Wachtler Ave E, Clara City wished to encourage the City Council and EDA to be serious about approving a new housing development soon, hoping to see it either on the DuHoux or Condon properties. Mr. Schwitters feels that with the new school building and the expansion of the Citizens Alliance Bank there will be people that will need housing soon.

11. Old Business: NONE

12. New Business Consent Agenda: *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to the end of the New Business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

13. New Business

(A) Consideration of Care Center Issues

1. Approval of new employee hire(s) and termination(s) for the month period ending December 31, 2020

Action taken: *M/S/P 5-0 (Pieper/Plagge) to approve the new hires and terminations for the period ending December 31, 2020, as submitted in the report and on file.*

2. Acknowledgement of the Care Center's Client Census Data for December 31, 2020.

Action taken: *M/S/P 5-0 (Pieper/Sparks) to acknowledge the Care Center census for December 31, 2020, such being 29 residents.*

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

- a) Balance Sheet for Clara City Care Center as of November 30, 2020
- b) Actual vs Budget Statement of Operations for Care Center as of November 30, 2020
- c) Accounts Receivable Aging Report as of December 31, 2020

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the financial reporting information and documentation for the reports listed above.

4. Approval of the AP Check Register of the Clara City Care Center thru December 29, 2020 in the total amount of \$567,423.35 checks 51272 thru 51347.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the monthly check register as presented.

5. Approval of the Care Center's Electronic Payments for the Month of December 2020.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the Electronic Payments as presented.

6. Approval of Bad Debt Write offs with regard to the Clara City Care Center in the amount of \$4,746.65.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the write off of three resident accounts that are no longer collectible totaling \$4,746.65.

(B) Consideration of Approval to Hire three Part Time Police Officers: Trae Torgerson, Kyle Andresen and Adrian Johnson

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the hiring of three part time Police Officers, Torgerson, Andresen and Johnson upon completion of testing and training.

(C) Consideration of Resignation from part time Police Officer Simon Danielson.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve and accept the resignation received from Police Officer Danielson. Council thanked Officer Danielson for his service.

(D) Consideration of approving and designating certain professional service providers for 2021

- a. Official Depositories- Citizens Alliance Bank, Clara City, and the 4M Fund (LMC)
- b. Official Newspaper- Clara City Herald
- c. Consulting City Engineer- Rodeberg & Berryman, Inc
- d. City Auditor- Conway, Deuth & Schmiesing, PLLP
- e. City Attorney (Civil)- Stermer & Sellner, Chtd
- f. City Attorney (Criminal) – Matt Haugen, JD

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the designation of the above service providers for the year 2021.

(E) Considerations of Appointments to Boards and Commissions

Action taken: M/S/P 5-0 (Speiser/Pieper) to the appointments to the Boards and Committees:

Philip Rud- Planning Commission

Robert Schwitters- EDA

Gary Nelson and Rhonda Pieper- EDA

Steven Jones- EDA (treasure/secretary)

David Plagge- Planning Commission

(F) Consideration and Discussion of 2021 City Council Committee Assignments.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the assignments and deletions to the list of Council Committee Assignments.

(G) Consideration of Wages in 2021 for part time or seasonal employees.

Action taken: M/S/P 5-0 (Plagge/Sparks) to approve the wages for the 2021 part time and seasonal employees as presented by staff.

- (H) Consideration of Inclusion of City Employees into the Health Savings Account Bonus Policy.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the Health Savings Account Bonus Policy as presented.

- (I) Consideration of Resolution No. 2021-002 Approving MnDOT agreement project Number 8828-222 (Hwy 22 improvements)

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Resolution No. 2021-002 MnDOT project agreement.

- (J) Consider the sale of surplus items.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the sale of surplus items by placing ad in the Clara City Herald and accepting bids until February 3, 2021 at noon.

- (K) Consideration of request for Phased Retirement option (PRO) for Judy Gosseling.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request from Finance Director, Judy Gosseling for the Phased Retirement Plan.

14. Approval for the Payment of Claims and Appropriations

- (A) Consideration for the approval of the City's Verified Claims for the period ending January 12, 2021.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the City's Verified Claims as presented.

- (B) Consideration of approving the City's Electronic Payments for the Month ending December 2020.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the City's Electronic Payments as presented.

(C) Consideration of approving the City's Petty Cash Disbursements for the year 2020 totaling \$1,181.64.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the City's Petty Cash Disbursements as presented.

15. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday February 9, 2021, 6:30 pm.**

16. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:40 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator