

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
January 14, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Jeffrey Davids, Victor Sparks and Nathan Speiser (6:35 pm)

Members absent: None

Staff present: Winthro Block (City Administrator), Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Matt Blum (CCCC Administrator), Kim Wood (Police Chief)

Others present: Sam Peterson (CC Herald), Mike Amborn (Rodeberg & Berryman), Todd Hagen (Ehlers), Mark Dale (Eide Bailly) and Shirley Klaassen

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1. Call to Order—*By Mayor Gary Nelson at 6:30 p.m. A Quorum was declared as being present.*

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.*

2. Additions/Deletions/Modifications to Agenda

Action taken: *M/S/P 4-0 (Pieper/Sparks) to approve the meeting Agenda with the modification of items No. 5 (A-2) \$25.00 fee and No. 5 (A-3) \$175.50 fee; the Addition of Agenda Items No. 6 (C) Snow Removal, No. 9 (J-1) Grant Contract with UMVRDC, and No. 9 (L) Recommendation from Employer Relations Committee; and the Deletion of Agenda Item No. 10 (A) Verified Claims approval due to the fact that the claims have not yet been completed.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of December 10, 2019

Action taken: *M/S/P 4-0 (Davids/Sparks) to approve the Meeting Minutes for the Regular City Council Meeting of December 10, 2019, as presented.*

3. (B) Special City Council Meeting of December 26, 2019.

Action taken: *M/S/P 4-0 (Pieper/Davids) to approve the Meeting Minutes for the Special City Council Meeting of December 26, 2019, as presented.*

Councilor Nate Sparks arrived at 6:34 P.M. and assumed his position at the Council Table.

4. Notices and Communications

4. (A) Letter from the new Coalition Coordinator of the Highway 23 Coalition.

4. (B) Notice, dated January 3, 2020, from Ehlers, Inc. regarding “Potential Refunding of Existing Bonds”

5. Approval of Consent Agenda

5. (A) Approval of the “Application for Construction Permit(s)” for the following applicant(s) as recommended by the Planning Commission from their regular meeting on January 8, 2020, such including:

1. Harlan Doesken., 310 S Main St—Remove and re-shingle home and garage (garage a later date)—Work to be done by Mike McNeil Construction (garage self-improvement) —Project cost \$10,000.00—Permit Fee \$25.00.
2. Crossroads Truck Stop, 450 Hwy 7 SE--Change all signage from green BP signs to red, white and blue Holiday signs. 17 signs will be changed--Work to be done by Indigo Signworks from Sauk Rapids Mn--Project Cost not received as of yet--Permit Fee to be determined. Fee \$25.00
3. Crossroads Truck Stop, 450 Hwy 7 SE--Addition of vestibule to exterior of the building along with interior remodel also-- Work to be completed by Erickson Roed & Associates from St Paul MN-- Complete project cost \$320,000.00 (including the interior remodeling)-Permit Fee to be determined. Fee \$175.50.

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

6. Reports from Officers, Commissions, and Committees

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

1. Approved Minutes of the December 4, 2019 Regular Meeting.
2. Any notable activities from the Regular Meeting of January 8, 2020

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

1. Approved Minutes of the December 9, 2019 Regular Meeting.
2. Any notable activities from their Regular Meeting of January 13, 2020.

6. (C) Snow Removal Ordinance--*Mayor Nelson stated that he has been contacted by a few citizens regarding the City’s snow removal policy and asked that it be placed on the agenda for the February 11, 2020 Council meeting for additional Council discussion.*

7. Reports from Staff and Administrative Officers

7. (A) Police Department (Kimberly M. Wood, Chief of Police)-*None*

7. (B) Public Works Department (Jeff Stager, Director of Public Works)—*None.*

7. (C) Prairie Park Place (Mindie Nurmi, Housing Manager)—*None.*

7. (D) Senior Living Campus (Matt Blum, Care Center Administrator) --*See Agenda Item No. 9 (D).*

7. (E) City Administrator (Windy Block)

1. Pledge of Support from Citizens Alliance Bank—The \$10,000 payment has been received.
2. Swimming Pool Closeout—Progress is going well.

8. Public Hearing— *Public Hearing No. 8 (A) was opened by Mayor Nelson at 6:45 p.m.*

8. (A) Consideration of providing information and receiving informal input from the public on the 2020 Pedestrian Improvement Program, such improvements including the installation of pedestrian trails (sidewalks) on both sides of North County Road #2 (within the City) from Warrings Avenue on the north-end to its approximate intersection with Sixth Avenue on the south-end. There are no property assessments proposed. Project Engineer Mike Amborn, Rodeberg & Berryman, Inc., provided an overview of the planned improvements and answered questions. Following that informational sharing, Mayor Nelson asked if there are any interested public members with questions and/or concerns. He further emphasized that this is an informational meeting only and that no official action is anticipated.

Public testimony: *None.*

Public Hearing No. 8. (A) was closed by Mayor Nelson at 7:02 p.m.

9. General Business

9. (A) 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, 2018 – September 30, 2019) as prepared and to be presented by Mark Dale, Partner, Eide Bailly LLP.

Action taken: M/S/P 5-0 (Speiser/Pieper) to receive and acknowledge the financial audit results for the Clara City Care Center's Fiscal Year of October 1, 2018 – September 30, 2019, as prepared and presented by Mark Dale, Partner, Eide Bailly, LLP.

9. (B) Consideration of receiving a Preliminary Engineering Report for a proposed 2020 Street and Utility Improvements Project. Michael Amborn, P.E., Rodeberg & Berryman, Inc., presented their report and answered questions regarding it.

Action taken: M/S/P 5-0 (Speiser/Pieper) to acknowledge receipt of the Preliminary Engineering Report, dated January 8, 2020, as presented by Mike Amborn of Rodeberg & Berryman, Inc. on the proposed 2020 Street and Utility Improvements, and further, to direct Mr. Amborn and City staff to prepare for a Public Hearing regarding all of the 2020 Street & Utility Improvements for the February 11, 2020 Council Meeting.

9. (C) Consideration of receiving information from Todd Hagen, Senior Municipal Advisor, Ehlers, Inc., on the potential bonding that may be necessary in support of the City's capital improvement activities in 2020, such including the 2020 Wastewater Treatment Plant Improvement Plan and the 2020 Street & Utility Improvements. Hagen also presented the 2020 Utility Rate Study Update –WWTP Projections, utilizing his staff report dated January 14, 2020. Finally, Mr. Hagen also presented his preliminary report and analysis of the possibilities for the refunding of the \$1,030,000 GO Improvement Bonds, Series 2011A.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve moving forward with the timely refunding of the City's \$1,030,000 Series Bond 2011A, as either a stand-alone or bundled with other bond financing bond sale, whichever Mr. Todd Hagen, municipal bond consultant, recommends.

9. (C)-1 Consideration of receiving a presentation from Todd Hagen, Senior Municipal Advisor, Ehlers on the implementation of a Long-Term Financial Management Plan and Debt Study, as is now available to have customized by Ehlers. He reviewed the proposal from Ehlers and the Scope of Work to be performed.

Action taken: M/S/P 5-0 (Davids/Speier) to approve the implementation of a Long-Term Financial Management Plan and Debt Study, as presented by Todd Hagen in his letter to the City dated January 14, 2020, for the approximate cost of \$13,500.00.

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 termination(s) for the period of December 31, 2019

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the new hire(s), including: Paulina Jimenez Dietary), Cindy Jurgenson (Administrative Assistant), Jessica McDougal (Prairie Park Place), Tegan Nokleby (Dietary), Sandy Scanlon (Nursing), Ashlyn Schmidt (Dietary), Barbara Spencer (Assisted Living), and Kennedy Tatge (Dietary). There were no terminations to report.*

2. Acknowledgement of the Care Center's Client Census Data for December, 2019.

Action taken: *M/S/P 5-0 (Speiser/Davids) to acknowledge the Care Center Census Data for December 2019, such revealing 38 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, 2019.
- b) Actual vs Budget Statement of Operations for Care Center as of November 30, 2019.
- c) Accounts Receivable Aging Report as of December 31, 2019.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the Financial Reporting Information and Documentation for the reports listed above as presented by Matt Blum, Care Center Administrator.*

4. Approval of the AP Check Register of the Clara City Care Center thru December 31, 2019.

Action taken: *M/S/P 5-0 (Speiser/Sparks) to approve the Monthly Check Register for the Care Center through December 2019, in the amount of \$484,277.21, for checks 50278 thru 50389, as presented.*

5. Approval of the Care Center's Electronic Payments for the Month of December 2019.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the Care Center's Electronic Payments for the Month of December 2019, as presented in the amount of \$224,188.70.*

6. Approval of a reworking of the Health Savings Account Bonus Policy, Effective January 1, 2020.

Action taken: *M/S/P 5-0 (Nelson/Speiser) to approve the reworking of the Health Savings Accounts Bonus Policy, effective January 1, 2020, for the Clara City Care Center.*

9. (E) Consideration of approving and designating certain professional service providers for 2020:

1. Official Depositories – Citizens Alliance Bank, Clara City; and the 4M Fund (LMC)
2. Official Newspaper – Clara City Herald
3. Consulting City Engineer – Rodeberg & Berryman, Inc.
4. City Auditor – Conway, Deuth & Schmiesing, PLLP
5. City Attorney (Civil) – Stermer & Sellner, Chtd.
6. City Attorney (Criminal) – Matt Haugen, JD

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the City's use in 2020 of the professional service providers as listed above.*

9. (F) Consideration of approving the write-off of certain unpaid bills that are delinquent and currently owed to the Clara City Ambulance Service, but which are judged by staff to be fully uncollectible, as reported by Finance Director Judy Gosseling.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the write-off of certain un-paid Ambulance bills in the amount of \$11,560.26, and as reported on by Judy Gosseling, Finance Director.

9. (G) Consideration of approving the source of a \$4,800.00 invoice from Van Ort Services LLC for hydro-seeding work on both the North and South Legacy Parks in 2019. This bill previously had been lost and floating around in the email cloud for a fair amount of time and was only discovered last week! Staff is requesting Council authorization for the payment of this invoice, instead of from the current General Fund, rather, that it be taken out of excess proceeds from the Hawk Creek Acres Debt Service Fund which had been previously set aside and designated for future improvements of the Legacy Parks.

Action taken: M/S/P 5-0 (Davids/Speiser) to approve the payment of the invoice from Van Ort Services LLC in the amount of \$4,800.00. Funds to be transferred from Hawk Creek Acres Debt Service MMS Account, such as had been previously set aside and designated for future park improvements.

9. (H) Consideration of approving capital equipment purchases for the Public Works Department as researched and recommended by Jeff Stager, Public Works Director. The Council had previously been presented with some preliminary information regarding these on August 27, 2019, during the 2020 Budget work session. Jeff Stager presented two Staff Reports No. 9 (H-1) and No. 9 (H-2), dated January 14, 2020, which addressed the following purchases, including:

1. A replacement pick-up truck as scheduled and provided for in the 2020 Approved City Budget.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the purchase of a 2020 Ford F-150 Crew XLT 4X4 145" WB from Schwieters Ford of Montevideo, in the amount of \$35,355.00. Funds for this purchase are available thru the 2020 Street Department Current Capital Outlay of \$21,000.00, 2020 Water Fund Capital Outlay (20%) in the amount of \$7,200.00, and the 2020 Sewer Fund Capital Outlay (20%) in the amount of \$7,200.00, for a grand total of \$36,000.

2. A replacement lawn mower as scheduled and provided for in the 2020 Approved City Budget.

Action taken: M/S/P 5-0 (Davids/Sparks) to approve the purchase of a John Deere Z930R ZTrak 60" side discharge lawn mower from Kibble Equipment in the amount of \$9,250.00. Funds for this purchase, after application of a trade-in value of \$3,100 for the city's existing Woods Mower, are to be taken from the 2020 Recreation & Parks Department Capital Outlay in the amount of \$3,100.00 and from the Parks lawn Mower Reserve Fund in the amount of \$3,100.00.

9. (I) Consideration of approving an adjustment to the allowed carry-over of vacation hours for Police Chief Kim Wood. Chief Wood was on a scheduled vacation during the final days of 2019. Part-time Officer Simon Danielson was on duty and scheduled to serve out the final two days of 2019. Unfortunately, Simon was subsequently made aware of a medical emergency that his spouse had suffered and he returned home for that situation on December 29th, thereby pressing Chief Wood into service as his replacement for the final two days of 2019. Therefore, staff is recommending that Chief Wood be afforded an extra carryover of 20 ¾ hours of vacation time into 2020 with the understanding that Chief Wood will use these hours up as soon as is practical and possible in 2020, while also fully expending her normal accumulation of vacation and holiday replacement days (hours) in 2020.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the adjustment to the allowed carry-over of vacation hours by an additional 20.75 hours of vacation time for Police Chief Kim Wood with the understanding that these extra carry-over hours will be used up soon as possible in 2020 and be in addition to any normal hours which must be used in 2020.

9. (J) Consideration of approving a resolution in support of the City of Clara City applying for, in full partnership with the Chippewa County Board, for a demolition and redevelopment grant from DEED for the purposes of demolishing and redeveloping the former and now tax-forfeited "Junior High School Building" and property.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve City Resolution No. 2020-001 “Approval for the City of Clara City to Apply for Funding and to Commit to Acting as a Legal Sponsor for a Redevelopment Grant Project as Offered by the Minnesota Department of Employment and Economic Development.”

9. (J-1) Consideration of approving a Contract for Professional Services between the City of Clara City and the Upper Minnesota Regional Development Commission for assistance in submitting a Clara City DEED Redevelopment Grant Application. Administrator Block explained the need and the purpose of the said grant, noting the shared partnership agreement that the City now has with the County of Chippewa.

Action taken: M/S/P 5-0 (Speiser/Sparks) to authorize the execution of a Contract for Professional Services between the City of Clara City and the Upper Minnesota Regional Development Commission, for their assistance in drafting and submitting a Clara City DEED Redevelopment Grant Application, at their offered cost of \$2,500, such amount to be shared equally between the City of Clara City and the County of Chippewa.

9. (K) Consideration of continuing the search work regarding the hiring of a new City Administrator. Staff shared draft copies and explanation of an advertisement for use on the League of Minnesota Cities Website, a Position Description, and a Recommended Review and Qualification Process Memorandum, dated January 14, 2020.

Action taken: M/S/P 5-0 (Speiser/Sparks) to move forward with the process and advertising as outlined by staff for the selection and appointment of a new City Administrator.

9. (L) Consideration of a recommendation from the Employer Relations Subcommittee regarding the wage adjustment for the City’s Administrator Contract it has with Windy Block for the Calendar Year 2020. Members Mayor Nelson and Councilor Rhonda Pieper presented their recommendation in the form of a Memorandum, dated January 14, 2020.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve a 2020 annual salary for Windy Block, acting in his capacity as the City Administrator, in the amount of \$93,350 (Level 11, Step 16 – Career), with all other terms and conditions of the City Administrator Contract to remain the same.

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 January 14, 2019

Action taken: This agenda item had been removed from consideration by a previous action at Agenda Item No. 2 above.

10. (B) Consideration of approving the City’s Electronic Payments for the Month of December 31, 2019

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the City’s Electronic Payments in the total amount of \$39,036.10 for the month ending December 31, 2019, as presented by Judy Gosseling, Finance Director.

11. Appearance of Interested Citizens—None.

12. Announcements—Mayor Nelson announced the following:

12. (A) The next regular Meeting of the City Council will normally be on Tuesday, February 11, 2020, 6:30 P.M. in the City Hall Chamber, 215 NW First St., Clara City, MN.

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 9:24 p.m.

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator