

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
February 9, 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), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Kim Wood (Police Chief)

Staff present by phone conference-Matt Blum (Care Center Administrator) and Mike Amborn (Rodeberg and Berryman)

Others present: Sam Peterson (CC Herald), Lowell Schwitters, Tracy Neville, Christy Woodring, Mark Dale (Eide Bailly), Dan Hiemenz (MACCRAY Project Coordinator)

Fire Department present: Jordan Miller, Dennis Roberts and Andrew Neville

Ambulance present: Andrew Neville, Molly Brouwer, Ben Schoep and Ashley Wubben.

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.*

2. Additions/Deletions/Modifications to Agenda

Addition- 13N. USDA Proposal of Preliminary Engineering Report

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

3. Approval of Minutes

(A) Regular City Council Meeting January 12, 2021.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the Regular 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 January approved by City Staff.

No Applications to report for January 2021

(A)2. Approval of Exempt permit from Renville Area Ducks Unlimited to hold a Bingo and Raffle event at Off Center Tavern & Grill on March 13, 2021.

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

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the permit for the Renville Area Ducks Unlimited.

5. Public Hearing *Public Hearing and Consideration of Resolution No. 2021-001 Approving the Vacation of a strip of Public Land.*

Hearing opened at 6:35 pm – no one appeared to comment, hearing closed at 6:37 pm.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Resolution No. 2021-001, approving the vacation of the strip of public land.

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)
Chief Wood presented the year end and January report.

(B) **Public Works Department** (Jeff Stager, Director of Public)

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

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

1. Consideration of receiving and acknowledging the audit results of the Clara City Care Center's Fiscal Year Financial Statement (for Fiscal year October 1, 2019 thru September 20, 2020)

Action taken: M/S/P 5-0 (Speiser/Plagge) to accept the Financial Statement as presented by Mark Dale of Eide Bailly for the Clara City Care Center.

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

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

(A) **Planning Commission-** (February 3, 2021)

The Planning Commission held a Public Hearing to obtain testimony from the public regarding the proposed Small Box Store Ordinance.

(B) **EDA** – (February 8, 2021)

(C) **Council Members**

(D) **Mayor**

(E) **Fire Department-** the FD has found a 2007 International Pro Star truck chassis in the amount of \$26,000.00 to replace the #816 1994 International (welders truck). Other quotes were obtained and are on file. Funds will be used the reserve account.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the purchase of the 2007 International Pro Star truck chassis thru capital outlay under reserves.

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.*

Christy Miller, 12020 50th St SE Clara City, stated she felt the bus/truck accident at the intersection of Hwy 23 and County RD 2 should have been handled differently by all involved. She said the Fire Department should have been called for traffic control, Ambulance should have been on scene to check kids and people involved and not just have them transferred to another bus and the Police Chief should be held accountable as next time may not be as fortunate.

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 January 31, 2021

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the new hires and terminations for the period ending January 31, 2021, as submitted in the report and on file.

2. Acknowledgement of the Care Center's Client Census Data for January 31, 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to acknowledge the Care Center census for January 31, 2021, such being 34 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 December 31, 2020
- b) Actual vs Budget Statement of Operations for Care Center as of December 31, 2020
- c) Accounts Receivable Aging Report as of January 31, 2021

Action taken: M/S/P 5-0 (Speiser/Sparks) 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 January 31, 2021 in the total amount of \$654,136.01 checks 51348 thru 51431.

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

5. Approval of the Care Center's Electronic Payments for the Month of January 2021.

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

(B) Consideration of Use of City Water Tower for MACCRAY School Communications.

Action taken: M/S/P 5-0 (Plagge/Sparks) to approve the request from MACCRAY to use the water tower for temporary communications, to be removed in fall of 2022.

Dan Hiemenz, representing MACCRAY was also informed that there may be possible water tower work completed in either 2021 or 2022 (painting, cleaning).

(C) Request by Mike Bosch to address the City Council about Ambulance Employee Recognition costs.

No Action taken: Andrew Neville stated the ambulance had 4 long time employees retire in 2020 and for recognition of their dedication watches were ordered for each of them. Funding not available for such purchases so staff is looking into what kind of fund can be established for fund raising dollars to held for these types of purchases. Donations were made to cover the cost of these watches at this time. Administrator Jones agreed to help look into the means to have discretionary funds by use of a non-profit or other means.

(D) Update and Consideration of the Local Road Improvement Program Project (LRIP)

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve Resolution No. 2021-005 Requesting Chippewa County to act as legal/project sponsor for the Clara City 2022 Street Improvements project. Project has a \$1,250,000 max grant amount. 3rd St and 4th Ave NW are now being added to the project. Grant will cover sewer,

water and storm sewer but NOT engineering. This project is tentatively scheduled for 2022 construction.

(E) Update and Consideration of Pending Flood Control Projects from Mike Amborn of Rodeberg & Berryman

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve continuing moving forward with the projects and sending application to the DNR. The flood plans are to include the gate valves (less FEMA \$3600.00) and be a 50/50 funding with the DNR. Our half will be a grant match reserve amount.

(N) (Addition) Update on the USDA loan/project from Mike Amborn of Rodeberg & Berryman.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the preliminary engineering report and moving forward with the application with the engineering costs not to exceed the stated \$95,000.00

(F) Review Recommendation to sell Parcel #30-140-1405 to Kay's Naturals.

Action taken: M/S/P 5-0 (Plagge/Nelson) to approve the recommendation to sell Parcel #30-140-1405 to Kay's Naturals on a 2- year option to purchase at \$48,968.00, contingent upon an easement for the lift station and an agreement to not sale the property to a small box store as defined by the City code.

(G) Consideration of Approval to hire part time Police Officer.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the hiring of Ernie Junker as a part time police officer.

(H) Consideration of Approval of Policies for Small Cities Development Program (SCDP)

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the three policies required for the SCDP. Commercial, Residential and Rental Rehab.

(I) Consideration of Resolution No. 2021-003 Allowing Electronic Funds Transfers and Wires for the year 2021.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Resolution No. 2021-003.

(J) Consideration of Resolution No 2021-004 Allowing Electronic Funds Transfers and Wires for certain Care Center transactions for the year 2021.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Resolution No. 2021-004.

(K) Consideration of Approval of Financial Statements for the period ending 12-31-2020 for the Ambulance Service and any other outstanding Ambulance Financial Issues.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the cash basis financial statement presented by staff.

(L) Consideration of Approval to proceed with the review of the condition of the City's water tower condition (inside and out).

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the review of the condition of the water tower at the quoted cost of \$1,500.00 by Bolten & Menk and receive report when completed.

(M) Consideration of Request from City Clerk Julie Aalfs

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the request for an advancement of vacation days due to an error of understanding of the vacation policy. This is a one-time approval.

14. Approval for the Payment of Claims and Appropriations

(A) Consideration for the approval of the City's Verified Claims for the period ending February 9, 2021.

Verified Claims were not available for this meeting.

(B) Consideration of approving the City's Electronic Payments for the Month ending January 2021

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the City's Electronic Payments as presented for January 2021.

15. CLOSED SESSION:

Closed session to conduct Union Negotiations for the AFSME 65 (General Unit). (Session is recorded per state statute)
Closed session closed at 8:20 pm and opened at 8:50 pm

16. Announcements—*No action is required.*

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

16. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:50 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator