

## MEETING MINUTES

### CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**February 14, 2023**  
**6:30 PM**

#### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Mayor Daniel Pieper, Rhonda Pieper (6:40), David Plagge, and Mark Miller

Staff Absent: LeAnn Nord

Staff present: Steve Jones (City Administrator), Julie Aalfs (City Clerk), Berta Jensen (Administrative Clerk), Jeff Stager (Public Works Director), Matt Blum (Care Center Administrator), Ben Schoep (Ambulance Director)

Others present: Kali Camacho (CC Herald), Chris Hutton (BKV Group)

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1. **Call to Order:** By Mayor, Dan Pieper at 6:35 pm

*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 silence all cell phones and do not use them during the meeting.*

2. **Additions/Deletions/Modifications to Agenda**

Additions:

8B Ambulance Report

8B-2 Consideration of new applications to the Ambulance Service

13-A8 Resolution to add Matthew Blum and John Jurgenson to the signature cards for the Clara City Care Center accounts

13D Additional Information regarding the Codification of Ordinances

***Action taken: M/S/P 3-0 (Plagge/Miller) to approve the additions to the agenda as presented.***

**3. Approval of Minutes**

(A) Planning Commission January 4, 2023 Cancelled

(B) EDA January 8, 2023 Cancelled

(C) Regular Council Meeting January 10, 2023

***Action taken: M/S/P 3-0 (Plagge/Miller) to approve the regular Council Meeting minutes as presented***

**4. Licenses and Permits:**

(A) **Review of the “Application for Construction Permit(s)”** for the month of January 2023 approved by City Staff. *None*

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

**5. Public Hearing *None***

**6. Correspondence, Notices and Communications:**

*Chris Hutton from the BKV Group gave a short presentation regarding the process of plans for a possible new library building. BKV is currently working on a design and an estimated cost and will come back in April with plans and cost.*

**7. Appearance of Citizens with Scheduled Items for City Council to Consider: *(Items must be included in the City Council Agenda to be considered.)***

Citizen, Gary Stutelberg to address the City Council.  
*Gary did not come to the meeting.*

## **8. Reports from Staff and Administrative Officers**

(A) **Public Works Department** (Jeff Stager, Director of Public) *Nothing*

(B) **Ambulance Service** (Ben Schoep, Director)

*Ben Schoep, Ambulance Director presented 5 names for consideration to be added to the Ambulance Service in First Responder positions.*

*Approved: Rhys Schwitters, Derek DuHoux, Elijah DuHoux and Caleb Owens.*

*Nicholas Pieper will be added to the March agenda for review.*

(C) **Fire Department** (Shane Nord, Fire Chief)

*The report states the process is on-going working with insurance and receiving quotes on repairing or replacing the damaged grass rig.*

*Also reported is that the FEMA grant has been submitted.*

*The Fire dept wishes to also purchase LED lit stop/slow signs to use during and accident scene to be more visible.*

*A thank you was also included to Mark Miller and Dan Niemeyer along with others on their hard work to make the hockey/skate rink a success.*

(D) **Clara City Care Center** (Matt Blum, Administrator) –*See agenda item 13A.*

(E) **City Administrator** – *No report*

(F) **Sheriff Department**- *No report*

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

(A) **Planning Commission**- February 1, 2023 **cancelled**

(B) **EDA** – February 13, 2023 **cancelled**

(C) **Council Members**

(D) **Mayor**

**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.*

**11. Old Business:**

**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 2023.

**Action taken: M/S/P 4-0 (Pieper/Miller) to approve the new hires and terminations.**

2. Acknowledgement of the Care Center's Client Census Data for January 2023.

**Action taken: M/S/P 4-0 (Pieper/Plagge) to acknowledge the Care Center census. Census is at 33.**

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, 2022
  - b) Actual vs Budget Statement of Operations for Care Center as of December, 2022
  - c) Accounts Receivable Aging Report as of January 31, 2023

***Action taken: M/S/P 4-0 (Pieper/Miller) 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, 2023 in the total amount of \$667,313.93 check numbers 53288 thru 53388.

***Action taken: M/S/P 4-0 (Pieper/Miller) to approve the monthly check register as presented.***

5. Approval of the Care Center's Electronic Payments for the Month of January 2023.

***Action taken: M/S/P 4-0 (Pieper/Miller) to approve the Electronic Payments as presented.***

6. Explanation of Care Center Compliance program.

*No Action needed- Matt Blum, Administrator explained that this program will be an annual compliance check including the Code of Conduct.*

7. Consideration of claim from Mediacom.

***Action taken: 4-0 (Plagge/Miller) to approve the payment of \$9,924.39 to Mediacom recommended to be paid by the City***

*Attorney. This charge is for 2 months service and some equipment abandoned.*

8. Consideration of Resolution No. 2023-005 adding Matthew Blum and John Jurgenson as check signor at the Care Center.

***Action taken: M/S/P 4-0 (Plagge/Miller) to approve Resolution No. 2023-005 adding Matt and John as signors to the accounts at the Care Center***

(B) Consideration of proceeding with bids for demolition of structures.

***Action taken: M/S/P 4-0 (Pieper/Plagge) to approve proceeding with bids for demolition for the property on 515NE 1<sup>st</sup> St.***

(C) Consideration of monthly help from Conway, Deuth and Schmeising and adding new account software.

***Action taken: M/S/P 4-0 (Plagge/Miller) to approve proceeding to the auditors to assist with monthly balancing and approving to add additional modules to our software to better the process of our bookkeeping and using the software to integrate reports easier.***

(D) Consideration of proceeding with codification of City Ordinances

***Action taken: M/S/P 4-0 (Miller/Plagge) to approve proceeding to work with American Legal Publishing to have our ordinances codified adding any new ones and to continually update as new ones are done.***

(E) Consideration of 2023 Summary Budget statement.

***Action taken: M/S/P 4-0 (Miller/Plagge) to approve the 2023 summary budget statement. This statement has been published in the Clara City Herald per statute.***

(F) Update of 2023 street and utility project timelines.

***No Action needed.***

**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 2023.

*Action taken: M/S/P 4-0 (Plagge/Pieper) to approve the city’s verified claims for the period of January.*

(B) **Consideration of approving the City’s Electronic Payments** for the Month ending January 2023.

*Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the city’s electronic payments for the period of January 2023.*

**15. CLOSED SESSION: None**

**16. Announcements**—*No action is required.*

(A) The next regular City Council meeting *Tuesday, March 14, 2023, 6:30 pm*

**17. Adjournment**— **Mayor**

**BY:** \_\_\_\_\_  
**Daniel Pieper, Mayor**

**ATTEST:** \_\_\_\_\_  
**Steven C. Jones, City Administrator**

