

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
February 11, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Victor Sparks and Nathan Speiser

Members absent: Jeff Davids

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

Others present: Sam Peterson (CC Herald), Mike Amborn (Rodeberg & Berryman), Todd Hagen (Ehlers), Laura Ostlie (UMVRDC), Joe Thissen, Jeremy Bratsch, Ardell Brouwer, John DuHoux, Dave and Pam Lieser, Shirley Klaassen, Rita Ziehl, John Gill, Dave and Sunshine Devine, Scott VanHeuveln, Andrew Neville, Ben Schoep and Donna Roberts.

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 addition of items No. 9 (D-6) 4th Quarter 2019 Assisted Living Financials, No. 9 (F-2) Mn Star upgrade to MnV2 Elite; No. 9 (D-I, 1) Ambulance Financial Report 12-31-19; No. 9 (D-I-2) 2020 & 2021 Ambulance Rate Increases; No. 9 (D-L) Centra Care Emergency Medical Services ALS Intercept Agreement; No. 9 (D-M) Cops Hiring Program Grant.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of January 14, 2020.

***Action taken:** M/S/P 4-0 (Speiser/Pieper) to approve the Meeting Minutes for the Regular City Council Meeting of January 14, 2020, as presented.*

4. Notices and Communications

4. (A) Notice via email, dated January 19, 2020, updating the City on the status of the Hwy 23/7 Intersection Safety Study

4. (B) Written Municipal Advisor Client Disclosure with the City of Clara City ("Client") for General Obligation Improvement refunding Bonds, Series 2020A ("Project" Pursuant to MSRB Rule G-42)

4. (C) Email update of the Hwy 23 Coalition's 2020 Priority Projects

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 February 5, 2020, such including:

1. Massoud Kazemzadeh, 531 1st St NE—Rebuild front deck to entrance and build side entrance to main level apartment; Work to be done by undetermined contractor as of yet, Project cost \$8,000.00; Permit Fee \$50.00.

5. (B) Application for Exempt Permit as submitted by the American Legion Post #0485 (Howard Kron, Adj.) for their sponsoring of a Raffle on July 11, 2020, at Keggers Bar & Grill, 34 Center Ave. West

5. (C) Affirmation of the submittal by the City Administrator of the 2020 Pay Equity Report for Clara City, as based upon the City's 2019 data

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the consent agenda as presented above.

6. Reports from Officers, Commissions, and Committees

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

1. Approved Minutes of the January 8, 2020 Regular Meeting.
2. Any notable activities from the Regular Meeting of February 5, 2020

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

1. Approved Minutes of the January 13, 2020 Regular Meeting.
2. Any notable activities from their Regular Meeting of February 10, 2020.

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. Received notice that the LGA funds coming have increased by \$700.00.

8. Public Hearing— ***Public Hearing No. 8 (A) was opened by Mayor Nelson at 6:39 p.m.***

8. (A) Consideration of providing information and receiving public input and testimony regarding the proposed 2020 Street & Utility Improvements. The Council may wish to acknowledge Michael Amborn, P.E., Rodeberg & Berryman, Inc., for an introduction and explanation of the proposed improvements and property assessments. That could then be followed by a recognition by the Mayor of all citizens wishing to provide input and/or testimony. Once the public hearing is closed, further Council discussion and consideration of this issue and their possible taking of action will be conducted under Agenda Item No. 9. (A) below

Public testimony: *Those wishing to be so recognized should raise their hands and wait to be acknowledged by the Mayor. Once recognized, please proceed to the speaker's podium, clearly state your full name and street address for the public record, and then deliver your testimony and comment within the allotted three-minute period, unless invited to extend by the Mayor.*

1. John DuHoux- 638 NE 1st St – on behalf of Palmer Bus Service- Question- Why is this project assessed and not considered just road maintenance? Mike Amborn answered the question that it is due to the full reconstruction of the road not just a fix.

2. David Lieser- 214 NE 7th Ave- owner of Rebel Camper Sales- Concern of the access to his property during the construction and asked if a access could be made thru the way side rest to his lot. Mike Amborn commented that due to the project not including water and sewer the access in and out of Rebel Camper should not be as near the problem but Mike will work with the contractors and David to make sure there is always an access open.

3. Scott Van Heuveln- 118 NW 5th St- on behalf of MACCRAY- Question- wondering about the timing of the project, start and finish date, also stated that the new school year will have an earlier start date of August 18th? Mike Amborn answered that the hope is to advertise for bids in April so that the contractor chosen can start immediately after school is done for the year and with good conditions weather wise the project should be complete by the time school would open in fall.

4. Shirley Klaassen- 307 SW 3rd St- Question- wondering if it would be better to wait to do this school road project until after the new school is complete- worried the new road will be ruined due to construction. Mike Amborn stated that it would be hard to wait due to what needs to be completed before the build of the school as far as water and sewer and Mike will work with the contractor to advise that this is a new road so drive with ease.

Public Hearing No. 8. (A) was closed by Mayor Nelson at 6:57 p.m.

Public Hearing No. 8 (B) is opened by Mayor Nelson at 6:58 PM.

8. (B) Consideration of providing information and receiving public input and testimony regarding the quality of housing, the costs associated with activities herein described, and regarding the submission of a final Small Cities Development Program grant application to the Department of Employment and Economic Development (DEED). Following a presentation of information by Laura Ostlie, Community Development Planner, it would be in order for the Mayor to solicit and recognize those interested citizens who would like to offer public testimony and/or input.

Public testimony: *Those wishing to be so recognized should raise their hands and wait to be acknowledged by the Mayor. Once recognized, please proceed to the speaker's podium, clearly state your full name and street address for the public record, and then deliver your testimony and comment within the allotted three-minute period, unless invited to extend by the Mayor.*

No one requested to be recognized; therefore, there was no public comment to be recorded.

Public Hearing No. 8. (B) is closed by Mayor Nelson at 7:06 PM.

9. General Business

9. (A) Consideration of ordering the preparation of final plans and specifications for the proposed 2020 Street and Utility Improvements Project —***Review the Preliminary Engineering Report, dated January 8, 2020; the results of the Public Hearing at Agenda Item No. 8. (A) above; and the presentations by Michael Amborn, P.E., Rodeberg & Berryman, Inc. In addition, Todd Hagen, Senior Municipal Advisor, Ehlers, will be available to answer any concerns regarding the necessary funding for such improvements.***

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve, as based upon the presentation by the City's Consulting Engineer, the City Council's finding that the improvements are for the public good and are reasonable in

their projected cost; therefore, making it in order for the City to order the preparation of final plans and bid specification for the proposed 2020 Street and Utility Improvement Projects as presented.

9. (B) Consideration of acknowledging the receipt of the Pre-Sale Report for the City of Clara City's \$1,035,000 General Obligation Improvement Refunding Bonds, Series 2020A, and a presentation of the recommended bonding activity from Todd Hagen, CIPMA, Senior Municipal Advisor, Ehlers. Upon completion of the discussion, the Council, if having a consensus to move forward with a refunding sale, will then be asked to adopt City resolution No. 2020-002 "Resolution Providing for the Sale of \$1,035,000 general Obligation Improvement refunding Bonds, Series 2020A"

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the receipt of the Pre-Sale Report for the refunding of the General Obligation Bond of \$1,035,000 Series 2011A and the approval of City Resolution No. 2020-002 "Providing for the Sale of \$1,035,000.00 General Obligation Improvement Refunds Bonds, Series 2020A."

9. (C) Consideration of approving three required items that are needed for the submittal by the UMRDC of a Small Cities Development Program grant application on behalf of the City of Clara City. These documents include:

(1) Citizen Participation Plan; (2) Conflict of Interest Disclosure Form; and (3) City Resolution No. 2020-004 Resolution authorizing the submittal of an application for a Small Cities Development Program grant through the Minnesota Department of Employment and Economic Development (DEED). Laura Ostlie, Community Development Planner, UMRDC, presented an overview of the grant program and answered questions regarding the purpose of the following three (3) documents.

Action taken: (1) Citizens Participation Plan. M/S/P 4-0 (Pieper/Sparks) to approve the Citizens Participation Plan. With this plan there will be two Public Hearings held as required. The first one will be held at this meeting tonight and the second to be held half way thru the process of the program.

Action taken: (2) Conflict of Interest Disclosure Form. M/S/P 4-0 (Speiser/Sparks) to approve and adopt the Conflict of Interest Disclosure Form.

Action taken: (3) City Resolution No. 2020-004 Resolution Approving the Submittal of an Application for a Small Cities Development Program Grant through the Minnesota Department of Employment and Economic Development (DEED). M/S/P 4-0 (Pieper/Speiser) to approve Resolution No. 2020-004.

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 January 31, 2020

Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the new hire(s), including: Steve Mahlum (Activities) and Myah Zwart (AL CNA). There were no terminations to report.

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

Action taken: M/S/P 4-0 (Pieper/Sparks) to acknowledge the Care Center Census Data for January 2020, 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 December 31, 2019.
 - b) Actual vs Budget Statement of Operations for Care Center as of December 31, 2019.
 - c) Accounts Receivable Aging Report as of January 31, 2020.

Action taken: M/S/P 4-0 (Sparks/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 January 31, 2020.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the Monthly Check Register for the Care Center through December 2019, in the amount of \$562,310.40, for checks 50390 thru 50474, as presented.

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

Action taken: M/S/P 4-0 (Pieper/Sparks) 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 the 2019 4th Quarter Assisted Living Financial Report.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the 2019 4th Quarter Assisted Living Financial Report as presented by Matt Blum, Senior Living Administrator.

9. (E) Consideration of approving City Resolution No. 2020-003 "Resolution Appointing Election Judges for the March 3, 2020 Presidential Nominating Primary Election"

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2020-003 "Resolution Appointing Election Judges for the March 3, 2020 Presidential Nominating Primary Election."

9. (F-1) Consideration of receiving a presentation by Andrew Neville, President of the Clara City Ambulance Service, regarding the wages of the First Responders.

Action taken: M/S/P 4-0 (Speiser/Sparks) approve the wages presented for the newly hired 5 First Responders to the Ambulance Service which will be \$10.00/run, \$1.00 on-call hourly weeknights, \$2.00 on-call hourly weekends and \$3.00 on-call Holidays.

9. (F-2) Consideration of approving the upgrade to MNStar Elite for the processing of Ambulance Run Sheets along with the purchase of computer equipment needed to transmit information.

Action taken: M/S/P 4-0 (Sparks/Pieper) to approve the upgrade to MNStar Elite and that the Ambulance Service will work with staff and Expert T Billing to purchase and set up the necessary computer equipment.

9. (G) Consideration of approving a trial event for gaining greater compliance with the required vaccination of dogs in light of the recent retirement of Dr. Koewler.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the presentation from Deputy Clerk Julie Aalfs to along with Dr. Alex of Buckingham Veterinary to schedule a date to offer rabies shots and the time to purchase a dog license and tag for the 2020-2021 year. Julie Aalfs is to report back to the Council as to the success of this event.

9. (H) Consideration of approving a capital equipment purchase via lease for the Public Works Department. Jeff Stager, Public Works Director, has researched possible arrangements for the leasing of a new loader for the department. The Adopted 2020 City Budget reveals that \$24,000 for loader lease payment.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the capital equipment purchase via lease for a new loader for the Public Works Department, said unit to be a Caterpillar Model 938M, 500 hours per year, sale price of \$202,153.00, and an interest rate of 3.85%.

9. (I-1) Consideration of approving the Financial Statement (12/31/2019) for the Ambulance Service and any other outstanding ambulance financial issues.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the unaudited Ambulance Service Financial Statement as of 12-31-2019 as prepared and presented by Judy Gosseling, Finance Director.

9. (I-2) Consideration of approving the 2020-2021 Ambulance Rates.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the 2020-2021 Ambulance Rates being the base rate increase of 2.7% and mileage increase of 25 cents.

9. (J) Consideration of discussing the City's Snow Removal Policy. As a beginning point, Mayor Nelson will present information he has gathered regarding a meeting with city staff who are involved in the art of snow removal.

Action taken: M/S/P 4-0 (Speiser/Sparks) to direct staff to give Public Notice for a Public Hearing at the next Council Meeting on March 10, 2020, at which to engage any public opinion to help staff with possibly revamping the City's snow removal policy.

9. (K) Consideration of receiving an update from the Subcommittee working on the Hiring of a New City Administrator.

Mayor Nelson and Councilmember Sparks reported on the progress of the search for a new City Administrator, stating the City has received 9 applications narrowing it down to 5 prospects. Phone Interviews will be set up for Thursday evening, February 13th, and will be conducted by Mayor Nelson and Councilor Pieper.

9. (L) Consideration of approving the Carris Centra Care Emergency Medical Services ALS Intercept agreement with a \$200.00 base rate.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the new ALS Intercept Agreement with Carris Centra Care Emergency Medical Services, as presented.

9. (M) Consideration of authorizing Police Chief Wood to apply for the Cop Hiring Program Grant.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve moving forward with applying for the Cop Hiring Program Grant with the agreement with Police Chief Wood she will present to application to the Council before submission.

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 February 11, 2020.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the City's Verified Claims as presented in the total amount of \$328,029.80.

10. (B) Consideration of approving the City's Electronic Payments for the Month ending January 31, 2020.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the City's Electronic Payments as presented in the total amount of \$21,761.15 for the month ending January 31, 2020.

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, March 10, 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 8:48 p.m.

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator