

MEETING MINUTES

CLARA CITY CITY COUNCIL SPECIAL MEETING

Tuesday
February 18, 2020
5:00 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Nate Speiser, Vic Sparks, and Rhonda Pieper

Members absent: Gary Nelson (excused) and Jeff Davids (excused)

Staff present: Judy Gosseling (Finance Director) and Windy Block (City Administrator)

Others present: Sam Peterson (Clara City Herald)

1. Call to Order—*By Acting Mayor Nate Speiser at 5:03 p.m. A Quorum of the Council was declared to be present.*

2. Additions/Deletions/Modifications to Agenda

Action taken: Upon making a request for any additions/deletions/modifications to the draft Agenda, and recognizing none, Acting Mayor Speiser declared the meeting Agenda to be approved as presented.

3. Approval of Minutes—*None.*

4. Notices and Communications—*None.*

5. Approval of Consent Agenda—*None.*

6. Reports from Officers, Commissions, and Committees—*None.*

7. Reports from Staff and Administrative Officers—*None.*

8. Public Hearing—*None.*

9. General Business

1. 9. (A) Consideration of approving a recommendation from the Council Subcommittee for Applicant Review (Gary Nelson & Rhonda Pieper) regarding the designation of certain candidates as a Finalist for the position of City Administrator of Clara City; and further, to order the continued Council review and qualification of such Finalists at a Special City Council Meeting, such to be held on Monday, February 24, 5:00 P.M., at the City Hall, 215

NW First St., Clara City, MN 56222—*The Interview Subcommittee’s Report and recommendation were given by Councilor Rhonda Pieper. The report included a summary of the candidate solicitation activities, a draft Memorandum outlining the selection of Finalist, a recommended outline for interview activities for the Finalists, and the Public data Release for the Finalists.*

Action taken: M/S/P 3-0 (Sparks/Pieper) to approve the following identified candidates as Finalists for consideration of further evaluation and qualification as the next City Administrator, such including Darcy D. Long, Rebecca L. Lammi, and Tesa C. Tomaschett.

Action taken: M/S/P 3-0 (Sparks/Speiser) to declare that a Special Meeting of the City Council is to scheduled and advertised for that will be held on Monday, February 24, 2020, 5:00 P.M., at City Hall, for the Council’s conducting of additional qualification and evaluation activities via in-person interviews with the three Finalist as selected above.

2. 9. (B) Consideration of approving a recommendation from City Staff seeking the Council’s authorization to submit a letter of commitment from the City detailing their offer of making available up to \$20,000 in funds, such to be taken from prior repayment of SCDP housing fix-up funds, in support of the City’s application for a Small Cities Development Program grant to the Department of Employment and Economic Development (DEED). Staff reported on their recommendation.

Action taken: M/S/P 3-0 (Pieper/Sparks) to authorize the submittal of a letter from the City in support of the SCDP Project application to DEED, said letter stating the City’s commitment of providing up to a maximum total of \$20,000 in funds as may be available in the SCDP Recovery Fund, and such to carry terms equivalent to the commitment of the Citizen’s Alliance Bank, which included a rate of 5.00% and a term of five (5) years.

10. Approval for the Payment of Claims and Appropriations—*None.*

11. Appearance of Interested Citizens—*None.*

12. Announcements—*Acting Mayor Speiser announced the following upcoming meetings:*

12. (A) The next Regular Meeting of the City Council will be on Tuesday, March 10, 2020, 6:30 P.M. in the City Council Chamber, 215 NW First St., Clara City, MN.

12. (B) Special Meeting of the City Council will be held on Monday, February 24, 2020, 5:00 P.M., at the City Council Chamber, 215 NW First St., Clara City, MN.

13. Adjournment—*Upon recognizing that there was no additional business to be considered, Acting Mayor Speiser declared this Special Meeting of the City Council to be adjourned as of 5:18 P.M.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator