

# MEETING MINUTES

## CLARA CITY CITY COUNCIL SPECIAL MEETING

Monday  
February 24, 2020  
5:00 PM

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: None

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Jeff Stager (Public Works Director), Matt Blum (Care Center Administrator), and Windy Block (City Administrator)

Others present: Sam Peterson (Clara City Herald)

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1. Call to Order—*By Mayor Gary Nelson at 5:00 p.m. A Quorum of the Board was declared present.*

***Note:** This meeting is being officially recorded. Any and all commentary must be communicated through the microphones at the Council and Staff tables, including the speaker's chair.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** Upon making a request for any additions/deletions/modifications to the draft Agenda, and recognizing none, Mayor Nelson 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

9. (A) Consideration of interviewing the Finalists who have been selected for consideration of possible appointment as the next City Administrator of Clara City. The interview schedule had been established as follows:

5:00 P.M. – Orientation with the Facilitator—*Staff reviewed steps and questions of the interview process that had been previously agreed to be used for these interviews.*

5:15 P.M. – ***Darcy D. Long, MPA, CPM – The interview was conducted.***

6:05 P.M. – ***Rebecca L. Lammi—Staff informed Council that Rebecca L. Lammi had cancelled her attendance for this interview earlier in the day.***

6:55 P.M. – ***Tesa C. Tomaschett—Staff informed the Council that Tesa C. Tomaschett had cancelled her attendance for this interview earlier in the day.***

7:45 P.M. – The City Administrator shared feedback as drafted by the Facilitator from his work with the staff and community member sessions.

8:00 P.M. – Deliberation by the City Council of the results from the interview process. The unanimous consent of the Councilors was that one interview was simply not adequate enough to make a decision of this magnitude. Their collective desire was to have additional qualified applicants to be interviewed before making a final decision.

***Action taken: Upon hearing the comments of each of the Councilors, Mayor Nelson, without objection, directed staff to recontact the four candidates that the Interview Subcommittee had previously found qualified for Finalist consideration in an effort to see if any or all of those candidates would consider appearing before the full City Council on Friday, February 28, 2020, 4:00 P.M., at City Hall for individual in-person interviews. Nelson further directed that staff present a summary of its findings at an adjourned session of this Special Meeting, such to be scheduled for 6:00 P.M. on Tuesday, February 25, 2020, at the City Hall.***

9. (B) Consideration of having the Mayor designate a negotiating team and for the Council to have discussion and consensus building as to the desired terms and/or conditions of employment for use of such by the aforementioned negotiating team.

***Action taken: Given the fact that Agenda Item No. 9. (A) had not yet been completed, Mayor Nelson, without objection, directed that this Agenda Item be placed aside until Agenda Item No. 9. (A) is fully completed on Friday, February 28, 2020.***

9. (C) Consideration of approving a request from City Staff seeking the Council's authorization to approve that the notification of parcel(s), as received from the County of Chippewa, be executed and returned to the County of Chippewa showing that the City either approves the parcels for public auction or auction to adjacent owners, or to request a conveyance of the said parcel(s) to the City of Clara City for public use or public purpose. Staff presented the Notice as received from Chippewa County and summarized the requested action of approval and the reasons thereof.

***Action taken: M/S/P 5-0 (Speiser/Davids) to authorize the execution of the “Certificate of County Board of Classification of Forfeited Lands as Provided by Chapter 386, Laws 1935 as Amended,” with the understanding that such action will not impede the City Council and County Board, in partnership, from completing its plans as detailed in the City of Clara City’s Redevelopment Grant application which has been submitted to DEED for financial assistance with the demolition of the former Junior High School Building and making it ready for the future development of affordable housing.***

9. (C-1) Consideration of authorizing the City to work with two adjoining property owners in clearing up title to an unknown parcel bordering the City’s Skate Board Park along its northern edge. Staff explained that Attorney Jan Nelson, representing one of the owners, has agreed to legally fix the issue at an approximate total cost of \$2,400, such to be split equally between the three affected owners.

***Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the offer from Attorney Jan Nelson for the clearing up of title of the parcel of land as described above with an equal sharing of said costs, estimated at \$3,000 or so, between the three abutting property owners, and directed staff to communicate the Council’s response to Attorney Nelson.***

***Mayor Nelson, without objection, declared this Special Meeting of the City Council to be adjourned at 6:00 P.M. until Tuesday, February 25, 2020, at 6:00 P.M., at the City Hall.***

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**MEETING MINUTES**  
**CITY OF CLARA CITY**  
**CITY COUNCIL**  
**ADJOURNED SPECIAL COUNCIL MEETING**

**Tuesday**  
**February 25, 2020**  
**6:00 P.M.**

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

Members absent: None

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), and Windy Block (City Administrator)

Others present: Sam Peterson (Clara City Herald)

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1. Call to order—***By Mayor Gary Nelson at 6:00 P.M. A Quorum of the Council was declared as present.***

9. (A) Continued consideration of Finalist Interviews. Mayor Nelson called upon the City Administrator to provide the Councilors with a summary report of his contact efforts to reach each of the remaining four applicants who were deemed by the Interview Subcommittee to be qualified enough to be named as a Finalist

and eligible for further review and qualification by the full City Council. Block reported that he had contacted all four such qualified persons via email and/or phone and provided copies of their responses, if submitted. The summary revealed that three of the four candidates were interested in taking part of a continued interview process as proposed for Friday, February 28, 2020, 4:00 P.M., at a Special meeting of the City Council. The fourth candidate had simply not responded at all.

***Action taken: M/S/P 5-0 (Pieper/Davids) to issue, as based upon the report given by the City Administrator, a call for a Special Meeting of the City Council, on Friday, February 28, 2020, 4:00 P.M., at the City Hall, for the interviewing by the full City Council of three (3) additional candidates for possible appointment as the City Administrator, in addition to the one interviewed candidate, Darcy Long. In addition, the three candidates are to be regarded henceforth as Finalists for the position and will include: Steven C. Jones, Rebecca Lammi, and Tesa Tomaschett.***

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

11. Appearance of Interested Citizens—*None.*

12. Announcements—*Mayor Nelson reminded the Councilors of the following meetings:*

12. (A) Special City Council Meeting on Friday, February 28, 2020, 4:00 P.M., at City Hall.

12. (B) 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.

13. Adjournment—*Upon recognizing that there was no additional business to be considered, Mayor Nelson, without objection, declared this adjourned session of the Council's February 24, 202 Special Meeting to be adjourned as of 6:08 P.M.*