

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
March 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), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), John Lynch (PD), Julian Ross (PD)

Staff present by phone conference-Matt Blum (Care Center Administrator)

Others present: Sam Peterson (CC Herald), Lowell Schwitters and Jan Beyerl

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- 13A-6 CCCC Wage Increases
13T- SCDP two policies

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

3. Approval of Minutes

(A) Regular City Council Meeting February 9, 2021

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Regular City Council Meeting minutes as presented.

(B) Planning Commission Meeting February 3, 2021

Action taken: M/S/P 5-0 (Sparks/Pieper) to approve the Planning Commission Meeting minutes as presented.

(C) EDA Meeting February 8, 2021

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

No Applications to report for February 2021

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

5. Public Hearing

6. Correspondence, Notices and Communications: *No action needed.*

7. Appearance of Citizens with Scheduled Items for City Council to Consider:

Jan Beyerl, 700 5th St NW, Clara City. On behalf of herself and Donna Roberts, Jan proposed to the Council "Spread A Little Sunshine" flower pot beautifying. Asked if the City could help with purchasing the potting soil, City Bucks contest prizes and to water the 17 flower pots daily.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the City donating up to \$250.00 for potting soil to be purchased from Sweep Hardware and agreed to the Public Works department to help out with watering one day/week. Informed them that the City is not allowed to sponsor any type of contest.*

8. Reports from Staff and Administrative Officers

- (A) **Police Department** (Kimberly M. Wood, Chief of Police)
Council and Staff were given a February Activity 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).*
- (E) **City Administrator** (Steven C. Jones)

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

- (A) **Planning Commission-** (March 3, 2021) **Canceled**
- (B) **EDA** – (March 8, 2021)
- (C) **Council Members**
- (D) **Mayor**
- (E) **Fire Department-** *At the last city council meeting the Clara City Council approved purchase of a used chassis for the Fire Department. The truck was listed as a 2007 model, it is a 2011 model. In addition, even though the Fire Department requested approval for \$26,000, they were able to negotiate a price of \$23,500.*

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: 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 February 28, 2021

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the new hires and terminations for the period ending February 28, 2021, as submitted in the report and on file.*

2. Acknowledgement of the Care Center's Client Census Data for February 28, 2021.

Action taken: *M/S/P 5-0 (Pieper/Sparks) to acknowledge the Care Center census for February 28, 2021, such being 33 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 January 31, 2021

b) Actual vs Budget Statement of Operations for Care Center as of January 31, 2021

c) Accounts Receivable Aging Report as of February 28, 2021

Action taken: M/S/P 5-0 (Speiser/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 February 28, 2021 in the total amount of \$414,695.27 checks 51432 thru 51510.

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

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

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

6. Consideration of approving a 2.75% across the board wage increases for the Care Center employees. 2021 Budget included this wage increase, planning to make a change for last payroll of March 2021. Moving forward so annualized cost would be \$51,977.25, 25% of budgeted amount would be used to bring all employees onto new 15-year wage grid given 1.5%/year increase across the 15 years.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the 2.75% across the board wage increases for Care Center employees, and the .25% to bring all employees on to new wage grid.

** Administrator Matt Blum shared with the Council that the Care Center had the last COVID shot clinic and they have had no COVID positive tests since early in January 2021**

(B) Consideration of application for Off-Sale Intoxicating Liquor license for Crossroads Liquor (Jay Donner) and opportunity for Public Comment.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the application for Off-Sale Liquor for Crossroads Liquor contingent on State approval, Proof of Insurance, Payment of \$300.00 to the City, Preliminary Background and Financial Investigation, No outstanding taxes, utility charges or any financial claims against the property and opportunity for Public comments at this meeting. Staff report that all these items have been completed and there were no public in attendance to this meeting to comment.

(C) Consideration of Small Box Ordinance.

No Action needed – will finalize at the April 2021 meeting

(D) Consideration of Mutual Aid and Advance Life Support Intercept Agreement with Avera Granite Falls Ambulance.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the agreement of Mutual Aid and Advance Life Support Intercept with Avera Granite Falls Ambulance Service.

(E) Consideration of Approval for Lawful Gambling Premises Permit.

Action taken: M/S/P 5-0 (Pieper/Plagge) to table this approval for Lawful Gambling Premises permit until the next meeting in April at which time a representative from Dover Fire Department can come and explain the process and answer questions the council has.

(F) Consideration of Certificate of Adoption for Water Supply Plan.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the Certificate of Adoption Water Supply Plan, that the City received due to our Water Supply Plan being approved by the DNR and the Minnesota Rural Water Association.

- (G) Consideration of Resolution No. 2021-007 appointing Election judges for the April 13, 2021 Special Election.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2021-007 appointing Election Judges for the Special Election to be held April 13, 2021 to the vacant council seat.

- (H) Consideration of Resolution No. 2021-008 Establishing an Absentee and Mail Ballot Board.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve Resolution No. 2021-008 establishing an Absentee and Mail Ballot Board to approve or deny absentee ballots received for the Special election April 13, 2021

- (I) Consideration of South Hawk Creek Business Park Cost-Benefit Analysis worksheet and Lot Price proposal.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the use of the Cost-Benefit Analysis worksheet for land proposals and the Lot Prices and Reimbursement Analysis for the SHCBP.

- (J) Consideration of Resolution Approving Resolution No. 2021-009 New Business Subsidy, TIF and Abatement Policies.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve Resolution No. 2021-009, the upgrading of the New Business Subsidy, TIF and Abatement policies. All three policies reflect current State Statutes and requirements.

- (K) Consideration of Lighting System Analysis for the City Hall and Library Buildings.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve with proceeding with issuing plans and specification for both the City Hall Building and the Library along with obtaining bids, and negotiate funding with the Center for

Energy. Return all to City Council for approval before proceeding.

- (L) Consideration of Request to review Job Description, Pay Scale and Ad for Finance Director position.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the job description including physical description, pay scale and the advertisement for the Finance Director job position.

- (M) Consideration of request to advertise for Summer Aquatic Center Manager position.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the \$16.00/hr. wage amount and the advertisement for the Aquatic Center Manager position.

- (N) Consideration of request to advertise for Seasonal Employees.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the advertisement for the Seasonal Employee positions. Considerations will be brought to the Council for approval.

- (O) Consideration of performance review procedures.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the procedure for performance review for department heads. Some to be initially done by the City Administrator then to the City Council, and some directly with the Council.

- (P) Consideration of Resolution No. 2021-010 Adopting a Purchasing and Supplies section in the personnel policy handbook.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2021-010 Adopting a Purchasing and Supplies section in the personnel policy handbook. These policies reflect state requirements.

- (Q) Consideration of request to adjust a Utility Bill and consider a proposed Leak Adjustment Policy.

Action taken: Motion to approve made by Nelson, asked for a second motion three times, no second made, motion died. Request and Policy not passed including request from J. Dobmeier for forgiveness on part of his large utility bill.

- (R) Consideration of Resolution No. 2021-011 adopting the revised edition of the General Retention Schedule for Minnesota Cities.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2021-011 adopting the revised edition of the General Retention Schedule for Minnesota Cities. Staff will begin using the new version.

- (S) Discussion of Spring/Summer Planning during COVID restrictions.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the direction by City Staff to leave the Community Center closed to the public at this time but open the parks and restrooms in the park and wayside rest areas. People calling to reserve the shelters in the park will be given guidelines to follow. Council will continue to discuss as COVID restrictions change.

- (T) Consideration of 2 additional Small Cities Development Program policies, an income Reuse Plan and a Fair Housing Plan.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the two policies for the SCDP, an income ReUse Plan and a Fair Housing Plan.

14. Approval for the Payment of Claims and Appropriations

- (A) Consideration for the approval of the City's Verified Claims for the period January 12, 2021 thru February 8, 2021.

Action taken: 5-0 (Pieper/Plagge) to approve the City's Verified Claims as presented.

(B) Consideration of approving the City's Electronic Payments for the Month ending February 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 9:20 pm and opened at 9:39 pm

16. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday April 20, 2021, 6:30 pm.**

16. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 9:39 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator