

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
April 20, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper and David Plagge

Members absent: Vic Sparks

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Matt Blum (Care Center Administrator), Kim Wood (Police Chief)

Others present: Sam Peterson (CC Herald), Bernice Robinson (UMVRDC) Linsey Saue (Prairie Fest), John Donner (CC Community Foundation)

1. **Call to Order:** By Mayor Gary Nelson at 6:33 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- Oath of Office

Modification- Change to the Ordinance No. 345 to No. 346

Replace new version of Resolution No. 2021-016

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the additions, deletions and modifications to the agenda as presented.

3. Approval of Minutes

(A) Regular City Council Meeting March 9, 2021

Action taken: M/S/P 4-0 (Plagge/Pieper) to approve the Regular City Council Meeting minutes as presented.

(B) Planning Commission Meeting March 3, 2021 **Canceled**

(C) EDA Meeting March 8, 2021

Action taken: M/S/P 4-0 (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 March 2021 approved by City Staff.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the permits presented by staff.

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

(C) Consideration of Revised Gambling Ordinance No. 345 and Resolution No. 2020-012 approving application from the Dover Fire Relief Association for Gambling Premise Permit (tabled from last meeting)

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the revision of Gambling Ordinance 111.03 now No. 346, to reflect that profits derived therefrom City provide, to the fullest extent authorized by law, direct benefits to the City's citizens.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve Resolution No. 2021-012 Approving Lawful Gambling Premises permit from Dover Fire Relief Association for Off Center Tavern & Grill, LLC.

5. Public Hearing

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

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

(A) John Donner on behalf of the Clara City Community Foundation in regards to a donation for City Christmas lights/decorations.

John Donner shared that the Foundation has received a gift of \$10,000.00 which is requested to be designated to additions to the City's Christmas decorations including lights and possible decorations on HWY 23. Council directed staff to work with the Foundation to determine what is needed and where they can be placed. There will be further discussion at a later date when prices and locations are determined.

(B) Linsey Kortgard-Saue, wishes to address the Council in regards to the COVID event requirements. (Prairie Fest)

Linsey discussed with the Council what they are tentatively planning for the 2021 Prairie Fest celebration. She presented their request for authorization letter stating Prairie Fest will be held July 8, 9, 10 and 11th, 2021. The main concern for having Prairie Fest is the COVID guidelines. The City agreed to the committee having the event requesting that committee strongly encourage all participants follow

the guidelines in place at the time. The City shared with Linsey the outdoor rental/park event use Covid policy.

Action taken: M/S/P 4-0 (Plagge/Speiser) to agree the committee continue to plan the event keeping COVID in mind, apply for the permits needed and bring the City a copy of the liability insurance listing the City as an additional insurer.

8. Reports from Staff and Administrative Officers

(A) **Police Department** (Kimberly M. Wood, Chief of Police)
Council and Staff were given a March Activity Report.

Police Chief Wood shared with the Council she may have an unbudgeted expense (if she should go over budget) for an accessory to add to the existing shotguns to be able to shoot less lethal bean bag bullets instead of regular shells. This cost would also possibly include training.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the expenditure needed to add these accessories and be trained to properly use them.

(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-** (April 7, 2021) **Canceled**

(B) **EDA** – (April 12, 2021)

(C) **Council Members**

(D) Mayor

(E) Fire Department

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 March 31, 2021

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the new hires and terminations for the period ending March 31 2021, as submitted in the report and on file.

2. Acknowledgement of the Care Center's Client Census Data for March 31, 2021.

Action taken: M/S/P 4-0 (Pieper/Plagge) to acknowledge the Care Center census for March 31, 2021, such being 35 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 February 28, 2021
 - b) Actual vs Budget Statement of Operations for Care Center as of February 28, 2021,
 - c) Accounts Receivable Aging Report as of March 31, 2021

Action taken: M/S/P 4-0 (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 March 31 2021 in the total amount of \$472,706.66 checks 51511 thru 51590.

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

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

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

6. Consideration of Pay Increase for Care Center Administrator, effective 05-01-2021.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve a 3% wage increase for Matt Blum, Care Center Administrator.

(B) Consideration of Approval of new Ambulance EMT, Rachel Davids.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve new ambulance member Rachel Davids to the roster for the Clara City Ambulance Service.

(C) Consideration of Approval of Resignations from the Police Dept.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the resignations of Officers Michael Longbehn and Ronald Thomson from the Clara City Police Department.

(D) Consideration of Approval of Fair Housing Plan and Visit from Bernice Robinson, UMVRDV.

Bernice Robinson presented Council with a short video on Fair Housing and discrimination during approval period for applications.

Action taken: M/S/P 4-0 (Plagge/Pieper) to approve the signing of the Fair Housing Plan of Action for the Small Cities Development Program.

(E) Consideration of approval of Resolution No. 2021-015 Adopting a Policy Waiver for certain Rental Rehabilitation Requirements.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve Resolution No. 2021-015 adopting a Policy Waiver for certain Rental Rehab Requirements.

(F) Review and Consider Action Involving Potential Conflict of Interest by an Applicant of the Small Cities Grant Program.

Action taken: M/S/P 4-0 (Speiser/Plagge) discussion was held regarding the potential conflict of interest by an applicant who has applied to the Small Cities Grant program, approving the letter from City Attorney Rick Stermer stating with conditions that Troy Sweep, member of the Planning Commission discloses that he has applied for the grant, he abstains from voting on matters related to the grant there would be no violation of law in granting an exception for the application. Hearing these conditions and the opinion of Attorney Rick Stermer, the Council approves the exception and votes it to be granted.

(G) Consideration of Approving Ordinance No. 345 Small Box Stores (final consideration)

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the final consideration of Ordinance No. 345 Small Box Stores. This Ordinance has been approved by Planning Commission and Public Hearing was held February 3, 2021.

(H) Discussion of Snow Removal Policies and Procedures and Council Expectations of City Staff.

Discussion only about snow removal, possible changes to our ordinance and fee schedules.

(I) Consideration of Resolution No. 2021-014 allowing for the use of Administrative Citations for certain traffic offenses and Consideration of Resolution No. 2021-013 approving a fine, fee and charges schedule.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve Resolution No. 2021-013 approving the fine, fee and charges schedule, subject to yearly review and revisions.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve Resolution No. 2021-014 adopting Administrative Citations for Certain Traffic Offenses and Administrative fines for Ordinance offenses.

(J) Consideration of approving Resolution No. 2021-016 Acknowledging and Accepting the first quarter donations made to the City of Clara City.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve Resolution No. 2021-016 acknowledging and accepting the first quarter donations made to the City of Clara City.

(K) Consideration of approving Resolution No. 2021-017 Certifying the Results of the Special Election held April 20, 2021.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve Resolution No. 2021-017 Certifying Results of the Special Election, certifying David

Plagge winning with all votes (24) and officially elected to a seat on the Clara City City Council.

Oath of Office was given to and recited by David Plagge affirming his duties of the Office to which he has been elected to.

(L) Consideration of Permit to allow for an accessory use of an outdoor area for Lisa Knapper- Off Center Tavern & Grill, LLC 34 W Central Ave as a qualified alcohol license holder.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the permit allowing Off Center Tavern & Grill LLC to have an outdoor patio area for seating.

(M) Consideration of change to Outdoor Rental/Park Event use COVID policy.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the Outdoor Rental/Park Event use COVID policy and to allow staff to update as COVID guidelines may change.

(N) Discuss and give direction. Staff suggests adding this to the 2022 budget discussions.

Discussion only regarding the need to replace multiple street signs in the City due to fading and hard to read. The quote received is \$5,800.00 and this is not currently in the budget. Council recommends staff to add this expenditure to the Capital Improvement Plan for future expenses.

(O) Consideration and direction- Tobacco and Liquor License Compliance Requirements.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approved and directed staff to work with Countryside Public Health to have them conduct the Tobacco Compliance Requirements for the three establishments that currently have tobacco licenses. These compliance checks will cost \$125.00 each and the City will be given the results of each one conducted.

(P) Consideration of hiring Seasonal Employees in the Public Works Department.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the hiring of Gregg Thissen and Harold Doesken as the seasonal employees for the Public Works Department. Starting wage for Gregg of \$12.00/hour and for Harold \$11.00/hour.

(Q) Consideration of Aquatic Center Manager Position.

Action taken: 4-0 (Pieper/Plagge) to approve the hiring of two co-managers for the Aquatic Center's 2021 summer season. Shannon Ahrenholz and Gracie Slagter will each receive \$16.00/hour. They will each work together for an estimated 30 hours maximum for each, estimated 10-week season.

14. Approval for the Payment of Claims and Appropriations

(A) Consideration for the approval of the City's Verified Claims for the period ending April 15, 2021.

Action taken: 4-0 (Pieper/Speiser) to approve the City's Verified Claims as presented.

(B) Consideration of approving the City's Electronic Payments for the Month ending March 2021.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the City's Electronic Payments as presented for March 2021.

15. CLOSED SESSION:

(A) Closed session to conduct Union Negotiations for the AFSME 65 (General Unit). (Session is recorded per state statute)
Because the Council had previously reviewed all contract changes this part of the meeting was not closed. Further discussion was part of 15 (C).

(B) City Council closed session to conduct Union Negotiations for AFSME 65 Essential Unit) (Session is recorded per state statute)

(C) Consider Agreement with AFSCME 65 (General Unit.) (Open)

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the final presentation of the agreement with AFSCME 65 General Unit Contract.

(D) The City Council closed this part of the agenda for consideration of Performance Review, City Administrator Steve Jones and City Clerk Julie Aalfs (Closed Session)

(At the June City Council regular meeting a synopsis of the reviews will be made public by the Mayor)

(E) Consider possible change to Letter of Understanding- Steve Jones. (Open)

Action taken: M/S/P 4-0 (Pieper/Speiser) after discussion, the Council approved the changes to the Letter of Understanding presented by Steve Jones, dated 04-20-2021.

16. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday May 11, 2021, 6:30 pm.**

16. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 9:58 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator