

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
May 12, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jeff Davids (In Council Chamber), Gary Nelson, Nate Speiser, and Rhonda Pieper (Council members present by phone conference)

Members Absent: Vic Sparks

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (Interim City Clerk), Judy Gosseling (Finance Director),

Staff present by phone conference- Jeff Stager (Public Works Director), Matt Blum (Care Center Administrator) Kim Wood (Police Chief)

Others: Sam Peterson (CC Herald), Brenda Parsley (Conway, Deuth & Schmiesing) Scott Jones (Dooley Petroleum)

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1. **Call to Order:** By Mayor Gary Nelson at 6:31 pm

***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 of 11Q American Accounts and Advisors for Collection Services for Delinquent Ambulance bills.

3. Approval of Minutes

(A) Regular City Council Meeting of April 14, 2020

Action taken: on a roll call vote Ayes: Davids, Pieper, Speiser and Nelson, Nays: None M/S/P 4-0 (Davids/Speiser) to approve the meeting minutes from April 14, 2020 as presented.

(B) LBAE Special City Council Meeting of April 14, 2020

Action taken: on a roll call vote Ayes: Davids, Pieper, Speiser and Nelson, Nays: None M/S/P 4-0 (Speiser/Pieper) to approve the meeting minutes from the Special April 14, 2020 meeting as presented.

3. Licenses and Permits:

Approval of License and Permit Consent Items. *If acceptable, please approve the following agenda items in one motion without further discussion.*

A) *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.*

- 1) **Consideration of Permit to Allow for An Accessory Use of An Outdoor Area (Keggers Bar and Grill), 34 W. Central Ave., as A Qualified Alcohol License Holder**
- 2) **Application for Exempt Permit submitted by the Cross-Country Trailblazers, Inc, for their sponsoring of a raffle on November 27, 2020 at Keggers Bar & Grill, 34 Center Ave W.**
- 3) **Approval of the “Application for Construction Permit(s)”** for the following applicant(s) as recommended by the Planning Commission from their regular meeting on May 6, 2020.

1. Mark Kasella, 131 NE 4th Ave, re-shingle home and garage, Work to be done by Cronen Construction, Project Cost \$8000.00, Permit fee \$25.00.
2. Steve Kruger, 326 3rd Ave NE, re-side home, owner self-improvement, Project Cost \$4500.00, Permit Fee \$25.00
3. Steve and Sunny DeGrote, 110 1st Ave NE, 10 x 16 deck with steps, owner self-improvement, Project Cost \$2000.00, Permit Fee \$50.00
4. Lynette Rounds, 311 1st St SE, build 6 x 4 deck with steps, owner self-improvement, Project Cost \$1.000.00, Permit Fee \$50.00.
5. John Fritz, 418 2nd Ave NW, re-side home and steel the roof, work to be done by Heiling Construction, Project Cost \$24,600.00, Permit Fee \$50.00

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Pieper) to approve the consent Agenda as presented.

B) Non-Consent License and Permit Items: None

4. **Public Hearing**— None

5. **Correspondence, Notices and Communications:** *(No action needed.)*

(A) Housing Study Report- *It was decided to table this discussion until the June meeting for further discussion.*

6. **Appearance or Citizens with Scheduled Items for City Council to Consider.**

(Items must be included in the City Council Agenda to be considered.)

(A) None Scheduled

7. **Reports from Staff and Administrative Officers**

- (A) **Police Department** (Kimberly M. Wood, Chief of Police)
Chief Wood shared that the previous candidate approved has not been hired- new candidate possible for next meeting approval.
- (B) **Public Works Department** (Jeff Stager, Director of Public Works) *No report*
- (C) **Prairie Park Place** (Mindie Nurmi, Housing Manager)
No report
- (D) **Clara City Care Center** (Matt Blum, Administrator) ---*See Agenda Item No. 11 (A).*
- (E) **City Administrator** (Steven C. Jones)
Steve asked the Council to review the new agenda style and give comments of changes if they wish. Also, thanked Matt Blum for his diligence in pursuing the PPP grants for the Care Campus.

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

- (A) **Planning Commission** (Minutes of April 1, 2020 and Updates)
Canceled
- (B) **EDA** (Minutes of April 13, 2020 and Updates) **Canceled**
Mayor Nelson reported from the May 11, 2020 meeting that Kay's Naturals and Design Group were also awarded the PPP grants for payroll. Notice should be soon regarding the Small Cities Grant and it was suggested that the City reapply for the grant proceeds to remove the old junior high building when funds become available again.
- (C) **Council Members**
No report
- (D) **Mayor**
No report

9. **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.* **NONE**

10. **Old Business:** **NONE**

11. **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.*

NONE

11. **New Business:** **Due to timing 11(B & C) was presented prior to 11(A).**

(B) **Review and Acceptance of 2019 Audit Report** (Brenda Parsley, CPA, Conway, Deuth & Schmiesing, PLLP) Report will not be available until Tuesday.

Action taken: *by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Pieper/Davids) to accept the 2019 Audit Reports as presented by Brenda Parsley*

(C) **Consideration of Three-Year Agreement with Conway, Deuth, and Schmiesing, PPL for Audit Services.**

Action taken: *by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Davids/Speiser) to approve the three-year agreement with Conway, Deuth & Schmiesing, PPL*

(A) **Consideration of Care Center Issues**

1. Approval of new employee hire(s) and termination(s) for the month period ending April 30, 2020

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Pieper/Speiser) to approve the new hires and terminations for the period ending April 30, 2020.

2. Acknowledgement of the Care Center's Client Census Data for April 30, 2020

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Pieper/Speiser) to acknowledge the Care Center census for April, 2020, such being 41 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 March 31, 2020
 - b) Actual vs Budget Statement of Operations for Care Center as of March 31, 2020
 - c) Accounts Receivable Aging Report as of April 30, 2020

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, 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 April 30, 2020 in the total amount of \$401,320.25, checks 50638 thru 50716.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Davids) to approve the monthly check register as presented.

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

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Pieper/Speiser) to approve the Electronic Payments as presented.

(D) Approve a 3-year agreement for Assessment Services from the Chippewa County Assessor.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Davids/Speiser) to approve the 3-year agreement for Assessment Services from the Chippewa County Assessor, currently \$15.00 per parcel with an increase of \$.50 per parcel for the next three years

(E) Consideration of Ordinance Annexing Land Located in Rheiderland Township Pursuant to Minnesota Statutes 414.033, Subdivision 2, Part 1, Annexation by Ordinance.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Pieper) to approve the Ordinance No. 340 Annexing land in Rheiderland TWP into the City Limits. This land being where the WWTP plant is placed.

(F) Consideration of Resolution to Proceed with An Approximate \$400,000 General Obligation Sewer Revenue Bond Sale, Series 2020B.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Davids/Speiser) to approve Resolution No. 2020-013 Providing the Sale of General Obligation Sewer Revenue Bonds Series 2020B.

(G) Consideration of Compatibility of Propane and Fuel Storage Tanks in a B-2 Zone.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Davids/Pieper) to approve the Planning Commission's recommendation to approve the Findings of Facts and Use Regulations, and the Proposed CUP with conditions allowing propane and fuel storage in a B-2 and I-1 zones.

(H) Consideration of Conditional Use Permit- propane and fuel storage in a B-2 zone.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Davids/Speiser) to approve Finding of Facts, use Regulations and CUP conditions, as noted by the Planning Commission. CUP applied for by Dooley Petroleum Inc for propane and fuel storage in a B-2 zone.

(I) Discussion and Direction to the City Administrator of His Role in Approving Zoning Permits

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Davids) to approve the City Administrator and Staff to review and approve permits of maintenance or other minor projects on residential and commercial/industrial buildings or properties, up to but not including construction of single family homes. All other building (zoning) permits for new construction will be reviewed by the Planning Commission and City Council. Staff will do a monthly report of all permits approved and bring to Planning Commission and City Council for information only.

(J) Consideration of Changes to American Tower Site #311724 Lease

Action taken: With the proposal of \$600.00/month @ 3% annual increase OR \$675.00/month @ 10% increase per five-year term OR \$147,000.00 lump sum perpetual easement. (City is currently receiving \$817.73/month with 3.5% increases each year). It was decided to have Staff counter offer the proposal and report back to Council at the June meeting.

(K) Consideration of Decision to Continue to Close Parks and Recreation Equipment.

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser 4-0 (Speiser/Pieper) to approve opening the skateboard park, tennis courts, BB court and City parks on Friday May 22nd with new signs stating to social distance with no more than 10 people. The shelters, public bathrooms and playground equipment will remain closed due to not being able to keep them sanitized.

(L) Discussion and Direction to the City Administrator On the Question of Opening the Aquatic Center for the 2020 Season

Action taken: with the ongoing pandemic of COVID-19 the council decided to advise staff to contact the applicants for the Aquatic Center and to tell them that we will not be hiring full time this summer and that the Aquatic Center will not be opening in June. More discussion to be had at the June meeting of the City Council if more direction is given by the Governor or Public Health.

(M) Consideration of Agreement with Safe Assure for Annual Safety Training

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson, Speiser Nays: None, M/S/P 4-0 (Speiser/Pieper) to approve the agreement with Safe Assure for the annual safety training. The annual cost of \$7,204.67 is shared between the City/Utilities and the Care Center.

(N) Consideration of Flood Management Projects

Action taken: Discussion was held regarding the 2 possible flood mitigation projects located at the Main Lift station and the NW section of the community. Council recommends the City Administrator and Staff prioritize the projects and to seek any grants available. Estimated cost to remedy these areas is

\$90,000.00. City Administrator will bring report to the June Council meeting.

- (O) Consideration of Resolution Approving Opening of Account Approving a Loan at Citizens Alliance Bank (Payroll Protection Program Forgivable Loan)**

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Pieper) to approve Resolution No. 2020-012 “Approving the opening of a demand deposit account and the loan through the Paycheck Protection Program held at Citizens Alliance Bank and to make appointments to authorized signers on this account for the City of Clara City”

- (P) Discussion and Consideration of Replacing Water Shut-Off Valves in County Road #2**

Action taken: Council decision is to discuss further at the June meeting when more information is available regarding number of valves to be replaced and an estimated cost per value.

- (Q) Consideration of Agreement with American Accounts and Advisors for Collection Services for Delinquent Ambulance Bills.**

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Pieper/Davids) to approve the Agreement with American Accounts and Advisors.

12. Approval for the Payment of Claims and Appropriations

- (A) Consideration for the approval of the City’s Verified Claims for the period ending May 12, 2020.**

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, M/S/P 4-0 (Speiser/Davids) to

approve the City's Verified Claims for period ending May 12, 2020 as presented.

(B) Consideration of approving the City's Electronic Payments for the Month ending April 30, 2020

Action taken: by roll call vote Ayes: Davids, Pieper, Nelson and Speiser, Nays: None, 4-0 M/S/P (Pieper/Davids) to approve the City's Electronic Payments for the period ending April 30, 2020 as presented.

13. **Announcements**—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday, June 9, 2020, 6:30 pm.**

14. **Adjournment-** *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:35 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator