

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
June 8, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Nathan Speiser, Rhonda Pieper, David Plagge and Vic Sparks. Gary Nelson, by phone.

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

Others present: Sam Peterson (CC Herald)

1. Call to Order: By Acting Mayor Nathan Speiser 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- 13A6 PTP accrual hours for Care Center.
13M AC Unit at Prairie Park Place
13N Mold testing at Library

Modification- 13E Part Time Police Officer

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 May 11, 2021

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

(B) Planning Commission Meeting May 5, 2021 **Canceled**

(C) EDA Meeting May 10, 2021

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

4. Licenses and Permits:

(A) **Review of the “Application for Construction Permit(s)”** for the month of April 2021 and May 2021 approved by City Staff.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the permits presented by staff.

(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:

8. Reports from Staff and Administrative Officers

(A) **Police Department** (Kimberly M. Wood, Chief of Police)

(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) Administrator Jones read a letter of resignation from Council Member Vic Sparks. Resignation effective the end of this meeting June 8, 2021. The council thanked Vic for his time and dedication to the city council.

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

(A) **Planning Commission-** June 2, 2021 (canceled)

(B) **EDA** – June 7, 2021

(C) **Council Members**

(D) **Mayor-**

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 May 28, 2021

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the new hires and terminations.

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

Action taken: M/S/P 5-0 (Pieper/Sparks) to acknowledge the Care Center census 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 April 30, 2021

- b) Actual vs Budget Statement of Operations for Care Center as of April 30, 2021

- c) Accounts Receivable Aging Report as of May 31, 2021

Action taken: M/S/P 5-0 (Pieper/Plagge) 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 May 28, 2021 in the total amount of \$433,543.11 checks 51673 thru 51748.

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

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

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

6. Request from Care Center Administrator Matt Blum to reinstitute the PTO accrual limit again after the pandemic lock down. Changing the limit to 240 vs the prior limit of 216 hours. Also, allowing staff who have more than 216 hours to take 8 hours of PTO per pay period until the end of 2021.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve both requests from Administrator Blum reinstating the PTO with the limit of 240 hours and allowing the staff to use 8 hours per pay period until the end of 2021.

- (B) Consideration of action regarding Lamar Signs lease on parcel #13-140-1405.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the staff to request an assignment of the lease, request a refund of all rent for the billboard sign paid since August 2011, and notify Lamar sign that any future payments come to the city.

- (C) Consideration of action on the Old Junior High building.

Action taken: M/S/P 5-0 (Plagge/Sparks) to approve moving forward with the RFQ, and preliminary plans to start a TIF on the site.

- (D) Consideration of agreement with AFCME Essential Unit (Police)

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the final draft of the AFCME Essential Unit- Police contract as presented.

- (E) Consideration of approval of New Hire Part-Time Police Officer.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the new hire of a part time police officer Matthew Gear contingent upon completion of back ground checks and final paperwork.

(F) Consideration of Resignation (Tanner Brouwer)

Action taken: M/S/P 5-0 (5-0 (Plagge/Sparks) to approve the resignation of Tanner Brouwer from the Public Works Department. Council thanked Tanner for his work during the time of being employed by the city.

(G) Consideration of physical job descriptions- Public Works Department

Action taken: M/S/P 5-0 (Sparks/Plagge) to approve the physical job description for the Public Works Department.

(H) Consideration of Acquisition of Magnetic Flow Meter (WWTP)

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the purchase of a magnetic flow meter for the WWTP at a cost of \$7,300.00 plus installation.

(I) Consideration of Aquatic Center policies and procedures.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the pool regulations, rule violations procedures, violations reporting forms and injury and incident report forms.

**** Mayor Gary Nelson signed off from the phone at 7:25pm****

(J) Consideration of request to hire additional 2021 season Aquatic Center staff.

Action taken: M/S/P 3-0 (Sparks/Plagge) to approve the additional hires for the Aquatic Center. Council member Rhonda Pieper abstained from voting due to conflict of interest with one new employee.

(K) Consideration of approval of use of City Property by Food Venders for Prairie Fest.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve the city property by food venders, who will need be recommended by the Prairie Fest committee and supply proof of insurance and licenses.

(L) Preliminary 2022 Budget Discussion

No Action required- discussion only

(M) Consideration of replacement of the AC unit in the hallway of Prairie Park Place.

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve moving forward with the purchase of a new AC unit once a second bid is obtained.

(N) Consideration and review of mold testing results at the library bldg.

Action taken: M/S/P 4-0 (Plagge/Pieper) to approve staff to complete short term fixes to the building such as fix gutters, cover sump pump hole, empty old contents from the basement, disinfect and clean and install new dehumidifiers. Long term council will need to decide what the future of the building will be.

14. Approval for the Payment of Claims and Appropriations

(A) **Consideration for the approval of the City's Verified Claims** for the period ending June 8, 2021

Verified claims not available at this meeting time.

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

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

15. **CLOSED SESSION:** *none*

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

(A) The next regular City Council Meeting will be on **Tuesday July 13, 2021, 6:30 pm.**

17. **Adjournment-** *Acting Mayor Nathan Speiser, with no objection declared the meeting of the City Council adjourned at 7:46 pm*

BY: _____
Nathan Speiser, Acting Mayor

ATTEST: _____
Steven C. Jones, City Administrator