

# MEETING MINUTES

## CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**June 9, 2020**  
**6:30 PM**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jeff Davids, Gary Nelson, Nate Speiser and Vic Sparks (In Council Chambers) and Rhonda Pieper (Present by phone conference)

Members Absent: None

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

Staff present by phone conference- Jeff Stager (Public Works Director) and Matt Blum (Care Center Administrator)

Others: Sam Peterson (CC Herald)

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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**

Additions: 11(B) Additional Information on General Obligation Sewer Revenue Bond Sale.  
11(N) Modification/Addition- 2020 Pool Season update

- 11(O) New- Liquor License application
- 11(P) New- Storm water pond

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

**3. Approval of Minutes**

(A) Special City Council Meeting May 4, 2020

***Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the meeting minutes as presented.***

(B) Regular City Council Meeting May 12, 2020

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

(C) Planning Commission Meeting May 6, 2020

***Action taken: M/S/P 5-0 (Sparks/Davids) to approve the meeting minutes as presented.***

(D) EDA Meeting May 11, 2020

***Action taken: M/S/P 5-0 (Pieper/Davids) to approve the 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.*

- (1) **Review of the “Application for Construction Permit(s)”**  
for the month of May 2020 approved by City Staff

1. Jacob Swanson, 622 1<sup>st</sup> St NE, Re-shingle home, cost \$8,000.00, Fee \$25.00
2. Bruce Stutelberg, 728 5<sup>th</sup> St NW, build 22x25 workshop addition to the garage, cost \$25,000.00, Fee \$100.00
3. Randy Klinghagen, 919 4<sup>th</sup> St NW, re-shingle rental home, cost \$6,000.00, Fee \$25.00

***Action taken:*** *M/S/P 5-0 (Speiser/Sparks) to affirm the applications for construction permits as presented by staff.*

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

**5. Public Hearing**— None

**6. Correspondence, Notices and Communications:** *No action needed.*  
None

**7. Appearance of Citizens with Scheduled Items for City Council to Consider:**  
*(Items must be included in the City Council Agenda to be considered.)*

(A) None Scheduled

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

(A) **Police Department** (Kimberly M. Wood, Chief of Police)  
*See agenda item 12.C*

(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 shared with Council that the City received the full grant request of \$701,5000 from the State for the Small Cities Grant Program.

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

(A) **Planning Commission**-*No report*

(B) **EDA**

*Plats and sale prices are now set for lots in the South Hawk Creek Business Park. Discussion held regarding a possible moratorium for small chain box stores in the City.*

(C) **Council Members**-*No report*

(D) **Mayor**

*The Ad-Hoc Housing Committee results will be delayed to either the July meeting or a special meeting will be held.*

**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. NONE*

**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. NONE*

**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 31, 2020

**Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the new hires and terminations for the period ending May 31, 2020.**

2. Acknowledgement of the Care Center's Client Census Data for May 31, 2020

**Action taken: M/S/P 5-0 (Pieper/Sparks) to acknowledge the Care Center census for May, 2020, such being 37 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, 2020

- b) Actual vs Budget Statement of Operations for Care Center as of April 30, 2020

- c) Accounts Receivable Aging Report as of May 31, 2020

**Action taken: M/S/P 5-0 (Speiser/Davids) 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 31, 2020 in the total amount of \$393,642.01 checks 50717 thru 50796.

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

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

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

- 6. Consideration of Request to Transfer Funds from the dissolved Clara City Care Center Foundation Memorial account to the Clara City Foundation**

**Action taken: M/S/P 5-0 (Speiser/Davids) to approve the transfer of \$10,589.50 from the dissolved CCCC Foundation to the Clara City Foundation.**

- 7. Reviewing the Clara City Care Center Donations from October 1, 2019 thru March 31, 2020.**

**Action taken: M/S/P 5-0 (Speiser/Davids) to approve the donations made to the Clara City Care Center.**

- 8. Consideration of approving a 3% across the board wage increase for the Care Center employees.**

**Action taken: M/S/P 5-0 (Davids/Speiser) to approve the wage increase for the CC employees for the 2020 fiscal year costing approximately \$25,000.00 over the next 4 months.**

- 9. Consideration of approving Senior Living Hero Pay for the Clara City Senior Living employees.**

**Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Senior Living Hero Pay for the Clara City Senior Living Employees.**

- (B) Consideration of Resolution to proceed with the Sale of Approximate \$417,000.00 General Obligation Sewer Revenue Bond Sale, Series 2020B.**

**Action taken: M/S/P 4-1 (Speiser/Pieper) Ayes: Nate Speiser, Rhonda Pieper, Gary Nelson and Vic Sparks approval of Resolution No. 2020-013 the General Obligation Sewer Revenue Bond Sale Series 2020B. Accepting bid from Bremer Bank. Nays: Jeff Davids.**

- (C) **Consideration of Employment in the Police Department of a new part-time Police Officer.**

*Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the employment of part-time Police Officer John Lynch.*

- (D) **Consideration of changes to the American Tower Site #311724 lease agreement**

*Action taken: M/S/P 5-0 (Speiser/Sparks) to approve and accept the negotiated increase and perpetual easement. Staff recommending that of the \$165,000.00 payment, \$50,000.00 be put into a grant match fund, and the remaining \$115,000.00 be put into the general fund.*

- (E) **Consideration of Temporary Facility Lease Agreement with MJ Electric.**

*Action taken: M/S/P 5-0 (Speier/Davids) to approve the proposed temporary facility lease agreement of \$3,100.00 for past due use and \$200.00 per month going forward.*

- (F) **Discussion and Consideration of County Road #2 Valve Replacements.**

*Action taken: M/S/P 4-1 (Speiser/Davids) Ayes: Nate Speiser, Jeff Davids, Rhonda Pieper and Gary Nelson, to approve the recommendation to put this project on hold and possibly add to a larger project at some time. Nays: Vic Sparks.*

- (G) **Acknowledging and Approving Resignations/Retirements of Laurie Woodring, Ron Thompton and Ardell Brouwer from the Clara City Ambulance Service.**

***Action taken: M/S/P 5-0 (Pieper/Sparks) to approve and acknowledge the Resignations/Retirements and send our thanks and appreciation for their service.***

**(H) Consideration of Use of City Property for Prairie Fest**

***Action taken: M/S/P 4-1 (Speiser/Sparks) Ayes: Nate Speiser, Vic Sparks, Gary Nelson and Jeff Davids, to approve the use of City property contingent on the announcement and opening by the Governor. Nays: Rhonda Pieper.***

**(I) Consideration of various H.R., Salary and Work Place Issues**

***Action taken: M/S/P 5-0 to (Speiser/Pieper) to approve:***  
***1. Part time Police Officer wage increase- \$600.00 in 2020 and \$1,600.00 in 2021 estimated.***  
***2. City Administrator (\$1,500.00 raise deferred on 01-01-2021)***  
***3. City Hall hours change to 8:00 am to 4:30 pm***

**(J) Consideration of approving Resolution No. 2020-011 Approving A Joint Powers Agreement with the State of Minnesota (State and BCA Criminal Justice Data Access) 5-year agreement.**

***Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2020-011 as presented.***

**(K) Consideration of approving Resolution No. 2020-014 Acknowledging and Accepting Donations for various City uses. 2<sup>nd</sup> Quarter Report.**

***Action taken: M/S/P 5-0 (Pieper/Davids) to approve Resolution No. 2020-014 as presented.***

**(L) Consideration of Ordinance #341 Franchise Agreement with Mediacom, Minnesota LLC.**

***Action taken: M/S/P 5-0 (Davids/ Speiser) to approve Ordinance #341 Mediacom Franchise Agreement.***



- (M) Consideration of closing 2<sup>nd</sup> St NE for Church services on Wednesday evenings in June and July at Immanuel Lutheran Church.**

*Action taken: M/S/P 5-0 (Speiser/Davids) to approve the request of closing 2<sup>nd</sup> St NE for Wednesday night Church services in June and possibly July of 2020.*

- (N) Discussion and Update on Parks and Aquatic Center**

*Action taken: M/S/P 5-0 (Sparks/Pieper) to approve the opening of the Aquatic Center and the hiring of Senior guards and other life guards as needed, at the rates presented.*

- (O) Consideration of Approval of a new liquor license for Off Center Tavern and Grill, LLC, owner Lisa Knapper.**

*Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the liquor license for Off Center Tavern and Grill, LLC pending receiving proof of insurance and state approval.*

- (P) Consideration of upgrades to a storm water pond on 7<sup>th</sup> Ave NE.**

*Action taken: discussion was held regarding the holding pond and the weeds growing in it that residents beside it are not happy about. Council asked staff to proceed with adding chemicals to address the weeds. Public Works will do what they can to solve this issue.*

#### **14. 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.**

*Due to the early in the month meeting the Verified Claims report will not be available.*

**(B) Consideration of approving the City’s Electronic Payments for the Month ending May 31, 2020.**

*Action taken: M/S/P 5-0 to approve the City’s electronic payments for the month ending May 31, 2020.*

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

(A) The next regular City Council Meeting will be on **Tuesday, July 14, 2020, 6:30 pm.**

**16. Adjournment-** *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:58 pm*

BY: \_\_\_\_\_  
Gary Nelson, Mayor

ATTEST: \_\_\_\_\_  
Steven C. Jones, City Administrator