

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
July 13, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

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), John Lynch (Police Officer)

Others present: Sam Peterson (CC Herald)

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

Modification- 13A1- Care Center New Hire/Termination report

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 June 8, 2021

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

(B) Planning Commission Meeting June 2, 2021 **Canceled**

(C) EDA Meeting June 7, 2021

Action taken: M/S/P 4-0 (Pieper/Speiser) 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 June 2021 approved by City Staff.

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

(B) Consideration of application to conduct excluded bingo by the Knights of Columbus.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the bingo application for the Knights of Columbus.

(C) Consideration of application to conduct a raffle by the Cross Country Trailblazers.

Action taken: M/S/P 4-0 (Plaggge/Speiser) to approve the raffle applications by the Cross Country Trailblazers.

(D) **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**

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

(A) **Planning Commission-** July 7, 2021 (**canceled**)

(B) **EDA** – July 12, 2021

(C) **Council Members**

(D) **Mayor-** Synopsis of closed session of Employee Reviews for Chief Wood and Public Works Director Stager, completed by Mayor Nelson, and on file.

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 June 30, 2021

Action taken: *M/S/P 4-0 (Pieper/Plagge) to approve the new hires and terminations.*

2. Acknowledgement of the Care Center's Client Census Data for June 30, 2021

Action taken: *M/S/P 4-0 (Pieper/Plagge) 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 May 31, 2021
 - b) Actual vs Budget Statement of Operations for Care Center as of May 31, 2021
 - c) Accounts Receivable Aging Report as of June 30, 2021

Action taken: M/S/P 4-0 (Plagge/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 June 30, 2021 in the total amount of \$551,082.36 checks 51749 thru 51824.

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 June 2021.

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

- (B) Consideration of re-opening the Community Center.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the re-opening of the Community Center under previous rules.

- (C) Consideration of change to resident agreement (Assisted Living facility)

Action taken: M/S/P 4-0 (Speiser/Plagge) approved the changes to the resident agreement for the Assisted Living, as presented and on file.

- (D) Consideration of emergency replacement of water valve.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the replacement of the water valve.

- (E) Consideration of approval of sell surplus fire equipment (1994 International truck chassis)

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the sealed bid sale of the 1994 International truck chassis. Staff will advertise in the CC Herald and City Facebook page.

- (F) Consideration of approval to add two names to allow access to the safe deposit boxes at Citizens Alliance Bank.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the update of the safety deposit signature card at Citizens Alliance Bank, to be signatures of City Administrator Steve Jones, City Clerk Julie Aalfs, and Judy Gosseling Finance Director.

- (G) Consideration of approval of change of status of employment from Full Time to Part Time for Officer John Lynch.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the change in status of employment for Officer John Lynch to Part Time starting October 2021.

- (H) Consideration of approval of new employee (Maintenance in Public Works Dept.

Action taken: M/S/P 4-0 (Plagge/Pieper) to approve the new employee Jim Hocum to the Public Works Department.

- (I) Approval to write-off bad debt (EDA and CITY) and Utility bills (CITY) for former Sugar and Spice business and building.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the write off of bad debt and utility bills for the Sugar and Spice business. Approved amounts were \$4,655.94 in bad debt to the EDA and \$1,627.33 in utilities to the city.

- (J) Update on Lamar Sign lease repayment and assignment.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve turning the issue of Stamer Farms owing the City \$5,199.00 for lease payments made on the signs, over to the city attorney for action.

- (K) Consideration of vacancy on City Council.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the advertising in the Clara City Herald on July 21st and the 28th. Applications to be due by August 4th and noon. Council will go thru applications at the regular Council meeting on August 10th.

- (L) Consideration of request to hire consultant to help establish TIF District (Ehlers)

No formal action taken- agenda item tabled until next meeting

- (M) Consideration of Resolution No. 2021-019 for the City and Resolution No. 2021-001 for EDA Authorizing and interfund loan for advance of certain costs in connection with a tax increment financing district.

No formal action taken- agenda item tabled until next meeting

- (N) Consideration of Resolution No. 2021-020 Receiving Multiple Donations

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve Resolution No. 2021-020 receiving multiple donations.

- (O) Reconsideration of Aquatic Center policies and procedures

No action taken- will discuss further in spring before opening

- (P) Consideration of Exit Interview Questions

Tabled until next meeting

- (Q) Consideration of 2022 Capital Improvement Plan (1st draft and discussion)

Action taken: M/S/P 4-0 (Speiser/Plagge) to direct staff to bring the 2022 CIP to the Planning Commission for discussion and approval.

- (R) Consideration of 2022 Equipment replacement plan (1st draft and discussion)

Action taken: M/S/P 4-0 (Plagge/Speiser) to direct staff to bring the 2022 Equipment replacement plan to the Planning Commission for discussion and approval.

- (S) Preliminary 2022 Budget Discussion dates

No formal action done- will be on the next meeting agenda for more discussion and dates will be set then for further meetings

- (T) Consideration of wage increase for Part Time Police Officers for 2021, 2022 and 2023.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve a new payroll schedule for the part time police officers for 2021 thru 2023, schedule is on file with the city.

14. Approval for the Payment of Claims and Appropriations

- (A) Consideration for the approval of the City's Verified Claims for the period ending July 13, 2021

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the city's verified claims for the period ending July 13, 2021 checks 23864 thru 23938.

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

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

15. CLOSED SESSION: none

16. Announcements—No action is required.

(A) The next regular City Council Meeting will be on **Tuesday August 10, 2021, 6:30 pm.**

17. Adjournment- Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:03 pm

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator