

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
July 14, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jeff Davids, Gary Nelson, Rhonda Pieper and Vic Sparks (In Council Chambers) and Nathan Speiser (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), Jeff Stager (Public Works Director), Travis Voss and John Lynch (Police Department)

Staff present by phone conference- Matt Blum (Care Center Administrator)

Others: Sam Peterson (CC Herald), Lowell Schwitters, both present by phone conference.

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(N) Salary and Vacation increases for Matt Blum.

3. Approval of Minutes

(A) Regular City Council Meeting June 9, 2020

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

(B) Planning Commission Meeting June 3, 2020 (Canceled)

(C) EDA Meeting June 8, 2020

Action taken: M/S/P 5-0 (Pieper/Sparks) 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.*

(A) **Review of the “Application for Construction Permit(s)”** for the month of June 2020 approved by City Staff.

Action taken: M/S/P 5-0 (Pieper/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)

Police Chief Wood presented both the June 2020 report and the 2019 Year end Activity Report

(B) **Public Works Department** (Jeff Stager, Director of Public Works) *Director Jeff Stager was approached by a resident who is involved with a project in Haiti and asked if the old basketball poles and hoops could be donated to such project if they are not being used again. The council approved the donation 5-0 (Sparks/Davids)*

(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)

Administrator Jones reported that the City will receive approximately \$100,000.00 from the CARES program to be used for COVID-19 related items. Council members Rhonda Pieper, Jeff Davids and Mayor Gary Nelson volunteered to help finalize a plan for the funds.

Council approved the sale of the City's F150 pickup to the Care Center in the amount of \$3,500.00 and approved staff to sell the 1984 Ford Ranger on bids if not needed any longer. 5-0 (Davids/Sparks)

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

(A) **Planning Commission-** *July meeting canceled.*

(B) **EDA** -Council member Rhonda Pieper reported that the EDA discussed items of Prairie Waters donation, 1-year moratorium on Small Box Businesses to be further discussed by the Planning Commission and the CARES Act funding the City will receive.

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

(D) **Mayor**

Mayor Nelson stated he would like to have a City Volunteer Day on October 10, 2020. Volunteers would help to re-shingle the chemical building at the Aquatic Center, the warming house near the hockey rink and the concession stand near the tennis courts along with some tree planning at Wilm's park. Mayor Nelson will continue to update staff and council as the project progresses.

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.*

1. Lowell Schwitters (by telephone), 301 Wachtler Ave, shared his support for the Clara City Police Department and their help with situations in his rental properties.

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.*

(A) Acknowledge and approve the resignation of James Goltart, Jr. from the Clara City Police Department, and send on our thanks and appreciation for his service.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the resignation of James Goltart Jr.

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, 2020.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the new hires and terminations for the period ending June 30, 2020, as submitted in the report and on file.

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

Action taken: M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center census for June 30, 2020, such being 36 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, 2020

- b) Actual vs Budget Statement of Operations for Care Center as of May 31, 2020

- c) Accounts Receivable Aging Report as of June 30, 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 \$470,698.81 checks 50797 thru 50870.

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

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

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

(B) Consideration of employment in the Police Department of two new Part-time Police Officer.

Action taken: M/S/P 5-0 (Sparks/Pieper) to approve the employment of two part time Police Officers pending final completion of background checks and training.

(C) Consideration of approval of Change Order #1 with KHC Construction for work on the Main Lift Station.

Action taken: M/S/P 5-0 (Davids/Pieper) to approve the Change order and proceed with project.

(D) Consideration of Resolution to proceed with an approximate \$188,000.00 General Obligation Sewer Revenue Bond sale, Series 2020C.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve Resolution No. 2020-016 Resolution.

(E) Approval to establish bank accounts at Citizens Alliance Bank of Clara City for Bond Series 2020B and 2020C serving.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the establishment of bank accounts.

- (F) Consideration of Ordinance calling for a One-A-Year Moratorium on the construction of Small discount Box Stores. The Planning Commission will review and issue report to the City Council.

Action taken: M/S/P 5-0 (Davids/Sparks) to approve Ordinance No. 342 Interim Ordinance Temporarily enacting a Moratorium on Small Box Stores.

- (G) Consideration of Emergency Management Agreement with Chippewa County.

Action taken: M/S/P 5-0 (Sparks/Pieper) to approve the Emergency Management Agreement as presented and on file.

- (H) Consideration of approving the City's COVID-19 response plan.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the City's COVID-19 response plan.

- (I) Consideration of memorandum of Understanding with the AFSCME-meal breaks.

Action taken: M/S/P 5-0 (Davids/Sparks) to approve the memorandum of Understanding with AFSCME.

- (J) Consideration and approval of changes to the existing Zoning Permit Fees.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the changes to the permit fees as presented and on file.

- (K) Recommendation regarding past due water/sewer bills and the process of starting to collect during COVID-19.

Action taken: M/S/P 5-0 (Pieper/Sparks) to inform past due residents that disconnection will begin if payment arrangements are not made. Agreement will be that the current month bill be paid in full and an extra amount paid to be applied to the past due balance until paid in full.

- (L) Consideration of approving Resolution No. 2020-015
“Appointing Election Judges for the 2020 Primary and General
Presidential Elections”

***Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution
No. 2020-015.***

- (M) Consideration of setting 2021 Budget work session dates.

***Action taken: M/S/P 5-0 (Pieper/Sparks) to approve setting
budget work sessions. First date set is Tuesday July 28th and
tentative date for Tuesday August 4th.***

- (N) Consideration of salary and vacation increase for Matt Blum,
Care Center Administrator.

***Action taken: M/S/P 5-0 (Davids/Speiser) to approve a 3%
salary increase (effective June 2020 same as other employees)
and an additional 40 hours PTO (making new accrual of 120
hours/year) increase for Matt Blum.***

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 14, 2020.

***Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the verified
claims ending July 14, 2020, in the amount of \$444,409.14
check numbers 22703 thru 22814. Council member Speiser
abstained from voting due to not seeing the report.***

- (B) Consideration of approving the City’s Electronic Payments
for the Month ending June, 2020.

***Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the City’s
electronic payments for the month ending June 30, 2020.***

15. Announcements—No action is required.

(A) The next regular City Council Meeting will be on Wednesday, August 12, 2020, 6:30 pm.

16. Adjournment- Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:45 pm

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator