

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
August 10, 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). Matt Gear (Police Officer) and Matt Blum (Care Center administrator) by phone.

Others present: Sam Peterson (CC Herald) Berta Jensen

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- 13Y- Transfer of debt service funds

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 July 13, 2021

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

(B) Planning Commission Meeting July 7, 2021 **Canceled**

(C) EDA Meeting July 12, 2021

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

(D) Special Council Meeting July 28, 2021

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the Special Meeting minutes as presented.

4. Licenses and Permits:

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

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

(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**

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

- (A) **Planning Commission-** August 4, 2021 (**canceled no quorum**)
- (B) **EDA** – August 9, 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: Consideration of bids for purchase of surplus Fire Equipment (1994 International truck chassis).

Action taken: M/S/P 4-0 (Speiser/Plagge) to accept the bid from David VanKlombenberg in the amount of \$1,751.00. The City Council reviewed two “sealed bids” but rejected one unopened due to it being supplied after the posted due time.

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 July 31, 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 July 31, 2021

Action taken: *M/S/P 4-0 (Pieper/Plagge) to acknowledge the Care Center census such being 32 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 June 30, 2021

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

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

Action taken: *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 July 31, 2021 in the total amount of \$429,161.62 checks 51825 thru 51894.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the monthly check register as presented.

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

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

6. Approval of request to place 6 additional nursing facility beds on lay away status.

Action taken: M/S/P 4-0 (Plagge/Pieper) to approve the request to place 6 beds on lay away status effective November 1, 2021. This will save the Care Center \$16,890.00 annually in Medicare surcharge fees.

- (B) Discussion with Nick Zelle, Jefferson Bus Lines.

No Action Needed.

Nick Zelle, from Jefferson Bus Lines gave an update (by phone) to the City Council on the different routes and times the bus travels and comes thru Clara City.

- (C) Consideration of approval of Part Time Police Officer.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the hiring of Part time officer Mike Kern as of September 4th pending licensing and training completion.

- (D) Consideration of approval of promotion to Full-Time Police Officer.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve to the promotion from part time to full time officer to Matthew Gear, effective October 4, 2021.

- (E) Consideration of approval to use City Garage for private vehicles (PD).

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the use of the stall in the Ambulance garage for the police department employees' personal vehicles while on duty. Personal vehicles need to be standard size passenger vehicles (not oversized) to allow for the ambulance crew to get around them.

- (F) Consideration of continued action regarding abatement of hazardous buildings, grounds and facilities.

No action necessary, but the City Council reviewed the list and information supplied by the City Administrator and would like to review the list in the future.

- (G) Consideration of mold remediation plan and clean-up bids (library bldg.)

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve and accept the bid from M.A.A.C. in the amount of \$7,500.00 to empty the basement of all contents including carpet and throw away what is no longer needed. Library employees are to no longer use the basement. The funds for this service will be used from the library budget and possibly the library reserves.

- (H) Consideration of vacancy on the City Council.

Agenda item is tabled until August 31, 2021 meeting.

- (I) Consideration of appointment to Planning Commission.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve staff to advertise for a resident wishing to be part of the Planning

Commission and to change Dave Plagge from a resident member to the Council representative going forward on the commission.

- (J) Consideration of request for qualifications-old Junior High Site.

Action taken: M/S/P 3-0 (Plagge/Speiser) to direct staff to continue to work with Alliance Building Corporation, and two other potential builders, Massoud Kazemzadeh and Hawk Creek Acres Real Estate). Council member Rhonda Pieper abstained from voting due to conflict with Hawk Creek Acres Real Estate.

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

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the hiring of Ehlers to assist in help establishing a TIF program for the Jr High building project.

- (L) Consideration of Resolutions (one each for City and EDA) authorizing Interfund Loans for advance of certain costs connected with a Tax Increment Financing District.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve Resolution No. 2021-019 authorizing Interfund Loans for advance of certain costs connected with a Tax Increment Financing District.

- (M) Discussion of proposed additions to Personnel Policy Handbook (sick and vacation leave).

Discussion only- Council directed staff to draft a Resolution to be approved with the additions to the Personnel Policy Handbook and present at the next Council Meeting in September.

- (N) Consideration of approving Resolution No. 2021-021 Adopting Post-Issuance Debt Compliance Policy for Tax-Exempt and Tax-Advantaged Governmental Bonds.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the adoption of Resolution No. 2021-021, Post-Issuance Debt Compliance policy for tax-exempt and tax advantaged governmental bonds

- (O) Consideration of approving Resolution No. 2021-022
Acknowledging and Accepting multiple donations (Free Swim Days).

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve Resolution No. 2021-022 receiving of multiple Free Swim Day donations. The Aquatic Center was able to have 16 Free Swim Days.

- (P) Consideration of Pay for Loss Days at the Pool.

Action taken: 3-0 (Plagge/Speiser) to approve lost pay for days closed due to circumstances out of our control (ex: bad air quality days). Employees who were scheduled to work these days will receive pay for them. Cost to the city is approximately \$3,850.00. Council member Rhonda Pieper abstained from voting due to conflict of interest with one of the life guards.

- (Q) Consideration of approving Resolution No. 2021-023
Acknowledging and Accepting Grant from Clara City Community Foundation (Via the Southwest Initiative Foundation).

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve Resolution No. 2021-023 accepting a grant from the Clara City Community Foundation in the amount of \$5,000 for the Police Department to purchase equipment.

- (R) Consideration of approving Resolution No. 2021-024
Acknowledging and Accepting Grant from the Clara City Community Foundation (Via the Southwest Initiative Foundation).

Action taken: M/S/P 4-0 (Pieper/Plagge) to approve Resolution No. 2021-024 accepting a grant from the Clara City Community Foundation in the amount of \$1,000 on behalf of the Prairie Fest

Ambassadors Program. These funds will be forwarded to the Prairie Fest Committee.

- (S) Consideration of Resolution No. 2021-026 regarding the sale of \$2,655,000 General Obligation Housing Revenue Refunding Bond.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve Resolution No. 2021-026 regarding the sale of the \$2,655,000 General Obligation Housing Revenue Refunding Bond to refinance the assisted living debt which will save the city approximately \$500,000.00.

- (T) Consideration of approving Resolution No. 2021-025 Supporting Job Creation Fund Program Application.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve Resolution No. 2021-025 supporting Job Creation Fund Program Application proposed by Milk Specialties Global.

- (U) Consideration of request to call for a Public Hearing date of August 31, 2021, for the submittal of grant under the Minnesota Investment Fund (MIF).

Action taken: M/S/P 4-0 (Plagge/Pieper) to direct staff to call for a Public Hearing to be held on August 31, 2021 for public testimony regarding submitting of a grant under the Minnesota Investment Fund, (MIF).

- (V) Consideration of grant agreement with Countryside Public Health (SHIP) for upgraded water fountains.

Action taken: M/S/P 4-0 (Plagge/Pieper) approve the grant agreement with Countryside Public Health for new Hydration Stations to be installed in the large community center and the Aquatic Center. The grant amount will be \$2,000.00.

- (W) Consideration of Agreement with Conway, Deuth, & Schmiesing, PLLP, regarding financial services.

Action taken: M/S/P 4-0 (Speiser/Plagge) to approve the agreement with Conway, Deuth & Schmiesing PLLP, to work with City Hall providing accounting services to replace the retiring Finance Director position until at which time a candidate may be hired. This agreement also includes off-loading the city payroll to CDS going forward.

- (X) Consideration of Resignation.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the resignation from Judy Gosseling, Finance Director effective October 30, 2021. Council thanked Judy for her years of service.

- (Y) Consideration of continued use of transfer to Water Debt Service Fund.

Action taken: M/S/P 4-0 (Plagge/Speiser) to approve the recommendation of continuing to leave the water base fee as is and to begin to fund a future water debt service account now that the PFA water note is paid off.

Budget Discussion

Preliminary 2022 budget discussion was had and Council directed staff to continue preparing the budget for the Special Budget meeting on Tuesday August 31, 2021.

14. Approval for the Payment of Claims and Appropriations

- (A) **Consideration for the approval of the City's Verified Claims** for the period ending August 10, 2021

Verified Claims were not ready to present at this time, due to early in the month meeting.

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

Electronic Payments were not available at this meeting time

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

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

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

17. **Adjournment-** *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:47 pm*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator