

# MEETING MINUTES

## CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**August 12, 2020**  
**6:30 PM**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jeff Davids, Gary Nelson, Rhonda Pieper (at 6:38) and Nathan Speiser (Present by phone conference)

Members Absent: Vic Sparks

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

Staff present by phone conference-Jeff Stager (Public Works Director), Kim Wood (Police Chief) and Matt Blum (Care Center Administrator)

Others by phone conference: 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 (J) Approval of Health Insurance rates for 2021  
Modifications: 11(G) Additional quotes for seal coating and crack sealing.

11(I) Updated budget work-sheet as of 08-12-20.

***Action taken: M/S/P 3-0 (Speiser/Davids) to approve the additions, deletions and modifications to the agenda as presented.***

### **3. Approval of Minutes**

(A) Regular City Council Meeting July 14, 2020

(B) Special Budget Work Session July 28, 2020.

***Action taken: M/S/P 3-0 (Speiser/Davids) to approve the meeting minutes as presented.***

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

(D) EDA Meeting June 8, 2020

***Action taken: M/S/P 3-0 (Speiser/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.*

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

***Action taken: M/S/P 4-0 (Davids/Speiser) 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)  
  
(B) **Public Works Department** (Jeff Stager, Director of Public Works)  
  
(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)
9. **Reports from Boards, Commissions, Council Members and Mayor:**  
  
(A) **Planning Commission-** *July meeting canceled.*  
  
(B) **EDA -** *No report*  
  
(C) **Council Members-** *No report*  
  
(D) **Mayor-** *Mayor Nelson report that a donation was made to purchase 9 maple trees for Wilms park and that the shingles for the buildings have been ordered.*
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. Steve Jones, City Administrator reported that he had received a phone call from Ann Kazemzadeh who stated her concerns regarding the City's budget and the situation with the Police Department. Steve told her her concerns will be considered during budget discussions.

**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 July 31, 2020.

**Action taken:** *M/S/P 4-0 (Pieper/Speiser) to approve the new hires and terminations for the period ending July 31, 2020, as submitted in the report and on file.*

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

**Action taken:** *M/S/P 4-0 (Pieper/Speiser) to acknowledge the Care Center census for July 31, 2020, such being 34 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, 2020
- b) Actual vs Budget Statement of Operations for Care Center as of June 30, 2020
- c) Accounts Receivable Aging Report as of July 31, 2020.

***Action taken: M/S/P 4-0 (Davids/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, 2020 in the total amount of \$407,698.81 checks 50797 thru 50876.**

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

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

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

**6. Approve the sale of the Ford E450 Super Duty Coachman 2002 model 18 passenger bus. Advertise with a \$2,500 minimum bid.**

***Action taken: 4-0 (Speiser/Davids) to approve the sale of the 2002 Ford E450 passenger bus.***

- (B) Consideration of approving Resolution No. 2020-018 to proceed with an approximate \$187,000.00 General Obligation Sewer Revenue Bond Sale Series 2020C with Citizens Alliance Bank.

***Action taken: M/S/P 4-0 (Speiser/Pieper) to approve Resolution No. 2020-018 to proceed with the approximate \$187,000.00 General Obligation Sewer Revenue Bond Sale Series 2020C with Citizens Alliance Bank.***

- (C) Acknowledge and approve the resignation Officer Travis Voss from Full-time work effective August 23, 2020, continuing with Part-time until resigning from Part-time work effective October 17, 2020.

***Action taken: M/S/P 4-0 (Pieper/Davids) to approve the resignation from Officer Travis Voss.***

- (D) Consideration of approving Resolution No. 2020-017 Approving Public Auction on Certain Tax Forfeited Properties within the City of Clara City.

***Action taken: M/S/P 4-0 (Speiser/Davids) to approve Resolution No. 2020-017 approving the auction of certain Tax Forfeited properties within the City of Clara City.***

- (E) Approve the Minnesota Department of Health completed part 1 of the Wellhead Protection Plan.

***Action taken: M/S/P 4-0 (Speiser/Davids) to approve the MN Dept of Health completed part 1 of the Wellhead Protection Plan.***

- (F) Approve the high bid received from Dylan Dirksen in the amount of \$550.00 for the 1984 Ford Ranger owned by the City.

***Action taken: M/S/P 4-0 (Pieper/Davids) to approve the high bid of \$550.00 from Dylan Dirksen for the sale of the 1984 Ford Ranger pickup.***

- (G) Consideration of quotes for seal coating of 2014 Street Projects and crack sealing of Hawk Creek Acres. (pending)

**Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the bid received from Barga Inc in the amount of \$61,878.00.**

- (H) Consideration of finalizing the list of projects to be completed with the use of the CARES Act proceeds received.

**Action taken: M/S/P 4-0 (Speiser/Davids) to approve the list of projects to be completed with the CARES Act proceeds.**

- (I) Consideration and discussion on the 2021 Budget.

*No Action taken. Administrator Steve Jones shared that he received a phone call from Vic Sparks who was not able to attend this meeting, stating his feelings on the Police Department and how he feels the need to find a way to keep the PD in place for the City.*

*Discussion was held on the pros and cons regarding the future of the Police Department. Each council person shared concerns with the majority stating they would like to leave the PD how it is but work on finding solutions for the Assisted Living situation.*

**Action taken: Decision was made unanimously to schedule a Budget Work Session on Monday August 17, 2020 @ 4:00 pm.**

- (J) Consideration of Approval of Health Insurance rates for 2021.

**Action taken: M/S/P 4-0 (Pieper/Speiser) to approve and accept the rates for health insurance in 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 12, 2020.

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

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

***Action taken: M/S/P 4-0 (Pieper/Davids) 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 **Tuesday, September 8, 2020, 6:30 pm.**

**16. Adjournment- Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 7:55 pm.**

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

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