

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
August 13, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, Jeffrey Davids and Victor Sparks

Members absent: None

Staff present: Windy Block (City Administrator), Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Matt Blum (CCCC Administrator), Kim Wood (Police Chief)

Others present: Sam Peterson (CC Herald), Mike Amborn (Rodeberg & Berryman), Todd Hagen (Ehlers), Michelle Garrity (Isthumus Engineering), Kent Medalan (MnDot), Connie Schmoll (Kandiyohi County/Willmar EDC), John Graupman (Bolton & Menk), Andrew Neville and Mike Bosch (CC Ambulance Service), Gordy Woltjer (CAB) and Shirley Klaassen

1. Call to Order—*By Mayor Gary Nelson at 6:33 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.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** M/S/P 5-0 (Speiser/Pieper) to approve the Meeting Agenda with the additions of Agenda Item(s): 9F-1 Resolution No. 2019-031 Authorizing Participation in PERA Police and Fire Plan, 9J1 Blue Cross Blue Shield Insurance Rates for 2020, 9K Resolution No. 2019-032 Declaring the Official Intent of City of Clara City to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City, 9L Site Plan for Citizens Alliance Bank.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of July 9, 2019.

***Action taken:** M/S/P 5-0 (Pieper/Davids) to approve the Meeting Minutes for the Regular City Council Meeting on July 9, 2019 as presented.*

4. (B) Special City Council Meeting of July 22, 2019

***Action taken:** M/S/P 5-0 (Sparks/Davids) to approve the Meeting Minutes for the Special City Council Meeting on July 22, 2019*

4. Notices and Communications—*Informational only, no action is required.*

4. (A) Information Memo from the Upper MN Valley Regional Development Commission (UMVRDC) entitled the Planner Update, dated July 23,, 2019

5. Approval of 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 new business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

5. (A) Approval of the “Application for Construction Permit(s)” for the following applicant(s) as recommended by the Planning Commission from their regular meeting on August 12, 2019.

1. David Plagge, 222 2nd Ave NW—Build cedar 16X20 deck on to home--Work to be done by self-improvement—Project cost of \$5,000.00--Permit fee \$25.00.

2. Joe Thissen, 431 SW 2nd St—Reside garage with vinyl siding—Work to be done by self-improvement—Project cost \$800.00—Permit fee \$25.00.

3. Robert and Sharon Schwitters—420 3rd Ave NE—Replace storage shed in back yard with new prebuilt shed—Work to be done my owner self-improvement—Project cost \$5500.00—Permit \$100.00.

5. (B) Approval of a request from the St. Clara’s Catholic Church for the closure of NE 4th Avenue in support of the Church’s Annual Fall Fundraiser as scheduled for Saturday, September 7, 2019, at St. Clara’s Catholic Church.

5. (C) Approval for the ratification of the City Administrator’s prior action in approving with no waiting period an Application for Exempt Permit from the Church of St. Clara seeking permission for their conducting of a raffle event at Church of St. Clara, 414 N. Main St., Clara City, MN on September 7, 2019

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

6. Reports from Officers, Commissions, and Committees—*No action is required.*

6. (A) Planning Commission – *Council Liaison Victor Sparks*

1. Approved Minutes of the July 3, 2019 Regular Meeting.

2. Any notable activities from the Regular Meeting of August 12, 2019

6. (B) Economic Development Authority (EDA) – *Council Liaisons Nelson & Pieper*

1. Approved Minutes of the July 8, 2019 Regular Meeting.

2. Any notable activities from their Regular Meeting of August 13, 2019

7. Reports from Staff and Administrative Officers—*No action is required (see general business).*

7. (A) Police Department (Kimberly M. Wood, Chief of Police)

7. (B) Public Works Department (Jeff Stager, Director of Public Works)

7. (C) Prairie Park Place (Mindie Nurmi, Housing Manager)

7. (D) Clara City Care Center (Matt Blum, Administrator) --*See Agenda Item No. 9 (D).*

7. (E) City Administrator (Windy Block)

1. Countryside Public Health complaint for property at 515 1st ST NE Clara City MN.
Staff will try to contact Robert Larson again and explain the complaint and what he needs to do to comply.
2. The annual meeting with the City of Clara City and Chippewa County Highway Department was held August 7, 2019. Both parties were satisfied with the sharing of the building and how it was going.

8. Public Hearing—None

9. General Business

9. (A) Consideration of receiving a presentation from representatives of MnDOT and SRF Consulting regarding the proposed plans for MnDOT ADA Improvements from 2nd. St. SW to 1st St. SE in Clara City in 2021. The current plan is to also include in this project design the installation of the Rectangular Rapid Flashing Beacon for safe crossing at the intersection of MN State Highway 23 and CASH #2

Action taken: 5-0 (Pieper/Davids) to acknowledge the receipt of the presentation and the Preliminary Design.

9. (B) Consideration of receiving a presentation and update on the activities and successes of the Highway 23 Coalition from Connie Schmoll, Business Development Specialist with the Kandiyohi County and City of Willmar Economic Development Commission. The City of Clara City is an active and supporting member of this coalition and is being asked to consider such participation

Information only presented by Connie Schmoll. Will be placed in the 2020 Budget.

9. (C) Consideration of moving forward with Capital Improvements for 2019-2020. These include:

1. John Graupman, P.E., Bolton & Menk, will first provide an update on the Biosolids Cover Replacement project and will also be seeking Council's approval for the awarding of the winning bid.

Action taken: M/S/P 5-0 (Davids/Pieper) to move to accept the low bid of KHC Construction in the amount of \$137,000.00 to replace the biosolids cover. League of Minnesota Cities Insurance will pay cover this amount.

2. John Graupman, P.E., Bolton 7 Menk, Inc., will next present his analysis regarding the proposed Wastewater System Improvements and will be seeking to move forward in a timely fashion with full design and a target for bidding of January - February 2020.

Action taken: M/S/P 5-0 (Speiser/Davids) to move forward with design of all pieces of the Wastewater Improvements. Design to be done Fall of 2019 and bidding to start early 2020.

3. Mike Amborn, P.E., Rodeberg & Berryman, Inc., will next present the current estimated costs for the improvement of Division Street from Highway 7 to MN Highway 23. He will be seeking Council's approval for his preparation of a feasibility Report on this project with a goal of going to bid in early 2020

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the preparation of a feasibility report.

4. Todd Hagen, Senior Planner with Ehlers, Inc., will next discuss the process that is recommended for the securing of adequate funding to support all of the above capital improvements in 2020. He will be seeking Council's direction as to when to proceed with such efforts.

Information only No action needed other than the approval of Resolution No 2019-032 9K on the agenda

9. (D) Consideration of acknowledging and/or approving, as may be required, the operations information and issues, if any, which may be brought forward by the Staff and/or the Council's Care Center Subcommittee

1. Approval of new employee hire(s) and termination(s) for the period of July 2019

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve for the Care Center the new hires of Jasmine Colby, Janelle Daly and Hope Eder, termination of Holly Pike.

2. Acknowledgement of the Care Center's Client Census Data for July 2019

Action taken: M/S/P 5-0 (Pieper/Sparks) to acknowledge the Care Center Census Data for July 2019, as reported on by Administrator Blum, who reported a total of 44 clients as of 07-31-2019

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, 2019

b) Actual vs Budget Statement of Operations for Care Center as of May 31, 2019.

c) Accounts Receivable Aging Report as of July 31, 2019

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the Financial Reporting Information and Documentation as presented for the reports listed above.

4. Approval of the AP Check Register of the Clara City Care Center thru July 31, 2019.

Action taken: M/S/P 5-0 (Davids/Speiser) to approve the Monthly Check Register for the Care Center through July 31, 2019, in the amount of \$518,769.25, for checks 49689 thru 49781, as presented.

5. Approval of the Care Center's Electronic Payments for the Month of July 2019

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the Care Center's Electronic Payments for the Month of July 2019, as presented in the amount of \$181,096.68.

6. Approval of the recommended bid of Eide Bailey for accounting services at an estimated total fee of \$18,200 plus out of pocket expenses of \$700.00

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the recommendation of going forward using Eide Bailey for the accounting services at the Clara City Care Center beginning at the end of the September Fiscal Year ending.

7. Approval of recommendations from the Care Center Administrator for permission to enter into several contracts of importance to the operational needs of the Care Center.

Action taken: M/S/P 5-0 (Davids/Sparks) to approve the recommendation for permission to enter into various new contracts with vendors for the operational needs.

8. Approval of a request from the Senior Living administration for several changes in the rental process and procedure with regard to the Prairie Park Place.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the request for changes in the rental process and procedure of Prairie Park Place. The East end of the building will be eligible for any age renters starting September 1, 2019 with an application process, down payment and monthly lease agreement. Staff will contact the school and local industries who may need short term or temporary housing for employees.

9. Approval of the receipt of the 2nd Quarter Balance Sheet for the operations of the Clara City Assisted Living Facility.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the receipt of the 2nd Quarter Balance Sheet for the Assisted Living Facility. Current rental status is 11 open apartments and 13 rented.

9. (E) Consideration of receiving a presentation from the Ambulance Service on two items. President Mike Bosch and Andrew Neville will be presenting on the following:

1. Request for Council approval of a new procedure for service calls wherein there will be a double page along with the Montevideo Ambulance Service.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request of a new procedure for service calls with the Montevideo Ambulance Service.

2. Approval for the appointment of newly recruited volunteers, if any, for service with the Clara City Ambulance Service.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the two new applicants for the Ambulance Service.

9. (F) Consideration of approving certain candidates as either Full-time or Part-time Police Officers for service with the Clara City Police Department.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the hiring of Part Time Police Officer Brian Peterka at a starting wage of \$20.28/hour.

M/S/P 5-0 (Pieper/Davids) to approve the hiring of Full Time Police Officer Brian Peebles at a starting wage of \$20.28/hour.

9. (F-1) Consideration of adopting Resolution No. 2019-031 “Authority Participation in PERA Police and Fire Plan” for Part Time Officer Brian Peterka.

Action taken: M/S/P 5-0 to Acknowledge and approve Resolution No. 2019-031 Authority Participation in PERA Police and Fire Plan.

9. (G) Consideration of receiving the Clara City 2019 Housing Plan as presented to the EDA Board on Tuesday, August 13, 2019

Action taken: M/S/P 5-0 (Nelson/Davids) to approve the Clara City Housing Plan for 2019. This plan can be used for further Grant applications. This also aligns with our Comprehensive Plan.

9. (H) Consideration of approving the 2020 Budget Calendar

Action taken: M/S/P 5-0 (Nelson/Davids) to approve the 2020 Budget Calendar as presented.

9. (I) Consideration (continued) of succession planning for the Department of Administration

Action taken: Volunteer Gary Nelson will provide information on options along with firms to help hire and a job description. Julie Aalfs (Deputy Clerk) will assist Gary and report to the City Council at next scheduled meeting.

9 (J) Consideration of adopting Resolution No. 2019-030 “Accepting a \$150.00 Cash Donation from Citizens Alliance Bank to be directed to the Clara City Ambulance Service.”

Action taken: M/S/P 5-0 (Pieper/Davids) to accept and approve Resolution No. 2019-030 Accepting a \$150.00 Cash Donation from Citizens Alliance Bank to be directed to the Clara City Ambulance Service.

9 (K) Consideration of adopting Resolution No. 2019-032 “Resolution Declaring the Official Intent of City of Clara City to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City”

Action taken: M/S/P 5-0 (Speiser/Sparks) to adopt Resolution No. 2019-032 “Declaring the Official Intent of City of Clara City to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City.”

9 (L) Consideration of approving a “Site Plan Review” for Citizens Alliance Bank for their construction of a new office building in the area of the recently demolished NAPA and Main Street Fitness buildings. The proposed building is a two (2) story professional office building for use by Citizens Alliance Bank in its banking business. The base dimensions are 64’8” (front width), 99’4” (side length), and 32’4” (height) with a total square footage for both floors of 12,672 SF

Action taken: M/S/P 5-0 (Speiser/Davids) to approve the Site Plan for Citizens Alliance Bank for the construction of a new office building.

10. Approval for the Payment of Claims and Appropriations

10. (A) Consideration for the approval of the City’s Verified Claims for the period ending August 13, 2019

Action taken: M/S/P 5-0 (Davids/Pieper) to approve the City’s Verified Claims as presented by Judy Gosseling, Finance Director, for the period ending August 13, 2019, in the amount of \$552,787.83 for checks No. 21753-21844.

10. (B) Consideration of approving the City’s Electronic Payments for the Month ending July 31, 2019.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the City’s Electronic Payments in the amount of \$22,371.85, for the month ending July 31, 2019, as presented by Judy Gosseling, Finance Director.

11. Appearance of Interested Citizens—None.

12. Announcements—Mayor Nelson announced the following:

12. (A) The next Regular Meeting of the City Council will be on Tuesday, September 10, 2019, 6:30 pm, in the City Hall Chamber. Special Budget Session of the City Council will be Tuesday August 27, 2019 at 6:30 pm in the City Hall Chamber.

13. Adjournment Upon recognizing that there was no additional business to be considered, Mayor Nelson, without objection, declared this Regular Meeting of the City Council to be adjourned as of 9:20 p.m.

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Julie Aalfs, Deputy Clerk