

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
September 8, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jeff Davids, Gary Nelson, Rhonda Pieper and Nathan Speiser

Members Absent: Vic Sparks

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (Interim City Clerk), Judy Gosseling (Finance Director) Kim Wood (PD Chief), John Lynch (PD Officer), Vincent Do (PD Officer), Julian Ross (PD Officer)

Staff present by phone conference-Jeff Stager (Public Works Direct), Matt Blum (Care Center Administrator)

Others present: Sam Peterson (CC Herald), Mike Aborn (Rodeberg & Berryman), Lowell Schwitters and Ernie Junker

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:

13 (L) Closed session to conduct Union Negotiations, Strategies and Proposals.

Modifications:

13 (C) Added 2 candidates' names to agenda item

13 (D) Removed part time recommendation from agenda

13 (E) Letter of Understanding- Flood item continued

13 (G) Receive copy of Resolution No. 2020-019 Budget/Levy

13 (H) Receive copy of Resolution No. 2020-020 EDA Levy

Action taken: M/S/P 4-0 (Speiser/Davids) to approve the additions, deletions and modifications to the agenda as presented.

3. Approval of Minutes

(A) Regular City Council Meeting August 12, 2020

(B) Special Budget Work Session August 17, 2020.

(C) Planning Commission Meeting August 5, 2020 **Canceled**

(D) EDA Meeting August 10, 2020 **Canceled**

Action taken: M/S/P 4-0 (Speiser/Pieper) 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 August 2020 approved by City Staff.

Action taken: M/S/P 4-0 (Speiser/Pieper) 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-** *City Clerk Julie Aalfs reported on the September 2, 2020 meeting*

(B) **EDA** – *Mayor Gary Nelson reported on the September 8, 2020 meeting.*

(C) **Council Members**

- (D) **Mayor-** *Mayor Nelson report that the 9 trees have been planted along Hawk Creek in Wilms' park. Resident Volunteer Day is set for September 18 and 19 to shingle the sheds in the athletic area by the Aquatic Center, Hockey Rink and Tennis Courts.*

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 August 31, 2020.

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

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

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

Action taken: M/S/P 4-0 (Pieper/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 July 31, 2020 in the total amount of \$386,623.21 checks 50955 thru 51022.

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 August 2020.

Action taken: M/S/P 4-0 (Pieper/Davids) to approve the Electronic Payments as presented. Matt Blum, Care Center Administrator also stated that the Line of Credit has been paid to zero.

6. **Matt Blum, Care Center Administrator shared that the Director of Nursing for the Care Center has given her notice to end her employment. Matt has started the process of finding a replacement. No action needed.**

7. Matt Blum, Care Center Administrator announced that the Care Center and Campus has been given permission to move to Level 2 for residents and visitors. Visitors will be screened at the door, have to wear PPE and the visit will be a limited time allowed. No action needed.

- (B) Approval of new EMT applicant David Devine for the Clara City Ambulance Service.

Action taken: M/S/P 4-0 (Speiser/Davids) to approve the hiring of the new EMT David Devine.

- (C) Approve a temporary increase in the Fire Department roster from 20 to 22 members due to a deployment and a medical leave and approve the hiring of two new members.

Action taken: M/S/P 4-0 (Pieper/Davids) to approve changing the roster from 20 to 22 members and approving the hiring of two new members.

- (D) Approval of three employment requests from the Clara City Police Department: 1) Resignation of Tanner Torgerson and Brian Peebles, 2) Promotion of Officer John Lynch from Part-time to Full-time.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the resignation of Tanner Torgerson and Brian Peebles, thanking them for their time of service for the City of Clara City and approving the promotion of Officer John Lynch from part time to full time starting September 20, 2020 at a Grade 7, Step 8 \$21.09/hour. Increase to \$21.52 after three-month probation.

- (E) Update on Flood Control Projects. Direct Staff to continue with engineering and cost estimates on both sites.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve staff to go forward with engineering and cost estimates and approving the Letter of Understanding with the City of Montevideo to use pumps if needed.

- (F) Update on MNDOT ADA plans for Highway 23 and City provided rectangular rapid flashing beacons (RRFB)
Discussion only.

- (G) Consideration of adopting Resolution No. 2020-019 Setting Public Hearing Date(s) on the Proposed 2021 City Budget and 2020 Tax Levy and Adopting the Preliminary 2020 Tax Levy, Collectible in 2021.

Action taken: M/S/P 3-1 ayes: Speiser, Davids and Pieper, nays: Nelson. Adoption of Resolution No. 2020-19 and approval of the Preliminary 2020 Tax Levy.

- (H) Consideration of adopting Resolution No. 2020-20 Approving a Tax Levy for the Clara City EDA.

Action taken: M/S/P 4-0 (Pieper/Davids) to approve the adoption of Resolution No. 2020-20 Approving the Tax Levy for the EDA for 2020.

- (I) Consider removing apple trees along right-of-way at 531 NE 1st St.

Action taken: M/S/P 4-0 (Pieper/Davids) to direct City staff to remove the trees along 531 NE 1st St due to mess the apples make on the street and storm sewer.

- (J) Consideration of request for funding- Western Minnesota Prairie Waters.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve paying the request for the publication of the Western Minnesota Prairie Waters editions and directed staff to see about having the EDA reimburse the City for payment and in the future have the EDA fund such request.

- (K) Consideration of adopting Resolution No. 2020-021 Appointing an additional Election Judge for the November 3, 2020 General Election.

Action taken: M/S/P 4-0 (Speiser/Davids) to adopt Resolution No. 2020-021 appointing an additional Election judge.

14. Approval for the Payment of Claims and Appropriations

- (A) Consideration for the approval of the City’s Verified Claims for the period ending September 8, 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 August, 2020.**

Action taken: M/S/P 4-0 (Pieper/Davids) to approve the City’s electronic payments for the month ending August 31, 2020.

- (L) Moved to end of meeting.**

Mayor Nelson closed the meeting to the public at 7:46 pm to conduct Union negotiations, strategies, and proposals for the upcoming Union contracts.

Mayor Nelson ended the closed session at 8:15 pm. This closed session was recorded but is not available to the public at this time.

15. Announcements—No action is required.

- (A) The next regular City Council Meeting will be on Tuesday, October 13, 2020, 6:30 pm.**

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

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator