

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
September 14, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, and David Plagge and Paul Childers (by phone in)

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Kim Wood (Police Chief), Mike Kern (Police Officer), Matt Bluhm (Care Center Administrator) by phone.

Others present: Sam Peterson (CC Herald) and Todd Hagen (Ehlers) by phone

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.

** Oath of Office- Paul Childers

2. Additions/Deletions/Modifications to Agenda

Additions: 13A7 Prairie Park Place Move in Incentive
13A8 Care Center 2022 Budget
13M Resolution No. 2021-033

Prairie Park Place- Budget
Assisted Living- Budget

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the additions, deletions and modifications to the agenda as presented.

3. Approval of Minutes

(A) Regular City Council Meeting August 10, 2021

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the Regular City Council Meeting minutes as presented.

(B) Planning Commission Meeting August 4, 2021 **Canceled**

(C) EDA Meeting August 9, 2021

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

(D) Special Council Meeting August 31, 2021

Action taken: M/S/P 5-0 (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 August 2021 approved by City Staff.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the August permits as presented.

(B) **Non-Consent License and Permit Items:** None

5. Public Hearing / Bond Sale:

(A) Consideration of Resolution No. 2021-030 to approve EDA Bond Sale of approximately \$2,585,000 (refinance) Pledge its General Obligation Bond, undertake continuing disclosure and allocate its arbitrage exception.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2021-030, EDA Bond Sale of approximately \$2,585,000 refinance, pledge its GO backing bond and undertake continuing disclosure and allocate its arbitrage exception.

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** (Kim 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-** September 1, 2021 (**Canceled**)

(B) **EDA** – September 14, 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:

1. Further discussion about the Aquatic Center policies and procedures.

No Action needed.

2. Update on continued action regarding abatement of hazardous buildings, grounds and facilities.

No Action needed- continue updating council going forward.

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, 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the new hires and terminations.

2. Acknowledgement of the Care Center's Client Census Data for August 31, 2021.

Action taken: M/S/P 5-0 (Pieper/Plagge) to acknowledge the Care Center census such being 37 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, 2021
 - b) Actual vs Budget Statement of Operations for Care Center as of July 31, 2021.
 - c) Accounts Receivable Aging Report as of August 31, 2021

Action taken: M/S/P 5-0 (Plagge/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 August 31, 2021 in the total amount of \$462,681.06 checks 48875 thru 51973.

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

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

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

6. Parking Lot- see agenda item 13-B.

7. The Clara City Care Center administration requests the council approve allowing Prairie Park Place to offer a limited move in incentive for the months of October and November, 2021 and approval of opening 6 additional apartments to be rented to persons under 55 years of age.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request to allow for a limited move in incentive and being able to offer apartments for persons under the age of 55.

8. Care Center 2022 budget.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the Care Center 2022 budget as presented by Administrator Matt Bluhm.

- (B) Consideration of bids, street patch work and parking lot (Care Center).

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the bid from Riley Brothers Construction Inc in the amount of \$13,738.96 to complete the 2021 bituminous patching improvements. M/S/P 5-0 (Plagge/Speiser) to approve the bid from Duininck Inc. in the amount of \$16,825.00 to complete the 2021 Care Center parking lot improvements.

- (C) Consideration of resignation received from Police Officer Matt Gear.

Action taken: M/S/P 5-0 (Speiser/Plagge) to accept the resignation from Officer Matt Gear.

- (D) Consideration of Full Time Officer- pending.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the Full Time Officer position to Mike Kern effective October 4, 2021.

- (E) Consideration of Part time Police Officer- Adam Sattervall.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the hiring of Part time officer Adam Sattevall pending completion of training.

- (F) Consideration of appointment to Planning Commission.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve Ken Beyerl as the new member of the Planning Commission. Two applications were received. Ken Beyerl and Dan Rath. The Council thanked Dan for his interest in serving on a City

Committee. Staff will contact Ken to let him know of his appointment.

(G) Consideration of proposed additions to Personnel Policy Handbook (Sick and Vacation leave) Resolution No. 2021-028 Transfer of Sick and Vacation Leave, Resolution No. 2021-029 Advance of Sick and Vacation Leave.

***Action taken: M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-028 Transfer of Sick and Vacation leave.
M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-029 Advance of Sick and Vacation leave.***

(H) Consideration of approval to proceed with Tax Forfeited Land Sale.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve proceeding with the Tax Forfeited land sales by Chippewa County.

(I) Discussion of the future of the city library building.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve staff forming a library sub-committee consisting of staff, a member from each the Council, Planning Commission, EDA, the Librarian, a staff member of Citizens Alliance Bank and other interested residents. Staff will plan and hold the meetings starting in October to discuss the existing building needs and possible new building.

(J) Consideration of approval of new Health Insurance Policy.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the new health care insurance policy which will now become Medica at no price increase from the existing Blue Cross Blue Shield.

Budget Discussion

(K) Consideration of adopting Resolution No. 2021-031 setting public hearing date(s) on the proposed 2022 City Budget and the 2021 Tax Levy and Adopting the preliminary 2021 Tax Levy, Collectible in 2022.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Resolution No. 2021-031 setting the Public Hearing dates on the proposed 2022 City Budget and 2021 Tax Levy and adopting the preliminary 2021 Tax Levy, collectible in 2022, of \$1,283,129.00 approximately a 5% tax levy.

(L) Consideration of adopting Resolution No. 2021-032 Approving a Tax Levy for the City of Clara City EDA.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve Resolution No. 2021-032 approving the tax levy for the EDA limited to max of 0.01813 or about \$12,000.00.

(M) Consideration of approving Resolution No. 2021-033 declaring the official intent to bond for a City-Wide Improvement Project and seek reimbursement of eligible costs.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-033 declaring the official intent to bond for a City-wide improvement project and to reimburse for eligible costs.

(N) Prairie Park Place- 2022 budget. **Discussion Only.**

(O) Assisted Living- 2022 budget. **Discussion Only.**

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 14, 2021

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the verified claims for the period ending September 14, 20201 including check numbers 23939 thru 24109.

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

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the electronic payments for the months of July and August 2021.

15. CLOSED SESSION: *none*

16. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday October 12, 6:30 pm.**

17. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 7:57 pm*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator