

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
September 10, 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: Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Matt Blum (CCCC Administrator), Kim Wood (Police Chief)

Others present: Sam Peterson (CC Herald), Ben Peterson and Shane Nord (CC Fire Dept), Chip Goeman (Goeman Agency) and Shirley Klaassen

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.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** M/S/P 5-0 (Pieper/Davids) to approve the Meeting Agenda with the additions of Agenda Item(s): 9 (B)1 Ambulance Application, 9(D)6 Prairie park Place incentive request and rate increases and Assisted Living rate increases, 9(D)7 QAPI plan from Matt Blum and 9(J) Capital Improvement Plan*

3. Approval of Minutes

3. (A) Regular City Council Meeting of August 13, 2019

4. (B) Special City Council Meeting of August 27, 2019

***Action taken:** M/S/P 5-0 (Davids/Pieper) to approve the Meeting Minutes for the Regular City Council Meeting and the Special City Council Meeting.*

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 August 22, 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 September 4, 2019.

1. Clint Nielsen, 331 1st St NE- build 96 sq ft storage shed—work to be done by self-improvement—project cost \$1,200—permit fee \$25.00

2. Jim and LeAnn Essendrup, 210 7th Ave NE—installation of a 12 x 14 Dakota shed—project cost \$4,000.00, permit fee \$100.00.

3. Removal or Demolition request from Bruce Hanson/Hanson Communications Inc to either move off or demolish the former Wild Hare Floral and Garden Shop building on the corner of County Rd 2 and State Highway 23.

Action taken: M/S/P 5-0 (Sparks/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 August 7, 2019 Regular Meeting.

2. Any notable activities from the Regular Meeting of September 4, 2019

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

1. Approved Minutes of the August 13, 2019 Regular Meeting.

2. Any notable activities from their Regular Meeting of September 9, 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.

Action taken: update given by Deputy Clerk Julie Aalfs, stating a drive by inspection was completed and the agreement Mr Larson made with City Administrator Block has not been fulfilled. Council instructed Staff to send a letter to Mr Larson requesting him to come in and give an explanation as to why the property is not cleaned up as agreed to. Staff will mail this letter with instructions on how to comply and the options available.

8. Public Hearing—*None*

9. General Business

9. (A) Update from Mayor Gary Nelson regarding the Wilms Park/Campground

Action taken: M/S/P 5-0 (Pieper/Speiser) after discussion regarding the project and the costs of the moving, the demolition of the old restrooms, foundation for new and other cost there was a motion to move the

building for the cost of \$750.00 out to Thein Moving lot for the winter so that more substantial plans could be developed. The cost of \$750.00 will be charged to move it back into the park.

9. (B) Consideration of receiving a presentation from Shane Nord and Ben Peterson (CC Fire Dept) regarding the Fire Relief Association raises.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the raise in the Fire Relief Association benefit level from \$1,300.00 to \$1,650.00.

9 (B) 1. Consideration of approving the appointment of Joshua Cavaness for service with the Clara City Ambulance Service.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the appointment of Joshua Cavaness as a EMR for the Ambulance Service pending approval from the Ambulance Squad.

9. (C) 1. Consideration of approving certain candidates as Part-Time Police Officers for the 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 Madeline Zitzlsperger pending all back ground approval. Starting wage of \$18.01/hour.

9. (C) 2. Accept the resignation of Part Time Police Officer Brian Peterka due to a scheduling conflict for him.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the resignation of Officer Brian Peterka.

Discussion was held with Police Chief Wood regarding the number of Part Time Officers on the roster and how they are scheduled. Mayor Gary Nelson informed Chief Wood and the Council that he would like to see the weekly schedule to better understand the need for several Part Time Officers. Chief Wood explained that with on call hours to cover and the weekends she feels she has a roster that can cover both.

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 August 2019.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve for the Care Center the new hires of Perla Bazldua, Alexandra Hinrichs, Addison Nurmi, Hannah Prentice and Yulya Rysavy. No terminations to report.

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

Action taken: M/S/P 5-0 (Pieper/Speiser) to acknowledge the Care Center Census Data for August 2019, as reported on by Administrator Blum, who reported a total of 41 clients.

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 August 31, 2019.
- b) Actual vs Budget Statement of Operations for Care Center as of July 31, 2019.
- c) Accounts Receivable Aging Report as of August 31, 2019.

Action taken: M/S/P 5-0 (Speiser/Pieper) 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 August 31, 2019, in the total amount of \$377,484.43

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the Monthly Check Register for the Care Center through August 31, 2019, in the amount of \$377,484.43, for checks 49782 thru 49863, as presented.

**** Request from the CCCC Administrator Matt Blum to transfer funds in the amount of \$20,000.00 from the General Money Market account to the General Checking to cover payroll and accounts payable until the time they receive their State Medicare deposit.****

5. Approval of the Care Center's Electronic Payments for the Month of August 31, 2019.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Care Center's Electronic Payments for the Month of August 2019, as presented in the amount of \$273,147.45.

6. Consideration of the request from Prairie Park Place to offer a limited move in incentive for the months of October, November and December. Also, the increase on both the monthly rates for Prairie Park Place of a 4% increase in rates, \$10.00 more for patio apartments and \$20.00 increase on garage rent. Assisted Living's increase is a 3% increase in rental amounts, and \$100.00 increase to service packages.

Action taken: M/S/P 5-0 (Speiser/Davids) to approve the limited move in incentive for Prairie Park Place.

M/S/P 5-0 (Pieper/Speiser) to approve the monthly rate increase for Prairie Park Place.

M/S/P 5-0 (Nelson/Davids) to approve the monthly increases for the Assisted Living facility.

7. Consideration of approving the implementation of a Clara City Care Center: QAPI Plan 2019 (Quality Assurance Performance Improvement) presented by Administrator Matt Blum. Mission of the plan is to provide top quality health and residential services to persons with individual needs in a compassionate manner.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the implementation of a QAPI Plan at the Clara City Campus.

9. (E) Consideration of re-noting the previous presentation from Ashlie Johnson, Country Side Public Health SHIP Coordinator, regarding the updating of the City's outdated tobacco ordinance.

Action taken: M/S/P 5-0 (Speiser/Sparks) to have Country Side Public Health update the City's tobacco ordinance so that the City is compliance with the State. A Public Hearing will be set.

9. (F) Consideration of reappointing Chip Goeman, Goeman Insurance Agency, as the City's Agent of Record for Liability, Property, and Health insurance matters for the 2020 Calendar Year. Mr. Goeman will also be seeking the City's decision with regard to the Waiver of Liability question under the City's Liability Insurance Program.

Action taken: M/S/P 5-0 (Davids/Speiser) to approve the reappointing of Chip Goeman as the City's Agent of Record for the 2020 Calendar year.

M/S/P 5-0 (Speiser/Sparks) to approve the tort limit of the Waiver of Liability for the City of Clara City 2020 Calendar year.

9. (G) Consideration of receiving and approving a **Preliminary 2020 City Budget**. Due to a lengthy list of challenges that are facing our community, this budget may be constantly changing as priorities are seemingly

always under constant pressure to change. The administrative staff will do its best to provide you with a reasoned approach to 2020, but it may not be sufficiently aligned with everyone's goals and/or values.

Action taken: M/S/P 4-1 (Speiser/Sparks) nae (Davids) to approve the 2020 Preliminary Budget at a 5% tax levy increase with continued review of the Police Department Budget. Mayor Gary Nelson and Council person Jeff Davids will continue the review of the Police Department Budget requests.

9. (H) Consideration of adopting City Resolution No. 2019-033 "ADOPTING THE PROPOSED 2019 PROPERTY TAX LEVY, COLLECTIBLE IN 2020, AND SETTING PUBLIC HEARING DATES ON THE 2020 BUDGET AND 2019 PROPERTY TAX LEVY, COLLITIBLE IN 2020" Prior to adoption of the resolution, staff will be making a summary presentation that incorporates the Preliminary 2020 General Budget and offer Council its thoughts and recommendation for the 2019 Property Tax Levy, Collectible in 2020.

Action taken: M/S/P 4-1 (Nelson/Speiser) nae (Davids) to approve the adoption of City Resolution No. 2019-033.

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

Information Only: Gary Nelson- Mayor and Julie Aalfs-Deputy Clerk shared information found using a search firm compared to doing the advertising on our own. A search firm can vary in price from \$8K to \$24K using the information the City will provide for them. Council directed staff to email them the preliminary job description and job advertisement. Further discussion will be held at the next Council Meeting.

9. (J) Continued discussion on the Capital Improvement Plan.

Information only: discussion was held regarding the Capital Improvement Plan, talking about items wanting to be done in the future. Also, Council was asked what they would like to see added to the CIP that is not currently on the list. The Planning Commission will finalize the CIP and present to the Council.

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 September 10, 2019

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

***** Due to early meeting and budget preparation the Verified Claims and Electronic payment Information was not available*****

11. Appearance of Interested Citizens

A. Shane Nord, 315 SW 2nd St (Citizen) stated that the Wilms Park and a Walking Path are not needed at this time due to the streets being in such bad condition. Streets should be priority at this time. (Fire Chief) stressed that working alongside with Police Chief Wood is very hard. No cooperation and does not listen to direction when given.

B. Shirley Klaassen, 307 SW 3rd St, stated she agreed with Shane about the money being spent on a park and walking path when the streets are in such dire condition. Shirley also stated she was very frustrated with Police Chief Wood when there was a break-in in Shirley's business and Police Chief Wood didn't take it seriously due to her stating she was too busy. Shirley mentioned she would like to see a marquee sign put up in Clara City to post events in town.

12. Announcements—Mayor Nelson announced the following:

12. (A) The next Regular Meeting of the City Council will be on Tuesday, October 8, 2019, 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 9:27 p.m.*