

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
October 12, 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

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), Matt Bluhm (Care Center Administrator) by phone.

Others present: Sam Peterson (CC Herald), Derek Olson (Chippewa Cty Sheriff) Laurie Dieken, Betty Ammermann and Cindy Meyer (CC Lions Club)

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 silence all cell phones and do not use them during the meeting.

2. **Additions/Deletions/Modifications to Agenda**

Modification: adjustment of placement for agenda item #13B to beginning of meeting.

Additions: 4C Chip Goeman-agent of record and tort liability limits
4D request to adjust large utility bill

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

Mayor Nelson calls for an adjournment of the City Council meeting at 6:47 pm to Call to Order the Clara City Public Utility Commission meeting (agenda item 13B).

Consideration of DNG True-up report and prudency review recommendation by the Natural Gas Rate Committee.

Member Steve Jones shared with the Council that due to the extra cold weather in the past February the large price in natural gas has caused there to be a true up factor being passed thru to customers at a rate of \$0.12845/therm and \$0.01560/therm for the 9 large customers for the next 24 months. Due to the true up the committee is asking for a prudency review of DNG's gas purchasing practice as it relates to the February 2021 rate spike.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the True-up factor and the prudency review as presented.

3. Approval of Minutes

(A) Regular City Council Meeting September 14, 2021

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

(B) Planning Commission Meeting September 1, 2021 **Canceled**

(C) EDA Meeting September 14, 2021

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

4. Licenses and Permits:

(A) **Review of the “Application for Construction Permit(s)”** for the month of September 2021 approved by City Staff.

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

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

5. Public Hearing / Bond Sale:

6. Correspondence, Notices and Communications: *No action needed.*

7. Appearance of Citizens with Scheduled Items for City Council to Consider:

(A) Chippewa County Sheriff Derek Olson- general discussion only.

*Sheriff Olson talked about the advancements the department has made including having a certified Emergency Management Supervisor. The department has a new canine dog, and have added to the Dispatch staff. **No Action needed***

(B) Clara City Lions Club- funbrella discussion.

Lions Club members Betty Ammermann, Laurie Dieken and Cindy Meyer spoke explaining their plan to have a public service project to help raise funds for the purchase of 4- 20' funbrellas and 4- picnic table umbrellas for the Clara City Aquatic Center. The Lions Club will use memorial funds received and ask for donations during the next few months and along with funds from the City these funbrealls will be ordered in January 2022.

Action taken: M/S/P 5-0 (Speiser/Childers) to accept the Lions Club donation and to use funds in the Aquatic Center fund to help purchase the funbrellas.

- (C) Consideration of request by Chip Goeman of Citizens Alliance Agency to be named Agent of Record for city insurance and Tort Liability limits.

Action taken: M/S/O 5-0 (Pieper/Speiser) to approve Chip Goeman as agent for the City of Clara City. M/S/P 5-0 (Pieper/Plagge) to approve the Tort Liability Limits.

- (D) Consideration of request by Jennifer Sommers to adjust large utility bill and discussion regarding establishing a Leak Adjustment Policy.

Action taken: 5-0 (Plagge/Nelson) to table the discussion regarding a policy until next meeting and asked staff to work with Jennifer Sommers to suggest a payment agreement to allow for payment over time with no late fee.

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)
- (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. Council member Rhonda Pieper announced that she has someone who would like to donate a freezer for the Aquatic Center and stated that the MACCRAY school start date for next year is 09-14-2022. Staff shared with the council the revenues for the Aquatic Center showing with multiple swim days the concession income was higher than previous year. **No Action needed.**
2. Update on continued action regarding abatement of hazardous buildings, grounds and facilities. Consideration of approving Resolution No. 2021-034 Regarding Abatement of Hazardous Buildings, Grounds and Facilities.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve Resolution No. 2021-034.

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 September 31, 2021.

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

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

Action taken: M/S/P 5-0 (Pieper/Plagge) to acknowledge the Care Center census such being 35 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 August 31, 2021

- b) Actual vs Budget Statement of Operations for Care Center as of August 31, 2021.

- c) Accounts Receivable Aging Report as of September 31, 2021

Action taken: M/S/P 5-0 (Plagge/Speiser) 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 September 31, 2021 in the total amount of \$435,163.64 checks 51974 thru 52058.

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

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

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

6. Consideration of accepting the donations to the Clara City Care Center for the period of 01-01-2021 thru 09-30-202.

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

- (B) Consideration of DNG True Up report and prudency review recommendation by the Natural Gas Rate Committee.

This agenda item is moved to right after agenda item #2 at which time Mayor Gary Nelson adjourned the meeting and opened the Natural Gas Rate Committee meeting.

- (C) Consideration of Resolution No. 2021-035 Approving Interfund/Intercity transfer of funds to the Clara City Care Center.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-035 as presented.

- (D) Consideration of acquisition of used police squad car and related equipment acquisition.

Action taken: M/S/P 5-0 (Childers/Speiser) to approve the purchase of a 2016 Dodge Charger Pursuit, V8 Hemi, AWD, 53K miles, purchase price \$36,978.41, immediately in 2021. Staff is

directed to do a budget amendment to show the funds being spent in 2021 not 2022 as originally budgeted.

- (E) Annual Discussion of Snow Removal policies and procedures and council expectations of City Staff. Approve of the purchase of a Nixle Message Service.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the purchase of the Nixle Message Service. This service will allow staff to send out text messages or emails to residents regarding such items as Snow Emergency, Aquatic Center closed, water main breaks etc. Staff will also be mailing all residents a letter reminding them of the Snow policy and rules along with the directions of how to sign up for Nixle.

- (F) Consideration of Ordinance 73.09 Parking Hours (Enforcement)
No Action required – staff directed to enforce the existing Ordinance 73.09.

- (G) Consideration of Union Wages for 2022 and 2023.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the union wages for 2022 and 2023 as presented.

- (H) Consideration of City of Clara City and the Clara City EDA-MIF Revolving Loan Fund Policy.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the EDA-MIF revolving loan fund policy as presented.

- (I) Consideration of approving the use of the park for a Clara City Farmers Market starting spring of 2022 by SHIP and Jill Canatsey.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the use of the park for the new Clara City Farmers Market starting in spring of 2022.

- (J) Consideration of approving Resolution No. 2021-036 Acknowledging and Accepting donations for 2021 3rd quarter.

Action taken: M/S/P 5-0 (Pieper/Childers) to approve Resolution No. 2021-036 as presented.

- (K) Consideration of request to approve a new job category- Administrative Clerk.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the new job category Administrative Clerk.

14. Approval for the Payment of Claims and Appropriations

- (A) **Consideration for the approval of the City's Verified Claims** for the period ending October 12, 2021

Verified claims were not available by meeting time

- (B) **Consideration of approving the City's Electronic Payments** for the Month ending September 2021.

Electronic Payments were not available by meeting time.

15. CLOSED SESSION: none

16. Announcements—No action is required.

- (A) The next regular City Council Meeting will be on **Tuesday November 9, 6:30 pm.**

17. Adjournment- Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 9:34 pm

BY: _____

Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator