

# MEETING MINUTES

## CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**October 13, 2020**  
**6:30 PM**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Nathan Speiser and Vic Sparks

Members Absent: None

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director) and Kim Wood (PD Chief),

Staff present by phone conference-Matt Blum (Care Center Administrator)

Others present: Amanda Strommer (Well Head Protection), Sherri Broderious (MACCRAY), Dan Hiemenz (MACCRAY Engineer), Chip Goeman (Citizens Alliance Agency), Mike Amborn (Rodeberg & Berryman)

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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.*

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

Addition- 13-A-B Care Center Budget

Modification: 13(B) moved to Consent Agenda item 3 (D) Well Protection Plan Part 1 discussion.

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

### **3. Approval of Minutes**

(A) Regular City Council Meeting September 8, 2020

***Action taken: 4-0 (Speiser/Pieper) to approve the Regular City Council Meeting minutes as presented.***

(B) Planning Commission Meeting September 2, 2020

***Action taken: 4-0 (Sparks/Pieper) to approve the Planning Commission Meeting minutes as presented.***

(C) EDA Meeting September 8, 2020

***Action taken: 4-0 (Speiser/Pieper) to approve the EDA Meeting Minutes as presented.***

(D) Informational Meeting to discuss Wellhead Protection Plan Part 1  
***Information only presented by Amanda Strommer of the Minnesota Department of Health. No one else was in attendance with questions or concerns.***

### **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 September approved by City Staff.

***Action taken: M/S/P 4-0 (Sparks/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-** *Vic Sparks shared that the Planning Commission approved the CUP for MACCRAY School.*

(B) **EDA** – *Gary Nelson shared that Sherri Broderious, MACCRAY Superintendent showed color schemes for the new school building.*

(C) **Council Members-** *none*

(D) **Mayor-** *Gary Nelson announced that the shingling project on the buildings in the sports area is completed.*

**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.*

1. Acceptance of Resignation of Council member Jeff Davids.  
*Council expressed thanks to Jeff Davids for his service to the City of Clara City.*
2. Reappointment of Chip Goeman of Citizens Alliance Agency as City Agent of Record.  
*Council approves the appointment of Chip Goeman of the Goeman Citizens Alliance Agency as the City's Agent of Record for Liability, Property, Life and Health insurance matters for the Calendar year 2021.*  
*Council also approves the selection of the statutory recommended amount of \$600,000.00 as the maximum level of liability under the City's Liability Insurance program. The Council agreed NOT to waive tort liability limits.*
3. Various Resignations and New Hire

*Council approved the resignation from Jolene Hebrink from the Clara City Ambulance Service and thanked her for her many years of service.*

*Council approved the signation from part-time Police Officer Vincent Do from the Clara City Police Department.*

*Council approved the application and employment of Ashlie Wubben to the Clara City Ambulance Service.*

4. Title change for Julie Aalfs to City Clerk.

*Council approved the title change from Deputy Clerk to City Clerk for Julie Aalfs.*

*Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the Consent Agenda as presented and noted above.*

### **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 30, 2020.

*Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the new hires and terminations for the period ending September 30, 2020, as submitted in the report and on file.*

2. Acknowledgement of the Care Center's Client Census Data for September 30, 2020.

*Action taken: M/S/P 4-0 (Pieper/Speiser) to acknowledge the Care Center census for September 30, 2020, 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, 2020
- b) Actual vs Budget Statement of Operations for Care Center as of August 31, 2020
- c)Accounts Receivable Aging Report as of September 30, 2020.

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

***Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the monthly check register as presented.***

- 5. Approval of the Care Center’s Electronic Payments** for the Month of September 2020.

***Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the Electronic Payments as presented.***

- 6. Approval of the Care Center’s donations** made April 1 thru September 30, 2020.

***Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the Care Center’s donations received.***

- 7. Request from the Care Center to approve the purchase of a used 11 passenger bus to be used for resident transportation.**

***Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the purchase of a used bus with the trade in of the existing bus and van along with using funds from the memorial and construction accounts. Total purchase price of \$29,180.00***

**8. Request for approval of the Clara City Care Center's Operating Budget Fiscal year 2021.**

***Action taken: 4-0 (Speiser/Sparks) to approve the Operating Budget for the Fiscal Year of 2021 as presented.***

***Matt Blum, Care Center Administrator shared that the doors at the Care Center will be opening for visitors starting Monday October 19, 2020. Visitors are recommended to still call ahead to make a visiting time, wear a mask and try to use social distancing. The Care Center will continue to communicate with families of residents.***

- (C) Consideration of Appointment of Consulting Engineer and Certification to the USDA.

***Action taken: 4-0 (Speiser/Pieper) to approve the certification to USDA that Mike Amborn of Rodeberg & Berryman is to be the lead engineer representing the City of Clara City.***

- (D) Consideration of Conditional Use permit for MACCRAY School Expansion in R-1 zone.

***Action taken: 4-0 (Speiser/Sparks) to approve the CUP for MACCRAY School with the 10 staff recommendations listed. CUP to be filed with Chippewa County Recorder's office.***

- (E) Consideration of Resolution No. 2020-022, Acceptance of Various Donations.

***Action taken: 4-0 (Pieper/Sparks) to approve Resolution No. 2020-022 acceptance of various donations.***

- (F) Consideration of Agreement with the UMVRDC (SCDP)

***Action taken: 4-0 (Speiser/Pieper) to approve the Professional Service agreement with the UMVRDC for the Small Cities Development Grant program, acting as the overall administering agent of behalf of the City.***

(G) Consideration of “Back to Business” Cares grants

***Action taken: 4-0 (Pieper/Speiser) to approve the staff’s recommendation to pay the 3 applications for the Back to Business program.***

***\$450.00 to Harmony Hands***

***\$4,811.43 Sweep Hardware***

***\$3,788.65 Kays Processing/Kays Naturals***

(H) Consideration of action on delinquent utility bills

***Action taken: 4-0 (Speiser/Pieper) to not do any shut offs at this time but to assess the delinquent amount to the home owner at the end of the year. Start the shut off procedure again in January 2021.***

(I) Discussion of snow removal ordinance

***No action needed staff is asked to work to update the existing ordinance (which is being enforced at this time) and develop a procedure for ticketing vehicles not moved after a 2” snow fall along with a ticket price and appeal process. Also, to have this information published so the residents are aware.***

(J) Consideration of ordinance Amending Title 15, Land usage, by adding Chapter 154, Abatement of Hazardous Buildings, Grounds and Facilities. (1<sup>st</sup> reading)

***No Action needed Staff is requested to continue amending the Title 15 ordinance and present the final copy to council at a future council meeting.***

#### **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 13, 2020.



***Action taken: 4-0 (Speiser/Pieper) to approve the City's Verified Claims for period ending October 13, 2020 as presented in the amount of \$1,542,123.99 check numbers 22815 thru 23133.***

- (B) Consideration of approving the City's Electronic Payments for the Month ending September 31, 2020.**

***Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the City's electronic payments for the month ending September 31, 2020.***

**CLOSED SESSION part 1:**

- (A) Closed session to conduct Labor Negotiations, Strategies, and Proposals. (Session is recorded per state statute)

**Mayor Nelson began the closed session at 8:10 pm**

**Mayor Nelson closed the closed session at 9:05 pm.**

- (B) Closed session to conduct six-month performance evaluation of City Administrator Steve Jones. (Session is recorded per state statute)

**Mayor Nelson began the closed session at 9:15pm**

**Mayor Nelson ended the closed session and reopened the Council meeting at 10:25 pm**

(Synopsis of Evaluation will be given at November 12, 2020 City Council Meeting)

**15. Announcements—No action is required.**

- (A) The next regular City Council Meeting will be on **Thursday, November 12, 2020, 6:30 pm.**

***Action taken: 4-0 (Pieper/Speiser) approving to change City Council meeting from Tuesday November 10, 2020 to Thursday November 12, 2020, as General Election results are not available***

*for canvas until Wednesday November 11, 2020. Without this change a special meeting would have been required.*

**16. Adjournment- Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 10:28 pm.**

**BY:** \_\_\_\_\_  
Gary Nelson, Mayor

**ATTEST:** \_\_\_\_\_  
Steven C. Jones, City Administrator