

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
October 8, 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), 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 (Speiser/Davids) to approve the Meeting Agenda with the additions of Agenda Item(s): 9D6 CCCC Gifts and Donations, 9D7 Eide Bailly Engagement letter, 9D8 Summit Co. Fire Alarm Quote and Agreement, 9D9 CCCC LOC Request, 9K Willms Park Update, 9L Water Service Fee Increase, 9M Resolution No. 2019-36*

3. Approval of Minutes

3. (A) Regular City Council Meeting of September 10, 2019

***Action taken:** M/S/P 5-0 (Speiser/Sparks) to approve the Meeting Minutes for the Regular City Council Meeting.*

4. Notices and Communications—*Informational only, no action is required.*

4. (A) Highway 23 Coalition General Membership Meeting Friday, October 18th at Prairies Edge Convention Center in Granite Falls. – *Gary Nelson wishes to attend.*

4. (B) Census Count Committee—*M/S/P (Nelson/Davids) approved to start a Census Complete Count Committee for the City of Clara City. Mayor Nelson, Jeff Davids, Rhonda Pieper and Julie Aalfs will work on setting this up.*

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 October 2, 2019

1. Billy Jackson, 922 4th St NW—Build 12 X 12 treated lumber deck--Work to be done by self-improvement—Project cost of \$1,700.00--Permit fee \$50.00

2. Community Haus Apartments, extend tenant parking lot 40’ to West with 5’ setback. Addition will be asphalted to join existing parking area.

Action taken: *M/S/P 5-0 (Speiser/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 September 4, 2019 Regular Meeting.

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

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

1. Approved Minutes of the September 9, 2019 Regular Meeting.

2. Any notable activities from their Regular Meeting – No October Meeting held.

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 there has been no contact from the home owner regarding the letter sent on 09-16-2019. Council directed Deputy Clerk Julie Aalfs to reach out to the League of Minnesota Cities for guidance on how to approach this situation going forward.*

2. Highway 23 Coalition- Project ranking.

Action taken: *Each Council member ranked the potential projects for Chippewa County in the order they would wish to see them completed of importance. Most ranked #1 the Roundabout project, #2 Passing lanes between CC to Maynard and then to Granite Falls, #3 the Interchange option. Deputy Clerk will send these rankings to the HWY 23 Coalition contact.*

8. Public Hearing—*None*

9. General Business

9. (A) Consideration of approving the Tobacco Ordinance updated by Countryside Public Health and approving a Public Hearing date of November 12, 2019.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the update of the Tobacco Ordinance and to hold a Public Hearing on Tuesday November 12, 2019.

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

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the Job Description with an annual salary of \$70,000.00 to \$105,000.00 depending upon qualifications and to place the ad on the League of Minnesota Cities website, Clara City website and the Clara City Herald. Deadline to apply is Friday November 8, 2019 by 4:30 pm. A committee is being formed to conduct interviews after that time.

9. (C) Consideration of approving Candidate Travis Voss as Part-time Police Officers for service with the Clara City Police Department.

Action taken: M/S/P 4-0 (Speiser/Sparks) 1 nae (Davids) to approve the hiring of Part-time Police Officer Candidate Travis Voss pending all qualifications. Starting wage will be \$18.01/hour.

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—***See the attached reports and receive additional comment and information, if any, from Council Representatives Speiser and/or Nelson and staff in their capacity as members of the 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/Speiser) to approve the hiring of Mary Cleveland, Jada Morris and Kentress Peterson, terminations of Amy Dauer, Jill Günthir, Brianna Harguth and Kimberly Trulock.

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

Action taken: M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center Census Data for September 2019, as reported on by Administrator Blum, who reported a total of 42 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 August 31, 2019.
- c) Accounts Receivable Aging Report as of September, 2019.

Action taken: M/S/P 5-0 (Pieper/Speiser) 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 (Speiser/Pieper) to approve the Monthly Check Register for the Care Center through, September 31, 2019, in the amount of \$404,654.57, for checks 49864 thru 50017, as presented.

5. Approval of the Care Center's Electronic Payments for the Month of September 30, 2019.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Care Center's Electronic Payments for the Month of September 2019, as presented in the amount of \$172,694.21

6. Approval of the Care Center's Gifts and Donations for the Fiscal Year of 2019.

Action taken: 5-0 (Pieper/Speiser) to approve the list of Gifts and Donations received by the Clara City Care Center for the Fiscal Year of 2019. Resolution No. 2019-014 for donation of \$500.00 was completed on 12-12-2019.

7. Letter of engagement from Eide Bailly to the Clara City Care Center confirming them as the new audit firm starting with the fiscal year ending 2019.

Information only- no action taken

8. Approval of the proposal and contract from Summit Co. for the new fire alarm system upgrades at the Clara City Care Center in the amount of \$24,990.00 including monitoring services.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the contract with Summit Co. for the new fire alarm system at the Clara City Care Center.

9. Approval of the request from the Clara City Care Center to apply for a Line of Credit in the amount of \$150,000.00 with Citizens Alliance Bank to help with the cash flow related to professional fees, nursing pools administration costs in the last 11 months.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request to apply for a \$150,000.00 Line of Credit to help with cash flow.

10. Settlement reached with the Office of Inspector General in the amount of a \$75,000.00 fine for past unlicensed nursing. This fine will be paid over a three-year period at \$25,000.00 per year.

Information only- no action taken.

9. (E) Affirmation of Finance Director Judy Gosseling redemption of the City of Clara City's Certificate of Deposit No. 55201 in the amount of \$122,271.45 to be deposited into the City's General Money Market.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the affirmation of the redemption of Certificate of Deposit No. 55201 in the amount of \$122,271.45.

9. (F) Acknowledging and approving the request for possible early redemption of the City of Clara City's Certificate of Deposit No. 1000642 on or before the due date of 11-29-2019, including interest earned and less penalty.

Action taken: M/S/P 5-0 (Speiser/Sparks) to acknowledge and approve the request to possibly redeem Certificate of Deposit No. 1000642 before the maturity date if needed.

9. (G) Consideration of approving staff recommendations regarding the allocation adjustment due to the Close-out of the 2016 Utility & Street Improvement Project Fund—***Receive Staff Report***

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the transfer from 2016 Utility & Street project to General Cash Account for the Railroad Crossing Repair funds that were taken from the Public Improvement Reserves.

9. (H) Consideration of the approval of bid received for the Main Lift Station Improvements project including Addendum No. 1.

Action taken: M/S/P 5-0 (Nelson/Speiser) to reject the bid received from KHC Construction in the amount of \$197,000.00.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve re-advertise and reopen the bidding until November 20, 2019.

9. (I) Consideration of adopting Resolution No. 2019-034 “Resolution Acknowledging and Accepting a \$1,310.52 Cash Donation from Bethany Reformed Church (Lenten Breakfast Offerings), such to be directed to the Clara City Ambulance Service”

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2019-034.

9. (J) Consideration of adopting Resolution No. 2019-035 “Resolution Acknowledging and Accepting a \$10,000.00 Cash Donation from the Clara City Telephone Co., such to be directed to the 2019 Operating of the Clara City Aquatic Center”

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2019-035.

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

Action taken: M/S/P 5-0 (Speiser/Pieper) Mayor Nelson reported that Their Moving Co has a buyer for the building for the intended bathhouse at Wilms park. Their’s would forgo the \$4,000 amount of moving the building to the park and the \$750.00 cost to move it to Their Moving’s lot. Motion passed to allow Their Moving to sell the building.

9. (L) Approval of setting a Public Hearing for the increase in the drinking water service connection fee from \$6.36 to \$9.72 set by the Minnesota Legislature.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve setting a Public Hearing on November 12, 2019.

9. (M) Consideration of adopting Resolution No. 2019-036 “Resolution Acknowledging and Accepting a cash donation of \$2,909.03 from the Bethany Reformed Church Fundraiser to be divided equally among the Clara City Aquatic Center, Clara City Fire Department and the Clara City Ambulance Service.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the adoption of Resolution No. 2019-036.

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 October 8, 2019

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the City’s Verified Claims as presented.

10. (B) Consideration of approving the City’s Electronic Payments for the Months of August and September, 2019

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the City’s Electronic Payments for the month of August and September 2019 as presented.

11. Appearance of Interested Citizens: None

12. Announcements—Mayor Nelson announced the following:

Mayor Gary Nelson stated he met with the Clara City Lions Club and projects for the City were discussed such as new City signs, benches and a walking path. The Lions will keep in touch as to what they wish to pursue.

12. (A) The next Regular Meeting of the City Council will be on Tuesday, November 12, 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 8:06 p.m.*