

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
November 9, 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), Jeff Stager (Public Works Director), Kim Wood (Police Chief), Matt Bluhm (Care Center Administrator) by phone.

Others present: Sam Peterson (CC Herald), Don William (West Central Sanitation), Lowell Schwitters and Gordy Woltjer (CAB)

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

Additions: 13A-6 New rates for the Assisted Living
13A-7 New rates for Prairie Park Place
13A-8 Request to move funds- Clara City Care Center
I-2 Compliance of COVID 19 vaccination requirements

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 October 12, 2021

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

(B) Planning Commission Meeting October 6, 2021

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the Planning Commission minutes as represented.

(C) EDA Meeting October 12, 2021- **canceled due to no quorum**

(D) Clara City Natural Gas Committee (October 12, 2021)

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the Natural Gas Committee Meeting minutes as presented.

4. Licenses and Permits:

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

(B) Consideration of Site Plan Review for new home construction at 726 Division St N.

(C) Consideration of site plan review for new home construction at 202 7th Ave NE (Hawk Creek Acres)

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

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

5. **Public Hearing:** *None*

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

7. **Appearance of Citizens with Scheduled Items for City Council to Consider:** *Items must be included in the City Council Agenda*

(A) Consideration of request to discuss a dog park proposal.

No action taken- received information from Gordy Woltjer representing Citizens Alliance Bank and the Forstrom Foundation on a proposed dog park at the existing Wilms Park area. Council advised staff to look for more information on having a dog park in town and it will bring info to a future meeting.

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-** November 3, 2021

(B) **EDA** – November 8, 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.*

Lowell Schwitters, 301 Wachtler Ave, Clara City, thanked the council and staff for all the hard work they do for the City of Clara City. Also, asked if the street lights near his home on Wachtler Ave that are out could be fixed. Administrator Jones said they will work on it along with Xcel Energy.

11. Old Business:

1. Consideration of request to adjust a large utility bill and change existing policy- tabled from previous meeting.

Action taken: M/S (Plagge/Nelson) to approve the Clara City Leak Adjustment policy and issue adjustments to two residents who experienced large utility bills. Yay votes 2 (Plagge/Nelson) Nay votes 3 (Speiser/Pieper/Childers) staff will contact resident and arrange a payment plan to pay their large bill over time.

2. Consideration of change to donation Resolution No. 2021-036.

Action taken: M/S/P 5-0 (Pieper/Childers) to approve staff forwarding the check received from Bethany Reformed Church benefit written to the Clara City Library to Pioneerland Library System to pay for items at needed in the Clara City Pioneerland Library.

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 October 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 October 31, 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to acknowledge the Care Center census such being 32 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 September 31, 2021
- b) Actual vs Budget Statement of Operations for Care Center as of September 31, 2021.
- c) Accounts Receivable Aging Report as of October 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 August 31, 2021 in the total amount of \$448,841.13 checks 52059 thru 52137.

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

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

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

6. Approval of new rates for the Assisted Living facility for 2022.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the new rates for the Assisted Living facility.

7. Approval of new rates for Prairie Park Place for 2022.

Action taken: M/S/P 5-0 (Speiser/Childers) to approve the new rates for Prairie Park Place.

8. Consideration of the request to move \$25,000 from allowance for bad debt to the misc. income account for bad debt realized in 2021 fiscal year.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the request to move funds for the bad debt realized in 2021.

- (B) Consideration of review of unpaid refuse bills (West Central Sanitation)

No Action needed- Don Williamson of West Central Sanitation spoke regarding the city assessing the unpaid waste bills and appreciated the City's business with WCS.

- (C) Consideration of Resolution No. 2021-037 approving assessments on taxes for unpaid refuse bills.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-037.

- (D) Consideration of request to replace 7 water plant meters.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the replacement of 7 water plant meters.

- (E) Consideration of issuance of 2022 liquor license (on sale, off sale and Sunday) for Lisa Knapper dba Off Center Tavern & Grill.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the issuance of a 2022 liquor license for Off Center Tavern & Grill LLC.

- (F) Consideration of issuance of 2022 liquor license (off sale only) for Crossroads Liquor.

Action taken: M/S/P 5-0 (Speiser/Childers) to approve the issuance of a 2022 liquor license for Crossroads Liquor.

- (G) Consideration of Resolution No. 2021-038 designating polling places for 2022.

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve Resolution No. 2021-038.

- (H) Preliminary discussion of possible changes to the personnel policy.

No action needed- discussion only

- (I) Consideration of approval of new employee (administrative clerk)

Action taken: M/S/P 5-0 (Speiser/Childers) to approve the hiring of Berta Jensen as the new administrative clerk for the City of Clara City.

- (I-2) Consideration of compliance with Covid-19 vaccination requirements.

Action taken: M/S/P 3-2 yays (Nelson/Plagge/Speiser) nays (Pieper/Childers) to approve directing City Administrator Jones to continue with the process, pending possible court challenges.

14. Approval for the Payment of Claims and Appropriations

(A) **Consideration for the approval of the City’s Verified Claims** for the period ending November 9, 2021.

Due to the early date of the meeting verified claims are not available at this time.

(B) **Consideration of approving the City’s Electronic Payments** for the Month ending September and October 2021.

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

(J) **CLOSED SESSION:** to review active investigation data and preliminary allegations or charges against an individual(s) subject to the authority of the City Council.

Mayor Nelson called for a closed session at 8:02 pm

Mayor Nelson with no objection declared the closed session adjourned at 8:52 pm

16. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Tuesday December 14, 6:30 pm.**

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator