

# MEETING MINUTES

## CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**November 12, 2020**  
**6:30 PM**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Nathan Speiser

Members Absent: Vic Sparks

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

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

Others present: Don Williamson (West Central Sanitation), Sam Peterson (CC Herald), Residents- Gary Stutelberg, Allen Stutelberg and Roger Kortgard.

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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- 13P Small Cities Grant- Contract

Deletions- 13D Snow Discussion with Citizens Alliance Bank

***Action taken: M/S/P 3-0 (Speiser/Pieper) to approve the additions, deletions and modifications to the agenda as presented.***

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

(A) Regular City Council Meeting October 13, 2020

***Action taken: 3-0 (Pieper/Speiser) to approve the Regular City Council Meeting minutes as presented.***

(B) Planning Commission Meeting October 7, 2020

***Action taken: 3-0 (Speiser/Pieper) to approve the Planning Commission Meeting minutes as presented.***

(C) EDA Meeting October 13, 2020

***Action taken: 3-0 (Pieper/Speiser) to approve the EDA Meeting Minutes as presented.***

(D) Natural Gas Adjustment True-Up meeting October 13, 2020

***Action taken: 3-0 (Speiser/Pieper) to approve the Natural Gas Adjustment True-up meeting minutes as presented.***

### **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 October approved by City Staff.

***Action taken: M/S/P 3-0 (Speiser/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) Gary Stutelberg, request to address the City Council regarding the 2021 Budget, Care Center and the Assisted Living.

***Discussion only: City Administrator Steven Jones and Care Center Administrator Matt Blum answered questions regarding budgetary and financial conditions of the City, CCCC, AL and PPP.***

8. **Reports from Staff and Administrative Officers**

(A) **Police Department** (Kimberly M. Wood, Chief of Police)

*Chief Wood shared that Officer John Lynch has passed his TDZ training.*

(B) **Public Works Department** (Jeff Stager, Director of Public Works)

*Jeff Stager shared that the new pay loader has been delivered.*

(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-** (November 4, 2020) **Postponed**

(B) **EDA** – (November 9, 2020)

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

(D) **Mayor-** *none*

**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.*

**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, 2020.

**Action taken:** *M/S/P 3-0 (Pieper/Speiser) to approve the new hires and terminations for the period ending October 31, 2020, as submitted in the report and on file.*

2. Acknowledgement of the Care Center's Client Census Data for October 31, 2020.

**Action taken:** *M/S/P 3-0 (Pieper/Speiser) to acknowledge the Care Center census for October 31, 2020, such being 34 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 30, 2020
  - b) Actual vs Budget Statement of Operations for Care Center as of September 30, 2020
  - c) Accounts Receivable Aging Report as of October 31, 2020.

***Action taken: M/S/P 3-0 (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 October 31, 2020 in the total amount of \$500,314.12 checks 51108 thru 51192.

***Action taken: M/S/P 3-0 (Pieper/Speiser) to approve the monthly check register as presented.***

5. **Approval of the Care Center's Electronic Payments** for the Month of October 2020.

***Action taken: M/S/P 3-0 (Pieper/Speiser) to approve the Electronic Payments as presented.***

(B) Consideration of the review of Unpaid 2020 Refuse Bills Payable to West Central Sanitation.

#### **Review of List Only**

(C) Consideration of Resolution No. 2020-023 The Assessment Roll for 2020 Unpaid Refuse bills payable to West Central Sanitation.

***Action taken: 3-0 (Speiser/Pieper) to approve Resolution No. 2020-023 the Assessment Roll for 2020 Unpaid Refuse Bills payable to West Central Sanitation.***

(D) Consideration of request from Citizens Alliance Bank to place snow in the city park. **Item deleted from agenda.**

(E) Consideration of Resolution No. 2020-025 Certifying the Results from the General Election held November 3, 2020.

***Action taken: 3-0 (Speiser/Pieper) to approve Resolution No. 2020-025 Certifying the Results from the General Election held November 3, 2020.***

(F) Acceptance of the Declination of Nomination (election) to Office by Jeff Davids, and Resignation for the 4-year term to City Council of 2021 thru 2024. A call for Special Election to fill vacant City Council seat needed.

***Action taken: 3-0 (Speiser/Pieper) to accept the declination of nomination to Office by Jeff Davids.  
3-0 (Speiser/Pieper) to accept the resignation from Jeff Davids for the 4-year term to City Council of 2021-2024 and to call for a Special Election for fill the vacant City Council seat.***

(G) Consideration of approval of two voluntary Assessment agreements (reassessing improvements to tax forfeited property) 411 E Center Ave.

***Action taken: 3-0 (Pieper/Speiser) to approve the two voluntary assessment agreement for property 411 E Center Ave. One for \$5,321 with 3.10% interest over 11 years and one for \$950.00 with 4% interest over 11 years.***

(H) Consideration of approval to hire a Part Time Police Officer.

***Action taken: 3-0 (Speiser/Pieper) to approve the hiring of a Part Time Police Officer, Cole Carter.***

(I) Consideration of CARES grants expenditures.

***Action taken: 3-0 (Pieper/Speiser) to approve the expenditures outlined to be used with the CARES grant proceeds, following State and Federal guidelines.***

(J) Consideration of Dooley's Natural Gas True-up and earnings investigation.

***Action taken: 3-0 (Pieper/Speiser) to accept the DNG Annual True-up report as presented, approving of a \$0.06347/therm credit to customers.***

***3-0 (Speiser/Pieper) to accept the recommendation to proceeds with earning investigation on the 2021 rate to be completed by mid-February 2021.***

(K) Consideration of an Ordinance amending Title 15, Land Usage, adding Chapter 154. Final consideration of Ordinance. (Second and final reading)

***Action taken: 3-0 (Pieper/Speiser) to approve the consideration and final reading of the amended Ordinance Title 15, Land Usage adding Chapter 154.***

(L) Consideration of approving Resolution No. 2020-024 Designating Polling Place for the year 2021.

***Action taken: 3-0 (Pieper/Speiser) to approve Resolution No. 2020-024 Designating Polling places for 2021.***

(M) Consideration of Issuance of 2021 Liquor License (On-Sale and Off-Sale Liquor and Wine) for Lisa Knapper, dba Off Center Tavern and Grill, LLC.

***Action taken: 3-0 (Speiser/Pieper) to approve the liquor license for Off Center Tavern & Grill, LLC contingent upon completion of all paperwork, including insurance verification.***

(N) Synopsis of Closed Session Six Month review of City Administrator Steve Jones.

***Action taken:*** 3-0 (Speiser/Pieper) to approve the synopsis evaluation and agree to drop the 1/1/2021 raise of \$1,500.00 and the one-year anniversary (4/31/2021) raise of \$2,000.00, in exchange for 5 additional days of banked vacation days on 11/10/2020 and 5 additional days of banked vacation on 04/01/2021.

- (O) Consideration of Resolution No. 2020-026 Agreement with MnDOT

***Action taken:*** 3-0 (Speiser/Pieper) to NOT approve the Resolution No. 2020-026 agreement with MnDOT and allow the State to move forward without the installation of the flashing beacon. Ayes: 3, Nays: 0

- (P) Consideration of approving the contract between the Upper Minnesota Valley Regional Development Commission and the City of Clara City to provide a mutual understanding concerning the services to be rendered to the City by the UMVRDC.

***Action taken:*** 3-0 (Speiser/Pieper) to approve the contract between the UMVRDC and the City of Clara City and ask staff to sign and return.

#### **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 12, 2020.

***Action taken:*** 3-0 (Pieper/Speiser) to approve the City's Verified Claims for period ending November 12, 2020 as presented in the amount of \$356,255.41 check numbers 23134 thru 23238.

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

***Action taken:*** M/S/P 3-0 (Pieper/Speiser) to approve the City's electronic payments for the month ending October 31, 2020.

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



(A) The next regular City Council Meeting will be on *Tuesday, December 8, 2020, 6:30 pm.*

**16. Adjournment- *Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 8:21 pm.***

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

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

**CLOSED SESSION:**

Closed session to conduct Labor Negotiations, Strategies, and Proposals  
(Session will be recorded per state statute)

***Mayor Nelson opened the Closed Session at 8:30 pm***

***Mayor Nelson closed the Closed Session at 9:02 pm***