

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
November 12, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, Jeffrey Davids, and Victor Sparks (6:59 p.m.)

Members absent: None

Staff present: Winthro Block (City Administrator), Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Matt Blum (CCCC Administrator), Kim Wood (Police Chief), Brian Peebles, Travis Voss and Daniel Bakker (CCPD)

Others present: Sam Peterson (CC Herald), Chip Goeman (Goeman Agency), Sandy Thein (WCS), Andrew Neville (Ambulance) and Shirley Klaassen

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1. Call to Order—By Mayor Gary Nelson at 6:32 p.m. A Quorum was declared as being present.

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 4-0 (Pieper/Davids) to approve the Meeting Agenda with the addition of Agenda Item(s): No. 9 (B-4) Andrew Neville, Ambulance Service, First Responder Class and candidates; No. 9 (D-6) 2019-2020 Care Center Budget; No. 9 (D-7) Voluntary Insurance Benefits for Care Center and a change in the Agent of Record for the AFLAC Plans; No. 9 (D-8) 3rd Quarter Financial Report for Assisted Living; No. 9 (E-2) CentraCare Ambulance Agreements; and No. 9 (M-1) City Administrator search update.

3. Approval of Minutes

3. (A) Regular City Council Meeting of October 8, 2019.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the Meeting Minutes for the Regular City Council Meeting of October 8, 2019, as presented.

4. Notices and Communications—None

5. Approval of Consent Agenda

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, such including:

1. Delvin Duplissey, 130 4th St NW—Install a fence from house to garage--Work to be done by owner self-improvement—Project cost of \$1,500.00--Permit fee \$25.00.

2. Bob Mithun, 314 NE 3rd St—Replace and construct a 9' X 17' deck on back of house with treated lumber--Work to be done by a relative and owner self-improvement—Project Cost \$2,000.00—Permit Fee \$50.00.

3. Citizens Alliance Bank, 55 1st St NW—Construction of a two-story office building consisting of 12,672 square feet--Work to be done by Shingobee Builders Inc--Project cost of \$2.9 million—Permit Fee of \$3,026.50.

5. (B) Affirmation of the City Administrator's execution of the Building Use Agreement between the City and Countryside Public Health Service WIC Project for their sponsoring of a clinic in the Clara City Community Room, 215 NW 1st St, Clara City, MN.

Action taken: M/S/P 4-0 (Pieper/Davids) 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 October 2, 2019 Regular Meeting.

2. Any notable activities from the Regular Meeting of November 6, 2019

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

1. Approved Minutes of the October 7, 2019 ***-No Meeting held due to lack of quorum.***

2. Any notable activities from their Regular Meeting of November 12, 2019.

7. Reports from Staff and Administrative Officers—*No action is required (see general business).*

7. (A) Police Department (Kimberly M. Wood, Chief of Police)—*None.*

7. (B) Public Works Department (Jeff Stager, Director of Public Works)—*None.*

7. (C) Prairie Park Place (Mindie Nurmi, Housing Manager)—*None.*

7. (D) Clara City Care Center (Matt Blum, Administrator)--*See Agenda Item No. 9 (D).*

7. (E) City Administrator (Windy Block)

1. Natural Gas Rate Committee Meeting, as held on November 4, 2019--***Block reported on two actions taken by the Rate Committee on behalf of the City ratepayers, such including: 1) approval of a True-up factor of \$0.03188/therm to be credited to customer's bills for a 12-month period, and 2) as based upon the Rate Committee's finding of Dooley Natural Gas's current rate levels not being excessive, that no change in rates is warranted.***

2. Payment of final claims for the Aquatic Center – ***Staff is requested, and were granted, a review of claims with Mayor Nelson and Councilperson Jeff Davids before any final payment is made.***

8. Public Hearing— ***Public Hearing No. 8 (A) was opened by Mayor Nelson at 6:42 p.m.***

8. (A) Consideration of receiving input and testimony from the public on the mandatory increase to the drinking water service connection fee by the Minnesota Department of Health. This fee is passed thru to the Minnesota Department of Health and was first established in 1993 per Minnesota Statute 133.3831.

Public testimony: None.

Public Hearing No. 8 (A) was closed by Mayor Nelson at 6:45 p.m.

Public Hearing No. 8 (B) was opened by Mayor Nelson at 6:46 p. m.

8. (B) Consideration of receiving input and testimony from the public on the proposed Update of Ordinance Chapter 111, Amusements and Leisure/Tobacco 111.02. The proposed update would include the need to require a license from the City for retailers to sell electronic delivery devices, often referred to as e-cigarettes, along with all other forms of commercial tobacco, as required under state law. Other updates in this ordinance ensure that the penalties in the ordinance reflect public health best practices. This includes focusing on access to youth and restricting the use of sampling completely.

Public testimony: *None.*

Public Hearing No. 8 (B) was closed by Mayor Nelson at 6:48 p.m.

9. General Business

9. (A) Consideration of receiving a list from West Central Sanitation, Inc. of unpaid 2019 refuse collection bills that are due and payable to West Central Sanitation as the City's designated residential refuse collector. Upon reviewing the list and allowing any interested party who is present to the address the Council regarding such, the Council will then be asked under Agenda Item No. 9 (J) to consider the adoption of City Resolution No. 2019-041 "Adopting the Assessment Roll for Unpaid Refuse Collection Bills Payable to West Central Sanitation and certifying the past Due 2019 Refuse Collection billings to the 2020 Property Tax Statements.

Action taken: *Upon a request from Mayor Nelson for recognizing those who may want to present their case to the City Council, no citizen requested to testify. Sandy Thein, representing West Central Sanitation, was also acknowledged as being available for questions, if needed.*

9. (B-1) Consideration of acknowledging and approving a Change in Service Designation from Full-time (Level 7, Step 7) to Part-time (Level 7, Step 1) for Officer Brian Peebles, effective November 24, 2019. Mr. Peebles had submitted a letter of request, dated 10/24/2019, outlining his desire and reasons for such a request.

Action taken: *M/S/P 4-0 (Speiser/Davids) to acknowledge the request of Brian Peebles and approve the Change in Service Designation from Full-time to Part-time for Officer Brian Peebles, effective November 24, 2019, at Level 7, Step 1.*

9. (B-2) Consideration of approving the change in appointment of current Part-time Officer Travis Voss to Full-time (Level 7, Step 7) for service with the Clara City Police Department.

Action taken: *M/SP 4-0 (Davids/Pieper) to acknowledge and approve the Change in Service Designation from Part-time to Full-time for Officer Travis Voss, effective November 24, 2019, at Level 7, Step 7.*

9. (B-3) Consideration of approving the appointment of candidate Daniel Bakker as a Part-time Police Officer for service with the Clara City Police Department. Police Chief Kim Wood has qualified the candidate and is recommending his appointment.

Action taken: *M/S/P 4-0 (Davids/Speiser) to approve the appointment of Daniel Bakker as a Part-time Patrol Officer with the Clara City Police Department effective November 13, 2019 at a starting wage of \$18.01/hr.*

***** Councilperson Vic Sparks arrived at the meeting at 6:59 p.m. and assumed his seat*****

9. (B-4) Acknowledge and approve the request from Andrew Neville of the Clara City Ambulance to approve: (1) adopting a policy whereby current Firemen would be exempt from the normal application and approval process; and (2) Approval of two applicants for the class, Stephanie Burner and Wade Buss. He announced also that there are currently 7-9 persons interested in becoming First Responders, including some Firefighters.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve a policy wherein the City will henceforth use a non-application process for Firemen who may want to participate in the First Responder Course.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Stephanie Burner and Wade Buss as candidates for the First Responder/Clara City Ambulance Service upon their completion and passing of the certification course.

9. (C) Consideration for the issuance of a Liquor License for On-Sale and Off-Sale Liquor and Wine as submitted by Donovan Frauendienst, d/b/a Kegger's Bar & Restaurant, 115 West Center Avenue, Clara City, MN. This approval is to be conditioned upon the submittal by the applicant of a fully-completed application, including all supporting insurance information.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the issuance of the 2020 Liquor License for On and Off Sale for Donovan Frauendienst, such to be conditioned on the submittal of Proof of Insurance by the applicant.

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.

1. Approval of new employee hire(s) and termination(s) for the period of October 31, 2019.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the new hire(s), including: Chantell Bollig, Ellie Greenwaldt and Mary Prekker; and to approve the termination(s) of Ellie Greenwaldt and Jaaden Hirman.

2. Acknowledgement of the Care Center's Client Census Data for October 31, 2019.

Action taken: M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center Census Data for October 2019, such revealing 36 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, 2019
 - b) Actual vs Budget Statement of Operations for Care Center as of September 30, 2019
 - c) Accounts Receivable Aging Report as of October 31, 2019

Action taken: M/S/P 5-0 (Speiser/Pieper) 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 October 31, 2019

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Monthly Check Register for the Care Center through October 31, 2019, in the amount of \$430,997.32, for checks 50102 thru 50189, as presented.

5. Approval of the Care Center's Electronic Payments for the Month of October 2019.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Care Center's Electronic Payments for the Month of October 2019, as presented in the amount of \$208,195.65.

6. Approval of the budget for the fiscal year of 2019-2020 for the Clara City Care Center as presented by Administrator Matthew Blum.

Action taken: M/S/P 5-0 to (Speiser/Pieper) approve the budget for the fiscal year of 2019-2020 for the Clara City Care Center as presented by Administrator Matt Blum.

7. Acknowledging and approve the request to look at options for voluntary insurance from either Family Heritage or Aflac at no cost to employer. Approval to change the Aflac agent from the current to Chip Goeman of Goeman Agency for better convenience to insured employees.

Action taken: *M/S/P 5-0 (Speiser/Sparks) to approve Administrator Blum in his seeking options for voluntary insurance options for City employees at no cost to the employer (the City).*

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the change of Agent of Record for Aflac Insurance Services to Chip Goeman, Goeman Agency, for all city employees.*

8. Acknowledging and approving the 3rd Quarter Financial Report for the Assisted Living.

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the 3rd Quarter Financial Report for the Assisted Living as presented by Care Center Administrator Matt Blum.*

9. (E-1) Consideration of authorizing the execution of the Assignment of the current Agreement Granite Falls Health has had with the City of Clara City to reflect a new name, Avera-Granite Falls. The Agreement is for the purposes of receiving mutual aid and ALS intercept assistance from the retitled ambulance entity.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the Assignment of the City's current Agreement with Granite Falls Health to that agency which is now to be known as Avera-Granite Falls.*

9. (E-2) Consideration of authorizing the execution of the Assignment of the current Agreement Willmar Ambulance Service has had with the City of Clara City to reflect a new name, CentraCare Emergency Medical Services.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the Assignment of the City's current Agreement with Willmar Ambulance Serve to an agency which is now to be known as CentraCare Emergency Medical Services.*

9. (F) Consideration of adopting Resolution No. 2019-037 "Resolution Acknowledging and Approving the Establishment of a 2020 Census Complete Count Committee for the City of Clara City"

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2019-037 "Resolution Acknowledging and Approving the Establishment of a 2020 Census Complete Count Committee." Mayor Nelson reported that there are a possible 10 members for service on the committee.*

9. (G) Consideration of adopting a Resolution No. 2019-038 "Resolution Acknowledging and Approving the Increase in the Drinking Water Service Connection Annual Fee from \$6.36 to \$9.72, Effective January 1, 2020."

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the adoption of Resolution No. 2019-038 "Resolution Acknowledging and Approving the Increase in the Drinking Water Service Connection Annual Fee."*

9. (H) Consideration of adopting Resolution No. 2019-039 "Resolution Acknowledging and Approving the Amendment of Chapter 111 of the Book of Ordinances, Amusements and Leisure/Tobacco 111.02"

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the adoption of Resolution No. 2019-039 "Resolution Acknowledging and Approving the Amendment of Chapter 111 of the Book of Ordinances, Amusements and Leisure/Tobacco 111.02."*

9. (I) Consideration of adopting Resolution No. 2019-040 "Resolution Acknowledging and Accepting a \$200.00 Cash Donation from Christensen Farms & Feedlots, such to be directed to the Clara City Fire Department.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2019-040 "Resolution Acknowledging and Accepting a \$200.00 cash donation from Christenson Farms & Feedlots such to be directed to the Clara City Fire Department."*

9. (J) Consideration of adopting Resolution No. 2019-041 “Adopting the Assessment Roll for Unpaid Refuse Collection Bills Payable to West Central Sanitation and certifying the past due 2019 Refuse Collection billings to the 2020 Property Tax Statement.”

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2019-041 “Adopting the Assessment Roll for Unpaid Refuse Collection Bills Payable to West Central Sanitation and certifying the past due 2019 Refuse Collection Billings to the 2020 Property Tax Statement.”

9. (K) Consideration of adopting Resolution No. 2019-042 “Resolution Designating Polling Place” for the year 2020, such to include the Clara City Community Center and the MACCRAY High School.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2019-042 “Resolution Designating Polling Place” for the year 2020.

9. (L) Consideration of receiving and approving a request for action from Mayor Gary Nelson regarding housing challenges, issues, and opportunities in Clara City.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request from Mayor Nelson to create an ad hoc housing committee. An ad for interested citizens will be run in the Clara City Herald to solicit members.

9. (M) Consideration of receiving a summary report from Mayor Gary Nelson and approving an action plan regarding the review and qualification of applications, if any, received by the City in timely response to the City’s solicitation for a new City Administrator. Nelson provided a memo to the City Council, dated November 12, 2019, which detailed his recommendations for the review and qualification process for the appointment of a City Administrator.

Action taken: M/S/P 5-0 (Speiser/Davids) to approve an action plan, per the Memo from Mayor Nelson, dated November 12, 2019, to start the process of interviewing potential candidates (7 applications have been submitted) for the City Administrator/EDA director position. Mayor Nelson and Councilperson Vic Sparks will begin by evaluating and grading the applications and then following up with a phone interview of those that are deemed qualified to serve. The consensus of the Councilors was to not pay in this round of interviews any of the personal expenses (i.e. mileage, meals, and/or lodging) of the candidates and to not require a basic qualified medical exam as a part of the hiring process.

9. (M-1) Consideration of approving current City Administrator Winthro C. Block for full -time employment until at which time a new City Administrator/EDA Director is hired or when Block wishes to be retired.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Winthro C. Block for continued full-time service as the City Administrator until such time as a new City Administrator/EDA Director is hired or City Administrator Block desires to fully retire.

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 November 12, 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 Month of October 31, 2019

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the City’s Electronic Payments for the month ending October 31, 2019, as presented.

11. Appearance of Interested Citizens

A. Shirley Klaassen, 307 SW 3rd St.--Klaassen is concerned about the garbage that gets piled up when a resident does not pay their garbage bill. Commented that she has seen rodents, fox, coyotes and possum within the city

limits and is sure it is due to the garbage that gets piled by houses and in garages where service is no longer being provided for. She wishes the ordinance was either enforced or changed so that such garbage is picked up.

12. Announcements—*Mayor Nelson announced the following:*

12. (A) The next Regular Meeting of the City Council will be on Tuesday, December 10, 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 8:15 p.m.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator