

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
December 8, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser and Vic Sparks

Members Via Phone: Rhonda Pieper

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director)

Staff present by phone conference-Matt Blum (Care Center Administrator) Jeff Stager (Public Works Director), Kim Wood (PD Chief) and John Lynch (CC Police Officer)

Others present: Sam Peterson (CC Herald)

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- 13R Consideration of Vacancy on City Council
13S Resolution No. 2020-031 Approving the process to appoint and to hold a Special Election.

13T Resolution No. 2020-032 Changing voting hours for the Special Election.

Modification: 13-C-1 Resolution No. 2020-027 Adopting the Final 2020 Tax Levy
13-C-2 Resolution No. 2020-033 Adopting the EDA Tax Levy

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

3. Approval of Minutes

(A) Regular City Council Meeting November 12, 2020

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

(B) Planning Commission Meeting November 4, 2020

Canceled

(C) EDA Meeting November 9, 2020

Action taken: 4-0 (Speiser/Pieper) to approve the EDA 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 November approved by City Staff.

No Applications to report for November 2020

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

5. Public Hearing

8. (A) Consideration of 2021 Truth in Taxation (Budget and Levy Report) and Public Hearing to discuss the 2021 Budget and Levy.

The Public Hearing was opened at 6:35 pm

Administrator Jones reviewed the budget and levy and answered questions from the Council and staff.

No Public Testimony was heard.

The Public Hearing was closed at 6:49 pm

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.)

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-** (December 2, 2020)
Capital Improvement Plan and Small Box Stores were the main discussion items.
- (B) **EDA** – (December 7,2020) **Canceled Due to COVID and timing**
- (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.*

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 November 30, 2020

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

2. Acknowledgement of the Care Center’s Client Census Data for November, 2020.

Action taken: M/S/P 4-0 (Pieper/Sparks) to acknowledge the Care Center census for November 30, 2020, such being 29 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 October 31, 2020
 - b) Actual vs Budget Statement of Operations for Care Center as of October 31, 2020
 - c) Accounts Receivable Aging Report as of November 30, 2020

Action taken: M/S/P 4-0 (Speiser/Sparks) 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 November 30, 2020 in the total amount of \$464,148.45 checks 51193 thru 51271.

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

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

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

- (B) Consideration of approval of the 2021 Budget.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the 2021 Budget as presented.

(C)-1 Consideration of adopting City Resolution No. 2020-027 Resolution approving the property tax levy, collectible in 2021, in the amount of \$1,222,059.00.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the adoption of Resolution No. 2020-027 approving the property tax levy, collectible in 2021, the in the amount of \$1,222,059.00

(C)-2 Consideration of adopting City Resolution No. 2020-033 Resolution approving the final 2020 Tax Levy, collectible in 2021 for the Economic Development Authority (EDA), in the amount of \$12,000.00

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the adoption of Resolution No. 2020-033 approving the final 2020 tax levy collectible in 2021 for the EDA in the amount of \$12,000.00.

(D) Consideration of approving City Resolution No. 2020-028 Resolution adopting the assessment roll for unpaid utility and special charges payable to the City for service rendered in the year 2020.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve Resolution No. 2020-028 adopting the assessment roll for unpaid utility and special charges.

(E) Consideration of approving the 2021 Clara City General Capital Improvement Plan (CIP).

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the 2021 Capital Improvement Plan as presented.

(F) Consideration of approval of 2021 Cigarette License Renewals for Farmers Coop Oil Co., Donners Crossroads, and Speedway.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the 2021 Cigarette License Renewals.

(G) Consideration of approving the appointment of the following persons for service as Officers for 2021 of the Clara City Fire Department, such to include:

Fire Chief- Shane Nord
Assistant Fire Chief- Ryan Niemeyer
Secretary/Treasurer- Mark Miller

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the appointment of Officers for 2021 to the Clara City Fire Department.

(H) Consideration of approving the appointment of the following persons for service as Officers for 2021 of the Clara City Ambulance Service, such to include:

President- Ben Schoep
Vice President- Molly Brouwer
Secretary- Ashlie Wubben
Maintenance- Darrell Schoep
MN Star Reporting- Donna Roberts

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the appointment of Officers for 2021 to the Clara City Ambulance Service.

(I) Consideration of Resolution No. 2020-029 approving of Cooperative Construction Agreement between the City and MnDOT for improvements on State Highway 23.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve Resolution No. 2020-029 the Cooperative Construction Agreement between the City and MnDOT for State Highway 23.

(J) Consideration of Nomination of Municipal Representative to the UMRDC board

No Action Needed due to No Interest at this time.

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

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the hiring of Part Time Police Officer Brian Peebles to the Clara City Police Department.

(L) Consideration of reinstallation of Hockey Rink/Skating Rink boards.
Discussion Only- Administrator Jones and Councilperson Pieper will reach out to the CC Fire Department to find out the progress of the Ice Rink

(M) Consideration of change to Expert T Billing Contract (Ambulance billing company)

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the change and to renew the contract with Expert T Billing and the Clara City Ambulance Service.

(N) Consideration of Resolution No. 2020-030 approving and adopting a Residential Anti-Displacement and Relocation Assistance Plan.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve Resolution No. 2020-030 adopting Residential Anti-Displacement and Relocation Assistance Plan.

(O) Consideration of approval of Section 3 Small Cities Development Program Plan.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the Section 3 Small Cities Development Program Plan.

(P) Consideration of approval of Excessive Force Policy (Small Cities Development Program Requirements).

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the Excessive Force Policy for the Small Cities Development Program.

(Q) Consideration of Certification regarding Drug Free Workplace Requirements.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the Drug Free Workplace Requirements.

(R) Consideration of Vacancy on City Council.

Information Only- staff will begin the advertising.

(S) Consideration of Resolution No. 2020-031 Approving the process to appoint a Temporary Councilmember and to hold a Special Election to fill the vacancy.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve Resolution No. 2020-031 approving the process to appoint a Temporary Councilmember and to hold a Special Election.

(T) Consideration of Resolution No. 2020-032 Changing the hours of a Special Election to open at 5:00 pm and close at 8:00 pm.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve Resolution No. 2020-032 changing the hours of the Special Election to open at 5:00 pm and close at 8:00 pm.

14. Approval for the Payment of Claims and Appropriations

(A) Consideration for the approval of the City's Verified Claims for the period ending December 8, 2020.

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

(B) Consideration of approving the City's Electronic Payments for the Month ending November 30, 2020.

Due to the early date of the meeting the Electronic Payments are not available at this time.

15. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on **Monday
December 28, 6:30 pm.**

(B) The next regular City Council Meeting will be on **Tuesday,
January 12, 2021, 6:30 pm**

16. CLOSED SESSION:

*Mayor Nelson declared that the City Council go into Closed Session at
8:05 pm*

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

Mayor Nelson declared the session closed at 8:35 pm

17. Adjournment- *Mayor Gary Nelson, with no objection declared the
meeting of the City Council adjourned at 8:36 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator