

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
December 14, 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

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Berta Jensen (Administrative Clerk), Jeff Stager (Public Works Director), Kim Wood (Police Chief), Matt Bluhm (Care Center Administrator), Judy Gosseling and Ben Schoep (Ambulance)

Others present: Sam Peterson (CC Herald), Ardis Ostendorf, Mary Lu and David Fine.

1. **Call to Order:** By Mayor Gary Nelson at 6:32 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: None

3. Approval of Minutes

(A) Regular City Council Meeting November 9, 2021

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

(B) Planning Commission Meeting November 3, 2021

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

(C) EDA Meeting November 8, 2021

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

(D) Special City Council Meeting December 2, 2021
(Mayoral Statement to be read)

Mayor Gary Nelson noted that the Clara City Care Center is having cash flow issues. **Action taken: 5-0 (Speiser/Plagge) to approve an interfund transfers to the limit of \$400,000.00**

4. Licenses and Permits:

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

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

(A2) Consideration of approval of 2022 Cigarette License Renewals for Farmers Coop Oil, Donners Crossroads and Speedway.

Action taken: 5-0 (Speiser/Pieper) to approve the 2022 Cigarette Licenses as presented.

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

5. Public Hearing Opened at 6:39 pm

(A) Consideration of 2022 Truth and Taxation (Budget and Levy Report) and Public Hearing to discuss the 2022 Budget and Levy.

Public Testimony: Those who provide testimony should begin with name and address of record:

1. *No one in attendance to speak*
- 2.
- 3.
- 4.

Public Hearing Closed at 6:43 pm

City Administrator Steven Jones gave an overview of changes to the budget and areas costing more or less.

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) Ardis Ostendorf- addressed to council to ask for forgiveness or a payment plan to be able to pay for the large water bill received due to a faulty toilet in her basement.

No Action taken- staff advised to work with Ardis to arrange a payment plan.

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-** canceled for December

(B) **EDA –** canceled for December

(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:

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, 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 November 30, 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to acknowledge the Care Center census 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 October 31, 2021
- b) Actual vs Budget Statement of Operations for Care Center as of October, 2021.
- c) Accounts Receivable Aging Report as of October 31, 2021

Action taken: M/S/P 5-0 (Speiser/Plagge) 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 \$415,268.66 checks 52138 thru 52216.

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

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

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

- (B) Consideration of Proposed 2022 Tax Levy- Resolution No. 2021-039 and Final Budget Document.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve Resolution No. 2021-039 the proposed 2022 Tax Levy and Final Budget Document.

- (C) Consideration of Proposed 2022 Tax Levy for the EDA Resolution No. 2021-040.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve Resolution No. 2021-040 proposed 2022 Tax Levy for the EDA.

- (D) Consideration of Resolution ordering the repair, removal or demolition of 23 S Division St- Info only this property was demolished on December 2, 2021. No Resolution required.

No Action needed as owner has removed the hazardous property.

- (E) Consideration of Resolution No. 2021-041 ordering repair, removal or demolition of 34 NW 1st St.

This item has been tabled due to owner reporting there is a plan in place for the bad building. Staff will continue to report.

- (F) Consideration of Resolution No. 2021-042 ordering repair, removal or demolition of 515 NE 1st St.

Action taken: after hearing from the sister of the occupant of this property and how she and her husband have tried all avenues to assist in helping relocate her brother the council passed M/S/P 5-0 (Plagge/Speiser) Resolution No. 2021-042 and directed staff to continue the process to have this property vacated and removed. Staff will continue to report to council as progress continues.

- (G) Consideration of Resolution No. 2021-043 Adopting the Assessment Roll for unpaid City Utility bills for the year 2021.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve Resolution No. 2021-043 Adopting the Assessment Roll for unpaid Utility bills for the year 2021.

- (H) Consideration of request to acquire winter coats-Ambulance Service

Action taken: M/S/P 5-0 (Pieper/Childers) approve the request from the Ambulance Service to acquire new winter coats. These may be paid for with either Ambulance funds or a memorial donation being made to the squad.

- (I) Consideration of Resolution No. 2021-045 Changing Street Light Charge.

Action taken: M/S/P 5-0 (Childers/Speiser) to approve Resolution No. 2021-045 changing the street light charge from \$3.95 and \$7.95 to \$4.44 and \$8.89 effective January 1, 2022.

- (J) Consideration of Resolution No. 2021-046 Regarding changes to the Personnel Policy Handbook.

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve Resolution No. 2021-046 Changes to the Personnel Policy Handbook. Staff will forward to all employees.

- (K) Consideration of discontinuation of the base fee charges for vacated properties.

Action taken: M/S/P 5-0 (Speiser/Childers) to approve the discontinuation of base fee charges for vacated properties only if the meter has been removed from the property.

- (L) Discussion Only- of updated fine, fee and charges schedule.

Discussion Only- Staff directed to finalize the list and represent.

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 14, 2021.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the City's verified claims for the period September 22, 2021 thru December 14, 2021 check numbers 24110 thru 24303.

(B) **Consideration of approving the City's Electronic Payments** for the Month ending November 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the electronic payments for the month of November.

15. CLOSED SESSION:

(A) 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 7:55 pm

Mayor Nelson with no objection declared the closed session adjourned at 8:35 pm

Mayor Nelson reopened the regular meeting at 8:38 pm

(B) Synopsis of Closed Session

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve directing City Administrator Jones to relay to department heads the letter dated 12-15, 2021 regarding direction of City Staff.

16. Announcements—No action is required.

(A) The next regular City Council Meeting will be on *Tuesday
January 11 2022, 6:30 pm.*

(B) Special Meeting *Thursday December 30, 2021, 6:30 pm*

(C) Dooley Natural Gas Committee special meeting *Thursday
December 30, 2021, 5:30 pm*

Mayor Nelson adjourned with no objection at 8:45 pm

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Steven C. Jones, City Administrator