

# MEETING MINUTES

## CLARA CITY CITY COUNCIL REGULAR MEETING

**Tuesday**  
**December 10, 2019**  
**6:30 PM**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, Jeffrey Davids, and Victor Sparks

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)

Others present: Sam Peterson (CC Herald), and Shirley Klaassen

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1. Call to Order—*By Mayor Gary Nelson at 6:30 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 5-0 (Pieper/Speiser) to approve the Meeting Agenda with the deletion of Agenda Item(s): No. 3 (C) Special Council Meeting Minutes for December 9, 2019, which have not yet been completed; No. 9 (N) Appointees to the Ad Hoc Housing Committee; and No. 10 (A) Verified Claims Approval inasmuch as the claims have not yet been completed due to early date of this meeting.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of November 12, 2019.

***Action taken:** M/S/P 5-0 (Pieper/Davids) to approve the Meeting Minutes for the Regular City Council Meeting of November 12, 2019, as presented.*

3. (B) Special City Council Meeting of December 2, 2019.

***Action taken:** M/S/P 5-0 (Speiser/Pieper) to approve the Meeting Minutes for the Special City Council Meeting of December 2, 2019, as presented.*

4. Notices and Communications

4. (A) Census Complete Count Committee--*Deputy Clerk Julie Aalfs reported on the meeting which was held on November 25, 2019, regarding the strategies that the Complete Count Committee has been planning for.*

4. (B) Promotional invitation from the Clara City Area Community Foundation to help keep the CCACF Mission moving forward--*City Administrator Windy Block shared the new Pledge form and urged anyone who can to consider making a donation to the CCACF.*

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. Donner’s Service Inc., 123 N Main St—remove current fuel tanks and install new above ground tank approved by MN PCA for fuel storage and dispensing—Work to be done by BH Petro—Project Cost \$48,000.00—Permit Fee \$25.00.
2. Troy Sweep, Sweep Hardware, 26 Center Ave W—add 6 x 20’ steel lean-to on to existing storage shed in back of store—self-improvement—Project cost \$1,000.00—Permit Fee \$25.00.

**Action taken: M/S/P 5-0 (Nelson/Pieper) to approve the Consent Agenda items as presented above.**

6. Reports from Officers, Commissions, and Committees

6. (A) Planning Commission – *Council Liaison Victor Sparks reported.*

1. Approved Minutes of the November 6, 2019 Regular Meeting.
2. Any notable activities from the Regular Meeting of December 4, 2019

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

1. Approved Minutes of the November 12, 2019 Regular Meeting.
2. Any notable activities from their Regular Meeting of December 9, 2019.

7. Reports from Staff and Administrative Officers

7. (A) Police Department (Kimberly M. Wood, Chief of Police)—*Quarterly Report for .*

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

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

7. (D) Senior Living Campus (Matt Blum, Care Center Administrator)--*See Agenda Item No. 9 (D).*

7. (E) City Administrator (Windy Block)

8. Public Hearing— ***Public Hearing No. 8 (A) was opened by Mayor Nelson at 6:47 p.m.***

8. (A) Consideration of receiving input and testimony from the public regarding the City’s recommended 2020 City General Budget and Tax Levy for 2019, Payable in 2020, in the amount of \$1,087,376.00. Staff provided an introductory overview of the proposed 2020 City Budget, the 2020 Capital Improvement Plan (CIP), and other relevant information as a means of introducing the subject matter to the Public. This presentation was then followed by an invitation from the Mayor for any and all public input and testimony regarding the proposed 2019 Tax Levy, following which it would normally be in order to close the public hearing and then proceed with the consideration of the next order of business as immediately follows below.

Public Testimony:

1. Shirley Klaassen, 307 SW 3<sup>rd</sup> St, questioned if the Well Head Protection funds were in a reserve account, answer is no, it is a mandated amount.

***Public Hearing was closed by Mayor Nelson at 7:01 p.m.***

9. General Business

9. (A) Consideration of approving a request from the Fire Department regarding chassis replacement for one of the fire trucks that is in need of replacement or repair. The 2019 City Budget shows an approved line item expense from Capital Outlay Reserves of \$30,000 for the rehab or replacement of the 1994 Int'l Tanker chassis

***Action taken:*** *Judy Gossling, filling in for Chief Nord, announced that this request was being held due to the possibility that the department's emergency radios may need replacing soon due to the fact that Motorola will no longer be supporting the radios that the Fire Department is currently using. Consequently, this item was acknowledged to be informational only at this time and no official action was being requested.*

9. (B) Consideration of approving City Resolution No. 2019-043 "RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR UNPAID UTILITY AND SPECIAL CHARGES PAYABLE TO THE CITY FOR SERVICE RENDERED IN THE YEAR 2019" and ordering that they be forwarded to the Chippewa County Auditor/treasurer for assessment against the appropriate real estate parcels. Staff noted that each of the impacted parties have been notified of this meeting and would afforded an opportunity to be recognized by the Mayor for addressing the City Council for their side of the situation prior to any assessment(s) being so ordered. Mayor Nelson polled the audience for any such interested parties and no one asked to be recognized.

***Action taken:*** *M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Resolution No. 2019-043 "Resolution Adopting the Assessment Roll for Unpaid Utility and Special Charges Payable to the City for Service Rendered in the Year 2019.," noting that no interested parties were in attendance to object.*

9. (C) Consideration of approving the Final 2020 Clara City General Operations Budget and Capital Improvement Plan (CIP), which have been developed in support of the general governmental operations and capital improvement plan for the City in Calendar Year 2020.

***Action taken:*** *No Action needed. Will readdress on December 26, 2019 special meeting.*

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 November, 2019.

***Action taken:*** *M/S/P 5-0 (Pieper/Sparks) to approve the new hire(s), including: Cassandra Castle, Lita Padin and Christy Sanchez. Terminations, Mary Cleveland.*

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

***Action taken:*** *M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center Census Data for November 2019, such revealing 35 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, 2019
  - b) Actual vs Budget Statement of Operations for Care Center as of October 31, 2019
  - c) Accounts Receivable Aging Report as of November 30, 2019

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) 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 November 30, 2019 in the amount of \$381,402.26.

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) to approve the Monthly Check Register for the Care Center through November, 2019, in the amount of \$381,402.26, for checks 50190 thru 50277, as presented.

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

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) to approve the Care Center's Electronic Payments for the Month of November 2019, as presented in the amount of \$209,044.62.

9. (E) Consideration of authorizing the disposition of the outstanding assessments that are still due and payable on the land which was recently purchased by the City/EDA from Robert & Kathy Condon in the South Hawk Creek Business Park Addition. The EDA also considered this issue at their meeting on Monday, December 9, 2019, and may have a recommendation regarding this issue for the City's consideration.

***Action taken:*** M/S/P 5-0 (Speiser/Davids) to approve the payment of the outstanding assessments on the property purchased from Robert and Kathy Condon which is now South Hawk Creek Business Park in the amount of \$32,000.00 which the EDA will pay \$27,700.00 and Robert will pay \$6,260.00. Funds from the City 2016 Debt Service project to EDA will cover this amount due.

9. (F) Consideration of adopting City Resolution No. 2019-045 "RESOLUTION ACKNOWLEDGING AND ACCEPTING A MULTI-YEAR TOTAL DONATION COMMITMENT OF \$100,000 CASH FROM THE SHAREHOLDERS OF CITIZENS ALLIANCE BANK, SUCH TO BE DIRECTED TO THE CITY OF CLARA CITY—CONSTRUCTION OF THE AQUATIC CENTER AS COMPLETED IN 2019."

***Action taken:*** M/S/P 5-0 (Pieper/Speiser) to adopt Resolution No. 2019-045 "Resolution acknowledging and accepting a multi-year total donation commitment of \$100,000.00 cash from the shareholders of Citizens Alliance Bank, such to be directed to the City of Clara City, Construction of the Aquatic Center as completed in 2019."

9. (G) Consideration of adopting City Resolution No. 2019-044 "RESOLUTION APPROVING THE 2019 PROPERTY TAX LEVY, COLLECTIBLE IN 2020, IN THE AMOUNT OF \$1,087,376.00" This is the amount of local property tax dollars that is necessary to adequately support the general operations and debt service needs of the City for 2020. It is the same recommended amount of tax levy that was adopted on a preliminary basis on September 10, 2019 and communicated to Chippewa County for their use in producing the projected tax payment of property owners in the City.

***Action taken:*** M/S/P 5-0 (Speiser/Davids) to adopt Resolution No. 2019-044 "Resolution Approving the 2019 Property Tax Levy, Collectible in 2020, in the Amount of \$1,087,376.00."

9. (H) Consideration for the appointment of member(s) to certain standing Board(s) and Commission(s) as listed below. Staff hopes to have a final tally of such appointment(s) and associated candidate(s) if applications have been adequately made by the time of this meeting.

1. Planning Commission—Two 3-year term vacancies and one Council Member. The current general members whose terms are expiring on December 31, 2019 include: LeAnn Nord (who has served three years) and David Plagge (who has served one year). Both members have indicated their interest in being reappointed to the Planning Commission for continued service to the community.
2. Economic Development Authority (EDA)—There are no vacancies except for the annual two required Mayoral appointments as approved by the City Council.

***Action taken:*** M/S/P 5-0 (Sparks/Pieper) to approve the appointment of LeAnn Nord and David Plagge to the Planning Commission, each with a 3-year term ending on December 31, 2022.

9. (I) Consideration of approving the rescinding of Resolution No. 2019-039 (which was previously approved on November 12, 2019), and in its place, approving the adoption of the Repeal and Replacement Ordinance No. 340 Chapter 111, Section .02 Tobacco. The required Public Hearing for this issue was previously held on November 12, 2019.

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) to approve the rescinding of Resolution No. 2019-039, and in its place, to approve the adoption of City Ordinance the Repeal and Replacement Ordinance Title XII: Chapter 111, Section 111.02 Tobacco.

9. (J) Consideration of approving the applications as received from Farmers Coop Oil Co; Donners Crossroads; and Speedway for their 2020 Cigarette License renewal(s), each with an annual license fee of \$100.00.

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) to approve the application(s) for a 2020 Cigarette License renewal, and further, to make note that the City Council intends to review the amount of the license fee at the end of 2020 with the possibility of increasing such fees due to the projected cost of having the recommended annual compliance checks completed at each of these businesses.

9. (K) Consideration of approving the appointment of the following persons for service as Officers for 2020 of the Clara City Ambulance Service, such to include:

President—Andrew Neville  
Vice President—Mike Bosch  
Maintenance—Darrell Schoep  
Secretary—Ben Schoep  
MN Star Reporting—Donna Roberts

***Action taken:*** M/S/P 5-0 (Pieper/Davids) to approve the appointment of the personnel as listed above for their service as Officers of the Ambulance Service for the year 2020.

9. (L) Consideration of approving the appointment of the following persons for service as officers in 2020 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 5-0 (Pieper/Davids) to approve the appointment of the personnel as listed above for their service as Officers of the Fire Department for the year 2020.

9. (M) Consideration of approving the Bid Evaluation for the Main Lift Station Improvements and awarding the winning bid to the lowest responsible bidder. Staff reviewed

***Action taken:*** M/S/P 5-0 (Speiser/Sparks) to approve the bid evaluation for the main lift station improvements from KHC Construction Inc in the amount of \$195,000.00.

9. (N) Consideration of approving the Mayor Nelson's selection of appointees to serve on an ad hoc Housing Commission.

***Action taken:*** This agenda item had been removed from consideration.

#### 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 December 10, 2019

***Action taken: Inasmuch as this meeting was being held early in the month, there was no final listing of the bills available for consideration. Hence no action was requested nor taken. The item will be placed on the Agenda of the Special Meeting which is to be held on December 26, 2019.***

10. (B) Consideration of approving the City's Electronic Payments for the Month of November 10, 2019

***Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the City's Electronic Payments for the month ending November 30, 2019, as presented.***

11. Appearance of Interested Citizens—*None.*

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

12. (A) The next Special Meeting of the City Council will be on Tuesday, December 26, 2019, 6:30 pm, in the City Hall Chamber.

12. (B) The next regular Meeting of the City Council will normally be on Tuesday, January 14, 2020, 6:30 P.M. in the City Hall Chamber, 215 NW First St., Clara City, MN.

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 7:44 p.m.*

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

**ATTEST:** \_\_\_\_\_  
*Winthro C. Block, City Administrator*