

MEETING MINUTES

CLARA CITY
CITY COUNCIL
SPECIAL MEETING

Wednesday
December 26, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

Members present: Jack Sparks, Jeff Davids, Rhonda Pieper

Members absent: Nathan Speiser (excused) Gary Nelson (excused)

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Windy Block (City Administrator), Jeff Stager (Public Works Director), Kim Wood (Police Chief)

Others present: Sam Peterson (CC Herald), Vic Sparks, and Clara City Community Foundation Members: John and Ginny Donner, Janet Bosch, Carol Groff, Bryan Pauling, and Shirley Klaassen

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1. Call to Order--By Mayor Jack Sparks at 6:30 pm. A *Quorum of the Council was declared to be present.*

***Note:** This meeting is being officially recorded. As such, 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 3-0 (Pieper/Davids) to approve the Meeting Agenda with the addition of Agenda Items No. 4 (A) Notice from FEMA regarding 30 Day Engineering Models Notification of Flood Risk Areas, No. 4 (B) Presentation of a grant to the Clara City Police Department from the Clara City Area Community Foundation in the amount of \$750.00.*

3. Approval of Minutes—*None.*

- 4 Notices and Communications

4. (A) Notice from FEMA regarding 30-day Engineering Models Notification of Flood Risk Areas.

4. (B) Presentation of grant monies from Clara City Area Community Foundation to Clara City Police Department

***Action taken:** M/S/P 3-0 (Pieper/Davids) to acknowledge and accept a grant to the Clara City Police Department from the Clara City Area Community Foundation in the amount of \$750.00. The Foundation was also extended a huge “thank you” for their service to the community.*

5. Approval of Consent Agenda

5. (A) Affirmation of the City’s Administrator’s approval given for the demolition of the fire-damaged building that was once home to the former Owen Schipnewski’s vehicle repair business at 215 SE 1st Ave. This property was recently purchased by Hanson Communications in an effort to help stabilize and improve the community.

5. (B) Affirmation of the City Administrator’s approval of a Building Use Agreement between the City of Clara City and Countryside Public Health Service WIC Project for the use of the Clara City Community Room for programming purposes without any charge, ending December 31, 2019.

Action taken: M/ S/P 3-0 (Pieper/Davids) to approve the Consent Agenda as presented above.

6. Reports from Officers, Commissions, and Committees—None.

7. Reports from Staff and Administrative Officers—None.

8. Public Hearing—None.

9. General Business

9. (A-1) Consideration of receiving and approving a recommendation from the Care Center Subcommittee regarding wage and salary increases for Care Center Staff in 2019.

Action taken M/S/P 3-0 (Davids/Pieper) to approve the recommendation from the Care Center Subcommittee for the wage and salary increases as detailed in their Subcommittee Recommendations Memo, dated December 26, 2018, such to be effective with the first complete payroll in 2019.

9. (A-2) Consideration of approving a temporary salary adjustment of \$240.00 per payroll period for Jennifer Henker, Office Manager, such to be retroactive to October 1, 2018 due to coverage of administrative services during an existing FMLA situation.

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the recommendation of the Care Center Subcommittee for a temporary salary adjustment of \$240.00 per payroll period for Jennifer Henker, Office Manager, such to be retroactive to October 1, 2018 due to coverage of administrative services during an existing FMLA situation.

9. (B) Consideration of adopting City Resolution No. 2018-043 “RESOLUTION APPROVING CERTAIN TRANSFERS BETWEEN THE GENERAL FUND AND THE RESERVE FUNDS, EFFECTIVE UNDER THE 2018 CITY BUDGET.”

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the adoption of Resolution No. 2018-043 as presented.

9. (C) Consideration of approving City Resolution No. 2018-044 “RESOLUTION APPROVING THE TRANSFER(S) OF CERTAIN ALLOCATIONS WITHIN THE 2018 GENERAL FUND BUDGET, THEREBY AMENDING THE 2018 GENERAL FUND BUDGET.”

Action taken: M/S/P 3-0 (Davids/Pieper) to approve the adoption of Resolution No. 2018-044 as presented.

9. (D) Consideration of approving a motion that will formally authorize and document the expenditure of Reserve Funds for use in paying for various capital purchases which have previously been implemented by City Council action or by budget directive during 2018. Staff presented a list of the accounts and the amounts for each.

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the motion to authorize and document expenditures of Reserve Funds for use of paying capitol purchases as presented by Finance Director Judy Gosseling.

9. (E) Consideration of approving City Resolution No. 2018-045 “RESOLUTION ALLOWING ELECTRONIC FUND TRANSFERS AND WIRES FOR THE CITY ACCOUNTS”

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the adoption of Resolution No. 2018-045 as presented.

9. (F) Consideration of approving City Resolution No. 2018-046 “RESOLUTION ALLOWING ELECTRONIC FUND TRANSFERS AND WIRES FOR THE CARE CENTER ACCOUNTS”

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the adoption of Resolution No. 2018-046 as presented.

9. (G) Consideration of adopting Resolution No. 2018-047 “RESOLUTION FOR APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS PRESENTED TO THE CITY OF CLARA CITY”

Action taken: M/S/P 3-0 (Davids/Pieper) to approve the adoption of Resolution No. 2018-047 as presented.

9. (H) Consideration of approving City Resolution No. 2018-048 “RESOLUTION FOR APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS PRESENTED TO THE CITY OF CLARA CITY ON BEHALF OF THE CLARA CITY CARE CENTER”

Action taken: M/S/P 3-0 (Davids/Pieper) to approve the adoption of Resolution No. 2018-047 as presented.

9. (I) Consideration of approving the appointment of the following persons for service as officers in 2019 of the Clara City Ambulance Service, include:

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

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the appointment of the officers of the CC Ambulance Squad for 2019, as listed immediately above.

9. (J) Consideration of approving the appointment of the following persons for service as officers in 2019 of the Clara City Fire Department, include:

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

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the appointment of the officers of the CC Fire Department for 2019, as listed immediately above.

9. (K) Consideration of approving the use of wage/salary and benefit assignments for certain non-union general employees.

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the wage/salary and benefit assignments as presented by Mayor Sparks and detailed in his Memorandum, dated December 26, 2018, Adjustments to the City Administrator’s Contract for 2019.

9. (L) Consideration of approving Mayor-elect Gary Nelson’s assignment of each City Councilor to various City Boards/Committees/ Departmental Liaison for service in 2019.

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the assignment of City Councilors to the various boards, committees and department liaisons for 2019.

9. (M) Consideration of acknowledging and approving the resignation of Tim Steinbeisser from the Clara City Ambulance Service effective December 17, 2018.

Action taken: M/S/P 3-0 (Davids/Pieper) to approve the resignation of Tim Steinbeisser from his service with the Clara City Ambulance Service.

9. (N) Consideration for the reappointment of Troy Sweep to the Planning Commission for the three-year term beginning January 1, 2019 and ending December 31, 2021

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the reappointment of Troy Sweep to the Planning Commission for a three-year term beginning January 1, 2019 and ending December 31, 2021.

9. (O) Consideration of approving the write-off of certain unpaid bills that are delinquent and currently owed to the Clara City Ambulance Service, but which are judged by staff to be fully uncollectible.

Action taken: M/S/P 3-0 (Davids/Pieper) to approve the write off of uncollectible Ambulance Service bills in the total amount of \$5,655.90 with \$4,703.76 of that amount being filed with the State of Minnesota's Revenue Recapture Program.

9. (P) Consideration of approving the closure of PFA Debt Service for Sewer Account #65422 and the movement of the remaining funds in the amount of approximately \$14,690.00 into the Future Sewer Debt Service Account #67132.

Action taken: M/S/P 3-0 (Pieper/Davids) to approve the closure of account #65422 and the transfer of the remaining balance (approximately \$14,690) to the Future Sewer Debt Service Account #67132.

10. Approval for the Payment of Claims and Appropriations—None.

11. Appearance of Interested Citizens—None.

12. Announcements--Mayor Jack Sparks reminded the Councilors of the following upcoming meeting:

12. (A) The next Regular Meeting of the City Council will be on **Tuesday, January 8, 2019, 6:30 p.m.**

13. Adjournment Upon recognizing that there was no additional business to be considered, Mayor Jack Sparks, without objection, declared the meeting adjourned at 7:03 pm.

BY: _____
Mayor Jack Sparks

ATTEST: _____
Winthro C. Block, City Administrator