

MEETING MINUTES

CLARA CITY CITY COUNCIL SPECIAL MEETING

Thursday
December 26, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: Nathan Speiser (Excused)

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)

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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. Also, please silent all cell phones and do not use during the meeting.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** M/S/P 4-0 (Pieper/Speiser) to approve the Meeting Agenda with the deletion of Agenda Item(s): No. 9. (B) Adoption of Resolution No. 2019-047 and No. 9 (I) Clara City Ambulance write-offs of unpaid bills; and the addition of Agenda Item(s): No. 9 (U) Global Specialties Contractors Inc. Change Order request.*

3. Approval of Minutes

3. (A) Special City Council Meeting of December 9, 2019, and its adjourned portion of December 10, 2019.

***Action taken:** M/S/P 4-0 (Davids/Pieper) to approve the Meeting Minutes for the Special City Council Meeting of December 9, 2019, as presented.*

4. Notices and Communications

5. Approval of Consent Agenda

5. (A) Approval of a “Farm Lease”—Cash Rent (Security Interest)” agreement by and between the City of Clara City and Robert and Kathy Condon for the approximate eight (8) acres of farm land that the City/EDA purchased from the Condon’s in the South Hawk Creek Business park.

***Action taken:** M/S/P 4-0 (Pieper/Sparks) to approve the Consent Agenda items as presented above.*

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

7. Reports from Staff and Administrative Officers

7. (A) Reporting by City Administrator Block

1. Small Cities Grant Program- the proposals received from the City of Clara City have been determined as being marginally competitive. Hence, the City and the UMRDC will now have to choose between the two residential areas as had been originally submitted in the ongoing process of refining and improving the City's final grant submittal.

2. City Administrator Windy Block reported the CaringBridge building (formerly the old Junior High School) which has now been made a forfeiture to the State of Minnesota. There may be grants coming available to help in the demolition costs of such a building. Deadline to apply for such grants is February 3, 2020. The City will be applying with a plan for the possible development of town homes or condos built by a LLC of some as yet unknown investors.

8. Public Hearing—*None.*

9. General Business

9. (A) Consideration of adopting City Resolution No. 2019-046 "RESOLUTION APPROVING CERTAIN TRANSFERS BETWEEN THE GENERAL FUND AND THE RESERVE FUNDS, EFFECTIVE UNDER THE 2019 CITY BUDGET"

Action taken: *M/S/P 4-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2019-046 as presented.*

9. (B) Consideration of adopting City Resolution No. 2019-047 "RESOLUTION APPROVING THE TRANSFER(S) OF CERTAIN ALLOCATIONS WITHIN THE 2019 GENERAL FUND BUDGET, THEREBY AMENDING THE 2019 GENERAL FUND BUDGET"

Action taken: *Resolution No. 2019-047 was not acted upon due to its not being needed for the year 2019.*

9. (C) Consideration of approving recommendations from staff regarding the reallocation of excess resources for one existing debt service account and two existing bond construction accounts. Finance Director Judy Gosseling will provide the detail and recommendation(s) for each of the accounts as listed below, such including:

(C-1) Series 2011B Debt Service Account for Hawk Creek Acres. While there was a full payoff in 2019 of the Bond Call for the Hawk Creek Acres Project, this Debt Service Account will and must remain open for the collection of future scheduled repayments from assessments, levy, etc. Consequently, there are currently opportunities for the redirected use of left-over debt service funds. In addition, new opportunities will continue to develop in the future for scheduled revenues that are yet to be collected.

Action taken: *M/S/P 4-0 (Pieper/Sparks) to approve the recommendation for the transfer of \$65,500.00 from the Hawk Creek Acres Project Debt Service Account to the reserve account.*

(C-2) 2016 Utility & Street Improvement Project Account. All required expenses from this project account have been paid. Consequently, there are currently opportunities for the redirected use of left-over project funds.

Action taken: *M/S/P 4-0 (Sparks/Davids) to approve the recommendation for the transfers from the 2016 Utility & Street Improvement Project Account and to close the three (3) money market accounts due to completion of the projects.*

(C-3) 2018 Utility & Street Improvement Project Account. All required expenses from this project account have been paid. Consequently, there are currently opportunities for the redirected use of left-over project funds.

Action taken: *M/S/P 4-0 (Pieper/Davids) to approve the recommendation as presented by Judy Gosseling for the transfer of the remaining 2018 Utility and Street Improvement Project Account balance to the 2019 Swimming Pool Project Account in the amount of \$103,650.00.*

9. (D) 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: M/S/P 4-0 (Davids/Pieper) to approve the Final 2020 Clara City General Operation Budget and Capital Improvement Plan (CIP) as presented.

9. (E) Consideration of approving City Resolution No. 2019-048 “RESOLUTION FOR APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS PRESENTED TO THE CITY OF CLARA CITY”

Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2019-048 as presented.

9. (F) Consideration of approving City Resolution No. 2019-049 “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 4-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2019-049 as presented.

9. (G) Consideration of approving one-time bonus payments for Finance Director Judy Gosseling and Deputy Clerk Julie Aalfs for their extraordinary service during the Leave of Absence by City Administrator Windy Block from August 26 -October 18, 2019.

Action taken: M/S/P 4-0 (Pieper/Sparks) to approve, in recognition of their outstanding and extraordinary efforts in the wake of the Administrator’s recent sabbatical leave, a one-time bonus payment to each of Judy Gosseling and Julie Aalfs in the amount of \$250.00/pay period for the covered time period of August 26--October 18, 2019.

9. (H) Consideration of approving Mayor Gary Nelson’s assignment of each City Councilor to various City Boards/Committees/Departmental Liaison for service in 2020.

Action taken: M/S/P 4-0 (Sparks/ Pieper) to approve the Councilor assignments to the various City Boards/Committees/Department Liaisons as presented for the year 2020.

9. (I) 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: This had been previously deleted from the Agenda under Agenda Item No. 2 above.

9. (J) Consideration of adopting Resolution No. 2019-050 “Accepting a \$100.00 Cash Donation from Betty Jean Gunter, such to be Directed to the Clara City Fire Department”

Action taken: M/S/P 4-0 (Pieper/Davids) to adopt Resolution No. 2019-050 as presented.

9. (K) Consideration of adopting Resolution No. 2019-051 “Accepting a \$100.00 cash donation from Betty Jean Gunter, such to be Directed to the Clara City Ambulance Service”

Action taken: M/S/P 4-0 (Pieper/Davids) to adopt Resolution No. 2019-051 as presented.

9. (L) Consideration of adopting Resolution No. 2019-052 “Accepting a \$1,000.00 cash donation from Mark Thissen, such to be Directed to the Clara City Ambulance Service”

Action taken: M/S/P 4-0 (Pieper/Davids) to adopt Resolution No. 2019-052 as presented.

9. (M) Consideration of adopting Resolution No. 2019-053 “Accepting a \$1,000.00 Cash Donation from Mark Thissen, such to be Directed to the Clara City Fire Department”

Action taken: M/S/P 4-0 (Pieper/Sparks) to adopt Resolution No. 2019-053 as presented.

9. (N) Consideration of adopting Resolution No. 2019-054 “Accepting a \$100.00 Cash Donation from St. Clara Catholic Church Mission Circle, such to be Directed to the Clara City Fire Department”

Action taken: M/S/P 4-0 (Pieper/Davids) to adopt Resolution No. 2019-054 as presented.

9. (O) Consideration of adopting Resolution No. 2019-055 “Accepting a \$100.00 cash donation from St. Clara Catholic Church Mission Circle, such to be Directed to the Clara City Ambulance Service”

Action taken: M/S/P 4-0 (Pieper/Sparks) to adopt Resolution No. 2019-055 as presented.

9. (P) Consideration of adopting Resolution No. 2019-056 “Resolution Declaring the Official Intent of City of Clara City to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City”

Action taken: M/S/P 4-0 (Davids/Spark) to adopt Resolution No. 2019-056 as presented.

9. (Q) Consideration of approving the “2020 Meeting Schedule” for the City Council.

Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the 2020 Meeting Schedule with the amendment of meeting date Wednesday August 12, 2020 due to the State Primary Election held August 11, 2020.

****Councilor members, Gary Nelson and Nate Speiser’s credentials for the Appeal and Equalization training will expire spring of 2020 at which time new training will need to be completed by two members of the Council****

9. (R) Consideration of accepting and approving the resignation of Part-time Police Officer Taylor Fenrich from service with the Clara City Police Department as he has accepted a position with another Police Department.

Action taken: M/S/P 4-0 (Sparks/Davids) to accept and approve the resignation of Part-Time Officer Taylor Fenrich from the Clara City Police Department, effective December 6, 2019.

9. (S) Consideration of approving the Mayor Nelson’s selection of appointees to serve on an ad hoc Housing Commission, as authorized by the City Council on November 12, 2019.

Action taken: M/S/P 4-0 (Sparks/Davids) to approve the appointment of listed volunteers as recommended by Mayor Nelson for service on an ad hoc Housing Commission.

9. (T) Consideration of receiving reporting and possible recommendation(s) from the ad hoc Subcommittee (Mayor Gary Nelson & Councilor Vic Sparks) regarding the hiring of a new City Administrator.

Action taken: Following reporting by Nelson and Sparks, the Councilors agreed that due to the declination of the position by Candidate Becca Schrupp, that there are no other current Candidates to be brought forward for recommendation of appointment at this time. Council requested staff to begin preparing a revised advertisement for a second posting on the League of Minnesota website and to place this item on the Agenda for the January 14, 2020 City Council Meeting.

9. (U) Consideration of approving the Change Order received from Global Specialty Contractors, Inc., dated August 8, 2019, in the amount of \$43,573.52. This originally had been estimated that it would be \$65,000.00.

Action taken: M/S/P 4-0 (Davids/Sparks) to approve the Change Order from Global Specialty Contractors, Inc as presented in the amount of \$43,573.52.

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 19, 2019

Action taken: M/S/P 4-0 (Davids/Sparks) to approve the City's Verified Claims in the amount of \$454,955.22 for check numbers #22131 through #22240.

11. Appearance of Interested Citizens—*None.*

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

12. (A) The next Regular Meeting of the City Council will be on **Tuesday, January 14, 2020, 6:30 p.m.**

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 7:55 p.m.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator