

MEETING MINUTES

CLARA CITY CITY COUNCIL SPECIAL MEETING

Tuesday
March 10, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nate Speiser, Rhonda Pieper, Vic Sparks, and Jeffrey Davids

Members absent: None

Staff present: Winthro C. Block (City Administrator), Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Matt Blum (Sr. Living Administrator), and Jeff Stager (Public Works Director)

Others present: Sam Peterson (Clara City Herald), Chris Mickelson (Ehler's Inc), Shirley Klassen, Mike Schmidt, Butch Hasbrook, and Rhonda Hasbrook

1. Call to Order—*By Mayor Gary Nelson at 6:33 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 them during the meeting.*

2. Additions/Deletions/Modifications to Agenda-

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the meeting agenda with the addition of Agenda Items No. 3(B) Special City Council Meeting Minutes from February 18, 2020; No. 9 (D-6) Care Center request for an Employee Assistance Program; No. 9 (D-7) Movement of the financial accounting and record keeping of the Assisted Living from City Hall to their office; No. 9 (H-1) approval of the advertisement for Aquatic Center Manager and Life Guards; No. 9 (H-2) Approval of the advertisement for the Golf Cart/ATV annual permitting process; No. 9 (H-3) Approval of advertising for the annual dog tags and the tentative date for the trial run of a Rabies Shot and Dog Tag Clinic; No. 9 (I) Approval of the Granite Falls Hospital Ambulance Service ALS agreement; No. 9 (J) Annexation of the City's Waste Water Treatment Plant into the City; and the deletion of No. 10 (A) Verified Claims approval (due to the fact that the claims have not yet been completed).*

3. Approval of Minutes

3. (A) Regular City Council Meeting of February 11, 2020.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the Meeting Minutes for the Regular City Council Meeting of February 11, 2020, as presented.*

3. (B) Special City Council Meeting of February 18, 2020.

Action taken: *M/S/P 5-0 (Davids/Pieper) to approve the Meeting Minutes from the Special City Council Meeting on February 18, 2020, as presented.*

3. (C) Special City Council Meeting of February 24, 2020, and as adjourned and completed on Tuesday, February 25, 2020 at 6:00 p.m.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the Meeting Minutes for the Special City Council Meeting on February 24, 2020, and which was adjourned and completed on February 25, 2020, as presented.

3. (D) Special City Council Meeting of February 28, 2020.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Meeting Minutes for the Special City Council Meeting held on February 28, 2020, as presented.

4. Notices and Communications—*Informational only, no action is required.*

4 (A) Notice of Highway 23 Coalition Annual Membership Meeting.

5. Approval of Consent Agenda

5. (A) Planning Commission Meeting recommendations from their March 4, 2020, Planning Commission Meeting. These include:

1. Wyatt Plante, 342 Main St S--Siding and doors--Work to be done by Niemeyer Construction--Project Cost \$20,000.00--Permit Fee \$25.00.

2. Dalen Wieberdink, 696 6th Ave NW—Construction of an 8' X 12' storage shed—Owner self-improvement--Project Cost \$2500.00--Permit Fee \$25.00. **Note: This application was denied due to the Commission's finding that the percentage of lot coverage by the existing structure is already well in excess of the 30% amount that is allowed by the Zoning Code.**

5. (B) Application for Exempt Permit as submitted by the MACCRAY Trap Shooting Team for their sponsoring of a raffle on March 27, 2020, at Kegger's Bar & Grill, 34 Center Ave W.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the consent agenda as presented above.

6. Reports from Officers, Commissions, and Committees

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

1. Approved Minutes of the February 5, 2020 Regular Meeting

2. Any notable activities from the Regular Meeting of March 4, 2020

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

1. Minutes of the February 10, 2020 Regular Meeting

2. Any notable activities from the Regular Meeting of March 9, 2020.

7. Reports from Staff and Administrative Officers—*No action is required (see general business).*

7. (A) Police Department (Kimberly M. Wood, Chief of Police)—*None.*

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

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

7. (D) Clara City Care Center (Matt Blum, Administrator)---See Agenda Item No. 9 (D).

7. (E) City Administrator—Administrator Block reported on:

1. Redevelopment Grant Application to DEED—It has been submitted and is under review.
2. COPS Grant--Clara City Police Department has chosen to not pursue at this time.

8. Public Hearing

Public Hearing No. 8. (A) was opened by Mayor Nelson at 6:43 pm.

8. (A) Consideration of providing information and receiving public input and testimony regarding the City's existing Ordinances Chapters 73.10 Snow Removal and 90.024 Placing Snow or Ice in a Roadway or on a Sidewalk.

Public testimony: *Those wishing to be so recognized should raise their hands and wait to be acknowledged by the Mayor. Once recognized, please proceed to the speaker's podium, clearly state your full name and street address for the public record, and then deliver your testimony and comment within the allotted three-minute period, unless invited to extend by the Mayor.*

1. Shirley Klaassen- 307 SW 3rd St Clara City-feels the Ordinance is not being enforced and it would make the Public Works job easier if it was. Give violators a warning first, then a fine. Word will spread that the City is serious about vehicles in the way.

2. Mike Schmidt- 423 1st Ave NE Clara City—He was seeking confirmation that the sidewalks on Main St and Center Ave are City sidewalks—They are Public but the businesses are responsible for their snow removal.

Public Hearing No. 8. (A) was closed by Mayor Nelson at 7:05 pm.

9. General Business

9. (A) Consideration of receiving information from Ehlers, Inc. regarding the Sale Day Report results from the March 10th Bond Sale for the issuance and sale of \$1,035,000 General Obligation Improvement Refunding Bonds, Series 2020A. This is a refunding of the City's outstanding General Obligation Improvement Bonds, Series 2011A, in the original principal amount of \$1,850,000 Presenting on behalf of Ehlers will be Chris Mickelson, in place of our regular Municipal Advisor, Todd Hagen, CIPMA. If it is the wishes of the City Council to move forward with the approval of this bond sale, then Resolution No. 2020-005, as attached, will need to be approved.

Action taken: M/S/P 5-0 (Speiser/Davids) to approve the adoption of Resolution No. 2020-005 "Resolution Providing for the Issuance and Sale of \$990,000.00 General Obligation Improvement Refunding Bonds, Series 2020A and Pledging for the Security thereof Special Assessments and Levying a Tax for the Payment thereof." The original amount of \$1,035,000.00 is lowered to \$990,000.00 due to timing, the offer of a buyer's premium, and interest amounts at this time.

9. (B) Consideration of approving any desired amendments to either City Ordinance §73.10 Snow Removal or City Ordinance § 90.024 Placing Snow or Ice in a Roadway or on a Sidewalk. The Council reviewed the results of the Public Hearing under Agenda Item No. 8 (A) above and the Notice of Public Hearing labeled 8 (A).

Action taken: Mayor Nelson will work with staff to develop a plan for snow removal and possible amendments to the Ordinance 73.10 and 90.024 and report to the City Council at the April 14, 2020 meeting.

9. (C) Consideration of approving the adoption of City Resolution No. 2020-006 "Resolution Acknowledging and Accepting Donations Such to be Directed to the Clara City Ambulance Service and the Clara City Fire Department"

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the adoption of Resolution No. 2020-006 “Resolution Acknowledging and Accepting Donations Such to be Directed to the Clara City Ambulance Service and the Clara City Fire Department.”

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—*The normal reporting will be reported on at the meeting along with any additional comment and information, from Council Representatives Speiser and/or Nelson in their capacity as members of the Subcommittee.*

1. Approval of new employee hire(s) and termination(s) for the period ending February 29, 2020.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the new hires, including: Sophie Abrahamson (Assisted Living) and terminations including: Angie Devorak (HR) and Teagan Nokelby.

2. Acknowledgement of the Care Center’s Client Census Data for February 29, 2020.

Action taken: M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center Census for February 2020, such revealing 39 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 January 31, 2020
- b) Actual vs Budget Statement of Operations for Care Center as of January 31, 2020
- c) Accounts Receivable Aging Report as of February 29, 2020

Action taken: M/S/P 5-0 (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 February 29, 2020 in the total amount of \$375,314.53.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the monthly Check Register for the Care Center through February 29, 2020, in the amount of \$375,314.53 for the checks 50475 thru 50558, as presented.

5. Approval of the Care Center’s Electronic Payments for the Month of February 2020.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the Care Center Electronic payments for the month of February 2020, as presented in the amount of \$185,954.21.

6. Approval of the Care Center’s request for making available the EAP (Employee Assistance Program) to all eligible Care Center Senior Living Campus Employees.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the request for the Employee Assistance program to eligible employees for the Senior Living Campus. With Council request, Administrator Blum is to report back if the program can be available for all eligible City employees.

- 7 Approval of the Prairie Park Place request to allow them to offer a limited Move in Incentive for the months of March and April. First month free with payment of security payments.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the request for the Move-In Incentive for the months of March and April 2020.

9. (E) Consideration of authorizing the financial accounting and record keeping to be moved from the administrative office at City Hall to the Assisted Living Facility under the care of the Senior Living Management Staff as headed by Administrator Matt Blum.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve all financial accounting and record keeping for the Assisted Living to now be done by the Senior Living Management staff under the direction of Administrator Matt Blum. City Hall staff along with Administrator Blum will report to the council in near future as to the progress of moving this duty.*

9. (F) Consideration of approving a recommendation from the City Administrator to name an interim Emergency Manager in the wake of the transition of the City Administrator's position.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the hiring of Roger Knapper as the interim Emergency Manager for up to 4 months, or as needed, and for the agreed upon wage amount of \$125.00/pay period.*

9. (G) Consideration of receiving an update from the Subcommittee working on the Hiring of a New City Administrator.

Action taken: *M/S/P 5-0 (Davids/Sparks) to approve the execution by the Mayor of the Letter of Understanding by and between the City of Clara City and Steven C. Jones, as executed by Steven C. Jones on March 6, 2020.*

Action taken: *M/S/P 5-0 (Pieper/Sparks) to approve the process of Winthro C. Block to continue working the week of April 13-17, 2020, in order to help new Administrator Jones become acquainted with staff, ongoing projects, and the City. Council further agrees that the Resignation Letter received from Administrator Block earlier will still remain in effect for his ultimate retirement on April 17, 2020.*

9. (H-1) Consideration of approving the request to proceed with the advertisement for Aquatic Center Manager(s) and Life Guards and the process of hiring the Manager(s) whom will then hire the Life Guards.

Action taken: *M/S/P 5-0 (Pieper/Sparks) to approve the request from staff to proceed with the advertising for the Aquatic Center Manager(s) and Life Guards, along with the process of hiring.*

9. (H-2) Consideration of approving the request to proceed with the Golf Cart and ATV permitting policy/procedure again for the year 2020 at the permit fee amount of \$25.00.

Action taken: *M/S/P 5-0 (Speiser/Sparks) to approve the request to proceed with the Golf Cart and ATV permitting policy/procedure for the year 2020 along with the \$25.00 fee.*

9. (H-3) Consideration of approving the request to advertise the annual requirement for City Dog Tags at the fee amount of \$12.00 for the year 2020. Also, approve the tentative date of April 30, 2020 for a Rabies Shot and Dog Tag Clinic to be held here at the Fire Station with Dr Alex from the Buckingham Equine Vet Clinic.

Action taken: *M/S/P 5-0 (Speiser/Sparks) to approve the advertisement of the annual requirement to purchase a dog tag and also the tentative date of April 30, 2020 for the Rabies Shot and Dog Tag Clinic.*

9. (I) Consideration of approving the ALS Intercept Agreement between the Granite Falls Hospital Ambulance Service and the Clara City Ambulance Service.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the signing of the ALS Intercept Agreement.*

9. (J) Consideration of approve the friendly annexation of the land which holds the Clara City Waste Water Treatment Plant into the City limits of Clara City from Rheiderland Township.

Action taken: *M/S/P 5-0 (Speiser/Sparks) to approve a friendly annexation of City's Waste Water Treatment Plant (WWTP) into the City from Rheiderland Township.*

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 March 10, 2020.

Action taken: *Due to the early date of the meeting, the Verified Claims were not available at this time.*

10. (B) Consideration of approving the City's Electronic Payments for the Month ending February 29, 2020.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the City's Electronic Payments for the month ending February 29, 2020, as presented.*

11. Appearance of Interested Citizens—*None.*

12. Announcements—*No action is required.*

12. (A) The next special meeting of the City Council will be on Tuesday, April 14, 2020, 6:00 pm in their capacity as the Board of Assessment & Equalization.

12. (B) The next regular City Council Meeting will be on Tuesday, April 14, 2020, 6:30 pm.

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 8:35 p.m.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator