

MEETING MINUTES

CLARA CITY
CITY COUNCIL
REGULAR MEETING

(To be conducted telephonically due to the COVID-19 Pandemic)

Tuesday
April 14, 2020
6:30 PM

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

Members present: Gary Nelson (In Council Chambers), Nate Speiser, Rhonda Pieper, Vic Sparks, and Jeffrey Davids (Council Members present by phone conference)

Members absent: None

Staff present: In Council Chambers- Winthro C. Block (City Administrator), Steve Jones (Interim City Administrator), Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Present by phone conference- Matt Blum (Sr. Living Administrator), and Jeff Stager (Public Works Director), Kim Wood (Chief of Police)

Others present: By phone conference- Mike Amborn (Rodeberg & Berryman)

1. Call to Order—*By Mayor Gary Nelson at 6:34 p.m. A Quorum was declared as being present.*

Note: Due to Governor Walz' Stay at Home Executive Order due to COVID-19 this meeting is being held via phone conference. 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.

1. (A) Introduction and welcome of the new City Administrator, Steve Jones—*By Mayor Nelson*
2. (B) Consideration of adopting Mayoral Resolution No. 2020-009 “Mayoral Resolution expressing appreciation and gratitude to Winthro C. Block for his years of service as City Administrator for the City of Clara City”

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Davids) to approve the adoption of Mayoral Resolution No. 2020-009.

2. Additions/Deletions/Modifications to Agenda-

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks Nays: none. M/S/P 5-0 (Speiser/Pieper) to approve the meeting agenda with the addition of Agenda Items No. 5 (B) Prairie Fest approval of streets and facilities use, 5 (C) Approval of reimbursing Steve Jones for his COBRA Health Ins cost for May, June and July of 2020, 7 (E)3 Summary of City's savings in solar garden credits with BHE, 9 (D) 6 Receiving information from Matt Blum, regarding successful Grant Award received, 9 (I) Consideration of approval of an appointment for Part time Police Officer.

3. Approval of Minutes

3. (A) Regular City Council Meeting of March 10, 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Davids) to approve the Meeting Minutes for the Regular City Council Meeting of March 10, 2020, as presented.

3. (B) Special City Council Meeting of March 20, 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Speiser) to approve the Meeting Minutes from the Special City Council Meeting on March 20, 2020, as presented.

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

4 (A) Notice of Highway 23 Coalition Update, Dtd March 16, 2020.

Councilor Jeff Davids shared comments from attending the meeting of the Highway 23 Coalition in regards to the intersection of Highways 23 and 7. Owners of Donner’s Crossroads were also in attendance of the meeting and their concern is if a roundabout would be put in this corner and how that would impact their truck business.

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 April 1, 2020—***Note: Due to concern for the health and safety of the Planning Commissioners during the Coronavirus Pandemic, and a lack of any critical issues to be resolved, the Planning Commission Meeting for April 1, 2020, was cancelled. However, there were two Application for Construction Permit which staff handled internally and they are now being recommended for approval by the City Council as listed below:***

1. Chris Nokleby, 401 NW 1st Ave.—Reside existing house and garage—Work to be done by owner self-improvement—Project cost of \$4,000—Permit fee of \$25.00.
2. Nathan Reynolds, 619 NE 2nd St- Reside, new windows, build front deck- Work to be done by owner and friend—Project Cost \$35,000.00—Permit Fee of \$100.00.

5. (B) Approval of the supporting requests from Deborah R. Stutelberg, Prairie Fest Chairperson, for the use of certain city streets and facilities as well as an outline of planned activities for the 2020 Prairie Fest Celebration. As explained, this activity is all subject to the lifting of certain restrictions due to the COVID-19 pandemic.

5. (C) Approval for the authorization to reimburse Steven C. Jones for his payment of COBRA health insurance coverage for the months of May, June and July 2020 per the agreement between the City of Clara City and Steven C. Jones for his services as the City Administrator.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Sparks) to approve the Consent Agenda as presented.

6. Reports from Officers, Commissions, and Committees

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

1. Approved Minutes of the March 4, 2020 Regular Meeting
2. Any notable activities from the Regular Meeting of April 1, 2020

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

1. Minutes of the March 9, 2020 Regular Meeting

2. Any notable activities from the Regular Meeting of April 13, 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. *Administrator Block stated that the City of Clara City was denied the grant but are encouraged to resubmit in the fall if funds become available highlighting the new single campus school being constructed.*

2. MN Department of Health Grant-COVID-19 Emergency Fund. *Administrator Block announced that the City of Clara City was granted \$12,197.00 to the Ambulance for PPE.*

3. BHE solar credits. *Administrator Block shared the City has seen in 2018 \$3,966.00 in credits and in 2019 \$15,913.00 in credits thru the X-cell Energy and the BHE Solar Credit program.*

8. Public Hearing *None*

9. General Business

9. (A) Consideration of approving a recommendation from the City's Consulting Civil Engineer, Mr. Michael Amborn, P.E., Rodeberg & Berryman, Inc., seeking Council's authorization for the incorporation in the design work for the Clara City 2020 Street & Utility Improvements, of a realignment of the street intersection where 4th Ave. NW, 1st Street NW, and Division Street North all converge at one location.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Davids/Pieper) to approve the recommendation from Rodeberg & Berryman Inc for the design work for the 2020 Street & Utility improvements. Advertisement for bids was done 04-08-2020 due 04-30-2020 @ 10:00 am.

9. (B) Consideration of approving the recommendation from Jeff Stager, Public Works Director, for the hiring of two applicants for their appointed service as part-time park maintenance workers.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Pieper) to approve the hiring of two part time park maintenance workers for summer 2020.

9. (C) Consideration of approving the implementation of a COVID-19 Sick Leave Policy as being recommended by staff.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Davids/Speiser) to approve the implementation of a COVID- 19 sick leave policy.

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 March 31, 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Davids) to approve the 3 new hires and 4 terminations.

2. Acknowledgement of the Care Center's Client Census Data for March 31, 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Davids) to acknowledge the Care Center Census for March 2020, such revealing 41 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 February 29, 2020.
- b) Actual vs Budget Statement of Operations for Care Center as of February 29, 2020.
- c) Accounts Receivable Aging Report as of March 31, 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Davids) 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 March 31, 2020 in the total amount of \$393,195.13.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Pieper) to approve the monthly Check Register for the Care Center through March 31, 2020, in the amount of \$393,195.13 for the checks 50559 thru 50637, as presented.

5. Approval of the Care Center's Electronic Payments for the Month of March 2020.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Pieper) to approve the Care Center Electronic payments for the month of March 2020, as presented in the amount of \$190,317.17.

6. Consideration of receiving information from Matt Blum, Senior Living Administrator, regarding the successful \$12,736.00 grant award to the Clara City Assisted Living under the COVID-19 Emergency Fund program of the Minnesota Department of Health.

No Action needed

9. (E) Consideration of adopting City Resolution No. 2020-008 "Resolution Making Appointments to Authorized Signers for the City of Clara City." These modification of official signors on behalf of the City are for certain checking, savings, and investments held by Citizens Alliance Bank for the benefit of the City of Clara City.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Davids) to approve the adoption of Resolution No. 2020-008.

9. (F) Consideration of approving the City's execution of a product purchase lease agreement with Caterpillar Financial Services Corporation for a 2020 Caterpillar 938M Wheel Loader.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Davids/Sparks) to approve the purchase lease agreement with Caterpillar Financial Services Corporation for the 2020 Caterpillar 938M Loader.

9. (G) Consideration of approving a recommendation from City Administrator Block for the appointment of Deputy Clerk Julie Aalfs to the position of City Clerk, with conditions.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Davids) to approve the recommendation for the appointment of Deputy City Clerk Julie Aalfs to the position of Interim City Clerk until which time she has completed the 3rd year of Minnesota Certified Municipal Clerks Institute in July 2020 then to be officially City Clerk.

9. (H) Consideration of approving a change in the due date for the timely renewal of dog tags from June 1, 2020 to July 1, 2020 in order to accommodate the holding of the City's Dog Tag/Rabies Shot Day.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Pieper) to approve the change in due date for the annual dog tags to July 1, 2020. (for the year 2020 only).

9. (I) Consideration for the approval of the appointment of Enoch Langford as a Part-time Police Officer for the Clara City Police Department, contingent on his completing the necessary background investigation, which is currently underway. Mr. Langford, if successfully appointed will be placed at Level 7, Step 1, \$18.36/hr., for his initial assignment.

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Speiser/Davids) to approve the appointment of Enoch Langford as a Part-time Police Officer contingent on completing the background investigation at the Level 7, Step 1 \$18.36/hour.

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 April 14, 2020—***Receive a listing of these payments from Judy Gosseling, Finance Director.***

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Speiser) to approve the City's Verified Claims as presented in the amount of \$1,855,319.69, check numbers 22428 thru 22620.

10. (B) Consideration of approving the City's Electronic Payments for the Month ending March 31, 2020—***Receive a listing of these payments and an explanation from Judy Gosseling, Finance Director.***

Action taken: on a roll call vote Ayes: Davids, Pieper, Nelson, Speiser and Sparks, Nays: none. M/S/P 5-0 (Pieper/Speiser) to approve the City's Electronic Payments as presented.

11. Appearance of Interested Citizens—None.

12. Announcements—No action is required.

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

12. (B) The Ad Hoc Housing Committee will share their recommendations for housing at the May 12, 2020 meeting of the City Council.

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: _____
Steve Jones, City Administrator