

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
May 14, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: Jeff Davids (excused)

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Windy Block (City Administrator), Jeff Stager (Public Works Director), Jim Flaherty (CC Interim Administrator), Matthew Blum (CC Administrator)

Others present: Sam Peterson (Clara City Herald), Ted Nelson (Prairie Five Rides), Paul Coyour (Prairie Five Rides), Scott Conn (Rodeberg and Berryman, Inc.), Chip Goeman, Todd Osthus, Lisa Osthus, Shirley Klaassen, John Gill

1. Call to Order—*By Mayor Gary Nelson at 6:33 p.m.*

***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 4-0 (Pieper/Sparks) to approve the Meeting Agenda with the addition of the following Agenda Items including: No. 4 (C) Information regarding Highway 23 Coalition, 9 (B-2) Wilms Park Future Restroom/Bath House, 9 (C) Request for a Demolition Permit for Chip Goeman, 9 (D) First Quarter 2019 Report for Assisted Living, 9 (N) Resolution 2019-028 Intent to Reimburse Expenditures from Bond Sale., and 9 (O) Request from employee Tanner Brouwer to upgrade his licenses.*

3. Approval of Minutes

3. (A) Local Board of Assessment & Equalization (LBAE) Meeting of April 9, 2019.

***Action taken:** M/S/P 4-0 (Speiser/Pieper) to approve the Meeting Minutes for the Local Board of Assessment & Equalization (LBAE) Meeting on April 9, 2019, as presented.*

3. (B) Regular City Council Meeting of April 9, 2019

***Action taken:** M/S/P 4-0 (Pieper/Sparks) to approve the Minutes from the April 9, 2019 City Council Meeting with the correction of the draft Minutes at Agenda Item No. 9 (G-1), pg. 6 to read as follows: "to approve the immediate distribution of excess funds remaining after the payment of the bond call, estimated to be about \$117,965, to the following purposes and/or funds, including: \$5,000 for future park improvements as a City match to Lion's Club improvement projects, \$5,500 towards the remodeling of the Ambulance garage space as a match to the \$5,500 from the Ambulance Reserve for the same project, \$82,465 to be placed in a Housing*

Reserve Fund for future housing projects, \$10,000 to go towards the cost of upgrading in 2019 the tables and chairs for the Community Center and City Council Chamber, and \$15,000 to be placed in a Contingency Account under the City Council Budget Allocation for any unknown special projects of the Councils; and furthermore, to allocate those funds which will be in the Series 2011B Hawk Creek Acres Debt Service Bond Fund on December 31, 2019, estimated to be about \$66,606, to an existing set of City Reserve Funds as shown on Attachment "A" to the Spreadsheet."

3. (C) Special City Council Meeting of April 16, 2019.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the Meeting Minutes for the Special City Council Meeting held on April 16, 2019, as presented.

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

4. (A) Information Memo from the Upper MN Valley Regional Development Commission (UMVRDC) entitled the Planner Update, dated April 23, 2019.

4. (B) Invitation from the City of Renville to attend a Local Government Workshop on Good Governance and Open Meeting Laws, Tuesday, May 21, 2109, in Renville. If interested, RSVP's are due now.

4. (C) Information Memo from the Highway 23 Coalition 2019 Priority Projects.

5. Approval of Consent Agenda. *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to the new business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

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 May 1, 2019.

1. Tim and Sue Bohlsen, 635 NE 2nd St—Reside home with new vinyl siding—Work to be done by owner- self-improvement--Project Cost \$14,000—Permit fee \$25.00.

2. Jordan Freese, 118 4th Ave NE-- Install wood panel fence along west side of property, 3 ft. in front yard and 6 ft. in side yard, running north and south about 10' past the front of applicant's garage. Fence to be installed 2 ft within applicant's property per the City code—Work to be done by owner- self-improvement--Project Cost \$500.00—Permit Fee \$25.00.

5. (B) Affirmation of the City Administrator's approval of requests for the closure and/or use of certain city streets and spaces as well as the authorizing of various other activities in support of the community's holding of a variety of events during the Prairie Fest Celebration on July 11-13, 2019.

5. (C) Affirmation for the appointment by the City Administrator and Public Works Director of Greg Thissen as seasonal employee for service with the Public Works/Park Department. His principal task will center on lawn mowing duties. Mr. Thissen is assigned at Level 1, Step 5.

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

6. Reports from Officers, Commissions, and Committees—*No action is required.*

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

1. Approved Minutes of the April 3, 2019 Regular Meeting
2. Any notable activities from the Regular Meeting of May 1, 2019.

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

1. Approved Minutes of the April 8, 2019 Regular Meeting

2. Any notable activities from their Regular Meeting of May 13, 2019.

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

7. (A) Police Department—Kimberly M. Wood, Chief of Police

7. (B) Public Works Department—Jeff Stager, Director of Public Works. *Stager reported the street sweeper repairs are going to be more substantial than first quoted. The price now will be approximately \$25,000.00 not the original amount of approximately \$15,000.00*

7. (C) Prairie Park Place—Mindie Nurmi, Housing Manager

7. (D) Clara City Care Center—Jim Flaherty, Interim Administrator---*See Agenda Item No. 9 (D).*

7. (E) City Administrator—Windy Block asked Julie Aalfs to report on her recently completed City Clerk Conference. Deputy Clerk Julie Aalfs reported on her second year of the Minnesota Certified Municipal Clerks Institute she attended the week of May 6-10th. The second year was more in depth than first year with many interesting classes. May 2020 will be the third and final year and then Julie will be a Certified Municipal Clerk.

8. Public Hearing—*None*

9. General Business

9. (A) Consideration of a request for financial assistance from the City for a continued bussing presence by Prairie Five Rides in Clara City. This Agenda Item was held over from the Special Meeting of April 16, 2019 in order for the Council to have a face-to-face meeting with a representative of Prairie Five Rides and the gathering of additional information prior to any final decision being rendered. Ted Nelson, Ride Manager of Prairie Five Rides, explained the program and the need for the cost but also assured the Councilors that the rides would still be available for our residents even if the City choose to not participate with the large amount requested.

Action taken: M/S/P 4-0 (Nelson/Speiser) to thank the Prairie Five Ride program for their past free services to the citizens of Clara City, but to decline their request for a \$30,000 payment from the City for 100 days of service from the Prairie Five Rides program.

9. (B) Consideration of discussing the status of the City streets in the wake of the spring thaw and proposed plans for the repair in 2019 of certain damaged areas and appropriate items as designated in the 2019 Capital Improvement Plan (CIP) which has been previously adopted by the City. Scott Conn, Rodeberg & Berryman, Inc., presented a spreadsheet and street map of possible prioritized repairs and answered Councilor questions regarding the same. He indicated that all attempts would be made to utilize the same contractor under the 2018 Street & Utility Improvement Project, Duinick, Inc., to complete any additional street repair work that the City may want in early summer 2019.

9. (B-1) 2019 Street Repair and Patching

Action taken: M/S/P 4-0 (Sparks/Pieper) to approve the 2019 Street Repair & Patching Program per the plan as submitted by Rodeberg & Berryman, Inc. in conjunction with the City's Public Works Department in an amount not to exceed \$100,000 in total cost.

9. (B-2) Wilms Park Future Campground Project. Scott Conn reviewed his firm's preliminary location plan for the temporary and permanent placement of the former Yarn Shop Building which has been offered to the City at zero cost by the owner, Clara City Telephone. Questions were asked and discussed. Block opined that this project could be a leverage point for other financial assistance.

Action taken: M/S/P 3-1 (Speiser/Sparks) to approve the moving of the "Old Yarn Shop" building into Wilms Park for possible future use in the development of a campground. (Pieper opposed)

9. (C) Consideration of acknowledging and/or approving the Demolition Permit application received from Chip Goeman requesting permission to demolish the home at 119 NE 1st St with the applicant's intention of rebuilding a twin home in the near future.

Action taken: *M/S/P 4-0 to approve the Application for Demolition Permit as submitted by Chip Goeman, and such approval to be conditioned on the Applicant's stated intention of constructing a twin home on the same site in the coming 1-2 years.*

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

Matthew Blum was introduced to the City Council as the newly hired Clara City Care Center Administrator.

1. Approval of new employee hire(s) and termination(s) for the period of April 1-30, 2019.

Action taken: *M/S/P 4-0 (Pieper/Speiser) to approve the new hires for April 1-30, 2019 of Dannielle Burns (CNA), Jessica Hirman (RN), Lisa Jensen (CNA), Morgan Rikke (CNA), and Samantha Sipes (CNA); and the terminations of Stacey Bach (Assisted Living), Baylee Kruger (dietary aid), Cassandra Miller (housekeeper), and Emilee Spangler (dietary aid).*

2. Acknowledgement and review of the Care Center's Client Census Data as of April 30, 2019.

Action taken: *M/S/P 4-0 (Pieper/Sparks) to acknowledge and approve the Care Center's Client Census data as of April 30, 2019, such report revealing 38 out of a possible 55 clients.*

3. Acknowledgement and approval of the current Financial Reporting Information and Documentation for the Care Center, such including:

- a) "Financial Data" Report for the period ended March 31, 2019.
- b) Bank Balances and Financial Statement Balances as of April 30, 2019.
- c) Accounts Receivable Balances as of April 30, 2019.

Action taken: *M/S/P 4-0 (Speiser/Sparks) to acknowledge and approve the Care Center's Financial Data, Bank Balances, Financial Statements and Accounts Receivable Report as presented above.*

4. Approval of the Check Register of the Clara City Care Center for the period of April 30, 2019 in the total amount of \$407,816.93 for Check Numbers 49421-49521.

Action taken: *M/S/P 4-0 (Pieper/Sparks) to approve the Check Register of the Clara City Care Center for the month period ending April 30, 2019 in the amount of \$402,816.93 for the check numbers 49421-49521.*

5. Approval of the Care Center's Electronic Payments for the Months ending March 31, 2019 and April 30, 2019.

Action taken: *M/S/P 4-0 (Pieper/Speiser) to approve the Care Center's Electronic payments for the months ending March 31, 2019 and April 30, 2019, as presented.*

6. Approve changes to check signatures for certain Clara City Care Center Checking Accounts.

Action taken: *M/S/P 4-0 (Speiser/Pieper) to approve the changes to the signatures of certain Clara City Care Center checking accounts as proposed and explained by staff.*

7. Approve letter to Citizens Alliance Bank detailing change to the additional personnel approved by the City Council for online and miscellaneous banking activities.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the letter to Citizens Alliance Bank with changes needed for online and miscellaneous banking activities explained by staff.

8. Consideration of any additional recommendations as may be forthcoming from the Care Center Subcommittee regarding any other management subjects.

(a) Consideration of the Assisted Living 1st quarter unaudited Balance sheet.

Action taken: M/S/P 4-0 (Pieper/Speiser) to acknowledge and approve the presentation of the 1st quarter, March 31, 2019, unaudited Balance Sheet for the Assisted Living Facility.

9. (E) Consideration of approving a recommendation from the Swimming Pool Subcommittee regarding the appointment of three selected candidates for service as members of the Aquatic Center Management Team. The three recommended appointees and assigned wage on the 2019 Salary Matrix include: Madison A. Asche (Grade Level 4, Step 6, \$15.02/Hr.); Olivia A. Ruitter (Grade Level 4, Step 4, \$14.44/Hr.), and Drue L. Schwitters (Grade Level 4, Step 5, \$14.73/Hr.). Their service is to commence on Monday, May 20, 2019, at 8:00 A.M.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the appointment of the three candidates to the Aquatic Center Management Team at the assigned wages as presented above.

9. (F) Consideration of approving a policy for the Police Department on Body-Worn Cameras. Chief Wood has taken responsibility for the attached draft copy of a policy she is recommending. This policy has been forwarded to the City Attorney for review and comment. That review resulted in a few minor changes per Administrator Block.

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve the policy for the Police Department Body Worn Cameras as presented by Police Chief Kim Woods and approved by the City Attorney.

9. (G) Consideration of approving staff recommendations regarding the allocation adjustments that will soon be available due to the Close-out of the 2016 Utility & Street Improvement Project Fund.

Action taken: M/S/P 4-0 (Speiser/Sparks) to approve the staff recommendations for the following adjustments to be made to the pending Close-out of the 2016 Utility and Street Improvement Project Fund, including: 1) Reimbursement to the General Fund of \$55,250 as repayment for the payment of the Public Right of Way for the 2018 Utility Assessments; 2) Reimbursement to the General Fund of \$38,288 for the cost of the 2018 basketball court construction; 3) Reimbursement to the EDA of \$98,400 for the cost of the parking lot construction; and 4) Reimbursement to the EDA of \$92,200 for the costs of the demolition of the public parking lot area in TIF No. 4-1; and 5) Payment to the Park Fund of \$19,177 for relocation costs as may be associated with the move-in of the old Yarn Shop Building into Wilms Park.

9. (H) Consideration of approving the renewal of the City's contract with SafeAssure Consultants, Inc. for OSHA training and on-line services in the amount of \$7,063.40. The cost for this contract has normally been shared on an equal basis between the City General and the Care Center.

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the renewal of the City's contract with Safe Assure Consultants in the amount of \$7,063.40, such to be shared equally by the City and the Care Center.

9. (I) Consideration of approving possible recommendation(s) from the EDA and their regular meeting on May 13, 2019. Administrator Block distributed copies of EDA Resolution No. 2019-001 "RESOLUTION OF SUPPORT FROM THE EDA OF CLARA CITY TO EXPLORE THE EDA'S CONSTRUCTION OF A 500-SEAT AUDITORIUM FACILITY FOR THE BENEFIT OF MACCRAY SCHOOL DISTRICT #2180 THROUGH A LEASE ARRANGEMENT, SUCH TO BE CONDITIONED UPON THE SUCCESSFUL PASSAGE BY THE VOTERS OF ISD #2180 OF A BONDING REFERENDUM IN SUPPORT OF A SINGLE-SITE SCHOOL PROJECT," and explained that it had been presented to the MACCRAY #2180

School Board at its meeting on Monday, May 13, 2019. He further detailed its intended purpose and stated that, while no action was needed at this time, the Council should stay attentive to this situation.

Action taken: *Inasmuch as this was only informational, there was no official action requested nor taken.*

9. (J) Consideration of adopting Resolution No. 2019-024 “Resolution Acknowledging and Accepting a \$100.00 Cash Donation from Jeffrey & Darla Koenen, such to be Directed to the Clara City Fire Department”

Action taken: *M/S/P 4-0 to adopt Resolution No. 2019-024 “Acknowledging and Accepting the \$100 Cash Donation from Jeffrey and Darla Koenen to the Clara City Fire Department.”*

9. (K) Consideration of adopting Resolution No. 2019-025 “Resolution Acknowledging and Accepting a \$343.75 Cash Donation from Chippewa County Pork Producers, such to be Directed to the Clara City Fire Department”

Action taken: *M/S/P 4-0 (Pieper/Sparks) to adopt Resolution No. 2019-025 “Acknowledging and Accepting the \$343.75 Cash Donation from the Chippewa County Pork Producers to the Clara City Fire Department.”*

9. (L) Consideration of adopting Resolution No. 2019-026 “Resolution Acknowledging and Accepting a \$343.75 Cash Donation from Chippewa County Pork Producers, such to be Directed to the Clara City Ambulance Service”

Action taken: *M/S/P 4-0 (Pieper/Sparks) to adopt Resolution No. 2019-026 “Acknowledging and Accepting the \$343.75 Cash Donation from the Chippewa County Pork Producers to the Clara City Ambulance Service.”*

9. (M) Consideration of adopting Resolution No. 2019-027 “Resolution Acknowledging and Accepting a \$100.00 Cash Donation from Lowell and Lila Wolff, such to be Directed to the Clara City Ambulance Service”

Action taken: *M/S/P 4-0 (Pieper/Sparks) to adopt Resolution No. 2019-027 “Acknowledging and Accepting the \$100 Cash Donation from Lowell and Lila Wolf to the Clara City Ambulance Service.”*

9. (N) Consideration of adopting Resolution No. 2019-028 “Resolution Declaring the Official Intent of the 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 (Speiser/Pieper) to adopt Resolution No. 2019-027 “Declaring the Official Intent of the City of Clara City to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City.”*

9. (O) Consideration of the request from City Public Works Employee Tanner Brouwer to upgrade his licenses in the Water and Wastewater areas past the level he currently needs to fulfill his position with the City of Clara City.

Action taken: *M/S/P 4-0 (Speiser/Pieper) to approve the request from Tanner Brouwer to continue his study and testing in the fields of Water and Wastewater past the licensure level he needs at this time, and with his compensation to be adjusted in accordance with current City policy.*

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 May 14, 2019.

Action taken: *Per Finance Director Judy Gosseling, that due to an electrical outage in the City this afternoon, this report was not available and would be presented at the next meeting.*

10. (B) Consideration of approving the City’s Electronic Payments for the Month ending April 30, 2019.

Action taken: M/S/P 4-0 (Pieper/Sparks) to approve the City's Electronic Payments for the Month ending April 30, 2019, as presented by Finance Director Judy Gosseling.

11. Appearance of Interested Citizens—*Please present yourself at the podium and after being recognized by the Mayor, clearly state your name and address for the record, and then address your concern to the entire City Council, doing so within a maximum of three (3) minutes. Your items of concern will generally not be debated or discussed, but may be assigned to staff for further investigation.*

A. Todd Osthus, 322 SW 3rd St. Todd stated the poor city streets are a product of past abuse and neglect by the City Council; that the City should do more street repair and assessing of more residents; that the street sweeper is in bad shape due to the bad streets; that something should be done about the low-income rental housing and their drug-laden occupants; and that there is not enough community policing in the city.

B. Lisa Osthus, 322 SW 3rd St. Lisa gave her opportunity to speak to Todd Osthus. Todd alleged that Lisa has not received answers to her questions she has asked the council in the past; that the city is not abiding to the stipulations of the law suit she filed previously had filed against the city; and that the streets are in such bad shape it is hard for people to walk and bike on them.

12. Announcements—*Mayor Nelson reminded the Councilors of the following:*

12. (A) The next Regular Meeting of the City Council will be on Tuesday, June 11, 2019, 6:30 pm, in the City Hall Chamber.

13. Adjournment – *Upon recognizing that there is no additional business to be considered, Mayor Nelson, without objection, declared this Regular Meeting of the City Council to be adjourned as of 8:32 pm.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator