

MEETING MINUTES

CITY COUNCIL SPECIAL MEETING

Tuesday
August 27, 2019
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: Jeffrey Davids

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Jeff Stager (Provisional Public Works Director), Mindie Nurmi (Prairie Park Place Housing Manager), Kimberly Wood (Police Chief), Andrew Neville (Ambulance Service Officers), Shane Nord (Fire Dept Chief), Jessica Hirman (Assisted Living Manager), and Matt Blum (Care Center Administrator)

Others: Larrisa Schwenk (Pioneerland Librarian)

1. Call to Order--by Mayor Gary Nelson at 6:38 pm after which the Mayor declared a Quorum of the City Council as being present.
2. Additions/Deletions/Modifications to Agenda

Action taken: Upon hearing no requests for any changes to the draft agenda, Mayor Nelson declared, without objection, that the Meeting Agenda is approved as presented.
3. Approval of Minutes—None.
4. Notices and Communications—None.
5. Approval of Consent Agenda—None.
6. Reports from Officers, Commissions, and Committees—No action required.
7. Reports from Staff and Administrative Officers--None
8. Public Hearings—None.
9. General Business

9. (A) Consideration of receiving information regarding the status and performance of the 2019 Adopted City Budget and a draft of the Preliminary 2020 City Budget. While no action is anticipated at this meeting, this work session is intended to provide an opportunity for the City Council and City Staff to share facts, mission, and goals in support of the budgetary needs of various important city functions. For the Councilors' assistance in conducting this sharing session, they were asked to bring to the meeting the document labeled "Balance Sheet/Statement of Revenue & Disbursements for June 30, 2019." The Council received from the various department heads their preliminary departmental 2020 Budget requests. This information and their departmental work plans for 2020 should be utilized as the basis for the Council's discussions with the following:

9. (A-1) (6:30 pm)—Police Department—*Kimberly M. Wood (Chief of Police)*

9. (A-2) (7:45 pm)—Pioneerland Public Library—*Larissa Schwenk (Head Librarian)*

9. (A-3) (8:00 pm)—Prairie Park Place—*Mindie Nurmi (Housing Manager)*

9. (A-4) (8:30 pm)—Assisted Living & Care Center Facilities—*Jessica Hirman (Manager) & Matt Blum (Care Center Administrator)*

9. (A-5) (8:15 pm)—Ambulance Service-- *Andrew Neville (President)*

Action taken: M/S/P 4-0 (Pieper/Speiser) to approve a first responder class to be held yet in 2019.

9. (A-6) (8:15 pm)---Fire Department—*Shane Nord (Clara City Fire Chief)*

9. (A-7) (6:45 pm)—Public Works Department (Streets, Parks, Recreation, Water & Sewer)—*Jeff Stager (Provisional Public Works Director)*

9. (A-8) (6:30 pm)--Administrative & Other Budgets—*Judy Gosseling (Finance Director) and Julie Aalfs (Deputy Clerk)*

9. (A-9) (9:00 pm)--Closing Comments—*Mayor Nelson and Finance Director Gosseling*

Action taken: The Council listened to each of the presentations as listed above, asked questions, and engaged in meaningful dialogue with the presenters regarding the current and future needs of each of the departments/functions as represented above. The information gained was taken under advisement and no formal actions were taken at this meeting, pending further review and consideration, prior to the Council's official adoption of a Preliminary 2020 Budget at the September 10, 2019 Regular City Council Meeting, or a subsequent special meeting, if needed.

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

11. Appearance of Interested Citizens—*None.*

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

12. (A) *The City Council will be meeting in their next regularly scheduled meeting on Tuesday, September 10, 2019, at 6:30 pm.*

Action taken: M/S/P 4-0 to reschedule the budget continuation meeting for Tuesday September 17, 2019 to Tuesday September 24, 2019 due to scheduling conflict with committee members and to allow more time for staff.

13. ***Adjournment--Upon observing that there was no additional business to be considered, Mayor Nelson, without objection, declared this Special Meeting of the City Council to be adjourned as of 9:05 pm.***

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Julie Aalfs, Deputy Clerk