

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
May 8, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jack Sparks, Gary Nelson, Jeff Davids, and Rhonda Pieper

Members absent: Nathan Speiser (excused)

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Jeff Stager (Public Works), Kim Wood (Police Chief), Mike Stordahl (Care Center Director), and Windy Block (City Administrator)

Others present: Josie Oliver (Clara City Herald), Darrin Ogdahl (Conway, Deuth & Schmiesing, PLLP), Shirley Klaassen, John Gill, Lisa Osthus, and Laurie Dieken

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1. Call to Order—*By Mayor Jack Sparks at 6:34 P.M. A Quorum of the Council was declared as being present.*

***Note:** This meeting is being officially recorded. As such, 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 (Nelson/Pieper) to approve the Meeting Agenda with the addition of Agenda Items No. 9 (D-5) Repair of water damages from a frozen sprinkler at the Care Center; No. 9 (D-6) Approval of the First Quarter 2018 Financial Report for the Assisted Living Facility; No. 9 (H) Approval of the agreement for professional assessing services with the Chippewa County Assessor's Office; and 9 (I) Preliminary discussion of the "Improvement and Sharing of Tennis Facility Agreement" between the City and the MACCRAY Independent School District No. 2180.*

3. Approval of Minutes

3. (A) Special Meeting as the Local Board of Appeal & Equalization on April 10, 2018.

***Action taken:** M/S/P 4-0 (Davids/Pieper) to approve the Meeting Minutes for the Local Board of Appeal & Equalization, a special City Council Meeting held on April 10, 2018, as presented.*

3. (B) Regular City Council Meeting of April 10, 2018.

***Action taken:** M/S/P 4-0 (Nelson/Pieper) to approve the Meeting Minutes for the regular City Council Meeting of April 10, 2018, as presented.*

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

4. (A) Email, dated May 1, 2018, from Aaron Backman, detailing the results of the Corridors of Commerce selection process and the disappointment of the Hwy 23 Coalition efforts for funding.

5. Approval of Consent Agenda.

5. (A) Approval of the “Applications for Construction Permit(s)” for the following applicant(s) as recommended by the Planning Commission from its Regular Meeting on May 2, 2018:

1. David Tomes, 1019 N. Division St.—Re-shingle existing house with asphalt shingles following the removal of the old shingles—Work to be done by Maple Street Construction—Project cost of \$12,000—Permit fee of \$25.00.
2. Jerry & Lois Kluver, 201 NE 7th Ave.—Installation of a pre-built 12’ X 20’ Garden Storage Shed in the side-yard area of lot—Work to be done by owner self-improvement—Project cost of \$6,000—Permit fee of \$100.00.
3. Michelle Gaddy, 410 3rd St. SW—Replace an existing gravel/tar driveway with an enlarged concrete driveway with the same length but a greater width of 22’—Work to be done by owner self-improvement—Project cost of \$2,500—Permit fee of \$25.00.
4. Karissa Marcus, 315 2nd St. NE—Re-shingle house with asphalt shingles after removal of old ones and re-siding of house with light grey vinyl siding—Work to be done by Ryan Michaels Construction (Maynard)—Project cost of \$28,000—Permit fee of \$50.00 (\$25 + \$25).
5. Bryan Speiser, 334 S. Main St.—Re-shingle roof with a black-colored tin roofing product—Work to be done by Joe Schlagel—Project cost of \$7,000—Permit fee of \$25.00.
6. Kyle Haugen, 422 2nd St. SW—Install a 4–6’ privacy fence in rear-yard for containment of dog—Work to be done by contractor yet to be determined—Project cost of \$4,000—Permit fee of \$25.00.
7. Steve Gunderson, 118 N. Division St.—Remove concrete front entrance steps and replace with a similar size version constructed of wood—Work to be done by owner self-improvement—project cost of 4250—Permit fee of \$50.00.

5. (B) Approval of the sale of Hawk Creek Plat 2, Block 1, Lot 1 to James M. Essendrup, Jr. and LeAnn J. Essendrup for \$2,000 plus buyer’s assumption of Special Assessments in the amount of \$14,564.00 and authorizing the Mayor and Administrator to execute the necessary documents.

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

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

6. (A) Planning Commission – *Reported on by City Administrator Block*

1. Approved Minutes of the April 4, 2018 Regular Meeting.
2. Any notable activities from the Regular Meeting of May 2, 2018

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

1. Approved Minutes of the April 9, 2018 Regular Meeting.
2. Any notable activities from their Regular Meeting of May 7, 2018.

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

7. (A) Police Department—*Kimberly M. Wood, Chief of Police--Provided Report for April 2018.*

7. (B) Public Works Department—Jeff Stager, Provisional Director of Public Works—*Nothing new to report.*

7. (C) Prairie Park Place—*Mindie Nurmi, Housing Manager, provided an email, dated May 7, 2018, updating the Council on the rental situation at the Prairie Park facility, 13 units of 30 are currently rented out to Seniors 65 or older.*

7. (D) Clara City Care Center—Michael Stordahl, Administrator---*See Agenda Item No. 9 (D).*

7. (E) City Administrator

1. The Planner Update, dated April 24, 2018, from the UMVRDC.
2. Mike Stamer Solar Garden – Proposed changes in conditions of approval.
3. Legacy Parks Improvement Project (North End and South End Parks) as proposed by the Lions Club—Signage and site plans for the “Big Build” as scheduled for July 27-28, 2018.
4. Prairie Fest celebration activities and events—Any concerns from Council?

8. Public Hearing—*None.*

9. General Business

9. (A) Consideration of receiving the “Audited Financial Statements and Supplementary Information for the Year Ended December 31, 2017,” as prepared by Conway, Deuth & Schmiesing, PLLP, Certified Public Accountants & Consultants. Following this presentation, it would be in order for the City Council to acknowledge the receipt of the report by official motion and to then direct any additional action as may be warranted. Darrin Ogdahl, Lead Auditor, Conway, Deuth & Schmiesing, PLLP, Certified Public Accountants, made the presentation. Mr. Ogdahl summarized that the end result is a “clean audit.”

Action taken: *M/S/P 4-0 (Pieper/Davids) to acknowledge and approve the receipt of the “Audited Financial Statements and Supplementary Information for the Year Ended December 31, 2017,” as prepared and presented by Conway, Deuth & Schmiesing, PLLP, Certified Public Accountants & Consultants.*

9. (B) Consideration of adopting City Resolution No. 2018-014 “Resolution Calling Public Hearing on the City’s Intention to Issue General Obligation Street Reconstruction Plan Bonds and the Proposal to Adopt a Street Reconstruction Plan Therefor.” Staff explained the need and purpose for holding such a public hearing.

Action taken: *M/S/P 4-0 (Nelson/Pieper) to adopt City Resolution No. 2018-014 “Resolution Calling Public Hearing on the City’s Intention to Issue General Obligation Street Reconstruction Plan Bonds and the Proposal to Adopt a Street Reconstruction Plan Therefor.”*

9. (C) Consideration of adopting City Resolution No. 2018-015 “Resolution Acknowledging and Accepting a \$200.00 Donation from Clara City Lions Club, such to be Directed to Prairie Park Place for Any New Furnishings or Improvements that the Facility Might Need.”

Action taken: *M/S/P 4-0 (Nelson/Davids) to adopt City Resolution No. 2018-015 “Resolution Acknowledging and Accepting a \$200.00 Donation from Clara City Lions Club, such to be Directed to Prairie Park Place for Any New Furnishings or Improvements that the Facility Might Need.”*

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.

1. Approval of new employee hire(s) and terminations for the period of April 1–30, 2018.

Action taken: *M/S/P 4-0 (to approve the new hires and terminations, if any, at the Care Center for the month period ending April 30, 2018, such including new hires of: None; and the terminations of: Clara Abrahamson (C.N.A.), Mariah Wandersee (C.N.A.), Ashlee Landmark (C.N.A.) and Keanna Olson (C.N.A.).*

2. Acknowledgement of the Care Center's Client Census Data Report as of April 30, 2018.

Action taken: *M/S/P 4-0 (Pieper/Nelson) to acknowledge and approve the Census Data Report for the monthly period ending April 30, 2018, such revealing a current census as of April 30, 2018 of 49 active clients out of a possible 60.*

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

- a) "Financial Data" Report (unaudited) for the period ended March 31, 2018.
- b) Bank Balances and Financial Statement Balances as of April 30, 2018.
- c) Accounts Receivable Balances as of April 30, 2018.

Action taken: *M/S/P 4-0 (Davids/Pieper) to approve the receipt of the financial data report as prepared and presented by the Care Center Staff, such including:*

a) "Unaudited Financial Data" Report for the period ended March 31, 2018, showing Current Income of \$405,478 + Expenses of \$<381,649> = Net Income (Loss) of \$23,829. For the Fiscal Year, the Net Income (Loss) is \$95,200; and

b) Bank Balances and Financial Statement Balances as of April 30, 2018, such including: Checking #293 = \$401,523.83; MMS #321 = \$47,579.68, MMS Debt Service #432 = \$23,849.33; MMS Capital Improvement #462 = \$2,506.79; MMS Memorial Fund #650 = \$60,423.22; MMS Construction Bond 2014 #632 = \$17,020.50; and MMS 2014 Debt Service Account #642 = \$46,779.14; equaling a grand total of \$599,682.49; and

c) Accounts Receivable Balances as of April 30, 2018, totaling \$499,081.95.

4. Approval of the Check Register of the Clara City Care Center for the period of April 1-30, 2018.

Action taken: *M/S/P 4-0 (Pieper/Nelson) to approve the Check Register of the Clara City Care Center for the period of April 1 – April 30, 2018 in the total amount of \$ 399,000.21 for Check Numbers 48262—48376.*

5. Consideration of approving a Plan of Action for the repair of damages from a frozen sprinkler pipe at the Care Center facility. The Care Center Subcommittee has formulated their recommendation for consideration of the City Council.

Action taken: *M/S/P 4-0 (Nelson/Pieper) to approve, per the recommendation of the Care Center Subcommittee, to authorize the Care Center Administrator to serve as the General Contractor for the repair of the damages from the broken sprinkler system line and to utilize the identified contractors of Aus Floors & More, Inc., Heida's Woodworks, and ServiceMaster to complete any unquoted repairs as the Administrator is able to negotiate.*

6. Consideration of approving the 1st Quarter Financial Operations Report ending March 31, 2018 for the Assisted Living Facility. Mike Stordahl, Care Center Administrator, presented his report.

Action taken: *M/S/P 4-0 (Pieper/Nelson) to acknowledge and approve the First Quarter Operation's Report, ending March 31, 2018, for the Clara City Assisted Living Center, as presented by Michael Stordahl, Care Center Administrator and recommended by the EDA. The report reveals that 18 of the 24 available units were rented as of April 2018. The 1st Quarter Financial Report of Operations (1/1/18-03/31/18) showed an income (loss) of (\$68,025) for the 2018 calendar year to date.*

9. (E) Consideration of approval for the renewal of the City's contract with SafeAssure Consultants, Inc. for OSHA training and on-line services in the amount of \$6,791.73. Staff reviewed the major points of the Agreement.

Action taken: *M/S/P 4-0 (Pieper/Davids) to approve and authorize the execution of the City's contract with SafeAssure Consultants, Inc. for OSHA training and on-line services in the amount of \$6,791.73, such amount to be split 50/50 between the City's General Operations and the Care Center.*

9. (F) Consideration of reviewing the draft version of the Housing Study as recently presented by Community Partners Research, Inc. with the goal of instructing the firm to finalize the study.

Action taken: *M/S/P 4-0 (Nelson/Pieper) to acknowledge and accept the draft version of the 2018 Housing Study as prepared by Community Partners Research, Inc. and to direct the firm to fix up the identified minor errors and to proceed with the finalization of the Study for further use by the community.*

9. (G) Consideration of approving an Application for Variance as submitted by Tony & Cheri Donner, 518 NE 3rd St., for variances from the Code for structural height and size of an accessory building. Subsequently, there were two variances approved on May 2, 2018 by the Planning Commission for the City Council's approval with conditions.

Action taken: *M/S/P 4-0 (Nelson/Pieper) to approve, per the recommendation of the Planning Commission, the Application for Variance(s) as submitted by Tony & Cheri Donner, 518 NE 3rd St., for their proposed move-in of an accessory building on the southern side of their home, such to be used as a detached garage. This approval is based upon the Planning Commissioners' findings from the Application for Variance(s) as submitted by the Donner's and the results of the Public Hearing. These findings include the facts as stated regarding the size of the current home and the amount of available land that supports this residential home. The two approved variances include: (1) Variance of an additional 8 (eight) feet to the requirement under Code Section 154.13, Subd F-3, which stipulates a maximum height of 16 feet for an accessory structure; and (2) Variance of an additional 200 SF of base square footage to the requirement under Code Section 154.13, Subd F-5, which stipulates a maximum size for an accessory building as being 1,000 SF. In addition, the granting of these two variances is conditioned on: (1) the Applicant maintaining the required 25-foot front yard setback for this accessory building; (2) the Applicant maintaining a 10-foot side yard setback for this accessory building; and (3) the Applicant finishing the sides of the accessory building to match the existing house.*

9. (H) Consideration of approving the "Agreement for Assessment Services" by and between the City of Clara City and County of Chippewa for professional services for the two-year period commencing June 1, 2018 and ending May 31, 2020. The document was introduced to the Council via a cover letter, dated May 3, 2018, by Bonnie Crosby, Chippewa County Assessor.

Action taken: *M/S/P 4-0 (Nelson/Davids) to approve and authorize the execution of the Agreement for Assessment Services, by and between the City of Clara City and the County of Chippewa for the two-year period commencing June 1, 2018, and ending May 31, 2020, at the rate of \$15.00 per parcel for the 2019 assessment and \$15.00 per parcel for the 2020 assessment.*

9. (I) Consideration of giving provisional approval for the terms and conditions as detailed in the "Improvement and Sharing of Tennis Court Facility Agreement" which is proposed to be entered into by the City of Clara City and MACCRAY School District No. 2180. Administrator Block reviewed the draft document and pointed out a few of the key provisions for the Council's consideration, including the maximum financial investment of \$150,000 for the City. He also stated that the MACCRAY School Board was considering it also.

Action taken: *M/S/P 4-0 (Pieper/Nelson) to approve, on a provisional basis, the terms and conditions of the "Improvement and Sharing of Tennis Court Facility Agreement," particularly noting the expanded use of City property and the capping of the City's financial contribution for this project at \$150,000 maximum; and directed staff to continue moving forward with a goal of finalizing this Agreement and the project plans.*

10. Approval for the Payment of Claims and Appropriations

10. (A) Approval of the City's Verified Claims-- *Due to the early meeting date of the month for this meeting, the Payment of Claims and Appropriations had not yet been prepared for Council's consideration.*

11. Appearance of Interested Citizens—*None.*

12. Announcements—*The next Regular Meeting of the City Council will be on Tuesday, June 12, 2018, 6:30 pm.*

13. Adjournment--*Upon observing that there were no additional business items to be considered, Mayor Sparks, without objection, declared this meeting of the City Council to be adjourned as of 7:54 P.M.*

BY: _____
JACK SPARKS, MAYOR

ATTEST: _____
WINTHRO C. BLOCK, CITY ADMINISTRATOR