

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Wednesday
August 15, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jack Sparks, Gary Nelson, Nathan Speiser, Rhonda Pieper, and Jeffrey Davids (6:43 p.m.)

Members absent: None

Staff present: Judy Gosseling (Finance Director), Mindie Nurmi (Prairie Park Place Housing Director), Michael Stordahl (Care Center Administrator), Kimberly M. Wood (Police Chief), Shane Nord (Fire Chief), Ryan Niemeyer (Assistant Fire Chief), Mark Miller (Fire Dept. Secretary/Treasurer), and Windy Block (City Administrator)

Others present: Sam Peterson (Clara City Herald), Connie Schmoll (Hwy 23 Coalition), Shirley Klaassen, and Lisa Osthus (7:08 p.m.)

1. Call to Order—*By Mayor Jack Sparks at 6:33 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:** Upon recognizing that there were no changes to the draft Agenda to be considered, Mayor Sparks, without objection, declared the Meeting Agenda to be approved as presented.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of July 10, 2018.

***Action taken:** M/S/P 4-0 (Speiser/Nelson) to approve the Meeting Minutes for the City Council Meeting of July 10, 2018.*

4. Notices and Communications—*Administrator Block provided a brief review of each of the following:*

4. (A) Notice from Mediacom, dated July 24, 2018, notifying the City of their impending rate adjustments that are to be effective on or about September 1, 2018.

4. (B) Letter from Northland Securities, dated July 24, 2018, highlighting the help and support that was provided by Citizens Alliance Bank to Northland in their recent underwriting of the \$1,820,000 Clara City General Obligation Bond Series 2018A.

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 August 1, 2018:

1. MACCRAY Public School District No. 2180, 711 Wolverine Drive—Removal of existing roofing materials and replacement with insulation, new rubber roof and associated materials —Work to be done by West Central Roofing—Project cost of \$70,000—Permit fee waived – City Administrator.
2. Paul & Josie Donner, 122 6th Ave. NE—Installation of a 6-foot high wooden privacy fence in the rear yard of the residence, such fence to be placed two-feet or more inside the Applicant’s property lines—Work to be done by owner self-improvement—Project cost of \$5,000—Permit fee of \$25.00—**Note: This permit is conditioned on the Applicant’s acknowledgement and compliance with the observance of all Public Right-of-Way rules and/or easement rules and regulations.**

5. (B) Affirmation of the prior approval with no waiting period by the City Administrator of an Application for Exempt Permit as submitted by the Church of St. Clara, c/o Father Paul Timmerman, 414 N. Min St., Clara City, MN, for their conducting of a Raffle on September 8, 2018, at the St. Clara Church, 414 N. Main St., Clara City, MN.

5. (C) Affirmation of the prior approval with no waiting period by the City Administrator of an Application for Exempt Permit as submitted by the Cross Country Trailblazers, Inc., c/o Shane Erickson, Clara City, MN, for their conducting of Raffle Activities at Keggers Bar & Grill, 34 W. center Ave., Clara City, MN.

5. (D) Affirmation of the prior execution by the City Administrator of the Master Agreement for Arbitrage Monitoring Services between the City and Ehlers & Associates, Inc. for professional arbitrage monitoring services.

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

6. Reports from Officers, Commissions, and Committees

6. (A) Planning Commission – *Council Liaison Nathan Speiser reported.*

1. Approved Minutes of the July 3, 2018 Regular Meeting.
2. Any notable activities from the Regular Meeting of August 1, 2018

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

1. Unapproved Minutes of the Jul 9, 2018 Regular Meeting.
2. Any activities from their Regular Meeting of August 13, 2018—Meeting was cancelled.

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

7. (A) Police Department—*Kim Wood, Chief of Police presented Monthly Activity Report for July 2018.*

7. (B) Public Works Department—*Jeff Stager, Provisional Director of Public Works—No report.*

7. (C) Prairie Park Place—*Mindie Nurmi, Housing Manager, reported that there is a new tenant moving in which will bring the unit occupancy to 16 units as occupied and 13 as empty. She also indicated that she is implementing a new advertising campaign in an effort to generate new clients.*

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

7. (E) City Administrator—*Block reviewed the following items:*

1. The Planner Update, dated July 24, 2018, from the UMVRDC

2. Swimming Pool Project update.
3. 2018 Tennis Court Improvements—Mem from Project Engineer, dated August 15, 2018.

Councilor Jeffrey Davids arrived at 6:43 P.M. and assumed his seat at the Council Table.

8. Public Hearing—*None.*

9. General Business

9. (A-1) Consideration of receiving a presentation and update on the activities and successes of the Highway 23 Coalition from Connie Schmoll, Business Development Specialist with the Kandiyohi County and City of Willmar Economic Development Commission. The City of Clara City is an active and supporting member of this coalition. Ms. Schmoll presented a summarization of the past year’s activities of the Highway 23 Coalition and highlighted the many successes that the Coalition has had over the past year. She closed her presentation with an invitation to the City Council that it re-new its membership once again for 2019.

Action taken: *Mayor Sparks thanked Ms. Schmoll for her presentation and assured her that the Council would give her invitation careful consideration during its budget deliberations. Inasmuch as this session was designed to be informational only, no official action was either requested nor taken.*

9. (B) Consideration of adopting City Resolution No. 2018-027 “Resolution Approving the Closure of the Frontage Road Running Parallel to MN State Highway 23 in the Northeast Quadrant of the Intersection of MN State Highway 23 and Chippewa County Road 2.” The Planning Commission has been researching this potential closure in an effort to weigh the pros and cons of such a project. The City has been assisted in this endeavor by Steve Kubista, Chippewa County Highway Engineer. The Planning Commission has also noticed and conducted a Public Hearing on the matter without identifying anyone who is opposed to the concept. Consequently, at their last meeting, the Planning Commission unanimously passed a motion urging the City Council to approve the closure of the frontage road as described in the attached resolution. Staff and Council Liaison Speiser reported on the Public Hearing results and the Planning Commission deliberations.

Action taken: *M/S/P 5-0 (Pieper/Davids) to adopt City Resolution No. 2018-027 “Resolution Approving the Closure of the Frontage Road Running Parallel to MN State Highway 23 in the Northeast Quadrant of the Intersection of MN State Highway 23 and Chippewa County Road 2.”*

9. (C) Consideration of adopting City Resolution No. 2018-028 “Resolution Requesting the Installation of an Enhanced Safety Device (RRFB) for the Existing Crossing of MN State Highway 23 Immediately to the East of the Intersection of MN State Highway 23 and Chippewa County Road 2.” The Planning Commission, as part of their discussion of the frontage road closure issue, discussed the importance of upgrading the safety for the crossing of pedestrian traffic at this particular location. As such, they unanimously passed a motion urging the City Council to apply for the approval and assistance from MnDOT for the City-sponsored installation of a Rectangular Rapid Flashing Beacon (RRFB) system at this crossing. The estimated cost to the City will be between \$8,500 and \$9,000 for the approved equipment. Staff and Council Liaison Speiser reviewed the Planning Commission’s deliberations and recommendation.

Action taken: *M/S/P 5-0 (Nelson/Pieper) to adopt City Resolution No. 2018-028 “Resolution No. 2018-028 “Resolution Requesting the Installation of an Enhanced Safety Device (RRFB) for the Existing Crossing of MN State Highway 23 Immediately to the East of the Intersection of MN State Highway 23 and Chippewa County Road 2.”*

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 July 1-31, 2018.

Action taken: *M/S/P 5-0 Pieper/Davids) to approve the new hires and terminations, if any, at the Care Center for the month period ending July 31, 2018, such including new hires of: None; and the termination of: Marion White (CNA)).*

2. Acknowledgement and review of the Care Center's Client Census Data Report as of July 31, 2018.

Action taken: *M/S/P 5-0 (Pieper/Nelson) to acknowledge and approve the Census Data Report for the monthly period ending Jul 31, 2018, such revealing 42 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 June 30, 2018.
- b) Bank Balances and Financial Statement Balances as of July 31, 2018.
- c) Accounts Receivable Balances as of July 31, 2018.

Action taken: *M/S/P 5-0 (Speiser/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 June 30, 2018, showing Current Income of \$351,953 + Expenses of \$<364,549> = Net Income (Loss) of \$<12,596>. For the Fiscal Year, the Net Income (Loss) is \$113,282; and

b) Bank Balances and Financial Statement Balances as of Jul 31, 2018, such including: Checking #293 = \$494,882.41; MMS #321 = \$62,618.72, MMS Debt Service #432 = \$32,329.88; MMS Capital Improvement #462 = \$2,507.95; MMS Memorial Fund #650 = \$60,553.35; MMS Construction Bond 2014 #632 = \$17,028.38; and MMS 2014 Debt Service Account #642 = \$54,159.87; equaling a grand total of \$724,080.56; and

c) Accounts Receivable Balances as of July 31, 2018, totaling \$372,309.08.

4. Approval of the Check Register of the Clara City Care Center for the period of July 1-31, 2018.

Action taken: *M/S/P 5-0 (Nelson/Davids) to approve the Check Register of the Clara City Care Center for the period of July 1–31, 2018 in the total amount of \$446,168.20 for Check Numbers 48570—48677.*

9. (E) Consideration of approving a recommendation from the Public Works Department supporting the City's contracting with Bolton & Menk for their conducting of a Wastewater Treatment Capital Improvements Study at a cost to be based on an hourly basis, not to exceed \$16,700.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the City's contracting with Bolton & Menk of Mankato, MN for their professional services in conducting a Wastewater Treatment Capital Improvement Study at a cost which is to be based upon an hourly basis, but not to exceed a total of \$16,700.*

9.(F) Consideration of approving the opening of four new money market accounts at Citizens Alliance Bank by the City staff in support of the 2018 Street & Utility Improvements project, each account to be uniquely labeled; and have as authorized signors the following: Jack Sparks as Mayor, Judy Gosseling as Finance Director, and Windy Block as City Administrator.

Action taken: *M/S/P 5-0 (Pieper/Davids) to approve the opening of four new money market accounts at Citizens Alliance Bank in support of the 2018 Street & Utility Improvements project with each of the accounts to be uniquely labeled as one of the following: 1) City of Clara City – 2018 Construction Account – Utility Project; 2) City of Clara City – 2018 Utility Project Debt Service; 3) City of Clara City – 2018 Tennis Courts Debt Service; and 4) City of Clara City – 2018 Center Avenue Debt Service; and further, that the authorized*

signors for these accounts are to be: Jack Sparks as Mayor, Judy Gosseling as Finance Director, and Windy Block as City Administrator.

9. (G) Consideration of approving the lowest responsible quote for the improvements as proposed to be made to the soils at the site of the City's hockey rink. As you may recall, a group of volunteers has recently dismantled the deteriorated sideboards of the hockey rink that abuts the MACCRAY High School parking lot with the intention of downsizing it slightly, reconstructing it with new boards, and installing a batting cage area for the adjacent ball field. As a result, they have opened the area up, and after some professional analysis, have determined that the installation of a new clay base would make the hockey rink much more serviceable and usable in the future. The time to consider such improvement is now when the area has been substantially exposed. Hence, they have secured two quotes for the proposed project improvement work and are seeking the City Council's direction as to what to do. Staff summarized a possible plan by which this proposed improvement might be financed.

Action taken: M/S/P 5-0 (Speiser/Nelson) to approve the acceptance of the quote from Duininck, Inc. in the amount of \$8,100.00 for the excavation of approximately 12" of existing base material and the installation of a clay liner in the City's hockey rink, all within an approximate area of 157' X 84', such improvements to be paid for from the entire existing clinic reserve fund with any balance to be taken from the Park Maintenance Reserve Fund.

9. (H) Consideration of approving the appointment of Molly A. Elliot for service with the Clara City Ambulance Service. The candidate has been reviewed and qualified by the Ambulance Service and the City Administrator and is deemed worthy of the Council's consideration.

Action taken: M/S/P 5-0 (Nelson/Speiser) to approve the appointment of Molly A. Elliot for service with the Clara City Ambulance Service, effective upon the receipt of an acceptable Background Check by a certified law enforcement agency.

9. (I) Consideration of approving the expenditure of Capital Outlay funds within the adopted 2018 Police Department Budget. The total requested outlay is for expenditures of \$9,049.21 out of a budgeted \$10,000. Police Chief Kim Wood has outlined the intended purchases in a memo drafted to the Mayor and City Council. Administrator Block requested that Item No. 4 dealing with computers be removed from consideration at this time due to some recent information that had been received but not yet communicated to Chief Wood. Mayor Sparks so ordered.

Action taken: M/S/P 5-0 (Nelson/Pieper) to approve the purchase of certain items for use of the Clara City Police Department, utilizing the necessary amounts as needed from the \$10,000 of current capital outlay funds under the adopted 2018 City Budget, such items to include: 1) two new M4 Rifles for \$3,492.00, 2) modifications to the 2015 squad car at \$1,243.07, and 3) one new squad computer at approximately \$3,000.00.

9. (J) Consideration of approving a change in the list of items yet to be purchased by the Fire Department with the remaining \$710 of funds from the Monsanto Grant. The Department has come to realize under real-time conditions that a back-up camera on a fire rig is an extremely helpful device to have! Consequently, they are requesting that the City Council approve a change in the original plan and allow them to redirect the remaining \$710 of funds from the Monsanto Grant from the original intended purchase of fire extinguishers to that of back-up cameras for those remaining fire department vehicles that do not yet have such a device installed.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the requested change for authorized equipment purchases in the amount of \$710 under the Monsanto Grant as presented, such change resulting in the substitution of vehicle back-up cameras for fire extinguishers.

9. (K) Consideration of receiving the 2019 Budget Request and work plan for the Fire Department. Chief Shane Nord will be unable to attend the August 21, 2018 Budget Work Session due to an upcoming requirement of his employer. Hence, we are requesting that the Council receive this department's presentation this evening in order to have the Council be in receipt of an informative budget presentation. This will be advisory only and no

official action by the Council is being requested to be taken. Receive a presentation of the 2019 Fire Department Budget Request and work plan summary from Shane Nord, Fire Chief.

Action taken: *Fire Chief Shane Nord, Assistant Chief Ryan Niemeyer, and Secretary Mark Miller presented their department's requests and needs with regard to the Clara City Fire Department's proposed activities in 2019. This was informational only and as such, no official action was requested nor taken.*

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 August 14, 2018. The claims and any necessary explanation were presented by Judy Gosseling, Finance Director.

Action taken: *M/S/P 5-0 (Nelson/Pieper) to approve the report of the Verified Claims up through August 14, 2018, as prepared and presented by Finance Director Judy Gosseling, in the total amount of \$1,003,821.31 for Check Numbers 20399 – 20605.*

11. Appearance of Interested Citizens

A. Lisa Osthus, 322 SW 3rd St.—1) Ms. Osthus expressed her displeasure with not receiving any answer to her question that she had raised at the April 10, 2018 City Council Meeting. It was suggested to her that she should review her audio tape of the following Council Meeting (which she had not attended) for the requested answer; and (2) Ms. Osthus complimented the Clara City Lions Club on their honest fund-raising and successful park improvement project.

12. Announcements—*Mayor Sparks reminded the Councilors of the following meeting obligations:*

12. (A) The next Regular Meeting of the City Council will be on **Tuesday, September 11, 2018, 6:30 p.m.**

12. (B) There is a Special Meeting of the City Council scheduled for next **Tuesday, August 21, 2018, 6:30 p.m.**, for the principal purpose of receiving the initial 2019 Budget requests and work plans for the various City Departments, such to be presented by the respective Department Heads.

13. Adjournment—*Upon recognizing that there was no additional business to be considered, Mayor Sparks, without objection, declared this regular meeting of the City Council to be adjourned as of 8:02 P.M.*