

MEETING MINUTES

CLARA CITY
CITY COUNCIL
REGULAR MEETING

Tuesday
December 11, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

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

Members absent: Nathan Speiser (excused)

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Windy Block (City Administrator), Jeff Stager (Public Works Director), Michael Stordahl (Care Center Administrator) Jim Flaherty (Care Center Interim Administrator)

Others present: Todd Hagen (Ehlers Inc.), Sam Peterson (CC Herald), Shirley Klassen

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1. Call to Order--By Mayor Jack Sparks at 6:34 pm. A Quorum of the Council was declared to be 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 (Pieper/Davids) to approve the Meeting Agenda with the addition of Agenda Items No. 4(C) Michael Stordahl Best Wishes Program; and No. 9(J) Resolution No. 2018-042 Accepting a \$2500.00 cash donation from the Clara City Community Foundations for the Clara City Fire Department.*

3. Approval of Minutes:

3. (A) Regular City Council Meeting of November 13, 2018

***Action taken:** M/S/P 4-0 (Nelson/Pieper) to approve the Minutes for the Regular Meeting of the City Council on November 13, 2018.*

3. (B) Special City Council Meeting of November 20, 2018

***Action taken:** M/S/P 4-0 (Nelson/Pieper) to approve the Minutes for the Special Meeting of the City Council on November 20, 2018.*

3. (B) Special City Council Meeting of November 27, 2018

***Action taken:** M/S/P 4-0 (Nelson/Pieper) to approve the minutes for the Special Meeting of the City Council on November 27, 2018.*

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

4. (A) Announcement from Xcel Energy regarding “Xcel Energy aims for zero-carbon electricity by 2050”

4. (B) Notice, dated November 29, 2018, from Mediacom regarding their implementation on January 1, 2019, of certain rate adjustment

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 December 5, 2018:

1. RC Investment (Mike Calvin & Todd Raap), 118 NE 2nd Avenue—Re-shingle house and garage—Work to be done by Maple Leaf Construction—Project cost of \$4,000—Permit fee of \$25.00.
2. Myron & Yvonne Bluhm, 711 N. Division St.—Construction of a 1,728 SF residential addition to the existing main house structure which is 1,596 SF for a total of 3,324 SF—Work to be done by Dan Cronen Construction--Estimated cost of project is \$50,000—Permit fee of \$100.00. *Note: Applicant must remove existing 10' X 12' storage shed and observe all existing setbacks.*

5. (B) Affirmation of the City Administrator’s approval given for the demolition of the fire-damaged building that was once home to the former Owen Schipnewski’s vehicle repair business at 215 SE 1st Ave. This property was recently purchased by Hanson Communications in an effort to help stabilize and improve the community.

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 – *City Administrator Winthro Block reported.*

1. Approved Minutes of the November 7, 2018 Regular Meeting.
2. Any notable activities from the Regular Meeting of December 5, 2018.

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

1. Unapproved Minutes of the November 13, 2018 Regular Meeting.
2. Any notable activities from their Regular Meeting of December 10, 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

7. (B) Public Works Department—Jeff Stager, Provisional Director of Public Works.

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

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

7. (E) City Administrator—*Administrator Block reported on the following:*

1. The Planner Update, dated November 27, 2018, from the UMRDC
2. Swimming Pool Project update.
3. South Hawk Creek Business Park Final Plat. It has been officially recorded!

8. Public Hearing—*Opened by Mayor Sparks at 6:44 pm*

8. (A) Consideration of receiving input and testimony from the public regarding the City’s recommended 2018 City General Budget and Tax Levy for 2018, Payable in 2019, in the amount of \$1,035,596. Staff respectfully requests the opportunity to provide an introductory overview of the proposed 2019 City Budget, the 2019 Capital Improvement Plan (CIP), and other relevant information as a means of introducing the subject matter to the Public. This presentation is then to be followed by an invitation from the Mayor for any and all public input and testimony regarding the proposed 2018 Tax Levy, following which it would normally be in order to close the public hearing and then proceed with the consideration of the next order of business as immediately follows below—*City Administrator Winthro Block reported on the overview of the proposed 2019 City Budget and the Capital Improvement Plan*

Public testimony: *None*

Public Hearing Closed by Mayor Sparks at 7:07 p.m.

9. General Business

9. (A) Consideration of receiving a presentation from Todd Hagen, Senior Municipal Advisor, Ehlers, Inc., regarding the Rate Utility Study Recommendations as developed by Ehlers, Inc. Based upon the financial needs of the two utility systems and the recently completed Wastewater Treatment Plant Capital Improvement Plan, they are recommending rate increases and possible bonding activity. This will be the next step in instituting any utility rate increases as well as moving forward with capital improvements to the Waste Water Treatment Plant (WWTP). The Council may, following Mr. Hagen’s presentation and if so inclined, direct staff to move forward with the appropriate and necessary steps for the holding of a public hearing in support of the implementation of amended water and wastewater utility rates as early as possible in 2019

Action taken: *M/S/P 4-0 (Nelson/Pieper) to acknowledge the presentation on the Rate Utility Study by Todd Hagen of Ehlers, Inc. and Ehler’s recommendations for certain rate increases, and further, to direct the City staff to schedule a public hearing for the Regular City Council Meeting to be held on January 8, 2019.*

9. (B) Consideration of adopting City Resolution No. 2018-039 “Resolution Designating Polling Place”

Action taken: *M/S/P 4-0 (Pieper/Davids) to approve the adoption of Resolution No. 2018-039 Designating Polling Places.*

9. (C) Consideration of approving City Resolution No. 2018-040 “RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR UNPAID UTILITY AND SPECIAL CHARGES PAYABLE TO THE CITY FOR SERVICE RENDERED IN THE YEAR 2018” and ordering that they be forwarded to the Chippewa County Auditor/treasurer for assessment against the appropriate real estate parcels. Each of the impacted parties have been notified of this meeting and should be afforded an opportunity to be recognized and address the City Council for their side of the situation prior to any assessment being so ordered.

Action taken: *M/S/P 4-0 (Nelson/Pieper) to approve the adoption of Resolution No. 2018-040 Adopting the Assessment Roll for Unpaid Utility and Special Charges Payable to the City for Service Rendered in the Year 2018.*

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 November 1-30, 2018

Action taken: M/S/P 4-0 (Pieper/Davids) to approve the new hires and terminations, if any, at the Care Center for the month period ending November 30, 2018, such including the new hires of: Joseph Rivera (PCA), Katrina Tillman-Neff (PCA), and Rossana Urbina Valladeres (PCA). No terminations to report.

2. Review and acknowledgement of the Care Center's Client Census Data Report for November 30, 2018 which reveals 41 clients out of a possible 60.

Action taken: M/S/P 4-0 (Nelson/Pieper) to acknowledge and approve the Census Data Report for the month period ending November 30, 2018, such revealing 41 clients out of a possible 60.

Council Member Rhonda Pieper excused herself from the meeting at 7:53 pm to attend a prior commitment.

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 October 31, 2018.
 - b) Bank Balances and Financial Statement Balances as of November 30, 2018.
 - c) Accounts Receivable Balances as of November 30, 2018.

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the receipt of the financial data report as prepared and presented by Care Center Staff, such including:

a) "Unaudited Financial Data" Report for the period ended October 31, 2018, showing Current Income of \$350,155 + Expenses of \$<366,863> = Net Income (Loss) of \$<16,708> for the Fiscal Year, the Net Income is \$<16,708>; and

b) Bank balances and financial Statement Balances as of November 30, 2018, such including: Checking #293 \$312,939.99, MMS #321 \$82,705.72, MMS Debit Service #432 \$51,101.26, MMS Capital Improvement #462 \$2,509.91, MMS Memorial Fund #650 \$60,423.22, MMS 2014 Debt Service Agreement #642 \$128,190.81 equaling a grand total of \$537,870.9.

c) Accounts Receivable balances as of November 30, 2018, totaling \$373,531.40.

4. Approval of the Check Register of the Clara City Care Center for the period of November 1-30, 2018 in the total amount of \$392,211.48 for Check Numbers 48983-49053.

Action taken: M/S/P 3-0 (Davids/Nelson) to approve the Check Register of the Clara City Care Center for the period of November 1-30, 2018, in the total amount of \$392,211.48 for Check Nos. 48983-49053.

5. Consideration of approving wage and salary increases for Staff in 2019.

Action taken: The Councilors decided, by consensus, to complete this consideration at its Special City Council Meeting on 12-26-2018.

6. Recommendations regarding the appointment of Jim Flaherty as the interim replacement for Michael Stordahl as the Care Center Administrator.

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the appointment of Jim Flaherty as the interim Administrator for the Clara City Care Center.

9. (E) Consideration of approving the payment of assessments which were levied against seven (7) parcels of publicly-owned land under the 2018 Utility & Street Improvement Project. For ease of description, the seven include: 1) Public Parking Lot on East Center Avenue (three parcels); 2) City-owned Park Land on East Center Avenue (three parcels); 3) Public Parking Lot on West Center Avenue (one parcel). This strategy is designed to save the City approximately \$19,436 of interest that would occur if the assessments are spread over time. In addition, staff has identified sources within the 2018 Budget from which to make these payments.

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the staff to appropriate funds to pay the assessments owed by the City of Clara City on the parcels along the 2018 Utility & Street Improvement Project.

9. (F) Consideration of approving the Final 2019 Clara City General Operations Budget, which has been developed to support the general governmental operations and public improvements within the City for calendar year 2019.

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the Final 2019 Clara City General Operations Budget as presented by staff.

9. (G) Consideration of adopting City Resolution No. 2018-041 “RESOLUTION APPROVING THE 2018 PROPERTY TAX LEVY, COLLECTIBLE IN 2019, IN THE AMOUNT OF \$1,035,596” This is the amount of local property tax dollars that is necessary to adequately support the general operations and debt service needs of the City for 2019. It is the same recommended amount of tax levy that was adopted on a preliminary basis on September 11, 2018 and communicated to Chippewa County for their use in producing the projected tax payment of property owners in the City.

Action taken: M/S/P 3-0 (Davids/Gary) to approve the adoption of Resolution No. 2018-041 “Approving the 2018 Property Tax Levy, Collectible in 2019, in the Amount of \$1,035,596.”

9. (H) Consideration of accepting and approving the resignations of two Police Officers from their service with the Clara City Police Department as part-time Patrol Officers.

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the resignation of both Joshua Bergren, effective March 25, 2019, and Jeff Ilstrup, effective December 12, 2018.

9. (I) Consideration for the appointment of member(s) to certain standing Board(s) and Commission(s) as listed below. Staff hopes to have a final tally of such appointment(s) and associated candidate(s) if application have been adequately made by the time of this meeting.

1. Planning Commission—*Two possible vacancies. These include: Troy Sweep (12-31-18) 3-year term, and Victor Sparks (12-31-19) 1-year term due to his election to the City Council.*

Consideration of accepting the application for the appointment of David Plagge to either the 1- year or 3- year term vacant of the Planning Commission.

2. Economic Development Authority (EDA)—*No vacancies except for Council appointments*

Action taken: M/S/P 3-0 (Nelson/Davids) to approve the appointment of David Plagge to the Planning Commission for a 1-year term until at which time confirmation from Troy Sweep as to accepting his position for another 3-years or not. If Troy Sweep decides to not be reappointed, David Plagge will become a 3-year member of the Planning Commission. Administrator Block was directed to confirm with Troy Sweep.

9. (J) Consideration of adopting Resolution No. 2018-042 accepting a \$2,500.00 Cash Donation from the Clara City Area Community Foundation, to be directed to the Clara City Fire Department for the Replacement of Turnout Gear.

Action taken: *M/S/P 3-0 (Davids/Nelson) to approve the adoption of City Resolution No. 2018-042 “Resolution Acknowledging and Accepting a \$2,500.00 Cash Donation from the Clara City Area Community Foundation, such to be Directed to the Clara City Fire Department for the Replacement of Turnout Gear.”*

Staff reported that to date the amount which has been donated towards new Turnout Gear is now \$7,800.00.

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 December 11, 2018

Action taken: *M/S/P 3-0 (Nelson/Davids) to approve the payment of the Verified Claims up through December 11, 2018, as prepared and presented by Finance Director Judy Gosseling, in the total amount of \$644,378.20 for check numbers 20927-21004.*

11. Appearance of Interested Citizens—*None*

12. Announcements--*Mayor Jack Sparks reminded the Councilors of the following upcoming meetings:*

12. (A) The next Regular Meeting of the City Council will be on **Tuesday, January 8, 2019, 6:30 p.m.**

12. (B) Previously approved Special Meeting of the City Council on December 26th, 2018, 6:30 p.m.

13. Adjournment--*Upon recognizing that there was no additional business to be considered, Mayor Jack Sparks, without objection, declared the Meeting to be adjourned at 8:17 pm.*

BY: _____
Mayor Jack Sparks

ATTEST: _____
Winthro C. Block, City Administrator