

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
February 13, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Jack Sparks, Gary Nelson, Nathan Speiser, Rhonda Pieper, Jeffrey Davids

Members absent: None

Staff present: Judy Gosseling, Julie Aalfs, Jeff Stager, Kim Wood, Mindie Nurmi, Michael Stordahl, and Windy Block

Others present: Josie Oliver (Clara City Herald), Michael Amborn (Rodeberg & Berryman, Inc.), Ann Hovda, Shirley Klaassen, Laurie Dieken, Ken Beyerl, Sue Jenson, Troy Swwep, Janet Sweep, Annette Rosen, John Gill, Roger Barrett, and Lisa Osthus

1. Call to Order—*By Mayor Jack Sparks at 6:30 p.m. A Quorum was declared by the Mayor as being present.*

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 5-0 (Speiser/Nelson) to approve the Agenda with the following additions to the Draft, including: Agenda Items No. 4 (C) Highway 23 Coalition Update; No. 9 (I) Appointment of two Part-time Police Officers; No. 9 (J) Resolution No. 2018-005 \$3,000 Donation from Clara City Telephone Co.; No. 9 (K) Appointment of Chad Forkrud to the EDA; and the deletion of Agenda Item No. 9 (H) General Fund adjustments for the year ending 12/31/2017.

3. Approval of Minutes

3. (A) Regular City Council Meeting of January 9, 2018. Administrator Block first requested that the Council consider amending their actions for that meeting under Agenda Item No. 9 (A) to incorporate the substitution of Resolution No. 2018-004 in place of the motion that had been shown as being passed.

Action taken: M/S/P 5-0 (Davids/Pieper) to amend the draft Meeting Minutes for the January 9, 2018 Meeting by incorporating the substitution of Resolution No. 2018-004 in place of the simple motion which had been approved under Agenda Item No. 9 (A) at the January 8, 2018 Meeting, such action to show that the Resolution was moved by Speiser, seconded by Pieper, and adopted on a 4-0 vote with Davids absent.

Action taken: M/S/P 5-0 (Pieper/Davids) to approve the Meeting Minutes for the regular City Council Meeting of January 8, 2018, as amended immediately above.

4. Notices and Communications—*Administrator Block reviewed each of these items, including:*

4. (A) Notice from Mediacom, dated January 30, 2018, notifying the City that the rate charged by Mediacom for Local Broadcast Station Services will increase on or about March 1, 2018 from \$12.49 to \$12.97.
4. (B) Copy of the 2018 Summary Budget Statement for the City of Clara City as delivered to the State of Minnesota and published in the January 31st edition of the Clara City Herald.
4. (C) An update regarding the recent and future activities of the Highway 23 Coalition.

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 February 7, 2018--*None*.
5. (B) Ratification of the City Administrator’s prior action of executing the Application for Exempt Permit as submitted by Dan Cronen on behalf of the MACRRAY Shooting Team for their conducting of a raffle activity at Kegger’s Bar & Grill, 34 W. Center Ave., Clara City, MN, on March 23, 2018.
5. (C) Ratification of the City Administrator’s prior action of executing the Application to Conduct Exempt Bingo (No Fee) as submitted by James R. Koewler on behalf of the Knights of Columbus Fraternal Nonprofit Organization for their proposed bingo events on 3/25/18 and 11/18/18 at the St. Clara Catholic Church, 410 N. Main Street, Clara City, MN.
5. (D) Approval of the appointment of Tyler R. Bratsch, 310 Center Avenue East, Clara City, MN, for service as a member of the Clara City Ambulance Service.
5. (E) Approval for the execution of the Rice Memorial Hospital ALS Intercept Agreement.

Action taken: *M/S/P 5-0 (Nelson/Speiser) 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 Nathan Speiser reported.*
 1. Approved Minutes of the January 3, 2018 Regular Meeting.
 2. Any notable activities from the Regular Meeting of February 7, 2018
6. (B) Economic Development Authority (EDA) – *Council Liaison Pieper reported.*
 1. Approved Minutes of the January 8, 2018 Regular Meeting.
 2. Any notable activities from their Regular Meeting of February 12, 2018.

7. Reports from Staff and Administrative Officers—*No action is required.*

7. (A) Police Department (Kimberly M. Wood, Chief of Police)—*Monthly Activity Report for January 2018*
7. (B) Public Works Department (Jeff Stager, Provisional Director of Public Works)—*None.*
7. (C) Prairie Park Place (Mindie Nurmi, Housing Manager)—*None.*
7. (D) Clara City Care Center—Michael Stordahl, Administrator---*See Agenda Item No. 9 (D).*
7. (E) City Administrator—*Block reviewed the following items for Council, including:*

1. An informational piece which documents the mission of and community benefits available through the Upper MN Regional Development Commission (UMVRDC).
2. The Planner Update, dated January 23, 2018, from the UMVRDC.
3. Swimming Pool project. The offer of mediation will end on February 14, 2018.
4. Notice from MNDOT, District 8, that a project idea for a bridge overpass of Highway 7 over State Highway 23 had been submitted by some unknown person under the Corridors of Commerce Program and will be evaluated by MNDOT for consideration of ranking.

8. Public Hearing—*Mayor Sparks called the Public Hearing to order at 6:42 p.m.*

8. (A) Consideration of receiving public input and testimony regarding the proposed “2018 Street and Utility Improvements Project.” The Preliminary Engineering Report had been received and reviewed by the City Council at the Regular City Council Meeting on January 9, 2018. All individual property owners who abut or benefit from the improvements have since been individually notified and the Public in general has been notified by Public Notice in the January 24th and 31st editions of the Clara City Herald. Mayor Sparks requested that Michael Amborn, P.E., the consulting engineer for the project introduce each of the three projects which are featured under the overall 2018 Project and review the methodology that is used in calculating the proposed assessments upon abutting and benefitting landowners. Following Amborn’s review of the handout entitled “Preliminary Public Hearing,” the Mayor asked for any interested parties of any of the three projects to come forward to the podium, to be recognized and state their name and address for the record, and then to provide their testimony or input using the microphone at the podium. The three projects include:

1. Project 1 – Center Avenue, from 5th Street NW going west to Highway 7 (Low Road).
2. Project 2 – Center Avenue, from 5th Street NW to Main Street and 1st Street NW, from Center Avenue to 2nd Avenue NW.
3. Project 3 – Center Avenue, from Main Street east to the bridge over Hawk Creek.

The following citizens requested to be recognized and a summary of their testimony is as follows:

1. Roger Barrett, 11 N. Division St. – He questioned the need for any curb and gutter along the north side of Center Ave. West as would be abutting his property and strongly objected to its installation and cost.
2. Sue Jenson, 234 West Center Ave. – She questioned the need and flow of the drainage plan and how the other side of Center Ave. would be constructed.
3. Ann Hovda, 71 NW Street – She had questions seeking clarification about the design for promoting good drainage in the immediate abutting area of her home and specifically asked that the drainage structure in her rear yard be considered for possible incorporation into the proposed storm water drainage design.
4. John Gill (Citizens Alliance Bank), 55 NW 1st St. – He inquired as to whether or not the railroad was being assessed and how the curb and gutter along Center Ave. West would be designed.
5. Troy Sweep, 26 West Center Ave. – He inquired as to what type of a rain event the drainage would be designed for in the commercial area in which his hardware store was situated.

Action taken: *Upon asking of the public for any additional testimony and observing that there were no more comments or testimony to be considered, Mayor Sparks, without objection, declared this Public Hearing to be closed as of 7:08 p.m. and directed that the Council move forward with the General Business below.*

9. General Business

9. (A) Consideration of ordering the Consulting Engineer, Rodeberg & Berryman, Inc., to prepare final plans and specifications for all or a portion of the proposed 2018 Street and Utility Improvements Project. The Council reviewed the public testimony from the Public Hearing above and received a final recommendation from Michael Amborn, P.E., Rodeberg & Berryman, Inc. regarding moving ahead with the 2018 Street & Utility Improvements Project. In addition, staff also provided a sample of what a bonding proposal might look like for this project, including the varying types of bonding authority that might be utilized. Finally, staff reminded all that the final design plans will be needed at some point in order to fix the problems and that financing will also needed to be finalized as well.

Action taken: M/S/P 5-0 (Speiser/Davids) to adopt City Resolution No. 2018-006 RESOLUTION ORDERING IMPROVEMENTS UNDER THE 2018 STREET & UTILITY IMPROVEMENTS PROJECT AND DIRECTING THE PREPARATION OF FINAL PLANS AND SPECIFICATIONS FOR THE 2018 STREET AND UTILITY IMPROVEMENTS PROJECT.

9. (B) Consideration of receiving an update report from Laurie Dieken regarding the Clara City Lion's Club Legacy Park Improvement Project. Laurie Dieken, representing the Clara City Lions Club, reported that the fund raising for the project has progressed very well and that they have achieved their goals.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve, in recognition of the successful fund raising activities of the Lions Club of Clara City as presented by Laurie Dieken on February 13, 2018, to approve the release of all cash that is currently held by the City for the benefit of the Lions Club's Legacy Park Project, and further, to authorize the City Administrator to take the necessary and appropriate steps to claim the \$12,500 Grant Award from the Bernick's Foundation and to transfer those funds to the Lions Club of Clara City for their use in completing the Legacy Park Project.

9. (C) Consideration of approving the recommendation of City Administrator Windy Block for the resolution of a complaint put forth by Brian Priebe, POA for Vernon Priebe, regarding his concerns over the assessed costs for improvements to be made to Vernon Priebe's former apartment unit at Prairie Park Place. Block summarized the most important points of his Memorandum, dated February 9, 2018 and answered questions from the Council.

Action taken: M/S/P 5-0 (Pieper/Speiser) to sustain the findings and the recommendation of the City Administrator as it concerns the resolution of a verbal complaint which had been registered by Brian Priebe, POA for Vernon Priebe, at City Hall on February 6, 2018, and such complaint and resolution are fully detailed in a Memorandum from Administrator Block, dated February 9, 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 January 1-31, 2018.

Action taken: M/S/P 5-0 (Nelson/Davids) to approve the new hires and terminations, if any, at the Care Center for the monthly period ending January 31, 2018, such including the new hires of: Jennifer Van Hove (C.N.A), Alaina Wojcik (C.N.A.), Heather Russell (MDS Coordinator), and Darla Poppen (Housekeeping); and the terminations of: JoAnn Barton (MDS Coordinator), Heidi Flinn (RN), and Laura Schulz (Housekeeping Aide).

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

Action taken: M/S/P 5-0 (Davids/Pieper) to acknowledge and approve the Client Census Report for January 31, 2018, as prepared and presented by the Care Center Staff, such revealing a total of 47 clients out of a possible 60.

3. Acknowledgement and approval of the current Financial Reporting Information and Documentation for the Care Center, such including: ***See the attached reports.***
 - a) "Financial Data" Report for the period ended December 31, 2017.
 - b) Bank Balances and Financial Statement Balances as of January 31, 2018.
 - c) Accounts Receivable Balances as of January 31, 2018.

Action taken: M/S/P 5-0 (Pieper/Nelson) 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 December 31, 2017, showing Current Income of \$371,976 + Expenses of \$<371,462> = Net Income (Loss) of \$514. For the Fiscal Year, the Net Income (Loss) is \$12,463; and*

b) *Bank Balances and Financial Statement Balances as of January 31, 2018, such including: Checking #293 = \$3359,759.81; MMS #321 = \$32,558.54, MMS Debt Service #432 = \$11,539.24; MMS Capital Improvement #462 = \$2,505.87; MMS Memorial Fund #650 = \$60,399.38; MMS Construction Bond 2014 #632 = \$17,014.27; and MMS 2014 Debt Service Account #642 = \$4,103.59; equaling a grand total of \$487,880.70; and*

c) *Accounts Receivable Balances as of January 31, 2018, totaling \$495,044.30.*

4. Approval of the Check Register of the Clara City Care Center for the period of January 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 January 1-31, 2018, in the total amount of \$721,368.04 for Check Nos. 47962-48061.*

9. (E) Consideration of authorizing City Administrative Staff to close out the Swimming Pool Debt Service Account—2008, which has approximately \$13,725 in it, and to transfer the funds into the Swimming Pool Debt Service Account—2016 for future debt payment purposes.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to authorize the Administrative Staff to close out the 2008 Swimming Pool Debt Service Account and to deposit the approximate \$13,725 of remaining proceeds into the 2016 Swimming Pool Debt Service Account for future debt service needs of the 2016 Swimming Pool Project.*

9. (F) Consideration of receiving and approving the 12/31/2017 Cash Financial Statement (unaudited) for the Clara City Ambulance Service as prepared and to be presented by Finance Director Judy Gosseling.

Action taken: *M/S/P 5-0 (Speiser/Nelson) to approve the 12/31/2017 Cash Financial Statement (unaudited) for the Clara City Ambulance Service, such showing a total income (loss) for the 2017 Calendar Year of \$31,388 with 195 total runs, and to authorize the submittal of the Statement to Chippewa County for their review.*

9 (G) Consideration of receiving and approving recommendations from Finance Director Judy Gosseling regarding certain adjustments to the 2018-2019 Ambulance Billing Rate Schedule. Council reviewed a memorandum, dated February 13, 2018, which listed the recommended rates.

Action taken: *M/S/P 5-0 (Davids/Pieper) to approve the base rate and mileage rate increases for services offered by the Clara City Ambulance Service for calendar years 2018 and 2019 as recommended by staff in a memorandum dated February 13, 2018, such to include the following:*

<u>Effective:</u>	<u>January 1, 2018</u>	<u>January 1, 2019</u>
<i>All mileage</i>	<i>\$12.25 per mile</i>	<i>\$12.50 per mile</i>
<i>Base Rate – All calls w/ transport</i>	<i>\$675.00 per trip</i>	<i>\$700.00 per trip</i>
<i>Base Rate – Call out w/ no transport</i>	<i>\$250.00</i>	<i>\$250.00</i>
<i>Base Rate – DOA, no transport</i>	<i>\$150.00/hour</i>	<i>\$150.00/hour</i>

9. (H) Consideration of approving possible additional General Fund adjustments in concert with other funding sources, such to be effective for the calendar year ending 12/31/2017. These adjustments have been derived from staff's discussion with the City's audit team from Conway, Deuth and Schmiesing, PLLP.

Action taken: *This Agenda Item was withdrawn from consideration by action taken under Agenda Item No. 2 above and is to be placed on the Agenda for the March 13, 2018 Regular City Council Meeting.*

9. (I) Consideration for the appointment of two Police Officers for part-time service with the Clara City Police Department as solicited and qualified by Police Chief Kim Wood and detailed in the Staff Report, dated February 13, 2018 and prepared February 12, 2018.

Action taken: M/S/P 5-0 (Nelson/Davids) to approve the appointment of Joshua Berggren, effective March 13, 2018, and Holger Loor, effective no later than March 31, 2018, as part-time Police Officers for the Clara City Police Department, at an hourly of \$17.66 per hour for 2018 (Level 7, Step 1), and the understanding that the Probationary period for a Part-time Police Officer may be for a period of as long as twelve months of service, per the Police Chief's recommendation.

9. (J) Consideration of adopting City Resolution No. 2018-005 Resolution Acknowledging and Accepting a \$3,000.00 Cash Donation from Clara City Telephone Company of Clara City.

Action taken: M/S/P 5-0 (Pieper/Davids) to adopt City Resolution No. 2018-005 "Resolution Acknowledging and Accepting a \$3,000.00 Cash Donation from Clara City Telephone Company of Clara City for the City's Use in Implementing a Housing Study."

9. (K) Consideration of affirming the appointment of Chad Forkrud to the EDA Board as selected by Mayor Jack Sparks. Mayor Sparks had considered two candidates who had surfaced during his deliberations, including Forkrud and Randy Harguth. Upon his review, the decision is to appoint Chad Forkrud to a five-year term, such to end in January 2023. The City Council, as a courtesy, should acknowledge and affirm this appointment.

Action taken: M/S/P 5-0 (Nelson/Pieper) to acknowledge and affirm the appointment by Mayor Sparks of Chad Forkrud to a five-year term on the EDA Board, such term ending January 2023.

10. Approval for the Payment of Claims and Appropriations

10. (A) Approval of the City's Verified Claims. The report on the Verified Claims up through February 12, 2018, as prepared by Finance Director Judy Gosseling, was presented and questions asked.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the Verified Claims through February 12, 2018, in the total amount of \$1,315,816.94 for Check Nos. 19843 – 20034, as presented by Finance Director 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 also may be assigned to staff for further investigation.

A. Lisa Osthus, 322 SW Third St. – She inquired as to why the EDA had been empowered to approve the rates for Dooley's Natural Gas. She was advised by the City Council that this was simply not true and she volunteered to recheck the source of her information.

12. Announcements—Mayor Sparks reminded the Council of the following:

12. (A) The next Regular Meeting of the City Council will be on Tuesday, March 13, 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 8:15 p.m.

BY: _____
JACK SPARKS, MAYOR

BY: _____
WINTHRO C. BLOCK, CITY ADMINISTRATOR