

MEETING MINUTES

CLARA CITY
CITY COUNCIL
REGULAR MEETING

Tuesday
November 13, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

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

Members absent: Jack Sparks (excused)

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

Others present: Michael Amborn (Rodeberg & Berryman, Inc.), James Erickson (Keely Bay Consulting), Jeff Bertram (West Central Sanitation), Shirley Klaassen

-
1. Call to Order: *By Acting Mayor Gary Nelson at 6:31 P. M. 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 (Speiser/Pieper) to approve the Meeting Agenda with the addition of Agenda Items No. 4 (A) Notice of 2017 Water Fluoridation Quality Award from the Minnesota Department of Health, No. 9 (D-8) Approval of the Third Quarter Financial Report for the Assisted Living Facility, (L) Repair of Well #5, and No. 9 (M) 2019 Capital Improvement Plan.*

3. Approval of Minutes

3. (A) Regular City Council Meeting of October 9, 2018

***Action taken:** M/S/P 4-0 (Pieper/Davids) to approve the Minutes for the regular Meeting of the City Council on October 9, 2018, as presented.*

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

4. (A)

5. Approval of Consent Agenda. *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to the new business section of the agenda and then proceed to approve the remaining item(s) in one motion.*

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 November 7, 2018:

1. Joe Thissen, 100 NW 6th St—Re-shingle house with asphalt shingles—Work to be done by Maple Street Construction LLC—Project cost of \$11,576.00—Permit Fee \$25.00.
2. Greg Ammermann, 210SW 2nd St—Re-shingle house with asphalt shingles—Work done by self - improvement—Project cost \$3,000.00—Permit Fee \$25.00.

5. (B) Approval of a request from Troy & Janet Sweep for permission to block off approximately 25-30 feet of public right-of-way, or approximately three (3) parking spaces, in front of the Sweep Hardware Store in downtown Clara City for grilling demonstrations during their Holiday Sale promotion beginning on Friday, November 23rd at 7:00 A.M. and ending on Saturday, November 24th at 5:00 P.M.

5. (C) Acknowledgement and ratification of the recent administrative action as taken by the Clara City Natural Gas Rate Committee in approving and ordering the implementation of a True-Up factor for 2017-2018 of \$0.01848/therm which is to be credited to customer bills for a 12-month period, such commencing within 60-days from date of order. In addition, the Committee directed Dooley’s Natural Gas, LLC to examine system demand control options to help minimize the overall cost of gas for the ratepayers—***See the attached report entitled “Dooley’s Natural Gas Annual True-Up Report 2017-2018,” dated September 10, 2018, as authored by Jim Erickson, Kelly Bay Consulting, LLC.***

Action taken: M/S/P 4-0 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*

1. Approved Minutes of the October 3, 2018 Regular Meeting—***See attached.***
2. Any notable activities from the Regular Meeting of November 7, 2018.

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

1. Unapproved Minutes of the October 9, 2018 Regular Meeting—***See attached.***
2. Any notable activities from their Regular Meeting of November 13, 2018.

6. (C) Highway 23 Coalition – Councilor Gary Nelson ***Councilor Gary Nelson shared information he received at the meeting held October 26th for the Highway 23 Coalition. The Coalition is working on the start of making 4 lane highway from New London to St. Cloud.***

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

7. (A) Police Department—Kimberly M. Wood, Chief of Police ***the Monthly Activity Report for October 2018 was reviewed.***

7. (B) Public Works Department—Jeff Stager, Provisional Director of Public Works. ***Jeff shared that he has passed his “B” testing and will now become the official Public Works Director. Tanner Brouwer has passed his next level “D” test.***

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

1. The Planner Update, dated October 23, 2018, from the UMRDC.
2. Swimming Pool Project update.
3. 2018 Street & Utility Improvement Project.

8. Public Hearing—*None*.

9. General Business

9. (A) Consideration of receiving recommendation(s) from the Clara City Natural Gas Rate Committee from their meeting on November 8, 2018. In doing so, the City Council will be acting under its duties and responsibilities as the Clara City Public Utilities Commission (CCPUC). Mr. Jim Erickson, Rate Specialist, Kelly Bay Consulting LLC, will present on behalf of the Rate Committee the two recommendations that it approved and forwarded to the City Council for consideration of action in its role as the Clara City Public Utilities Commission, such recommendations including:

1. A recommendation that the CCPUC approve and implement, due to the application of the 2017 Federal Tax Act effective January 1, 2018, a “Rate Rider for Reduced Income Taxes” rate change.

Action taken: M/S/P 4-0 (Davids/Pieper) to approve and implement a “Rate Rider for Reduced Income Taxes” rate change in the Dooley Natural Gas agreement.

2. A modification(s) to the current Ag. Drying Refund mechanism in the Dooley’s Natural Gas tariff and approving a “Modified Ag. Drying Sales Margin Refund Procedure, effective for 2018 Sales”

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve the modification to the current Ag. Drying Margin Refund Procedure in the Dooley Natural Gas agreement.

9. (B) Consideration of adopting two resolutions in certifying the results from the General and Special Elections as were held on Tuesday, November 6, 2018

1. Consideration of adopting City Resolution No. 2018-034 “A Resolution Certifying the Results from the General Election of November 6, 2018”

Action taken: M/S/P 4-0 (Pieper/Davids) to approve the adoption of Resolution No. 2018-034 as presented

2. Consideration of adopting City resolution 2018-035 “A Resolution Certifying the Results from the Special Election of November 6, 2018”

Action taken: M/S/P 4-0 (Speiser/Pieper) to approve Resolution 2018-035 certifying the Results from the Special Election. M/S/P 4-0 (Pieper/Davids) to approving the implementation of the Sunday Liquor License and setting the fee at \$200.00 annually.

9. (C) Consideration of receiving a list from West Central Sanitation, Inc. of unpaid 2018 refuse collection bills that are due and payable to West Central Sanitation as the City’s designated residential refuse collector. Upon reviewing the list and allowing any interested party who is present to address the Council regarding such, the Council will then be asked to consider the adoption of City Resolution No. 2018-036 “Adopting the Assessment Roll for Unpaid Refuse Collection Bills Payable to West Central Sanitation and certifying the past Due 2018 Refuse Collection Billings to the 2019 Property tax ***Statements--Receive the list of unpaid billings from representatives of West Central Sanitation, Inc. and a freshly prepared copy of City Resolution No. 2018-036.***

Action taken: *M/S/P 4-0 (Speiser/Pieper) to approve the adoption of Resolution 2018-036 Adopting the Assessment Roll for Unpaid Refuse Collection Bills to West Central Sanitation.*

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—*See the attached reports and receive additional comment and information, if any, from Council Representatives Speiser and/or Nelson and staff in their capacity as members of the Care Center Subcommittee.*

1. Approval of new employee hire(s) and terminations for the period of October 1-31, 2018--*See the attached Care Center Report.*

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 October 31, 2018*

2. Review and acknowledgement of the Care Center's Client Census Data Report as of October 31, 2018 which reveals 43 clients out of a possible 60.

Action taken: *M/S/P 4-0 (Pieper/Speiser) to acknowledge and approve the Census Data Report for the monthly period ending October 31, 2018, such revealing 43 clients out of possible 60*

Councilor Rhonda Pieper excused herself from the meeting at 7:25 pm

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 (unaudited) for the period ended September 30, 2018.
 - b) Bank Balances and Financial Statement Balances as of October 31, 2018.
 - c) Accounts Receivable Balances as of October 31, 2018.

Action taken: *M/S/P 3-0 (Davids/Speiser) 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 September 30, 2018, showing Current Income of \$366,476 + Expenses of \$<387,611> = Net Income (Loss) of \$<21,135>. For the Fiscal Year, the Net Income is \$28,625; and*
- b) *Bank balances and financial Statement Balances as of October 31, 2018, such including: Checking #293 = \$341,926.60; MMS #321 \$77,680.13; MMS Debt Service #432 = \$46,405.44; MMS Capital Improvement #462 = 2,509.39; MMS Memorial Fund #650 = \$60,423.22; MMS 2014 Debt Service Account #642 = \$113,930.64 equaling a grand total of \$642,875.42.*
- c) *Accounts Receivable balances as of October 31, 2018, totaling \$422,519.86.*

4. Approval of the Check Register of the Clara City Care Center for the period of October 1-31, 2018 in the total amount of **\$402,979.28** for Check Numbers 48865-48964—*See attached.*

Action taken: *M/S/P 3-0 (Speiser/Davids) to approve the Check Register of the Clara City Care Center for the period of October 1-31st, 2018 in the total amount of \$402,979.28*

5. Consideration of approving the proposed 2019 Assisted Living Pricing changes—*See attached.*

Action taken: M/S/P 3-0 (Speiser/Davids to approve the proposed 2019 Assisted Living price changes M/S/P 3-0 for the approval of the 3rd quarter financial report.

6. Consideration of approving the purchase of one Patient Care Lift

Action taken: M/S/P 3-0 (Speiser/Davids) to approve the purchase of a Medicare 475 Lift Chair with attached scale in the amount of \$3,795.00.

7. Activities, options, and recommendations (if any) for the replacement of Michael Stordahl as the Care Center Administrator—***Reporting by Councilors Nelson and Speiser.***

Action taken: None

9. (E) Consideration of adopting City Resolution No. 2018-033 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$2,000.00 CASH DONATION FROM BETHANY REFORMED CHURCH MISSION FUND, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY FIRE DEPARTMENT”

Action taken: M/S/P 3-0 to adopt the Resolution No. 2018-033 as presented.

9. (F) Consideration of adopting City Resolution No. 2018-037 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$867.13 CASH DONATION FROM BETHANY REFORMED CHURCH WOMEN, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY FIRE DEPARTMENT”

Action taken: M/S/P 3-0 to adopt the Resolution No. 2018-037 as presented.

9. (G) Consideration of adopting City Resolution No. 2018-038 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$867.12 CASH DONATION FROM BETHANY REFORMED CHURCH WOMEN, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY FIRE DEPARTMENT”

Action taken: M/S/P 3-0 to adopt the Resolution No. 2018-038 as presented.

9. (H) Consideration of affirming the City Administrator’s approval for the emergency repair to the Main Lift Station for the Wastewater Treatment Utility and for the approval of the recommended sources to pay for the repair cost. The Public Works Director had informed the Administrator that the pumps in the Lift Station were corrupted and that repair parts were no longer available. In addition, it was known that this was a scheduled project in the draft Capital Improvement Plan for the Wastewater Treatment Utility. As such the repairs were ordered and now the needed decision is to approve the sources for the payment of the repair, which is an amount of \$60,316.17.

Action taken: M/S/P 3-0 (Speiser/Davids) to affirm the approval of the emergency repair on the Main Lift Station for the Wastewater Treatment plant and the approval of debiting the “Future Sewer Debt Service” Money Market account for the cost of the repairs. These funds will be replenished by the \$1.15/1000 gallons transferred monthly to this money market account since 2014.

9. (I) Consideration of approving the termination of the Water/Wastewater Assistance Agreement for Services which the City has had with Curt Reetz and the subsequent appointment of Jeff Stager as the Public Works Director as well as the designated operator of both the Potable Water Treatment and Wastewater Treatment facilities. Mr. Stager recently passed his final qualifying exam with a nifty score of 92 out of 100.

Action taken: M/S/P 3-0 (Speiser/Davids) to approve the termination of the agreement between Curt Reetz and the City of Clara City. M/S/P 3-0 (Speiser/Davids) to approve appointing Jeff Stager as the Public Works Director for the City of Clara City.

9. (J) Consideration of approving the execution of the official and final Plat for the South Hawk Creek Business Park. The Plat has been finalized and only awaits a host of signatures prior to its official recording.

Action taken: M/S/P 3-0 (Speiser/Davids) to approve the official and final Plat of the South Hawk Creek Business Park and to authorize Mayor Jack Sparks to sign on behalf of the City of Clara City for the recording of finalized plat.

9. (K) Consideration of approving the setting of two special City Council Meetings as follows: (1) Tuesday, November 20, 2018, 6:00 P.M. - Purpose is to receive the study results from John Graupman, P.E., Bolton & Menk, Inc. regarding the Capital Improvement Plan for the Wastewater Treatment facility; and (2) Tuesday, November 27, 2018, 6:30 P.M. – Purpose is to receive the results and recommendations from Ehlers, Inc. regarding their nearly completed Water and Wastewater Rate Study.

Action taken: M/S/P 3-0 (Speiser/Davids) to approve the two special City Council Meetings to be held regarding the CIP for the Wastewater Treatment facility and the results from the Water and Wastewater Rate Study.

9. (L) Consideration of approving the repair of Well #5. The Public Works director has informed the Administration that the Well #5 runs for a few days and then quits requiring the manual start of Well #6. Suggestion made to repair Well #5 as was Well #6 at an earlier time adding a VFD. Approval needed also to pay for the repairs from the Water account.

Action taken: M/S/P 3-0 to approve the repairs to Well #5 and use funds from the Water Account.

9 (M) Consideration of the approval of the 2019 Capital Improvement Plan as approved by the Planning Commission on November 7, 2018.

Action taken: M/S/P 3-0 (Davids/Speiser) to approve the 2019 CIP as presented.

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 November 12, 2018

Action taken: M/S/P 3-0 (Speiser/Davids) to approve the City's Verified Claims as presented.

11. Appearance of Interested Citizens *None*

12. Announcements—Acting Mayor Gary Nelson reminded the Councilors of the following upcoming meetings:

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

12. (B) Proposed Special Meetings of the City Council on November 20th and November 27th, 6:30 p.m.—***See the results of Agenda Item No. 9. (J) above.***

13. Adjournment ***Upon recognizing that there was no additional business to be considered, Acting Mayor Gary Nelson, without objection, declared this regular meeting of the City Council to be adjourned as of 8:44 p.m.***

BY: _____
GARY NELSON, ACTING MAYOR

ATTEST: _____
WINTHRO C. BLOCK, CITY ADMINISTRATOR