

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
October 9, 2018
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: None

Staff present: Judy Gosseling (Finance Director), Julie Aalfs (Deputy Clerk), Michael Stordahl (Care Center Administrator), Kim Wood (Police Chief), Shane Nord (Fire Chief) and Windy Block (City Administrator)

Others present: Sam Peterson (Clara City Herald), Shirley Klaassen

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1. Call to Order—*By Mayor Sparks at 6:34 P.M. and a Quorum 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 5-0 (Speiser/Pieper) to approve the Meeting Agenda with the addition of Agenda Item No. 7E-5 Highway 23 Coalition Survey*

3. Approval of Minutes

3. (A) Regular City Council Meeting of September 11, 2018

***Action taken:** M/S/P 5-0 (Pieper/Nelson) to approve the Meeting Minutes for the September 11, 2018 Regular City Council Meeting as presented.*

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

4. (A) Emailed Notice of MNDNR Park Visit- City Park, dated September 19, 2018, from Audrey L Mulurie, DNR regarding her findings from a recent visit to the City of Clara City.

4. (B) Invitation to attend the 2018 Grow Our Own Summit as set for Thursday, November 8, 9:00 a.m. - 4:00 p.m. at SMSU in Marshall, MN.

4. (C) Update on the Highway 23 Coalition from Aaron Backman, dated October 3, 2018. Please note especially an invitation for City leaders to attend the General Membership Meeting on Friday, October 26th, at the Little Crow Golf Course resort in Spicer, MN.

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 October 3, 2018:

1. James Hinrichs, 720 5th St NW—Re-shingle house with asphalt shingles—Work to be done by Maple Street Construction —Project cost of \$12,000—Permit fee of \$25.00.
2. Rosemary Berghuis, 331 NE 4th St.—Install a 6-foot high fence on two sides of the rear yard area, two feet inside the property line on the north side and on the property line on the south side—Work to be done by Tyler Hermanson Construction of Boyd, MN—Project cost of \$2,500.00—Permit fee of \$25.00.
3. Nathan & Kaitlyn Speiser, 1018 Wachtler Ave—Re-shingle 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

Action taken: *M/S/P 5-0 (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 – *Council Liaison Nathan Speiser reported.*

1. Approved Minutes of the September 5, 2018 Regular Meeting.
2. Any notable activities from the Regular Meeting of October 3, 2018.

6. (B) Economic Development Authority (EDA) – *Council Liaison Nelson reported.*

1. Unapproved Minutes of the September 10, 2018 Regular Meeting
2. Any notable activities from their Regular Meeting of October 9, 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—***The Monthly Activity Report for September 2018 was reviewed.***

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

7.(C) Prairie Park Place—Mindie Nurmi, Housing Manager— ***Same 13 of 29 units filled and a new Marketing Plan is about to be developed.***

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

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

1. The Planner Update, dated September 25, 2018, from the UMVRDC
2. Swimming Pool Project update.
3. 2018 Street & Utility Improvements Project
4. Railway Crossing on CR #2 Improvement Project Update-***Set now for October 22, 2018***
5. Highway 23 Coalition Ranking

Action taken: *M/S/P 5-0 to rank the available possible projects A, B, F, F. Staff was directed to request a meeting with MNDOT for clarification of the projects.*

8. Public Hearing—None.

9. General Business

9. (A) Consideration of receiving a presentation by Fire Chief Shane Nord regarding the subjects of turn-out gear and a replacement truck chassis

Action taken: *M/S/P 5-0 (Davids/Pieper) to approve the purchase of 16 sets of turn-out gear from funds in Capital outlay and the Reserve account. The replacement of truck chassis has been tabled at this time.*

9. (B) Consideration of adopting a Social Media Policy for the City.

Action taken: *M/S/P 4-1 (Pieper/Nelson) (Davids opposed) to adopt policy as presented.*

9. (C) Consideration of adopting City Resolution No. 2018-026 “RESOLUTION AUTHORIZING AN ADDITIONAL \$300,000 IN THE INTERFUND LOAN AMOUNT FOR THE ADVANCE PAYMENT OF CERTAIN COSTS IN CONNECTIONS WITH THE REDEVELOPMENT OF TAX INCREMENT DISTRICT NO. 4-1”. This is in response to a recommendation from Ehlers, Inc as resulting from their recent review and annual reporting activity

Action taken: *M/S/P 5-0 (Speiser/Davids) to approve the adoption of Resolution No. 2018-026*

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 September 1-30, 2018 as report by Michael Stordahl

Action taken: *M/S/P 5-0 (Pieper/Nelson) to approve the new hires and terminations, if any, at the Care Center for the month period ending September 30, 2018*

2. Approval and review of the Care Center’s Client Census Data Report as of September 30, 2018

Action taken: *M/S/P 5-0 (Davids/Nelson) to acknowledge and approve the Census Data Report for the monthly period ending September 30, 2018, such revealing 43 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 August 31, 2018.
 - b) Bank Balances and Financial Statement Balances as of September 30, 2018.
 - c) Accounts Receivable Balances as of September 30, 2018.

Action taken: *M/S/P 5-0 (Pieper/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 August 31, 2018, showing Current Income of \$361,647 + Expenses of \$<390,245> = Net Income (Loss) of \$<28,598>. For the Fiscal Year, the Net Income (Loss) is \$49,543; and

b) Bank Balances and Financial Statement Balances as of September 30, 2018, such including: Checking #293 = \$384,269.24; MMS #321 = \$72,655.39, MMS Debt Service #432 = \$41,710.50; MMS Capital Improvement #462 = \$2,508.86; MMS Memorial Fund #650 = \$59,852.78; MMS Construction Bond 2014 #632 = \$17,034.54; and MMS 2014 Debt Service Account #642 = \$82,640.02; equaling a grand total of \$660,671.33; and

c) Accounts Receivable Balances as of September 30, 2018, totaling \$446,059.30.

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

Action taken: *M/S/P 5-0 (Nelson/Speiser) to approve the Check Register of the Clara City Care Center for the period of September 1-30th, 2018 in the total amount of \$384,004.23 for Check Numbers 48779-48864.*

5. Approval of write-offs of uncollectible billings for FY 2018

Action taken: *M/S/P 5-0 (Pieper/Nelson) to approve the write-off of \$2600 due to non-paid spend down for medical assistance. Amount deemed uncollectable.*

6. Consideration of bed lay-away information and an action proposal.

Action taken: *M/S/P 5-0 (Pieper/Speiser) to approve the temporary lay-away of 5 beds. The Care Center will have 55 beds total going forward at this time.*

7. Consideration of acknowledging and approving the resignation of Michael Stordahl as the Administrator of the Care Center, such to be effective with the close of business on December 18, 2018. In addition, Mr. Stordahl has offered to assist the City Council in identifying a new Administrator via the advertising process

Action taken: *M/S/P 5-0 (Davids/Speiser) to accept the resignation of Michael Stordahl subject to the terms as listed in the letter.*

9.(E) Consideration of adopting City Resolution No. 2018-030 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$1,000 CASH DONATION FROM BETHANY REFORMED CHURCH MISSION FUND IN MEMORY OF GERALD ASCHE, SUCH TO BE DIRECTED FOR THE USE OF THE CITY OF CLARA CITY AMBULANCE SERVICE”

Action taken: *M/S/P 5-0 (Speiser/Pieper) to adopt the Resolution No. 2018-030 as presented.*

9.(F) Consideration of adopting City Resolution No. 2018-031 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$1,000 CASH DONATION FROM THE CLARA CITY LIONS PARKS COMMITTEE, SUCH TO BE DIRECTED TO CLARA CITY’S PRAIRIE PARK PLACE FOR THE REPLACEMENT OF AN EXIT DOOR OR FOR NEW PATIO FURNITURE”

Action taken: *M/S/P 5-0 (Nelson/Pieper) to adopt the Resolution No. 2018-031 as presented.*

9. (G) Consideration of approving the appointment of Ms. Casey J. Johnshoy 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 for appointment.

Action taken: *M/S/P 5-0 (Nelson/Davids) to approve the appointment of Ms. Casey J. Johnshoy for service with the Clara City Ambulance Service, as reviewed and qualified by the Ambulance service and City Administrator Block.*

9. (H) Consideration of adopting City Ordinance No. 325, Second Series, “ADOPTING A REVISED FRANCHISE AGREEMENT WITH MEDIACOM, INC.” The City Council had previously approved action on this franchise agreement via a regular motion on March 10, 2018. However, upon a further review, it has been determined that such an approval should have been done in the form of resolution.

Action taken: *M/S/P 5-0 (Speiser/Pieper) to approve the adoption of Ordinance No. 325, Second Series*

Council Person Rhonda Pieper excused herself from the meeting at 8:02 p.m.

9. (I) Consideration of receiving and evaluating for possible acceptance of a proposal from Ehler’s, Inc. for their conducting of a water and sewer rate study for the City of Clara City. The proposal is expected to be delivered to the City in time for the City Council Meeting.

Action taken: *M/S/P 4-0 (Nelson/Speiser) to approve the proposal from Ehler’s Inc to complete a water and sewer rate study.*

9. (J) Consideration of adopting City Resolution No. 2018-030 “RESOLUTION ACKNOWLEDGING AND ACCEPTING A \$4,000 CASH DONATION FROM FARMERS COOP OIL CO OF CLARA CITY, SUCH TO BE DIRECTED FOR THE USE OF THE CLARA CITY FIRE DEPARTMENT IN THE AMOUNT OF \$2,000 AND THE CLARA CITY AMBULANCE SERVICE IN THE AMOUNT OF \$2,000

Action taken: *M/S/P 4-0 (Nelson/Speiser) to adopt the Resolution No. 2018-030 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 October 9, 2018.
Due to the early timing in the month of this meeting, there will be no verified claims yet ready.
No action required

11. Appearance of Interested Citizens—***None.***

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

12. (A) The next Regular Meeting of the City Council will be on **Tuesday, November 13, 2018, 6:30 p.m.**

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 8:09 P.M.***

BY: _____
JACK SPARKS, MAYOR

ATTEST: _____
WINTHRO C. BLOCK, CITY ADMINISTRATOR