

CITY COUNCIL MEETING AGENDA  
CLEAR LAKE, MINNESOTA  
FEBRUARY 03, 2025  
Council Meeting - 7:00 P.M. at City Hall

**Council meeting called to order at 7:00 pm**

Present: Mayor Tim Goenner, Council Members Chad Nelson, Stefany Janish and Sabrina Miller

Stand for Pledge of Allegiance

Agenda Approval (motion required)

**Council member Janish motions to approve the Agenda, seconded by Council member Nelson.**

Consent Agenda Approval (motion required)

- City Council Meeting Minutes – January 21, 2025
- Accounts payable, receivables and EFTs for February 2025
- Brickyard Bar & Grill – On-sale Liquor, Sunday, and 2:00 A.M.

**Two payments are being withheld pending further discussion. Engraving Awards and Gifts in the amount of \$36.00 and Wells Fargo in the amount of \$2227.06**

**Council Member Nelson motions to approve the Consent Agenda after the appropriate fees are added to The Brickyard Bar and Grill for licensing and the two payments being withheld pending discussion. Seconded by Council Member Janish.**

**Motion carried.**

Open Forum: limited to Five (5) minutes for non-agenda items; State your name and address. No Council Action will be taken, and items will be referred back to staff.

**Nothing brought forward.**

**New business**

- 1. On-Site Computers, Inc. Presentation via phone (Info. included in Council Packet.)**  
Mike Bowe presented via telephone, what his company, On-Site Computer Inc., can offer the City of Clear Lake, MN. regarding IT security and securing city information. Council asked several questions including; Can we add additional work stations if necessary? Yes. On-Site can offer shared files for the mayor or public works as necessary. Mike talked about LMC requirements and what his company offers is in compliance. By 2027 the .gov address will be mandatory for all cities and On-Site is willing to assist the city to get it set up. Mike spoke about storage and retention periods.

**Council member Janish motions to approve the contract with On-Site Computers Inc. Seconded by Council Member Miller.**

**Motion carried.**

**2. American Heritage Bank – Presentation (Info. included in Council Packet)**

Jenny Massmann presented what American Heritage Bank can offer the City of Clear Lake, MN., regarding banking services. She touched on several subjects including checking and savings accounts, interest earned on accounts, on-line banking and Automatic Sweeping Transfers. She also offered the city information on credit card services through the bank, direct deposit for employees. American Heritage Bank offers on-sight training for any city staff involved with the banking process for the City of Clear Lake, MN.

**Council decides to table American Heritage Bank pending further discussion.**

**3. City Hall Contract Staff.**

A discussion was had regarding reducing the city contract staff hours. As the city isn't yet prepared for the 2024 audit and the bank reconciliation for 2024 hasn't been completed it would be in the best interest of the city to continue with the same hours for the contract staff at least for the time being.

**Council decided to continue with contract staff but would like updates as to how the process is going at upcoming council meeting. Office staff would like to start putting information together for the 2024 audit. The auditing company was going to send a list of items they would be looking for but the city hasn't received the list yet. Staff will reach out and request the list from the auditing company.**

**4. Sheriff's Report**

The Sheriff's Dept. did not report at this meeting.

**5. Fire Department**

a. Advisor Committee Report

The Advisory Committee meets quarterly. Nothing to report.

b. Palmer Township Fire Service Contract

There were minimal changes to the contract.

c. Clear Lake Township Fire Service Contract

There were minimal changes to the contract.

**(d. Fire Dept. By-Laws Food/Drinks Spending Limit) – This item, per council, had been removed from the agenda but a member of the public brought in a copy of the agenda before modifications were made. As it appeared on an agenda the public brought in, council decided they would table the discussion pending further review but the discussion proceeded.)**

The discussion began with; can public funds be used to pay for food and drinks. There was some disagreement back and forth as to whether this is legal. The discussion then moved to the credit card use policy. The discussion then lead to the purchase of the plaques (retirement) and public fund use. Asked by the public, "Why is this an issue now?" Asked by the public, "If there's something that needs to be fixed you guys need to own it and just say it publically, this wasn't the way it should have been." Council stated "the city owns the fact that, in the past, there may have been things that were allowed. But now, under this council, it won't be allowed anymore because it's the law. And we have an obligation to tax payers to use their funds properly, according to the law." "You cannot use public funds for individual purposes." Council made reference to setting up a specific employee wellness recognition program that's something that cities do but we do not have one of those. The city cannot draw funds for something that does not exist. If that's something the fire department is interested in, it would have to be across the board for all retirees and it's

something that council can look at. At this time, there is no employee recognition fund. The council does not think that the fire department did anything wrong, we just have to follow the law. Just because someone allowed it to happen before doesn't mean we can continue to allow it to happen. I'm sorry if you got the impression that we thought you did this maliciously or that it was wrong. The public stated, "we're just doing what we did last year. If you guys want to tell us the way we're supposed to do it and we'll do it that way." Public stated, "I just wanted to remind everybody, the Relief is it's own entity and it's not not appropriate for anybody from the city council or the chief officer's or anybody to say what the Relief should and shouldn't pay for. That's on their own discretion". The public asked, if there were questions about who pays for things like this, why didn't the auditors find this and question it. It was explained that the auditors rarely go through every invoice. Council accepts responsibility for the oversight on their part and has been going through every invoice to verify what is being spent prior to signing checks. Council is ready to put something in place so staff can be recognized in the future. Council needs to discuss how the plaques are going to be paid for and will notify the fire department when a decision has been made.

Mutual Aid Meetings food – Hosting the Central Minnesota Meeting every three years and chiefs once a year. Everyone always has a dinner. The Relief Association has nothing to do with this. The Mutual Aid Association is between the cities therefore the cities should be paying for it. It comes out of the fire department budget. Council is looking into whether it can be justified as a legal expenditure. It was also brought up whether the city would pay for the tickets for the Mutual Aid Banquet. Previously, the city would pay for the meal and the fire department would pay for the drinks. This is something the city will need to look in to.

Saturday training for the fire department – can they still provide pizza or doughnuts and juice? Council will look into all of this further and get back to the fire department. Council needs to spell it out in a policy so there is less confusion going forward.

#### **d. 10% increase in Fire Dept. Budget**

It was advised to determine where the money is going to come from. It was decided the funds could come from the General Fund. Invoices haven't been sent out yet to the townships.

**Council Member Janish motions to approve a 10% increase to the Fire Department Budget coming from the General Fund. Seconded by Council Member Miller**

**Motion carried.**

#### **6. Public Works Supervisor Report**

Maintenance reports (previous years included in packet) EP from 2022 and 2023  
Preventative Maintenance - 3 stand-by generators at two lift stations and one well house. There is no record of PM ever being done since they've been put in. We were able to find information pertaining to well house two and it's still under warranty by about 5 weeks so the repairs there will all be covered under warranty. Zeigler Cat was out and took pictures and is working on putting together a quote on a 3 year service agreement. There will be annual maintenance on the 3 generators. Pertaining to lift stations, we used to have EP and the last maintenance records are from 2023. 3 of the 4 lift stations are pretty good. We have pretty substantial mechanical issues with Clark Street lift station. Going back to 2022 EP and they would not pull the pumps due to the gate check valves do not close all the way. James and John were down there last spring and also mentioned the fresh air fan does not work.

#### **Lift Station #2 – Keith Yapp**

Cost to replace the Clark Street Lift Station. It's 50 years old and the life expectancy is around 25 years.

The integrity is challenged. Similar size station under the same approximate size, etc. is approximately \$550,000.00. This doesn't include if we have to buy any land for easement. That would include the generator on sight for it. This a very preliminary cost but based on a similar project just bid. Possibly look at PFA money, low interest money, etc. Are there any funds in the Capital Improvement Fund? This needs to be a priority right now as we are on borrowed time with this lift station. Timeline for replacement could happen this year provided the budget is in place. Could possibly be done in 2025. Could we have EP go down and assess the situation prior to the next council meeting? As additional houses are added the improvements need to be made.

The developer from Park Side contacted Keith Yapp regarding Cherry Street. Somehow Cherry Street is now Cheery Street. The post office and the DMV are recognizing the address as Cherry Street. The plat is correct at Cherry Street.

**7. Advertise for a Financial Clerk**

The personnel committee will look into advertising for a full time Financial Clerk. Someone with a background in budgeting, financial side of things. The personnel committee will establish a job description and bring it back to council for review and possible approval.

**8. Creative Planning – Independent auditor to assist with reconciliation of 2024 bank statements)**

The city received a quote from Creative Planning but the quote was vague on what they would actually do for this fee. Staff will contact Creative Planning and ask them to clarify exactly what services they will provide for the city.

**Council reports:** Mayor suggest that council members, clerks and fire department get together to introduce staff to each other. It was suggested council and fire department get together to see what the fire departments expectations are and try to come together on an agreement for a policy regarding fire department spending. Get tempers down and get things straight before meeting. The plaques are on the Wells Fargo credit card; who is going to pay for them. Those items need to be referred back to the purchaser. The rest of the credit card bill can be paid.

**Mayor:** The mayor would like the newspaper prior to print, send the article to the clerk to ensure all the information is correct. The reporter stated she would submit the article to the clerk on the Wednesday morning prior to print.

**Sewer Authority Report – N/A**

**Community Development –** Council Member Miller is working on a questionnaire for the local businesses to learn more about them. In March we hope to be featuring local businesses on the facebook page.

**9. Clerk Report:**

Waste Management Contract

Waste Management has agreed to lower their monthly rates and is within a couple dollars of Republic Service.

**Council Member Janish motions to approve updating the contract with Waste Management. Seconded by Council Member Miller.**

**Motion carried.**

Updating the city website –  
.gov email address by 2027  
ADA guidelines met by 2028  
Begin a quote search

**Council Member Janish motions to begin a quote search to update the city website. Seconded by Council Member Nelson**

**Motion carried.**

Getting the vacant council seat filled. (1 application on file.) Set a deadline to submit an application or a letter of interest.

Council decides to hold a Closed Session on Wednesday February 12<sup>th</sup>, 2025 to meet with the two people interested in filling the vacant council seat beginning at 5:00 pm. City Clerk will contact the interviewees to schedule interviews and notify the council the schedule. City Clerk will also find or set up the interview questions and send them to the council members as well.

**Old business - None**

**Adjournment – Council Member Nelson motions to adjourn. Seconded by Council Member Miller**

**Meeting adjourned at: 9:32 pm**

