

CITY COUNCIL MEETING
SEPTEMBER 3, 2024
7:00 P.M

CITY OF CLEAR LAKE
7684 1ST AVENUE W
CLEAR LAKE, MN 55317

PRESENT: Mayor: Tim Goenner; **Council Members:** Karen White, Kristin Brandt, Chad Nelson and Stefany Janish

Absent: none

City Staff: Interim Sandra Borders, Fire Chief Ron Koren

AGENDA APPROVAL

Added to the agenda: Hiring of City Clerk position
Public Works Position / Offer
Clerk Attendance at the Advanced Clerk Academy

MOTION: Motion made by White, seconded by Brandt to approve the agenda with the additions.

Motion approved by majority vote of all members present.

CONSENT AGENDA ITEMS APPROVAL

- Meeting Minutes – August 5, 2024
- Special Council Meeting of August 26, 2024
- Accounts payable, receivables and EFTs for August 2024
- Asset Protection & Restoration Payment #1 – \$ 163,374.35: Roof Damage Repairs

MOTION: Motion made by White, seconded by Brandt to approve the September 3, 2024, Council meeting consent agenda items:

Motion was approved by majority vote of all members present.

Sherriff's Monthly Report –Sheriff representative was not in attendance - No report was given

No Parking on Church Street from 1st Ave West to 3rd Street

This item was tabled at the Council meeting on August 5, 2024. Several members of the community were present at the meeting. The mailboxes are on one side of the street except for the two houses at the end of the block in the newer addition. There was discussion regarding which side of the street the no parking should be because of the narrow street.

MOTION: Motion was made by Council member Nelson, seconded by Council member Janish to have parking only on the side of the street that doesn't have the mailboxes, except at the end of the street, and there would be no parking on either side where the mailboxes are on both sides of the road.

Motion was approved by majority vote of all members present.

Mayor Goenner will check with the post office about having the residents at the end of the block move their mailboxes to one side of the street.

CITY CLERK POSITON:

Council members Brandt and White, members of the Personnel Committee, received applications and interviewed candidates for the position of City Clerk / Treasurer. The job offer outlined that the position would be part-time (28 hours per week), with an hourly salary of \$30.00 per hour, with a review in six months, and not include any benefits other than what is mandated by law. Personnel committee recommended the hiring of Tami Loff for the Clerk/Treasurer for the city as outlined in the job offer.

Council member Brandt mentioned the Clerk Conference on September 12-13 and asked if Tami Loff would be able to attend. Ms. Loff was in the audience and said she would be able to attend.

Ms. Loff would be able to start work on September 17, 2024.

PUBLIC WORKS SUPERVISOR:

The city made a job offer to a candidate and a counteroffer was reviewed. The council rejected the counteroffer and decided to repost for the position. Staff will put the advertisement in the legal paper and on the League of Minnesota web site, along with on the city website. The advertisement will run in the paper for three weeks.

Thank you, letters will be sent to the other applicants.

FIRE DEPARTMENT

Chief Koren was present and gave a department report. The Department had twelve medical calls, two for Clear Lake, three for Clear Lake Township, and seven for Palmer Township. There was one mutual aid fire call, one auto accident, and two other calls for downed power lines.

It was reported that the Board of Trustees have discussed the new fire station. Councilmember Brandt would like to review the current contracts and proposed revisions. The chief will send her the information,

ROYAL RENOVATIONS EXPANSION:

Representative from Royal Renovations was present with the plans for doing an expansion on the property next to the current building. They would like to have the two buildings have the same setbacks which include a 15-foot front setback. Royal Renovations will be having a 25th anniversary party on September 28th.

MOTION: Motion made by Brandt, seconded by Janish to approve the 15-foot setback from the front road for the lot next to Royal Renovations for the new building.

Motion was approved by majority vote of all members present.

PARKSIDE PHASE 3 DEVELOPERS AGREEMENT REGARDING DRAINAGE

Jay Roos was present from Parkside Developers. There was discussion regarding the swale on the south side of the development. Mayor Goenner explained that they have come up with a solution to the drainage ditch. They will fill it in as the development gets developed. Keith Yapp, city engineer, included some language for the development agreement that the developer would provide fill to accomplish the requirements prior to 80% of the lots in the 3rd Addition having building permits. The remaining fill will be stockpiled south of lots 1-10. The stockpile could be used for fill for the proposed new fire station.

MOTION: Motion made by Brandt, seconded by Janish to approve the addition to the Developers Agreement as outlined by city engineer Keith Yapp.

Motion was approved by majority vote of all members present.

BUDGET MEETING DATES:

The City Property Levy for 2025 needs to be set before the end of September.

MOTION: Motion made by Brandt, seconded by Janish to set a City Council Budget Work Session Meeting for September 11th at 5:30 pm.

Motion was approved by majority vote of all members present.

The Council discussed moving the November meeting because of the election in November. Meeting for November was moved from November 4th to October 29th at 7:00 pm.
Consensus of the council to move the meeting date.

OTHER REPORTS / COMMENTS:

A resident asked about the signage on the stop light about no turn on red. This is on Hwy 10 and turning onto Hwy 24. No one seems to obey the sign. The sheriff can be contacted about the violations.

COUNCIL REPORTS:

COMMUNITY DEVELOPMENT:

Council member Janish reported on plans for park development, they discussed a basketball hoop.

Councilmember Brandt mentioned that for future agendas that Sewer Authority, sewer and water, Public Works, Fire Advisory, and Nuisance are listed on the agenda.

SEWER AND WATER:

Mayor Goenner reported that last week there was a power outage. The generator worked ok but it was brought to different sites. Mayor said in the future the city might need to purchase an additional generator.

The Council requested that staff notify the Sewer Authority that at their next meeting three of the Clear Lake City Council members would be present. This will be posted because of the possibility of a quorum of the council.

REPORTS:

The clerk recommended getting a new postage machine for the office. There is a new machine that could be leased for \$67.00 per month. The post office doesn't care post card stamps on a regular basis and would need to order them for the city. Staff will check on the leasing agreement and report back to the council.

PSN Utility Payment Program Update: The city has this program, but at the current time it is not being utilized. The program would allow customers to pay the utility bill online. They would be able to look at their account also. The utility bill could be emailed to the customer that would request an e-mailed bill. The system would be integrated with the accounting software. The program has been installed on the computer. The council requested that the city attorney review the contract because the contract had been signed without council approval.,

Council member White mentioned the unsightly yards and the weeds in the yards around town. Staff was directed to inform public works to hand door hangers on the properties in violation.

The city is holding a check for Creative Planning for clarification regarding the invoice. Staff will request the clarification of the invoice. This will be added to the agenda for the meeting/workshop on September 11th.

Mayor Goenner reported about the steel that was removed from the roofs of the city buildings. Councilmember White inquired if the disposal of the roofing materials was in the contract. The mayor will check into the disposal of the materials.

The mayor also had concerns about the sickle mower and broom for the skid steer that are new and are not needed. He said that maintenance needed a snowblower and wondered about putting the equipment up for bid or auction. No decision was made.

Council member White inquired about the proposed beauty shop on a property in the city. The proposed shop would be one of the outbuildings and not in the home. A Conditional Use Permit (CUP) would not be permitted because the business would not be in the home.

Council member White mentioned that there are several properties within the city that have long grass or weeds on the property. Public Works will leave door hangers that will remind the property

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owners to correct the problems. The City Ordinance states that the grass should not be longer than eight inches.

Council discussed having a budget work session. 2024 Budget Work Session was set for September 11, 2024 at 5:30 pm.

The Council had questions regarding the bill from Creative Planning and they would like to have staff check the engagement letter, and inquire about the cost for the travel that was on the invoice. This item will be added to the September 11th meeting.

Adjournment

MOTION: Motion made by Nelson, seconded by Janish to adjourn the Council Meeting. Motion was approved by majority vote of all members present.

Interim Sandra Borders