

CITY COUNCIL MEETING
OCTOBER 7, 2024
7:00 P.M

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

Present: Mayor Goenner, Council Members Brandt, Nelson, and Janish.
Councilmember White was absent.

Staff: Sandra Borders and Tami Loff

Call to Order: Mayor Goenner called the Special Council meeting at 7:00 P.M.

Agenda Approval

Council Member Brandt requested to add Item 7. Public Works Assistant job description. Mayor Goenner requested to add Item 8. Purchase of trailer.

Council Member Janish motioned to approve as amended. Seconded by Council Member Nelson. All in favor. Motion carried.

Consent Agenda

Council Member Brandt noticed an error in the minutes from September 3; should state fire contract instead of fire advisory.

Council Member Brandt motioned to approve as amended. Seconded by Council Member Janish. All in favor. Motion carried.

Sheriff Update

The Sheriff Department was present and gave an update; in August there were 65 total calls, 14 stops being traffic and in September there were 60 total calls. 22 being traffic stops.

Fire Department Update

It was no. A fire contract was sent out today. A copy is set at your place for the new fire hall. The City Council concluded this should be sent to the City Attorney for review. City staff to send to Joe.

Fire Chief Koren stated the WEX fuel credit cards are still not working. City staff to call and check on issues.

There was discussion on the accident that happened this last past weekend where a semi-truck hit three poles. Mayor Goenner suggested a list of emergency contact numbers be assembled and the purchase of additional road closure signs.

Authorize Purchase of 20 new black Council Chambers Chairs

Council Member Janish motioned to purchase 25 new chairs. Seconded by Council Member Brandt. All in favor. Motion carried.

Clerk Onboarding update-training Needs

Sandy stated there is Banyon training that is provided for \$100 hour that would benefit the new City Clerk.

Council Member Brandt motioned for up to three hours of Banyon Training for the new clerk. Seconded by CM Janish. All in favor. Motion carried.

October/November Workshop

Council Member Brandt motioned to set a budget work session on October 30, 2024 at 5:30 PM. Seconded by Council Member Nelson. All in favor. Motion carried.

Process for obtaining city property from staff that resign

There is currently nothing in the handbook. The City Council agreed an amended section should be added to the handbook.

Public Works Maintenance Job Description

There was discussion on changing to a 60-minute response time. City staff will update that and get the job posted.

Purchase of Trailer

Mayor Goenner presented three quotes for the purchase of a dump trailer. The City Council agreed to discuss this along with the budget on October 30th.

Public participation

There was a resident who lives in Hunters Bluff who had questions about the park and the money collected through HOA for the park. The Council explained the HOA is run by the developer and to contact them on where the HOA funding has gone.

A resident stated she has had brown water on she lives along Trappers Ridge Drive. City staff to contact maintenance to flush lines.

The same resident asked about seal coating. Mayor Goenner stated he would like to see skim coating on the road. This was discussed to include along with the budget discussion. She also asked if there was something that could be done about speeding in the development. It was recommended to contact the sheriff department as you see it.

There was a discussion of stop signs by the 1st entrance and at Wood Duck Way/Natures Edge.

Council Member Nelson motioned to approve installation of signage as discussed. Seconded by Council Member Janish. All in favor. Motion carried.

Quadiant Postage Machine

Sandy stated this is a five-year lease at \$70.00 a month.

Council Member Brandt motioned to approve lease of postage machine. Seconded by CM Janish. All in favor. Motion carried.

Set special meeting to canvass election results from the November 5, 2024 elections

The City Council set November 12, 2024, at 5:30 PM.

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Reports that need to be submitted by Public Works

City Clerk Loff stated that currently public Works currently does a list of daily reports. It was agreed the Personal Advisory Committee will follow up with Matt at his exit interview scheduled for this Thursday.

City Clerk Loff said after speaking with Anita Smythe from the City of Clear Water they stated they cannot afford to send over any of their employees. The City Clerk stated she contacted the League of MN Cities and the only suggestion they recommended was PeopleService.

Public Works Supervisor offer status

Jadrian Irwin has accepted the offer. City Clerk to send the background check to the BCA. Once that is received, City staff can work with Mr. Irwin on a start date.

Other: There was a question from the fire department about quarterly pay and the possibility of going to direct deposit. City Clerk to check with the bank on the paperwork needed with the goal of having it set up by December. It was also noted that it would be all employees required to sign up for direct deposit.

Follow up on security system/updating locks

Council Member Brandt asked for an update on the progress. There was discussion on updating the city hall backdoor and the fire hall door to start with the intention that all doors eventually be on the similar system. This item will be added to the budget meeting for discussion.

Follow up on roof/material from last meeting

There was discussion on whether reimbursement was needed for the material that was not removed. It was noted that the insurance has already been paid. Mayor Goenner stated he has use for the material.

Health Insurance update

Sandy stated she will work on setting up the agent of record, Al Roth, to attend a future meeting.

Chicken Ordinance

City staff to follow up with the City Attorney on this item.

Adjournment

Motion made by Council member Nelson, seconded by Council member Janish to adjourn the Council Meeting.

Motion was approved by majority vote of all members present. Meeting adjourned at 8:18 P.M.

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Attest:

Tami Loff, City Clerk