

**AGENDA FOR PUBLIC HEARING
CITY OF CLEAR LAKE
MONDAY NOVEMBER 1, 2021 AT 7:00 P.M.**

7:00 PM: Call Public Hearing to Order

The purpose of the public hearing is to review the preliminary plat for the Parkside Development that is being submitted by Minnesota LGI Homes. The existing preliminary plat has expired and is being resubmitted to establish engineering review comments for final plan design.

TO FOLLOW: Public Participation

No discussion from Council – you will need to adjourn this meeting and discuss at the regular council meeting.

Adjournment of Public Hearing

**AGENDA
CITY COUNCIL MEETING
November 1, 2021
Council Meeting - 7:00 P.M.**

Clerk to Conduct Oath of Office to New Member Chad Nelson

Stand for The Pledge of Allegiance

To follow: Public Hearing Discussion – Parkside Dev. Preliminary Plat (motion required)

To follow: Agenda Approval (motion required)

To follow: Consent Agenda Approval (motion required)

- **Meeting Minutes – October 4, 2021**
- **Account payables/receivables**
- **3rd Quarter Finance Report**

To follow: Sheriff's Report

To follow: 1. Jake Braking fee Discussion (motion required)

To follow: 2. Used Oil Site Location Complaint (motion required)

To follow: 3. iPads for Council Members/Staff Discussion

To follow: 5. Employee Report – Public Works Director Dustin Luhning

Public participation -

Council reports:
Nuisance
Fire department
Water & sewer
Community development
Clerk
Mayor
New business
Old business
Adjournment

**City of Clear Lake
Council Meeting
October, 2021**

Council Members: Tim Goenner, Karen White, Kristin Brandt, and Stefany Janish

Members Absent: None

Guests: Patriot Newspaper Reporter Mark Kolbinger, and City Resident Ron Juenemann

City Staff: Clerk Kari Koren and Public Works Director Dustin Luhnig

Mayor Goenner called the Council meeting at 7:00 P.M.

Agenda Approval

- **Motion made by Brandt, seconded by Janish to approve the October 4th Council Meeting Agenda with suggested changes, if any. Motion was approved by majority vote of all members present.**

Consent Agenda Items Approval

- Mayor Goenner requested a motion for the approval of the consent agenda items. **Motion made by Janish, seconded by White to approve the following October 4th Council meeting consent agenda items.**
 - **Minutes from the September 7, 2021 Council Meeting**
 - **September's accounts receivables/expenditures and EFT's****Motion was approved by majority vote of all members present.**

Sherriff's Report

- Sherburne County Sheriff's Department Deputy Jeanetta was present and provided the Council members with information on calls for the month of September. They were mostly traffic, medical, and domestic in nature. There were 53 calls for service in the month. Jeanetta stated that there were 15 traffic stops that were targeted by either jake braking or the no turn on red violations.

Staff Sharing Agreement

- This agreement is between the City of Clearwater, City of Clear Lake and the Clear Lake/Clearwater Sewer Authority. This agreement allows employees from the listed above entities to assist each other when an emergency arises. **Motion made by White, seconded by Brandt to approve the proposed staff agreement. Motion was approved by majority vote of all members present.**

Personnel Policy Amendment

- Clerk Koren presented the change to the personnel policy where it now includes staff being required to document time in and time out for lunch breaks. **Motion made by Brandt, seconded by Janish to accept the proposed changes to the personnel policy. Motion approved by majority vote of all members present.**

Council Seat Vacancy

- Clerk Koren advised the Council that she had only received one letter of interest for the vacant council seat. City Resident Chad Nelson is interested in being appointed to the Council. **Motion made by Janish, seconded by White to appoint Chad**

Nelson to the City Council. Motion approved by majority vote of all members present. Clerk Koren will make sure Nelson attends the November meeting.

Public Works Employee Report – Public Works Supervisor Dustin Luhnig

- Public Works Supervisor Dustin Luhnig advised the Council that he had a mock OSHA inspection that went well. Luhnig stated that there were a few minor items that needed attention.
- City Engineer Yapp explained to the Council that the city will be implementing new standard detail plates for all new construction permits going forward.

Mayor

- Mayor Goenner requested that a letter is sent to the residents who have placed a basketball hoop and chunks of concrete along the curb hoping to deter vehicles trying to enter on to Hwy 24. Mayor Goenner has spoken to Public Works Director Luhnig about having a barricade placed there. Clerk Mechtel will draft a letter and Mayor Goenner will make contact to the resident.

Adjournment

- **Motion made by Brandt, seconded by Janish to adjourn the Council Meeting at 7:13 P.M. Motion was approved by majority vote of all members present.**

Tim Goenner, Mayor

Kari Koren, City Clerk

CITY OF CLEAR LAKE
THIRD QUARTER FINANCIAL REPORT - 2021

Governmental Overview

2021 Fiscal Budget

The 2021 revenue budget is \$1,153,253.10; of this amount \$1,309,898.99 or 114% had been received at the end of the third quarter.

The 2021 expenditures budget is \$1,160,211.66; of this amount \$913,859.61 or 79% had been spent at the end of the third quarter.

The following analysis of individual major funds identifies budget variances to date.

Major Fund Analysis – Governmental Funds

General Fund

The City of Clear Lake operates a “general fund” which accounts for activities central to operations of the municipality. The City of Clear Lake utilizes its general fund to account for expenses associated with its city hall, city clerk’s office, engineer, attorney, accountant, administrative consultant, planning consultant, elections, assessor, audit, mayor and council. In addition, the general fund accounts for the City’s parks, streets, public works and maintenance system.

General Fund revenue at the end of the third quarter was \$371,308.82 or 81% of the budgeted revenue of \$458,313.10. Property tax proceeds of \$147,684.90 were received in June the remaining property tax revenue will be received in December. The remaining 2021 General Fund budget balance is to be generated through various fees including rentals, donations, licenses, permits, and fines.

Total expenditures at the end of the third quarter were \$352,071.68 or 77% of the budgeted expenditures of \$458,313.10. Expenditures appear to be on track to come in within 2021 budget expectations.

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Fire Fund

The City of Clear Lake operates a “fire fund” which accounts for the activities of the City’s firefighting services. The City of Clear Lake utilizes this special revenue fund to account for expenses associated with fire protection, emergency management and fire marshal services. Expenses include building operation and maintenance, equipment, supplies, and personnel related costs such as training.

At the end of the third quarter revenues were \$267,188.86 or 117% of the budgeted revenues of \$227,658.00. Budgeted fire contract revenues of \$213,939.55 had been received at the end of the third quarter. The remaining budget balance was generated through state aid, fire run charges, donations, and miscellaneous revenues.

At the end of the third quarter expenditures were \$136,308.08 or 56% of the budgeted expenditures of \$241,720.14.

At the end of the third quarter expenditures appear on track to come in within 2021 budget projections.

Major Fund Analysis – Proprietary Funds

Water Fund

The City of Clear Lake operates a “water fund” which accounts for activities of the City’s water enterprise. The City of Clear Lake utilizes this enterprise fund to account for expenses associated with the operation, maintenance, repair and construction of its water system. Additionally, debt service related to the water system is accounted for by the water fund.

At the end of the third quarter revenues were \$371,852.35 or 233% of the budgeted revenues of \$159,850.00. The new well bond proceeds come in at \$211,861.69 which is where the additional revenues are coming from. Budgeted water sales for 2021 are \$90,000.00 of which \$77,034.07 or 86% had been received at the end of the third quarter. WAC revenues are budgeted at \$6,300.00 for 2021, of which \$22,315.00 has already been received in the third quarter. The remaining budget balance is expected to be generated through various fees including penalties, assessment revenue, tower space rental fees, other fees and interest earnings.

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At the end of the third quarter expenditures were \$334,860.18 or 211% of the budgeted expenditures of \$158,933.73, again the expenditures include the new well project. With the new well project removed expenditures appear on track to come in within 2021 budget projections.

Sewer Fund

The City of Clear Lake operates a "sewer fund" which accounts for activities of the City's sewer enterprise. The City of Clear Lake utilizes this enterprise fund to account for expenses associated with the operation, maintenance, repair and construction of its sewer system. Charges paid to the Clear Lake/Clear Lake Sewer Authority are also expended from the sewer fund. Additionally, debt service related to the sewer system is accounted for by the sewer fund.

At the end of the third quarter revenues were \$290,348.96 or 94% of the budgeted revenues of \$307,432.00. Budgeted sewer sales for 2021 are \$275,000.00 of which \$221,377.94 or 81% had been received to date. Budgeted SAC revenues are \$14,832.00, of which \$53,103.60 has been received to date. The remaining budget balance is expected to be generated through various fees including penalties, fees and interest earnings.

At the end of the third quarter expenditures to date are \$90,619.67 or 30% of the budgeted expenditures of \$301,244.69. Expenditures appear on track to come in within 2021 budget projections.

Please note that this summary of the third quarter financials for the City of Clear Lake is unaudited.

The following budget amendments will be made upon acceptance of this financial report:

None presented at this time.