

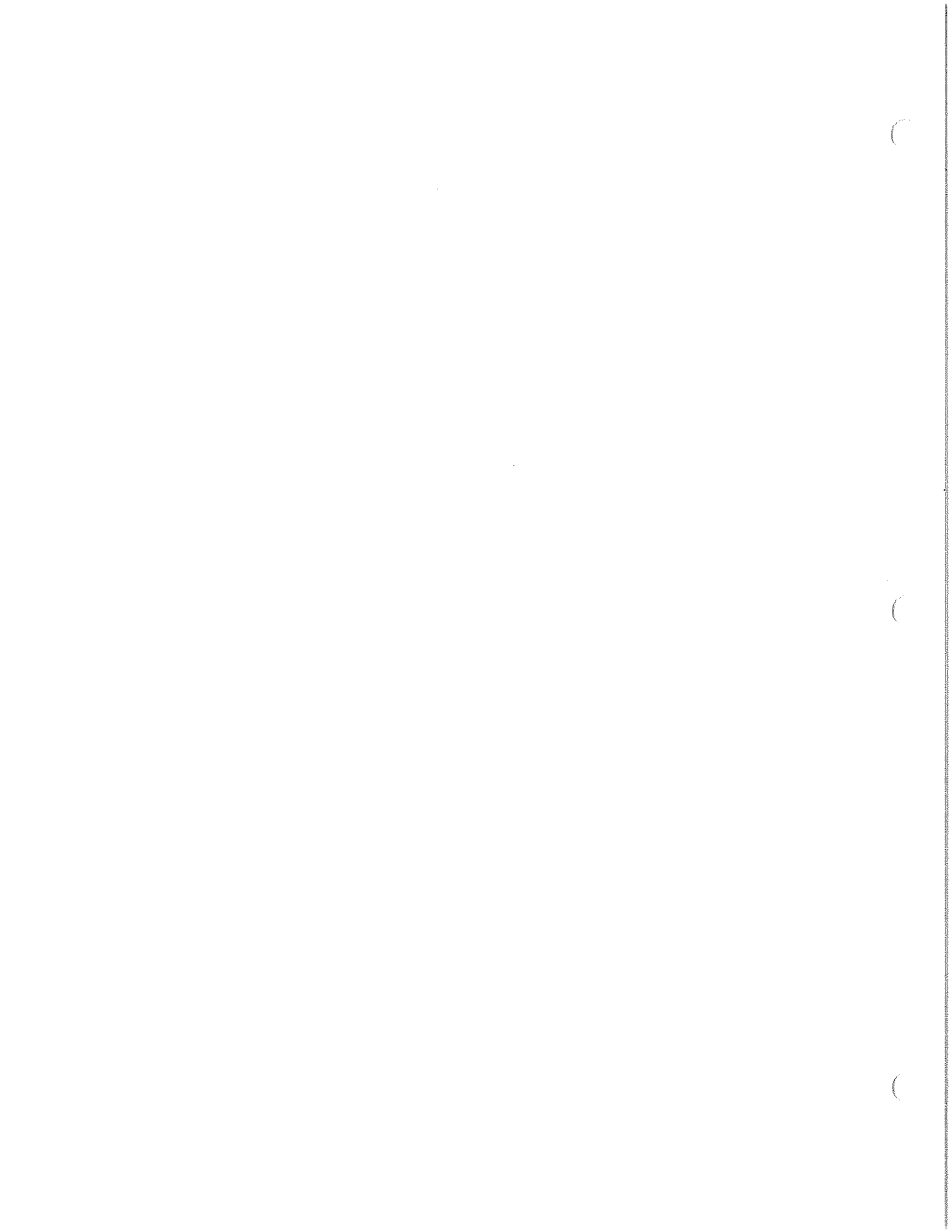
**AGENDA
CITY COUNCIL MEETING
March 1, 2021
Council Meeting - 7:00 P.M.**

- To follow: Agenda approval** (motion required)
- To follow: Approve minutes** (motion required)
- To follow: Sheriff's Report**
- To follow: 1. Resolution #21-07 – Accepting a Donation** (motion required)
- To follow: 2. Pay Equity Report** (motion required)
- To follow: 3. Quote to paint City Hall interior** (motion required)
- To follow: 4. Letter of interest – Council vacancy** (motion required)
- To follow: Employee Reviews – Council review** (motion required if needed)
- To follow: 2021 Lions special permits – Clerk Mechtel update**
- To follow: Employee Report – Public Works Director Dustin Luning**

Public participation -

- Council reports:
- Nuisance**
 - Fire department**
 - Water & sewer**
 - Community development**
 - Clerk**
 - Accounts Payables (motion required)
 - Mayor**
 - New business**
 - Old business**
 - Adjournment**

Reminder that employee reviews will begin at 6 P.M.



**City of Clear Lake
Council Meeting
Via Teleconference
January 4, 2021**

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

Members Absent:

Guests: City Engineer Keith Yapp, Patriot Newspaper Reporter Mark Kolbinger

City Staff: Clerk Kari Mechtel and Public Works Director Dustin Luning

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

Agenda Approval

- Mayor Goenner requested a motion for the approval of the agenda. Clerk Mechtel suggested adding former Member Powers resignation letter to the agenda. **Motion made by Brandt, seconded by White to approve the January 4th Council meeting agenda with addition. Motion was approved by majority vote of all members present.**

Minutes Review

- Mayor Goenner requested a motion for the approval of the minutes. **Motion made by White, seconded by Brandt, to approve the minutes from the December's meeting with any suggested changes. Motion was approved by majority vote of all members present.**

Resignation

- Clerk Mechtel presented an email from Member Powers stating that he is resigning from the City Council effective immediately. **Motion made by White, seconded by Brandt to accept Powers resignation letter. Motion was approved by majority vote of all members present.**

Declaring vacancy

- **Motion made by Brandt, seconded by White to officially declare a vacancy in the City of Clear Lake Council. Motion was approved by majority vote of all members present.** Clerk Mechtel requested information on how to move forward. Mechtel stated in the past the City requested letters of interest from any interested city residents. The Council agreed with the letters of interest and will review letters at the February meeting.

1. Resolution #21-01 – 2021 Rules of Procedures

- **Motion made by White seconded by Brandt to approve Resolution #21-01. Motion was approved by majority vote of all members present.**

2. Resolution #21-02 – Designating Official Appointments

- Mayor Goenner suggested the following changes to the Official Appointments.
 - Acting Mayor – Member White
 - Water & Sewer Liaison – Member White
 - Fire Department Liaison – Member Brandt
 - Community Development – Member Janish

Motion made by White, seconded by Brandt to approve Resolution #21-02.
Motion was approved by majority vote of all members present.

3. Resolution #21-03 – Clear Lake Lions 2021 Gambling Activities
 - Motion made by Brandt, seconded by White to approve Resolution #21-03.
Motion was approved by majority vote of all members present.
4. Resolution #21-04 – St. Marcus Church 2021 Gambling Activities
 - Motion made by White, seconded by Janish to approve Resolution #21-04.
Motion was approved by majority vote of all members present.
5. Resolution #21-05 – Amendment to 2021 Fee Schedule
 - Motion made by White, seconded by Brandt to approve Resolution #21-05.
Motion was approved by majority vote of all members present.
6. Resolution #21-06 – Approval of Allocation of Committed Funds
 - Motion made by White, seconded by Brandt to approve Resolution #21-06.
Motion approved by majority vote of all members present.
7. 2021 Fee Schedule
 - Motion made by Brandt, seconded by Janish to approve the 2021 fee schedule.
Motion approved by majority vote of all members present.
8. 2021 Special Event Permits
 - Motion made by White, seconded by Janish to approve the following 2021 special permits for the Clear Lake Lions Club
 - Wine Tasting
 - 1st Fish Fry
 - 2nd Fish Fry

Member Brandt questioned Clerk Mechtel on the process of these permits. Clerk Mechtel stated that she was unable to provide actual copies of the permits that are required by the State of Minnesota alcohol and gambling division because the Lions do not know if and when their events will be because of COVID. Clerk Mechtel will provide the Council with the permits to review when she knows more.
Motion was approved by the majority vote of all members present.
9. Well #3 Pay Application #8
 - City Engineer Yapp provided the Council with an update and stated that the well is up and running and is running great. There will be some small items to clean up in the spring. Mayor Goenner thanked Yapp and his team for all of their hard work and dedication to the well project. **Motion made by White, seconded Brandt to approve pay application #8 in the amount of \$197,220.00. Motion was approved by all members present.**

Employee Report – Public Works Director Dustin Luhnig

- Public Works Director Luhnig advised the Council that everything is running smoothly and the well #2 upgrades are almost finished. Luhnig advised the Council that he had to deal with an angry resident about how much snow was pushed into his driveway during plowing of the streets. The resident proceeded to drive to City Hall and started to clean all of his snow off of his vehicle. Luhnig and the resident talked it over and hopefully the resident is now happy. Member Brandt also advised the

Council that she received a compliment about the timing of the plowing of the streets. The resident stated that the plows were out early enough and did a good job.

Community Development

- City Engineer Yapp advised the Council that he and Clerk Mechtel had a meeting in regards to possible grant programs that the City could look into for adding a pathway from the Hunter Lake Bluffs Development to Highway 10. Yapp stated that there might be issues with MnDOT. More information to come.

Clerk

- It was decided to wait a few weeks to see if the Council will meet in person or to conduct the February via teleconference.

Mayor

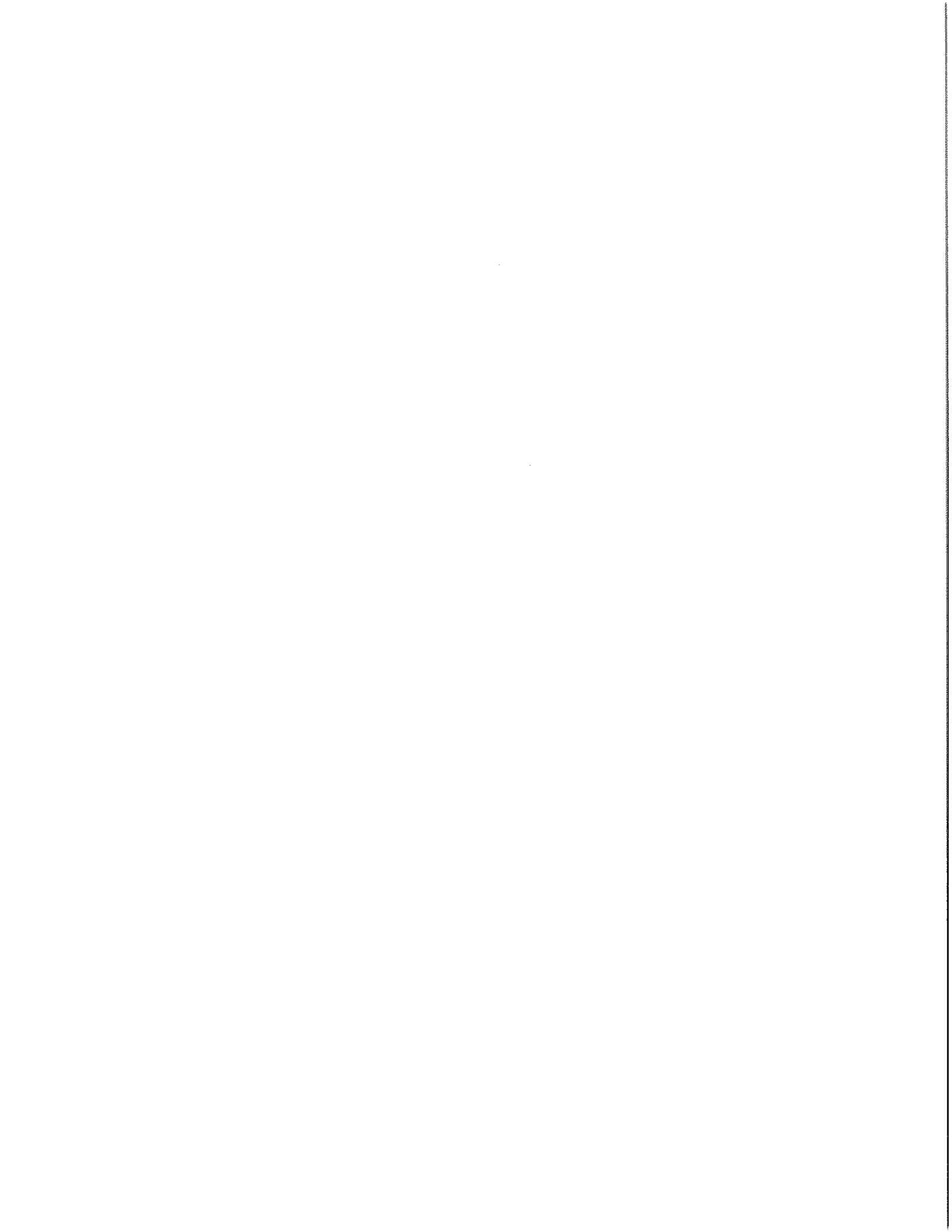
- Mayor Goenner advised Clerk Mechtel to send out letters to those residents who have not removed the snow from the sidewalks in front of their properties.

Adjournment

- **Motion made by White, seconded by Brandt to adjourn the Council Meeting at 7:26 P.M. Motion was approved by majority vote of all members present.**

Tim Goenner, Mayor

Kari Mechtel, City Clerk



RESOLUTION NO. 21-07
RESOLUTION ACCEPTING DONATION RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Clear Lake has received the following donation:

\$25,000.00 Cash donation from the Roger Goenner Family

WHEREAS, it is the recommendation of the Clear Lake City Clerk that the City accept this donation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clear Lake, Minnesota:

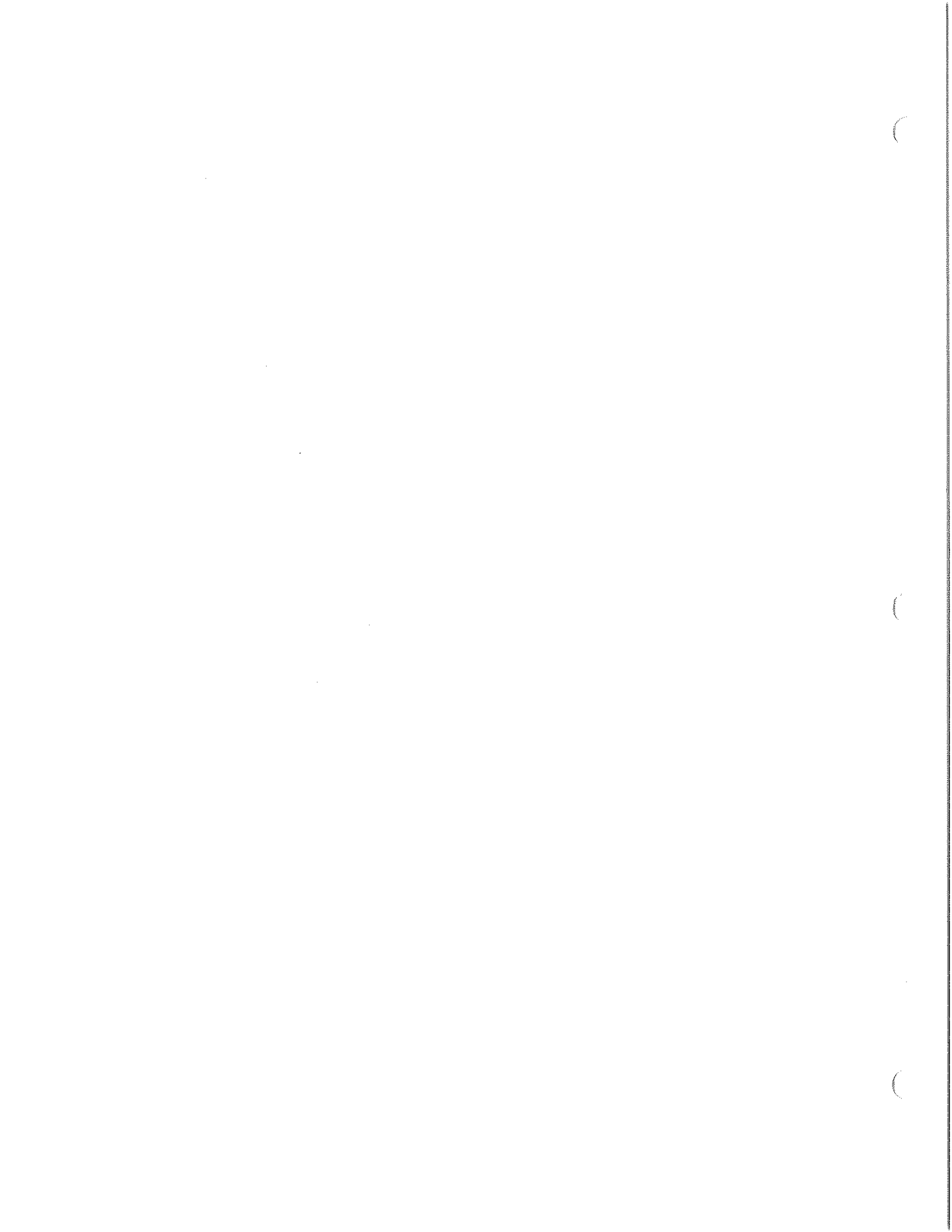
That the City graciously appreciates and accepts this donation and will use them as prescribed.

Adopted by the Clear Lake City Council this the 1st day of February 2021

Tim Goenner, Mayor

Kari Mechtel, City Clerk/Treasurer

(seal)



Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Clear Lake
P.O. Box 298
7684 - 1st Avenue W.
Clear Lake, MN 55319

Jurisdiction Type: City

Contact: Kari Mechtel

Phone: (320) 743-3111

E-Mail: cityofclearlake@frontier.net

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Designed Own

Description:

CITY COUNCIL PERSONNAL POLICY

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

CITY HALL

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

CITY OF CLEAR LAKE

(governing body)

MAYOR TIM GOENNER

(chief elected official)

CITY OF CLEAR LAKE

(title)

Part C: Total Payroll

\$150166.87

is the annual payroll for the calendar year just ended December 31.

- [X] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/13/2021

Compliance Report

Jurisdiction: Clear Lake
P.O. Box 298
7684 - 1st Avenue W.
Clear Lake, MN 55319

Report Year: 2021
Case: 1 - 2020 DATA (Submitted)

Contact: Kari Mechtel

Phone: (320) 743-3111

E-Mail: cityofclearlake@frontier.net

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

| | Male Classes | Female Classes | Balanced Classes | All Job Classes |
|-----------------------------------|--------------|----------------|------------------|-----------------|
| # Job Classes | 2 | 1 | 0 | 3 |
| # Employees | 2 | 1 | 0 | 3 |
| Avg. Max Monthly Pay per employee | 3735.48 | 4869.73 | | 4113.56 |

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0 *

| | Male Classes | Female Classes |
|---|--------------|----------------|
| a. # At or above Predicted Pay | 2 | 1 |
| b. # Below Predicted Pay | 0 | 0 |
| c. TOTAL | 2 | 1 |
| d. % Below Predicted Pay (b divided by c = d) | 0.00 | 0.00 |

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

| | |
|-----------------------------|--------------------|
| Degrees of Freedom (DF) = 1 | Value of T = 0.000 |
|-----------------------------|--------------------|

- a. Avg. diff. in pay from predicted pay for male jobs = 0
- b. Avg. diff. in pay from predicted pay for female jobs = 0

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 100.00 *
 - B. % of female classes receiving ESP = 100.00
- *(If 20% or less, test result will be 0.00)



Job Class Data Entry Verification List

Case: 2020 DATA

Clear Lake

LGID: 2072

| Job Nbr | Class Title | Nbr Males | Nbr Females | Non-Binary | Class Type | Jobs Points | Min Mo Salary | Max Mo Salary | Yrs to Max Salary | Yrs of Service | Exceptional Service Pay |
|---------|-----------------------|-----------|-------------|------------|------------|-------------|---------------|---------------|-------------------|----------------|-------------------------|
| 3 | MAINTENANCE EMPLOYEE | 1 | 0 | 0 | M | 119 | 2946.10 | 2946.10 | | 1.00 | Longevity |
| 2 | PUBLIC WORKS DIRECTOR | 1 | 0 | 0 | M | 271 | 4524.86 | 4524.86 | | 7.00 | Longevity |
| 1 | CITY CLERK/TREASURER | 0 | 1 | 0 | F | 275 | 4869.73 | 4869.73 | | 12.00 | Longevity |

Job Number Count: 3

Minnesota Pay Equity Management System - Clear Lake(21-Submitted) [Click for ADA Version](#)

[Home](#)

[Utilities](#)

[Go To](#)

[Log Out](#)

[<--Jurisdiction Info](#)

[See Results-->](#)

Jurisdiction: ID # 2072 - Clear Lake

Number of cases found: 7

| View/Add | Export | Report Year | Case ID | Case Description | Case Status | Edit | Delete | Revert |
|------------------------------|-----------------------------|-------------|---------|------------------|-------------------|------|--------|--------|
| View Jobs | Export Jobs | 1997 | 1 | 1997 DATA | In Compliance | | | |
| View Jobs | Export Jobs | 2009 | 2 | 2009 DATA | In Compliance | | | |
| View Jobs | Export Jobs | 2012 | 1 | 2012 DATA | In Compliance | | | |
| View Jobs | Export Jobs | 2015 | 2 | 2015 DATA FIX | In Compliance | | | |
| View Jobs | Export Jobs | 2018 | 1 | 2017 DATA | Out of Compliance | | | |
| View Jobs | Export Jobs | 2018 | 2 | 2018 DATA FIX | In Compliance | | | |
| View Jobs | Export Jobs | 2021 | 1 | 2020 DATA | Submitted | | | |
| Add New Case | | | | | | | | |

Jurisdiction # 2072 - Clear Lake || Report Year 2021 || Case # 1 - 2020 DATA

Number of jobs in this case: 3

| Job Nbr | Title | Males | Females | Non-Binary | Points | Min Sal | Max Sal | Yrs To Max | Yrs Srv | Exceptional Srv |
|---------|-----------------------|-------|---------|------------|--------|---------|---------|------------|---------|-----------------|
| 3 | MAINTENANCE EMPLOYEE | 1 | 0 | 0 | 119 | 2946.10 | 2946.10 | | 1.00 | Longevity |
| 2 | PUBLIC WORKS DIRECTOR | 1 | 0 | 0 | 271 | 4524.86 | 4524.86 | | 7.00 | Longevity |
| 1 | CITY CLERK/TREASURER | 0 | 1 | 0 | 275 | 4869.73 | 4869.73 | | 12.00 | Longevity |
| | | | | | | | | | | |

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Quote

JDs Remodeling LLC

Jack Sullivan

4115 Lake Ridge Dr

Big Lake MN 55309

7637725935

To

Kari Mechtel (City Clerk/ Treasurer)

City of Clear Lake

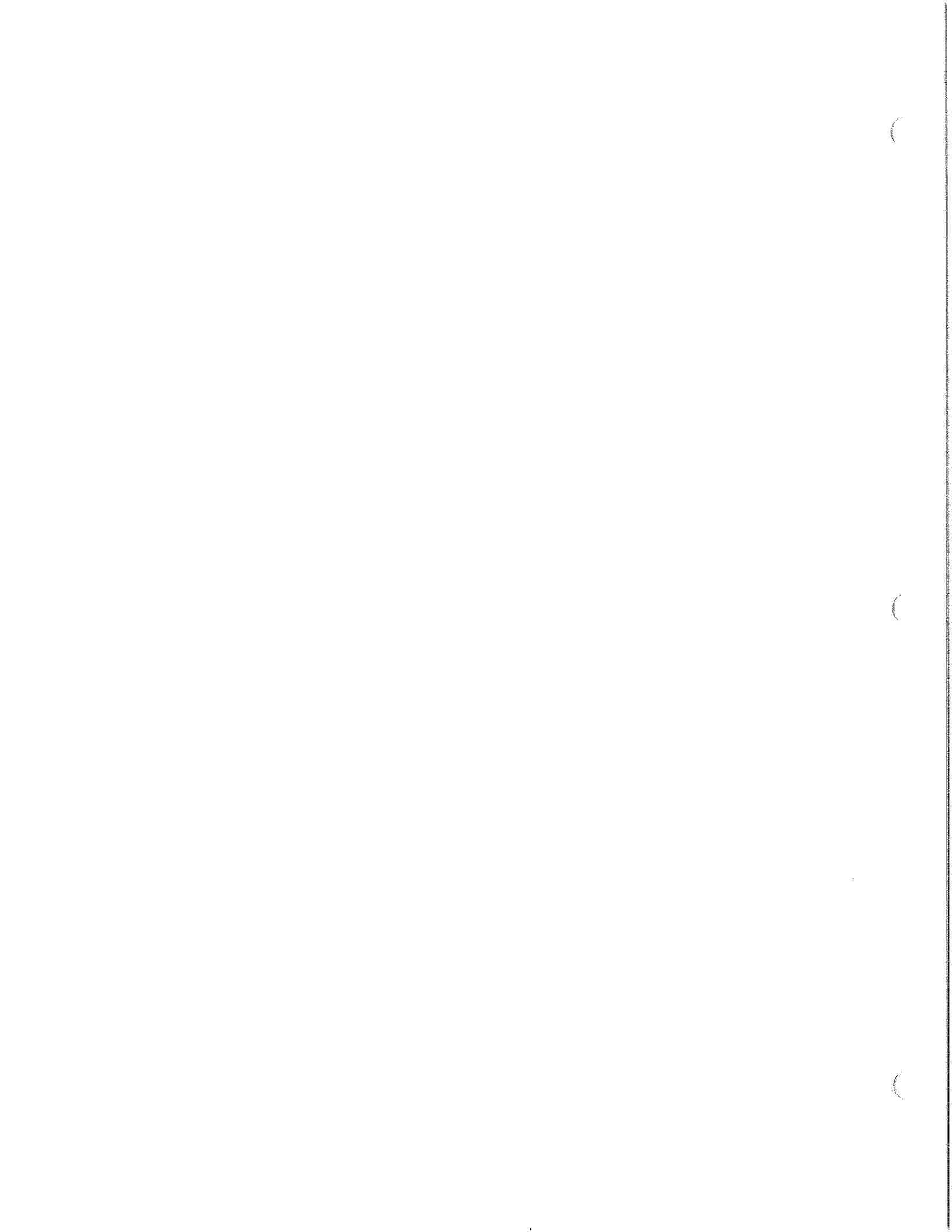
Details:

- Remove wallpaper boarder
- Patch/repair imperfections in the walls.
- Paint 2,900sqft 2 coats
- Washable paint
- Orange areas being changed to blue
- Tan areas staying same color

Colors will be picked out by Kari Mechtel.

Dates: TBD

Quote: 2,950.00



Clear Lake City Council
7684 1st Ave West
PO Box 298
Clear Lake, MN 55319

Dear City Council,

My name is Brandy Roberts and I am interested in the vacant city council seat. I have been a resident of Clear Lake since July 2020. My family and I moved to Clear Lake from St. Michael, MN, where we lived the past 13 years. We were excited to move to a smaller community and get more involved. I am currently a full time Portfolio Manager for Cargill, Inc. I work remotely from my home on Church Street. My strengths are in project management, strategy development, financial management and operational execution. In addition, I am a very strong communicator. I have professional certifications in Project Management, Change Management, Six Sigma and LEAN. I am currently in the process of completing my MBA with Louisiana State University.

My family and I love to spend time on the water and outdoors. We are excited to be purchasing a boat and to get out on Briggs this summer. We have 2 German Wirehair Pointers that you will see me out walking often.

Attached is my resume with more of my experience.

Thank you for your consideration!

Sincerely,



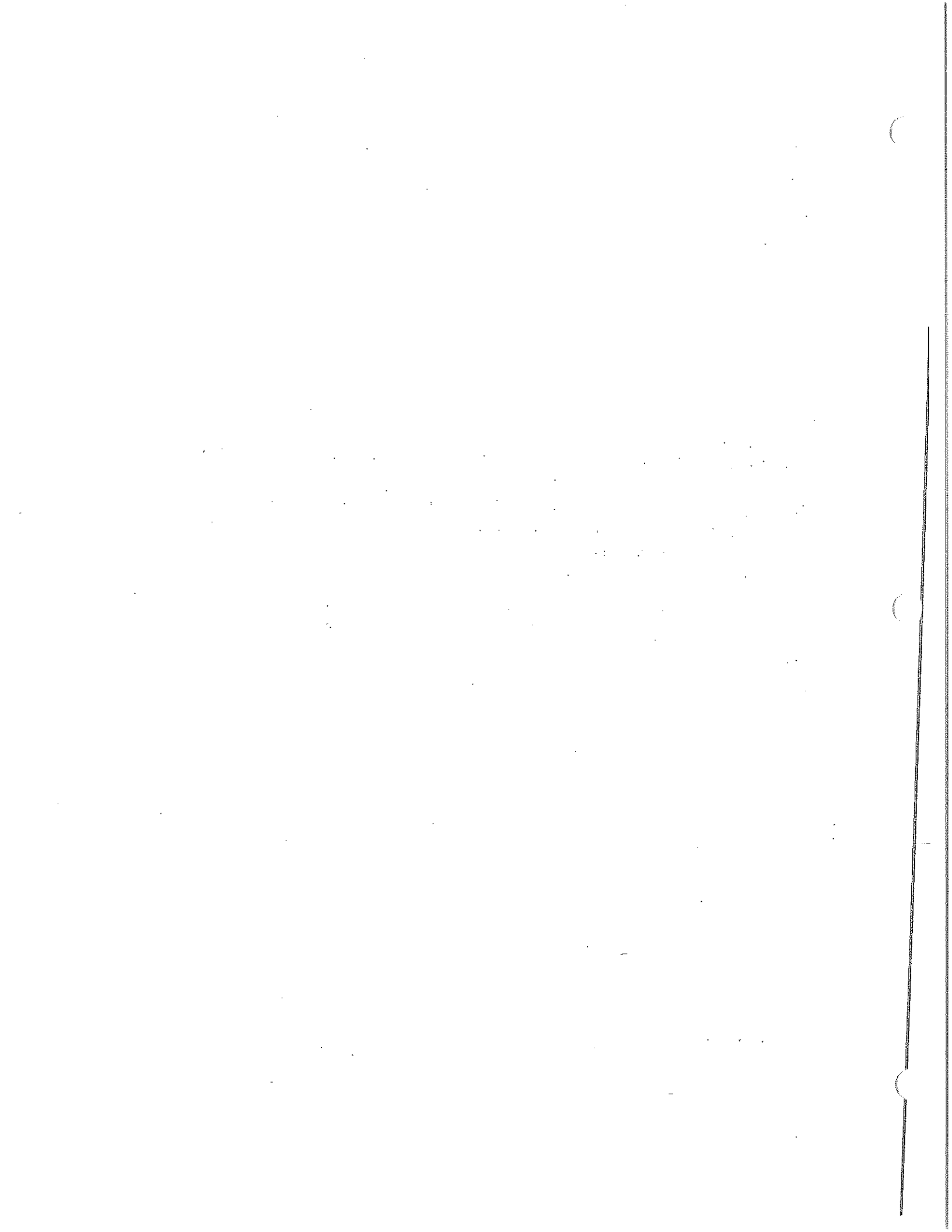
Brandy Roberts

7669 Church Street

Clear Lake, MN 55319

612-413-3461

Roberts.brandy1976@gmail.com



Brandy C. Roberts, PMP, CSSGB, CLP

Core Competencies

- Operations Management
- Portfolio Management
- Program Management
- Project Management
- Team Leadership
- Strategy Development and Execution
- Organizational Change Management

Professional Experience

Cargill · Wayzata, MN · Sept 2017 - Present

- **Performance and Portfolio Leader**
 - Portfolio Management/Chief of Staff
 - Trusted advisor to Talent COE VP on finances, projects, resources and team
 - Manage 50 projects in Clarizen- ensure milestones are being met, health is reported and risks/issues addressed
 - Resource Management – Manage capacity of COE resources and assign resources to new work
 - Business Plan Development and Measurement
 - Lead the business planning process for Talent COE annually
 - Create scorecards and measure/report progress on business plans quarterly
 - Partner with leads to develop milestones and contingency plans as needed
 - Financial Management of budgets equating to \$26 million
 - Manage monthly budgets for the COE (Operational and Strategic)
 - Audit spend to determine risks/issues and gaps on current spend
 - Build forecasts, accruals and monthly reporting for COE
 - Management of all SOWs to ensure contracted work is delivered on time and on budget
 - Team Leadership
 - Develop, coach and consult with 4 full time project managers
 - Source contracted project managers and serve as their leader for Cargill
 - Build and execute team effectiveness plans for COE and LT
 - Program Management
 - Lead the program management for State of Talent 2018 and 2019, with a value of \$2M and included the development of a scorecard to report progress quarterly
 - DEI Program Manager – Strategy development and execution for a \$1M program that included a cross functional team of outside consultants, Communications, HR and involved over 250 Cargill employees to gather input and feedback.

Optum · Eden Prairie, MN · Feb 2017 – Sept 2017

- **Senior Program Director**
 - Align team around the goals, mission and purpose of the work
 - Ensure the leadership team is aware of the risks, issues and challenges to be addressed
 - Identify gaps in current processes and establish team culture through change management skills
 - Team oversees 2 billion health savings account
 - Migration of accounts and process improvements saved \$2.4 million dollars through Sept 2017 with an expectation to save \$6 million for 2017 in total

Target Corporation · Minneapolis, MN · March 2007 - February 2017

- **Senior Program Manager**
 - **Growth Initiative Program**
 - Lead Cross Functional Team of over 50 employees to deliver a 3% sales comp growth initiative in the LA

Market

- Project was valued at \$15 million and had an aggressive 9 month deadline which I drove to be delivered on time and on budget.
- Utilized Agile methodology to accelerate timelines, outcomes and solve problems
- **Small Formats Program**
- Developed and implemented operational efficiencies for 14 small format stores
- Managed overall budget of \$112 million for small format build from conception to grand opening
- Built change and communication plans for company leadership that highlighted operational efficiencies
- **Portfolio Manager**
 - Managed overall portfolio of \$5 million for the Guest Experience Vice President
 - Established portfolio measurement plans
 - Built project prioritization methods to accurately prioritize the most important work and align resources to it
- **Senior Project Manager**
 - Developed and executed plans to drive the largest Black Friday sales day for 2012 and set up 2013 for success
 - Built the strategy and executed the plans for company's first midnight events (6), book signings and all 4th quarter/holiday events
 - Ensured strategies for sales and marketing aligned for Target.com
- **Project Manager**
 - Built optimized processes for 1300 Target Cafes in partnership with Starbucks and YUM! Brands to ensure locations operated profitably and efficiently
 - Influenced brand partners to change operational metrics, which allowed locations to save labor, exceed corporate goals and run double digit comps
 - Recommended and helped develop online training for Target Cafés with Pizza Huts which saved \$1.6 million annually in travel and training expenses
- **Purchasing Card Administrator**
 - Designed and implemented purchasing card program for Target
 - Program had 14,000 cardholders, helped reduce fraudulent spend and generated \$250,000 annually in revenue for Target.

Charleston County Government · Charleston, SC · July 2006 - February 2007

- **Buyer**
 - Gathered and wrote requirements for needs and then analyzed bids to ensure requirements were met
 - Negotiated contracts for police equipment, vehicles, technology and food services. Contracts were on average \$3 million dollars each.

Charleston Southern University · Charleston, SC · March 2003 - July 2006

- **Buyer/Purchasing Card Administrator**
 - Negotiated and managed the construction of a \$13 million dollar world class science facility
 - Negotiated contracts for office supplies, technology, maintenance and facilities
 - Designed and implemented a purchasing card program with 100 cardholders

Education

Master's in Business Administration,
Project Management Emphasis (In
Progress)

Louisiana State University – Shreveport,
Shreveport, LA

Bachelors in Management Arts

Charleston Southern University
Charleston, SC

Project Management Methodologies

Agile, Scrum, Kanban, LEAN, Six Sigma

Portfolio Management

University of Minnesota Continuing Education

Change Management Methodology

Prosci Certified
