

Special City Council Minutes  
February 12<sup>th</sup>, 2025  
5:03 p.m.

City of Clear Lake  
7684 1<sup>st</sup> Avenue W  
Clear Lake, MN. 55319

**A Special Council Meeting was called for the purpose of interviewing candidates who had submitted a Letter of Interest OR an application to fill the vacant council seat.**

**Present:** Mayor Goenner, Council Member Nelson, Council Member Janish and Council Member Miller

**Interviews:**

Errin Mitchell was interviewed  
Lance Gilliland was interviewed.

**Interview for Public Works Assistant:**

The personnel committee completed its interviews for Public Works Assistant. The personnel committee is recommending that Tim Barrett be interviewed by the city council. Mr. Barrett was present at the interview. Mr. Barrett is currently working for another city. Mr. Barrett is familiar with the details of working for a city.

Council discussed the position of Public Works Assistant.

The recommendation of the council is to offer the position of Public Works Assistant to Tim Barrett. This will be offered as a full time position with health and dental benefits available to the employee with a starting wage of \$32.00 per hour

**Motion was made by Council Member Nelson seconded by Council Member Janish to offer the position of Public Works Assistant to Mr. Barrett.**

Ayes: Mayor Goenner, Council Member Nelson, Council Member Janish and Council Member Miller.  
Nays: None

**Motion carried**

Council asked that the City Clerk contact Mr. Barrett with the job offer.

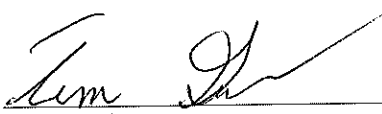
After considerable discussion it was the decision of the entire council to delay filling the council seat until all council could give it more thought. The decision will be announced at the next regularly scheduled council meeting on February 3<sup>rd</sup>, 2025

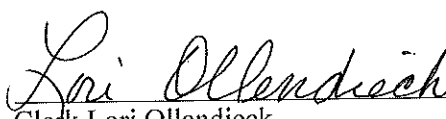
**Motion to adjourn was made by Council Member Nelson and seconded by Council Member Janish**

Ayes: Mayor Goenner, Council Member Nelson, Council Member Janish and Council Member Miller  
Nays: None

**Motion carried.**

Meeting adjourned at 7:19 p.m.

  
\_\_\_\_\_  
Mayor Tim Goenner

  
\_\_\_\_\_  
Clerk Lori Ollendieck

SIGN IN SHEET

City of Clear Lake  
CITY COUNCIL MEETING  
February 3 2025  
7:00 p.m.

Jenny Massmann

Pat Koron

Barry Shultz

CITY COUNCIL MEETING AGENDA  
CLEAR LAKE, MINNESOTA  
MARCH 3<sup>RD</sup>, 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, Sabrina Miller and Lance Gilliland

**Stand for the Pledge of Allegiance**

**Agenda Approval (motion required)**

**Council Member Janish motions to approve the Agenda with changes made seconded by Council Member Nelson**

Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson and Janish  
Nays: None

**Consent Agenda Approval (motion required)**

- City Council Meeting Minutes – February 18, 2025
- Accounts payable, receivable and EFTs for February 2025

**Council Member Gilliland motions to approve the Consent Agenda, seconded by Council Member Miller**

Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson and Janish  
Nays: None  
Motion carried: 5 – 0

Open Forum: is 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 to staff.

Nothing brought forward.

New business

**1. Sheriff Report – Information included in packet**

The sheriff's department presented their annual report to the council. Total calls for service were consistent with previous year. There were 656 total calls for service in 2024. Included in those numbers are traffic stops, extra patrol and security checks. These are self-initiated by officers. There were 150 traffic stops in town, 154 security checks and 108 extra patrols. Out of the 656 412 calls were generated by officers. There were not a lot of calls for 2024. Serious criminal activity, assaults reads as 11 but there was a coding issue with that, so it wasn't a total of 11 and this also includes verbal domestics so there were 3 total arrests, domestic related. There was 1 burglary which was a storage unit, 4 narcotics cases, 3 DUI's, 8 thefts and 2 damage to property. There is not a lot in the city and we're going to try to keep it that way. Information was presented regarding the ongoing projects; there was a generator failure at the dispatch center the project is creating a back-up dispatch center in the public safety building.

The department is happy to report they are a couple weeks away from opening that site and both dispatch centers will operate together. If there is a failure at one the other will remain operational. There have been multiple retirements this year and it's been difficult for the department to get people into the profession. Canine update: the single purpose narcotics dog is retiring but a new canine has been purchased who will be a dual-purpose canine. Included in his report was information regarding the Emergency Response Unit and their competition and training.

Special Olympics Torch Run, Night to Unite and Shop with a Cop. The mayor, council and city residents thanked the officer and the department for their time and work.

## **2. Fire Department – Matt Lunser CLFD Training Program – Information in Packet**

Matt Lunser reports on the Clear Lake Fire Department Training Program. In 2014 Matt Lunser applied and filed with EMSRB to become a Training Education Program Institution. EMSRB regulates Emergency Medical Response (EMR) which is the first level followed by EMT and Paramedic. Matt explains the fire department is at the first level at First Responder which is now referred to as EMR. EMSRB can teach to that EMR level of certification. CLFD can do this training, and it's referred to as in-house training. All training is recorded to State requirements. Training has become more difficult to get through colleges. Matt would like to offer this more "specific to department" training, focusing on training specific to fire departments. A medical director is a doctor who oversees the program and oversees the protocol as to what the fire department can and cannot do on a call. We can do advanced things up to an EMT level of service on a call because we have the oversight of a medical director. CLFD saves a lot of money by doing this training in-house. By doing in-house training for new firefighters, we can save \$700.00 to \$800.00 per student and continuing education is approximately \$200.00 per firefighter. On average we would save several thousand dollars per year by doing this in house. In the past, when training is offered to CLFD new hires, other departments are contacted and are given the opportunity to send their new hires to this training. In the past, CLFD didn't charge much, just enough to cover books, cover snacks or on a Saturday training, provide lunch. Instructors were getting no pay as instructors or maybe \$12.00 per hour as opposed to the tech college or any other private institution now, they're getting \$40.00 per hour and some up to \$50.00 per hour. The need for the EMR training has increased but the ability to get the training from the tech college has decreased. The request today would be for the council to approve this as a Training Institution as we have the credentials and we have the know-how, we just need to put it out there. Start promoting this and putting it out to other departments. They would like to add two-line items to the fire department budget, one being income and the other being expense. They could also do CPR training, including opening up to the public.

*Council question: What is the cost to keep up your Director Status?* The only fee to keep this program is \$100.00 every two years.

*Council question: What is your confidence level on the student count?* It could go up or it could go down, we would adjust the instructor number to accommodate.

*Council question: How often would you offer these courses?* If we adopt the model, we would bring it up regularly at the Chief's meetings. Keep it open until you have enough people to put the class on. It would also depend on if we started offering the refresher courses.

*Council question: How many hours of instruction is it per course?* 48 hours for initial and 16 for refresher.

We just have to make certain we're not over-scheduling and make certain our costs are covered. Put the classes on when we have enough people to at least break even. The typical ratio is one instructor to 10 students but with only one instructor, the students may not be getting what they need.

*Council question: Could the model change if we add CPR training?* The initial information presented to other departments stated the EMR classes would not include CRP but, when asked, other departments seemed interested in including CPR coursework and they were told there would be an additional cost of \$75.00 per person.

*Council question: Could we open up the CPR classes to the public?* Yes, absolutely.

We do need to make certain we are tracking invoices to ensure payment for our services.

*Council question: Would we create a separate line item in the Fire Department or would this be a separate entity on its own?* The clerk responded she believes it could be either. It may be easier to make it its own entity for tracking purposes. It needs to be clearly defined. Matt would like it to remain within the Fire Department if possible.

*Council question: Would it be better to leave it outside the Fire Department in accounting, so if there is a balance after expenses are paid, it could be a donation and could be used elsewhere?* There will need to be some research done to see what the best course of action to take and what is possible. The clerk will do some checking to see how to add this to the fire department (add as a separate entity within the fire department). Props are currently being shared so there are some things that still need to be worked out. The biggest thing is to keep the expenses, revenues and payroll separate from the fire department expenses, revenues and payroll. The clerk is going to do some checking on this with Banyon.

### **Council Member Gilliland motions to approve the Clear Lake Fire and Rescue Education Program as outlined, seconded by Council Member Janish**

Ayes: Mayor Goenner, Council Members Gilliland, Miller and Janish

Nays: None

Abstained: Nelson

Motion carried: 4 – 0 – 1 abstention

### **Fire Department – Funding for Fire Department Events**

Where are we with paying the bills for banquets?

Council has a policy in place, and it has been reviewed by the attorney. There is a meeting this week to hopefully finalize everything. We should be able to get it on the next council agenda. The retirement piece of it that's tricky as there is no actual state statute that designates who can do what.

### **3. Public Works Report – Address Comp. Time**

Evan Johnson, Public Works Supervisor, would like the comp time clarified. It appears to be capped at 40 hours and, given the round times will likely go from 4 hours per day to 6 hours per day, comp time will be maxed out quickly.

Keith Yapp –

Update on Lift Station #2 replacement (Information included in packet)

Parkside update

City Engineer Keith Yapp was present to discuss the update on Lift Station #2, Clark Street. The estimate is included in the packet. The mayor and I and Evan went out and looked at the sight and came to some rough ideas as to where it needed to go. Keith did go over the estimate with council. Keith touched on a permanent easement and a temporary easement that will be required. As we move forward there will be more information on this. Survey will be done later this week or early next week and we'll get started on the design. The preliminary schedule to bid this will probably be in June to get started in July or August as far as starting the actual work on

it. The in-groundwork will already be done but the control panel may take longer so it may not go into use until January of 2026.

Parkside addition pre-con meeting scheduled for the 25<sup>th</sup> of March. R. Larson will be doing that work so he will be doing the inspection. It may be started as soon in the first part of April as the weather dictates. There will be 57 single family lots.

**Council member Nelson motions to increase comp time to 120 and allow 40 hours to carry over at the end of year, seconded by Council Member Miller**

Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson and Janish

Nays: None

Motion carried: 5 – 0

#### ***4. Update council on the Brickyard Permit***

In speaking with Nancy Scott regarding the permit, Nancy stated we do not need a CUP for this sign. What the inspector is requesting is a letter from MN DOT stating they approve the sign and the location. A motion was made at the February 18, 2025 meeting to approve this sign with a CUP so that motion needs to be amended.

**Council Member Nelson motions to approve the permit with the condition we receive a letter from MN DOT, seconded by Council Member Miller**

Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson, Janish

Nays: None

Motion carried: 5 – 0

#### ***5. Approval for Credit Application – Pearson***

Credit application is for Pearson regarding the training material for the CLFD Training Program. This will allow CLFD to order their books / Training Material and have it invoiced to the city. The books are running about \$125.00 each.

**Council Member Nelson motions to approve the credit application in an amount not to exceed \$5,000.00, seconded by Council Member Janish**

Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson, Janish

Nays: None

Motion carried: 5 – 0

Council reports:

Mayor - None

Sewer Authority – Meeting in March

Community development - None

Clerks Report:

- Update on telephone and internet billing and service

Continuing to work on this and will report as more information comes in. Does the Fire Department need internet and phone service at Palmer Township? Yes, they do need it but it is not mission critical. Let's cancel it and see what we have. The mayor's signature is not on the original contract. There are two fax numbers attached to this contract and we're still trying to figure out what/where these numbers are assigned. I still haven't been able to find out who our phone provider is and there is no detailed invoice.

- Update on contract staff

Leave the hours as they are. Shirley will come in later on Wednesday 03/05/25 and join the CIP meeting. Shirley and Sandy will come in on Wednesday March 12<sup>th</sup>, 2025 and work together on reconciling the checking account. In order to keep hours in check, council suggested asking Sandy to take either Monday or Tuesday off and come in to work with Shirley on Wednesday. I suggested I could take Wednesday afternoon off to save some on payroll but council would prefer I'm here during this process.

- Update on sales

Deposited \$157.00 for sales on decorative items. I have a few items left and will likely take them down and repost soon.

Old business: Reminder Special Session Wednesday March 5<sup>th</sup>, 2025, at 5:30 CIP

Has anyone taken any action on the Palmer contracts? There has been no action taken and the contracts have not been signed at this time. Council Member Nelson will try to get this taken care of this week. Council Members Janish and Miller would like to work with the Clerk to try to get some public participation in the policy review and ordinance review committee.

### Adjournment


**Council Member Miller motions to adjourn, seconded by Council Member Nelson**

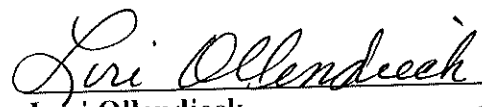
Ayes: Mayor Goenner, Council Members Gilliland, Miller, Nelson and Janish

Nays: None

Motion carried; 5 – 0

**Meeting adjourned at 8:24 pm**

  
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Mayor Tim Goenner

  
\_\_\_\_\_  
Lori Ollendieck 03/10/25