

**AGENDA
CITY COUNCIL MEETING
August 4, 2021
Council Meeting - 7:00 P.M.**

Stand for The Pledge of Allegiance

To follow: Agenda Approval (motion required)

To follow: Consent Agenda approval (motion required)

- **Meeting Minutes**
- **Account payables/receivables**
- **Resolution #21-09 – Terminating COVID-19 local emergency**

To follow: Sheriff's Report

To follow: 1. Parkside Dev. Possible Abatement – if not done by Aug. 2nd. (motion required)

To follow: Employee Report – Public Works Director Dustin Luning

Public participation -

Council reports:

Nuisance

Fire department

Water & sewer

Community development

Clerk

- **2nd. Quarter Financial Report** (motion required)

Mayor

New business

Old business

Adjournment

Reminder of upcoming meetings –

August meeting is now Wednesday August 4th

September's meeting is now Tuesday September 7th

**City of Clear Lake
Council Meeting
July 6, 2021**

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

Members Absent: None

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

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

Mayor Goenner called the Council meeting at 7:03 P.M.

Agenda Approval

- **Motion made by Brandt, seconded by Janish to approve the July 6th Council Meeting Agenda. 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 Roberts, seconded by White to approve the following July 6th Council meeting consent agenda items.**
 - **Minutes from the June 7, 2021 Council Meeting**
 - **June accounts receivables/expenditures and EFT's****Motion was approved by majority vote of all members present.**

Sherriff's Report

- Sherburne County Sheriff's Department Sergeant Ochs was present and provided the Council members with information on calls for the month of June. They were mostly traffic, medical, and domestic in nature. There were 42 calls for service in the month.

Sale of Tax Forfeited Land

- Clerk Mechtel presented to the Council a copy of the property location and description for the parcel that is up for sale. Sherburne County Commissioners are offering this parcel to be sold due to non-payment of taxes. This property is located at 8490 Main Ave. within the City limits. After much discussion and due to many restrictions, that come with this type of purchase the Council decided that this purchase is not within the City's best interest. **Motion made by White, seconded by Brandt to not proceed with purchasing this property with PID # 70-403-0930. Motion was approved by majority of all members present.**

Public Works Employee Report – Public Works Supervisor Dustin Luhning

- Public Works Supervisor Dustin Luhning presented to the Council that he also has been having to deal with multiple electricity surges which at that time he needs to diagnose issues with the lift stations when the power goes out. Mayor Goenner asked Luhning how the city is doing on water being used during this dry spell. Luhning advised the Council that even with the bulk water that is being sold we are not over our normal summer usage.

Community Development

- Member Janish suggested that the city looks into adding a sidewalk to the Hunter Lake Bluffs Development along County Rd. 6. Mayor Goenner advised Janish that this topic has been discussed multiple times in the past. Mayor Goenner will reach out to the County and the land owner to see if he can get any additional information. Clerk Mechtel noted that in the past there was an extra setback that was required due to the speed on County Road 6.

Clerk

- Clerk Mechtel requested moving the August meeting due to her being on vacation. It was decided that the August meeting will now take place on August 4, 2021.
- Clerk Mechtel also requested that the September meeting is moved due to Labor Day. The September meeting will now take place on September 7, 2021.

New Business

- Member Brandt reminded the Council that a National Night to Unite event will be taking place at the Hunter Lake Bluffs Development Park on August 3rd. Clerk Mechtel will post a possible quorum for that evening.
- Member Roberts questioned the sewer rates. Roberts is curious how to answer that question when she is asked. Clerk Mechtel advised Roberts that our current debt schedules go to 2024 and 2039 and in that time the sewer plant may require upgrades, so at this time Clerk Mechtel doesn't for see the sewer rates going down anytime soon.

Adjournment

- **Motion made by White, seconded by Brandt to adjourn the Council Meeting at 7:27 P.M. Motion was approved by majority vote of all members present.**

Tim Goenner, Mayor

Kari Mechtel, City Clerk

RESOLUTION NO. 21-09
A RESOLUTION TERMINATING THE COVID-19 LOCAL EMERGENCY

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 pandemic in the United States constitutes a National Emergency ("National Emergency"); and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize all necessary resources to be used in support of the COVID-19 response ("State Emergency"); and

WHEREAS, on March 17, 2020, the City council passed a policy which extended the Local Emergency indefinitely and granted staff the authority and discretion, consistent with Minn. Stat. Ch. 12 to take necessary actions to respond to the Emergency, including the amendment and alteration of procedures until the termination of the Emergency; and

WHEREAS, the existence of the vaccine against COVID-19 has lessened the risk and impact of the pandemic in the State and locally; and

WHEREAS, the State Emergency was terminated by Governor Walz effective July 1, 2021; and

WHEREAS, the City Council desires to terminate Local Emergency while acknowledging that the prevalence of COVID-19 as both a national and global pandemic remains; and

NOW, THEREFORE, BE IT RESOLVED, pursuant to Minn. Stat. §12.29, the Council of the City of Clear Lake hereby Terminates the Local Emergency declared by the Emergency Management Team on March 17, 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED:

1. All adjustments or suspension of City policies and procedures, contemplated by the City's Emergency Management Team, are hereby terminated, and
 - a. **The City will no longer continue suspension of water-shutoffs**
 - b. **The City will resume to operate as normal and will continue to follow/monitor all State and local COVID-19 guidelines.**

Tim Goenner, Mayor

Kari Mechtel, City Clerk-Treasurer

(seal)

CITY OF CLEAR LAKE
SECOND QUARTER FINANCIAL REPORT - 2021

Governmental Overview

2021 Fiscal Budget

The 2021 revenue budget is \$1,153,253.10; of this amount \$916,544.56 or 79% had been received at the end of the second quarter.

The 2021 expenditures budget is \$1,160,211.66; of this amount \$643,473.59 or 55% had been spent at the end of the second 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 second quarter was \$206,726.24 or 45% 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.

The general fund received a total of \$35,500.00 in donations to date. These donations should be spent within 2021.

Total expenditures at the end of the second quarter were \$256,416.63 or 56% of the budgeted expenditures of \$458,313.10. Expenditures appear to be on track to come in within 2021 budget expectations.

CITY OF CLEAR LAKE

SECOND QUARTER FINANCIAL REPORT - 2021

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 second quarter revenues were \$197,473.76 or 87% of the budgeted revenues of \$227,658.00. Budgeted fire contract revenues of \$179,101.53 had been received at the end of the second quarter. We have not received Palmer Townships second half of their fire contract as of July 7, 2021. The remaining budget balance was generated through state aid, fire run charges, donations, and miscellaneous revenues.

At the end of the second quarter expenditures were \$84,815.26 or 35% of the budgeted expenditures of \$241,720.14.

At the end of the second 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 second quarter revenues were \$319,701.48 or 200% 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 \$45,654.93 or 50% had been received at the end of the second quarter. WAC revenues are budgeted at \$6,300.00 for 2021, of which \$10,907.50 has already been received in the second 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.

CITY OF CLEAR LAKE
SECOND QUARTER FINANCIAL REPORT - 2021

At the end of the second quarter expenditures were \$242,313.70 or 152% 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 second quarter revenues were \$188,043.08 or 61% of the budgeted revenues of \$307,432.00. Budgeted sewer sales for 2021 are \$275,000.00 of which \$146,305.99 or 53% had been received to date. Budgeted SAC revenues are \$14,832.00, of which \$26,551.80 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 second quarter expenditures to date are \$59,928.00 or 20% 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 second 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.