

CITY COUNCIL MEETING
JULY 1, 2024
7:00 P.M

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

PRESENT: Council Members: Tim Goenner at 8:07pm, Karen White, Kristin Brandt, Chad Nelson and Stefany Janish

Absent: Mayor Goenner until 8:07 pm

City Staff: Interim's Sandra Borders, Fire Chief Ron Koren, Assistant Chief Matt Lunser

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

AGENDA APPROVAL

Council meeting minutes from June 3rd and June 7 Work session meeting minutes were removed from the agenda until the August meeting.

MOTION: Motion made by Brandt, seconded by Nelson Brandt to approve the agenda as amended.

Motion approved by majority vote of all members present.

CONSENT AGENDA ITEMS APPROVAL

Accounts payable, and receivables for June, 2024

Resolution 2024-14 Acceptance of Donation from Clear Lake Lions Gambling Fund or the Fire Department Equipment

MOTION: Motion made by Janish, seconded by Brandt to approve the July 1, 2024, Council meeting consent agenda items:

Motion was approved by majority vote of all members present.

Sherriff's Monthly Report

Sherburne County Sheriff's Department Patrol Sergeant Grams provided the council members with information on calls for the month of June. Most of the calls were traffic, security, and extra patrol in nature. There were 56 calls for service in the month.

BRUCE PAULSON FROM STANTEC REGARDING THE CLEAR LAKE ROOF AND WALL HAIL DAMAGE.

Mr. Paulson was present to discuss the proposal from Stantec to oversee the project. The proposal would be hourly rate and not to exceed \$5,675, and would be about 5 hours per week. The project would take about 4-5 weeks for completion. This could be reported to the insurance company as part of the project. The pay request would be presented to the Council for approval.

MOTION: Motion made by Nelson, seconded by Janish to approve the contract with Stantec for the overseeing of the project.

Motion was approved by majority vote of all members present.

CITY CLERK / TREASURER JOB DESCRIPTION

The job description for the City Clerk – Treasurer was presented to the council for approval. The job will be advertised on the city web site, Facebook, and at the League of Minnesota City’s web site. The job advertisement will be published in the city newspaper for two weeks.

MOTION: Motion made by Janish, seconded by Nelson to approve the job description and advertise for a city clerk/ treasurer.

Motion was approved by majority vote of all members present.

RECOMMENDATION FROM PERSONNEL COMMITTEE REGARDING PUBLIC WORKS SUPERVISOR

The Personnel Committee has reviewed the position applicants and recommends making a job offer to the candidate with a wage of \$32.00 per hour with benefits.

MOTION: Motion made by Janish, seconded by Nelson to approve the job description and advertise for a city clerk/ treasurer.

Motion was approved by majority vote of all members present.

New Fire Station:

The Fire Department committee has interviewed engineering firms related to the plans for a new fire station. They are recommending that the Architectural and Civil engineering be awarded to YHR with an additional 10% for reimbursables, including mileage, meals, printing drawings sets, etc. The contract would include \$72,000 (architectural) + \$12,000 (civil) + 10% reimbursables for a total of \$92,400.

MOTION: Motion made by Brandt, seconded by Janish to award the contract to YHR.

Motion was approved by majority vote of all members present

REVIEW OF CIVIL DESIGN BY STANTEC

Stantec will review the civil design. No motion needed as is is considered part of the engineering that they do for the city.

PUBLIC PARTICIPATION:

A resident asked about fence regulation, because there is a fence being installed and it seemed overly tall. It was also asked if a permit had be obtained for the fence. Staff will check about the permit.

Mr. McDonald spoke and mentioned that residents should take more pride in the city and in keeping lawns mowed. Council discussed this and advised the clerk to post the lawn ordinance on the utility bills along with putting it on the city website.

FIRE DEPARTMENT DISCUSSION:

Fire Chief Ron Koren and Assistant Chief Lunser were present for discussion and proposal for the Fire Department wages. The Council set a special work session for July 15, 2024 to discuss the payroll and proposed wages.

The Chief recommended that the Training Officer have a wage of \$600 per year.

MOTION: Motion made by Janish, seconded by Brant to approve adjust the training officer wage to \$600 per year.

Motion was approved by majority vote of all members present

The Chief proposed a wage adjustment on the 2nd Assistant Chief to match the 1st Assistant Chief. The council discussed this and **TABLED** this item until the next meeting due to the Chief not having current numbers on hand.

The Chief proposed a wage for the two Lieutenants at \$300 per year.

MOTION: Motion made by Janish, seconded by Brant to approve the wage for the two lieutenants at \$300 per year.

Motion was approved by majority vote of all members present

OLD BUSINESS:

- Status of new email for the council members. Staff will check when that will be completed. When they are activated, they will be posted on the website.
- City Hall isn't being cleaned on Thursdays as is should be. The Mayor will review this with Public Works.
- No parking on Church Street between 1st Ave W and 3rd Ave. This will be discussed at the August meeting.
- The mayor suggested an Open House at the new park on July 11th at 7:00pm to get ideas from the public as to what they would like at the park.
- Special Work session for July 15th at 5:30 pm to review the Employee Handbook, HSA, and PERA.

Adjournment

MOTION: Motion made by Brandt, seconded by Nelson to adjourn the Council Meeting.

Motion was approved by majority vote of all members present.

Tim Goenner, Mayor

Interim Sandra Borders