

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
January 5, 2015**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of January 5, 2015 to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

Everyone joined in the pledge of allegiance.

Oath of Office to Newly Elected Mayor and Councilors

The oath of office was administered to Mayor Edmonson, and Council Members, Lange, and Crandall prior to the meeting.

ROLL CALL

- Present: Mayor Edmonson, Council Members, Lange, and Crandall. (Ritzer arrived during the City Administrator discussion.)
- Excused: Ranum
- Staff present: Interim City Administrator Derus, Public Works Supervisor John Schmidt and City Engineer Kevin Bittner.
- Public Present: Richard Petty and Betty Moffitt
- Others Present: Ken Francis – Clearwater Tribune

A quorum was declared present.

APPROVAL OF AGENDA

MOTION by Lange, seconded by Crandall, to approve the agenda as submitted, with the following changes:

- Add a discussion of Council emails
- Add Clearwater Estates bill for removal of silt; under new business
- Add Interim Administrator Contract; under new business

Motion carried unanimously.

PUBLIC COMMENT

No one asked to comment during public comment.

CONSENT AGENDA

MOTION by Lange, seconded by Crandall, to approve the following Consent Agenda items:

- a. Claims/Accounts Payable
- b. Approval of 12-15-14 Regular City Council Meeting Minutes
- c. Approval of 12-18-14 Special City Meeting Minutes Council
- d. Approval of Resolution 2015-1, Authorizing Staff to Inform The League of Minnesota Cities Insurance Trust that the City Does Not Waive Liability Limits
- e. Approving a Wage of \$11/hour for Mike Keller to Clean the Rink on Weekends, Holidays and Nights on an “As Needed” Basis

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

There was no Wright County Sheriff Deputy at the meeting.

OLD BUSINESS

Update on City Administrator Recruiting Process

Interim Administrator Derus briefly explained the City Administrator Recruiting Options. He Recommended that the Council move forward with a recruiting process with the following parameters:

- Advertise the position of “City Administrator in Training with ability to be promoted to City Administrator,” after one year of on the job training.
- Estimated Wage would be approximately \$40,000 for the first year.
- Once eligible to be promoted to City Administrator, which would be approximately one year, the wage would become the entry level City Administrator Wage of \$60,000; thereafter the individual would be on the City’s step program.

Derus also presented a job ad for the Council’s consideration.

The City Council discussed:

- Raising the salary to \$70,000 and re-advertising for an experienced City Administrator. Derus felt this would increase the possibilities of success.
- Whether eliminating the finance part of the job and advertising would lead to a more successful result in another round of recruiting for an experienced City Administrator.
- Member Lange favored adding to the salary to get an experienced City Administrator
- Member Ritzer again asked if it wouldn’t be advisable to advertise for a City Clerk
- Member Crandall was open to advertising for a City Administrator in Transition

MOTION by Lange, seconded by Crandall, to move forward with the “City Administrator in Training” position per the Interim Administrator’s recommendation.

Motion carried unanimously.

Follow-up from 12-15-14 Council Meeting on Engineer Bill for Bike Path

City Engineer Bittner and John Schmidt were at the meeting to discuss the bike path engineering fees with the Council. Bittner clarified that it was not for inspection of repaving the bike path.

MOTION by Crandall, seconded by Lange, to pay the Bolton Menk bill as presented.

Motion carried unanimously.

Solar Project Update

Schmidt updated the Council on the need for a different transformer for the solar panel project. The transformer needs to be replaced with a 120v – 240v transformer, with an estimated cost of \$2,200, according to Xcel Energy. Scott Randall with True North is trying to get Xcel to fund this cost. Member Ritzer asked if Xcel would track the success; staff speculated that they would have to. There was no action required, until Xcel decided whether to fund it or not.

New Business

Resolution Setting the 2015 Appointments

The City Council discussed the appointments and filled out Resolution 2015-02 with the various appointments and committee assignments.

MOTION by Crandall, seconded by Ritzer, to adopt Resolution 2015-02, A Resolution Setting 2015 annual appointments.

Motion carried unanimously.

Comprehensive Plan Final Draft

The Council briefly discussed the proposed Comp Plan update. The Council liked the fact that it was well laid out and more abbreviated than previous plans and easy to follow. No action was taken, as the Comp Plan is first scheduled for review by the Planning Commission.

During the Comp Plan discussion, Mayor Edmonson also explained that the City was planning to not renew the WSB contract for Economic Development services. Also, for now, any planning services will be on an hourly basis.

The Council also discussed the possibility of planning and economic development services with SEH. Staff will seek proposals from both firms.

Revised Fee Schedule

The Council discussed the proposed reduction of Sewer and Water O & M fees to 2013 levels. There was a brief discussion. The consensus was this was discussed in length a few months ago and they decided to move forward on the proposed reduction.

MOTION by Ritzer, seconded by Lange, to roll back sewer and water O & M fees as follows:

Water:

- **5.00 base fee; 1.30 demand charge per 1,000; up to 9,999**
- **1.80 demand charge per 1,000- over 9,999**

Sewer-

- **28.65 for commercial and residential base**
- **13.52 for commercial per thousand**
- **9.20 for residential per thousand**

Motion carried unanimously.

City Council Emails

The Council discussed whether to have emails with the same relative order. Council emails should be separate from personal emails, since all personal information can potentially become public. Council did not want to spend extra funds. The Council consensus was that every member should set up a simple gmail account with a similar form as the Mayor's.

City Administrator Contract

Derus explained that he was surprised to learn he had never executed a contract with the City. The contract was put together by the League of Minnesota Cities and is set up to clarify roles and to limit liability for city and the Interim Administrator.

MOTION by Lange, seconded by Ritzer, to approve the contract for City Administrator services as proposed, with a minor typo correction.

Motion carried unanimously.

REPORTS

Mayor and Council

Mayor Edmonson notified Council that he would be going down to the capital with Clear Lake's Mayor to attempt to secure funding for wastewater plant. He said he thought he'd be reimbursed by the Sewer Authority for milage.

The Council briefly discussed the League of Minnesota Cities' Newly Elected Officials Seminar and the Experienced Elected Officials training.

MOTION by Crandall, seconded by Ritzer, to authorize sending Member Lange to the Newly Elected Officials Seminar. Motion carried unanimously.

**MOTION by Lange, seconded by Ritzer, to authorize sending Member Crandall to the Experienced Elected Officials Seminar.
Motion carried unanimously.**

Boards

The EDA Meeting is scheduled for next Tuesday, January 13.

The Park Board is set for Thursday, January 8. Staff will not be able to make that meeting.

Office Staff

John Schmidt updated the Council on ice rink maintenance. It's difficult to flood in the very cold weather.

City Engineer Bittner updated the Council that the NE Improvement is moving forward as scheduled. They will be looking for plan approval in February.

Bittner also updated that he is working with MNDOT on replacement of the water main with the bridge replacement project.

City Admin Derus mentioned that he submitted the Initiative Foundation Letter of Intent.

OTHER

Next Meeting

The next Meeting is Tuesday, January 20th, 2015 at 7:00 PM

ADJOURN

**MOTION by Crandall, seconded by Lange, to adjourn the council meeting, at 8:45 p.m.
Motion Carried unanimously.**

Robert Derus, Interim City Administrator

Pete Edmonson, Mayor

Date Approved