

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
February 2, 2015**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of February 2, 2015 to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Everyone joined in the pledge of allegiance.

**ROLL CALL**

- Present: Mayor Edmonson, Council Members Ranum and Ritzer.
- Absent: Council Members Crandall and Lange
- Staff present: Interim City Administrator Derus
- Public Present: Betty Moffit, 705 Spring Street, Vern Scott and James Theisen of Flinstones,
- Others Present: Nick Prigge of the Wright County Sheriff's Department and Ken Francis – Clearwater Tribune

A quorum was declared present.

**APPROVAL OF AGENDA**

**MOTION by Ritzer, seconded by Ranum, to approve the agenda as submitted.**

**Motion carried unanimously.**

**PUBLIC COMMENT**

No one commented during public comment.

**CONSENT AGENDA**

Item c. of the consent agenda; the Approval of AEM Services Agreement, for Financial Services through May 31, 2016 and Financial Training for staff was taken off the Consent Agenda, for further discussion.

**MOTION by Ritzer, seconded by Ranum, to approve the following Consent Agenda items:**

- a. Claims/Accounts Payable
- b. Approval of 1-20-15 Regular City Council Meeting Minutes
- c. ~~Approval of AEM Services Agreement, for Financial Services through May 31, 2016 and Financial Training for Staff during the Same Timeframe~~
- d. Setting the Board of Appeal and Equalization Meeting for Monday, May 4, 2015 at 6:00 PM
- e. Cancelling Regularly Scheduled Council Meeting of February 16
- f. Resolution 2015-7 Adopting Comprehensive Plan Amendment

**Motion carried unanimously.**

The Council briefly discussed the approval of AEM Services Agreement, for Financial Services through May 31, 2016 and Financial Training for Staff during the Same Timeframe. There was a question about the training budget/proposal in the proposal, which offered 5 days of training for \$10,000, which seemed high, so the Council decided to hold off on any action until staff could look into whether this involved other training.

**WRIGHT COUNTY SHERIFF DEPUTY REPORT**

Deputy Nick Prigge of Wright County Sheriff Department was at the meeting. He said things are pretty quiet. He reminded residents to not park overnight on streets during snow events.

## **OLD BUSINESS**

### **North Area Improvement Plans and Specs**

Engineer Kevin Bittner and Cody Holmes were at the meeting to go over plans and specs for the project. He explained that they were going to try to keep the project moving on schedule; bids have been coming in good, with reduced oil prices. Vern Scott raised a question about the depth of the water main, noting that a water main on Elm Street froze last spring. Bittner explained that 8 feet is the standard. Council questioned what John Schmidt's opinion was. John Schmidt was called and he expressed the opinion that going deeper would be advised to avoid any freezing. The Engineer said he would adjust the depth to 8.5 feet deep. In a related discussion the Mayor asked staff to get an assessment policy up to date.

**MOTION by Ritzer, seconded by Ranum, to approve Resolution 2015-08, Resolution Approving Plans and Specifications and Authorizing for Bids for the North Area Street and Utility Improvements**

**Motion Carried unanimously.**

### **Update on City Administrator Recruiting Process**

Interim Administrator Derus updated the City Administrator-in-Training ad response. The ad has been well received and he's made it through all the applications; 42 applications have been received. There are multiple outstanding applicants. The second round of interviews will begin later this week. The Council decided that they would schedule a special meeting if needed to go over final applications.

## **NEW BUSINESS**

### **Fire Chief; 2014 Year-end Report**

Chief Neiters reported on the following items:

- There were 234 total calls and he broke down the mix of calls
- He noted that the Rescue Rig will be available by the end of February. He also noted that the Fire Equipment fund had an adequate balance to fully fund the rig, so he advised fully funding it out of the equipment fund and not bonding for it. The Council agreed to this plan.
- He suggested that the Council sell the old Rescue Rig and Engine # 13

**MOTION by Ritzer, seconded by Ranum, to authorize the Fire Chief to advertise for sale of the old Rescue Rig and Engine # 13**

**Motion Carried unanimously.**

- The Fire Chief also said he was looking at the ISO Rating. He mentioned that the last time it was looked at in 2005, the Rating dropped from a 7 to a 5. However, he said dropping it further would not be as easy.
- The Chief also mentioned that he was working with the City Administrator to send out Fire Contracts. When they looked at the Budget, it was discovered that the Fire Department final budget did not get approved as recommended by the Fire Chief; the Chief recommended a 2% increase.

**MOTION by Ritzer, seconded by Ranum, to amend the 2015 Fire Department Budget to \$246,835.**

**Motion Carried unanimously.**

### **Board of Appeal & Equalization Training**

Council briefly discussed who was currently trained. Derus will look into it and report it to Council. Mayor Edmonson, and Councilors Ritzer & Randall are trained through 7-1-17.

## **REPORTS**

### **Mayor and Council**

Mayor Edmonson Reported on the Following:

**Sewer Authority** Mayor Edmonson reported that the Sewer Authority's lobbyist is producing a short video at the end of this week, which will feature the two mayors, a business from each city, and a resident from each city if possible. This video will be used to give a quick 1-2 minute "commercial" to show the legislators in St. Paul. We will hopefully link it to our website and facebook in the coming weeks.

**Re: Hotel Feasibility Study**

Mayor Edmonson reported that he was in contact with the Hotel investor group, inquiring about the necessity of a full blown study, and they relayed to us that the study would be to determine whether or not the community could support the hotel, and not just the information included in the study, but the interpretation of that information which is provided by the company doing the study. Ultimately, the study would be required by any perspective hotels, their investors, and just as importantly, their bank.

Edmonson also passed this information to the Initiative Foundation. They have informed staff this week that Clearwater has been awarded a \$2,500 grant for our Hotel Feasibility Study request. I am working with staff to reach out to get quotes from companies to do the study. The initial study cost was \$8,000-\$10,000. The Council's consensus was they were OK with the concept of funding the balance of approximately \$5,500 – \$7,500.

**Food Shelf**

Edmonson reported that he met with the new President of the Clearwater- Clear Lake Area Food Shelf this past Friday and discussed some of their current and future needs at the food shelf. Currently, they are researching some options for an upgrade to their electrical and food storage needs, and have applied for a grant to assist in some of those current projects. A representative from the food shelf may be coming before the council at the March 2<sup>nd</sup> meeting to give an update. They also briefly discussed some of their long-term plans and goals, and will continue to discuss those in more detail at a later time, and will include staff and more updates when those meetings occur.

**OTHER**

**Next Meeting**

The next Meeting is Monday, March 2, 2015 at 7:00 PM

**ADJOURN**

**MOTION by Ritzer, seconded by Ranum, to adjourn the council meeting, at 7:47 p.m.**

**Motion Carried unanimously.**

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Robert Derus, Interim City Administrator

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Pete Edmonson, Mayor

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Date Approved