



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**February 1, 2016**  
**7:00 pm**

Call to Order  
Pledge of Allegiance  
Roll Call

**1. Approval of Agenda (Additions/Deletions considered at this time)**

*Public Comment Period - Please refer to "Public Comment Process" Brochure located by the sign in sheet.*

**2. Consent Agenda**

- a. Claims/Accounts Payable
- b. Approval of 1-19-16 Regular City Council Meeting Minutes
- c. Approval of 1-19-16 Regular City Council Workshop Minutes
- d. Set Local Board of Appeal and Equalization Meeting for Monday, April 18<sup>th</sup> at 6:00 p.m.
- e. Approval of Resolution 2016-05 Step Wage Increase for James Kirchenbauer
- f. Approval for City Administrator to Attend the 2016 MCFOA Annual Conference

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

**5. New Business**

- a. Discussion and Update on North Area Street and Utility Project
- b. Discussion on Amending the 2016 Fire Budget
- c. Discussion on Managed Services and Product Quotes from Now IT Connects
- d. Discussion on Reimbursement for Trees Removed During the North Area Street and Utility Project (Agenda Request)
- e. Discussion on Moving the Customer Service Window to Nearby Adjoining Wall
- f. Discussion on Appointing Park Commission Members and Assigning Council Liaison
- g. Discussion on Placing a Porta Potty by Lions Park Hockey Rink
- h. Discussion on Landform Memo for 2015-2016 Work Plan
- i. Consent Agenda Procedure (Mayor Request)
- j. Discussion on 2016 Goals (Mayor Request)

**6. Reports**

- a. Mayor and Council
- b. Boards
- c. Staff

**7. Other**

- a. Next Meeting – Tuesday, February 16, 2016

**8. Adjourn**

*There may be a quorum of other City Boards or Commissions present.*



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Monday, February 1, 2016**  
**7:00 pm**

**Staff Memo**

**To:** Honorable Mayor and City Council  
**From:** Kevin Kress, Administrator  
**Date:** January 28, 2016  
**RE:** Review/Comment on 02-01-16 City Council Meeting

**1. Approval of Agenda (Additions/Deletions considered at this time)**

*Public Comment Period - Please refer to "Public Comment Process" Brochure located by the sign in sheet.*

**2. Consent Agenda**

- a. **Claims/Accounts Payable** – See enclosed.
- b. **Approval of 1-19-16 Regular City Council Meeting Minutes** – See enclosed.
- c. **Approval of 1-19-16 Regular City Council Workshop Minutes** – See enclosed.
- d. **Set Local Board of Appeal and Equalization Meeting for Monday, April 18<sup>th</sup> at 6:00 p.m.**
- e. **Approval of Resolution 2016-05 Step Wage Increase for James Kirchenbauer** – See enclosed.
- f. **Approval for City Administrator to Attend the 2016 MCFOA Annual Conference** – This conference is held in St. Cloud this year. The Conference provides for credits towards Clerk and Treasurer Certification. Classes run from March 15<sup>th</sup> through the 17<sup>th</sup>. See enclosed.

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

**5. New Business**

- a. **Discussion and Update on North Area Street and Utility Project** – Kevin Bittner will be present to address the Council.
- b. **Discussion on Amending the 2016 Fire Budget** – See enclosed.
- c. **Discussion on Managed Services and Product Quotes from Now IT Connects** – John from Now IT Connects will be at the meeting to discuss this item with the Council. See enclosed documents.
- d. **Discussion on Reimbursement for Trees Removed During the North Area Street and Utility Project (Agenda Request)** – See enclosed.
- e. **Discussion on Moving the Customer Service Window to Nearby Adjoining Wall**
- f. **Discussion on Appointing Park Commission Members and Assigning Council Liaison** – I have three interested residents asking to be appointed to the Park Commission. Council should also discuss who they want to appoint as Council Liaison and if they want to amend the Ordinance to allow for this person to be a voting member.
- g. **Discussion on Placing a Porta Potty by Lions Park Hockey Rink** – Staff would like to know if the Council would like a Porta Potty Placed at the hockey rink. This would cost \$70 a month.
- h. **Discussion on Landform Memo for 2015-2016 Work Plan** – See enclosed.
- i. **Consent Agenda Procedure (Mayor Request)** – See enclosed.
- j. **Discussion on 2016 Goals (Mayor Request)** – The Mayor is requesting that all Council members review the Comprehensive Plan and write down items you would like addressed in 2016.

**6. Reports**

- a. **Mayor and Council**
- b. **Boards**
- c. **Staff** – I will update at the meeting.

**7. Other**

- a. **Next Meeting** – Tuesday, February 16, 2016

**8. Adjourn**

CITY OF CLEARWATER

01/28/16 2:12 PM

Page 1

Payments

Current Period: February 2016

| Batch Name       | 020116 CCMTG                          | User Dollar Amt           | \$55,394.84 |              |            |
|------------------|---------------------------------------|---------------------------|-------------|--------------|------------|
| Payments         |                                       | Computer Dollar Amt       | \$55,394.84 |              |            |
|                  |                                       |                           | \$0.00      | In Balance   |            |
| Refer            | 1005 AVENET, LLC                      |                           |             |              |            |
| Cash Payment     | E 100-41000-323 Website               | WEB SITE ANNUAL SVC       | GOVOFFICE   |              | \$875.00   |
| Invoice          | 38193 1/26/2016                       |                           |             |              |            |
| Transaction Date | 2/1/2016                              | ANNANDALE STAT            | 10100       | <b>Total</b> | \$875.00   |
| Refer            | 993 BEUNING, LLC                      |                           |             |              |            |
| Cash Payment     | E 800-45200-126 Rental/Lease          | FEB 2016 RENT             |             |              | \$1,321.00 |
| Invoice          | 1466 1/22/2016                        |                           |             |              |            |
| Cash Payment     | E 800-45200-382 Utilities             | DEC 2015 ELEC             |             |              | \$33.95    |
| Invoice          | 1470 1/22/2016                        |                           |             |              |            |
| Cash Payment     | E 800-45200-362 Property Ins          | DEC 2015 INS              |             |              | \$114.66   |
| Invoice          | 1470 1/22/2016                        |                           |             |              |            |
| Cash Payment     | E 800-45200-205 Taxes and Assessments | DEC 2015 TAX              |             |              | \$251.61   |
| Invoice          | 1470 1/22/2016                        |                           |             |              |            |
| Cash Payment     | E 800-45200-305 Contracted Services   | DEC SNOW REMOVAL          |             |              | \$488.93   |
| Invoice          | 1470 1/22/2016                        |                           |             |              |            |
| Transaction Date | 2/1/2016                              | ANNANDALE STAT            | 10100       | <b>Total</b> | \$2,210.15 |
| Refer            | 997 BIG STATE INDUSTRIAL SUPPLY       |                           |             |              |            |
| Cash Payment     | E 100-43200-123 Operating Supplies    | LEATHER PALM GLOVES       |             |              | \$131.13   |
| Invoice          | 1192970 1/15/2016                     |                           |             |              |            |
| Transaction Date | 2/1/2016                              | ANNANDALE STAT            | 10100       | <b>Total</b> | \$131.13   |
| Refer            | 979 CHADER LEASING CORPORATION        |                           |             |              |            |
| Cash Payment     | E 100-41000-126 Rental/Lease          | COPIER MONTHLY LEASE PMNT |             |              | \$120.80   |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 100-43100-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$2.27     |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 100-43200-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$2.27     |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 230-42200-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$2.27     |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 240-45300-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$2.27     |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 600-49400-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$75.52    |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 601-49450-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$75.52    |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 603-43200-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$10.57    |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Cash Payment     | E 603-49500-200 Office Supplies       | COPIER MONTHLY LEASE PMNT |             |              | \$10.57    |
| Invoice          | FEB 2016 2/10/2016                    |                           |             |              |            |
| Transaction Date | 2/1/2016                              | ANNANDALE STAT            | 10100       | <b>Total</b> | \$302.06   |
| Refer            | 1013 CITY OF CLEARWATER               |                           |             |              |            |
| Cash Payment     | E 800-45200-382 Utilities             | DEC AND JAN UTILITIES     |             |              | \$83.18    |
| Invoice          | DEC 15 JAN 16 1/28/2016               |                           |             |              |            |
| Transaction Date | 2/1/2016                              | ANNANDALE STAT            | 10100       | <b>Total</b> | \$83.18    |

CITY OF CLEARWATER

01/28/16 2:12 PM

Page 2

Payments

Current Period: February 2016

|                     |  |  |                         |              |             |
|---------------------|--|--|-------------------------|--------------|-------------|
| Refer               | 991 CLEARWATER FIRE RELIEF               |  | -                       |              |             |
| Cash Payment        | E 230-42200-124 Fire Relief              |  | CITY CONTRIBUTION       |              | \$10,000.00 |
| Invoice 2015        | 1/25/2016                                |  |                         |              |             |
| Cash Payment        | E 230-42200-129 MN State Fire Relief 2%  |  | MN STATE AID 2 %        |              | \$21,618.46 |
| Invoice 2015        | 1/25/2016                                |  |                         |              |             |
| Cash Payment        | E 230-42200-130 MN State Fire Relief Sup |  | MN SUPP AID             |              | \$5,289.45  |
| Invoice 2015        | 1/25/2016                                |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$36,907.91 |
| Refer               | 1002 CLEARWATER HARDWARE & BAIT          |  | -                       |              |             |
| Cash Payment        | E 100-41000-123 Operating Supplies       |  | ICE MELT                |              | \$49.98     |
| Invoice 418946      | 12/1/2015                                |  |                         |              |             |
| Cash Payment        | E 100-43200-307 Repair & Maintenance C   |  | MINI FLUO BULB          |              | \$19.47     |
| Invoice 419212      | 12/4/2015                                |  |                         |              |             |
| Cash Payment        | E 100-43200-307 Repair & Maintenance C   |  | OUTDOOR MECH TIMER      |              | \$15.99     |
| Invoice 419230      | 12/4/2015                                |  |                         |              |             |
| Cash Payment        | E 100-43200-123 Operating Supplies       |  | FILTER                  |              | \$14.99     |
| Invoice 419570      | 12/9/2015                                |  |                         |              |             |
| Cash Payment        | E 100-43200-307 Repair & Maintenance C   |  | STRG BRKT               |              | \$13.98     |
| Invoice 419576      | 12/9/2015                                |  |                         |              |             |
| Cash Payment        | E 100-43200-307 Repair & Maintenance C   |  | WASHER                  |              | \$1.29      |
| Invoice 419651      | 12/10/2015                               |  |                         |              |             |
| Cash Payment        | E 100-43200-307 Repair & Maintenance C   |  | HOSE FITTING            |              | \$4.49      |
| Invoice 419968      | 12/14/2015                               |  |                         |              |             |
| Cash Payment        | E 240-45300-307 Repair & Maintenance C   |  | LAMP                    |              | \$65.98     |
| Invoice 420440      | 12/21/2015                               |  |                         |              |             |
| Cash Payment        | E 100-43200-123 Operating Supplies       |  | ARGON                   |              | \$77.39     |
| Invoice 421122      | 12/31/2015                               |  |                         |              |             |
| Cash Payment        | E 230-42200-123 Operating Supplies       |  | MISC HARDWARE           |              | \$58.11     |
| Invoice DEC 2015    | 12/31/2015                               |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$321.67    |
| Refer               | 996 FASTENAL                             |  | -                       |              |             |
| Cash Payment        | E 100-43100-307 Repair & Maintenance C   |  | MISC HARDWARE           |              | \$23.59     |
| Invoice MNSTC248336 | 1/15/2016                                |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$23.59     |
| Refer               | 983 GRIES LENHARDT                       |  | -                       |              |             |
| Cash Payment        | E 100-41600-304 Legal Fees               |  | GENERAL MATTERS         |              | \$800.00    |
| Invoice 47549       | 1/14/2016                                |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$800.00    |
| Refer               | 994 INSPECTION SERV. OF CENTRAL          |  | -                       |              |             |
| Cash Payment        | E 100-42400-305 Contracted Services      |  | BLDG PERMIT INSPECTIONS |              | \$3,769.24  |
| Invoice 463         | 1/21/2016                                |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$3,769.24  |
| Refer               | 992 KOTTKE ROBBIE                        |  | -                       |              |             |
| Cash Payment        | E 100-41400-120 Reimbursement            |  | REIMBURSE HEP B SHOT    |              | \$40.00     |
| Invoice 012216      | 1/22/2016                                |  |                         |              |             |
| Transaction Date    | 2/1/2016                                 |  | ANNANDALE STAT 10100    | <b>Total</b> | \$40.00     |
| Refer               | 982 LANDFORM                             |  | -                       |              |             |

CITY OF CLEARWATER

01/28/16 2:12 PM

Page 3

Payments

Current Period: February 2016

|                  |   |                                  |       |                         |
|------------------|---|----------------------------------|-------|-------------------------|
| Cash Payment     | E 100-41920-313 City Planner Fees       | PROF SVCS CITY BUSINESS          |       | \$1,842.50              |
| Invoice          | 23980                                   | 1/14/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$1,842.50 |
| Refer            | 984 LARDY, CHERYL                       | -                                |       |                         |
| Cash Payment     | E 240-45320-906 Contractual Reimb Fine/ | REFUND DEPOSIT LIONS BLDG RENTAL |       | \$100.00                |
| Invoice          | 122615                                  | 12/26/2015                       |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$100.00   |
| Refer            | 998 MENARDS - ST.CLOUD                  | -                                |       |                         |
| Cash Payment     | E 230-42200-307 Repair & Maintenance C  | THERMOSTAT/BASEBOARD             |       | \$80.33                 |
| Invoice          | 13095                                   | 1/11/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$80.33    |
| Refer            | 995 MIDWAY IRON                         | -                                |       |                         |
| Cash Payment     | E 100-43210-421 2014 Caterpillar Loader | CASTER SW 6"                     |       | \$56.00                 |
| Invoice          | 297708                                  | 1/4/2016                         |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$56.00    |
| Refer            | 1014 MN DNR WATERS                      | -                                |       |                         |
| Cash Payment     | E 600-49400-306 MDS TEST FEE            | WATER USE                        |       | \$228.76                |
| Invoice          | 1978-3140 2015                          | 1/28/2016                        |       |                         |
| Cash Payment     | E 600-49400-306 MDS TEST FEE            | SUMMER SURCHARGE                 |       | \$610.68                |
| Invoice          | 1978-3140 2015                          | 1/28/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$839.44   |
| Refer            | 1001 M-R SIGN CO., INC.                 | -                                |       |                         |
| Cash Payment     | E 100-43100-307 Repair & Maintenance C  | STREET SIGNS                     |       | \$4,233.32              |
| Invoice          | 189300                                  | 1/7/2016                         |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$4,233.32 |
| Refer            | 980 NELSON SANITATION & RENTAL I        | -                                |       |                         |
| Cash Payment     | E 100-45500-903 Community Events        | HERITAGE DAYS PORTABLE RESTROOMS |       | \$430.00                |
| Invoice          | A-10190                                 | 8/4/2015                         |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$430.00   |
| Refer            | 1003 OFFICE DEPOT (CATALOG)             | -                                |       |                         |
| Cash Payment     | E 100-41000-200 Office Supplies         | TAX FORMS/BUSINESS CARDS         |       | \$130.92                |
| Invoice          | 817924401001                            | 1/14/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$130.92   |
| Refer            | 999 PREFERRED CONTROLS CORP             | -                                |       |                         |
| Cash Payment     | E 601-49450-307 Repair & Maintenance C  | EATON CIRCUIT BREAKER            |       | \$625.00                |
| Invoice          | 201688                                  | 1/14/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$625.00   |
| Refer            | 985 STEINHAUS, TERESA                   | -                                |       |                         |
| Cash Payment     | E 240-45320-906 Contractual Reimb Fine/ | REFUND DEPOSIT LIONS BLDG RENTAL |       | \$100.00                |
| Invoice          | 122415                                  | 12/24/2015                       |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$100.00   |
| Refer            | 1000 TRAUT WELLS, INC                   | -                                |       |                         |
| Cash Payment     | E 600-49400-902 Water or WW Testing Fe  | TRUCK STOP SAMPLE #160049        |       | \$23.00                 |
| Invoice          | 284269                                  | 1/15/2016                        |       |                         |
| Transaction Date | 2/1/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$23.00    |

CITY OF CLEARWATER

01/28/16 2:12 PM

Page 4

Payments

Current Period: February 2016

|                  |  |                                 |       |              |                   |
|------------------|--|---------------------------------|-------|--------------|-------------------|
| Refer            | 1011 US BANK CORP PAYMENT SYSTE          |                                 |       |              |                   |
| Cash Payment     | E 600-49400-208 Training and Instruction | MN RURAL WATER ASSOC CONFERENCE |       | \$675.00     |                   |
| Invoice          | 65828239                                 | 1/19/2016                       |       |              |                   |
| Cash Payment     | E 230-42200-433 Dues and Subscriptions   | ACTIVE 911 YRLY SUBSCRIPTION    |       | \$399.50     |                   |
| Invoice          | 78853                                    | 1/26/2016                       |       |              |                   |
| Transaction Date | 2/1/2016                                 | ANNANDALE STAT                  | 10100 | <b>Total</b> | <b>\$1,074.50</b> |
| Refer            | 981 WRIGHT HENNEPIN COOP ELECT           |                                 |       |              |                   |
| Cash Payment     | E 240-45300-382 Utilities                | KESLEY AVE                      |       | \$10.13      |                   |
| Invoice          | DEC 2015                                 | 1/11/2016                       |       |              |                   |
| Cash Payment     | E 601-49450-382 Utilities                | CTY RD 7                        |       | \$72.99      |                   |
| Invoice          | DEC 2015                                 | 1/11/2016                       |       |              |                   |
| Cash Payment     | E 100-43100-382 Utilities                | CEDAR SOUTH                     |       | \$312.78     |                   |
| Invoice          | DEC 2015                                 | 1/11/2016                       |       |              |                   |
| Transaction Date | 2/1/2016                                 | ANNANDALE STAT                  | 10100 | <b>Total</b> | <b>\$395.90</b>   |

Fund Summary

10100 ANNANDALE STATE BANK

|                           |                    |
|---------------------------|--------------------|
| 100 GENERAL FUND          | \$12,967.40        |
| 230 FIRE AND RESCUE       | \$37,448.12        |
| 240 PARKS AND RECREATION  | \$278.38           |
| 600 WATER FUND            | \$1,612.96         |
| 601 SEWER FUND            | \$773.51           |
| 603 REFUSE (GARBAGE) FUND | \$21.14            |
| 800 LIBRARY FUND          | \$2,293.33         |
|                           | <b>\$55,394.84</b> |

|  |                    |
|--|--------------------|
| Pre-Written Check                      | \$0.00             |
| Checks to be Generated by the Computer | \$55,394.84        |
| <b>Total</b>                           | <b>\$55,394.84</b> |

CITY OF CLEARWATER

01/28/16 2:17 PM

Page 1

\*Check Summary Register©

January 2016

| Name  | Check Date          | Check Amt         |                                |
|---|---------------------|-------------------|--------------------------------|
| <b>10100 ANNANDALE STATE BANK</b>           |                     |                   |                                |
| Paid Chk# 010190E DEPT. OF LABOR & INDUSTRY | 1/21/2016           | \$451.90          | QUARTERLY BLDG PERMIT SURCHARG |
| Paid Chk# 010191E UNITED STATES TREASURY    | 1/27/2016           | \$2,920.47        | WITHHOLDING TAXES              |
| Paid Chk# 010192E MN CHILD SUPPORT PAYMENT  | 1/27/2016           | \$247.80          | PAYROLL DEDUCTION              |
| Paid Chk# 010193E MINNESOTA REVENUE         | 1/27/2016           | \$492.70          | TAX WITHHOLDING DEPOSIT        |
| Paid Chk# 010194E PUBLIC EMPLOYEES RETIREME | 1/27/2016           | \$1,506.25        | PAYROLL DEDUCTION/BENEFIT      |
| Paid Chk# 010195E HEALTH PARTNERS           | 1/27/2016           | \$1,595.45        | FEB HEALTH INSURANCE           |
|   | <b>Total Checks</b> | <b>\$7,214.57</b> |                                |

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
January 19, 2016**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of January 19, 2016 to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Everyone joined in the pledge of allegiance.

**ROLL CALL**

- Present: Mayor Edmonson, Council Members Crandall, Ranum, Ritzer, and Lange.
  - Absent: None.
  - Staff present: Administrator Kress.
  - Public Present: Vern Scott.
  - Others Present: Kevin Bittner – Bolton-Menk, Dave Lenhardt – Gries Lenhardt, Kendra Lindahl – Landform, Deputy Henry – Wright County Sheriff's Office, and Ken Francis – Citizen-Tribune.
- A quorum was declared present.

**APPROVAL OF AGENDA**

**MOTION by Lange, seconded by Crandall, to approve the agenda as submitted.**

**Motion carried unanimously.**

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

- a. **Claims/Accounts Payable**
- b. **Approval of 1-04-16 Regular City Council Meeting Minutes**
- c. **Approval of 2016 COLA**
- d. **Approval of Resolution 2016-03 Authorizing of Tax Exempt Temporary Gambling Permit for Masonic Lodge #28 to Hold a Raffle on June 4th, 2016 and October 15th, 2016**
- e. **Approval of Resolution 2016-04 Adopting Lien for Unpaid Charges**

**Motion carried 3-2 (Mayor Edmonson and Member Ritzer opposed).**

As part of the motion a discussion was held regarding item c. "Approval of 2016 COLA." Member Ritzer asked that the item be pulled for discussion and Mayor Edmonson asked Member Crandall if he would amend his motion. Crandall stated he would like to stand on his motion and would not amend his original motion to approve all of the consent agenda items. Crandall added that discussion could happen with his motion on the table as per parliamentary procedure. Member Ritzer asked if the COLA increase was included as part of the City's step increase program. Administrator Kress explained that the COLA adjustment was rolled into the step increase program and that the steps would subsequently increase. Kress added that the intent was to be competitive with nearby cities and to provide competitive wages. Member Ritzer then asked if the employees would earn the step increase as well. Kress pointed out that the COLA and step increase were two separate things. The COLA increase is a blanket adjustment and the step increase is performance based. Kress added that unless there performance issues with an employee the step increase would likely apply. Mayor Edmonson asked again if Member Crandall would amend his

motion. Member Crandall replied that he felt there was sufficient information for the Council to make a decision and refused to amend his motion. The City Attorney, Dave Lenhardt was asked to weigh in on the discussion. Mr. Lenhardt stated that with a motion on the table the Council probably needed to call for a vote. If the vote failed then the Council could make a motion to approve the consent agenda with the exception of whichever particular item warranted additional discussion.

### **WRIGHT COUNTY SHERIFF DEPUTY REPORT**

Deputy Henry was present to give an update on criminal activity within the City. Henry reported that there were thirty eight calls for service. Henry added that there was a semi-trailer fire and several gas drive-offs.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **a. Discussion and Update on North Area Street and Utility Project**

Kevin Bittner was present to address the Council on the North Area Street and Utility Project. Bittner informed the Council that he met with the contractor to inspect several lights that weren't working on Highway 24. Bittner added that they didn't feel the outage was due to the North Area Street and Utility Project.

### **REPORTS**

**a. Mayor and Council** – Member Ritzer stated that the City use to have a Library Board and it was removed. Ritzer questioned whether or not the City was required to have a Library Board. Mayor Edmonson stated there was a Sewer Authority meeting Thursday, January 21<sup>st</sup>. Member Ranum stated that the Sewer Authority meeting was scheduled for Thursday, January 28<sup>th</sup> and not the 21<sup>st</sup>.

**b. Boards** – None.

**c. Staff** – Mr. Kress gave a brief update on City business. Kress mentioned that the Public Works department was putting the new street signs that were ordered together, the hockey rink has been flooded, and grommets were installed on the banners. Kress informed the Council that Midcontinent ran a cable line into the City Hall because the old line that runs underneath the blacktop behind City Hall failed. Mr. Kress informed the Council that Wright County had the Board of Equalization scheduled for Monday, April 25<sup>th</sup> at 6:00 p.m. Kress asked if there was any interest in asking for the date to be changed to correspond with the City's regularly scheduled Council meetings. Council was in favor of moving the meeting day to line up with the Council meetings.

#### **7. Other –**

**a. Next Meeting – Monday, February 1<sup>st</sup>, 2016.**

### **ADJOURN:**

**MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 7:20 p.m.**

**Motion carried unanimously.**

---

**City of Clearwater**  
**City Council Annexation and Code Enforcement Workshop Meeting**  
**Minutes**  
**Clearwater City Council Chamber**  
**January 19, 2016**

**OPEN WORKSHOP**

Mayor Edmonson opened the workshop at 7:30 p.m. for the purpose of discussing annexation and code enforcement.

**ROLL CALL**

Present: Mayor Edmonson, and Council Members Ranum, Ritzer, Crandall, and Lange. A quorum of the City Council was declared present.

Staff present: Administrator Kress.

Others Present: Dave Lenhardt – Gries Lenhardt, Kevin Bittner – Bolton-Menk, Kendra Lindahl – Landform, Ken Francis – Citizen Tribune.

**ANNEXATION**

Lindahl worked through a PowerPoint on future annexation options with the City Council. A printed copy of the PowerPoint is available at City Hall. Lindahl explained that annexation has the potential to increase tax revenue by adding land. Lindahl added that it gives the City some control over the land uses both before and after land is annexed. Lindahl briefly discussed the current agreement with Clearwater Township and described the four reasons when the City can annex property. Those reasons are as follows:

1. Initiation by a landowner.
2. Failure of a septic system serving the property.
3. Contamination of the primary well.
4. The land or property becomes surrounded on all four sides by property in the City.

Lindahl added that as part of the current agreement the City has to pay a percentage of taxes to the Township for five years following the annexation. The agreement also states that the City must provide water and sewer services within three years of the annexation. Mr. Lenhardt added that in most cases cities allow landowners to run on private wells and replace those wells if it wouldn't be cost effective to run water and sewer lines to the property. Lindahl informed the Council that it was important to understand that services like police, fire, and street maintenance including infrastructure costs would increase. Lindahl added that it was important to determine if the benefits outweigh the costs. As part of the discussion Lynden Township and Clear Lake Township were brought up. The Council briefly discussed Clear Lake Township and determined that the Township was likely never approached by the City but was likely a viable option and may warrant a meeting. Mayor Edmonson commented that in discussions with a Lynden Township Supervisor he was told if St. Cloud attempted to annex them that they would prefer to go

with Clearwater. Mayor Edmonson asked what options the City would have with Lynden Township. Mr. Lenhardt commented that in his experience, beginning discussions with Lynden to see how they react to the subject of annexation could be beneficial. Lenhardt added that the City had a number of options as follows:

1. The City could form an annexation agreement with Lynden Township similar to the one the City has with Clearwater Township.
2. The City under certain conditions could pass an annexation Ordinance.
3. The State Statutes allow for a group of landowners to petition to be annexed.

Lindahl followed up on the conversation and added that a good strategy might be to approach land owners in the Townships that might be interested in selling their land for future development. Lenhardt commented that he agreed with Lindahl in that annexation was typically developer driven. Lindahl encouraged the Council to meet with the Townships to have informal meetings to discuss potential annexation opportunities. Members of the Council were in agreement with Lindahl and briefly discussed who would be involved in the discussions with the Townships. General consensus of the Council was that Landform, the Mayor and Administrator Kress could facilitate the first contacts with the Townships. Lindahl added that having cost estimates would also be beneficial and mentioned the City Engineer and Landform could developed some estimates with the support of the Townships. Bittner commented that it would be difficult to get existing businesses in the Townships to hook up to water and sewer because of the cost.

#### **Code Enforcement**

There was a very brief discussion on code enforcement. Member Lange was interested in meeting with Mr. Lenhardt and Mr. Kress to explore options for adjusting the City's process for code enforcement. Lenhardt commented that a good approach would likely be to add Administrative fines. Kress and Lange will follow up with Lenhardt to further discuss options to improve code enforcement.

#### **ADJOURN**

**MOTION by Ritzer, seconded by Crandall, to adjourn the meeting at 8:46 p.m.  
Motion carried unanimously.**

\_\_\_\_\_  
Kevin Kress, City Administrator

\_\_\_\_\_  
Pete Edmonson, Mayor

\_\_\_\_\_ Date Approved

**CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA**

**RESOLUTION NO. 2016-05**

**A RESOLUTION APPROVING A STEP WAGE INCREASE FOR JAMES  
KIRCHENBAUER**

WHEREAS, James Kirchenbauer's anniversary with the City of Clearwater is February 10<sup>th</sup> and

WHEREAS, the Clearwater City Council has a step program, for employees that provides for a step increase for employees on the anniversary of their employment, provided the employee has a satisfactory performance review; and

WHEREAS, the City Administrator and Public Works Supervisor conducted a performance review and found that Kirchenbauer's performance was satisfactory or greater.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clearwater that James Kirchenbauer is hereby granted a step increase to Step 5 on the City's Wage Scale Summary, and his wage is increased to \$18.76 effective on his anniversary date of February 10th.

BE IT FURTHER RESOLVED that the City Council hereby thanks and congratulates James Kirchenbauer for his performance and advancement in the City.

Adopted this 1st day of February, 2016.

\_\_\_\_\_  
Pete Edmonson, Mayor

ATTEST:

\_\_\_\_\_  
Kevin Kress, City Administrator

# Registration Information

## Fees

The MCFOA member rates are \$220/person (if registered by 2/8/16) or \$240 (if registered after 2/8/16). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rates are \$270/person (if registered by 2/8/16) or \$290 (if registered after 2/8/16). To determine membership status, contact Angie Storlie (MCFOA Administrative Assistant) at [astorlie@mcfoa.org](mailto:astorlie@mcfoa.org) or 218-743-3782.

Special rates are available for first-time Conference attendees. These rates are \$200 for Association Members and \$255 for Non-Members (regardless of the date of registration).

All above fees include tuition for Wednesday-Friday, instructional materials, one reception, networking mixer, two lunches, one banquet, two breakfasts, and all refreshment breaks.

MCFOA retirees can register at a special rate of \$140. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota community. This fee includes tuition for Wednesday-Friday, instructional materials, one reception, networking mixer, two lunches, two breakfasts, and all refreshment breaks. Tickets for the Thursday evening banquet (\$40 each) must be purchased separately.

Registration fees for Tuesday afternoon workshops are in addition to the overall Conference amounts.

- ♦ If you are registering for the Wednesday-Friday conference, the fees (regardless of registration date) for the Tuesday afternoon workshops are— \$45/person each (no lunch).
- ♦ If you are NOT registering for the Wednesday-Friday conference, the fee (regardless of registration date) is \$55/person each (no lunch)

Tuesday workshops are:

- ♦ 2016 Election: Providing Services to Exceed Voter Expectations
- ♦ New City Clerk Orientation and Election Administration
- ♦ Advanced Excel

Extra banquet tickets for Thursday evening are available for \$40 each and can be purchased as part of the Conference registration process. (Note: One banquet ticket is included in each FULL conference registration fee.)

## Registration

Online registration (available at [regonline.com/2016MCFOA](http://regonline.com/2016MCFOA)) is the standard registration method. The system accommodates group registrations from the same organization, allows payment via credit card, check, or purchase order and provides an immediate registration confirmation. Invoices can also be printed or emailed for payment via purchase order and check.

Online registration is preferred, but you may also register by downloading a paper form from the GTS website ([www.mngts.org/MCFOA](http://www.mngts.org/MCFOA)) and returning it via U.S. mail (GTS Educational Events, 2233 University Avenue, Suite 150, St. Paul, MN 55114) or fax (651-223-5307).

Registrations must be received no later than February 29, 2016 to ensure that all onsite instructional materials can be provided. Approximately one week before the conference, registrants will receive a final electronic confirmation ONLY if an email address was provided!

## Cancellations/Refunds

Fees will be refunded (less a \$20 service fee) only if cancellation notification is received via email ([kwielinski@mngts.org](mailto:kwielinski@mngts.org)) by March 1, 2016. If you do not cancel your registration and do not attend, you are responsible for payment of the entire fee, plus a \$20 administrative fee. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, notification will be posted on the WCCO website ([www.WCCO.com](http://www.WCCO.com) under the School Closings tab).

## For Further Information

Registration Questions: Kim Wielinski — [kwielinski@mngts.org](mailto:kwielinski@mngts.org) x212  
Program Questions: Maureen Aasgaard — [maasgaard@mngts.org](mailto:maasgaard@mngts.org) x208  
GTS Educational Events — [www.mngts.org](http://www.mngts.org)  
2233 University Avenue W, Suite 150, St. Paul, MN 55114  
651-222-7409 (Twin Cities)  
877-227-1203 (Greater Minnesota)  
651-223-5307 (fax)



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to the tough financial questions  
facing Minnesota cities**



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Minneapolis, Minnesota  
(612) 851-5900 / (800) 851-2920  
Member FINRA/SIPC  
[www.northlandsecurities.com](http://www.northlandsecurities.com)  
(BC 15-399)

# Agenda

## TUESDAY, MARCH 15, 2016

- 12:30-1:00 PM Check-In for Half-Day Sessions
- 1:00-4:30 HALF-DAY WORKSHOP: 2016 Election: Providing Services to Exceed Voter Expectations
- 1:00-4:30 HALF-DAY WORKSHOP: New City Clerk Orientation and Election Administration
- 1:00-4:30 HALF-DAY WORKSHOP: Advanced Excel
- 4:00-7:00 Onsite Conference Check-In
- 6:30-8:30 President's Reception

## WEDNESDAY, MARCH 16, 2016

- 8:00 AM Onsite Conference Check-In and Continental Breakfast
- 9:00 Welcome and Presentation of Colors
- 9:15 **OPENING KEYNOTE**  
**PASSION! 8 Steps to Re-Ignite Yours**
- 10:15 Break
- 10:45 **CONCURRENT SESSIONS I** (CHOOSE ONE)
1. Financing Options for Your City
  2. Food Trucks/Mobile Food Vendors
  3. Social Media Use by City Employees: An HR Perspective
  4. Everyone is Leaving. What Do We Do? (Succession Planning for Your City)
  5. Updates in Liquor Licensing
- 12:00 NOON Lunch (wear regional colors)  
MCMC & CMC Recognition Awards and brief address from Dave Unmacht, new LMC Executive Director
- 1:15 **CONCURRENT SESSIONS II** (CHOOSE ONE)  
**Three-Hour Workshops** (WITH 15-MINUTE BREAK)
6. De-escalating Potentially Violent Situations & Handling Conflict
  7. A Deep Dive in Liquor Licensing Old and New
  8. Embracing Diversity: Making Our Cities Safe and Welcoming for All People
- 4:30-6:00 Free Time
- 6:00-8:00 Conference Networking Mixer
- 8:00-12:00 Dance with DJ

## THURSDAY, MARCH 17, 2016

- 7:30 AM Onsite Conference Check-In
- 8:00 Sit-Down Breakfast  
MCFOA Business Meeting | Oath of Office
- 9:15 **GENERAL SESSION**  
**Election Training and Recent Changes**
- 10:30 Refreshment Break in Exhibit Area  
Silent Auction Opens  
(Exhibits Open until 4:00 PM)
- 11:15 **CONCURRENT SESSIONS III** (CHOOSE ONE)
9. Dealing with Difficult People
  10. Taming Speech Anxiety: Public Speaking Skills
  11. Records Management Essentials
  12. How to Prepare for an Audit/New GASB Pension Regulations
- 12:30 PM Lunch in the Exhibit Area
- 1:45 **CONCURRENT SESSIONS IV** (CHOOSE ONE)
13. The Drama of Complaints
  14. Creating a Culture of Wellbeing
  15. Data's Inferno: Data Management
  16. Strategies for Positive Council/Staff Relations
  17. Chickens and Goats and Bees, Oh My!
- 3:00 Refreshment Break in Exhibit Area
- 4:00 Exhibits Close  
Silent Auction Closes - Winners Pay/Pick Up Merchandise
- 4:00 Free Time
- 6:00 Reception
- 7:00 Banquet and Entertainment
- 9:00 Dance with Band, Slip Twister

## FRIDAY, MARCH 18, 2016

- 8:00 AM Breakfast
- 9:00 **FINALE GENERAL SESSION**  
**Body Language: It's What You Don't Say That Counts**
- 10:15 Final Announcements and Drawings
- 10:45 Adjourn

**CITY OF CLEARWATER  
REQUEST FOR COUNCIL ACTION**

|  |  |
|--|--|
| <b>Requested Date of Council Consideration:</b><br>2-01-2016<br><b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | <b>Originating Department:</b><br>Fire Department and Administration             |
| <b>Agenda Item:</b><br>Amend 2016 Fire Budget  | <b>Presenter:</b> Ryan Pridgeon – Fire Chief<br>Kevin Kress – City Administrator |
| <b>Estimated Time:</b><br><input type="checkbox"/> Consent Agenda <input type="checkbox"/> 5 Min. <input checked="" type="checkbox"/> 15 Min.<br><input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour |  |

**Council Action Requested:**

Information/Review     Motion to approve... Motion to deny...     Other     Budget Change  
 Staff is looking for the Council to approve one of the three options that will be presented. I recommend choosing Option 2 at this time to increase the budget and the Fire Contract with the intent that the Fire Contract will be consistent with prior years. I recommend considering the other options during budget development in the upcoming year(s).

**Background:** In reviewing the Fire Contract for 2017 that is calculated based on the City's 2016 budget staff discovered an issue. When looking at the 2016 contract that was developed off of the 2015 budget staff noticed there was a discrepancy between the budget and the Fire Contract. Staff researched the problem and it was discovered that the City Council had made a motion to amend the 2015 Budget back in February of 2015. City staff is recommending that the City Council amend the 2016 Fire Budget in order to keep the 2017 Fire Contract consistent with prior years.

The following are examples of how the budget can be amended and what they would do to the 2017 Fire Contract.

**Option 1: Add \$13,000 to Payroll and \$17,000 into the Capital Equipment fund line.**

| Position      | current<br>pay rate | proposed<br>pay rate |
|---------------|---------------------|----------------------|
| Asst. Chief   | \$ 750.00           | \$ 2,500.00          |
| Capt. 1       | \$                  | \$ 500.00            |
| Capt. 2       | \$                  | \$ 500.00            |
| Lt 1          | \$                  | \$ 300.00            |
| Lt 2          | \$                  | \$ 300.00            |
| Lt 3          | \$                  | \$ 300.00            |
| Lt 4          | \$                  | \$ 300.00            |
| Secretary     | \$ 300.00           | \$ 300.00            |
| Fire Marshal  | \$ 600.00           | \$ 600.00            |
| <b>Totals</b> | <b>\$ 1,650.00</b>  | <b>\$ 5,600.00</b>   |

Also, in training the members are only paid \$10 for each training and \$6 for each meeting. Most drill nights last 2.5 hours, so on meeting night the members make \$16 and on the second drill

night they make \$10. Staff wants to change that so the Fire Department employees are paid \$10 an hour for the whole training. All this additional payroll should equal about \$13,000.

The resulting Fire Contract would be as seen in the attachment named Fire Contract.

**Option 2: Put \$30,000 into the Capital Equipment fund line.**

This would help pay for a washer and dryer and other equipment for the Fire Department.

The resulting Fire Contract would be the same as Option 1 as seen in the excel workbook.

**Option 3: Add \$8,750 to payroll to go towards training rather than the flat \$10/hour, add \$20,000 to the Capital Equipment fund line, \$1,250 spread between the furniture and office equipment line and medical supplies line.**

The resulting Fire Contract would be the same as Option 1 as seen in the excel workbook.

**Option 4: Leave the Budget the way it is.**

This would result in the contract amounts being \$25,099 lower than the 2015 contract payable in 2016. The 2015 contract Payable in 2016 was \$215,949. Leaving the Budget alone can be seen in the attachment named Fire Contract listed as Option 4.

**Supporting Documents:** ■ Attached **Fire Contract**

**Department Head Signature/Date:**

**Clerk/Treasurer Signature/Date:**

**ACTION TAKEN**  Approved  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

**Administrator's Signature/Date:**

## 2016 Fire Budget / Pay 2017 Options 1-3

|                    |                                    |           |       |              |
|--------------------|------------------------------------|-----------|-------|--------------|
| 240,860.00         | (Budget minus CIP Funding in Levy) |           |       |              |
| <u>(20,000.00)</u> | Minus State Aid                    |           |       |              |
| 220,860.00         | x 33% =                            | 72,883.80 | x 1/3 | \$ 24,294.60 |
| <u>(72,883.80)</u> |                                    |           |       |              |
| 147,976.20         | Remaining 2/3 of Budget            |           |       |              |

## 2017 Pay Contract % Allocation Based on Runs

|                 |               |                  |                     |           | <u>Total Contract</u> |
|-----------------|---------------|------------------|---------------------|-----------|-----------------------|
|                 |               |                  |                     |           | <u>Cost</u>           |
| Clearwater City | 53.11%        | 78,592.28        | \$ 24,294.60        | \$        | 102,886.88            |
| Clearwater Twp  | 23.73%        | 35,120.26        | \$ 24,294.60        | \$        | 59,414.86             |
| Lynden Twp      | <u>23.15%</u> | <u>34,263.66</u> | <u>\$ 24,294.60</u> | <u>\$</u> | <u>58,558.26</u>      |
|                 | 100.00%       | 147,976.20       | \$ 72,883.80        | \$        | 220,860.00            |

| <u>Runs</u>    | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>3 Yr Total</u> |
|----------------|-------------|-------------|-------------|-------------------|
| Clearwater     | 118         | 125         | 124         | 367               |
| Clearwater Twp | 47          | 55          | 62          | 164               |
| Lynden Twp     | 47          | 54          | 59          | 160               |
|                | <u>212</u>  | <u>234</u>  | <u>245</u>  | <u>691</u>        |

*Mutual Aid is picked up by City of Clearwater  
Weather is split between all entities*

## 2016 Fire Budget / Pay 2017 Options 4

|                    |                                    |           |       |              |
|--------------------|------------------------------------|-----------|-------|--------------|
| 210,850.00         | (Budget minus CIP Funding in Levy) |           |       |              |
| <u>(20,000.00)</u> | Minus State Aid                    |           |       |              |
| 190,850.00         | x 33% =                            | 62,980.50 | x 1/3 | \$ 20,993.50 |
| <u>(62,980.50)</u> |                                    |           |       |              |
| 127,869.50         | Remaining 2/3 of Budget            |           |       |              |

## 2017 Pay Contract % Allocation Based on Runs

|                 |               |                  |                     |           | <u>Total Contract</u> |
|-----------------|---------------|------------------|---------------------|-----------|-----------------------|
|                 |               |                  |                     |           | <u>Cost</u>           |
| Clearwater City | 53.11%        | 67,913.32        | \$ 20,993.50        | \$        | 88,906.82             |
| Clearwater Twp  | 23.73%        | 30,348.19        | \$ 20,993.50        | \$        | 51,341.69             |
| Lynden Twp      | <u>23.15%</u> | <u>29,607.99</u> | <u>\$ 20,993.50</u> | <u>\$</u> | <u>50,601.49</u>      |
|                 | 100.00%       | 127,869.50       | \$ 62,980.50        | \$        | 190,850.00            |

| <u>Runs</u>    | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>3 Yr Total</u> |
|----------------|-------------|-------------|-------------|-------------------|
| Clearwater     | 118         | 125         | 124         | 367               |
| Clearwater Twp | 47          | 55          | 62          | 164               |
| Lynden Twp     | 47          | 54          | 59          | 160               |
|                | <u>212</u>  | <u>234</u>  | <u>245</u>  | <u>691</u>        |

*Mutual Aid is picked up by City of Clearwater*

*Weather is split between all entities*

## City of Clearwater Short Term Recommendation's

1. Move mail off of existing server:
  - Office 365 Hosted Exchange – (\$4.00) per account a month (billed direct from Microsoft)
    - a. Will remove a lot of resources being used on the server now
    - b. 99.9% uptime for both in-house and remote users
    - c. All Client's available (Outlook, OWA, Iphone's, IPad's, Androids and Windows)
    - d. Utilize Public folders for correspondence
  
2. Add a Gigabit Switch by Server:
  - Current Switch is 100 MB 10/100
    - a. The GB Switch by the server (\$110.00) will increase the bandwidth to the Desktops running Banyon Software.
  
3. Change Antivirus to Cloud Based Symantec Endpoint for Business.
  - Will Take more of a load off of server (Currently, the On premise Master)
  - Current one shows expired
  - Auto updates from the cloud for better notifications and scanning
  
4. Backups: Use a Cloud based Backup/Recovery Agent
  - Current Symantec has not been working correctly
  - Cloud Base will have better notifications and revision history for potential recovery.
  - Will be offsite for disaster recovery.
  
5. Remote Access:
  - Install SSL Certificate (\$129.00 for 2 yr. subscription)
  - Put on correct locations for Gateways for remote access and get rid of Certificate errors at login

# Quote

|           |         |
|-----------|---------|
| Date      | Quote # |
| 1/26/2016 | 591     |

Now IT Connects Inc.  
 PO Box 278  
 Clearwater, MN  
 55320



|  |
|--|
| Name / Address   |
| City of Clearwater<br>PO Box 9<br>Clearwater, MN 55320 |

| Description   | Qty | Rate                      | Total    |
|---|-----|---------------------------|----------|
| <p>Managed Services- Includes Monitoring and notification of all devices(Server, PC, Firewall, Routers and Printers) Monitoring of Backups, both local and cloud.<br/>           Includes all updates for windows for Server and PC's, tested and verification.(1 - Server, 4- Desktops).</p> <p>Does Not include new hardware installations, or hardware and labor on failed equipment. Also does not include labor for 3rd party software and updates (Banyon).</p> |     | 125.00                    | 125.00   |
|   |     | <b>Subtotal</b>           | \$125.00 |
|   |     | <b>Sales Tax (7.375%)</b> | \$0.00   |
|   |     | <b>Total</b>              | \$125.00 |

|              |
|--------------|
| Phone #      |
| 320-558-6300 |

# Quote

|           |         |
|-----------|---------|
| Date      | Quote # |
| 1/26/2016 | 590     |

Now IT Connects Inc.  
 PO Box 278  
 Clearwater, MN  
 55320



|  |
|--|
| Name / Address   |
| City of Clearwater<br>PO Box 9<br>Clearwater, MN 55320 |

| Description   | Qty  | Rate   | Total   |
|---|------|--------|---------|
| Onsite Labor - Migrate Current email to Office 365. Includes migration, testing, setup of Outlook Clients and instructions for outside applications, OWA, Phones etc... | 5.00 | 105.00 | 525.00T |

|  |  |                           |          |
|--|--|---------------------------|----------|
|  |  | <b>Subtotal</b>           | \$525.00 |
|  |  | <b>Sales Tax (7.375%)</b> | \$38.72  |
|  |  | <b>Total</b>              | \$563.72 |

|              |
|--------------|
| Phone #      |
| 320-558-6300 |

# Quote

|           |         |
|-----------|---------|
| Date      | Quote # |
| 1/26/2016 | 540     |

Now IT Connects Inc.  
 PO Box 278  
 Clearwater, MN  
 55320



|  |
|--|
| Name / Address   |
| City of Clearwater<br>PO Box 9<br>Clearwater, MN 55320 |

| Description                                      | Qty  | Rate   | Total   |
|--|------|--------|---------|
| 2 Year SSL Certificate - For remote email access |      | 129.00 | 129.00T |
| Netgear 12 Port GB Switch                        |      | 94.00  | 94.00T  |
| Onsite Labor - Install Certificate and Test      | 2.50 | 105.00 | 262.50T |

|                           |  |          |
|---------------------------|--|----------|
| <b>Subtotal</b>           |  | \$485.50 |
| <b>Sales Tax (7.375%)</b> |  | \$35.81  |
| <b>Total</b>              |  | \$521.31 |

|              |
|--------------|
| Phone #      |
| 320-558-6300 |

## AGENDA REQUEST

---

---

Name: Dan Niehoff

Address: 425 North Walnut

Phone number: 612-669-3140 Alternate:                     

Date requesting: 2/1 Allotted time on agenda: 5min

Number of attendees: 1

Nature of request:

Reimbursement for trees removed during project.

Expectations from Council:

Payment for trees.

---

---

Confirmed Date: 2/1 Time: 7:00

Confirmed with requestor: 1/28

Council meetings are held the first and third Monday's of the month at 7:00pm. in City Hall. Agenda request must be received in City Hall by noon on the Tuesday prior to the scheduled council meeting in order to be put on the agenda for that specific Monday evening.



# TRI-CO TREE MOVERS, INC.

Jim Sawatzke • 5412 Co. Rd. 12 N. • Buffalo, MN 55313

(763) 682-1050



Buy • Sell • Transplant • Trees from 1" to 11" Diameter • Stump Grinding • Commercial & Residential • Snowplowing

Name Dan Niehoff  
 Address 425 North Walnut St  
Cheruter mn 55320  
 Phone 612 669 3140

## INVOICE

6540

Date 1/15/16

| QTY | DESCRIPTION OF SERVICE | AMOUNT DUE |
|-----|------------------------|------------|
| 2   | 8 inch Maples          | \$1260.00  |
| 1   | 4 inch Maple           | \$360.00   |
| 1   | 2 inch Maple           | \$146.00   |
|     | planting               | \$1340.00  |
|     | stump                  | \$1700.00  |
|     | SALES TAX              | \$116.88   |
|     | TOTAL                  | \$3156.88  |

**Thank You!**



9631 River Forest Drive  
 Monticello, MN 55362  
 763-295-6952 office  
 612-805-8399 cell

# Estimate

| Date      | Estimate # |
|-----------|------------|
| 1/25/2016 | 3031       |

| Name / Address  |
|---|
| Dan Niehoff<br>425 North Walnut St.<br><a href="#">Clearwater, MN 55320</a> |

| Description                                 |  |                       | Total             |
|---|--|-----------------------|-------------------|
| Install 2- 8" Trees, 1- 4" Tree, 1- 2" Tree |  |                       | 3,160.00          |
|   |  | <b>Subtotal</b>       | <b>\$3,160.00</b> |
|   |  | <b>Sales Tax</b>      |                   |
|   |  | <b>Estimate Total</b> | <b>\$3,160.00</b> |

**50% Down Payment Required At Time Of Service.**

**\* Remaining Balance Due Upon Completion\***



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# MEMORANDUM

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|      |  |
|------|--|
| DATE | January 28, 2015   |
| TO   | Kevin Kress, City Administrator                                  |
| CC   | Clearwater City Council  |
| FROM | Mary Matze, Planner  |
| RE   | Community Development Summary December 21, 2015-February 1, 2016 |

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The following is a summary of duties that have been performed by Landform as directed by Council and staff.

Using the 2015-2016 Work Plan as a guide, Landform has initiated the following tasks:

## 1. Priority 1: Business Retention and Expansion – 2016 Work Plan

- a. **Inventory of Clearwater’s parcels** (Priority 1, Objective 1, Tasks 1 & 2). Landform has been working with City staff to gather information as a basis to create maps that clearly identify zoning, land use, vacant parcels, parcels for sale, and leasable land. Landform obtained parcel and associated infrastructure data from Wright County and is working with staff to gather historical files that may have already been prepared by WSB. In January, Landform reviewed data received from WSB on December 28, 2015. Additional zoning data from Bolton & Menk was sent to Landform on January 19<sup>th</sup>.
- b. **Annexation Workshop & Strategy** (Priority 1, Objective 2). Landform met with the City Council on January 19, 2016 to discuss considerations for annexation in surrounding Townships. Annexation was identified as a June 2016 priority in the 2016 Work Plan, however, Council asked to prioritize this item. As a result of this workshop, Council decided to pursue the following actions:
  - i. Landform, Bolton & Menk, and the City Administrator will meet to identify infrastructure data that would help Council better understand water and sewer capacity in surrounding areas as well as the associated costs that may result in extension to surrounding areas. We expect this would allow the City Engineer to prepare a work plan to prepare this information.
  - ii. Landform will work with the City Administrator to pull together additional baseline data that would identify areas that make sense to annex. This may include land use analysis for potential annexation areas, infrastructure costs, tax analysis, and benefits to both the City and newly annexed land owners.
  - iii. Reach out to the surrounding Townships to gauge interest in annexation agreements. These meetings are intended to be very informal – we will not be asking for annexation, rather they will be a way for the Council to “take the temperature” of the surrounding communities.
    1. The City Administrator, the Mayor, and Landform will meet with Clearwater Township and Lyndon Township.

2. The Mayor and City Administrator will meet with Clear Lake Township.

2. Landform reviewed the following items at the request of City staff:

a. **Development Review Process.** Landform revised development review process handout created by staff and provided this to the City Administrator. The City Administrator is reviewing the status of discrepancies between Clearwater's posted zoning code and state statutes. Landform will finalize this document when a determination has been made by the City Administrator and City Attorney about how the City will address these discrepancies.

3. **EDAM Conference.** While this does not appear on our invoice, unbilled time that Landform invested on behalf of the City includes attendance at the Annual Economic Development Association of Minnesota (EDAM) Conference. EDAM holds a conference twice a year at different locations in Minnesota. This year's Winter Conference focused on the importance of planning in community development. Specifically, speakers focused on the importance of identifying developable parcels and creating a strategic vision of what parcels could look like if developed. There were a few items to note that relate specifically to Clearwater's efforts.

a. St. Cloud is in the process of updating their Comprehensive Plan. It will be critical for us to keep an eye on their future plans for development. The draft from October 15, 2015 identifies Lynden Township as a key annexation area for St. Cloud. A copy of the draft plan can be found here:

<http://www.hlplanning.com/portals/stcloud/documents/>

b. I attended an interesting session focusing on the redevelopment efforts of Luverne, Minnesota (population 4,745) a town in Southwest Minnesota. Though bigger than Clearwater, there are many similarities between the towns that could apply to our efforts. Through a community drive initiative, strategic planning efforts have resulted in catalyzing new investments in public infrastructure, retail and commercial development, community amenities, and citywide beautification. Like St. Cloud, Luverne first undertook a Strategic Visioning effort that identified goals and visions for specific sites in the City. City residents were critical in supporting these efforts. City staff also emphasized the importance of identifying key local champions that would help the community carry out any strategic visioning efforts. Councils and staff must have buy-in (both in finances and spirit) for planning efforts to support economic development in the community. I would be happy to share more of their story with the Council.

c. I had the opportunity to chat with Duane Northagen from the Wright County Economic Development Partnership. Duane offered to attend Clearwater's EDA meetings on a regular basis, especially if those meetings are early in the morning. Part of Duane's responsibilities include helping businesses put together incentive packages. Duane also teaches university classes and would be interested in having students help out with the City's efforts. Clearwater should be thinking of Duane as a resource for the community.

4. **Parks Commission and EDA.** It is our understanding that both Parks Commission and the EDA may be inactivated and that tasks identified in the 2015-2016 Work Plan will be allocated to either Council or City staff. The actions identified in the Work Plan for the first part of the year are significantly impacted by the outcomes of these Commissions. The work that had been scheduled for the Commissions has been put on hold. It is not clear that the tasks identified for the Commissions for March-May will be addressed. Therefore we recommend putting this work on hold until June when Council has made policy decisions about the role of the commissions.

**Next steps: 2016 Work Plan**

In order for Landform to move the 2016 Work Plan forward, it is critical that the following items are addressed and we ask that Council provide direction to staff to carry out the priorities identified by the Council for 2016 in the November 2015 Work Session:

1. Proceed with action items determined in Annexation Workshop which supports tasks 1-4 of Priority 1, Objective 2 (Prepare Annexation Strategy) in the 2016 Work Plan.
2. Priority 1, Objective 1 (Prepare Framework for Development Opportunities). City staff should meet to review the items below and provide feedback to Landform:
  - a. Parcels available for sale
  - b. Parcels available for lease
  - c. Buildings available for sale
  - d. Buildings available for lease
3. Priority 1, Objective 4 (Grant Opportunities for Sewer Infrastructure) and Objective 2 (Prepare Annexation Strategy). While we have received the Sewer Joint Powers agreement, we do not have information on actual capacity. This would likely be resolved by meeting with Bolton & Menk to discuss sewer and water needs for annexation. The Council should direct the City Administrator to coordinate this meeting.
4. Priority 3, Objective 1 (Upgrade Existing Parks) Landform anticipates parks assessment will be returned from Clearwater staff by the end of January.
5. Please provide direction on proceeding with Economic Development Authority tasks and Parks Commission tasks. Their work was critical for the following Objectives and Tasks the 2016 Work Plan:
  - a. Priority 1, Objective 3 (Support Existing Development) – Tasks 1-5 that asks the EDA identify strategic ways that the City can support existing development.
  - b. Priority 3, Objective 2 (Current and New Parks Initiatives) and Objective 3 (Funding Strategy for Park Upgrades and Proposed Tasks). The Comprehensive Plan identifies a wide range of new and old park initiatives. The Parks Commission was tasked with working with City Staff, Landform, and the Council to evaluate and prioritize new parks initiatives. Using this information Landform would analyze the required funding necessary to carry out these initiatives. These tasks were to be completed in January. Since the Annexation work has been moved from June to January, we suggest that Objectives 2-3 (Evaluate new parks initiatives and Prepare Funding Strategy) be picked up again in June after the Council makes a policy decision on the role of the Parks Commission.

A reminder that if all goes according to plan, I will be out on maternity leave February 22, 2016 until May 2, 2016. Kendra will be working with Kevin during this time to ensure that we are effectively supporting staff.

Very best,



Mary Matze  
Planner

Enc: 2015-2016 Work Plan

# 2015-2016 Work Plan, Clearwater, MN



| Task Name |  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1         | <b>Priority 1: Business Retention and Expansion</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 2         | <b>Objective 1: Prepare framework for development opportunities</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 3         | Task 1. Prepare inventory Clearwater's parcels including zoning and land use, parcel owners.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 4         | Task 2. With staff and Council, identify vacant buildings, land and parcels that are for sale or available for lease.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 5         | Task 3. Organize parcel data in mapping software.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 6         | Task 4. Evaluate the potential for development on sites by analyzing water and sewer availability, transportation infrastructure and zoning and land use.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 7         | Task 5. Create map to post on web site showing available parcels and buildings.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 8         | Task 6. Evaluate strategies and tools (such as grant support, best fits for TIF, Shovel-Ready certification or other tools as appropriate) that would best support development on sites identified in Task 5 that are well-positioned for development. |     |     |     |     |     |     |     |     |     |     |     |     |
| 9         | Task 7. Prepare strategy to spread the word about available parcels in Clearwater through DEED, MNCAR, Wright County, and other economic development agencies.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 10        | <b>Objective 2: Prepare annexation strategy</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 11        | Task 1. Review annexation agreement with Clearwater Township to identify process for annexation. Evaluate process for putting functioning annexation agreements in place.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 12        | Task 2. Identify desirable annexation direction in Clearwater Township and/or Lyndon Township through evaluation of sewer and water availability and cost, transportation infrastructure, and existing businesses.                                     |     |     |     |     |     |     |     |     |     |     |     |     |
| 13        | Task 3. Based on outcomes of Task 2, evaluate resources needed to annex desirable properties.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 14        | Task 4. Based on outcomes of Tasks 2 and 3, prepare annexation strategy and internal map showing annexation staging.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 15        | <b>Objective 3: Support existing development</b>   |     |     |     |     |     |     |     |     |     |     |     |     |
| 16        | Task 1. Evaluate EDA outreach events and opportunities for community collaborations. Prepare calendar of community events that   |     |     |     |     |     |     |     |     |     |     |     |     |
| 17        | Task 2. Evaluate and update existing list of existing business owners, locations, and business type.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 18        | Task 3. Prepare questionnaire for existing business owners   |     |     |     |     |     |     |     |     |     |     |     |     |
| 19        | Task 4. Meet with property owners to better understand their business retention/expansion needs.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 20        | Task 5. Based on outcomes of Task 3, identify items that the City could support.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 21        | <b>Objective 4: Grant opportunities for sewer infrastructure</b>   |     |     |     |     |     |     |     |     |     |     |     |     |
| 22        | Task 1. Evaluate sewer and water agreements with City of Clear Lake to determine future development capacity and inform evaluation of development efforts described in Objective 1, Task 4.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 23        | Task 2. Prepare strategy to evaluate current condition of existing sewer and water infrastructure.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 24        | Task 3. Evaluate current condition of existing water and sewer infrastructure  |     |     |     |     |     |     |     |     |     |     |     |     |
| 25        | Task 4. Prioritize funding for existing water and sewer infrastructure and proposed in   |     |     |     |     |     |     |     |     |     |     |     |     |

| Task Name |   | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 26        | Task 5. Evaluate funding tools that could be used to support existing infrastructure.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 27        | <b>Priority 2: Community Identity / Branding</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 28        | <b>Objective 1: Evaluate existing community assets and brand</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 29        | Task 1: Review community documents to ensure that current brand is used consistently  |     |     |     |     |     |     |     |     |     |     |     |     |
| 30        | Task 2: Prepare an inventory of community and area destinations for tourism, recreation, points of interests, and unique physical characteristics that would draw people to Clearwater. |     |     |     |     |     |     |     |     |     |     |     |     |
| 31        | Task 3: Map destinations identified in Task 2.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 32        | Task 4: Using map prepared in Task 3, prepare promotional document for local and regional distribution.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 33        | Task 5. Create a "Visit Us" page on the Clearwater web site.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 34        | Task 6. Based on outcomes of Tasks 2-4. Work with Council to identify next steps for branding and marketing strategy.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 35        | <b>Priority 3: Parks</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 36        | <b>Objective 1: Upgrade Existing Parks</b>  |     |     |     |     |     |     |     |     |     |     |     |     |
| 37        | Task 1. Evaluate the quality of existing equipment and infrastructure in parks.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 38        | Task 2. Work with Council to prioritize which parks need immediate attention.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 39        | Task 3. Identify improvements that are needed to inform budget.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 40        | <b>Objective 2: Current and new parks initiatives</b>   |     |     |     |     |     |     |     |     |     |     |     |     |
| 41        | Task 1: Evaluate the status of current parks initiatives.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 42        | Task 2. Prioritize efforts for current and new parks initiatives based on the outcomes of the funding strategy identified in Objective 3.   |     |     |     |     |     |     |     |     |     |     |     |     |
| 43        | Task 3. Prepare strategy for continuing work on current and new parks initiatives.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 44        | <b>Objective 3: Funding strategy for park upgrades and proposed parks</b>   |     |     |     |     |     |     |     |     |     |     |     |     |
| 45        | Task 1: Based on the priorities and identified needs of Objectives 1 and 2, create a parks "wish list"  |     |     |     |     |     |     |     |     |     |     |     |     |
| 46        | Task 2. Work with Parks Commission and Council to prioritize upgrades and current and new parks initiatives.  |     |     |     |     |     |     |     |     |     |     |     |     |
| 47        | Task 3. Based on findings prepare a funding strategy to continue current initiatives, upgrade existing parks, and continue long-term maintenance.                                       |     |     |     |     |     |     |     |     |     |     |     |     |

## RELEVANT LINKS:

Minn. Stat. § 412.191, subd. 2.

See LMC information memo, *Meetings of City Councils*, for more information.

## E. Rules of procedure

The city council has the power to regulate its own procedure. While many councils operate without written rules or regulations, written rules may facilitate the conduct of city business and reduce the risk of mishandling important matters.

Council bylaws usually cover issues like the place and time of regular council meetings, the order of business, parliamentary rules governing council procedures, minutes, and standing and special committees.

### 1. Agendas

The bylaws should establish an order of business and a process for placing items on an agenda. Many councils have found the following order of business convenient:

- Call to order
- Roll call
- Approval of minutes from previous meeting
- Consent agenda
- Petitions, requests, and complaints
- Reports of officers, boards, and committees
- Reports from staff and administrative officers
- Ordinances and resolutions
- Presentation of claims (The authorization for paying city claims and bills are often included in the consent agenda.)
- Unfinished business
- New business
- Miscellaneous announcements
- Adjournment

### 2. Consent agenda

By resolution or through bylaws, a council may establish a consent agenda containing routine, non-controversial items that need little or no deliberation. The clerk or the person responsible for placing items on the agenda prepares the consent agenda. By a majority or higher vote, the council can approve all actions on the consent agenda with one vote. If a councilmember objects to an item being placed on the consent agenda, it should be removed and acted on as a separate agenda item.