

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
March 7, 2016**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of March 7, 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:
- Staff present: Administrator Kress.
- Public Present: Vern Scott, Diane Eisenschenk, Wally Eisenschenk, Bobby Hunt, Jack Weber, Jim Hadfield, Kay Behrendt, Dan Niehoff, and Betty Moffitt.
- Others Present: Kevin Bittner – Bolton-Menk, Vicki Holthaus – AEM Financial Solutions, Caroline Stutsman – Bergan KDV, Deputy Becker – Wright County Sheriff's Office, and Ken Francis – Citizen-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

None.

CONSENT AGENDA

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

- a. **Claims/Accounts Payable**
- b. **Approval of 2-16-16 Regular City Council Meeting Minutes**
- c. **Approval of Resolution 2016-09 Accepting Donation of Monies to Clearwater Fire Department**
- d. **Approval of Resolution 2016-10 Rescinding the Current Investment Policy and Adopting Revised Policy**
- e. **Approval of Cancelling March 21, 2016 Meeting**

Motion carried unanimously.

Mayor Edmonson asked for a change to the minutes as part of the original motion. Council agreed to allow for the change to the minutes.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Becker provided an update on criminal activity in the City. Henry reported an increase in traffic calls and that foot patrol would be increased.

OLD BUSINESS

a. Discussion on 2016 Growth Incentive Program and Approval of Resolution 2016-08 Approving the Continuation of the Residential Growth Incentive Program in 2016

Members reviewed the letter from Attorney Lenhardt in regards to whether or not Council and staff should be able to participate in the program. Members discussed only offering to cover WAC/SAC charges as part of the program rather than offer assistance up to \$10,000. There was a brief discussion on whether or not to offer a second water meter as part of the program. Council consensus was not to offer the second water meter.

MOTION by Lange, seconded by Crandall, to approve Resolution 2016-08 Approving the Continuation of the Residential Growth Incentive Program in 2016 with the changes as discussed. Motion carried unanimously.

b. Discussion on Water and Sewer Rates

Administrator Kress led the discussion on water and sewer rates. Kress explained that the water fund was healthy at this point. Kress explained that the sewer fund has continuously failed to cash flow over the last several years. The auditors mentioned that the sewer fund would likely have to borrow from another fund in order to function properly in the next three years if a rate increase was not put in place. It was determined that the City had several options:

- Do nothing.
- Raise the rates.
- Perform a rate study.
- Restructure the current bond.

Kress was asked to consult with bond counsel to determine if refinancing the sewer PFA loan would help the fund cash flow. Several members were concerned about refinancing and having an obligation that exceeded the useful life of the sewer treatment plant.

NEW BUSINESS

a. Discussion on Replacing Curbs at 265 Bluff Street (Agenda Request)

The Eisenschenk's were present to address the Council with concerns about their driveway access. Mr. Eisenschenk explained that a low profile "knock-down" curb was preferred over the standard curb that was installed. The main concern was potential damage to cars with the standard curb that was installed. Mr. Bittner explained that he was not aware of any damage that was the result of standard curb on prior projects. Members of the Council determined there were several options regarding driveway access:

- Leave the driveway accesses as constructed.
- Assess property owners to receive "knock-down" access.
- Work with the contractor and Engineer to determine options for replacing accesses that are already in need of replacement and replace with "knock-down" access.
- Work with property owners to determine how many want a "knock-down" access.

It was determined that Mayor Edmonson, Mr. Bittner, and Administrator Kress would meet to discuss the options further.

b. 2015 Audit Presentation

The Council viewed a PowerPoint for the 2015 Audit from KDV presented by Caroline Stutsman.

c. Discussion on Internal Accounting Control Procedures Policy

Kress gave an overview of the Internal Accounting Control Policy. The auditing firm confirmed that the new policy was more consistent with other cities and offered greater flexibility to staff to make purchases. **MOTION by Lange, seconded by Crandall, to approve the Internal Accounting Control Procedures Policy.**

Motion carried unanimously.

d. Discussion on Purchasing a Stump Grinder and Forks for Loader

Kress explained that staff was waiting on a few more bids for the fork attachment. Kress asked that the Council approve the purchase for the stump grinder and explained that the purchase would come out of the Capital Equipment reserve.

MOTION by Crandall, seconded by Ranum, to approve the purchasing of an Erskine stump grinder.

Motion carried unanimously.

e. Discussion on Ordinance 2016-03 Specialty and Recreational Vehicles, Resolution 2016-11

Administrator Kress led the discussion on specialty and recreational vehicles. Kress stated that several changes had been made to the proposed ordinance. There was a discussion on whether or not a permit was necessary and or required and if there was any liability for not having a permit. There was also a brief discussion on what the cost for a permit would be.

MOTION by Ritzer, seconded by Ranum, to Table the discussion to the next meeting.

Motion carried unanimously.

f. Discussion on Ordinance 2016-04 Administrative Enforcement, Resolution 2016-12

Kress introduced the administrative enforcement ordinance and summary resolution to the Council. Kress mentioned that if the ordinance and resolution were passed that the numbers would change.

MOTION by Lange, seconded by Ritzer, to approve Ordinance 2016-03 Administrative Enforcement, and Resolution 2016-11 Summary of Ordinance 2016-03.

Motion carried unanimously.

g. Discussion on Administrative Enforcement Policy

Kress introduced the administrative enforcement policy and gave a brief overview to the Council.

MOTION by Crandall, seconded by Lange, to approve the Administrative Enforcement Policy and allow for staff to make changes as necessary.

Motion carried unanimously.

h. Discussion on Hosting One Council Meeting Per Month

A brief discussion was held regarding hosting one Council meeting a month. Members were in favor of hosting one meeting a month and hosting a second meeting on an as needed basis. Kress mentioned that he may have to alter the verbiage in the City code to reflect the meeting schedule.

i. Discussion on Council Attending League of Minnesota Cities Annual Conference

Kress opened the discussion on City Council members attending the League of Minnesota Cities Annual Conference. Kress encouraged the Council to send members to the conference each year.

MOTION by Crandall, seconded by Ranum, to have Council members attend the Annual League of Minnesota Cities conference on an alternating schedule.
Motion carried unanimously.

j. Discussion on Council, Staff, and Commission Members Participating in the Land Use Planning Series from the League of Minnesota Cities

Kress opened the discussion on the land use planning series from the League of Minnesota Cities. Kress added that the City receives a credit if enough members participate in the online class. Kress encouraged the Council to allow for participation in the online class. Council consensus was to have Planning and Zoning members and Mr. Kress participate in the online class. Kress was asked to report back on which Council members should participate in the class.

REPORTS

a. Mayor and Council – Mayor Edmonson mentioned that he met with both Clear Lake and Lynden Township to discuss annexation. Clear Lake Township stated they would likely make an agreement with Clear Lake. Lynden stated they were still interested in an annexation agreement with the City of Clearwater. Lynden expect the annexation agreement to be developer driven.

b. Boards –

c. Staff – Kress presented the staff report as included in the Council packet.

7. Other –

a. Next Meeting – Monday, April 4th, 2016.

ADJOURN:

MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 9:10 p.m.

Motion carried unanimously.



Kevin Kress, City Administrator



Pete Edmonson, Mayor

4-4-16

Date Approved