

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
April 6, 2015**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of April 6, 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 Crandall, Lange, Ranum and Ritzer.
  - Absent: NONE
  - Staff present: Interim City Administrator Derus, Administrator-in-Training Kress, Public Works Supervisor John Schmidt.
  - Public Present: Verne Scott, Betty Moffit, Dan Niehoff, Zack Blake, Rich Petty.
  - Others Present: Nick Prigge of the Wright County Sheriff's Department, Kevin Bittner from Bolton-Menk, Monte Eastvold from Northland Securities and Ken Francis – Clearwater Tribune
- A quorum was declared present.

**APPROVAL OF AGENDA**

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

**Motion carried unanimously.**

**PUBLIC COMMENT**

No one commented during public comment.

**CONSENT AGENDA**

**ITEMS “c, h, e, and l” WERE PULLED FROM THE CONSENT AGENDA. Item “h” to be discussed under “Old Business.”**

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

**Claims/Accounts Payable**

**Approval of 3-16-15 Regular City Council Meeting Minutes**

**Approval of Pay Equity Compliance Report**

**Approval of Liability Waiver from LMC**

**Approval of Hiring Summer Help in Public Works Department**

**MBS Resolution 2015-14 Authorizing signatories for CD investments**

**Resolution 2015-15 DNR Local Trails Connection Grant (Eldorado Park)**

**Resolution 2015-16 Outdoor Recreation Grant (Eldorado Park)**

**Resolution 2015-18 MnDOT agreement and required attachments**

**Motion carried unanimously.**

**c. Approval of bid from Trugreen for fertilizing and weed control**

**MOTION by Crandall, seconded by Lange to approve the bid from Trugreen for fertilizing and weed control.**

**Motion carried unanimously.**

- e. **Approval of Final Payment for the Clearwater Estates Drainage Project to Gertken Bros. Inc.**

**MOTION by Crandall, seconded by Ritzer to approve the final payment for the Clearwater Estates drainage project to Gertken Bros. Inc. for the 5% retainage fee.**

**Motion carried unanimously.**

- i. **Resolution 2015-17 Outdoor Recreation Grant (Lions Park)**

**Motion by Ritzer, seconded by Crandall to approve Resolution 2015-17 Outdoor Recreation Grant (Lions Park).**

**Motion carried unanimously.**

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

Deputy Nick Prigge of Wright County Sheriff Department was at the meeting. Prigge advised residents and Council to wear their seatbelts. He also mentioned that there has been an increase in brush fires and theft due to warmer weather.

### **OLD BUSINESS**

- a. **Update on Special Assessment Policy**

The original assessments were near 48% of the project costs. Bittner has been working on calculating the proposed 22% assessment. At 22% the assessment would be approximately \$36 per lineal foot. Kress contacted the League of Minnesota Cities for feedback on amending special assessment policies. The league responded that assessments do not have to be prepared prior to awarding the bid.

**MOTION by Crandall, seconded by Ritzer, to amend the Special Assessment policy to 22% of project costs plus 2% interest above the bond issuance.**

**Motion carried unanimously.**

- b. **Financing North Area Street & Utility Project**

Kress led the discussion on financing the North Area Street & Utility project. Staff worked with Eastvold on 10, 15, 18 and 20 year financing options. After reviewing the options staff recommends staying at the 20 year financing option as it is consistent with the assessment policy. The 20 year is favorable as it keeps the annual tax levy near \$90,000; shorter terms substantially increase the tax levy. Regardless of the term the bonds will be callable at the 7 year mark allowing refinance or pay off.

**MOTION by Ritzer, seconded by Crandall, to approve Resolution 2015-13 awarding bid North Area Street & Utility Improvements.**

**Motion carried unanimously.**

- c. **Discussion on Cedar South Developers Agreement**

Derus led the discussion on the Cedar South Developers Agreement. Staff had attorney Susan Kadlec review the agreement and provide her input. Kadlec advised that the original agreement regarding WAC/SAC charges does not apply to the new owner. In regards to the proposed one-time WAC/SAC payment Kadlec mentioned that it was nearly \$4,000 less than the current WAC/SAC fees. Derus advised the Council that it was a policy question; the Council would have to decide if it is advantageous to agree to the lower WAC/SAC charge for all remaining lots or wait for structures to be built with a higher WAC/SAC charge as year's progress. The proposal would be approximately 70 lots at \$5,500 totaling \$385,000.

**MOTION by Ranum, seconded by Ritzer, to Table the discussion.**

**Motion carried unanimously.**

- d. **Update on vacating Bluff Street from Ash to Elm Street**

Mr. Kress and Derus prepared a staff memo that indicated the following on why vacating Bluff Street, from Ash to Elm is not recommended:

1. There are 5 driveways in this area serving the properties between Ash and Elm
2. It would land-lock at least one property.
3. There is an apartment that fronts this stretch of street, although it should be noted that the parking lot and main access is in the rear. The street does offer additional access for parking and for emergency vehicles.
4. This is a through street used by others in the community.
5. There is a historic structure (the old church) in this segment.

The Council's consensus was the City should not consider vacation of Bluff Street.

## **NEW BUSINESS**

- a. **Resolution #2015-19 Sale of \$2,555,000 General Obligation Improvement Bonds, Series 2015A**

**MOTION by Crandall, seconded by Lange, to approve Resolution #2015-19 Sale of \$2,555,000 General Obligation Improvement Bonds, Series 2015A.**

**Motion carried unanimously.**

- b. **Discussion and possible action on waving fees for the Legacy Foundation (agenda request)**

**MOTION by Lange, seconded by Ritzer, to waive the temporary sign, special event, concession rental fees and change the date to of the temporary sign permit to May 1, 2015.**

**Motion carried unanimously.**

- c. **Discussion on employee reviews and wage increases**

**Council acknowledged that Kress will be reviewing all employees that have not received an annual review and recommend to the Council wage increases.**

- d. **Discussion on City Hall hours of operation**

Derus led the discussion of a 5 day work week. The memo from Derus indicated the following issues with a 5 day work week;

1. It will cost more and it may take away one plus in helping Clearwater recruit and keep employees.
2. Flexibility will be a key. Perhaps look at reduced Friday hours at a minimum.
3. You cannot implement unless you increase support staff hours which will cost more.
4. Set a goal to implement it at some date in the future, so Kevin can be a part of figuring out a good plan to implement it. This also will allow staff to prepare for the change.

**MOTION by Lange, seconded by Ritzer, to Table the discussion on City Hall hours for 90 days.**

**Motion carried unanimously.**

- e. **Discussion on City goals and vision**

Mr. Kress and Derus presented a brief overview of potential City goals and vision. Staff is looking for the Council to build goals and vision moving forward. Goals and vision will be updated as the year progresses.

## **REPORTS**

- a. **Mayor and Council** – Edmonson reminded the Council and residents to email the Governor in regards to the joint bonding request with Clear Lake. Edmonson also suggested the City include a website link to PDF forms for Heritage Days. Kress commented that adding PDF forms is not consistent with the current policy of including a link to another business or

organizations website, doing so would absorb some of the storage space on the City website. Staff will review how much storage the PDFs will take.

- b. **Boards** – Kress commented that there is a large disconnect between the Park Board and the Council. He recommended the Council provide better and clearer direction to the Park Board. Moving forward Kress will work with the Council and Park Board on being more efficient. There was a brief discussion on the Lions Park upgrades. Kress will bring options for the park upgrade to the next Council meeting.
- c. **Staff** – Kress gave an update on City business. Derus is recommending Kress be promoted to City Administrator at the next Council meeting.
- d. **Engineer update** – Bittner and Schmidt recommended adding 1,100 feet of curb on Walnut Street at a cost of approximately \$10,000. Bittner also recommended installing high curb at intersections. Kress suggested installing a water loop near Maple and lower Bluff and extend the utility lines North of Maple Street. Schmidt also commented that there are root balls on 2 lines on Spring Street that were discovered from televising. Kress suggested having an Engineering Open House. A preconstruction meeting is to be set up in the following weeks. Bittner also recommended conducting a special assessment hearing in October.

**MOTION by Ritzer, seconded by Lange, to make the above adjustments to the project at a cost of approximately \$30,000.00.**

**Motion carried unanimously.**

**MOTION by Lange, seconded by Crandall, to set the date for the Engineering Open House for Monday, April 20<sup>th</sup> from 5:00 p.m. to 6:45 p.m.**

**Motion carried unanimously.**

#### **OTHER**

##### **Next Meeting**

The next Meeting is Monday, April 20, 2015 at 7:00 PM

#### **ADJOURN**

**MOTION by Ritzer, seconded by Crandall, to adjourn the council meeting, at 9:25 p.m.**

**Motion Carried unanimously.**

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Kevin Kress, Administrator-In-Training

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Pete Edmonson, Mayor

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Date Approved