

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
April 20, 2015**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of April 20, 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 Present: Vern Scott, Shannon-Essler-Petty.
- Others Present: Justin Wilmes of the Wright County Sheriff's Department, Kevin Bittner from Bolton-Menk, 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, with the following changes:

- Add discussion on T.O. Plastics tour under “Council Reports”
- Add discussion on Administrator Contract under “Old Business”

Motion carried unanimously.

PUBLIC COMMENT

No one commented during public comment.

CONSENT AGENDA

ITEM “a” WAS PULLED FROM THE CONSENT AGENDA.

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

Approval of 4-6-15 Regular City Council Meeting Minutes

Resolution 2015-20 Authorization of tax exempt temporary gambling permit Church of St.

Luke

Motion carried unanimously.

a. Claims/Accounts Payable

Edmonson led the discussion on adding in payment to Franklin Outdoor Advertising for banners. He asked that the half of the payment be submitted to Franklin. Kress commented that the City was waiting for the state permit to be accepted. Kress also asked if there was any progress on the \$1,000 from the Saddle Club. Edmonson will follow up with the Saddle Club.

MOTION by Lange, seconded by Crandall to approve the Claims/Accounts Payable with the addition of the Franklin invoice.

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Wilmes was present to update the Council on City business. Member Lange asked for an update on any crime in the City. Member Lange requested that the Council receive a more in depth overview of criminal activity in the City on a monthly basis. Deputy Wilmes encouraged the public to inform the Sheriff's office of any suspicious activity. Council requested staff to connect with Lieutenant Findley to produce a monthly report of criminal activity.

OLD BUSINESS

a. Discussion on Cedar South Developers Agreement

Mr. Kress led the discussion on the Cedar South Developers Agreement. Kress reminded the Council the proposal was \$5,500 per lot for approximately 70 lots at \$385,000. If the Council were to accept the \$385,000 it would have to be used to fund water or sewer expenses or portions of projects that have water and sewer portions included. The money could also be invested for later use for a water or sewer expenses. Mr. Derus recommended the Council not accept the proposal as it is a more conservative approach in regards to future expansion and the money that would be received. Derus recommended if the Council accepts the proposal it be used to take down the debt on the Sewer bond of nearly \$7,000,000. Council consensus was to take the conservative approach and deny the proposal. Council directed staff to let the Developers know the Council's decision.

NEW BUSINESS

a. Discussion on Appointing Kevin Kress as City Administrator, Administrators Contract and Addendums

Member Ritzer pointed out that the advertisement proposed a 5 day work week and clarified the point. There was no further discussion regarding the 5 day work week. Council had some questions regarding the severance provision. Mr. Derus explained the pros and cons of a contract. Derus pointed out that the Administrator position is more difficult than it was in prior years and it can be especially difficult given the politics. The severance position protects both the City as well as the staff in that a good employee cannot be eliminated due to political reasons. Member Lange pointed out that he felt a contract would be a responsible decision for the City. Members encouraged Mr. Kress to continue to work with the Council on the benefits of having a contract.

MOTION by Lange, seconded by Ranum to discuss the Administrators Contract and Addendums as part of a work session to work out the language on May 18th and invite the City Attorney.

Mr. Derus recommended Kress be appointed as City Administrator regardless of the Contract being accepted. Edmonson recommended the cell-phone stipend of \$50 be considered as part of the appointment. There was a brief discussion on PTO and review of the current policy. There was also a brief discussion on the financial training with AEM. Kress pointed out the training is for all the staff and that he would address the needs as required and he expects to absorb the financial responsibilities. Kress recommended expanding the PTO flexibility as part of the work session. Council consensus was that the PTO schedule at this time is a weak document.

MOTION by Lange, seconded by Crandall, to appoint Kevin Kress as City Administrator at a wage of \$60,000, cell phone stipend of \$50/month and 40 hours of PTO on the books.

Motion carried unanimously.

b. Discussion on Lions Park upgrades

Mr. Kress opened the discussion and invited Park Commission Member Shannon Essler-Petty to address the Council on the Lions Park upgrades. Member Essler-Petty discussed that the Park Commission has been working with Flagship on upgrading the playground equipment at Lions Park. The Park Commission is also pursuing two grants that could provide up to \$50,000 a piece for funding. Flagship is operating under a state contractor license that allows the City to obtain equipment and services without participating in the competitive bidding process.

MOTION by Crandall, seconded by Lange, to approve the Lions Park upgrades up to \$207,000.00. Motion carried unanimously.

c. Discussion on City goals and vision

Mr. Kress and Derus asked the Council to identify their goals and visions for the City and return their response's to staff for tabulation and review.

REPORTS

- a. Mayor and Council** – Edmonson gave an update on the Sewer Authority and bonding request. Edmonson also mentioned that the sewer plant operator is looking into solar power grants and wind power to lower the cost for operating the plant. Edmonson and Lange mentioned that the Wright County Economic Development Corporation met on Friday the 17th and toured the T.O. Plastics facility. T.O. mentioned they are interested in expanding within the next 3 years.
- b. Boards** – There were no updates.
- c. Staff** – Kress asked Council who would be in attendance at the Clean-Up. Council advised that 4 members will be in attendance and that they are fine with volunteers assisting. Staff would be looking for 5-6 volunteers. Kress also reminded Council that the Board of Equalization is coming up on Monday, May 4, 2015 at 6:00 p.m. There was also a brief discussion on the solar savings on City Hall and the Public Works building. Kress also mentioned he is looking into the Heritage Days PDFs on the City website.
- d. Engineer update** – Bittner informed the Council that the Open House went well. He also mentioned any questions or concerns can be forwarded to him or his staff.

MOTION by Crandall, seconded by Ranum, to approve the review of easement documents required for the North Area Street and Utility project by the City Attorney.

OTHER

Next Meeting

The next Meeting is Monday, May 4, 2015 at 7:00 PM

ADJOURN

MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 8:26 p.m. Motion Carried unanimously.

Kevin Kress, City Administrator

Pete Edmonson, Mayor

Date Approved