



AGENDA
Regular Clearwater City Council Meeting
Monday, April 4, 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 3-07-16 Regular City Council Meeting Minutes
- c. Approval of Resolution 2016-12 Approving Temporary Tax Exempt Gambling Permit Church of St. Luke
- d. Approval of Resolution 2016-13 Approving Public Works Seasonal/Summer Maintenance
- e. Approval for Council Members Lange and Crandall to Attend Annual League of Minnesota Cities Conference
- f. Approval of Cancelling April 18, 2016 Regular City Council Meeting

3. Wright County Sheriff Deputy Report

4. Old Business

- a. Discussion on Ordinance 2016-04 Specialty and Recreational Vehicles, Resolution 2016-14
- b. Clean Up Day
- c. Discussion on Water and Sewer Rates

5. New Business

- a. Lee Fundanet Discussion on Hotel
- b. Discussion on Ordinance 2016-05 Fee Schedule Amendment, Resolution 2016-15
- c. Discussion on Field Lease Agreement with Rugby Team
- d. Discussion on Copier Lease Agreement

6. Reports

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

7. Other

- a. Next Meeting – Monday, April 18, 2016 Board of Equalization 6:00 p.m.

8. Adjourn

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

AGENDA
Regular Clearwater City Council Meeting
Monday, April 4, 2016
7:00 pm

Staff Memo

To: Honorable Mayor and City Council
From: Kevin Kress, Administrator
Date: March 28, 2016
RE: Review/Comment on 04-04-16 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 3-07-16 Regular City Council Meeting Minutes** – See enclosed.
- c. **Approval of Resolution 2016-12 Approving Temporary Tax Exempt Gambling Permit Church of St. Luke** – See enclosed.
- d. **Approval of Resolution 2016-13 Approving Public Works Seasonal/Summer Maintenance** – See enclosed.
- e. **Approval for Council Members Lange and Crandall to Attend Annual League of Minnesota Cities Conference** – This was discussed at the last meeting. Cost to attend is \$800 for both. Conference is from June 14th to the 17th.
- f. **Approval of Cancelling April 18, 2016 Regular City Council Meeting** – Recommend cancelling unless desired by Council.

3. Wright County Sheriff Deputy Report – See enclosed.

4. Old Business

- a. **Discussion on Ordinance 2016-04 Specialty and Recreational Vehicles, Resolution 2016-14** – See enclosed.
- b. **Clean Up Day** – Supervisor Schmidt needs to know how many Council members will be in attendance. Schmidt is looking for 10 people on behalf of Clearwater. Is the Council alright with volunteers participating? Do you want the Public Works employees to use Comp Time or Overtime? In the past Public Works has been awarded Comp Time and several Council members have been in attendance.
- c. **Discussion on Water and Sewer Rates** – See enclosed Council Action Request.

5. New Business

- a. **Lee Fundanet Discussion on Hotel** – Mr. Fundanet will be present to address the Council.
- b. **Discussion on Ordinance 2016-05 Fee Schedule Amendment, Resolution 2016-15** – See enclosed.
- c. **Discussion on Field Lease Agreement with Rugby Team** – See enclosed. Looking for suggestions from Council.
- d. **Discussion on Copier Lease Agreement** – See enclosed Council Action Request and supporting documents.

6. Reports

- a. **Mayor and Council**
- b. **Boards**
- c. **Staff** – See enclosed Council Action Request.

7. Other

- a. **Next Meeting** – Monday, April 18, 2016 Board of Equalization 6:00 p.m.

8. Adjourn

CITY OF CLEARWATER

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Payments

Current Period: March 2016

Batch Name	032116 CCMTG	Payment	Computer Dollar Amt	\$43,818.68	Posted
Refer	1137	<u>ADVANCED DISPOSAL</u>	Ck# 019623	3/21/2016	
Cash Payment	E 603-43200-383	Sanitation	FEB REFUSE		\$4,486.75
Invoice	G20001552764	2/29/2016			
Cash Payment	E 603-49500-383	Sanitation	FEB RECYCLE		\$1,417.00
Invoice	G20001552764	2/29/2016			
Cash Payment	E 240-45320-383	Sanitation	FEB REFUSE/RECYCLE		\$32.30
Invoice	G20001552764	2/29/2016			
Cash Payment	E 100-43200-383	Sanitation	FEB REFUSE/RECYCLE		\$40.00
Invoice	G20001552764	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total	\$5,976.05
Refer	1131	<u>AEM FINANCIAL SOLUTIONS LLC</u>	Ck# 019624	3/21/2016	
Cash Payment	E 100-41000-305	Contracted Services	FINANCIAL SVC DEC 15		\$3,090.00
Invoice	357239	12/31/2015			
Cash Payment	E 100-41000-305	Contracted Services	FINANCIAL SVC JAN 2016		\$3,183.00
Invoice	360729	1/31/2016			
Cash Payment	E 100-41000-305	Contracted Services	LONG TERM PLAN INSTALL #1		\$3,000.00
Invoice	360798	3/1/2016			
Cash Payment	E 100-41000-305	Contracted Services	CHANGE REQ AP/PR SEPT		\$1,127.66
Invoice	361574	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total	\$10,400.66
Refer	1138	<u>AMERIPRIDE</u>	Ck# 019625	3/21/2016	
Cash Payment	E 100-43200-125	Cleaning Service-Unifor	UNIFORMS FEB		\$45.69
Invoice	2200744129	2/1/2016			
Cash Payment	E 100-43200-125	Cleaning Service-Unifor	UNIFORMS FEB		\$40.99
Invoice	2200746662	2/8/2016			
Cash Payment	E 100-43200-125	Cleaning Service-Unifor	UNIFORMS FEB		\$45.69
Invoice	2200749211	2/15/2016			
Cash Payment	E 100-43200-125	Cleaning Service-Unifor	UNIFORMS FEB		\$51.33
Invoice	2200751734	2/22/2016			
Cash Payment	E 100-43200-125	Cleaning Service-Unifor	UNIFORMS FEB		\$45.69
Invoice	2200754287	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total	\$229.39
Refer	1127	<u>CARD SERVICES</u>	Ck# 019626	3/21/2016	
Cash Payment	E 230-42200-212	Motor Fuels	FUEL FD		\$112.96
Invoice	FEB 2016	3/1/2016			
Cash Payment	E 100-43200-212	Motor Fuels	FUEL PW MAINT		\$40.96
Invoice	021916	2/19/2016			
Cash Payment	E 601-49450-212	Motor Fuels	FUEL PW SEWER		\$98.76
Invoice	FEB 2016	3/1/2016			
Cash Payment	E 600-49400-212	Motor Fuels	FUEL PW WATER		\$91.40
Invoice	FEB 2016	3/1/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total	\$344.08
Refer	1130	<u>CHADER LEASING CORPORATION</u>	Ck# 019627	3/21/2016	

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Payments

Current Period: March 2016

Cash Payment	E 100-41000-126 Rental/Lease	COPIER LEASE APRIL			\$120.80
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 100-43100-200 Office Supplies	COPIER LEASE APRIL			\$2.27
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 100-43200-200 Office Supplies	COPIER LEASE APRIL			\$2.27
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 230-42200-200 Office Supplies	COPIER LEASE APRIL			\$2.27
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 240-45300-200 Office Supplies	COPIER LEASE APRIL			\$2.27
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 600-49400-200 Office Supplies	COPIER LEASE APRIL			\$75.52
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 601-49450-200 Office Supplies	COPIER LEASE APRIL			\$75.52
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 603-43200-200 Office Supplies	COPIER LEASE APRIL			\$10.57
Invoice	APRIL 2016	3/1/2016			
Cash Payment	E 603-49500-200 Office Supplies	COPIER LEASE APRIL			\$10.57
Invoice	APRIL 2016	3/1/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$302.06
Refer	1142 CLEAR LAKE/CLWTER SEWER AU	Ck# 019628	3/21/2016		
Cash Payment	E 601-49450-300 Sewer Usage	FEBRUARY 2016 FLOW			\$21,726.00
Invoice	1023 - FEB	3/7/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$21,726.00
Refer	1148 CLEARWATER HARDWARE & BAIT	Ck# 019629	3/21/2016		
Cash Payment	E 100-43200-307 Repair & Maintenance C	MISC HARDWARE			\$64.40
Invoice	FEB 2016	2/29/2016			
Cash Payment	E 600-49400-307 Repair & Maintenance C	MISC HARDWARE			\$3.77
Invoice	FEB 2016	2/29/2016			
Cash Payment	E 240-45320-307 Repair & Maintenance C	MISC HARDWARE			\$7.38
Invoice	FEB 2016	2/29/2016			
Cash Payment	E 800-45200-307 Repair & Maintenance C	MISC HARDWARE			\$3.96
Invoice	FEB 2016	2/29/2016			
Cash Payment	E 100-41000-307 Repair & Maintenance C	MISC HARDWARE			\$99.17
Invoice	FEB 2016	2/29/2016			
Cash Payment	E 100-43100-307 Repair & Maintenance C	MISC HARDWARE			\$5.01
Invoice	FEB 2016	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$183.69
Refer	1153 DERUS GOVERNMENTAL CONSUL	Ck# 019630	3/21/2016		
Cash Payment	E 100-41000-305 Contracted Services	CONSULTING INTERIM ADMIN			\$213.12
Invoice	FEB 2016	3/21/2016			
Cash Payment	E 100-41110-208 Training and Instruction	CONSULTING INTERIM ADMIN			\$213.13
Invoice	FEB 2016	3/21/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$426.25
Refer	1147 DESIGN ELECTRICAL CONTRACT	Ck# 019631	3/21/2016		
Cash Payment	E 100-43100-305 Contracted Services	YELLOW ARROW LED			\$232.75
Invoice	2409	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$232.75
Refer	1145 DYNA SYSTEMS	Ck# 019632	3/21/2016		

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Payments

Current Period: March 2016

Cash Payment	E 100-43200-123 Operating Supplies	CAP SCREW/CUTOFF WHEEL			\$143.22
Invoice	20991157	2/17/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$143.22
Refer	1129 ELECTION SYSTEMS & SOFTWARE	Ck# 019633	3/21/2016		
Cash Payment	E 100-41410-307 Repair & Maintenance C	ELECTION EQUIP MAINT FEE			\$195.00
Invoice	955786	3/4/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$195.00
Refer	1136 G&K SERVICES	Ck# 019634	3/21/2016		
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	FEB UNIFORMS			\$19.63
Invoice	1043394552	1/29/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	FEB UNIFORMS			\$19.63
Invoice	1043400071	2/5/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	FEB UNIFORMS			\$19.63
Invoice	1043405606	2/12/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	FEB UNIFORMS			\$19.63
Invoice	1043411144	2/19/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	FEB UNIFORMS			\$19.63
Invoice	1043416713	2/26/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$98.15
Refer	1146 GOPHER STATE ONE-CALL	Ck# 019635	3/21/2016		
Cash Payment	E 601-49450-151 W/S Locates	FAX-OUT BILLABLE TICKETS			\$3.63
Invoice	6020268	2/29/2016			
Cash Payment	E 600-49400-151 W/S Locates	FAX-OUT BILLABLE TICKETS			\$3.62
Invoice	6020268	2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$7.25
Refer	1128 KIRVIDA FIRE, INC.	Ck# 019636	3/21/2016		
Cash Payment	E 230-42200-307 Repair & Maintenance C	SEAL KIT & BALL			\$137.76
Invoice	5345	2/26/2016			
Cash Payment	E 230-42200-307 Repair & Maintenance C	REBUILD PUMP INTAKE VALVE			\$268.98
Invoice	5345	2/26/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$406.74
Refer	1133 MIDCO BUSINESS	Ck# 019637	3/21/2016		
Cash Payment	E 100-41000-324 Internet	INTERNET SVC FEB			\$115.00
Invoice	1370097017895	3/2/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total \$115.00
Refer	1134 NEOPOST, INC.	Ck# 019638	3/21/2016		
Cash Payment	E 100-41000-322 Postage	2ND QTR LEASE			\$45.41
Invoice	N5808732	3/2/2016			
Cash Payment	E 100-43100-322 Postage	2ND QTR LEASE			\$7.57
Invoice	N5808732	3/2/2016			
Cash Payment	E 100-43200-322 Postage	2ND QTR LEASE			\$7.57
Invoice	N5808732	3/2/2016			
Cash Payment	E 230-42200-322 Postage	2ND QTR LEASE			\$7.57
Invoice	N5808732	3/2/2016			
Cash Payment	E 240-45300-322 Postage	2ND QTR LEASE			\$7.57
Invoice	N5808732	3/2/2016			

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Payments

Current Period: March 2016

Cash Payment	E 600-49400-322 Postage	2ND QTR LEASE		\$105.98
Invoice	N5808732 3/2/2016			
Cash Payment	E 601-49450-322 Postage	2ND QTR LEASE		\$105.98
Invoice	N5808732 3/2/2016			
Cash Payment	E 603-43200-322 Postage	2ND QTR LEASE		\$7.57
Invoice	N5808732 3/2/2016			
Cash Payment	E 603-49500-322 Postage	2ND QTR LEASE		\$7.57
Invoice	N5808732 3/2/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$302.79
Refer	1141 <u>NOW IT CONNECTS, INC</u>		<u>Ck# 019639 3/21/2016</u>	
Cash Payment	E 100-41000-305 Contracted Services	MIGRATE CURRENT EMAIL TO OFFICE 365		\$525.00
Invoice	7947 2/2/2016			
Cash Payment	E 100-41000-150 Software & Support	2 YR SSL CERTIFICATE		\$129.00
Invoice	7948 2/2/2016			
Cash Payment	E 100-41000-305 Contracted Services	INSTALL CERT AND TEST		\$356.50
Invoice	7948 2/2/2016			
Cash Payment	E 100-41000-307 Repair & Maintenance C	EMAIL ISSUES/EXCHANGE SVCS		\$52.50
Invoice	8167 3/14/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$1,063.00
Refer	1135 <u>OXYGEN SERVICE COMPANY</u>		<u>Ck# 019640 3/21/2016</u>	
Cash Payment	E 100-43200-123 Operating Supplies	CYLINDER RENTAL FEB		\$25.23
Invoice	03336297 2/29/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$25.23
Refer	1151 <u>TEAM LAB</u>		<u>Ck# 019641 3/21/2016</u>	
Cash Payment	E 230-42200-123 Operating Supplies	SUPER SCRUB GALLON JUG		\$44.25
Invoice	0000110 1/20/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$44.25
Refer	1139 <u>TRAUT WELLS, INC</u>		<u>Ck# 019642 3/21/2016</u>	
Cash Payment	E 600-49400-902 Water or WW Testing Fe	CLEARWATER LEGION WATER #160321		\$23.00
Invoice	285168 3/11/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$23.00
Refer	1144 <u>TRI-COUNTY LUMBER</u>		<u>Ck# 019643 3/21/2016</u>	
Cash Payment	E 100-41000-307 Repair & Maintenance C	DRYWALL		\$24.36
Invoice	1602-542611 2/19/2016			
Cash Payment	E 100-41000-307 Repair & Maintenance C	5 GAL BUCKET LITE BLUE		\$21.97
Invoice	1602-542677 2/23/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$46.33
Refer	1150 <u>US BANK CORP PAYMENT SYSTE</u>		<u>Ck# 019644 3/21/2016</u>	
Cash Payment	E 100-41000-200 Office Supplies	OFFICE SUPPLIES/DECALS		\$101.69
Invoice	0316 3/10/2016			
Cash Payment	E 230-42200-123 Operating Supplies	DECALS FD		\$51.47
Invoice	SO-16-2830 3/8/2016			
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT 10100	Total \$153.16
Refer	1140 <u>VERIZON WIRELESS</u>		<u>Ck# 019645 3/21/2016</u>	
Cash Payment	E 100-43200-321 Telephone	FEB CELL PHONE		\$52.37
Invoice	9761547056 3/3/2016			

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Payments

Current Period: March 2016

Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total	\$52.37
Refer	1132 WRIGHT COUNTY AUDITOR/TREA Ck# 019646 3/21/2016					
Cash Payment	E 100-41000-310	Other Professional Servi	2016 SPECIAL ASSESSMENTS			\$46.84
Invoice 2016	2/24/2016					
Cash Payment	E 601-49450-310	Other Professional Servi	2016 SPECIAL ASSESSMENTS			\$672.92
Invoice 2016	2/24/2016					
Cash Payment	E 600-49400-310	Other Professional Servi	2016 SPECIAL ASSESSMENTS			\$203.11
Invoice 2016	2/24/2016					
Cash Payment	E 100-41800-305	Contracted Services	2016 SPECIAL ASSESSMENTS			\$28.15
Invoice 2016	2/24/2016					
Cash Payment	E 603-43200-310	Other Professional Servi	2016 SPECIAL ASSESSMENTS			\$135.73
Invoice 2016	2/24/2016					
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total	\$1,086.75
Refer	1143 WRIGHT HENNEPIN COOP ELECT Ck# 019647 3/21/2016					
Cash Payment	E 601-49450-382	Utilities	CTY RD 7			\$69.53
Invoice FEB 2016	3/10/2016					
Cash Payment	E 240-45300-382	Utilities	KELSEY AVE			\$9.89
Invoice FEB 2016	3/10/2016					
Cash Payment	E 100-43100-382	Utilities	CEDAR SOUTH			\$156.09
Invoice FEB 2016	3/10/2016					
Transaction Date	3/21/2016	Due 0	ANNANDALE STAT	10100	Total	\$235.51

Fund Summary

	10100 ANNANDALE STATE BANK	
800 LIBRARY FUND		\$3.96
603 REFUSE (GARBAGE) FUND		\$6,075.76
601 SEWER FUND		\$22,752.34
600 WATER FUND		\$506.40
240 PARKS AND RECREATION		\$59.41
230 FIRE AND RESCUE		\$625.26
100 GENERAL FUND		\$13,795.55
		<u>\$43,818.68</u>

Pre-Written Check	\$43,818.68
Checks to be Generated by the Computer	\$0.00
Total	<u>\$43,818.68</u>

CITY OF CLEARWATER

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*Check Summary Register©

March 2016

Name	Check Date	Check Amt	
10100 ANNANDALE STATE BANK			
Paid Chk# 010219E UNITED STATES TREASURY	3/9/2016	\$2,598.32	2016 PP05
Paid Chk# 010220E MN CHILD SUPPORT PAYMENT	3/9/2016	\$247.80	PP05.16
Paid Chk# 010221E MINNESOTA REVENUE	3/9/2016	\$435.70	PP05.16
Paid Chk# 010222E PUBLIC EMPLOYEES RETIREME	3/9/2016	\$1,396.43	PP05.16
Paid Chk# 010227E HEALTH PARTNERS	3/25/2016	\$3,913.31	EMPLOYEE PD INS
Paid Chk# 010228E AFLAC	3/14/2016	\$162.34	EMPLOYEE PAID INS
Paid Chk# 010229E PRINCIPAL FINANCIAL GROUP	3/16/2016	\$285.35	LIFE INSURANCE MARCH
	Total Checks	\$9,039.25	

CITY OF CLEARWATER
Payments

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Current Period: April 2016

Batch Name	040416 CCMTG	User Dollar Amt	\$14,866.04		
Payments		Computer Dollar Amt	\$14,866.04		
			\$0.00	In Balance	
Refer	1178 ALEX AIR APPARATUS, INC				
Cash Payment	E 230-42200-565 Operating Equipment	HON MN EVI MODERN			\$551.77
Invoice	29447 3/22/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$551.77
Refer	1175 AMERIPRIDE				
Cash Payment	E 800-45200-125 Cleaning Service-Unifor	RUGS LIBRARY			\$25.00
Invoice	2200764472 3/28/2016				
Cash Payment	E 230-42200-125 Cleaning Service-Unifor	RUGS FD			\$26.06
Invoice	2200764477 3/28/2016				
Cash Payment	E 100-43100-125 Cleaning Service-Unifor	RUGS CITY HALL			\$25.00
Invoice	2200764478 3/28/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$76.06
Refer	1169 BEUNING, LLC				
Cash Payment	E 800-45200-382 Utilities	ELECT FEB			\$34.38
Invoice	1487 3/18/2016				
Cash Payment	E 800-45200-362 Property Ins	INS FEB			\$114.66
Invoice	1487 3/18/2016				
Cash Payment	E 800-45200-205 Taxes and Assessments	TAXES FEB			\$251.61
Invoice	1487 3/18/2016				
Cash Payment	E 800-45200-305 Contracted Services	SNOW REMOVAL			\$262.40
Invoice	1487 3/18/2016				
Cash Payment	E 800-45200-126 Rental/Lease	RENT APRIL 2016			\$1,321.00
Invoice	1484 3/18/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$1,984.05
Refer	1173 BOLTON & MENK, INC.				
Cash Payment	E 100-41700-303 Engineering Fees	MTG DISCUSS ANNEXATION			\$160.00
Invoice	0188368 3/22/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$160.00
Refer	1160 CLEAR LAKE AMOCO				
Cash Payment	E 100-43200-123 Operating Supplies	PROPANE			\$74.80
Invoice	011870 3/19/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$74.80
Refer	1170 CLEARWATER PARTS CITY AUTO				
Cash Payment	E 230-42200-307 Repair & Maintenance C	VAC TUBING			\$4.74
Invoice	62-285537 3/16/2016				
Cash Payment	E 100-43200-123 Operating Supplies	TRIM			\$6.24
Invoice	62-286099 3/23/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$10.98
Refer	1172 CUSTOMIZED FIRE & RESCUE INC				
Cash Payment	E 230-42200-208 Training and Instruction	3 HR CLASS 9/9/15			\$375.00
Invoice	768 12/22/2015				
Cash Payment	E 230-42200-208 Training and Instruction	3 HR CLASS 11/18/15			\$600.00
Invoice	768 12/22/2015				

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Payments

Current Period: April 2016

Cash Payment	E 230-42200-208 Training and Instruction	3 HR CLASS 12/09/15		\$375.00
Invoice 768		12/22/2015		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$1,350.00
Refer	1180 FLEXIBLE PIPE TOOL COMPANY			-
Cash Payment	E 601-49450-307 Repair & Maintenance C	HIGH PRESSURE BALL VALVE		\$73.00
Invoice 19764		3/23/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$73.00
Refer	1184 FRONTIER COMMUNICATIONS			-
Cash Payment	E 100-41000-321 Telephone	558-2428 CITY		\$199.74
Invoice MARCH/APRIL		3/25/2016		
Cash Payment	E 230-42200-321 Telephone	558-6561 FD /DISPATCH		\$127.50
Invoice MARCH/APRIL		3/25/2016		
Cash Payment	E 100-43200-321 Telephone	558-2233 MAINT		\$259.37
Invoice MARCH/APRIL		3/25/2016		
Cash Payment	E 601-49450-321 Telephone	558-4678 LIFT STATION		\$126.20
Invoice MARCH/APRIL		3/25/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$712.81
Refer	1166 GRIES LENHARDT			-
Cash Payment	E 100-41600-304 Legal Fees	GENERAL MATTERS		\$1,860.00
Invoice 47911		3/17/2016		
Cash Payment	E 100-41600-304 Legal Fees	ATTEND COUNCIL MTG		\$300.00
Invoice 47913		3/17/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$2,160.00
Refer	1162 HAWKINS, INC			-
Cash Payment	E 600-49400-307 Repair & Maintenance C	PVC BALL VALVE		\$133.00
Invoice 3851716		3/10/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$133.00
Refer	1181 HEARTLAND TIRE INC.			-
Cash Payment	E 100-43210-423 Brush Clipper	MOUNT AND INSTALL 1 TIRE		\$87.41
Invoice 6930		3/1/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$87.41
Refer	1167 KERN-DEWENTER-VIERE			-
Cash Payment	E 100-41530-308 Auditor Fees	FINAL BILLING AUDIT 2015		\$2,250.00
Invoice 912724		3/22/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$2,250.00
Refer	1164 KEVIN KRESS			-
Cash Payment	E 100-41100-331 Travel Expenses	MCFOA CONF EXPENSES		\$124.95
Invoice MARCH		3/15/2016		
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total \$124.95
Refer	1171 KIRVIDA FIRE, INC.			-
Cash Payment	E 230-42200-307 Repair & Maintenance C	WARNER 12 V ACTUATOR		\$617.76
Invoice 5362		3/4/2016		
Cash Payment	E 230-42200-307 Repair & Maintenance C	BOSCH RELAY		\$16.93
Invoice 5362		3/4/2016		
Cash Payment	E 230-42200-307 Repair & Maintenance C	SERVICE CALL REPAIR ACTUATOR		\$408.00
Invoice 5362		3/4/2016		

CITY OF CLEARWATER
Payments

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Current Period: April 2016

Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$1,042.69
Refer	1165 LANDFORM PROFESSIONAL SVC -				
Cash Payment	E 100-41920-313 City Planner Fees	PLANNER II			\$211.75
Invoice 24141	3/17/2016				
Cash Payment	E 100-41920-313 City Planner Fees	PRINCIPAL			\$120.00
Invoice 24141	3/17/2016				
Cash Payment	E 100-41920-313 City Planner Fees	PRINCIPAL PLANNER			\$437.50
Invoice 24141	3/17/2016				
Cash Payment	E 100-41920-313 City Planner Fees	PROJECT MILEAGE			\$45.36
Invoice 24141	3/17/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$814.61
Refer	1163 MENARDS - ST.CLOUD -				
Cash Payment	E 100-41000-307 Repair & Maintenance C	SHELVING/BRACKETS/TRAK			\$73.91
Invoice 18071	3/16/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$73.91
Refer	1174 NCPERS -				
Cash Payment	G 100-21708 Life Insurance	PREMIUM APRIL			\$48.00
Invoice 042016	3/22/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$48.00
Refer	1183 NEOPOST, INC. -				
Cash Payment	E 100-41000-322 Postage	ANNUAL POSTAGE ACH FEE			\$50.00
Invoice 476092	12/6/2014				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$50.00
Refer	1161 SANITATION SERVICES -				
Cash Payment	E 240-45300-383 Sanitation	HANDICAP RESTROOM			\$140.00
Invoice 6503	3/14/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$140.00
Refer	1168 TRAUT WELLS, INC -				
Cash Payment	E 600-49400-902 Water or WW Testing Fe	KETTLE #160358			\$23.00
Invoice 285411	3/18/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$23.00
Refer	1179 WRIGHT COUNTY IT -				
Cash Payment	E 230-42200-232 Repairs & Maint - Electr/	2016 800 MHZ RADIO INFRASTRUCTURE FEE			\$2,925.00
Invoice 16-007	1/13/2016				
Transaction Date	4/4/2016	ANNANDALE STAT	10100	Total	\$2,925.00

CITY OF CLEARWATER
Payments

Current Period: April 2016

Fund Summary

	10100 ANNANDALE STATE BANK	
100 GENERAL FUND		\$6,334.03
230 FIRE AND RESCUE		\$6,027.76
240 PARKS AND RECREATION		\$140.00
600 WATER FUND		\$156.00
601 SEWER FUND		\$199.20
800 LIBRARY FUND		\$2,009.05
		<hr/>
		\$14,866.04

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$14,866.04
Total	<hr/>
	\$14,866.04

CITY OF CLEARWATER

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*Check Summary Register©

March 2016 to April 2016

Name	Check Date	Check Amt	
10100 ANNANDALE STATE BANK			
Paid Chk# 010230E UNITED STATES TREASURY	3/23/2016	\$2,636.34	SOCIAL SECURITY
Paid Chk# 010231E MN CHILD SUPPORT PAYMENT	3/23/2016	\$247.80	CHILD SUPPORT
Paid Chk# 010232E MINNESOTA REVENUE	3/23/2016	\$444.22	MN REV ST WH
Paid Chk# 010233E PUBLIC EMPLOYEES RETIREME	3/23/2016	\$1,404.61	PERA
Paid Chk# 010234E UNITED STATES TREASURY	3/23/2016	\$521.59	WITHHOLDING TAXES
Paid Chk# 010235E MINNESOTA REVENUE	3/23/2016	\$27.74	TAX WITHHOLDING DEPOSIT
Paid Chk# 010236E UNITED STATES TREASURY	3/30/2016	\$2,160.98	WITHHOLDING TAXES
Paid Chk# 010237E MINNESOTA REVENUE	3/30/2016	\$334.40	TAX WITHHOLDING DEPOSIT
Paid Chk# 010238E UNITED STATES TREASURY	3/30/2016	\$1,378.33	WITHHOLDING TAXES
Paid Chk# 010239E MINNESOTA REVENUE	3/30/2016	\$62.03	TAX WITHHOLDING DEPOSIT
Total Checks		\$9,218.04	

**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

Date Approved

**City of Clearwater, Minnesota
Resolution 2016-12**

**Authorization of Tax Exempt Temporary Gambling Permit for Church of St. Luke
to hold a raffle on August 21st, 2016.**

It is hereby resolved by the City of Clearwater, Minnesota that:

WHEREAS; the Church of St. Luke has requested of the City of Clearwater authorization for tax exempt temporary gambling to hold a raffle on August 21st, 2016; and

WHEREAS; The Clearwater City Council has the authority to grant authorization for tax exempt temporary gambling within Clearwater city limits; and

WHEREAS; The Clearwater City Council desires to encourage the ongoing work of non-profit and community-service organizations in the immediate region;

THEREFORE; The Clearwater City Council grants authorization to Church of St. Luke for a tax exempt temporary gambling permit to hold a raffle on August 21, 2016.

Adopted by the City Council of the City of Clearwater on this 4th day of April 2016.

Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of St Luke Clearwater Previous Gambling Permit Number: X-05837-11-009

Minnesota Tax ID Number, if any: 4669238 Federal Employer ID Number (FEIN), if any: 411317945

Mailing Address: 17545 Huber Ave NW

City: Clearwater State: MN Zip: 55320 County: Wright

Name of Chief Executive Officer (CEO): Fr. Dennis Backer

Daytime Phone: 320-558-2124 Email: _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St Luke Clearwater

Address (do not use P.O. box): 17545 Huber Ave NW

City or Township: Clearwater Zip: 55320 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): August 21, 2016

Check each type of gambling activity that your organization will conduct:

- Bingo* Paddlewheels* Pull-Tabs* Tipboards*
- Raffle (total value of raffle prizes awarded for the calendar year: \$ over \$1500.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
 The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
 The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Ann Denny* Date: 3-16-16
 (Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

a copy of your proof of nonprofit status, and
 application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

CITY OF CLEARWATER
COUNTIES OF WRIGHT AND STEARNS
STATE OF MINNESOTA

RESOLUTION NO 2016-13

A RESOLUTION APPROVING TEMPORARY/SEASONAL LAWN
MAINTENANCE

WHEREAS, the City of Clearwater has historically hired temporary/seasonal employees to assist with lawn maintenance responsibilities; and

WHEREAS, the Public Works Supervisor has contacted Mike Flynn and Jack Helget and they are willing to provide this service for 2016 season.

BE IT FURTHER RESOLVED, that the City Council of the City of Clearwater hereby approves hiring Mike Flynn and Jack Helget as temporary/seasonal lawn maintenance operators, based on the following terms:

1. Part time, temporary position that will perform summer seasonal grounds maintenance duties.
2. Payment will be in accordance to the step wage program.
3. Mike Flynn and Jack Helget are authorized to work as requested/scheduled by John Schmidt, Public Works Supervisor or Kevin Kress, City Administrator.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of April, 2016.

APPROVED BY:

Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

Wright County Sheriff Activity Report

On March 1, Bonnie Marie Goose, 26, of Walker, was arrested in Clearwater on the charge of giving peace officer false name of another person.

On March 2, Blaine Michael Skadsberg, 35, of Clearwater, was arrested in Clearwater on the charge of 1st degree drugs.

On March 2, Rosanne Beatrice Bauer, 41, of Sebeka, was arrested in Clearwater on the charge of 5th degree drugs and a Stearns County warrant for domestic assault, Todd County warrant for issuance of worthless checks and Koochiching County warrant for failure to appear.

On March 4, Rory Shane Rasmusson, 32, of Elk River, was arrested in Clearwater on the charge of 5th degree possession of a controlled substance and a Scott County Warrant for driving after revocation.

On March 7, James Martin Erickson, 31, of South Haven, was arrested in Clearwater on the charge of 5th degree possession of a controlled substance and a Stearns County warrant for domestic assault.

On March 8, Jaquan Jermaine Tyson, 22, of Clearwater, was arrested in Hennepin County on a Wright County warrant for theft.

On March 14, Jacob Charles Campbell, 24, of South Haven, was arrested in Clearwater on the charge of 3rd degree DWI.

On March 22, Robert Lee Kremin, 29, of Monticello, was arrested in Clearwater on the charge of 5th degree possession of a controlled substance.

On March 23, Roscio Vega Lima, 19, of Wenatchee, WA, was arrested in Clearwater on the charge of 5th degree possession of a controlled substance

On March 25, Jesse Daniel Roy Baker-Ottem, 24, of Watford, ND, was arrested in Clearwater on an Anoka County warrant for disorderly conduct.

On March 27, Mark Steven St. Martin, 45, of Holdingford, was arrested in Clearwater on the charge of disorderly conduct.

ORDINANCE NO. 2016-04

AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA, ESTABLISHING SPECIALTY AND RECREATIONAL VEHICLE REGULATIONS, INCORPORATING AGENCY RULES AND REGULATIONS, AND PROVIDING FOR PENALTY FOR VIOLATION THEREOF.

THE CITY COUNCIL OF THE CITY OF CLEARWATER HEREBY ORDAINS:

SECTION 1. Chapter 34 Article II of the Clearwater Code is hereby repealed and replaced and shall read as follows:

1. SPECIAL AND RECREATIONAL VEHICLES: MOTORIZED GOLF CARTS, UTILITY TASK VEHICLES, CLASS 1 & 2 ALL-TERRAIN VEHICLES, SNOWMOBILES AND MINI-TRUCKS.

(A) PERMIT REQUIREMENTS AND OTHER REGULATIONS

(1) No person shall operate a motorized golf cart, utility task vehicle, class 1 or class 2 all-terrain vehicle, or mini-truck on streets, alleys, sidewalks or other public property without obtaining a permit as provided herein.

(2) Every application for a permit shall be made on a form supplied by the city and shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) Model name, make, and year and number of the motorized golf cart, class 1 or class 2 all-terrain vehicle, or mini-truck.
- (c) Current driver's license or reason for not having a current license such as, a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, utility task vehicle or class 1 and class 2 all-terrain vehicle on the roadways designated.
- (d) Other information as the city may require.

(3) An annual permit fee shall be as set forth in the Ordinance Establishing Fees and Charges adopted by the City Council annually, as that ordinance may be amended from time to time.

(4) A separate permit is required for each special and recreational vehicle. Permits issued to dealers may be transferred for the purpose of test-driving a vehicle. However, a separate permit is required for each vehicle used for the operation of a business.

(5) Permits shall be issued for a period of one year and may be renewed annually Jan. 1 to Dec. 31. Permit fees will not be prorated

(6) No permit shall be issued or renewed unless the following conditions are met:

(a) The applicant shall be required to show a valid driver's license or submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, utility task vehicle or class 1 and class 2 all-terrain vehicle on the roadways designated.

(b) The applicant must provide evidence of insurance in compliance with the provisions of Minnesota Statutes concerning insurance coverage for the golf cart, utility task vehicle, class 1 and class 2 all-terrain vehicle, or mini-truck.

(c) The applicant has not had his or her driver's license revoked as the result of criminal proceedings.

(7) Motorized golf carts, utility task vehicles, class 1 and class 2 all-terrain vehicles, and mini-trucks are permitted to operate only on city streets, not state or federal highways, except to cross at designated intersections. Only golf carts are permitted to travel on City owned trails, paths and assigned parks.

(8) Motorized golf carts, utility task vehicles and class 1 and class 2 all-terrain vehicles may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights. They shall not be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.

(9) Motorized golf carts shall display the slow-moving vehicle emblem provided for in Minn. Stat. § 169.045, as it may be amended from time to time, when operated on designated roadways.

(10) Motorized golf carts, utility task vehicles, class 1 and class 2 all-terrain vehicles, and mini-trucks shall be equipped with a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.

(11) The operator of a motorized golf cart, utility task vehicle, class 1 and class 2 all-terrain vehicle, or mini-truck may cross any street or highway intersecting a designated roadway.

(12) Every person operating a motorized golf cart, a utility task vehicle, class 1 and class 2 all-terrain vehicle, or a mini-truck under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat., ch. 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts or mini-trucks and except as otherwise specifically provided in Minn. Stat. § 169.045(7), as it may be amended from time to time.

(13) The City Council may suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this Chapter or Minn. Stat., ch. 169, as it may be amended from time to time, or if the city determines there is evidence that the permit holder cannot safely operate the motorized golf cart, utility task vehicle, class 1 and class 2 all-terrain vehicle, or mini-truck on the designated roadways.

(14) The number of occupants on a golf cart, utility task vehicle, class 1 and class 2 all-terrain vehicle, or mini-truck may not exceed the designated design occupant load for such vehicle.

(B) DEFINITIONS –

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DRIVER. The person driving and having physical control over the motorized golf cart, utility task vehicle, class 1 and class 2 all-terrain vehicle, or mini-truck.

MOTORIZED GOLF CART. Any passenger conveyance being driven with four wheels with four low-pressure tires that is limited in engine displacement of less than 800 cubic centimeters and total dry weight less than 800 pounds.

CLASS 1 ALL-TERRAIN VEHICLE. An all-terrain vehicle that has a total dry weight of less than 900 pounds.

CLASS 2 ALL-TERRAIN VEHICLE. An all-terrain vehicle that has a total dry weight of 1,000 to 1,800 pounds.

UTILITY TASK VEHICLE. As defined by Minn. Stat. § 169.045, subd. 1 (3), a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of at least 1,800 pounds but less than 2,600 pounds.

MINI-TRUCK. As defined in Minn. Stat. § 169.01, subd. 40(a), a motor vehicle that has four wheels; is propelled by an electric motor with a rated power of 7,500 watts or less or an internal combustion engine with a piston displacement capacity of 660 cubic centimeters or less; has a total dry weight of 900 to 2,200 pounds; contains an enclosed cabin and a seat for the vehicle operator; commonly resembles a pickup truck or van, including a cargo area or bed located at the rear of the vehicle; and was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the Code of Federal Regulations, title 49, sections 571.101 to 571.404, and successor requirements. A mini-truck does not include: an electric vehicle or a medium-speed electric vehicle as defined by § 73.11; or a motor vehicle that meets or exceeds the regulations in the Code of Federal Regulations, title 49, section 571.500, as it may be amended from time to time.

(C) Authorized city staff and emergency personnel may operate city owned motorized golf carts, ATVs, UTVs, and mini-trucks without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

(D) Mini-truck equipment requirements:

- (1) A mini-truck may be operated under permit on designated roadways if it is equipped with all of the following:
 - (a) At least two headlamps.
 - (b) At least two tail lamps.
 - (c) Front and rear turn-signal lamps.
 - (d) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.
 - (e) A windshield.
 - (f) A seat belt for the driver and front passenger.

(g) A parking brake.

2. OPERATION OF ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES.

(A) *ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICE* means a self-balancing device with two nontandem wheels, designed to transport not more than one person, and operated by an electric propulsion system that limits the maximum speed of the device to 15 miles per hour.

(B) Except as otherwise provided by law, a person operating an electric personal assistive mobility device has the rights and responsibilities of a pedestrian.

(C) *Operation.*

- (1) An electric personal assistive mobility device may be operated on a roadway, sidewalk or bicycle path if operated in compliance with the regulations set forth in this Chapter.
- (2) No person may operate an electric personal assistive mobility device on a roadway, sidewalk, or bicycle path at a rate of speed that is not reasonable and prudent under the conditions. Every person operating an electric personal assistive mobility device on a roadway, sidewalk, or bicycle path is responsible for becoming and remaining aware of the actual and potential hazards then existing on the roadway, sidewalk or bicycle path and must use due care in operating the device.
- (3) An electric personal assistive mobility device may be operated on a roadway only under the following circumstances:
 - (a) While making a direct crossing of a roadway in a marked or unmarked crosswalk.
 - (b) Where no sidewalk is available.
 - (c) Where a sidewalk is so obstructed as to prevent safe use.
 - (d) When so directed by a traffic control device or by a peace officer.
 - (e) Temporarily in order to gain access to a motor vehicle.

(f) As provided in division (6) below by City Council resolution.

(4) An electric personal assistive mobility device may not be operated at any time on a roadway with a designated speed limit of more than 35 miles per hour except to make a direct crossing of the roadway in a marked crosswalk.

(5) An electric personal assistive mobility device may not be operated at any time while carrying more than one person.

(6) *Designated exclusive city streets.* The City Council may, by resolution, designate exclusive city streets within its jurisdiction where the operation of electric personal assistive mobility devices is not permitted.

(7) A person operating an electric personal assistive mobility device on a sidewalk must yield the right-of-way to pedestrians at all times. A person operating an electric personal assistive mobility device on a bicycle path must yield the right-of-way to bicycles at all times.

(8) An electric personal assistive mobility device may not be operated unless the device bears reflectorized material on the front, back, and wheels, visible at night from 600 feet when illuminated by the lower beams of headlamps of a motor vehicle.

3. MOTORIZED FOOT SCOOTERS

(A) ***MOTORIZED FOOT SCOOTER*** means a device with handlebars designed to be stood or sat upon by the operator, and powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion, and that has no more than two 12-inch or smaller diameter wheels and has an engine or motor that is capable of a maximum speed of 15 miles per hour on a flat surface with not more than 1 percent grade in any direction when the motor is engaged. An electric personal assistive mobility device, a motorized bicycle, an electric-assisted bicycle, or a motorcycle is not a motorized foot scooter.

(B) Operation of a motorized foot scooter on city bicycle paths, bicycle lanes, bicycle trails, or bikeways is prohibited except as provided in division (C) below.

(C) The City Council may, by resolution, designate specific bicycle paths, bicycle lanes, bicycle trails, or bikeways as available for use by motorized foot scooters.

(D) Every person operating a motorized foot scooter shall have all rights and duties applicable to the operator of a bicycle, except in respect to those provisions relating expressly to motorized foot scooters and in respect to those provisions of law that by their nature cannot reasonably be applied to motorized foot scooters.

(E) No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person may operate a motorized foot scooter that is carrying any person other than the operator.

(F) No person under the age of 12 years may operate a motorized foot scooter.

(G) No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of Public Safety.

(H) A motorized foot scooter must be equipped with a headlight and a taillight that comply with standards established by the Commissioner of Public Safety if the motorized foot scooter is being operated under conditions when vehicle lights are required by law.

(I) A person operating a motorized foot scooter on a roadway shall ride as close as practicable to the right-hand curb or edge of the roadway, except in the following situations:

- (1) When overtaking and passing another vehicle proceeding in the same direction.
- (2) When preparing for a left turn, in which case the operator shall stop and dismount at the right-hand curb or right edge of the roadway, and shall complete the turn by crossing the roadway on foot, in compliance with restrictions placed by law on pedestrians.
- (3) When reasonably necessary to avoid impediments or conditions that make it unsafe to continue along the right-hand curb or edge, including, but not limited to, fixed or moving objects, vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes.

4. MEDIUM-SPEED ELECTRIC VEHICLES AND NEIGHBORHOOD ELECTRIC VEHICLES

(A) *Definitions.*

- (1) ***MEDIUM SPEED ELECTRIC VEHICLE*** means an electrically powered four-wheeled motor vehicle, equipped with a roll cage or crushproof body design, that can attain a maximum speed of 35 miles per hour on a paved level surface, is fully enclosed and has at least one door for entry, has a wheelbase of 40 inches or greater and a wheel diameter of 10 inches or greater, and except with respect to maximum speed, otherwise meets or exceeds regulations in the Code of Federal Regulations, title 49, section 571.500, and successor requirements.

(2) **NEIGHBORHOOD ELECTRIC VEHICLE** means an electrically powered motor vehicle that has four wheels, and has a speed attainable in one mile of at least 20 miles per hour, but not more than 25 miles per hour on a paved level surface.

(B) Operation of neighborhood electric vehicles on city streets is prohibited except as provided in (C) below.

(C) *Use on designated exclusive city streets.* The City Council may, by resolution, designate exclusive city streets within its jurisdiction where the operation of neighborhood electric vehicles or medium-speed electric vehicles is permissible, provided that no street so designated has a speed limit of more than 35 miles per hour.

(D) A neighborhood electric vehicle or a medium-speed electric vehicle may be operated on public streets and highways only if it meets all equipment and vehicle safety requirements in Code of Federal Regulations, title 49, section 571.500, as it may be amended from time to time.

(E) Authorized city staff and emergency personnel may operate city owned neighborhood electric vehicles and medium-speed electric vehicles within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

5. SNOWMOBILES

(A) Definitions.

All definitions as used in M.S.A. § 84.81 are adopted and incorporated as if fully set forth herein. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Operate means to ride in or on and control the operation of a snowmobile.

Operator means every person who operates or is in actual physical control of a snowmobile.

Owner means a person, other than a lien holder, having the property interest in or title to a snowmobile and is entitled to the use or possession thereof.

Register means the act of assigning a registration number to a snowmobile.

Snowmobile means a self-propelled vehicle designed for travel on snow or ice or a natural terrain steered by wheels, skis or runners.

(B) Snowmobile registration and general requirements.

Except as provided in M.S.A. § 84.82, subd. 6, no person shall operate any snowmobile upon any public street, alley, public lot, lake or stream within the corporate limits of this city, unless such snowmobile has been registered in accordance with state law.

(C) Operation on public streets, parks, waters and land.

(1) Except as provided in subsection (C) (2) of this section, no person shall operate a snowmobile upon any public street, park, alley, lot, lake or stream within the corporate limits of the city between the hours of 10:00 p.m. and 7:00 a.m.

(2) Between the hours of 10:00 p.m. and 7:00 a.m. a snowmobile may be operated only for purposes of leaving a business establishment or residence at which the operator was located and proceeding directly to the operator's residence by the most direct route or proceeding directly outside of the corporate limits of the city over one of the routes authorized in subsection (D) of this section.

(3) At no time shall any snowmobile be operated on any public street within the corporate limits of this municipality at a speed in excess of 20 miles per hour.

(4) Snowmobiles shall not be operated in city parks.

(5) Snowmobiles shall not be operated on any paved public trail.

(6) No snowmobile shall be operated on a public sidewalk.

(7) It is unlawful to intentionally chase, run over, or kill any animal with a snowmobile.

(D) Applicable Regulations and Authorized Routes.

(1) Snowmobiles may be operated only during the period from November 1 through March 30 and only when there is adequate snow cover so that the snowmobile does not damage city streets, sidewalks or other city rights-of-way.

Authorized by the city as entrance/exit access within the corporate limits of the city are the following:

Routes. Snowmobiles are authorized to travel in City limits in correspondence with the map distributed by SnowmobileTrail.com. Specifically,

<http://www.snowmobiletrail.com/us/mn/city/clearwater/>

(2) *Required equipment.* No snowmobile shall be operated upon any public street, alley, lot, lake or stream within the corporate limits of the city unless it is equipped with at least one headlamp and one tail lamp, and with brakes which conform to standards prescribed by state law. Furthermore, every snowmobile shall at all times be equipped with a muffler in good working order which blends the exhaust noise into the overall vehicle noise and is in constant operation to prevent excessive or unusual noise. No person shall use a muffler cut out, bypass, or similar device. The exhaust system shall not emit or produce a sharp popping or cracking sound.

(3) *Emergency.* Exception for emergencies. Notwithstanding the prohibition of operating a snowmobile upon a roadway to the contrary, a snowmobile may be operated on a public thoroughfare:

(a) In an emergency during the period of time and at locations where snow upon the roadway renders travel by automobile impractical and the roadway is officially declared impassable for automobile traffic; and

(b) By authorized city personnel.

(4) *Other provisions.* All other provisions of this Chapter pertaining to motor vehicle equipment shall apply to snowmobiles, except those which by their nature can have no application.

(5) *Rights and duties.* Every person operating a snowmobile upon a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to a motor vehicle owner or driver as provided by law and the provisions of this Section, except as to those provisions which by their nature can have no application.

(E) Unsafe and harassing driving.

It shall be unlawful for any person to drive or operate any snowmobile at any place within the city limits in unsafe or harassing ways including those set forth below:

(1) *Speed.* At any rate of speed greater than what is reasonable or proper under all the surrounding circumstances, and never in excess of the speed limit adopted in [Code Section 46-196](#).

(2) *Careless and reckless.* In a careless, reckless, or negligent manner so as to endanger, or be likely to endanger, the person or property of another or to cause injury or damage to another.

(3) *Liquor and drugs.* No owner or other person having charge over or control of any snowmobile or all-terrain vehicle shall operate, authorize or permit any individual the person knows or has reason to believe is under the influence of alcohol or a controlled substance or other substance to operate the snowmobile anywhere in this city or on the ice of any boundary water of this city, as specified in M.S.A. § 84.91.

(4) *Loud driving.* In such a manner so as to create unreasonably loud and excessive noise or in any way which shall unduly disturb the peace and privacy of the residents of this city or in any manner create a public nuisance.

(5) *Head and tail lights.* Without a headlight and tail light when required for safety.

(6) *Single file traffic only.* Snowmobiles traveling in the same direction must travel in single file. It shall be unlawful for two or more snowmobiles to travel abreast on any city street.

SECTION 2. This ordinance becomes effective from and after its passage and publication in summary form in the City's official newspaper.

CITY OF CLEARWATER, MINNESOTA

By: _____

Mayor, Pete Edmonson

ATTEST:

By: _____

City Administrator, Kevin Kress

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 4-4-16 Flexibility: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Originating Department: Administration
Agenda Item: New Business Item c. Discussion on Rugby	Presenter: Administrator, Kevin Kress Estimated Time: <input type="checkbox"/> Consent Agenda <input type="checkbox"/> 5 Min. <input checked="" type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change Looking for feedback from Council on what you want as part of the lease.	
Background: (Attach additional pages if needed) The rugby team is a nonprofit organization. There is two 'legs' to the club, a high school program and a senior men's program; High School would use the facility on Fridays (estimated 4 Fridays) only in the Spring. A schedule from Minnesota Rugby at this point has not been received yet. The Senior Program would use the field on Saturdays. The current schedule is as follows: March 19, April 2, April 9, and possibly April 23 rd and/or 30 th . The rugby team would have a use for Fall, but that schedule doesn't come out from USA Rugby until late summer (I would guess 4-5 Saturdays). See enclosed draft agreement.	
Supporting Documents: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Department Head Signature/Date:	
Clerk/Treasurer Signature/Date:	
ACTION TAKEN <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other	
Date of Action: _____	
Comments:	
Administrator's Signature/Date:	

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 4-4-16 Flexibility: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Originating Department: Administration & Public Works
Agenda Item: Staff Reports	Presenter: Administrator, Kevin Kress
Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <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

Background:

Public Works

1. Painted discharge well #4.
2. James and Robbie took a tree identification class.
3. Several dead trees were removed in City parks.
4. Started cleaning sewer lines in Cedar South.
5. Plow trucks were serviced.
6. Wood Chips were spread at disc golf course.

Administration

1. I looked into a solar garden program hosted by Geronimo Energy. I sent off a request for them to return a proposal and detail savings.
2. Staff is interested in painting and installing new flooring in the Council Chambers. Cost is estimated to be around \$2,000. This change would hopefully allow staff to rent out the Chambers as well as allow for a more professional and inviting appearance.
3. I submitted a draft archery park concept to Wright County for their review.
4. Reviewed potential annexation areas with Landform and Engineer. Recommend having attorney redraft Clearwater Township Orderly Annexation Agreement and hosting meeting.
5. Reviewed League of Minnesota Cities Land Use Planning Series classes requirements. The City currently meets the requirement to receive the rebate. I recommend having Member Lange take the online series. Other City representatives can also participate in the online classes free of charge.
6. I will be attending the Minnesota Municipal Clerks Conference in May and the League of Minnesota Cities conference in June.
7. FYI – John and I are reviewing several bids for fertilizing/weed control at City owned parks and open spaces. We are also gathering bids for hydro seeding some of Lions Park. John and I looked into swapping the fluorescent lighting in the City Hall and other City owned building to high efficiency LED.
8. PW will purchase the fork attachment after we receive a few more bids.
9. We issued an administrative permit to allow for an ice cream truck in City limits. It is the same vendor as last year.

Supporting Documents: Attached None

RESOLUTION NO. 2016-14

**RESOLUTION AUTHORIZING THE PUBLICATION OF A SUMMARY OF
ORDINANCE NO. 2016-04, AN ORDINANCE REPEALING AND REPLACING
CHAPTER 34 ARTICLE II OF THE CLEARWATER MUNICIPAL CODE**

At a regular meeting of the City Council of the City of Clearwater, held Monday, the 4th day of April, 2016, at the City Office, 605 County Road 75, Clearwater, Minnesota, 55320,

THE CITY COUNCIL OF THE CITY OF CLEARWATER RESOLVED:

Pursuant to the authority of Minn. Stat. Sec. 412.191, subd. 4, the City Council hereby determines that the publication of the title and a summary of Ordinance No. 2016-04, which amends Chapter 34 of the Clearwater Municipal Code, in the form attached as Exhibit A to this Resolution, will clearly inform the public of the intent and effect of Ordinance No. 2016-04, and it is hereby directed that the attached summary be published in accordance with the law.

Voting in Favor:

Voting Against:

This Resolution was duly passed this 4th day of April, 2016.

CITY OF CLEARWATER

By: _____
Pete Edmonson, Mayor

ATTEST:

By: _____
Kevin Kress, City Administrator

EXHIBIT A

TITLE AND SUMMARY OF ORDINANCE 2016-04

**AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA
REPEALING AND REPLACING THE MUNICIPAL CODE
CHAPTER 34 ARTICLE II**

The City Council of the City of Clearwater, Minnesota, Counties of Wright and Stearns, does hereby repeal and replace Chapter 34 Article II of the Clearwater Code.

The purpose for repealing and replacing Chapter 34 Article II of the Code is to establish specialty and recreational vehicle regulations, incorporating agency rules and regulations, and providing for penalty for violation thereof.

A complete copy of the Ordinance is available for inspection at the City Office, 605 County Road 75, Clearwater MN 55320, and on the City's website at www.clearwatercity.com.

Adopted by the Clearwater City Council on the 4th day of April, 2016.

Pete Edmonson, Mayor

Attest:

Kevin Kress, City Administrator

CERTIFICATION

I, Kevin Kress, City Administrator of the City of Clearwater, Minnesota, do hereby certify that the foregoing Resolution is a true and exact copy of the Resolution presented to and adopted by the City Council of the City of Clearwater, at a duly authorized meeting thereof, held on the 4th day of April, as shown by the minutes of said meeting in my possession.

Kevin Kress, City Administrator

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 4-4-16 Flexibility: <input type="checkbox"/> YES <input type="checkbox"/> NO	Originating Department: Administration
Agenda Item: Old Business Item c. Discussion on Water and Sewer Rates	Presenter: Administrator, Kevin Kress
	Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change This is for informational purposes only at this time.	
Background: <p>The City currently has two MN Public Facility Authority (PFA) loans payable from sewer rates/charges. The 1997 PFA loan has a final maturity date of 2-1-19, with \$246,032 in Principal outstanding, at an interest rate of 2.08%. The 2008 PFA loan has a final maturity date of 8-1-27, with \$5,335,000 in Principal outstanding, at an interest rate of 1.70%.</p> <p>Separately, or combined, the PFA loans could theoretically be refinanced. In the best situation, a refinancing is typically conducted in order to lock into lower interest rates, resulting in lower annual debt service payments. Even in today's low interest rate environment, however, the City could not obtain lower interest rates that the PFA loans enjoy.</p> <p>A refinancing may be justified if the City cannot comfortably pay the annual debt service payments without creating too much stress on the sewer rate structure. In this case, the PFA loans could be refinanced to extend the debt payments out another 5 or 10-years beyond the current final maturity date of 8-1-27. The "new" debt may have lower annual debt payments, but at a higher interest rate than either 2.08% or 1.70%.</p> <p>Rather than refinance I lean towards raising the sewer and water rates. I am awaiting an analysis from our bond council to show different scenarios.</p>	
Supporting Documents: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None	
Department Head Signature/Date: 	
Clerk/Treasurer Signature/Date: 	
ACTION TAKEN <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other	

ORDINANCE NO. 2016-05

**AN ORDINANCE AMENDING THE FEE SCHEDULE FOR THE
CITY OF CLEARWATER**

The City Council of the City of Clearwater, Minnesota, ordains as follows:

Section 1. Amendment of Fee Schedule. The City Fee Schedule is hereby amended as follows:

Administrative Enforcement Civil Penalties Code Violations	1 st offense -- \$50 2 nd offense -- \$100 3 rd offense -- \$200

Section 2. Effective Date of Ordinance. This ordinance shall be effective from and after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Clearwater, Minnesota, this 4th day of April, 2016.

APPROVED BY:

Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

RESOLUTION NO. 2016-05

**RESOLUTION AUTHORIZING THE PUBLICATION OF A SUMMARY OF
ORDINANCE NO. 2016-05, AN ORDINANCE AMENDING THE FEE
SCHEDULE FOR THE CITY OF CLEARWATER**

At a regular meeting of the City Council of the City of Clearwater, held Monday, the 4th day of April, 2016, at the City Office, 605 County Road 75, Clearwater, Minnesota, 55320,

THE CITY COUNCIL OF THE CITY OF CLEARWATER RESOLVED:

Pursuant to the authority of Minn. Stat. Sec. 412.191, subd. 4, the City Council hereby determines that the publication of the title and a summary of Ordinance No.2016-05, which amends the fee schedule of the City of Clearwater, in the form attached as Exhibit A to this Resolution, will clearly inform the public of the intent and effect of Ordinance No. 2016-05, and it is hereby directed that the attached summary be published in accordance with the law.

Voting in Favor:

Voting Against:

This Resolution was duly passed this 4th day of April, 2016.

CITY OF CLEARWATER

By: _____
Pete Edmonson, Mayor

ATTEST:

By: _____
Kevin Kress, City Administrator

EXHIBIT A

TITLE AND SUMMARY OF ORDINANCE 2016-05

**AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA
AMENDING THE CITY OF CLEARWATER FEE SCHEDULE**

The City Council of the City of Clearwater, Minnesota, Counties of Wright and Stearns, does hereby amend the City of Clearwater fee schedule.

The general purpose for amending the City of Clearwater fee schedule is to adopt fees for services provided by the City of Clearwater with changes in the following sections:

- Administrative Citations
-
-
-
-

A complete copy of the Ordinance is available for inspection at the City Office, 605 County Road 75, Clearwater MN 55320, and on the City's website at www.clearwatercity.com.

Adopted by the Clearwater City Council on the 4th day of April, 2016.

Pete Edmonson, Mayor

Attest:

Kevin Kress, City Administrator

CERTIFICATION

I, Kevin Kress, City Administrator of the City of Clearwater, Minnesota, do hereby certify that the foregoing Resolution is a true and exact copy of the Resolution presented to and adopted by the City Council of the City of Clearwater, at a duly authorized meeting thereof, held on the 4th day of April, as shown by the minutes of said meeting in my possession.

Kevin Kress, City Administrator

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 4-4-16 Flexibility: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Originating Department: Administration
Agenda Item: New Business Item c. Discussion on Rugby	Presenter: Administrator, Kevin Kress
Estimated Time: <input type="checkbox"/> Consent Agenda <input type="checkbox"/> 5 Min. <input checked="" type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour	
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change Looking for feedback from Council on what you want as part of the lease.	
Background: (Attach additional pages if needed) The rugby team is a nonprofit organization. There is two 'legs' to the club, a high school program and a senior men's program; High School would use the facility on Fridays (estimated 4 Fridays) only in the Spring. A schedule from Minnesota Rugby at this point has not been received yet. The Senior Program would use the field on Saturdays. The current schedule is as follows: March 19, April 2, April 9, and possibly April 23 rd and/or 30 th . The rugby team would have a use for Fall, but that schedule doesn't come out from USA Rugby until late summer (I would guess 4-5 Saturdays). See enclosed draft agreement.	
Supporting Documents: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Department Head Signature/Date:	
Clerk/Treasurer Signature/Date:	
ACTION TAKEN <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other	
Date of Action: _____	
Comments:	
Administrator's Signature/Date:	

St. Cloud Rugby Club
Attn: James Braith
20092 Edison Circle E
Clearwater, MN 55320



City of Clearwater
Attn: Mr. Kevin Kress
605 County Rd 75
Clearwater, MN 55320

Mr. Kress,

Thank you for your continued support and efforts to have the St. Cloud Rugby Club call Eldorado Park home. I have included a previous agreement with St. Cloud Rugby and the City of St. Cloud for your review, as well as a current certificate of liability naming the City of Clearwater as holder.

We have been in contact with a provider of portable restrooms for Eldorado and will be assuming the cost from April – October effective immediately.

I propose the following arrangement between the City of Clearwater and St. Cloud Rugby Club regarding the use of Eldorado Park, located approximately 800 Kelsey Ave, Clearwater, MN 55320:

St. Cloud Rugby:

- St. Cloud Rugby Club assumes the cost of portable restroom for months April through October.
- Certificate of Insurance naming City of Clearwater as Holder
- Compensate the City of Clearwater \$1,000 Per Calendar Year, with a 10 year commitment
- Abide by City/Park ordinances and clean area to same or better condition after use

City of Clearwater:

- Maintain grounds (mowing, watering, trash removal, maintain parking area)
- Allow Exclusive Use of 'Playable Area' on designated dates/times, schedule provided by St. Cloud Rugby.

Should either party find this arrangement not suitable; a 24 month notice of cancelation will be required to nullify agreement.

I would like to state that the terms are negotiable; my main concern is that this creates a mutually beneficial arrangement. I look forward to discussing with you.

Thank you,

James Braith
St. Cloud Rugby Club
320-492-8393
jamesbraith@hotmail.com

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 4-4-16 Flexibility: <input type="checkbox"/> YES <input type="checkbox"/> NO	Originating Department: Administration
Agenda Item: New Business Item d. Copier Lease Agreement	Presenter: Administrator, Kevin Kress
Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour	
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input checked="" type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change City staff recommends staying with the current provider and continuing to lease the current copier for an additional year at the reduced rate of 176.76 per month plus however many copies.	
Background: The current copier lease is ending in the near future. I asked three different companies to provide bids/options for the City to consider. I have included the bids from METRO and MARCO. The bid from Chader (current lease holder) offered a new machine at \$236.95 monthly agreement with the same charges of Black and White .013/page and .05/page color. They also offered to extend the lease for one additional year at a rate of \$176.76 per month with the same cost for black and white and color copies.	
Supporting Documents: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Department Head Signature/Date:	
Clerk/Treasurer Signature/Date:	
ACTION TAKEN <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other	
Date of Action: _____	
Comments:	
Administrator's Signature/Date:	

Vance Martin
Account Executive
Metro Sales, Inc.
320-654-1111

March 28th, 2016

NEW! Ricoh® MP C4503 or C3503 Color Copy/Print/Scan/Fax

- 45 Pages per minute Black & White or Full Color
- Network printing and scanning
- Scan to email or folder in full color
- Recover from sleep mode(Energy Saver) in less than 10 seconds
- 220-Sheet document feeder – C4503
- 100-Sheet document feeder – C3503
- 4.6 B&W 1st copy out time / 7.1 Color 1st copy out time
- Large 9" customizable LED touch screen control panel
 - Home screen to program **One-Touch** job programs
- 4 X 550 sheet drawers
- 100 sheet bypass tray
- 1000-Sheet Finisher
 - **50 Sheet Stapling Capacity & 2 or 3 Hole Punch**
- Envelope Feeding via Standard 2nd Paper Drawer/or Bypass Tray



NEW! Duplo DF-777 Automatic Folder

- Folds upto 135 Sheets per minute
- Six Preprogrammed Popular Folds
 - Single, Double, Half Accordion, Letter, Accordion, Gate
- Cross Folds and Custom Folds
- 500 Sheet Feed Capacity
- Fold paper stock up to 145 gsm



Vance Martin
Account Executive
Metro Sales, Inc.
320-654-1111

March 28th, 2016

Investment Options:

60 Month FMV Lease

- FMV-Lease options:**
- Ricoh C4503 - \$ 253.00/Month + Tax (If Tax is Applicable)
 - Ricoh C3503 - \$244.00/Month + Tax (If Tax is Applicable)

City of Clearwater will own the Automatic Folder

(Lease payment Includes Buyout of current "Copystar CS3550ci" as well as the return shipping)

****Metro Sales will cut the "City of Clearwater" a check for \$906.18 (3 payments x \$302.06 = \$906.18) to pay off the remaining obligation on the current Copystar lease****

*****Metro Sales will also handle the return of the "CopystarCS3550ci" to the Provided Return Destination*****

Maintenance Agreement:

- Maintenance rates **LOCKED** for 5 years
- **\$ 60.00** per quarter includes:
 - 6,000 B&W copies/prints per quarter (2,000/month)
 - B&W copies/prints in excess of 6,000 per quarter to be billed at **\$ 0.01** per copy
 - All **Color** copies/prints will be billed quarterly in arrears @ **\$ 0.05** per copy
- Agreement includes all parts, labor, and consumables except for paper & staples.
- Supply Shipping fees are also included.
- No Additional Monthly "Insurance Charge" or any extra charges will show up on invoices.

******\$265.00 per year will cover all maintenance on the DF-777**** = \$22.08 / Month**

Monthly Cost Analysis (Average= 3,638 B&W/ 1,054 Color)

Current Costs-

- Current Lease Payment - \$282.63
- B/W Maintenance Costs - (3,638 x 0.013) = \$47.29
- Color Maintenance Costs - (1,054 x 0.05) = \$52.70
- Total Costs = \$382.62

Proposed Costs-

- Proposed Lease Payment - \$253.00
- B/W Maintenance Costs - (3,638 x 0.01) = \$36.38
- Color Maintenance Costs - (1,054 x 0.05) = \$52.70
- Maintenance on DF-777 \$22.08
- Total Costs = \$364.16

Monthly Savings = \$18.46

Yearly Savings = \$221.52

City of Clearwater currently has a Kyocera CopyStar 3550ci on agreement with Chader running until July 2016. Current lease payment to Chader is \$302.06/month and then are billed "actual" copies per month. The City's average monthly volume is 4,886 B&W @\$0.013/page and 1,383 Color @\$0.05/page, totaling \$132.67/month in additional cost.

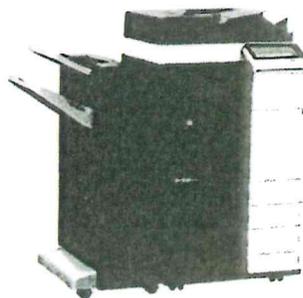
This makes the current average spend a total of \$434.73/month. (\$302.06 + \$132.67)

Marco recommends the following:

RECOMMENDED PRINT SOLUTION

1-Konica Minolta C454 (Certified Pre-Owned)

- **45 Pages Per Minute**
- 2-Sided Networked Color Print
- 2-Sided Networked Color Scan
- Single Pass Document Feeder (160 Originals/Minute)
- (4) 500 Sheet Paper Trays
- 50 Sheet Staple Finisher w/ Holepunch
- Scan to Email/Network Folder
- Wireless & Mobile Printing
- Fax



- **63 Month Agreement** **\$86.12/Month**
 - *Includes Payoff of Kyocera Agreement & Return of Kyocera Copier*
- **Maintenance "Estimate"** (4,500 B&W/1,200 Color) **\$93.15/Month**
 - *Overages @ \$0.0079 B&W/\$0.048 Color (Fixed Rates)*
- **Total Average Spend** **\$179.27/Month**
 - *Includes All Equipment, Service, Toner, Supplies, etc.*

BENEFITS:

- Higher Quality & Reliability (Konica Minolta vs. Kyocera CopyStar)
- Increased Speed & Features
- Konica Single Pass Document Feeders (160 Originals/Minute)
- Scan to Email/Scan to Network Folder
- Wireless Mobile Printing
- Konica 8-Bit Color Quality
- Marco Will Ship Kyocera Copier Back to Chader Leasing**
- Marco Will Payoff Remaining Chader Agreement**
- Fixed Payment & Service Rate for Length of Agreement**
- Monthly Cost Savings of \$255.46/month**
- Annual Cost Savings of \$3,065.52/year**
- Cost Savings of \$15,327.60 Over the Length of Agreement!!**

Marco/Konica Minolta References In the Area:

Wright County, Stearns County, City of St. Cloud, City of Sauk Rapids, City of Sartell, City of St. Joe, City of Waite Park, City of Monticello, City of Buffalo

Prices quoted are subject to change and should be verified before placing your order.

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco, Inc. to order, install and invoice the above listed equipment.

City of Clearwater currently has a Kyocera CopyStar 3550ci on agreement with Chader running until July 2016. Current lease payment to Chader is \$302.06/month and then are billed "actual" copies per month. The City's average monthly volume is 4,886 B&W @\$0.013/page and 1,383 Color @\$0.05/page, totaling \$132.67/month in additional cost.

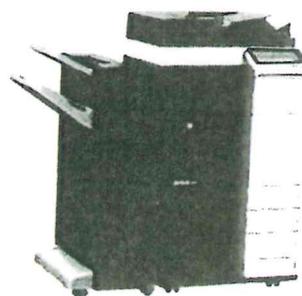
This makes the current average spend a total of \$434.73/month. (\$302.06 + \$132.67)

Marco recommends the following:

RECOMMENDED PRINT SOLUTION

1-Konica Minolta C368 (NEW)

- 36 Pages Per Minute
- 2-Sided Networked Color Print
- 2-Sided Networked Color Scan
- Single Pass Document Feeder (160 Originals/Minute)
- (4) 500 Sheet Paper Trays
- 50 Sheet Staple Finisher w/ Holepunch
- Scan to Email/Network Folder
- Wireless & Mobile Printing
- Fax



- **60 Month Agreement**\$189.30/Month
 - Includes Payoff of Current Lease & Return of Kyocera Copier
- **Maintenance "Estimate"** (4,500 B&W/1,200 Color)..... \$93.15/Month
 - Averages @ \$0.0079 B&W/\$0.048 Color (Fixed Rates)
- **Total Average Spend**\$282.45/Month
 - Includes All Equipment, Service, Toner, Supplies, etc.

BENEFITS:

- Higher Quality & Reliability (Konica Minolta vs. Kyocera CopyStar)
- Increased Speed & Features
- Konica Single Pass Document Feeders (160 Originals/Minute)
- Scan to Email/Scan to Network Folder
- Wireless Mobile Printing
- Konica 8-Bit Color Quality
- Marco Will Ship Kyocera Copier Back to Chader Leasing
- Marco Will Payoff Remaining Chader Lease
- Fixed Payment & Service Rates for Length of Agreement
- Monthly Cost Savings of \$152.28/month
- Annual Cost Savings of \$1,827.36/year
- Cost Savings of \$9,136.80 Over the Length of Agreement!!

Marco/Konica Minolta References In the Area:

Wright County, Stearns County, City of St. Cloud, City of Sauk Rapids, City of Sartell, City of St. Joe, City of Waite Park, City of Monticello, City of Buffalo

Prices quoted are subject to change and should be verified before placing your order.

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Kyocera Technology

› PRINT › COPY › SCAN › FAX

CS 3551ci

COLOR MULTIFUNCTIONAL
SYSTEM



POWERING COLOR PERFORMANCE... COMPANY-WIDE.



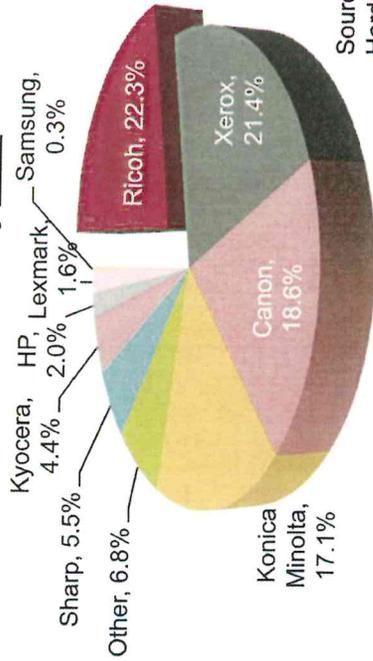
- › Vibrant, Color Output Up to 35 Pages Per Minute in Color and Black
- › Color Scan Up to 100 ipm
- › Intuitive and Customizable Touch Screen Control Panel
- › Advanced Finishing Options to Power Workflow
- › Robust and Scalable Business Applications
- › Statement - 12" x 18" Printing from the Paper Trays
- › Standard Gigabit Ethernet
- › Tab Printing Available Through Multi Purpose Tray
- › AirPrint Enabled for a Mobile Printing Solution



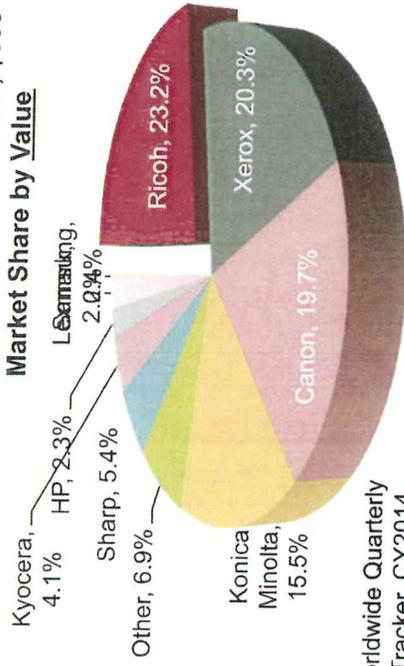
IDC CY 2014 U.S. MFP A3+A4 Value Growth and Trends



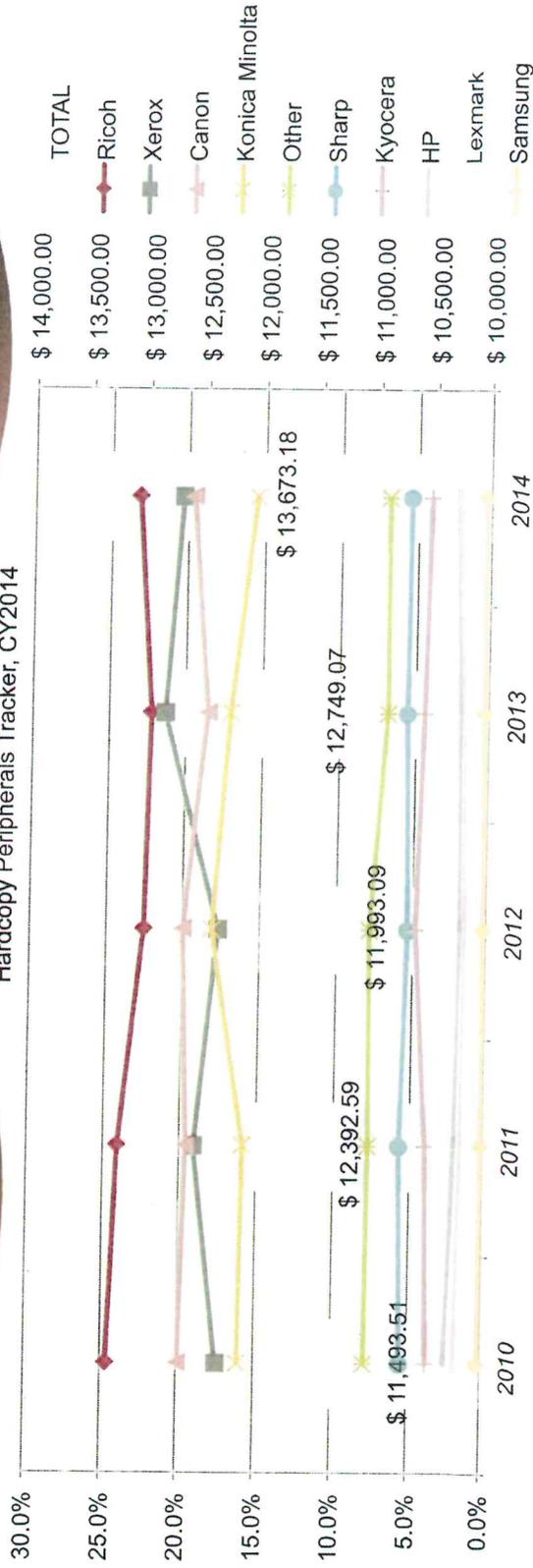
IDC CY 2013 MFP SFDC A3+A4, \$500+, Market Share by Value



IDC CY 2014 MFP SFDC A3+A4, \$500+, Market Share by Value



Source: FINAL IDC Worldwide Quarterly Hardcopy Peripherals Tracker, CY2014



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