

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
June 15, 2015**

CALL TO ORDER

Acting Mayor Ritzer called the regular council meeting of June 15, 2015 to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Everyone joined in the pledge of allegiance.

ROLL CALL

- Present: Council Members Crandall, Lange, Ranum and Ritzer.
- Absent: Mayor Edmonson
- Staff present: Administrator Kress
- Public Present: Vern Scott, Dan Niehoff, Allan Eich
- Others Present: Nick Eldred of the Wright County Sheriff's Department, Kevin Bittner – City Engineer, and Ken Francis – Clearwater Tribune

A quorum was declared present.

APPROVAL OF AGENDA

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

Motion carried unanimously.

PUBLIC COMMENT

Allan Eich, 105 Bluff Street approached the Council on the planned placement of the new street as part of the North Area Street & Utility project. Mr. Eich was displeased that the current design meant the street would be moved from its existing location over towards his house by approximately 18 feet.

Administrator Kress informed the Council that the Public Works Supervisor and he met with Mr. Eich to discuss his concerns with the placement of the street. Kress recommended keeping the street as close to its original location so as not to encroach on the property owner. Kress recommended the discussion continue under New Business item a. Discussion and updates on North Area Street & Utility Project.

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

CONSENT AGENDA

Kress informed the Council that Item F should read as "Clearwater Area Historical Society." Kress also added consent agenda item g. "Approval of Northland Trust Services Agreement Relating to Paying Agent, Registrar and Transfer Agent." Kress also asked to pull the Contractor's Pay Request in the Accounts Payable for discussion under New Business item a. Discussion and updates on North Area Street & Utility Project.

ITEMS "c, and e" WERE PULLED FROM THE CONSENT AGENDA AND ITEM "g" WAS ADDED AS MENTIONED ABOVE.

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

Claims/Accounts Payable

Approval of 6-1-15 Regular City Council Meeting Minutes

**Approval of 6-11-15 Special City Council Meeting Minutes
Approval of Clearwater History Club Permanent Sign on the Corner of Oak and Main
Approval of Northland Trust Services Agreement Relating to Paying Agent, Registrar and
Transfer Agent**

Member Ritzer asked for some corrections to the minutes to reflect that he was not in attendance and a date change. Member Ritzer also asked for some discussion on item 4.2 in the Administrators Contract. Ritzer questioned why the City would consider providing 30 days written notice of removal to the Administrator. Ritzer also asked that some language in Addendum 1 be amended.

**Approval of 6-1-15 Regular City Council Work Session Minutes
MOTION by Lange, seconded by Crandall, to approve item c. Approval of 6-1-15 Regular City
Council Work Session Minutes.
Motion carried unanimously.**

**Approval of Administrators Contract and Addendums
MOTION by Crandall, seconded by Lange to approve item e. Approval of Administrator Contract
and Addendums.
Motion carried 3-1 (Ritzer – Nay).**

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Eldred was present to give an overview of criminal activity in the City. Eldred informed the Council that there continues to be a number of gas drive offs. It was also mentioned that there has been a trend of people removing license plates for use in an illegal activity. Eldred informed the Council that there have been a few transients making their way around the community.

OLD BUSINESS

a. Discussion on abandoned cars/nuisances in the City

Mr. Kress went over the memo he wrote regarding the two ordinances. Kress outlined that the biggest issue was deciding who would be in charge of going to each homeowner and business to look for code violations if it was the Council's desire. Kress questioned if the Council was asking for a Code Enforcement Officer. The current process involves a resident submitting a written complaint and staff following up on the complaint. There was a brief discussion on the previously repealed rental housing inspection ordinance. Member Lange would like to see more code enforcement. Members Crandall and Ritzer were cautious about establishing more strict code violations. The Council agreed to have a work session to discuss abandoned cars and nuisance at 6:00 p.m. on Monday, July 20th, 2015.

b. Discussion on replacing trees

Administrator Kress led the discussion on replacing trees on private property. Kress informed the Council that he had contacted the League of Minnesota Cities and several other cities to see if anyone had considered replacing private trees. It was noted that it would be difficult to place a blanket dollar amount and warranty a privately owned tree. Kress recommended that Council confer with the city attorney if they were going to consider replacing private trees.

MOTION by Crandall, seconded by Lange, to approve the City Administrator consulting with City Attorney in regards to replacing private trees.

NEW BUSINESS

a. Discussion and update on North Area Street and Utility Project

Kevin Bittner discussed with the Council the pay estimate request #2. Bittner discussed the road structure on Bluff leading to Main. The current plan had showed the new street to be placed 18' from the existing street. Bittner explained that they planned on adjusting this to be 10' from the existing roadway. Bittner also discussed the road width of 30' and Council asked about reducing the width. Mr. Eich asked the Council to consider keeping the street as close to its existing placement as possible. Bittner had some concerns about possibly creating a kink in the road structure. Ritzer expressed that he felt the existing curve of the road helped to slow traffic down. There was a brief discussion on the intersection of Bluff and Main in regards to cutting back the bank. There was some concern about the drainage from Linn to Main Street. Bittner felt that there wouldn't be any additional water as a result of the curb. There was discussion on paving 80' of an alleyway near Elm Street behind the church. Kress mentioned some issues on Lime regarding a tree in the City ROW that a homeowner asked to be removed. Council agreed to leave the tree as is and deal with it if it shows signs of dying. There were some questions about the elevation on Lime Street as well. Bittner said there was going to be some adjustments on the elevation.

MOTION by Crandall, seconded by Lange, to approve Contractors pay estimate #2 as listed in the accounts payable.

Motion carried unanimously.

MOTION by Crandall, seconded by Lange, to keep the street from Linn to Main within 5' of the existing pavement.

Motion carried unanimously.

MOTION by Lange, seconded by Crandall to pave approximately 80' of alleyway between Elm and Spring Street at a cost not to exceed \$3,000.00.

Motion carried unanimously.

b. Discussion on an internship program

Administrator Kress presented some information on hiring an Intern to the Council. Kress inquired with the Council if there was an interest in hiring an Intern. It was the consensus of the Council that an Internship program would be very beneficial. The discussion on an internship program will continue at the workshop scheduled for July 20th.

c. Discussion on hiring a contracted City Planner

Mr. Kress presented information on going out for RFP to hire a contracted City Planner. It was mentioned that this item was recommended by the EDA Commission for consideration.

MOTION by Crandall, seconded by Lange, to authorize staff to create an RFP for obtaining a contracted City Planner.

Motion carried unanimously.

d. Discussion on City Attorney pursuing payment and or collateral for delinquent Business Incentive Loan

Mr. Kress informed the Council that one of the businesses currently has a delinquent Business Incentive Loan. It was recommended to have the City Attorney pursue payment and collateral from the business.

MOTION by Crandall, seconded by Lange, to have the City Attorney pursue payment and collateral for the delinquent Business Incentive Loan.

Motion carried unanimously.

e. Discussion on Special Event Permit for American Legion Riders

Council discussed the event briefly and it was determined that this event happens annually. The American Legion Riders requested that the permit fees be waived.

MOTION by Ranum, seconded by Crandall, to approve the Special Event Permit for the American Legion Riders.

Motion carried unanimously.

MOTION by Crandall, seconded by Lange, to waive the \$25 Special Event Permit fee.

Motion carried unanimously.

REPORTS

a. Mayor and Council – NONE.

b. Boards

Kress mentioned that he was hoping to have a report from the Park Commission but it was never received. He also mentioned that he requested the Park Commission draft a memo up to the Council for any action they required. Mr. Kress also informed the Council that the new Lions Park playground equipment is expected to arrive late June or early July. It was noted that the existing equipment was purchased by the Lions Club and may not have been formally donated to the City.

c. Staff

Mr. Kress informed the Council that he would be meeting with Bolton-Menk in regards to the Eldorado Park upgrades. Kress informed the Council that Fire Chief; Doug Nieters has submitted his resignation effective year end. The Public Works employee position will be posted tomorrow for consideration by the public.

2. Other

a. Next Meeting – Monday, July 6, 2015

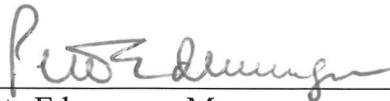
ADJOURN

MOTION by Lange, seconded by Crandall, to adjourn the council meeting, at 8:30 p.m.

Motion Carried unanimously.



Kevin Kress, City Administrator



Pete Edmonson, Mayor

7-6-2015
Date Approved