

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

CALL TO ORDER

Acting Mayor Ritzer called the regular council meeting of July 20, 2015 to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Everyone joined in the pledge of allegiance.

ROLL CALL

- Present: Council Members Ritzer, Crandall, Lange, and Ranum.
- Absent: Mayor Edmonson
- Staff present: Administrator Kress
- Public Present: Dan Niehoff, Vern Scott, and Brian Youngdahl.
- Others Present: Justin Wilmes of the Wright County Sheriff's Department, Kevin Bittner – Bolton-Menk, and Ken Francis – Clearwater Tribune

A quorum was declared present.

APPROVAL OF AGENDA

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

Motion carried unanimously.

PUBLIC COMMENT

Brian Youngdahl, 520 Maple Street approached the Council and expressed his concerns about curbing in regards to the street and utility project.

CONSENT AGENDA

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

Claims/Accounts Payable

Approval of 7-6-15 Regular City Council Meeting Minutes

Ordinance 2015-02 Amending the Clearwater Municipal Code Chapter 2 Administration

Resolution 2015-32 Conditional Use Permit for Open/Outdoor service, sale and rental as a principal use at the property address of 5191 179th St NW, Parcel# 104-015-001030

Resolution 2015-33 Local Government Assessing Services Contract

Resolution 2015-34 Contracted Police Services by Wright County

Resolution 2015-35 Clearwater Lions Donation

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Wilmes was present to update the Council on criminal activity in the City. Mr. Wilmes informed the Council that an arrest was made as part of a warrant near Isabella Avenue. Wilmes informed the Council that he expects to have a written report available sometime next month.

OLD BUSINESS

- a. Discussion on replacing trees

Administrator Kress informed the Council that he is working on revisions to City Code as well as developing a new tree policy. The intent of the policy is to clarify the tree replacement process and identify which trees can be planted in the city.

NEW BUSINESS

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

Kevin Bittner discussed the status of the project. Bittner explained that Phase 2 of the project is expected to be paved this week along with phase 3 curb and gutter installation. Contractors will also be filling with black dirt behind curb on phase 1. The target date to wrap up the project is the middle of August. Bittner explained that there will be a contractor going around town to inform residents that access to highway 24 at the end of Lime Street will be closed by Friday, July 24th. There will also be a letter going out to notify residents of the road closure. The road closure was scheduled to take place as part of the MnDOT bridge project. Bittner explained he would review the property on Maple Street as mentioned during public comment. Vern Scott addressed the Council and Bittner on curb construction. Scott asked why some curbs are “knock-down” and others are not. There was a discussion on whether or not all the access points to driveways should have been “knock-down.” It was determined that changing all the curbs to “knock-down” would be very costly. Dan Niehoff questioned what the process is for replacing damaged curb. Bittner explained that damaged curb would be the responsibility of the contractor to replace. Mr. Scott asked if there was a process to determine which curbing would be replaced and how much damage was required to incur replacement. Bittner explained that the curbing has been examined and will be again in the spring to determine what will require replacement. There was also a brief discussion on the process for replacing driveways that were damaged or deemed unacceptable. Bittner will follow up on the status of driveways that have been damaged.

b. Discussion and update on hiring a Public Works employee

Mr. Kress gave an update on his expectations for the hiring of a new Public Works employee. Kress informed the Council that he plans to schedule interviews during the week of July 20-31st. The interviews will be conducted by Administrator Kress, Public Works Supervisor, John Schmidt, and Public Works employee, James Kirchenbauer during the week of July 27-31st. Kress will provide a recommendation to hire at the August 3rd Council meeting. Council consensus was that they were in agreement on the process Administrator Kress outlined.

c. Discussion on the appointment process for Fire Chief

Administrator Kress addressed the Council on his thoughts and concerns about the appointment process for the Fire Chief position. It was determined that Administrator Kress would review the pay scale for the position and recommend changes if necessary. Council determined they would like to hire a new fire chief prior to the resignation of Chief Doug Nieters. Kress informed the Council that he is working with Mr. Nieters on developing a job description and advertisement for the position. Kress asked if the Council was interested in having a Fire Chief from the surrounding area to facilitate the interview process for a neutral effect. Council asked that Kress visit with the Fire Department staff on their expectations for filling the position. There was a brief discussion on establishing a committee within the Fire Department to coordinate the hiring. Mr. Kress was concerned with the potential for disagreement amongst Fire Department staff. Kress informed the Council that he is currently aware that there are 2 members of the Fire Department that are interested in the Fire Chief position. Council continued the review different processes for the appointment of a new Fire Chief. Council was interested in finding a neutral person to take part in the appointment of Fire Chief. Council consensus was to obtain a consultant to participate in the hiring process. Council also asked that Mr. Kress approach the Fire Department members on how they would like the process to take place. Council asked that Kress also determine if the Fire Department members would be opposed to having a neutral person participate in the hiring process.

d. Discussion on City Attorney Services

Administrator Kress briefly discussed his staff report to Council regarding obtaining a new City Attorney. Kress explained the Council could utilize and RFP, accept a staff recommendation, or use a Council recommendation to obtain a new City Attorney.

MOTION by Ranum, seconded by Crandall, to allow the City Administrator to create an RFP to obtain a new City Attorney with a deadline of 30 days from the posting.

Motion carried unanimously.

e. Discussion on employee benefit agent services

Administrator Kress explained how an employee benefit agent is utilized by the City. Kress informed the Council that they have been using the same agent for a number of years. Kress informed the Council that he is interested in using a different agent to facilitate the City's employee benefits program. Council was in favor of making a change to a different employee benefit agent. Kress will make changes as necessary for assigning the benefit agent.

f. Discussion on Keith's Kettle request for beer and wine license (agenda request)

Rory Amundson addressed the Council about obtaining and a wine and beer license for Keith's Kettle. Amundson informed the Council that he would be closing on the property next week and would like to obtain the licenses. Administrator Kress explained that Amundson would have to obtain his buyers card from the State of Minnesota first. Kress then asked that Amundson work with staff and the alcohol board to walk through the process of obtaining the licenses.

REPORTS

a. Mayor and Council – NONE.

b. Boards – Member Lange gave an update of the EDA meeting that took place last Tuesday the 14th. The EDA is looking for assistance with a tourism plan and marketing. The City Planner RFP is out for consideration to assist the EDA and City Council. Mr. Kress mentioned there is an individual interested in being a member of the EDA. Lange also explained he is interested in the City establishing a Chamber of Commerce. Member Ranum gave an update on the Sewer meeting that took place on Thursday the 16th. Ranum explained that the grant that was applied for was denied. Member Crandall gave an update on the Planning & Zoning meeting that took place on Tuesday the 14th. The Conditional Use Permit was approved in the Consent Agenda as recommended by the Planning & Zoning Commission. Crandall asked if training was still available for members. Member Ritzer explained that training is held online now. The Park Commission failed to meet due to lack of quorum on 2 separate occasions. Kress mentioned he would like to discuss with the chair having them meet on a quarterly basis.

c. Staff – Kress gave an update on the National Night Out event that is taking place on Tuesday, August 4th. Mr. Kress also informed the Council that staff is going to be painting the bell located outside City Hall red. Staff may also paint the lettering on the stone near the stone red. Council requested that staff get bids for a new flag pole for City Hall. Kress informed the Council that staff will be getting bids to service the air conditioning and clean the duct work. Kress also informed the Council there will be an Open House for the upcoming MnDOT Bridge project on August 6th from 5:00 to 7:00 p.m. Clarke Mosquito Control will be volunteering their time on Tuesday, July 21st. The Heritage and Rodeo banners have been installed for the upcoming events.

2. Other

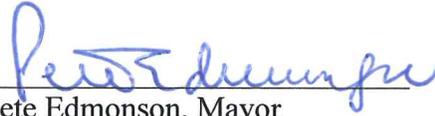
a. Next Meeting – Monday, August 3, 2015

ADJOURN

MOTION by Lange, seconded by Crandall, to adjourn the council meeting, at 7:58 p.m.
Motion Carried unanimously.



Kevin Kress, City Administrator



Pete Edmonson, Mayor

8-3-2015

Date Approved