

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
August 3, 2015**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of August 3, 2015 to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Everyone joined in the pledge of allegiance.

ROLL CALL

- Present: Mayor Edmonson, Council Members Ritzer, Crandall, and Lange.
- Absent: Ranum.
- Staff present: Administrator Kress
- Public Present: Dan Niehoff, Betty Moffitt, Vern Scott, Rich Petty, James Theisen
- Others Present: Justin Wilmes of the Wright County Sheriff's Department, Kevin Bittner – Bolton-Menk, Vicki Holthaus – AEM Financial Services, and Ken Francis – Clearwater Tribune

A quorum was declared present.

APPROVAL OF AGENDA

MOTION by Ritzer, seconded by Crandall, to approve the agenda as submitted, with the following change:

- **Removal of item “e” (Little Miss Clearwater Proclamations & Welcoming of New Royalty) under New Business to be added to the next Council meeting on August 17th.**

Motion carried unanimously.

PUBLIC COMMENT

Rich Petty addressed the Council about the loss of access to Highway 24 from Lime Street. Petty informed the Council that he would like to see the access remain intact and would like to discuss with MnDOT keeping the access available. Council asked that Petty attend the Bridge Open House on Thursday, August 6th to discuss the matter with MnDOT. Council was in favor of trying to retain the access to Highway 24.

CONSENT AGENDA

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

- a. **Claims/Accounts Payable**
- b. **Approval of 7-20-15 Regular City Council Work Session Meeting Minutes**
- c. **Approval of 7-20-15 Regular City Council Meeting Minutes**
- d. **Resolution 2015-36 Adopting Lien for Unpaid Charges**
- e. **Resolution 2015-37 Approve Step Increase Joni Larson**
- f. **Resolution 2015-38 Approve Step Increase Deb Petty**

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Wilmes was present to give an update on criminal activity within the City. Wilmes informed the Council that National Night Out is taking place tomorrow. Wilmes also expressed that there has been a number of calls about identity theft in the area. Wilmes added that there was a theft from Gustafson Trailers located near Mathison Motors. Mr. Wilmes said there have been kids out past the curfew of 10:00

p.m. in large groups. There was also a stolen vehicle recovered in the Little Dukes parking lot. Wilmes encouraged the Council and residents to continue to call in suspicious activity.

OLD BUSINESS

a. Discussion on replacing trees

Administrator Kress informed the Council that he is continuing to work on a Tree Policy with Public Works Supervisor, John Schmidt. Kress expects to have a document available for review by the end of September.

b. Discussion on the appointment process for Fire Chief

Mr. Kress gave an update on the appointment process for the Fire Chief position. A letter has been distributed to all fire crew members about their thoughts and opinions of how the position should be filled. Kress is currently working on a job description for the position. Kress hopes to have a recommended process for the next meeting.

c. Discussion on appointing Public Works Employee

Kress informed the Council that 5 people were interviewed for the Public Works Employee position. Kress along with Schmidt and Public Works Employee James Kirchenbauer have been coordinating the hiring process. Kress informed the Council that 3 of the 5 that were interviewed have been asked to come back for a second round of interviews. Mr. Kress added that after the next round he would be bringing a recommendation to hire to the next Council meeting. The recommendation would likely be to start at Step 2 of the City's Step Program. Council consensus was that they were comfortable with the process and recommendation for the next meeting.

NEW BUSINESS

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

Engineer Bittner gave a status update for the project. Bittner informed the Council that pavers would be back in town tomorrow working on Phase 3. Bittner added that he will be getting a schedule for curbing. Hydro Seeding has been completed on Phase 1 and 2 of the project. Crews are continuing to backfill behind the curbs. Mayor Edmonson asked for an update on curb damage and driveways. Bittner met with several residents in regards to curb damage and driveway issues. Bittner gave an update on the potential paving of the alleyway by Maple and Elm behind Spring Street. Mr. Bittner recommended doing an inch and a half mill and overlay to remove the existing speed bumps and to improve the grading for improved water drainage. Mr. Niehoff asked if the City Engineer was going to be withholding more than 5% of funds for the curb since it is not finished and there are damaged portions. Bittner believes that the 5% retainage is enough to cover the curbing that is damaged and unfinished. Edmonson asked the Engineer if there were funds available for a business that claim an economic hardship. Mr. Bittner said that there are typically no extra funds for loss of business due to a project. Edmonson asked what options the City would have if a business approached the Council due to loss of business. According to Bittner a discussion with the City Engineer and Contractor would take place if a claim was brought to the Council. Administrator Kress added that he was not familiar with a City providing funds for loss of business. Kress added he would contact several cities for an opinion and that a legal opinion would likely need to be obtained.

MOTION by Lange, seconded by Ritzer, to Mill & Overlay the alleyway by Maple and Elm behind Spring Street up to \$3,000.00.

Motion carried unanimously.

b. Quarterly financial presentation by AEM Financial Solutions

Ms. Holthaus from AEM gave a presentation on the City's 2nd Quarter financials. Holthaus informed the Council that they still have significant reserves available for investment. A copy of the quarterly report can be obtained at the City Hall. Mr. Kress is currently working with Ms. Holthaus on investing city funds and updating the Capital Improvement Plan for the 2016 Budget. There will be a Council Work Session on Monday, August 17th to review the 2016 Budget and 2016 CIP items for consideration.

c. Discussion on building a parking lot in Lions Park near the hockey rink

There was a brief discussion on the two bids that were submitted for building a parking lot in Lions Park near the hockey rink. Council was interested in paving the lot this year as well. Kress informed the Council that Schmidt is working on getting bids for the paving of the lot as well and hopes to have them available for the next Council meeting. Member Ritzer asked if the sales tax account could be used to pay for the parking lot. Administrator Kress will review the sales tax account to see if it is appropriate to use for the expense.

MOTION by Crandall, seconded by Ritzer, to approve the parking lot bid from Lange Trenching for \$4,880 that includes removal of approximately 12" of top soil, 8" of Class 5 gravel on an area approximately 45 x 100."

Motion carried unanimously.

d. Request by Jess Clothier for Appointment to the EDA

Mr. Kress referred the Council to the application he received from Jess Clothier for appointment to the EDA Commission.

MOTION by Ritzer, seconded by Lange, to appoint Jess Clothier to the EDA Commission.

Motion carried unanimously.

e. Little Miss Clearwater Proclamations & welcoming of new royalty

This item was removed from the agenda to be added to the next Council meeting.

f. Discussion on Growth Incentive Program eligibility

Mr. Kress opened up the discussion on the inquiry he received from a potential new property owner who wants to purchase an undeveloped lot. The lot would then be developed on, connected to water and sewer, and have the basement refinished. The remainder of the house would consist of an existing building to be moved in from the St. Cloud area. Kress asked if this home would qualify for the current Growth Incentive Program. Council consensus was that the home would qualify for the incentive program.

REPORTS

a. Mayor and Council – Edmonson informed the Council that there will be a special Sewer Authority meeting on Thursday, August 20th. The meeting is to discuss soil boring and other engineering items.

b. Boards – NONE.

c. Staff – Kress gave an update on City business. He reminded the Council that National Night Out was taking place tomorrow. He reminded the Council that there is a bridge open house taking place on Thursday, August 6th from 5:00-7:00 p.m. at the Clearwater City Hall. Members were encouraged to attend if possibly to express their concerns and ask questions. Kress asked the Council if anyone was interested in joining Clear Lake in a game of paintball.

Those interested were asked to contact Kari to sign up for the event. The Park Commission is also meeting on Thursday after the bridge open house. Member Ritzer asked for an update on the status of the Lions Park playground equipment. Mayor Edmonson asked if the City could host an event to showcase the new equipment. The equipment is expected to be installed the last week of August. Kress added that he has been working on the budget with department heads and Vicki from AEM. Member Crandall asked for an update on the City Attorney RFP. The City Attorney RFP is closing on Monday, August, 24th. The Council will likely hold a workshop to review the attorney proposals in September. Member Lange and Administrator Kress are going to be meeting to discuss the Nuisance and Abandoned Cars Ordinances. Edmonson thanked the Fire Department, businesses, and the City for their participation in the Heritage Days Festival.

2. Other

- a. Next Meeting – Monday, August 17, 2015 Council Work Session at 6:00 p.m. and Regular Council Meeting at 7:00 p.m.**

ADJOURN

MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 8:00 p.m.

Motion Carried unanimously.



Kevin Kress, City Administrator



Pete Edmonson, Mayor

8-17-2015
Date Approved