

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
August 17, 2015**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of August 17, 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, Rich Petty, Vern Scott, Janel Downer, Nick Eldred, Doug Zupan, Josh Neubert, Greg Verootis and Zack Blake.
- Others Present: Vicki Holthaus – AEM Financial Solutions, Little Miss Clearwater Hannah Samuelson, Miss Clearwater Brianna Zachman and Ken Francis – Clearwater Tribune

A quorum was declared present.

APPROVAL OF AGENDA

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

Motion carried unanimously.

PUBLIC COMMENT

Dan Niehoff addressed the Council and asked if there were any guidelines for replacing the new curb. Administrator Kress explained that staff is aware of the curb issue and has involved the City Engineer and Public Works Supervisor. Council agreed to discuss the item as part of the North Area Street and Utility agenda item and also during the Construction meeting to be held on Wednesday.

CONSENT AGENDA

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

- a. **Claims/Accounts Payable**
- b. **Approval of 8-03-15 Regular City Council Meeting Minutes**
- c. **Resolution 2015-39 Authorization Temporary 3.2 On Sale License for Rejoice Lutheran Church**

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

No Wright County Sheriff Department Deputy at the meeting.

OLD BUSINESS

a. Discussion on replacing trees

Administrator Kress informed the Council that he is 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. Kress expects to have the policy available for the second meeting in September.

b. Discussion on the appointment process for Fire Chief

Kress informed the Council that he had recently met with the Fire Crew on their expectations for filling the Fire Chief position. As a result of the meeting, the fire crew asked that a hiring recommendation committee be formed. Kress looked into the potential for this to take place with the League of Minnesota Cities. The League of Minnesota Cities was not in favor of the City allowing the fire crew to create a committee. Instead, they recommended that the Administrator, current Fire Chief, Assistant Fire Chief and two Council Members participate in the process. Zupan addressed the Council and explained the crew is in favor of the process Kress outlined. Eldred added that the crew is interested in submitting letters for recommendation. The League was comfortable with allowing letters as part of the hiring process. Kress would like to see a potential start date of October 1, 2015.

MOTION by Lange, seconded by Crandall, to approve the forming of the hiring recommendation committee consisting of Administrator Kress, Chief Nieters, Assistant Chief Zupan, and Council Members Crandall and Lange with the responsibility to create a job description finalized at their discretion, position posted no less than 2 weeks, and hiring target date of October 1st.

Motion carried unanimously.

NEW BUSINESS

a. Discussion on AEM Services Agreement, for Financial Services

Edmonson introduced the item and referenced the staff memo that was presented by Mr. Kress. Member Crandall asked how the item would fit into the budget moving forward. Kress responded that it is within the specs for the budget and that it is a reasonable cost for the amount of service received. Kress reiterated the exceptional service that is received by using AEM including, audit support, budget support, Capital Improvement planning, quarterly financial presentations and that overall AEM is doing a wonderful job keeping the City's finances stable. Kress explained that utilizing AEM helps the City stay in compliance and segregate duties appropriately. AEM is utilized by a large number of cities for their financial expertise. Members Lange and Crandall were both in favor of the services that AEM is providing and the value was easily seen. Mayor Edmonson was also in favor of utilizing the services of AEM. Mr. Petty addressed the Council on utilizing AEM for their services. Petty was upset that the Council took until now to realize that the position of City Administrator and Finance Director should be separated. Petty was in favor of separating the two positions back when the position was attempted to be combined. Edmonson addressed Mr. Petty in regards to the issue. Ms. Holthaus addressed the Council and explained that she had been part of a dual role of City Administrator and Finance Director. Holthaus encouraged the Council that it was a good decision to separate the duties to allow for Kress to focus on EDA, community growth and development, and policy level decisions.

MOTION by Lange, seconded by Crandall, to approve the contract with AEM for Financial Services.

Motion carried 3-1 (Ritzer opposed)

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

Mr. Niehoff addressed the Council and expressed his concern about a private property sign being removed from his property. Council also reviewed some damage to curbs and driveways as part of the project. There was also a concern about water sitting on the curb and not making it to the drains. Members were interested in reviewing the curbs and other issues with the project. Staff will be meeting with the engineer and contractor to make a list of issues in regards to the project. The engineers will have to grant final approval before the project is accepted by the City. There was also a brief discussion on the new grass seeding and lack of watering. Members discussed the potential loss of business for TRS, Clearwater

Corners, and Sedation dentistry. Members were concerned with the lack of communication to businesses by the contractor and engineer. Administrator Kress informed the Council that the proposed mill and overlay of the alleyway behind Spring Street would not fix the issues with water drainage. Kress added that Public Works Supervisor, Schmidt was in favor of paving the alleyway.

MOTION by Crandall, seconded by Ritzer, to approve the paving of the alleyway by Maple and Elm behind Spring Street up to \$6,000.00.

Motion carried unanimously.

c. Discussion on appointing Robbie Kottke as Public Works Employee

Administrator Kress walked the Council through the memo that was included in the Council Packet.

MOTION by Crandall, seconded by Ritzer, to hire Robbie Kottke at a rate of \$16.27 and benefits per the employee manual.

Motion carried unanimously.

d. Little Miss Clearwater Proclamations & Welcoming of New Royalty

Mayor Edmonson welcomed the new Clearwater Royalty, Hannah Samuelson and Brianna Zachman. The new royalty asked Council what they can do to support the City. Members encouraged the new royalty to enjoy their time and to explore the City. Mayor Edmonson presented the Council the Proclamations for the departing royalty.

MOTION by Ritzer, seconded by Lange, to approve the Proclamations for the departing royalty members.

Motion carried unanimously.

e. Appeal of Utility Bills

There were no residents present to appeal.

f. Discussion on Re-Opening Lime Street Access to Highway 24

Mr. Richard Petty addressed the Council on re-opening the Lime Street access to Highway 24. Petty attended the bridge open house and discussed the opening of Lime Street with Claudia Dumont from MnDOT. The street was originally scheduled to be closed in 2015 but MnDOT has stated that the street would not have been closed until fall of 2017. Petty would also like the Council to work with MnDOT on re-opening and keeping the access open permanently. Mr. Petty would like to see a traffic study done by MnDOT to show the need for the closure. The approximate cost to re-open the access would cost approximately \$4,500.00 to pull the curb out and repave the section and an addition \$1,000.00 to reinstall the curb in 2017.

MOTION by Crandall, seconded by Lange, to have the City Engineer work on re-opening the Lime Street access and to follow up with MnDOT on keeping the access open.

Motion carried unanimously.

REPORTS

a. Mayor and Council – NONE.

b. Boards – Park Chair Josh Neubert gave an update on what the Park Commission has been working on. The Park Commission is waiting on approval for access off of Highway 7 from the County before they continue to work on Eldorado Park. A dog park was not recommended to be installed in Eldorado. The commission was also not in favor of meeting quarterly.

Neubert recommended that the Council install a warming house that is 20x20 area, heated, multi-gender, ADA compliant building with a large window facing the rink. Neubert also requested an outdoor drinking fountain be installed and that the water hydrant be relocated to Porter Street and Manor Drive for easier rink flooding. Neubert also requested that an outdoor drinking fountain be installed on the Lions building and that the bathrooms be opened to the public. Dog bag receptacles were also asked to be placed in Lions Park. The Park Commission would also like the garage door to be repainted due to some graffiti. Staff was asked to follow up on the install of the water fountain and dog bag receptacles. Neubert presented the Park Commission's goals that are outlined in his memo to Council.

MOTION by Lange, seconded by Ritzer, to authorize staff to research the warming house project to determine a cost for Lions Park.

Motion carried unanimously.

MOTION by Crandall, seconded by Lange, to remove the graffiti and repaint the garage door facing Highway 75 at Lions Park.

Motion carried unanimously.

- c. **Staff – Kress gave an update on the City Planner/Economic/Community Development consultant. There were 3 proposals received by staff for the position. Staff was asked to have the 3 that submitted a proposal come to City hall for a meeting on Monday, October 12th at 7:00 p.m. to interview with the Council for appointment at the next Council meeting. Kress also asked when the Council would like to review the proposals for City Attorney. Council will meet on Monday, September 14th at 6:00 p.m. Mayor Edmonson said he received a complaint about cracks in the tennis court located in Lions Park. Edmonson also asked for a brief update on the solar program for the next meeting. Member Ritzer asked for an update on the Lions Park install. Kress informed the Council that the old equipment was sold for \$500.00 and that the new equipment is expected to take about 2 weeks. Member Crandall asked that the lines and cross walks be repainted on Ash Street. Kress will follow up with staff on painting the street. Member Lange asked for an update on the banners. Kress will follow up on the banner install.**

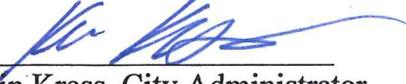
2. Other

- a. **Next Meeting – Tuesday, September 8, 2015**

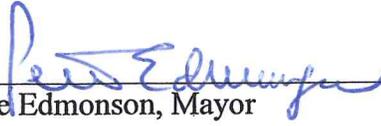
ADJOURN

MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 8:54 p.m.

Motion Carried unanimously.



Kevin Kress, City Administrator



Pete Edmonson, Mayor

9-8-2015

Date Approved