

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
September 6, 2016**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of September 6, 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, Lange, and Ritzer.
- Absent:
- Staff present: Administrator Kress.
- Public Present: Vern Scott, Dennis Lozinski, Connor Woodman, and Dan Niehoff.
- Others Present: Vicki Holthaus and Katelyn Pearsall – AEM Financials, Deputy Lemire – Wright County Sheriff's Office, and Ken Francis – Citizen-Tribune.
- The Little Miss Clearwater royalty was introduced to the council and public.

A quorum was declared present.

**APPROVAL OF AGENDA**

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

**Motion carried unanimously.**

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

- a. **Claims/Accounts Payable**
- b. **Approval of 8-15-16 City Council Workshop Meeting Minutes**
- c. **Approval of 8-15-16 Regular City Council Meeting Minutes**
- d. **Approval of Resolution 2016-40 Accepting the Resignation of Planning Commission Member Lynne Crandall**
- e. **Approval of Resolution 2016-41 Accepting Donation of Monies to the Clearwater Fire Department**

**Motion carried unanimously.**

**WRIGHT COUNTY SHERIFF DEPUTY REPORT**

Deputy Lemire gave a brief update on criminal activity in the City. Lemire commented that he will be reviewing speeding concerns on Main Street.

**OLD BUSINESS**

- a. **Discussion on Water and Sewer**

Mayor Edmonson led the discussion on water and sewer. Edmonson reviewed his memo with the Council that was included in the Council packet. Administrator Kress also provided a memo in regards to refinancing the Public Facility Authority (PFA) sewer loan and options for prepaying PFA water loans.

Council held a discussion on whether or not to refinance the existing PFA sewer loan. Members expressed that they would like to wait to take action until the rate analysis is complete.

**MOTION by Crandall, seconded by Ranum, to Table the discussion on refinancing the sewer PFA loan.**

**Motion carried 4-1 (Mayor Edmonson opposed.)**

### **NEW BUSINESS**

#### **a. Discussion and Update on North Area Street and Utility Project**

Engineer Pelawa addressed the Council on the North Area Street and Utility project. Pelawa explained that the contractor has been in town and that they are pushing for completion this year. Pelawa expressed that there may be a change order at the next meeting to consider. Pelawa commented that he expects driveways to be replaced either the same day or next day after removal. Mr. Pelawa explained he is also working with MnDOT and the contractor to coordinate the pipe replacement going from North Walnut to South Walnut underneath Highway 25.

#### **b. Discussion on Resolution 2016-42 2017 Preliminary General Fund Budget and Levy**

Vicki Holthaus and Katelyn Pearsall were present to provide an overview of the Preliminary General Fund Budget and Levy. Holthaus explained that the preliminary tax levy is set at \$999,852. This amount represents a 4.58% increase over the 2016 levy. The tax impact goes down from 75.79% to 75.10%. The main increase was in the fire department levy that increased from \$64,396 to \$85,316. There was also a new Capital Levy of \$150,000 to start the city's Capital Improvement Plan. Holthaus explained that the City's tax capacity is estimated to increase by 5.25% in 2017 and that a home valued at \$78,100 would see an increase in the amount of taxes paid by about \$7. A commercial building valued at \$500,000 would see an increase of approximately \$196. Holthaus ended the discussion by informing the Council that the levy can be decreased but not increased up until December when the final budget and levy is approved.

**MOTION by Crandall, seconded by Ranum, to approve Resolution 2016-42 2017 Preliminary General Fund Budget and Levy.**

**Motion carried unanimously.**

#### **c. Discussion on Sewer Authority 5 Year Plan**

Mayor Edmonson led a brief discussion on having a joint meeting with the City of Clear Lake to discuss a 5 year strategy for the Sewer Authority. The discussion should include hiring new staff, licensing, and general plant operations. A date has not been set at this time with the City of Clear Lake but will likely take place in January of 2017.

### **REPORTS**

**a. Mayor and Council – None.**

**b. Boards –** Administrator Kress mentioned that staff has begun the process to recruit a new member to the Planning & Zoning Commission. Kress presented a final concept plan of the playground equipment to be placed at Eldorado Park. There was a brief discussion on adding additional zip lines if the ones in the current concept prove to be desired. Kress also mentioned that the contract is nearing finalization and performance and payment bonds have been secured by Landscape Structures for completion of the project. Kress added that the project is expected to be finished by November of this year. Kress mentioned that the Park Commission will be reviewing names and discussing renaming Eldorado Park. Mr. Kress added they would be reviewing park rules and signage.

- c. **Staff** – There was a brief discussion on providing additional funding to complete the Sportsmans Park upgrades. Mr. Kress clarified that the city was not bonding for the Eldorado Park upgrades. The project is over the threshold of \$100,000 and the contractor is required to obtain performance and payments bonds. Kress mentioned that he met with MnDOT to discuss a signal light at Highway 7 for future improvements. Administrator Kress mentioned that the City would be obtaining the tablets and hotspots from Verizon soon. Mayor Edmonson asked Mr. Kress if he had met with Public Works Supervisor about discontinuing cutting the drainage ponds in the Cedar South Development. Kress confirmed that he did have a conversation with the Public Works Supervisor and Engineer Pelawa about what to do with the drainage ponds. Council was in favor of adjusting the cutting schedule and grass height in the Cedar South Development. Kress will work with the Public Works Supervisor to coordinate the cutting schedule. Administrator Kress mentioned that the line painting bids were not favorable and work may be better to authorize in the spring of next year. Kress mentioned that city staff was interested in placing several items out for sealed bid. Mr. Kress informed the Council that staff would be signing contracts for internet soon. Administrator Kress explained that the Public Works staff had been paying for their licenses for water and sewer in the past, and explained this was not a common practice. Kress requested the city cover the cost of licenses moving forward. Kress asked for changes to the council meeting schedule.

**MOTION by Crandall, seconded by Lange, to approve an additional \$5,000 to finish the improvements at Sportsmans Park.**

**Motion carried unanimously.**

**MOTION by Crandall, seconded by Lange, to place the light poles that were removed near Nelson Drive and Heaton Boulevard out for sealed bid.**

**Motion carried unanimously.**

**MOTION by Ritzer, seconded by Lange, to authorize payment for licenses necessary or required for city staff for 2016 and moving forward.**

**Motion carried unanimously.**

**MOTION by Crandall, seconded by Ritzer, to make the following changes to the council meeting schedule:**

- **Cancel Regular City Council meeting Monday, September 19<sup>th</sup>, 2016**
- **Cancel Regular City Council meeting Monday, October 3<sup>rd</sup>, 2016**
- **Cancel Regular City Council meeting Monday November 7<sup>th</sup>, 2016**
- **Host Regular City Council and Board of Canvass meeting Monday, November 14<sup>th</sup>, 2016 at 7:00 p.m.**

**Motion carried unanimously.**

**7. Other –**

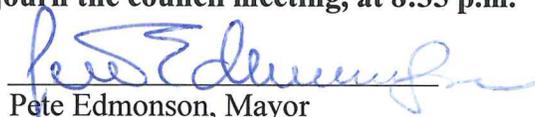
- a. **Regular City Council meeting Monday, October 17<sup>th</sup>, 2016 at 7:00 p.m.**

**ADJOURN:**

**MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 8:35 p.m.**

**Motion carried unanimously.**

  
Kevin Kress, City Administrator

  
Pete Edmonson, Mayor