



AGENDA
Regular Clearwater City Council Meeting
January 19, 2016
7:00 pm

Call to Order
Pledge of Allegiance
Roll Call

1. Approval of Agenda (Additions/Deletions considered at this time)

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

2. Consent Agenda

- a. Claims/Accounts Payable
- b. Approval of 1-04-16 Regular City Council Meeting Minutes
- c. Approval of 2016 COLA
- d. Approval of Resolution 2016-03 Authorizing of Tax Exempt Temporary Gambling Permit for Masonic Lodge #28 to Hold a Raffle on June 4th, 2016 and October 15th, 2016
- e. Approval of Resolution 2016-04 Adopting Lien for Unpaid Charges

3. Wright County Sheriff Deputy Report

4. Old Business

5. New Business

- a. Discussion and Update on North Area Street and Utility Project

6. Reports

- a. Mayor and Council
- b. Boards
- c. Staff

7. Other

- a. Next Meeting – Monday, February 01, 2016

8. Adjourn

There may be a quorum of other City Boards or Commissions present.



AGENDA
Regular Clearwater City Council Meeting
Tuesday, January 19, 2016
7:00 pm

Staff Memo

To: Honorable Mayor and City Council
From: Kevin Kress, Administrator
Date: January 12, 2016
RE: Review/Comment on 01-19-16 City Council Meeting

1. **Approval of Agenda (Additions/Deletions considered at this time)**

Public Comment Period - Please refer to "Public Comment Process" Brochure located by the sign in sheet.
2. **Consent Agenda**
 - a. **Claims/Accounts Payable** – See enclosed.
 - b. **Approval of 1-04-16 Regular City Council Meeting Minutes** – See enclosed.
 - c. **Approval of 2016 COLA** – The Council discussed this wage adjustment as part of the budget process back in August of 2015 and through the rest of the year to the TNT meeting in December. I am requesting the approval of the 2.5% COLA effective 1-1-2016 as budgeted for in 2016.
 - d. **Approval of Resolution 2016-03 Authorizing of Tax Exempt Temporary Gambling Permit for Masonic Lodge #28 to Hold a Raffle on June 4th, 2016 and October 15th, 2016** – See enclosed.
 - e. **Approval of Resolution 2016-04 Adopting Lien for Unpaid Charges** – See enclosed.
3. **Wright County Sheriff Deputy Report** – See enclosed.
4. **Old Business**
5. **New Business**
 - a. **Discussion and Update on North Area Street and Utility Project** – Kevin Bittner will be present to address the Council.
6. **Reports**
 - a. **Mayor and Council**
 - b. **Boards**
 - c. **Staff** – I will update at the meeting.
7. **Other**
 - a. **Next Meeting** – Monday, February 1, 2016
8. **Adjourn**

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Payments

Current Period: January 2016

Batch Name	011915 CCMTG Payments	User Dollar Amt	\$375,715.81	Computer Dollar Amt	\$375,715.81			
						\$0.00	In Balance	
Refer	962 ADVANCED DISPOSAL							
Cash Payment	E 603-43200-383 Sanitation		DEC REFUSE/RECYCLE					\$4,450.75
Invoice	G20001534243 12/31/2015							
Cash Payment	E 603-49500-383 Sanitation		DEC REFUSE/RECYCLE					\$1,407.25
Invoice	G20001534243 12/31/2015							
Cash Payment	E 240-45320-383 Sanitation		DEC REFUSE/RECYCLE					\$32.27
Invoice	G20001534243 12/31/2015							
Cash Payment	E 100-43200-383 Sanitation		DEC REFUSE/RECYCLE					\$40.00
Invoice	G20001534243 12/31/2015							
Transaction Date	1/19/2016	ANNANDALE STAT	10100			Total		\$5,930.27
Refer	930 AMERIPRIDE							
Cash Payment	E 230-42200-125 Cleaning Service-Unifor		RUGS SVC FD					\$26.06
Invoice	2200733880 1/4/2016							
Cash Payment	E 100-43100-125 Cleaning Service-Unifor		RUGS SVC CH					\$25.00
Invoice	2200733882 1/4/2016							
Cash Payment	E 800-45200-125 Cleaning Service-Unifor		RUGS SVC LIB					\$25.00
Invoice	2200733868 1/4/2016							
Cash Payment	E 100-43200-125 Cleaning Service-Unifor		UNIFORMS DEC					\$45.69
Invoice	2200723771 12/7/2015							
Cash Payment	E 100-43200-125 Cleaning Service-Unifor		UNIFORMS DEC					\$40.99
Invoice	2200726365 12/14/2015							
Cash Payment	E 100-43200-125 Cleaning Service-Unifor		UNIFORMS DEC					\$45.69
Invoice	2200728965 12/21/2015							
Cash Payment	E 100-43200-125 Cleaning Service-Unifor		UNIFOMRS DEC					\$51.33
Invoice	2200731212 12/28/2015							
Transaction Date	1/19/2016	ANNANDALE STAT	10100			Total		\$259.76
Refer	927 BOLTON & MENK, INC.							
Cash Payment	E 240-45300-305 Contracted Services		ELDORADO PARK ENTRANCE					\$1,036.00
Invoice	0185765 12/30/2015							
Transaction Date	1/19/2016	ANNANDALE STAT	10100			Total		\$1,036.00
Refer	973 CARD SERVICES							
Cash Payment	E 230-42200-212 Motor Fuels		FD FUEL					\$26.90
Invoice	120615 12/6/2015							
Cash Payment	E 230-42200-212 Motor Fuels		FD FUEL					\$47.00
Invoice	120618 12/6/2015							
Cash Payment	E 230-42200-212 Motor Fuels		FD FUEL					\$34.04
Invoice	121613 12/16/2015							
Cash Payment	E 230-42200-212 Motor Fuels		FD FUEL					\$40.00
Invoice	122315 12/23/2015							
Cash Payment	E 600-49400-212 Motor Fuels		FUEL PW WTR					\$49.25
Invoice	120308 12/3/2015							
Cash Payment	E 600-49400-212 Motor Fuels		FUEL PW WTR					\$44.00
Invoice	121807 12/18/2015							
Cash Payment	E 100-43200-212 Motor Fuels		FUEL PW SWR					\$44.93
Invoice	121814 12/18/2015							

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Cash Payment	E 100-43100-212 Motor Fuels	FUEL PW STR		\$57.00
Invoice	120413	12/4/2015		
Cash Payment	E 100-43100-212 Motor Fuels	FUEL PW STR		\$34.20
Invoice	122809	12/28/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$377.32
Refer	956 CHADER BUSINESS EQUIPMENT			
Cash Payment	E 100-41000-200 Office Supplies	COPIES - 4TH QTR		\$100.71
Invoice	IN13625	12/31/2015		
Cash Payment	E 100-43100-200 Office Supplies	COPIES - 4TH QTR		\$1.89
Invoice	IN13625	12/31/2015		
Cash Payment	E 100-43200-200 Office Supplies	COPIES - 4TH QTR		\$1.89
Invoice	IN13625	12/31/2015		
Cash Payment	E 230-42200-200 Office Supplies	COPIES - 4TH QTR		\$1.89
Invoice	IN13625	12/31/2015		
Cash Payment	E 240-45300-200 Office Supplies	COPIES - 4TH QTR		\$1.89
Invoice	IN13625	12/31/2015		
Cash Payment	E 600-49400-200 Office Supplies	COPIES - 4TH QTR		\$62.94
Invoice	IN13625	12/31/2015		
Cash Payment	E 601-49450-200 Office Supplies	COPIES - 4TH QTR		\$62.94
Invoice	IN13625	12/31/2015		
Cash Payment	E 603-43200-200 Office Supplies	COPIES - 4TH QTR		\$8.81
Invoice	IN13625	12/31/2015		
Cash Payment	E 603-49500-200 Office Supplies	COPIES - 4TH QTR		\$8.81
Invoice	IN13625	12/31/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$251.77
Refer	953 CITY OF ROCKVILLE			
Cash Payment	E 100-43200-208 Training and Instruction	SUPPLIES FOR TRAINING		\$26.00
Invoice	16-03	1/4/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$26.00
Refer	971 CLEAR LAKE/CLWTER SEWER AU			
Cash Payment	E 601-49450-300 Sewer Usage	DEC 2015 SEWER FLOW		\$21,051.44
Invoice	1020 JAN	1/13/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$21,051.44
Refer	948 CLEARWATER PARTS CITY AUTO			
Cash Payment	E 230-42200-307 Repair & Maintenance C	OIL/FUEL FILTERS		\$112.77
Invoice	62-277055	12/16/2015		
Cash Payment	E 230-42200-307 Repair & Maintenance C	BACK UP LITE		\$3.69
Invoice	62-277518	12/22/2015		
Cash Payment	E 230-42200-307 Repair & Maintenance C	BACK UP LITE		\$3.69
Invoice	62-277470	12/21/2015		
Cash Payment	E 230-42200-307 Repair & Maintenance C	COPPER PLUG		\$3.99
Invoice	62-277445	12/21/2015		
Cash Payment	E 100-41000-123 Operating Supplies	PSA GOLD 5PK		\$4.33
Invoice	62-278253	12/16/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$128.47
Refer	932 DVS RENEWAL			
Cash Payment	E 100-43210-416 94 Dodge 1 Ton	VEHICLE TABS 2016		\$16.00
Invoice	TABS 2016	1/1/2016		

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Payments

Current Period: January 2016

Cash Payment	E 100-43210-419 08 Dodge 1 Ton	VEHICLE TABS 2016	\$16.00
Invoice	TABS 2016 1/1/2016		
Cash Payment	E 100-43210-417 99 International Dump	VEHICLE TABS 2016	\$16.00
Invoice	TABS 2016 1/1/2016		
Cash Payment	E 100-43210-415 2004 CHEV	VEHICLE TABS 2016	\$16.00
Invoice	TABS 2016 1/1/2016		
Cash Payment	E 100-43210-418 05 Dodge 1/2 Ton	VEHICLE TABS 2016	\$16.00
Invoice	TABS 2016 1/1/2016		
Cash Payment	E 100-43210-414 02 Sterling Plow Truck	VEHICLE TABS 2016	\$16.00
Invoice	TABS 2016 1/1/2016		
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$96.00
Refer	946 EMERGENCY AUTOMOTIVE TECH		
Cash Payment	E 230-42200-307 Repair & Maintenance C	TENDER 11 NFPA LIGHT	\$552.40
Invoice	WC121515-1 12/22/2015		
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$552.40
Refer	931 FRONTIER COMMUNICATIONS		
Cash Payment	E 100-41000-321 Telephone	558-2428 CITY	\$228.82
Invoice			
Cash Payment	E 230-42200-321 Telephone	558-6561 FD /DISPATCH	\$63.32
Invoice			
Cash Payment	E 100-43200-321 Telephone	558-2233 MAINT	\$126.83
Invoice			
Cash Payment	E 601-49450-321 Telephone	558-4678 LIFT STATION	\$52.88
Invoice			
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$471.85
Refer	928 G&K SERVICES		
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS DEC 2015	\$18.01
Invoice	1043350204 12/4/2015		
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS DEC 2015	\$18.01
Invoice	1043355749 12/11/2015		
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS DEC 2015	\$18.01
Invoice	1043361285 12/18/2015		
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS DEC 2015	\$18.01
Invoice	1043366832 12/25/2015		
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$72.04
Refer	949 GOPHER STATE ONE-CALL		
Cash Payment	E 600-49400-151 W/S Locates	LOCATE FAX	\$9.42
Invoice	15422 12/30/2015		
Cash Payment	E 601-49450-151 W/S Locates	LOCATE FAX	\$9.43
Invoice	15422 12/30/2015		
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$18.85
Refer	952 GRANITE CITY TIRE & AUTO		
Cash Payment	E 100-43210-418 05 Dodge 1/2 Ton	TIRES DODGE	\$567.34
Invoice	049710 12/22/2015		
Transaction Date	1/19/2016	ANNANDALE STAT 10100	Total \$567.34
Refer	947 K & N REPAIR AND DETAILING		

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Payments

Current Period: January 2016

Cash Payment	E 230-42200-307 Repair & Maintenance C	FUEL FILTER		\$57.52
Invoice 5092	12/29/2015			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$57.52
Refer	929 MARKLOWITZ, BECKY			
Cash Payment	E 100-41000-125 Cleaning Service-Unifor	CLEANING SVC CITY HALL		\$275.00
Invoice 709444	12/31/2015			
Cash Payment	E 800-45200-125 Cleaning Service-Unifor	CLEANING SVC LIBRARY		\$160.00
Invoice 709444	12/31/2015			
Cash Payment	E 240-45320-125 Cleaning Service-Unifor	CLEANING SVC LIONS		\$25.00
Invoice 709444	12/31/2015			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$460.00
Refer	960 MIDCONTINENT COMMUNICATION			
Cash Payment	E 100-41000-324 Internet	INTERNET SERVICE		\$115.00
Invoice 1370097017781	1/2/2016			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$115.00
Refer	950 MIDWAY IRON			
Cash Payment	E 100-43210-421 2014 Caterpillar Loader	STEEL TUBE		\$79.51
Invoice 297266	12/29/2015			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$79.51
Refer	933 MN PUBLIC FACILITIES AUTHORIT			
Cash Payment	E 601-49450-600 Debt Srv Principal	FEBRURAY 2016 PFA PMNT		\$47,210.19
Invoice 1997 GO NOTE	1/5/2016			
Cash Payment	E 601-49450-610 Interest	FEBRURAY 2016 PFA PMNT		\$3,545.81
Invoice 1997 GO NOTE	1/5/2016			
Cash Payment	E 601-49450-610 Interest	FEBRURAY 2016 PFA PMNT		\$45,267.48
Invoice 2008 GO NOTE	1/5/2016			
Cash Payment	E 600-49400-610 Interest	FEBRURAY 2016 PFA PMNT		\$2,843.55
Invoice 2002 PFA WATE	1/5/2016			
Cash Payment	E 600-49400-610 Interest	FEBRURAY 2016 PFA PMNT		\$1,058.60
Invoice 2003 PFA	1/5/2016			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$99,925.63
Refer	926 NORTHLAND TRUST SERVICES, I			
Cash Payment	E 306-47000-600 Debt Srv Principal	BONDS SERIES 2012A		\$185,000.00
Invoice CLEARW12A-16	12/14/2015			
Cash Payment	E 306-47000-610 Interest	BONDS SERIES 2012A		\$3,922.50
Invoice CLEARW12A-16	12/14/2015			
Cash Payment	E 309-47000-600 Debt Srv Principal	SERIES 2009A		\$35,000.00
Invoice CLEAR09A-16	12/14/2015			
Cash Payment	E 309-47000-610 Interest	SERIES 2009A		\$2,707.50
Invoice CLEAR09A-16	12/14/2015			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$226,630.00
Refer	957 OXYGEN SERVICE COMPANY			
Cash Payment	E 100-43200-123 Operating Supplies	CYLINDER RENTAL		\$26.97
Invoice 03331831	12/31/2015			
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$26.97
Refer	959 PREMIUM WATERS, INC.			

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Payments

Current Period: January 2016

Cash Payment	E 100-43200-384 Bottled Water	BOTTLED WATER		\$18.90
Invoice	473042-12-15	12/31/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$18.90
Refer	951 SELECT ELECTRIC, INC.			
Cash Payment	E 601-49450-307 Repair & Maintenance C	REPAIR POLE LIGHT FIXTURE		\$525.00
Invoice	6356	12/30/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$525.00
Refer	958 ST CLOUD MEDICAL GROUP PA			
Cash Payment	E 100-43100-135 Physicals / Drug Testing	RANDOM DRUG TEST JK		\$53.00
Invoice	120815	1/4/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$53.00
Refer	954 SURPLUS SERVICES			
Cash Payment	E 100-43200-123 Operating Supplies	CASTER SWIVEL		\$8.00
Invoice	11292	12/18/2015		
Cash Payment	E 100-43200-123 Operating Supplies	CASTER SWIVEL/VARIOUS TOOLS		\$248.50
Invoice	11291	12/18/2015		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$256.50
Refer	974 TRAUT WELLS, INC			
Cash Payment	E 600-49400-902 Water or WW Testing Fe	COBORNS SAMPLE #160017		\$23.00
Invoice	284137	1/8/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$23.00
Refer	955 US BANK CORP PAYMENT SYSTE			
Cash Payment	E 100-43210-419 08 Dodge 1 Ton	SIDE VIEW MIRROR		\$136.22
Invoice	824714	12/29/2015		
Cash Payment	E 100-41000-323 Website	WEBSITE DOMAIN NAME		\$37.99
Invoice	011216	1/12/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$174.21
Refer	975 VERIZON WIRELESS			
Cash Payment	E 100-43200-321 Telephone	DEC CELL PHONE		\$50.03
Invoice	9758288385	1/3/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$50.03
Refer	934 WRIGHT COUNTY AUDITOR/TREA			
Cash Payment	E 100-42100-305 Contracted Services	JANUARY PATROL SERVICE		\$16,348.00
Invoice	JANUARY	1/5/2016		
Cash Payment	E 100-41000-351 Legal Notices Publishing	2016 TNT TAX NOTICES		\$133.03
Invoice	2016 TNT	1/6/2016		
Transaction Date	1/19/2016	ANNANDALE STAT	10100	Total \$16,481.03

Payments

Current Period: January 2016

Fund Summary

	10100 ANNANDALE STATE BANK	
100 GENERAL FUND		\$19,140.83
230 FIRE AND RESCUE		\$973.27
240 PARKS AND RECREATION		\$1,095.16
306 GO IMP BOND 2006-REFUND 2012		\$188,922.50
309 GO EQUIP CERTIFICATES 2009		\$37,707.50
600 WATER FUND		\$4,090.76
601 SEWER FUND		\$117,725.17
603 REFUSE (GARBAGE) FUND		\$5,875.62
800 LIBRARY FUND		\$185.00
		<u>\$375,715.81</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$375,715.81
Total	<u>\$375,715.81</u>

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*Check Summary Register©

January 2016

Name	Check Date	Check Amt	
10100 ANNANDALE STATE BANK			
Paid Chk# 010172E UNITED STATES TREASURY	1/13/2016	\$2,389.47	WITHHOLDING TAXES
Paid Chk# 010173E MN CHILD SUPPORT PAYMENT	1/13/2016	\$247.80	PAYROLL DEDUCTION
Paid Chk# 010174E MINNESOTA REVENUE	1/13/2016	\$381.66	TAX WITHHOLDING DEPOSIT
Paid Chk# 010175E PUBLIC EMPLOYEES RETIREME	1/13/2016	\$1,313.27	PAYROLL DEDUCTION/BENEFIT
Paid Chk# 010176E ANNANDALE STATE BANK	1/13/2016	\$0.00	DIRECT DEPOSIT
Paid Chk# 010177E ANNANDALE STATE BANK	1/13/2016	\$0.00	DIRECT DEPOSIT
Paid Chk# 010178E MINNESOTA REVENUE	1/11/2016	\$759.00	DEC 2015 SLS TX
Paid Chk# 010186E MULTI-BANK SECURITIES	1/4/2016	\$735,271.85	TRANSFER MBS CD
Total Checks		\$740,363.05	

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
January 4, 2016**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of January 4, 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, and Ritzer.
- Absent: Member Ranum, and Member Lange.
- Staff present: Administrator Kress and Fire Chief Pridgeon.
- Public Present: Vern Scott, James Theisen and Lisa Pridgeon.
- Others Present: Kevin Bittner – Bolton-Menk, Deputy Becker – Wright County Sheriff's Office, 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.

Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

- a. **Claims/Accounts Payable**
- b. **Approval of 12-21-15 Regular City Council Meeting Minutes**
- c. **Approval of Midwest Occupational Medicine Agreement for Consortium Services with the City of Clearwater**
- d. **Approval of Resolution 2016-01, Approving Temp. On Sale Liquor License for St. Luke's 2-06-16**

Motion carried unanimously.

Mayor Edmonson asked if the City staff had been approached for a gambling permit for the Masons building. Kress commented that he believed there was a request for a permit but wasn't sure if it was for the Masons building. Kress added that the permit could be approved at the next meeting.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Becker introduced himself to the City Council. Becker asked the Council if they had any questions about the report that was included in the Council packet. Council replied they did not have any questions.

OLD BUSINESS

- a. **Discussion on Decommissioning the EDA and Parks Commission (Ordinance 2016-01)**

Kress recommended removing this item as a 5-0 was required to decommission the Park Commission. Council held a brief discussion and decided to preserve both the EDA and Park Commission. The EDA and Park Commission will not meet unless requested by the City Administrator or City Council.

NEW BUSINESS

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

Kevin Bittner updated the Council on the North Area Street and Utility Project. Bittner explained that there were three lights that were out on Highway 24. Mr. Scott addressed the Council and asked to meet with City staff and Mr. Bittner to discuss which property markers were removed and replaced as part of the project. Mr. Scott also asked to have a meeting with the State of Minnesota to discuss the city's portion of expenses for the bridge project. Council was in favor of the meetings and directed staff to coordinate with Mr. Scott and Mr. Bittner to set up meetings.

b. Discussion County Road 75 Trail Improvements Final Payment

Mr. Bittner presented the Council with a final pay request for the County Road 75 Trail Improvements. Bittner explained that there would still be a two year warranty after the approval. Mr. Kress stated there were some issues with the trail and recommended not to make the final payment. Mr. Bittner was directed to review the issues and report back to Council.

MOTION by Crandall, seconded by Ritzer, to Table the Discussion on County Road 75 Trail Improvements Final Payment.

Motion carried unanimously.

c. Ord 2016-02 Fee Schedule

Kress presented the Council with the 2016 Fee Schedule as included in the Council Packet. Kress explained that there were very few changes to the Fee Schedule. Mr. Kress presented several handouts in relation to water and sewer rates for Council consideration. The handouts provided a cash flow analysis and recommendations for increases. The cash flow analysis showed that the sewer fund was depleting its reserve fund over the last couple years. Kress explained that if the City were to use \$40,000.00 of the water fund reserve each year it would result in a negative cash flow that would impact the reserve. Kress explained that ideally the City would have six months' worth of reserves for operational expenses to start off each year and an additional twelve months' worth of reserves for capital expenditures. Member Ritzer commented that he thought there was going to be a rate analysis done by the financial consultant. Kress explained that it was offered but the result would be the same in that the analysis would show the water and sewer fund reserves slowly depleting. Member Crandall was in favor of increasing the rates 2.5%. Mayor Edmonson and Ritzer were not in favor of changing the rates and asked Mr. Kress to explain more about why the rates needed to increase. Kress explained that if the City were to use the water reserves to pay for a portion of the North Area Street and Utility Project it would result in the loss of approximately \$400,000, 00 over the next 20 years. Kress added that other projects or any annexation would result in the water and sewer reserves depleting further. Mr. Kress added that the changing of Council members from year-to-year may also affect the rates depending on the direction they would like to go. Projects could potentially be added or removed depending on the Council. Council asked that Kress review the rates further and report back to Council. For the time being the water and sewer rates will remain the same.

MOTION by Crandall, seconded by Ritzer, to approve Ordinance 2016-02 Fee Schedule.

Motion carried unanimously.

d. Resolution 2016-02 Setting the 2016 Appointments

Administrator Kress presented the Council with the Resolution to set the 2016 appointments. Kress mentioned that the Council could add American Heritage to its list of depositories. Mayor Edmonson provided recommendations to fill any vacancies. The Council was in favor of the recommendations to fill any vacancies.

MOTION by Ritzer, seconded by Crandall, to approve Resolution 2016-02 Setting the 2016 Appointments.

Motion carried unanimously.

e. Discussion on City Clean-Up Day

Administrator Kress asked the Council if they were still in favor of hosting the City Clean-Up Day and if staff should plan on hosting the event the last weekend in April. Kress also asked if the Council would like to include Lynden Township in the event. Council confirmed they would like to include Lynden Township. The Council confirmed that they would like to set the annual Clean-Up Day for the weekend of April 30th. Kress mentioned that if the weekend of the 30th does not work that staff would like to be able to choose a different date. Council confirmed they were comfortable with staff coordinating the schedule if the weekend of the 30th did not work.

f. Discussion on Appointing Members to the Planning & Zoning Commission

Mr. Kress informed the Council that Betty Moffitt and Gary Phelps had requested to be considered for appointment to the Planning and Zoning Commission. Kress explained that they would each serve for a three year term.

MOTION by Crandall, seconded by Ritzer, to appoint Betty Moffitt and Gary Phelps to the Planning and Zoning Commission for a three year term.

Motion carried unanimously.

REPORTS

a. Mayor and Council – None.

b. Boards – None.

c. Staff – Several Fire Department members and the City Council expressed their appreciation for Doug Nieters. Mr. Nieters retired from his role as Fire Chief as of January 1, 2016. Mr. Nieters will remain on the Fire Department Kress asked when the next Sewer Authority meeting was going to take place. Mayor Edmonson stated the meeting would take place on January 21st. Kress asked to send the Public Works Supervisor to the Advanced Management and Supervisory Leadership Training Program. Kress asked to send the Public Works Department employees to the MRWA Annual Water and Waste Water Conference. Mr. Kress asked that any Council members interested in submitting something for the newsletter get it to staff by February 1st. Mayor Edmonson asked that staff develop a solar project file. Kress commented that such a file already exists and can be reviewed by residents. Edmonson asked if staff had met with any of the apartment owners to discuss business expansion. Kress commented that staff had not approached any of the apartments at this time. Edmonson asked if staff had met with the Fire Chief to go over the Fire Contract. Kress commented that he had met with the Fire Chief and that the contract is currently being calculated.

MOTION by Crandall, seconded by Ritzer, to send the Public Works Supervisor to the Advanced Management and Supervisory Training Program from April 25th-27th.

Motion carried unanimously.

MOTION by Crandall, seconded by Ritzer, to authorize the Public Works Supervisor to choose which employees should attend the MRWA Annual Water and Waste Water Conference from March 1st-3rd.

Motion carried unanimously.

7. **Other** – Member Crandall expressed his thanks to the Fire Department for responding to a dryer fire at his residence.

a. **Next Meeting – Tuesday, January 19th, 2016.**

ADJOURN:

MOTION by Ritzer, seconded by Crandall, to adjourn the council meeting, at 8:22 p.m.

Motion carried unanimously.

Kevin Kress, City Administrator

Pete Edmonson, Mayor

Date Approved

**City of Clearwater, Minnesota
Resolution 2016-03**

**Authorization of Tax Exempt Temporary Gambling Permit for Masonic Lodge #28
to hold a raffle on June 4th, 2016 and October 15th, 2016.**

It is hereby resolved by the City of Clearwater, Minnesota that:

WHEREAS; the Masonic Lodge #28 has requested of the City of Clearwater authorization for tax exempt temporary gambling to hold a raffle on June 4th, 2016 and October 15th, 2016; and

WHEREAS; The Clearwater City Council has the authority to grant authorization for tax exempt temporary gambling within Clearwater city limits; and

WHEREAS; The Clearwater City Council desires to encourage the ongoing work of non-profit and community-service organizations in the immediate region;

THEREFORE; The Clearwater City Council grants authorization to Masonic Lodge #28 for a tax exempt temporary gambling permit to hold raffles on June 4th, 2016 and October 15th, 2016.

Adopted by the City Council of the City of Clearwater on this 19 day of January 2016.

Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Clearwater Masonic Lodge #28 Previous Gambling Permit Number: X-93585
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: NA
Mailing Address: 11215 Lachman Cir. NE
City: Albertville State: MN Zip: 55301 County: Wright
Name of Chief Executive Officer (CEO): Jason Prodinsky
Daytime Phone: 320-333-0452 Email: logan13x@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- [X] Fraternal [] Religious [] Veterans [] Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- [] A current calendar year Certificate of Good Standing
[] IRS income tax exemption (501(c)) letter in your organization's name
[X] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Clearwater Masonic Lodge
Address (do not use P.O. box): 205 Oak St.
City or Township: Clearwater, MN Zip: 55301 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): JUNE 4TH, 2016 + OCTOBER 15TH, 2016

Check each type of gambling activity that your organization will conduct:

- [] Bingo* [] Paddlewheels* [] Pull-Tabs* [] Tipboards*
[X] Raffle (total value of raffle prizes awarded for the calendar year: \$ 20,000.00)

* Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under List of Licensees, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____
(Signature must be CEO's signature; designee may not sign)

Date: 12/19/2015

Print Name: Jason R. Prodzinsky

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**CITY OF CLEARWATER, MINNESOTA
RESOLUTION #2016-04**

State of Minnesota
County of Wright and Stearns
City of Clearwater

RESOLUTION ADOPTING LIEN FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed liens for unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLEARWATER, MINNESOTA:

1. Such proposed lien for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the liens against the lands named herein.
2. The owner of the property so assessed may, at any time prior to certification of the lien to the County Auditor, pay the whole of the lien on such property, including the certification fee as established in the current fee schedule.
3. The Deputy Clerk shall forthwith transmit a certified copy of this lien role to the County Auditor to be extended on the proper tax lists of the county and such liens shall be collected and paid over in the same manner as property taxes.

Adopted by the Council on this 19th day of January.

Pete Edmonson, Mayor

Attested:

Kevin Kress, City Administrator

STATE OF MINNESOTA)

) ss. Authenticating Certificate

COUNTY OF WRIGHT & STEARNS)

I, the undersigned, being duly qualified City Administrator of the City of Clearwater, certify that the attached Resolution of the City Council adopting a lien for unpaid charges under the City Code, is a true copy of the original, of which is on file at the City of Clearwater.

Dated this 5th day of May, 2015

Seal

City Administrator, City of Clearwater

2016 JAN SHUT-OFFS		
Res. #2016-04		
LETTERS MAILED 1-7-2016		
Account	Serv Addr	Delinq Due
01-00000228-00-9	240 Bluff Street	532.48
02-00000256-00-7	900 Hwy 24	463.20
01-00000114-00-5	530 Spring	390.60
01-00000159-00-2	325 Kothmann	347.23
01-00000096-00-4	535 Lime St	325.80
01-00000083-00-8	430 Maple	320.13
01-00000353-00-0	701 LAUREN	313.03
01-00000245-00-2	210 Kitty Drive	295.75
01-00001021-00-7	990 ISABELLA	293.10
01-00003011-00-2	1070 MITCHELL	289.79
01-00000308-00-0	919 Isabella	272.05
01-00000389-00-5	625 9th Street	258.88
01-00000254-00-4	915 Main Street	253.13
01-00000324-00-2	663 9th Street	251.84
01-00000423-00-8	840 Spring	248.83
01-00000457-00-1	765 Isabella Ave	243.71
01-00001001-00-1	280 LIME	232.58
01-00000158-00-1	955 Main Street	232.26
01-00000246-00-3	220 Kothmann	226.35
01-00000404-00-3	985 Kelsey	219.31
01-00001681-00-7	717 10TH	206.80
01-00000244-00-1	410 Prairie	203.78
01-00000162-00-8	235 Kothmann	193.59
01-00000366-00-6	679 Juliet	184.81
01-00000076-00-8	315 Kothmann	183.41
01-00000062-00-1	725 Ash Street	177.73
01-00000365-00-5	921 Isabella	167.55
01-00000088-00-3	500 Main Street	152.04
01-00000138-00-5	410 Ash Street	152.04
01-00000120-00-4	735 Spring	96.97
Certification fee of \$75.00 has not been added.		

Wright County Sheriff Activity Report for period ending January 11, 2016

On January 8, Michelle Marie Deason, 47, of Clearwater, was arrested in Clearwater on a Wright County warrant for theft.



COUNCIL WORKSHOP
January 19th 2016 – 7:30 PM

Purpose of the Workshop is to discuss the Annexation and Code Enforcement

1. Open Workshop
2. Roll Call
3. Discussion – Annexation & Code Enforcement
4. Close Workshop