



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**January 4, 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 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

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

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

**5. New Business**

- a. Discussion and Update on North Area Street and Utility Project
- b. Discussion on County Road 75 Trail Improvements Final Payment
- c. Ord 2016-02 Fee Schedule
- d. Resolution 2016-02 Setting the 2015 Appointments
- e. Discussion on City Clean-Up Day
- f. Discussion on Appointing Members to the Planning & Zoning Commission

**6. Reports**

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

**7. Other**

- a. Next Meeting – Tuesday, January 19, 2016 (Day after Martin Luther King, Jr. Day)

**8. Adjourn**



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Monday, January 4, 2016**  
**7:00 pm**

**Staff Memo**

**To: Honorable Mayor and City Council**  
**From: Kevin Kress, Administrator**  
**Date: December 29, 2015**  
**RE: Review/Comment on 01-04-16 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 12-21-15 Regular City Council Meeting Minutes** – See enclosed.
- c. **Approval of Midwest Occupational Medicine Agreement for Consortium Services with the City of Clearwater** – See enclosed.
- d. **Approval of Resolution 2016-01, Approving Temp. On Sale Liquor License for St. Luke's 2-06-16** – See enclosed Resolution.

**3. Wright County Sheriff Deputy Report** – See enclosed.

**4. Old Business**

- a. **Discussion on Decommissioning the EDA and Parks Commission (Ordinance 2016-01)** – See enclosed Council Action Request and Ordinance.

**5. New Business**

- a. **Discussion and Update on North Area Street and Utility Project** – Kevin Bittner will be present to address the Council.
- b. **Discussion on County Road 75 Trail Improvements Final Payment** – Kevin Bittner will be present to address the Council.
- c. **Ord 2016-02 Fee Schedule** – See enclosed. I am preparing an analysis for water and sewer rate consideration. I will present the materials at the meeting
- d. **Resolution 2016-01 Setting the 2015 Appointments** – See enclosed with notes included in Resolution.
- e. **Discussion on City Clean-Up Day** – Staff would like to know if the Council plans on hosting this event on the last weekend in April. If that weekend is not available staff would like to choose. Staff would like to know if Lynden Township should be included.
- f. **Discussion on Appointing Members to the Planning & Zoning Commission** – Betty Moffit and Gary Phelps have requested to be re-appointed for another 3 year term.

**6. Reports**

- a. **Mayor and Council**
- b. **Boards**
- c. **Staff** – See enclosed staff report and supporting documents.

**7. Other**

- a. **Next Meeting** – Tuesday, January 19, 2016 (Day after Martin Luther King, Jr. Day)

**8. Adjourn**

# CITY OF CLEARWATER

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## Payments

**Current Period: December 2015**

Batch Name	010416 CCMTG	User Dollar Amt	\$9,309.83		
Payments		Computer Dollar Amt	\$9,309.83	\$0.00	In Balance
Refer	918 <u>ALEX AIR APPARATUS, INC</u>	-			
Cash Payment	E 230-42200-565 Operating Equipment	TRAUTNER COAT/PANT	\$2,052.00		
Invoice SR-105	12/23/2015				
Cash Payment	E 230-42200-565 Operating Equipment	MOONEY COAT/PANT	\$2,052.00		
Invoice SR-108	12/23/2015				
Cash Payment	E 230-42200-565 Operating Equipment	LANG COAT/PANT	\$2,052.00		
Invoice SR-109	12/23/2015				
Cash Payment	E 230-42200-565 Operating Equipment	BOOTS/GLOVES	\$734.23		
Invoice SR-110	12/23/2015				
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b>		\$6,890.23
Refer	924 <u>CLEARWATER PARTS CITY AUTO</u>	-			
Cash Payment	E 230-42200-307 Repair & Maintenance C	AIR FILTER/SPARK PLUGS	\$22.01		
Invoice 62-277015	12/16/2015				
Cash Payment	E 230-42200-307 Repair & Maintenance C	SEALED BEAM ENGINE 12	\$8.56		
Invoice 62-277041	12/16/2015				
Cash Payment	E 230-42200-307 Repair & Maintenance C	SPARK PLUG	\$5.34		
Invoice 62-277143	12/17/2015				
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b>		\$35.91
Refer	916 <u>LEAGUE OF MINNESOTA CITIES</u>	-			
Cash Payment	E 100-41110-208 Training and Instruction	2016 LEADERSHIP CONF ROLLIE LANGE	\$315.00		
Invoice 224304	12/28/2015				
Cash Payment	E 100-43200-208 Training and Instruction	REGIONAL SAFETY GROUP TRAINING	\$420.00		
Invoice 224144	12/22/2015				
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b>		\$735.00
Refer	921 <u>LUBE TECH</u>	-			
Cash Payment	E 100-43200-123 Operating Supplies	DRUM PUMP	\$49.99		
Invoice 722992	12/21/2015				
Cash Payment	E 240-45300-123 Operating Supplies	55 GA DRUM OIL	\$50.00		
Invoice 721802	12/21/2015				
Cash Payment	E 600-49400-123 Operating Supplies	55 GA DRUM OIL	\$99.45		
Invoice 721802	12/21/2015				
Cash Payment	E 601-49450-123 Operating Supplies	55 GA DRUM OIL	\$99.00		
Invoice 721802	12/21/2015				
Cash Payment	E 230-42200-123 Operating Supplies	55 GA DRUM OIL	\$248.45		
Invoice 721802	12/21/2015				
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b>		\$546.89
Refer	922 <u>NCPERS</u>	-			
Cash Payment	G 100-21708 Life Insurance	PREMIUM DEC 2015	\$48.00		
Invoice 1/2016	12/23/2015				
Cash Payment	G 100-21708 Life Insurance	PREMIUM JAN 2016	\$48.00		
Invoice 1/2016	12/23/2015				
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b>		\$96.00
Refer	917 <u>QUILL CORPORATION</u>	-			

**CITY OF CLEARWATER**  
**Payments**

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**Current Period: December 2015**

Cash Payment	E 100-43200-200 Office Supplies	LEDGER PAPER/GARBAGE BAGS	\$58.01
Invoice	1307866	12/15/2015	
Cash Payment	E 100-41000-200 Office Supplies	CLEANING SUPPLIES	\$103.86
Invoice	1307866	12/15/2015	
Cash Payment	E 100-41000-200 Office Supplies	TABLE SKIRTS	\$49.95
Invoice	1487610	12/15/2015	
Cash Payment	E 100-41000-200 Office Supplies	PAPER	\$71.85
Invoice	1522557	12/16/2015	
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b> \$283.67
Refer	920 SCHABEL ENTERPRISE		
Cash Payment	E 100-41000-305 Contracted Services	CHECK FURNACE/REPLACE FILTER	\$147.00
Invoice	830	12/1/2015	
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b> \$147.00
Refer	919 SUMMIT COMPANIES		
Cash Payment	E 100-43200-305 Contracted Services	FIRE EXT MAINT PW	\$58.00
Invoice	1099518	12/10/2015	
Cash Payment	E 600-49400-305 Contracted Services	FIRE EXT MAINT PUMP HOUSE	\$13.00
Invoice	1099518	12/10/2015	
Cash Payment	E 240-45320-305 Contracted Services	FIRE EXT MAINT LIONS	\$17.50
Invoice	1099518	12/10/2015	
Cash Payment	E 100-41000-305 Contracted Services	FIRE EXT MAINT CITY HALL	\$8.50
Invoice	1099518	12/10/2015	
Cash Payment	E 230-42200-307 Repair & Maintenance C	FIRE EXT MAINT FIRE DEPT	\$40.00
Invoice	1099518	12/10/2015	
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b> \$137.00
Refer	923 WRIGHT HENNEPIN COOP ELECT		
Cash Payment	E 601-49450-382 Utilities	CTY RD 7	\$55.51
Invoice	NOV 2015	12/9/2015	
Cash Payment	E 240-45300-382 Utilities	KELSEY AVE	\$10.09
Invoice	NOV 2015	12/9/2015	
Cash Payment	E 100-43100-382 Utilities	CEDAR SOUTH	\$372.53
Invoice	NOV 2015	12/9/2015	
Transaction Date	1/4/2016	ANNANDALE STAT 10100	<b>Total</b> \$438.13

**Fund Summary**

10100 ANNANDALE STATE BANK

100 GENERAL FUND	\$1,750.69
230 FIRE AND RESCUE	\$7,214.59
240 PARKS AND RECREATION	\$77.59
600 WATER FUND	\$112.45
601 SEWER FUND	\$154.51
	\$9,309.83

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$9,309.83
<b>Total</b>	<b>\$9,309.83</b>

CITY OF CLEARWATER

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\*Check Summary Register©

December 2015

Name	Check Date	Check Amt	
<b>10100 ANNANDALE STATE BANK</b>			
Paid Chk# 010156E UNITED STATES TREASURY	12/23/2015	\$551.28	WITHHOLDING TAXES
Paid Chk# 010157E MINNESOTA REVENUE	12/23/2015	\$28.49	TAX WITHHOLDING DEPOSIT
Paid Chk# 010158E UNITED STATES TREASURY	12/30/2015	\$2,611.92	WITHHOLDING TAXES
Paid Chk# 010159E MN CHILD SUPPORT PAYMENT	12/30/2015	\$247.80	PAYROLL DEDUCTION
Paid Chk# 010160E MINNESOTA REVENUE	12/30/2015	\$428.83	TAX WITHHOLDING DEPOSIT
Paid Chk# 010161E UNITED STATES TREASURY	12/30/2015	\$1,473.67	WITHHOLDING TAXES
Paid Chk# 010162E MINNESOTA REVENUE	12/30/2015	\$54.32	TAX WITHHOLDING DEPOSIT
Paid Chk# 010163E PUBLIC EMPLOYEES RETIREME	12/30/2015	\$1,409.80	PAYROLL DEDUCTION/BENEFIT
Paid Chk# 010164E UNITED STATES TREASURY	12/30/2015	\$107.10	WITHHOLDING TAXES
Paid Chk# 010165E ANNANDALE STATE BANK	12/30/2015	\$7,228.17	DIRECT DEPOSIT
Paid Chk# 010166E ANNANDALE STATE BANK	12/30/2015	\$7,908.45	DIRECT DEPOSIT
Paid Chk# 010167E ANNANDALE STATE BANK	12/30/2015	\$350.93	EDA YEARLY PR
<b>Total Checks</b>		<b>\$22,400.76</b>	

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
December 21, 2015**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of December 21, 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 Crandall, Ritzer, Ranum, and Lange.
- Absent:
- Staff present: Administrator Kress.
- Public Present: Jack Weber.
- Others Present: Kevin Bittner – Bolton-Menk, Deputy Henry – Wright County Sheriff’s Office, 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**

None.

**CONSENT AGENDA**

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

- a. Claims/Accounts Payable
- c. Resolution 2015-55 Accepting Donation of Chest Freezer for Clearwater Fire Department
- d. Resolution 2015-56 Approving Step Increase for Public Works Supervisor John Schmidt

**Motion carried unanimously.**

**b. Approval of 12-07-15 Regular City Council Meeting Minutes**

Mayor Edmonson asked that the minutes be changed in the reports section to include that the City has taken on the travel expense to the Capital in the past. Kress was asked to consult the auditing firm to determine who should take on the expense.

**MOTION by Ritzer, seconded by Crandall, to approve item “b” (Approval of 12-07-15 Regular City Council Meeting Minutes) with the changes mentioned.**

**Motion carried unanimously.**

**e. Approval of Job Description and Posting for Part-Time Maintenance – Snow Removal**

Member Ritzer asked if this employee would be operating larger equipment and required a Class B license. Mr. Kress explained that this employee would likely be removing snow from sidewalks and fill in for plowing when necessary.

**MOTION by Ritzer, seconded by Ranum, to approve item “e” (Approval of Job Description and Posting for Part-time Maintenance – Snow Removal.)**

**Motion carried unanimously.**

### **WRIGHT COUNTY SHERIFF DEPUTY REPORT**

Deputy Henry was present to update the Council on criminal activity. Henry reported that there was approximately 43 calls for service. There was a drug search conducted near Isabella Avenue with convictions made. Henry also reported that there were a number of thefts in the area as well as a DWI conviction.

### **OLD BUSINESS**

#### **a. Update on Golf Cart Ordinance**

Administrator Kress presented his Council Action Request as included in the Council packet. Kress presented several draft Ordinances as well as explained various requirements to allow for golf carts on City streets. Kress also asked that a fee be established for the permitting of golf carts if the Council was in favor of allowing them on City streets. Member Ritzer asked who would be responsible for enforcing the Ordinance if it were established. Mr. Kress explained that Wright County would likely be responsible for enforcement. Mayor Edmonson explained that in the past the City required proof of insurance and some Cities required slow moving vehicle signage. Council consensus was to charge \$25 for the permit to drive golf carts on City streets. Mr. Weber was present to discuss the potential for a golf cart Ordinance. Kress was asked to work with Weber and develop an Ordinance for Council to consider in January.

### **NEW BUSINESS**

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

Mr. Bittner informed the Council that a number of property irons have been installed throughout the project area. Bittner explained that there was a number of irons that weren't located as part of the project. Bittner asked that he work with staff to determine if additional irons should be located. Bittner added that irons have been placed between Ash and Maple Street and that a Right-of-Way plat will be ready soon.

#### **b. Discussion on Lease Rebate for Gustafson Trailers**

Kress presented his Council Action Request to the City Council outlining that the requirements for the Lease Rebate had been met by Gustafson Trailers. Kress recommended that the Council approve the rebate as Gustafson had met the requirements.

**MOTION by Crandall, seconded by Ritzer, to approve the \$3,000.00 Lease Rebate to Gustafson Trailers.**

**Motion carried 4-0-1 (Member Lange abstained.)**

#### **c. Discussion on Decommissioning the EDA and Parks Commission**

Kress presented his Council Action Request as included in the Council packet. Members discussed whether the two Commissions were still viable. Mayor Edmonson mentioned that he met with the Park Chair. Kress mentioned he also met with the Park Chair and the Chair explained that often times their requests to the Council were denied. Kress mentioned that the Park Commission is behind on their goals in relation to the Comprehensive Plan. Kress added that it has been difficult to get the Commission to meet. Member Lange led the discussion on the EDA and explained that the EDA was not being productive and that the members would like to go dormant until they are needed. Mayor Edmonson added that there hasn't been a lot of businesses that have approached the EDA for assistance. Kress mentioned that the Council could create Ad hoc Committees for specific projects if they so desired. Mayor

Edmonson asked if it would be a better route to decommission the EDA rather than to have them be dormant. Kress commented that it may be a better route to simplify matters. Kress added that issues may arise if the Council approves EDA related items with the EDA not meeting. Kress explained that there may be hard feeling from the EDA members if they feel the Council is stepping on their toes and approving items in relation to the EDA. Ritzer commented that if the Commissions are failing to meet they are no longer viable. Mayor Edmonson asked if the Council could just remove the members of the EDA but leave the Authority intact. Kress commented that he didn't believe the City Attorney would agree with that strategy. Edmonson asked if verbiage could be added to allow for the Council to take over the EDA responsibilities. Kress mentioned that this could likely happen but he would need to consult the attorney on what can be done with the EDA and Parks Commission. Mayor Edmonson asked if two separate motions was desirable. Kress explained that he wasn't comfortable with the Council making a motion until he discussed the matter with legal counsel.

**MOTION by Crandall, seconded by Lange, to Table the discussion on Decommissioning the EDA and Parks Commission.**

**Motion carried unanimously.**

### **REPORTS**

- a. **Mayor and Council** – Mayor Edmonson mentioned that he had attended a bonding tour up at St. Cloud State with the new Sewer Authority Lobbyist. Edmonson was able to speak to various State Representatives as part of the tour.
- b. **Boards** – None.
- c. **Staff** – Kress walked the Council through the Council Action Request that was included in the packet. Kress mentioned that he would like to send Member Lange to the League of Minnesota Cities, Newly Elected Officials Conference. Kress walked the Council through the solar spreadsheet that was included in the packet. Mr. Kress explained that the maintenance building generates enough energy to cover the cost of electricity and receives a credit for additional energy created. The City Hall does not generate enough electricity to receive a credit like the maintenance building. Kress also provided an update on businesses licenses. Kress mentioned that there are a number of businesses that lease and the licenses are used to track the businesses. Kress asked if the Council was interested in having staff send out certificates of appreciation to members on commissions. Edmonson mentioned that the apartments would possibly consider building if the City waived WAC/SAC charges. Kress mentioned that that discussion could take place in January. Kress added that in general he was not in favor of discounting WAC/SAC charges because the residents in turn have to foot the bill if the fees are waived. Member Lange asked the Council what their opinion was on potentially changing City Engineers. Members briefly discussed and determined that they were satisfied with the current engineer at this time.

**MOTION by Crandall, seconded by Ranum, to send Member Lange to the League of Minnesota Cities, Newly Elected Officials Conference.**

**Motion carried unanimously.**

Kress commented that as part of the Travel Policy, a motion for approval wasn't necessary. A motion is only required if the travel would result in going over budget. Kress added the policy is intended to simplify items that have already been approved as part of the budget. Kress explained that funds are set aside in the budget for all departments as well as Council for travel and the policy allows for the

Administrator to approve budgeted travel. Mayor Edmonson was concerned with employees going to too many trainings and that the policy lacked accountability. Edmonson added that the Council had rarely ever denied training. Member Lange commented that he felt the Council didn't need to micro manage the policy and the Administrator could manage travel. Mayor Edmonson asked for a consensus on whether or not the other members preferred to vote on travel related activities. Mayor Edmonson, Ritzer, and Crandall were in favor of voting on travel related items. Kress asked if it was the Council's desire to have him redraft the Travel Policy. Kress also asked if there were any circumstances that he could approve travel without the Council. Member Crandall commented that he felt Kress should have some flexibility in sending staff to trainings and conferences. Council consensus was to have Kress redraft the Travel Policy to have the policy require Council consideration.

**7. Other**

*a. Next Meeting – Monday, January 4<sup>th</sup>, 2016.*

**ADJOURN:**

**MOTION by Ritzer, seconded by Crandall, to adjourn the council meeting, at 8:16**

**p.m.**

**Motion carried unanimously.**

\_\_\_\_\_  
Kevin Kress, City Administrator

\_\_\_\_\_  
Pete Edmonson, Mayor

\_\_\_\_\_  
Date Approved

## Midwest Occupational Medicine

1301 33rd Street South  
St. Cloud, MN 56301

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### Agreement for Consortium Services with to City of Clearwater

12/18/2015

Services Performed By:

Midwest Occupational Medicine  
1301 33rd Street South  
St. Cloud, MN 56301

Services Performed For:

City of Clearwater  
PO BOX 9  
605 County Road 75  
Clearwater, MN 55320

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### Program Term

The Services shall commence on January 1, 2016, and shall remain in effect for one (1) year and shall be automatically renewable in the same increments until it is terminated by giving 30 days written notice by either party. Upon termination of this agreement, Midwest Occupational Medicine shall promptly deliver to City of Clearwater written record of City of Clearwater participation in Midwest Occupational Medicine drug and alcohol screening program and test results for all of City of Clearwater employees and delivery of such documents shall terminate all of Midwest Occupational Medicine responsibility for maintenance of those records.

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### File Retention

The client as an employer understands that they are required to keep the following files for the specified amount of time.

#### Five Years

- All alcohol test showing a concentration of 0.02 or greater.
- Employee verified positive drug test results (MRO written report of verified result).

Documentation of refusals to take required alcohol and/or tests including adulterated and substituted.

- All SAP reports
- All follow-up tests and schedules for follow-up tests.

#### Three Years

- Records obtained from previous employers concerning drug and alcohol tests results of employees.

## Two Years

- Records of inspection, maintenance, and calibration of EBTs, if used

## One Year

- Negative and cancelled drug test results and alcohol test results with an alcohol concentration less than 0.02

# Program Administration Responsibilities

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Midwest Occupational Medicine agrees to administer a random drug and alcohol program which includes the following elements:

- Random selection, notification and scheduling protocol.
- Perform all random testing or alcohol testing through the consortium or pre-arranged clinics that meet DOT testing requirements.
- Contract with a licensed SAMSHA certified laboratory.
- Provide services of a Certified Medical Review Officer to review and interpret drug testing as required under the 49 CFR Part 40.
- Provide a list of Substance Abuse Professionals (SAP) Referral Services for employees who test positive or any company employee with alcohol or drug abuse related problems.
- Maintain records demonstrating Employer's participation in Midwest Occupational Medicines random selection pool and results of all drug and alcohol screening performed by Midwest Occupational Medicine for employees of City of Clearwater and to provide written reports of this information within forty-eight (48) hours of City of Clearwater request.

# Client Responsibilities

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City of Clearwater agrees to the following responsibilities of the random drug and alcohol program which includes the following elements:

- Identify all of its employees subject to drug and alcohol testing and update this list on a quarterly basis.
- Distribute information regarding Employer's company policy to all affected employees.
- Comply with the DOT regulations and all other laws, regulations or labor agreements applicable to City of Clearwater employees subject to drug and alcohol testing.
- Promptly pay all Midwest Occupational Medicine invoices under this agreement.

## Fee Schedule

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Consortium Pricing— 1-50 people enrolled/ \$75 per year  
51-100 people enrolled/ \$125 per year  
101+ people enrolled/ \$175 per year

Execution of this Agreement shall be deemed effective when executed on behalf of the representative of Midwest Occupational Medicine and on behalf of City of Clearwater by its authorized agent. The agent of the employer executing this Agreement warrants that this Agreement is duly authorized by City of Clearwater. By signing below, I understand and agree to the terms and conditions of the Midwest Occupational Medicine Consortium. I also understand that the fees paid above to join the consortium are only for enrollment or renewal of membership. Other testing fees as listed in the Consortium Agreement may be applicable.

City of Clearwater

Midwest Occupational Medicine

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

**CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA**

**RESOLUTION NO. 2016-01**

**A RESOLUTION AUTHORIZING A TEMPORARY 1 TO 4 DAY ON-SALE LIQUOR  
LICENSE FOR THE CHURCH OF ST. LUKE ON FEBRUARY 6<sup>TH</sup>, 2016**

WHEREAS, the Church of St. Luke has requested authorization for a temporary on-sale liquor license on February 6<sup>th</sup>, 2016 to allow an alcoholic drink be included with the purchase of a dinner ticket at an event for the members of the church on the premise of 17545 Huber Ave NW, Clearwater, MN in the Parish Center; and

WHEREAS, the Clearwater City Council has the authority to grant authorization for temporary on-sale liquor licenses within Clearwater city limits; and

THEREFORE BE IT RESOLVED, that the Clearwater City Council does hereby grant authorization to the Church of St. Luke for a temporary 1 to 4 day on-sale liquor license on February 6<sup>th</sup>, 2016 at St. Luke's Church located at 17545 Huber Ave NW, Clearwater, MN.

Adopted this 4th day of January, 2016

\_\_\_\_\_  
Pete Edmonson, Mayor

ATTEST:

\_\_\_\_\_  
Kevin Kress, City Administrator



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Church of St Luke of Clearwater	Date organized 1-24-1896	Tax exempt number ES20438
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Address 17545 Huber Ave NW	City Clearwater	State MN	Zip Code 55320
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Name of person making application Marilyn Popp	Business phone 320-558-2124	Home phone
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Date(s) of event 2-6-2016	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit
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Organization officer's name Father Dennis Backer	City Clearwater	State MN	Zip Code 55320
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Organization officer's name	City	State	Zip Code
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Organization officer's name	City	State	Zip Code
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Organization officer's name	City	State	Zip Code
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Location where permit will be used. If an outdoor area, describe.

Church of St Luke 17545 Huber Ave NW Clearwater, MN Parish Center

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Catholic Mutual \$1,000,000.00

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

\_\_\_\_\_  
City or County approving the license

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Date

\_\_\_\_\_  
Date Fee Paid

\_\_\_\_\_  
City or County E-mail Address

\_\_\_\_\_  
City or County Phone Number

\_\_\_\_\_  
Signature City Clerk or County Official

\_\_\_\_\_  
Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

## December Police Activity

On December 8, Joshua James Dingmann, 28, of Clearwater, was arrested in Clearwater on the charge of domestic assault.

On December 12, Michael William Holmstrom, 48, of Buffalo, was arrested in Clearwater on the charges of driving after revocation inimical to public safety and domestic assault.

On December 15, Jessica Renee Price, 35, of Minneapolis, was arrested in Clearwater on the charge of uninsured motor vehicle.

On December 16, Fred Dale Button, 43, of Pine City, was arrested in Clearwater on the charge of 5th degree possession of a controlled substance.

On December 17, Lucas John Sizer, 41, of Clearwater, was arrested in Clearwater on the charge of giving false information to law enforcement and a Wright County warrant for theft, a Stearns County warrant for 1st degree DWI and a Hennepin County warrant for fleeing law enforcement.

**CITY OF CLEARWATER  
REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 01-04-2016 <b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Originating Department:</b> Administration
<b>Agenda Item:</b> Discussion on Decommissioning the EDA and Parks Commission (Ordinance 2016-01)	<b>Presenter:</b> Administrator, Kevin Kress  <b>Estimated Time:</b> <input type="checkbox"/> Consent Agenda <input type="checkbox"/> 5 Min. <input checked="" type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour

**Council Action Requested:**

Information/Review   
  Motion to approve...   
  Motion to deny...   
  Other   
  Budget Change

The Council should make a motion to approve Ordinance 2016-01 to Repeal the Park Commission Ordinance. The Ordinance is required to be passed unanimously 5-0 per State Statute. I recommend the EDA be removed as described below.

**Background:**

After the last Council meeting I discussed the possibility to decommission both the EDA and Parks Commission with several colleagues as well as the City Attorney.

**Parks**

- I recommend approving the enclosed Ordinance removing the Parks Commission. If the Council desires to re-establish a Parks Commission they can do so at that time.

**EDA**

- I discovered after much research that the City has several options in regards to the EDA.
  1. The City can try again to get another member to be a participant on the EDA. This would fulfill the requirement for the EDA to have 5 members. This means leaving the EDA intact and they would be required to meet the rules of the State Statute. The EDA would then only meet as scheduled by the City Administrator to meet the Statute requirements. The EDA would have to meet to approve items under their authority. I believe this is the cleanest way to move forward.
  2. The City could draft a Resolution to have the EDA go dormant and the Council be able to take action on their behalf. This would require a public hearing to change the original enacting Resolution as required by State Statute. The EDA would still also be required to meet the rules of the State Statute. I do not advise going with this option.
  3. The City could hold a public hearing to change the EDA to a three member board. This would require a public hearing to change the original enacting Resolution as required by State Statute.
  4. The City could decide not to fill the 5<sup>th</sup> seat of the EDA and instead have a public hearing to dissolve the EDA in its entirety and the City Council could then take over the EDA incentives and other offerings. Notice of the time and place of hearing, a statement of the

purpose of the hearing, and a summary of the Resolution must be published in a newspaper of general circulation within the city once a week for two consecutive weeks. The first publication must appear not more than 30 days from the date of the public hearing. The same is required for any modification to the EDA.

**Supporting Documents:**  Attached  None

**Department Head Signature/Date:**

**Clerk/Treasurer Signature/Date:**

**ACTION TAKEN**  Approved  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

**Administrator's Signature/Date:**

**CITY OF CLEARWATER  
WRIGHT AND STEARNS COUNTY, MINNESOTA**

**ORDINANCE NO. 2016-01**

**AN ORDINANCE REPEALING ORDINANCE CHAPTER 2,  
ARTICLE VI, DIVISION 5. PARK COMMISSION**

THE CITY COUNCIL OF THE CITY OF CLEARWATER ORDAINS:

That the City's Municipal Code, Chapter 2, Article VI, Division 5. Park Commission, Sections 2-251 through 2-254 are hereby repealed in their entirety.

This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Clearwater, Minnesota, this 4<sup>th</sup> day of January, 2016.

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Pete Edmonson, Mayor

Attest:

---

Kevin Kress, Administrator

*Seal*



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

### MEMORANDUM

**Date:** December 15, 2015  
**To:** Kevin Kress, City Administrator  
**From:** Kevin F. Bittner P.E. *KFB*  
City Engineer  
**Subject:** County Road 75 Trail Improvements Project  
BMI Project No: R16.108018

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Attached is the final close-out and payment documentation for the subject project. We had held final payment until we determined there were no additional drainage, turf or pavement issues. The project is now ready to be closed out.

Upon approval, please sign all three copies of the final estimate, return a copy to the Contractor with payment, retain a copy for your files and return one copy to me.

If you have any questions, please contact me.

KFB/kfb

PARTIAL PAYMENT ESTIMATE  
2014 - COUNTY ROAD 75 TRAIL IMPROVEMENTS  
CITY OF CLEARWATER, MINNESOTA  
BMI PROJECT NO. R13.108018

CONTRACTOR  
OWNER  
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$36,777.65
TOTAL, COMPLETED WORK TO DATE..... \$	37,211.70
TOTAL, STORED MATERIALS TO DATE.....	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS..... \$	37,211.70
RETAINED PERCENTAGE ( 0% )..... \$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)..... \$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE..... \$	37,211.70
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES..... \$	35,351.12
PAY CONTRACTOR AS ESTIMATE NO..... FINAL .....	\$ 1,860.58

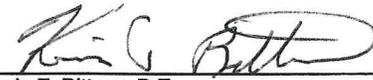
Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Mid Minnesota Hot Mix  
12128 State Highway 55 NW  
Annandale, MN 55302

By  V.P. 12-8-15  
Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By  CITY ENGINEER 12/15/15  
Kevin F. Bittner, P.E. Title Date

APPROVED FOR PAYMENT:  
Owner: CITY OF CLEARWATER, MINNESOTA

By \_\_\_\_\_ CITY ADMINISTRATOR  
Kevin Kress Title Date

**FINAL PAY ESTIMATE**

2014 - COUNTY ROAD 75 TRAIL IMPROVEMENTS  
 CITY OF CLEARWATER, MINNESOTA  
 BMI PROJECT NO. R13.108018

WORK COMPLETED THROUGH NOVEMBER 12, 2015

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
1	MOBILIZATION	LUMP SUM	\$3,800.00	1	\$3,800.00	1	\$3,800.00	1	\$3,800.00
2	CLEARING AND GRUBBING	CU YD	\$500.00	1	\$500.00	1	\$500.00	1	\$500.00
3	COMMON EXCAVATION (EV) (P)	CU YD	\$16.29	360	\$5,864.40	360	\$5,864.40	360	\$5,864.40
4	AGGREGATE BASE, CLASS 5 (CV) (P)	SQ YD	\$38.15	185	\$7,057.75	172	\$6,561.80	185	\$7,057.75
5	2" BITUMINOUS TRAIL	SQ YD	\$11.50	900	\$10,350.00			900	\$10,350.00
6	4" CONCRETE WALK	SQ FT	\$81.00	20	\$1,620.00	20	\$1,620.00	20	\$1,620.00
7	TRUNCATED DOMES	SQ FT	\$40.00	32	\$1,280.00	32	\$1,280.00	32	\$1,280.00
8	TRAFFIC CONTROL	LUMP SUM	\$1,500.00	1	\$1,500.00	1	\$1,500.00	1	\$1,500.00
9	SALVAGE & INSTALL SIGN	EACH	\$300.00	1	\$300.00			1	\$300.00
10	WOOD FIBER BIOROLLS	LIN FT	\$3.00	50	\$150.00	50	\$150.00	40	\$120.00
11	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$2.05	1050	\$2,152.50	1050	\$2,152.50	1025	\$2,101.25
12	STORM DRAIN INLET PROTECTION	EACH	\$250.00	1	\$250.00	1	\$250.00	1	\$250.00
13	HYDROMULCH, SEED MIX 25-131, FERT TYPE 3 (22-5-10)	SQ YD	\$1.55	1260	\$1,953.00	1055	\$1,635.25	1786	\$2,768.30
<b>TOTAL</b>					<b>\$36,777.65</b>		<b>\$25,313.95</b>		<b>\$37,211.70</b>

**TITLE AND SUMMARY ORDINANCE NO. 2016-02**

**AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA  
ESTABLISHING FEES FOR 2016**

By the enactment of this Ordinance, the City Council establishes fees and charges required by the City Code for the year 2016 and to comply with Minnesota Statutes, §462.353, subd. 4.

A printed copy of the entire ordinance is available for inspection by any person during the City Hall's regular office hours and on the cities website at: [www.clearwatercity.com](http://www.clearwatercity.com).

Approved for publication by the City Council of the City of Clearwater, Minnesota this 4<sup>th</sup> day of January, 2016.

By Order of the City Council  
Kevin Kress, City Administrator

## 2016 FEE SCHEDULE

### Administrative

Affidavit of Candidacy (Set by Statute)	\$2.00	
Certification of Delinquent Charges	\$75.00	
Copies	\$0.25	Per Page (includes sales tax)
Audited Financial Reports	\$20.00	<i>No Charge for Electronic Copies, if available</i>
Adopted Budget Report	\$12.00	<i>No Charge for Electronic Copies, if available</i>
Code of Ordinances	\$150.00	<i>No Charge for Electronic Copies, if available</i>
Comprehensive Plan	\$30.00	<i>No Charge for Electronic Copies, if available</i>
Subdivision Ordinance	\$20.00	<i>No Charge for Electronic Copies, if available</i>
Zoning Ordinance	\$20.00	<i>No Charge for Electronic Copies, if available</i>
Fax (out going)	\$3.00	Each
Maps	\$3.00	Each
Special Assessment Searches	\$25.00	Each
Insufficient Funds (Returned Payments)	\$35.00	
Postage		Prevailing Rate
Consultant Billing Rate		Contracted Rate
Employee Billing Rate		Hourly Rate + Fringe Benefits
Special Meeting of a City Body	\$300.00	Per Meeting

### Public Health

Mosquito Control (Monthly Charge, May - August)	\$3.65	Per Month
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### Public Utilities

Late Payment Fee - Monthly	\$15.00	
Recycling	\$3.35	Per Month
Refuse	\$10.50	38 Gallon Can / Monthly
	\$11.50	65 Gallon Can / Monthly
	\$12.50	95 Gallon Can / Monthly
Storm Water	\$1.50	Per Utility Connection (Monthly - Jan, Feb, March, April, Sept., Oct., Nov., Dec.)

### Sanitary Sewer

\$13.52	Commercial & Industrial Flow Charges (Per 1,000/Gallons)
\$9.50	Residential Flow Charges (Per 1,000/Gallons)
\$28.65	Commercial & Industrial Base Fee per Month
\$28.65	Residential Base Fee per Month
\$5,607.00	SAC Rate (Sewer Access Charge)
\$1,517.00	Trunk Fee (New Development Only)

These are the current rates.  
 These are the current rates.

### Water

\$1.30	Flow Charges (Per 1,000/Gallons)
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These are the current rates.  
 These are the current rates.

\$1.30	Demand Charges (Per 1,000/Gallons up to 9,999 Gallons)	These are the current rates.
\$1.80	Demand Charges (Per 1,000/Gallons over 9,999 Gallons)	These are the current rates.
\$5.00	Base Fee Per Month	These are the current rates.
\$1,975.71	WAC Rate (Water Access-Per Equivalent Dwelling Unit-Met Council Formula)	These are the current rates.
\$100.00	Unauthorized Hydrant Usage	These are the current rates.
\$10.00	Hydrant Demand Charges (Per 1,000 gallons)	These are the current rates.
Market Value	Water Meter/Radio Read	These are the current rates.
Actual Cost	Requested Meter Accuracy Test (Refer to Policy)	These are the current rates.
Prevailing Rate	Minnesota Department of Health Test Fee	These are the current rates.
\$50.00	Disconnect Fee / Re-connect Fee (At Curb Stop)	These are the current rates.
\$150.00	Right of Way Permit	These are the current rates.
\$2,000.00	Trunk Fee (Per Acre)	These are the current rates.
	ERU's - Equivalent Residential Unit	Refer
	to Chapter 38 of the City Code for calculation	
<b>Code Enforcement</b>		
	Dog- At-Large Capture (within a calendar year)	
	Recovery from Public Works (during regular business hours, prior to transport)	
\$25.00	1st Violation	
\$50.00	2nd Violation	
\$75.00	3rd Violation	
	Recovery from Animal Shelter = Actual Cost + Applicable Violation Fee	
\$50.00	1st Violation (Animal has been transported)	
\$75.00	2nd Violation (Animal has been transported)	
\$100.00	3rd Violation (Animal has been transported)	
	Fire Marshall	
\$0.00	Initial Inspection of Fire Code Violation	
\$100.00	1st Follow Up Inspection	
\$200.00	2nd Follow Up Inspection	
\$300.00	3rd Follow Up Inspection	
	Nuisance Abatement	
	Actual Cost Incurred by the City	
	Liquor Violations (Occuring within the preceeding three-year period)	
\$750.00	1st Violation	
\$1,500.00	2nd Violation	
	Suspension 3rd Violation - Suspension of License for 30 days	
	Liquor License Violations (These fines are double the License Fee)	
\$6,090.00	On-Sale Intoxicating - Annual	
\$630.00	On-Sale Wine - Annual	
\$400.00	On-Sale Sunday - Annual	
\$200.00	On-Sale Beer - Annual	
TBD	On-Sale Club - Determined by State Statute x 2	
\$200.00	Off-Sale Intoxicating - Annual	
\$50.00	Off-Sale 3.2% Malt Liquor - Annual	
\$100.00	Temporary Malt Liquor License (1-4 Day Event)	
	Lawn Maintenance / Grass & Weed Height	
\$100 + \$20.00	Administration Fee	
	Snow Removal from Sidewalks	
\$50 per parcel + \$20.00	Administration Fee	
<b>Fire Department</b>		
	False Alarms (Occurring within a 12 month period)	
\$0.00	1st - 2nd False Alarm	
\$100.00	3rd False Alarm	
TBD	Each Additional Alarm - An additional \$50 to the previous charge	
	Illegal Burns	
\$100.00	Small in Nature - As determined by the Fire Chief	
Actual Cost	Large in Nature - As determined by the Fire Chief	
<b>Licensing and Permits</b>		
	Animal License (Dogs Only)	
\$10.00	Life Time Dog License	
\$10.00	Replacement Tag	

Business License		
Adult-Orientated (Principal Activity ) Annually	\$1,000.00	
Adult-Orientated (Accessory Activity ) Annually	\$500.00	
Excavating Permit	\$150.00	Annually
Interim Home Occupation License	\$25.00	Annually
Refuse Hauler	\$150.00	Annually
Transient Merchant/Peddler License	\$25.00	Per Person, 1-7 days
Special Event Permit	\$25.00	May extend beyond one day, but must be sponsored by a single organization
Golf Cart Permit	\$25.00	Per Cart Annually
Gambling - Temporary Permit	\$25.00	
Sign Permit - Temporary	\$25.00	Per Permit/Event - Valid for 40 days
	\$100.00	Annual Maximum Fee Cap
Liquor Licenses		
	\$3,045.00	On-Sale Intoxicating - Annual
	\$315.00	On-Sale Wine - Annual
	\$200.00	On-Sale Sunday - Annual
	\$100.00	On-Sale Beer - Annual
	TBD	On-Sale Club - Determined by State Statute
	\$100.00	Off-Sale Intoxicating - Annual
	\$25.00	Off-Sale 3.2% Malt Liquor - Annual
	\$50.00	Temporary Malt Liquor License (1-4 Day Event)
<b>Building Permits</b>		
New Construction - Per the 1997 UBC Fee Schedule (Referred to as Exhibit A)		
Lead Certification	\$5.00	
City Administered Permits		
	\$45.00	Accessory Structure (under 120 sq ft)
	\$45.00	Fence Permit (under 6 ft in height)
Sign Permits (Not Temporary)		
		Based on Valuation - 1997 UBC Fee Schedule
		Sign Code Violation - Double the Permit Fee
<b>Parks &amp; Recreation</b>		
Lions Pavilion		
	\$50.00	Entire Facility - Pavilion, Mtg Room and Kitchen (Resident)
	\$75.00	Entire Facility - Pavilion, Mtg Room and Kitchen (Non-Resident)
	\$100.00	Security Deposit (Refunded upon verification of no damage and cleaned)
El Dorado Park	\$75.00	Field Reservation
Sportsmans Park		
	\$50.00	Pavilion Rental - Concession Area included (Resident)
	\$75.00	Pavilion Rental - Concession Area included (Non-Resident)
	\$10.00	Concession Stand Usage - Daily *
	\$25.00	Concession Stand Usage - Weekend Event *
	\$75.00	Adult League Tournaments (1-3 day events)
	\$100.00	Security Deposit (Refunded upon verification of no damage and cleaned)
All Other Park/Field/Course/Amenity Rental	\$75.00	Tennis Court, Frisbee Golf Course, Hockey Rink, Ball Field Rental Per Occurrence
<b>Zoning</b>		
Processing Fees and Application Fees		
	\$50.00	Administrative Permit
	\$100.00	Annexation Petition

	\$300.00	Conditional Use Permit Application	
	\$300.00	Interim Use Permit Application	
	\$300.00	Home Occupation Application	
	\$300.00	Variance Application	
	\$300.00	Wetland Application	
	\$300.00	Easement Vacation	
	\$300.00	Comprehensive Plan Amendment	
	\$300.00	Rezoning Application	
	\$300.00	Appeal to Board of Adjustments & Appeals	
Subdivision Fees			
	\$300.00	Lot Split	
	\$300.00	Concept Plan (Site Plan Review)	
	\$500.00	Preliminary Plat	
	\$500.00	Preliminuar Plat - PUD (Planned Unit Development)	
	\$500.00	Final Plat	
	\$500.00	Final Plat - PUD	
Park Dedication Fees			
		Per Subdivision Ordinance	
	\$400.00	Per Lot in Sunrise Crest (Per development agreement)	
		To be paid at the time that the building permit is issued	
<b>Economic Development</b>			
TIF (Tax Increment Financing)			
	Actual Costs	Pre-Application	
	Actual Costs	Final Application	
Tax Abatement			
	Actual Costs	Pre-Application	
	Actual Costs	Final Application	
Escrow Funds may be required for various applications and projects to cover additional costs that will be incurred by the City. Any unused funds will be returned upon final completion of the project or application process.			

CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA

RESOLUTION NO. 2016-02

A RESOLUTION SETTING THE 2016 ANNUAL APPOINTMENTS

WHEREAS, the State Statutes of Minnesota requires that municipalities annually declare certain designations and appointments at its first meeting of the year; and

THEREFORE BE IT RESOLVED, that the Council of the City of Clearwater does hereby declare the following appointments for the calendar year of 2016:

**Acting Mayor:** The Mayor will recommend a member for Council consideration.

**Fire Relief Association Ex-Officio Members:** Mayor, Deputy Clerk, and Fire Chief

**Signature Card/Check Signers:** Mayor, Acting Mayor, and Deputy Clerk

**Media Contact:** Mayor Pete Edmonson

**EDA:** Mayor Edmonson and Rollie Lange. I will discuss with Jess and Erik if they would like to remain on the EDA. There is also one remaining seat that the Mayor can recommend for appointment.

**Planning & Zoning Commission Liaison:** The Mayor will recommend one member for Council consideration.

Planning & Zoning Commission Vacancy (Term Expires 12/2015): *Betty Moffitt and, Gary Phelps have requested to re-appointed for another 3 year term.*

**Sewer Authority:** The Mayor will recommend one member for Council consideration. The Mayor fills one seat.

**Joint Planning Board:** John Notsch-Term Expires 12/31/16, The Mayor will recommend two members for Council consideration.

**Official Newspaper:** *Citizen Tribune*

**Official Depositories:** Lake Central Investments, Multi-Bank Securities, US Bank, 4M Fund, and Northland Securities. (The Council can choose Annandale State Bank or American Heritage Bank as a depository)

**Public Notice Designations:** *Currently* Clearwater City Hall and Annandale State Bank

**Weed Inspector:** Mayor Pete Edmonson

**Assistant Weed Inspector:** Public Works Supervisor

Adopted this 4<sup>th</sup> day of January 2016

\_\_\_\_\_  
Pete Edmonson, Mayor

ATTEST:

\_\_\_\_\_  
Kevin Kress, City Administrator