

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
October 5, 2015**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of October 5, 2015 to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Everyone joined in the pledge of allegiance.

**ROLL CALL**

- Present: Mayor Edmonson, Council Members Ritzer, Crandall, Ranum, and Lange.
  - Absent: None.
  - Staff present: Administrator Kress
  - Public Present: Dan Niehoff, Vern Scott, Lee Monk, and Cindy Ritzer.
  - Others Present: Kevin Bittner – Bolton-Menk, and Ken Francis – Clearwater Tribune
- A quorum was declared present.

**APPROVAL OF AGENDA**

**MOTION by Ritzer, seconded by Lange, to approve the agenda as submitted.  
Motion carried unanimously.**

**PUBLIC COMMENT**

Mr. Niehoff asked that the Council pull item “c” (Resolution 2015-46 Resolution Authorizing Special Assessment Hearing) off the Consent Agenda for discussion.

**CONSENT AGENDA**

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

- b. Approval of 9-21-15 Regular City Council Meeting Minutes**
- d. Approval of 1 Year Contract with Midcontinent for Services**

**Motion carried unanimously.**

Administrator Kress asked if the Council would like the City Attorney to review the contract with Midcontinent. Council consensus was to approve the document without City Attorney review.

**a. Claims/Accounts Payable**

Member Ritzer asked for clarification on a computer purchase in the Accounts Payable. Administrator Kress reminded the Council that a computer had crashed in City Hall and a new computer was purchased to replace it.

**MOTION by Crandall, seconded by Lange, to approve item “a” (Claims/Accounts Payable).  
Motion carried unanimously.**

**c. Resolution 2015-46 Resolution Authorizing Special Assessment Hearing**

Administrator Kress informed the Council that the resolution authorizing the special assessment hearing - was necessary for the North Area Street & Utility project. Mr. Niehoff asked why the hearing couldn't take place until next year when the project was complete. Kress explained that typically the assessment

hearing takes place prior to or shortly after a project is started. Kress added that it would not be beneficial to postpone the assessment hearing.

**MOTION by Lange, seconded by Ritzer, to approve item “c” (Resolution 2015-46 Resolution Authorizing Special Assessment Hearing)**  
**Motion carried unanimously.**

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

There was no deputy present at the meeting.

### **OLD BUSINESS**

#### **a. Discussion on Replacing Trees**

Administrator Kress informed the Council that the draft Ordinance that was prepared is being reviewed by the City Attorney. The attorney advised that the document would likely be broken into both an Ordinance and a Policy. Kress added that he will follow up with the attorney and will likely have the items ready for the next Council meeting.

#### **b. Update on Eldorado Park Access**

Kress informed the Council that he has been unable to reach a contact person from the Cedar Ridge Apartments. Kress added that maybe the Council would like him to send a certified letter in an attempt to reach a contact person.

**MOTION Lange, seconded by Crandall, to draft a letter and send it certified mail to the Cedar Ridge Apartment owner.**  
**Motion Carried unanimously.**

#### **c. Discussion on County Right-of-Way Between Ash and Maple Street**

Mr. Kress informed the Council that he is waiting for the County Board to approve a Quit-Claim-Deed to transfer the Right-of-Way property over to the City. Kress will update when everything is finalized.

#### **d. Discussion on 515 Spring Street City Parcel**

Kress informed the Council that the interested party has since become unemployed and is no longer interested in purchasing the property. If a party becomes interested in the future Kress will inform the Council.

#### **e. Discussion on Clearwater River Ridge Apartment Parking**

Administrator Kress informed the Council that Mr. Chmielewski is planning to attend the Council meeting on October 19<sup>th</sup>. The City Council can decide if they want to allow additional parking on Ash Street at that time.

### **NEW BUSINESS**

#### **a. Discussion on Request from Gustafson Trailers for EDA Small Revolving Loan**

Mr. Kress walked the Council through the staff memo he developed for the Revolving Loan request. Kress explained that Gustafson did not meet the guidelines for the loan for the following reasons:

- **Gustafson Trailers has not been in business for a minimum of 1 year.**

- **Gustafson Trailers does not currently have a business license with the City of Clearwater.**
- **Gustafson Trailers does not own the property.**

Kress added that he was hesitant on approving the loan unless the Council revised the guidelines. Kress asked if the Council had an attorney review the Small Revolving Loan and Lease Rebate Loan guidelines previously. Mayor Edmonson explained that the documents were reviewed by an attorney prior.

**MOTION by Crandall, seconded by Ranum, to deny the request from Gustafson Trailers for the Small Revolving Loan because they did not meet the guidelines for the program as outlined by Kress.**

**Motion carried 4-0 with Member Lange abstaining.**

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

City Engineer Bittner informed the Council that he is working on the punch list with the contractor and subcontractors. Bittner asked the Council if they wanted to change the colors of the street name signs to a color other than green and white. Council consensus was to continue to use green and white signs.

Council added they wanted the Public Works department to inventory the street signs south of Highway 94 and consider replacing those necessary. Bittner asked the Council what their thoughts were for placing a retaining wall or rock at Mr. Koopenmeier's residence located at 245 Bluff street. Bittner also offered examples for using plants or leaving the area as grass. Several members were in favor of using rock in the City's Right-of-Way near Mr. Koopenmeier's residence. Council asked that Bittner and the Public Works department obtain bids for using rock in the City Right-of-Way. Mr. Niehoff questioned how long the warranty period is for work done as part of the street project. Bittner explained that work done during the project is under warranty for two years after the project is officially completed. Ciindy Ritzer expressed her concern about the workmanship of the project. Mr. Bittner will follow up with resident concerns relating to the project.

**c. Discussion and Purchasing Flashing Stop Signs**

Administrator Kress provided three options for Council consideration. Copies of the options are included in the Council packet. Council reviewed the three options for making two stop signs more visible on Ash Street.

**MOTION by Ranum, seconded by Crandall, to purchase two Brite Side sign attachments from M-R Sign Co., INC.**

**Motion carried unanimously.**

**d. Discussion on Removing 3 City Trees**

Mr. Kress presented two options for the removal of three diseased trees located in the City. Copies of the options are included in the Council packet. Council reviewed the two options for removing the three trees. The two options were for cutting the trees down only. The options did not include brush removal or wood-chipping. Council asked that the Public Works department review purchasing a stump grinder.

**MOTION by Lange, seconded by Crandall, to have Burnham Companies cut the three trees down at a cost of \$1,600.00.**

**Motion carried unanimously.**

**REPORTS**

- a. **Mayor and Council** – Mayor Edmonson provided a memo on the EDA social that took place on September 29<sup>th</sup>. A copy of the memo is included in the Council packet.
- b. **Boards** – Administrator Kress gave a brief update on the Park Commission meeting that took place on October 1<sup>st</sup>. A memo will be submitted in the next Council packet for recommendations from the Park Commission.
- c. **Staff** – Mr. Kress walked the Council through the memo that was included in the Council packet. Council debated on whether or not a special meeting was necessary to review the three Planning/Economic/Community Development proposals that were received. Kress asked when the Council would like the holiday banners to be installed. Council consensus was to install near Thanksgiving and remove around January 1<sup>st</sup> of 2016. Kress asked if the Council had ever reviewed any Lions Club or Food Shelf agreements or had any agreements prior. Council asked that Mr. Kress review any documents that were created and report back to Council. Administrator Kress asked the Council if they would consider sending a third Fire Crew member to the Chief's conference in Duluth as requested by new Fire Chief Pridgeon. Council consensus was to only send two members to the conference as was previously requested. Kress requested to attend the League of Minnesota Cities regional conference in Becker, MN on October 22<sup>nd</sup>.

**MOTION by Crandall, seconded by Ranum, to hold a special meeting on Monday, October 12<sup>th</sup> at 6:30 p.m. to interview the three firms that submitted a proposal for the City Planner/Community/Economic Development contracted position.**  
**Motion carried unanimously.**

**MOTION by Ranum, seconded by Lange, to approve the Administrators attendance to the League of Minnesota Cities regional meeting in Becker on October 22<sup>nd</sup>.**  
**Motion carried unanimously.**

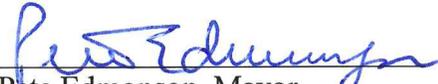
**2. Other**

- a. **Next Meeting – Monday, October 12, 2015**

**ADJOURN**

**MOTION by Ritzer, seconded by Crandall, to adjourn the council meeting, at 8:18 p.m.**  
**Motion carried unanimously.**

  
Kevin Kress, City Administrator

  
Pete Edmonson, Mayor

10-19-15  
Date Approved