

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
November 16, 2015**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of November 16, 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 Ranum, and Lange.
  - Absent: Members Crandall, and Ritzer.
  - Staff present: Administrator Kress
  - Public Present: Jack Weber
  - Others Present: Kevin Bittner – Bolton-Menk, Mary Matze – Landform, Deputy Henry – Wright County Sheriff's Office, and Ken Francis – Clearwater Tribune
- A quorum was declared present.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

- b. Approval of 11-02-15 Regular City Council Work Session Meeting Minutes**
- c. Approval of 11-02-15 Regular City Council Meeting Minutes**
- e. Ordinance 2015-04 An Ordinance Repealing and Replacing Chapter 101, Article II, of the City Code**

**a. Claims/Accounts Payable**

Council members decided to discuss the RL Larson invoice under new business.

**MOTION by Ranum, seconded by Lange, to approve item "a" (Claims/Accounts Payable) with the exception of the RL Larson invoice.**

**Motion carried unanimously.**

- d. Resolution 2015-52 Amending Article VII (Accessory Buildings, Structures, Uses and Equipment) Section 117-1100 Through 117-1109 of the City Code and Authorizing Summary Publication**

Mayor Edmonson asked why the City Code required a change. Administrator Kress informed the Council that the change was made to be consistent with the State Building Code.

**MOTION by Lange, seconded by Ranum, to approve item “d” (Resolution 2015-52 Amending Article VII (Accessory Buildings, Structures, Uses and Equipment) Section 117-1100 Through 117-1109 of the City Code and Authorizing Summary Publication.)**

**Motion carried unanimously.**

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

Deputy Henry gave the Council an update on criminal activity in the City. Henry reported that there was approximately 25 calls for service. The calls ranged from welfare checks to drug arrests to several gas drive-offs.

### **OLD BUSINESS**

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

Administrator Kress informed the Council that the apartment owner was interested in having an exit directly on to Kelsey Avenue. The owner was also okay with the original concept but was worried about tenants pulling U-turns to enter the facility. Kress asked the Council if they were on board for creating an exit directly onto Kelsey in exchange for the easement to allow for more space to enter and exit Eldorado Park. Mayor Edmonson questioned if this was a standard procedure or if there were other options. Engineer Bittner as well as Kress explained that in this type of situation where the City is gaining land and a property owner is gaining an amenity it is an appropriate compromise. Council advised Kress to follow up with the apartment owner to discuss the matter further and report back to Council.

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

Administrator Kress walked through the staff memo that is included in the Council packet. Kress explained that the City Attorney felt the two resolutions that are included in the Council packet were enough to show that the Right-of-Way between Ash and Maple Street belong to the City. The attorney advised that it would be a wise decision to have the area surveyed and staked. Mayor Edmonson questioned why a simple map couldn't be drawn up. Kress and Bittner explained that because of the area it makes the most sense to have the area surveyed and staked to properly show who owns what.

**MOTION by Lange, seconded by Ranum, to draft the Right-of-Way certification papers and survey and iron the Right-of-Way at a cost of approximately \$4,900.00.**

**Motion carried unanimously.**

### **NEW BUSINESS**

#### **a. Discussion on Golf Cart Ordinance (Agenda Request)**

Jack Weber was present to discuss the possibility of the City creating an ordinance to allow golf carts on City streets. Weber explained that without an ordinance it is illegal for residents to drive golf carts in the City. Weber added that he believes the City use to have an Ordinance allowing golf carts in the City. Administrator Kress explained he hadn't come across a golf cart ordinance but did find some old discussions on the potential to have one. Kress confirmed that without a City Ordinance the State Statutes do not allow for golf carts to operate on City Streets. Kress added that with a golf cart ordinance the City would have to establish a permit application process as well as proof of insurance. In addition, the Ordinance will be difficult to enforce as the City of Clearwater does not have a full-time police force. Council members were interested in nearby cities that have a golf cart ordinance. Mr. Weber provided a sample ordinance from the city of Becker. Kress was advised to research the matter further and update the Council in December/January.

**b. Discussion on Landform Work Plan**

Mary Matze was present to discuss the Work Plan with the City Council. Members reviewed the Work Plan that was included in the Council packet. Matze walked the Council through the Work Plan discussing the goals that were established by the Council. The Work Plan was separated into three parts including, Business Retention and Expansion, Community Identity and Branding, and City Parks. Included in the three separate parts are objectives to meet for both the 2015 and 2016 budget years.

**MOTION by Lange, seconded by Ranum, to approve the 2015-2016 Work Plan with Landform. Motion carried unanimously.**

**c. Discussion and Update on North Area Street and Utility Project**

Engineer Bittner was present to discuss and update the Council on the North Area Street and Utility Project. Bittner reviewed Pay Request number six from contractor RL Larson with the Council. Bittner informed the Council that several punch list items had been taken care of. An updated punch list will be provided to City staff to put on the City website.

**MOTION by Lange, seconded by Ranum, to approve Pay Request number six for \$15,536.30 as part of the North Area Street and Utility Project. Motion carried unanimously.**

**d. Discussion on Park Recreation Charges**

Mr. Kress walked the Council through the staff memo that was included in the Council packet. Council asked that Kress research what other cities charge and provide a number for the 2016 Fee Schedule.

**e. Discussion on New Signage in City Parks**

Kress informed the Council that the Parks Commission would like to install five signs, one for each City Park. Kress provided several examples of Park Rules as well as the Ordinance for City Parks. Members briefly reviewed the draft rules and Ordinance. Kress was asked to research other cities and provide some samples for review.

**f. Discussion on Replacing Non-Reflective Street Signs**

Mr. Bittner reviewed the bid from M&R Signs that was included in the Council packet. Member Lange was in favor of replacing all signs in the City that are currently non-reflective. Lange pointed out that there a number of signs that are in poor condition and urged the Council to drive around and see for themselves. Mayor Edmonson was not in favor of replacing the signs. Member Ranum was also not in favor of replacing signs. Member Lange pointed out that it is good for the City's image to have nice looking and readable signs. Lange pressed the issue that it was important for the City to have all non-reflective signs replaced. Members discussed waiting until the new signs as part of the North Area Street and Utility project were installed and reconsider at that time.

**MOTION by Lange, seconded by Ranum, to Table the discussion until the new signs as part of the North Area Street and Utility Project were installed and reconsider at that time. Motion carried unanimously.**

**g. Discussion on Replacing Stop Signs at Spring & Oak Street**

Mr. Kress led the discussion on replacing stop signs at Spring and Oak Street. Kress along with Bittner pointed out that two stop signs were likely taken during the North Area Street and Utility Project. Bittner and Kress asked the Council if they were interested in reinstalling signs. Kress pointed out that the signs were likely in place when the Bright Eyes Montessori School was still in Clearwater. Kress added that staff was not in favor of reinstalling the signs.

**MOTION by Ranum, seconded by Lange, to leave the intersections of Spring and Oak Street uncontrolled.**

**Motion carried unanimously.**

**REPORTS**

- a. **Mayor and Council** – Mayor Edmonson mentioned that the sewer authority was going to host a meeting the first week in December on either Monday or Thursday.
- b. **Boards** – Kress gave a brief update that the Parks Commission met and recommended the Council review signage as was discussed during the meeting.
- c. **Staff** – Kress walked the Council through the staff memo that was included in the Council packet. Members were in favor of hosting a budget work shop on Tuesday, December 1<sup>st</sup> at 7:00 p.m. Council members were in favor of having the Fire Chief attend a Council meeting in December. Kress mentioned that the Direct Deposit module was up and running. Kress reminded the Council to turn in their paperwork so they could be added to the Direct Deposit module. Council will determine the necessity for the Fire Chief to report to monthly Council meetings moving forward. Council decided to have the Fire Chief attend the December 7<sup>th</sup> meeting to possible approve a list of Officers, Lieutenants, Captains, Assistant Chief, etc.

**MOTION by Ranum, seconded by Lange, to allow the Fire Chief to turn the Lieutenant positions into two year revolving positions.**

**Motion carried unanimously**

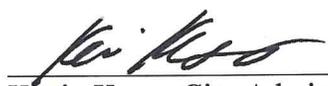
**7. Other**

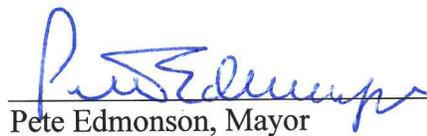
- a. **Next Meeting – Tuesday December 1<sup>st</sup>, 2015.**

**ADJOURN:**

**MOTION by Ranum, seconded by Lange, to adjourn the council meeting, at 8:24 p.m.**

**Motion carried unanimously.**

  
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Kevin Kress, City Administrator

  
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Pete Edmonson, Mayor

12-7-2015  
Date Approved