



COUNCIL WORKSHOP
Discussion on Water and Sewer Rates

December 5, 2016 – 6:00 PM

Purpose of the Workshop is to address water and sewer rates and review the rate analysis.

1. Open Workshop
2. Roll Call
3. Water and Sewer Rate Discussion and Analysis
4. Close Workshop



ORIGINAL

AGENDA
Regular Clearwater City Council Meeting
Monday, December 5, 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. Public Input – Truth in Taxation

- a. Approve 2017 Budget & Levy, Resolution #2016-50

3. Consent Agenda

- a. Claims/Accounts Payable
- b. Approval of 11-14-16 Regular City Council Meeting Minutes

4. Wright County Sheriff Deputy Report

5. Old Business

- a. Discussion on Water and Sewer Rates

6. New Business

- a. Discussion and Update on North Area Street and Utility Project
- b. Discussion on Fee Schedule, Ordinance 2016-12
- c. Discussion on CUP, and Site Plan Review for Kwik Trip, Resolution #2016-51

7. Reports

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

8. Other

- a. Regular City Council Meeting Monday, December 19, 2016
- b. Regular City Council Meeting Monday, January 9, 2017

9. Adjourn

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

AGENDA
Regular Clearwater City Council Meeting
Monday, December 5, 2016
7:00 pm

Staff Memo

To: Honorable Mayor and City Council
From: Kevin Kress, Administrator
Date: December 1, 2016
RE: Review/Comment on 12-5-16 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. Public Input – Truth in Taxation

- a. Approve 2017 Budget & Levy, Resolution #2016-50 – See enclosed.

3. Consent Agenda

- a. Claims/Accounts Payable – See enclosed.
b. Approval of 11-14-16 Regular City Council Meeting Minutes – See enclosed.

4. Wright County Sheriff Deputy Report – See enclosed.

5. Old Business

- a. Discussion on Water and Sewer Rates – This discussion will be a continuation of the Workshop. The PowerPoint materials may be used as part of this discussion.

6. New Business

- a. Discussion and Update on North Area Street and Utility Project – Engineer Pelawa will be present to discuss the project and pay request.
b. Discussion on Fee Schedule, Ordinance 2016-12 – See enclosed.
c. Discussion on CUP, and Site Plan Review for Kwik Trip, Resolution #2016-51 – See enclosed.

7. Reports

- a. Mayor and Council
b. Boards – I will update at the meeting.
c. Staff – See enclosed Council Action Request.

8. Other

- a. Regular City Council Meeting Monday, December 19, 2016 – This meeting may be cancelled if a response from the state has not been received regarding the Kwik Trip annexation.
b. Regular City Council Meeting Monday, January 9, 2017 – I am recommending hosting the meeting on this date rather than Tuesday, January 3, 2017.

9. Adjourn

RESOLUTION NO. 2016-50

RESOLUTION APPROVING 2017 FINAL BUDGET AND PROPERTY TAX LEVY

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

WHEREAS, Minnesota Statutes requires that all local units of government must formally adopt a final tax levy for the succeeding fiscal year on or before December 30, 2016; and

WHEREAS, the Clearwater City Council and City Staff have prepared a preliminary budget based on the demands for goods and services to be provided by the City in 2017; and

WHEREAS, the City Council held a public meeting on December 5, 2016 at 7:00 p.m. to present the proposed budget and associated tax levy to the public, and to consider any and all public testimony related to the proposed 2017 levy;

THEREFORE, based on that final budget it has been determined that the 2017 final tax levy shall be set at \$999,852 and directs the City Administrator to notify the Wright County Auditor of this levy amount as shown:

	2015 for Collection 2016	2016 for Collection 2017	Increase (Decrease)	Percent Change (Prior Year)
General	\$ 642,194	\$ 515,529	\$ (126,665)	-19.72%
Fire	64,396	45,940	(18,456)	-28.66%
Parks	51,531	51,156	(375)	-0.73%
EDA	26,815	28,406	1,591	5.93%
Capital Levy	-	150,000	150,000	100.00%
GO Bonds 2012A	63,000	63,000	-	0.00%
GO Bonds 2015A	108,125	106,444	(1,681)	-1.55%
GO Bonds 2009A	-	39,376	39,376	100.00%
Total City Tax Levy	\$ 956,060	\$ 999,852	\$ 43,792	4.58%

BE IT FURTHER RESOLVED, that the levies related to debt service shall be adjusted as follows:

GO Refunding Bonds, Series 2012A – the debt levy per the bond resolution called for a \$37,000 levy for taxes payable 2017. An adjustment of \$26,000 is needed to support debt service due to lower than anticipated special assessment revenue associated with this project. Additionally, the City is working to build fund balance to preserve the option for potential prepayment on this debt issue.

GO Improvement Bonds, Series 2015A – no adjustment necessary

GO Equipment Certificates, Series 2009A – no adjustment necessary (amount was previously budgeted in the Fire Fund)

BE IT FURTHER RESOLVED, that the City Administrator is authorized and directed to initiate all budgeted items, including, a 2% market adjustment, apply all budgeted health benefits, and adjust the steps for all departments contained in the Step Wage program beginning the first payroll of 2017.

BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized and directed to transmit this information to the County Auditor of Wright County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

BE IT RESOLVED, the Clearwater City Council does hereby adopt the 2017 Annual Budget as hereto attached in Appendix A of this Resolution.

BE IT FURTHER RESOLVED, that the budgets for governmental funds are adopted for financial reporting and management control, and the budgets for enterprise funds are adopted for management control only. Further, the legal level of control for the 2017 Budget is established at the Fund level.

Adopted this 5th day of December, 2016.

Pete Edmonson, Mayor

Attest:

Kevin Kress, City Administrator

CITY OF CLEARWATER

2017 Levy / Budget Documents

Final Budget



AEM Financial Solutions™

November 30, 2016

Honorable Mayor and City Council
 City of Clearwater
 605 County Road 75
 Clearwater, MN 55320

Introduction

Enclosed is the 2017 Final Budget as prepared by City staff. As you are aware, the construction of the 2017 budget is a process which includes Mayor, City Council, and staff input, budget work sessions, and culminating with this final document to be approved by City Council. The following outlines the levy compared to the prior year.

Tax Levy Summary

Overall, the tax levy includes dollars levied for general operations, debt service and capital. The 2017 levy will increase 4.58% from 2016; \$956,060 to \$999,852.

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Total City Tax Levy	\$ 956,060	\$ 999,852	\$ 43,792	4.58%

2016 ASSESSMENT REPORT SUMMARY

The following table shows the Tax Capacity by Property Type based on the 2016 Assessment Report:

	<u>Pay 2017</u>
Residential Homestead	\$ 605,804
Agriculture	3,564
Commercial Industrial	433,954
Public Utility	-
Residential non-homestead	251,564
Other	1,594
Personal property	<u>34,856</u>
 Total Tax Capacity	 <u>\$ 1,331,336</u>

Below is the tax capacity for the City of Clearwater for the current and past four years:

<u>Tax Rate Comparisons to prior years</u>					
<u>Year</u>	<u>Tax Capacity</u>	<u>Increase/ (Decrease)</u>	<u>Tax Levy</u>	<u>Tax Rate</u>	<u>Increase/ (Decrease)</u>
2013 actual	1,159,987	-7.15%	1,016,636	87.64%	1.62%
2014 actual	1,161,816	0.16%	1,013,789	87.26%	-0.44%
2015 actual	1,213,815	4.28%	914,869	75.37%	-13.62%
2016 actual	1,261,463	3.78%	956,060	75.79%	0.56%
2017 estimated	1,331,336	5.25%	999,852	75.10%	-0.91%

As you can see, the estimated tax rate for pay 2017 is projected to decrease -0.91% from 75.79% to 75.10% remain stable.

The following table indicates how property class rates are applied to the various property classes. This indicates that the tax rate for a commercial building will be taxed double what a residential property pays when the value is over \$150,000.

<u>Real Property Description</u>	<u>Local Taxes Payable</u>
Residential homestead	
first \$500,000	1.00%
over \$500,000	1.25
Residential non-homestead one to three units	1.25
Agricultural homestead	
house, Garage, One Acre	
first \$500,000	1.00
over \$500,000	1.25
Commercial-Industrial and public utility	
first \$150,000	1.50
over \$150,000	2.00

Taxes are calculated by multiplying the Taxable Market Value by the Class Rate by the City's tax rate.

We have summarized in the table below what a few properties would be taxed for the values shown:

Estimated Property Taxes - 2017 versus 2016

Property Type	Market Value	Taxable Market Value	2017 Taxes Payable	2016 Taxes Payable	Increase / (Decrease) Property Taxes
Homestead	\$ 78,100	\$ 47,900	\$ 371	\$ 363	\$ 7
Homestead (Median)	138,400	113,700	880	862	18
Non-Homestead	76,000	76,000	735	720	15
Commercial	500,000	500,000	7,206	7,011	196

The above table assumes a 3.00% increase in the Median home value.

Tax Relief Programs

The State has three direct property tax relief programs: the homestead credit refund, the renter’s refund, and the special property tax refund (also known as the “targeting program”).

Homestead credit refund

The homestead credit refund is a program that provides a refund to homeowners when their property taxes exceed a certain percentage of the household’s income. The 2013 Legislature renamed the former property tax refund program and also approved modifications to the eligibility guidelines and the refund structure that will increase the number of taxpayers eligible to receive the refund.

http://www.revenue.state.mn.us/individuals/prop_tax_refund/Pages/Homeowners_Property_Tax_Refund.aspx

Renter's refund

Renters may be eligible for a separate program referred to as the renter property tax refund or the “renter’s credit.” The renter’s property tax refund program is a state-paid refund that provides tax relief to renters whose rent and “implicit property taxes” are high relative to their incomes. Under the program, “rent constituting property taxes” is assumed to equal 17 percent of rent paid. If rent constituting property tax exceeds a threshold percentage of income, the renter is eligible for a refund equal to a percentage of the tax over the threshold, up to a maximum amount.

http://www.revenue.state.mn.us/individuals/prop_tax_refund/Pages/Renters_Property_Tax_Refund.aspx

Special property tax refund

The special property tax refund program, frequently referred to as the “targeting program,” directs property tax relief to homeowners who have large property tax increases from one year to the next. The special property tax refund has no income component, and a homeowner qualifies if the property tax on the home has increased by more than 12 percent over the previous year’s tax and if the increase is over \$100. The maximum refund is \$1,000

http://www.revenue.state.mn.us/individuals/prop_tax_refund/Pages/Homeowners_Property_Tax_Refund.aspx

STATEMENT OF REVENUES AND EXPENDITURES -
SUMMARY BUDGET - GENERAL FUND
ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2014 AND 2015, PERIOD TO DATE SEPTEMBER 30, 2016 AND
BUDGET FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2017

	Actual		YTD Actual	Budget	
	2014	2015	9/30/2016	2016	2017
REVENUE					
Taxes	\$ 730,111	\$ 640,247	\$ 338,065	\$ 642,194	\$ 515,529
Licenses and permits	31,369	45,322	12,611	25,558	25,796
Intergovernmental revenues	176,254	266,036	155,224	198,115	249,687
Charges for services	39,721	37,942	30,140	26,632	26,996
Fines and forfeitures	5,758	7,173	3,939	4,539	4,630
Special assessments	8,738	8,783	4,072	8,160	8,323
Interest earnings	20,088	6,829	37,604	4,080	4,162
Miscellaneous revenue	-	-	284,393	-	-
TOTAL REVENUES	1,012,040	1,012,332	866,047	909,278	835,123
EXPENDITURES					
General government	114,820	85,825	315,195	39,999	35,623
City Council	17,516	16,607	12,719	21,057	22,123
City Administrator	54,545	68,267	61,501	87,925	97,387
Elections	4,783	923	631	5,700	-
City Clerk	56,238	82,227	67,494	67,501	74,137
Financial Administration	31,979	32,002	32,853	72,469	73,736
Law/Legal Services	6,521	6,584	9,416	10,000	10,000
Engineering	14,155	28,294	400	8,240	8,487
Mosquito Control	7,900	9,000	9,028	9,270	9,270
Planning and Zoning	19,390	8,500	10,933	11,881	11,254
Police Administration	187,312	201,408	151,760	199,966	207,396
Animal Control	140	332	63	350	350
Building Inspection	6,909	9,653	4,228	10,403	10,715
Fire Department	-	-	-	-	-
Hwys, streets and roads	427,936	472,804	341,349	309,134	227,894
CAB	827	5,075	1,278	3,296	1,000
Miscellaneous	17,359	18,685	375	26,292	21,230
Community services	22,482	25,289	-	25,795	24,521
Contracted services	-	-	-	-	-
Transfers out	-	-	-	-	-
TOTAL EXPENDITURES	990,809	1,071,476	1,019,223	909,278	835,123
NET REVENUE OVER (UNDER) EXPENSE	\$ 21,231	\$ (59,143)	\$ (153,176)	\$ 0	\$ -

The above table is a summary of the General fund's revenues and expenditures.

The following table is a summary of all other budgeted funds.

Summary Budgets for all other budgeted funds

	Actual		YTD Actual	Budget	
	2014	2015	9/30/2016	2016	2017
FIRE FUND					
Revenues	\$ 286,151	\$ 202,990	\$ 115,036	\$ 210,850	\$ 193,708
Expenditures	221,147	469,074	107,678	210,850	193,708
Net Revenue Over (Under) Expenditures	<u>\$ 65,004</u>	<u>\$ (266,084)</u>	<u>\$ 7,358</u>	<u>\$ -</u>	<u>\$ -</u>
PARKS FUND					
Revenues	\$ 60,373	\$ 121,943	\$ 33,666	\$ 55,279	\$ 61,998
Expenditures	101,198	151,466	34,297	55,279	61,998
Net Revenue Over (Under) Expenditures	<u>\$ (40,825)</u>	<u>\$ (29,523)</u>	<u>\$ (631)</u>	<u>\$ 0</u>	<u>\$ -</u>
EDA FUND					
Revenues	\$ 51,331	\$ 52,176	\$ 15,092	\$ 54,751	\$ 28,584
Expenditures	38,803	38,085	3,154	54,751	28,584
Net Revenue Over (Under) Expenditures	<u>\$ 12,528</u>	<u>\$ 14,092</u>	<u>\$ 11,938</u>	<u>\$ -</u>	<u>\$ -</u>
WATER FUND					
Revenues	\$ 184,761	\$ 958,341	\$ 131,382	\$ 179,368	\$ 182,956
Expenditures	160,479	811,846	107,898	186,977	237,230
Net Revenue Over (Under) Expenditures	<u>\$ 24,281</u>	<u>\$ 146,495</u>	<u>\$ 23,484</u>	<u>\$ (7,609)</u>	<u>\$ (54,274)</u>
SEWER FUND					
Revenues	\$ 962,815	\$ 881,292	\$ 677,092	\$ 981,269	\$ 616,593
Expenditures	985,757	942,110	815,136	1,102,073	1,096,796
Net Revenue Over (Under) Expenditures	<u>\$ (22,942)</u>	<u>\$ (60,818)</u>	<u>\$ (138,044)</u>	<u>\$ (120,804)</u>	<u>\$ (480,203)</u>
REFUSE FUND					
Revenues	\$ 87,877	\$ 86,841	\$ 69,271	\$ 88,876	\$ 90,653
Expenditures	98,673	88,841	68,615	108,582	112,407
Net Revenue Over (Under) Expenditures	<u>\$ (10,796)</u>	<u>\$ (2,000)</u>	<u>\$ 656</u>	<u>\$ (19,706)</u>	<u>\$ (21,754)</u>

Line item detail can be seen on the following pages.

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept General Government (GENERAL)							
R 100-41000-31010	Current Ad Valorem Taxes		\$ 433,214	\$ 393,837	\$ 336,317	\$ 642,194	\$ 515,529
R 100-41000-31900	Reimbursements		5,844	1,889	3,777	-	-
R 100-41000-32000	Liquor Licenses		14,180	15,368	-	14,387	14,675
R 100-41000-32075	Cable Franchise Fee		12,400	14,306	11,025	12,477	12,727
R 100-41000-32100	Business Licenses/Permits		-	150	-	-	-
R 100-41000-33400	State Grants and Aids		453	879	13,027	462	471
R 100-41000-33401	Local Government Aid		144,865	233,619	142,197	184,393	235,691
R 100-41000-34107	Assessment Search Fees		1,050	1,125	865	816	832
R 100-41000-34109	Certification Fee		1,757	1,480	300	1,173	1,196
R 100-41000-34953	CHARGE FOR SERVICE		345	-	-	300	-
R 100-41000-36100	Special Assessments		872	8,301	3,280	-	-
R 100-41000-36280	Copies		18	56	-	12	12
R 100-41000-39200	Operating Transfers		-	-	284,393	-	-
R 100-41110-31900	Reimbursements		-	265	-	-	-
R 100-41410-32090	Filing Fee		8	-	16	-	-
R 100-41410-33400	State Grants and Aids		-	-	-	-	-
R 100-41800-34953	CHARGE FOR SERVICE		8,739	8,937	8,547	9,110	9,110
R 100-41800-36100	Special Assessments		339	482	-	-	-
R 100-41910-30010	Escrow Agreement Proceeds		-	-	5,000	-	-
R 100-41910-32230	Sign Permit		250	250	100	408	416
R 100-41910-33401	Local Government Aid		20,400	20,400	-	-	-
R 100-41910-34103	Zoning and Subdivision Fees		-	300	-	300	300
R 100-41910-34104	Plan Check Fee		-	-	200	-	-
R 100-41910-39321	Fines / Fees		150	72	75	153	156
R 100-41911-31900	Reimbursements		165	-	-	-	-
R 100-42100-31010	Current Ad Valorem Taxes		170,946	176,029	1,185	-	-
R 100-42100-33400	State Grants and Aids		10,536	11,138	-	13,260	13,525
R 100-42100-39321	Fines / Fees		5,533	7,056	3,814	4,284	4,370
R 100-42400-32210	Building Permits		14,043	28,489	11,106	10,101	10,185
R 100-42400-32215	Fence Permits		140	180	180	102	-
R 100-42400-32500	Inspections		-	150	-	-	-
R 100-42400-37190	State Surcharge		644	1,053	369	200	530
R 100-42500-32240	Animal Licenses		180	50	90	50	-
R 100-42500-39321	Fines / Fees		75	45	50	102	104
R 100-43100-31010	Current Ad Valorem Taxes		125,951	70,382	563	-	-
R 100-43100-31900	Reimbursements		386	-	-	-	-
R 100-43100-36100	Special Assessments		7,527	-	792	8,160	8,323
R 100-43200-31900	Reimbursements		330	1,337	-	-	-
R 100-45500-36230	Contributions and Donations		-	1,000	-	-	-
R 100-49000-34950	Other Revenues		500	-	41	-	-
R 100-49000-36210	Interest Earnings		20,088	6,829	37,604	4,080	4,162
R 100-49100-36260	Refunds and Reimbursements		7,536	6,045	-	2,244	2,289
Total Dept General Government (GENERAL)			1,012,040	1,012,332	866,047	909,278	835,123
TOTAL FUND 101 GENERAL FUND			\$ 1,012,040	\$ 1,012,332	\$ 866,047	\$ 909,278	\$ 835,123

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 41000 General Government (GENERAL)							
E 100-41000-120	Reimbursement		\$ 322	\$ -	\$ -	\$ -	\$ -
E 100-41000-123	Operating Supplies		4,101	166	178	515	530
E 100-41000-125	Cleaning Service-Uniform		3,827	3,518	2,650	4,120	4,244
E 100-41000-126	Rental/Lease		1,562	1,682	980	3,090	3,183
E 100-41000-150	Software & Support		2,797	1,768	504	1,545	1,591
E 100-41000-180	Finance Charges		-	8	38	52	-
E 100-41000-200	Office Supplies		1,746	1,716	1,861	1,803	1,857
E 100-41000-205	Taxes and Assessments		-	-	-	206	212
E 100-41000-305	Contracted Services		10,887	60,081	10,646	3,090	3,183
E 100-41000-307	Repair & Maintenance Charges		3,012	315	1,002	3,605	3,713
E 100-41000-310	Other Professional Services		-	-	47	-	-
E 100-41000-321	Telephone		2,863	2,769	1,842	3,090	3,183
E 100-41000-322	Postage		2,128	1,059	528	2,472	2,546
E 100-41000-323	Website		350	1,179	1,012	1,030	1,061
E 100-41000-324	Internet		1,045	1,100	1,035	979	1,380
E 100-41000-351	Legal Notices Publishing		842	1,064	804	1,545	1,591
E 100-41000-353	Ordinance Publication		365	63	1,226	721	743
E 100-41000-382	Utilities		3,429	3,873	2,509	5,665	4,500
E 100-41000-390	Donation		-	325	284,393	-	-
E 100-41000-430	Miscellaneous		4,821	230	862	103	106
E 100-41000-433	Dues and Subscriptions		2,344	3,367	2,992	1,952	2,000
E 100-41000-560	Furniture and Office Equip		479	-	-	515	-
E 100-41000-596	Capital Outlay - Other Impvmts		67,903	1,542	-	3,900	-
E 100-41000-599	Capital Outlay - Building		-	-	86	-	-
Total Dept 41000 General Government (GENERAL)			114,820	85,825	315,195	39,998	35,623
Dept 41100 City Administrator (GENERAL)							
E 100-41100-100	Wages and Salaries (GENERAL)		42,964	50,977	47,062	64,604	67,633
E 100-41100-120	Reimbursement		720	225	450	600	600
E 100-41100-121	PERA		2,865	3,515	3,494	4,845	5,072
E 100-41100-122	FICA		3,305	4,002	3,564	4,942	5,174
E 100-41100-131	Employer Paid Health		3,624	4,260	5,113	10,236	16,208
E 100-41100-134	Employee Paid Life		159	-	-	-	-
E 100-41100-208	Training and Instruction		865	4,982	1,155	2,000	2,000
E 100-41100-331	Travel Expenses		43	206	563	600	600
E 100-41100-433	Dues and Subscriptions		-	100	100	98	100
Total Dept 41100 City Administrator (GENERAL)			54,545	68,267	61,501	87,926	97,387
Dept 41110 Council							
E 100-41110-100	Wages and Salaries (GENERAL)		10,689	9,010	6,575	10,320	10,320
E 100-41110-120	Reimbursement		180	960	480	989	1,019
E 100-41110-122	FICA		818	689	475	789	789
E 100-41110-208	Training and Instruction		475	790	1,328	1,030	2,000
E 100-41110-331	Travel Expenses		-	-	332	515	530
Total Dept 41110 Council			12,162	11,449	9,191	13,643	14,658

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 41300 Mayor (GENERAL)							
E 100-41300-100	Wages and Salaries (GENERAL)		\$ 4,260	\$ 4,035	\$ 2,745	\$ 5,280	\$ 5,280
E 100-41300-120	Reimbursement		539	614	373	494	509
E 100-41300-122	FICA		326	309	210	404	404
E 100-41300-208	Training and Instruction		-	-	170	515	530
E 100-41300-331	Travel Expenses		-	-	-	515	530
E 100-41300-433	Dues and Subscriptions		230	200	30	206	212
Total Dept 41300 Mayor			5,354	5,158	3,528	7,414	7,465
Dept 41400 City Clerk							
E 100-41400-101	Full-Time Employees Regular		28,889	41,139	35,977	32,338	34,263
E 100-41400-102	Full-Time Employees Overtime		1,257	184	219	19,968	-
E 100-41400-103	Part-Time Employees		13,526	15,552	12,003	-	21,750
E 100-41400-120	Reimbursement		-	200	490	38	600
E 100-41400-121	PERA		2,773	3,926	2,959	3,923	4,201
E 100-41400-122	FICA		3,217	3,995	3,616	4,001	4,285
E 100-41400-131	Employer Paid Health		5,779	15,719	10,949	6,161	8,437
E 100-41400-134	Employee Paid Life		797	1,039	977	-	-
E 100-41400-208	Training and Instruction		-	248	270	1,000	500
E 100-41400-433	Dues and Subscriptions		-	225	35	72	100
Total Dept 41400 City Clerk			56,238	82,227	67,494	67,501	74,137
Dept 41410 Elections							
E 100-41410-111	Other Wages		3,403	-	-	4,000	-
E 100-41410-120	Reimbursement		-	50	-	-	-
E 100-41410-121	PERA		-	336	61	-	-
E 100-41410-122	FICA		-	342	62	-	-
E 100-41410-123	Operating Supplies		140	-	115	300	-
E 100-41410-200	Office Supplies		55	-	30	50	-
E 100-41410-307	Repair & Maintenance Charges		195	195	195	200	-
E 100-41410-331	Travel Expenses		539	-	-	600	-
E 100-41410-351	Legal Notices Publishing		452	-	168	550	-
Total Dept 41410 Elections			4,783	923	631	5,700	-
Dept 41500 Finance Director							
E 100-41500-121	PERA		3	-	-	-	-
E 100-41500-122	FICA		3	-	-	-	-
E 100-41500-131	Employer Paid Health		19	-	-	-	-
E 100-41500-305	Contracted Services		-	-	-	38,934	39,336
Total Dept 41500 Finance Director			25	-	-	38,934	39,336
Dept 41530 Accounting/Auditing							
E 100-41530-308	Auditor Fees		23,000	23,125	23,250	23,750	24,400
Total Dept 41530 Accounting/Auditing			23,000	23,125	23,250	23,750	24,400
Dept 41420 Assessor Services							
E 100-41420-344	ASSESSOR		8,954	8,877	9,603	9,785	10,000
Total Dept 41550 Assessor Services			8,954	8,877	9,603	9,785	10,000

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 41600 Legal Services							
E 100-41600-304	Legal Fees		\$ 6,521	\$ 6,584	\$ 9,416	\$ 10,000	\$ 10,000
Total Dept 41600 Legal Services			6,521	6,584	9,416	10,000	10,000
Dept 41700 Engineering Services							
E 100-41700-303	Engineering Fees		14,155	28,294	400	8,240	8,487
Total Dept 41700 Engineering Services			14,155	28,294	400	8,240	8,487
Dept 41800 Mosquito Control							
E 100-41800-305	Contracted Services		7,900	9,000	9,028	9,270	9,270
Total Dept 41800 Mosquito Control			7,900	9,000	9,028	9,270	9,270
Dept 41910 Planning and Zoning							
E 100-41910-100	Wages and Salaries (GENERAL)	\$	420	\$ 380	\$ -	\$ 500	\$ -
E 100-41910-101	Full-Time Employees Regular		1,356	-	-	-	-
E 100-41910-121	PERA		98	-	-	-	-
E 100-41910-122	FICA		130	29	-	38	-
E 100-41910-311	Recording Fee		46	-	-	-	-
E 100-41910-351	Legal Notices Publishing		-	134	-	258	700
E 100-41910-353	Ordinance Publication		-	-	-	515	-
Total Dept 41910 Planning and Zoning			2,050	543	-	1,311	700
Dept 41911 Joint Planning							
E 100-41911-100	Wages and Salaries (GENERAL)		280	-	-	300	300
E 100-41911-120	Reimbursement		60	-	-	-	-
E 100-41911-122	FICA		-	-	-	23	-
E 100-41911-304	Legal Fees		-	-	75	-	-
E 100-41911-313	City Planner Fees		-	-	-	247	254
Total Dept 41911 Joint Planning			340	-	75	570	554
Dept 41920 City Planner							
E 100-41920-313	City Planner Fees		17,000	7,956	10,858	10,000	10,000
Total Dept 41920 City Planner			17,000	7,956	10,858	10,000	10,000
Dept 42100 Police Services							
E 100-42100-305	Contracted Services		182,500	193,793	149,524	195,640	202,940
E 100-42100-906	Contractual Reimb Fine/Fee		4,812	7,616	2,236	4,326	4,456
Total Dept 42100 Police Services			187,312	201,408	151,760	199,966	207,396
Dept 42400 Building Inspection							
E 100-42400-101	Full-Time Employees Regular		311	-	-	-	-
E 100-42400-121	PERA		23	-	-	-	-
E 100-42400-122	FICA		22	-	-	-	-
E 100-42400-305	Contracted Services		6,232	8,789	3,769	9,888	10,185
E 100-42400-410	State Building Surcharge		321	863	459	515	530
Total Dept 42400 Building Inspection			6,909	9,653	4,228	10,403	10,715

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 42500 Animal Control							
E 100-42500-101	Full-Time Employees Regular		122	289	55	-	-
E 100-42500-121	PERA		9	22	4	-	-
E 100-42500-122	FICA		9	22	4	-	-
E 100-42500-123	Operating Supplies		-	-	-	100	100
E 100-42500-305	Contracted Services		-	-	-	250	250
Total Dept 42500 Animal Control			140	332	63	350	350
Dept 43100 Streets							
E 100-43100-101	Full-Time Employees Regular		\$ 17,454	\$ 8,423	\$ 3,244	\$ 22,486	\$ 19,632
E 100-43100-102	Full-Time Employees Overtime		5,886	1,633	1,973	-	-
E 100-43100-103	Part-Time Employees		4,864	4,963	4,412	5,647	26,302
E 100-43100-120	Reimbursement		225	-	3,157	-	-
E 100-43100-121	PERA		1,977	925	722	2,110	3,445
E 100-43100-122	FICA		2,142	2,255	737	2,152	3,514
E 100-43100-123	Operating Supplies		11,379	159	65	5,000	10,000
E 100-43100-125	Cleaning Service-Uniform		-	218	100	-	-
E 100-43100-131	Employer Paid Health		-	-	3,461	5,688	7,858
E 100-43100-135	Physicals / Drug Testing		188	366	128	300	300
E 100-43100-137	Signs & Sign Materials		-	-	-	1,000	500
E 100-43100-150	Software & Support		76	120	-	150	150
E 100-43100-200	Office Supplies		142	71	32	100	100
E 100-43100-212	Motor Fuels		9,749	1,755	943	5,000	5,000
E 100-43100-240	Small Tools and Minor Equip		-	175	-	-	-
E 100-43100-305	Contracted Services		3,277	2,240	233	1,000	500
E 100-43100-307	Repair & Maintenance Charges		4,799	1,598	13,986	3,000	2,000
E 100-43100-322	Postage		97	123	80	150	150
E 100-43100-325	Crack Filling		-	-	-	12,000	10,000
E 100-43100-326	Overlay		-	-	74,314	-	18,000
E 100-43100-327	Street Patching & Sweeping		2,539	3,525	1,651	5,000	5,000
E 100-43100-382	Utilities		18,890	21,330	16,995	24,000	23,000
E 100-43100-591	Capital Outlay - Streets & Cur		74,596	-	6,761	110,000	-
E 100-43100-596	Capital Outlay - Other Impvmts		-	113,253	53,921	-	-
E 100-43100-597	Capital Outlay - Vehicles		74,612	-	-	-	-
E 100-43100-598	Capital Outlay - Equipment		-	135,284	43,342	-	-
Total Dept 43100 Streets			232,892	298,416	230,254	204,783	135,451

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 43200 Maintenance							
E 100-43200-101	Full-Time Employees Regular		\$ 24,260	\$ 54,074	\$ 67,830	\$ 40,507	\$ 39,185
E 100-43200-103	Part-Time Employees		1,317	971	1,850	1,255	1,332
E 100-43200-120	Reimbursement		950	1,328	520	1,030	1,061
E 100-43200-121	PERA		1,938	3,605	4,796	3,132	3,039
E 100-43200-122	FICA		2,060	4,310	5,311	3,195	3,100
E 100-43200-123	Operating Supplies		8,745	7,223	3,211	9,500	9,000
E 100-43200-125	Cleaning Service-Uniform		2,477	3,103	2,648	3,750	S
E 100-43200-131	Employer Paid Health		11,853	18,261	10,692	5,688	8,522
E 100-43200-134	Employee Paid Life		772	1,835	1,672	-	-
E 100-43200-150	Software & Support		216	366	-	350	350
E 100-43200-152	Worker s Comp Insurance		6,787	6,641	-	10,164	7,200
E 100-43200-181	License Fees		-	-	-	100	-
E 100-43200-200	Office Supplies		182	527	253	200	200
E 100-43200-208	Training and Instruction		1,033	960	1,165	1,000	1,000
E 100-43200-212	Motor Fuels		2,582	2,551	537	3,200	3,200
E 100-43200-240	Small Tools and Minor Equip		-	600	-	500	500
E 100-43200-305	Contracted Services		-	-	58	1,000	500
E 100-43200-307	Repair & Maintenance Charges		2,391	469	539	2,000	1,000
E 100-43200-321	Telephone		2,775	2,523	1,786	2,500	2,500
E 100-43200-322	Postage		97	123	80	150	150
E 100-43200-331	Travel Expenses		-	-	-	80	-
E 100-43200-382	Utilities		6,775	2,086	2,193	8,500	4,250
E 100-43200-383	Sanitation		440	480	360	500	480
E 100-43200-384	Bottled Water		337	451	156	375	375
E 100-43200-433	Dues and Subscriptions		-	-	-	75	-
E 100-43200-560	Furniture and Office Equip		-	907	-	100	-
E 100-43200-599	Capital Outlay - Building		95,685	40,397	-	-	-
Total Dept 43200 Maintenance			173,671	153,790	105,658	98,851	86,943
Dept 43210 Equipment Maintenance							
E 100-43210-101	Full-Time Employees Regular		10,328	10,958	550	-	-
E 100-43210-103	Part-Time Employees		580	357	-	-	-
E 100-43210-121	PERA		779	849	41	-	-
E 100-43210-122	FICA		828	858	42	-	-
E 100-43210-307	Repair & Maintenance Charges		143	393	-	-	-
E 100-43210-414	02 Sterling Plow Truck		-	2,238	16	500	500
E 100-43210-415	2004 CHEV		112	75	645	500	500
E 100-43210-416	94 Dodge 1 Ton		595	36	16	500	500
E 100-43210-417	99 International Dump		1,333	1,975	104	500	500
E 100-43210-418	05 Dodge 1/2 Ton		663	183	635	500	500
E 100-43210-419	08 Dodge 1 Ton		2,019	454	162	500	500
E 100-43210-420	401 John Deere		342	1,453	-	500	500
E 100-43210-421	Caterpillar Loader		929	114	3,126	500	500
E 100-43210-422	Caterpillar Skid Steer		129	603	12	500	500
E 100-43210-423	Brush Clipper		2,563	53	87	500	500
E 100-43210-424	Dura Patcher		29	-	-	500	500
Total Dept 43210 Equipment Maintenance			21,373	20,599	5,437	5,500	5,500
Dept 45200 Libraries							
E 100-45200-390	Donation		22,482	25,289	-	25,795	24,521
Total Dept 45200 Libraries			22,482	25,289	-	25,795	24,521

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
Dept 45500 CAB							
E 100-45500-123	Operating Supplies		\$ -	\$ -	\$ -	\$ 103	\$ -
E 100-45500-430	Miscellaneous		-	-	-	103	-
E 100-45500-903	Community Events		827	5,075	1,278	3,090	1,000
Total Dept 45500 Community Events			827	5,075	1,278	3,296	1,000
Dept 49000 Misc							
E 100-49000-182	Bank Fees		1,048	594	375	515	530
E 100-49000-720	Operating Transfers		-	-	-	-	-
Total Dept 49000 Misc			1,048	594	375	515	530
Dept 49100 Insurance							
E 100-49100-152	Worker s Comp Insurance		1,508	1,467	-	1,767	1,500
E 100-49100-361	General Liability Ins		6,897	10,413	-	12,113	11,000
E 100-49100-362	Property Ins		5,875	4,301	-	9,734	6,000
E 100-49100-363	Automotive Ins		2,031	1,911	-	2,163	2,200
Total Dept 49100 Insurance			16,311	18,092	-	25,777	20,700
TOTAL FUND 101 GENERAL FUND			990,809	1,071,476	1,019,223	909,278	835,123
			\$ 21,231	\$ (59,143)	\$ (153,176)	\$ 0	\$ -

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
R 230-42200-36230	Contributions and Donations		\$ 11,300	\$ 600	\$ 8,150	\$ 510	\$ 1,240
R 230-42200-31010	Current Ad Valorem Taxes		105,461	41,319	13,292	64,396	45,940
R 230-42200-34959	Fire Contracts - CW Twnshp		58,480	58,668	29,594	59,188	59,412
R 230-42200-34958	Fire Contracts - Lynden Twnshp		58,882	59,291	29,493	58,985	58,556
R 230-42200-36210	Interest Earnings		752	446	28	408	416
R 230-42200-36200	Miscellaneous Revenues		1,250	-	25	2,240	-
R 230-42200-33404	MN State FireRelief 2% Aid		20,887	21,618	22,209	20,000	20,000
R 230-42200-33405	MN State FireRelief Supp Aid		6,370	5,289	5,387	2,040	5,000
R 230-42200-36260	Refunds and Reimbursements		20,853	1,881	5,878	2,063	2,104
R 230-42200-39101	Sales of Fixed Assets/Equip		-	4,522	-	-	-
R 230-42200-34956	Service Billings - FIRE		-	3,975	-	-	-
R 230-42200-33400	State Grants and Aids		1,915	5,381	980	1,020	1,040
Total Revenues 230 Fire Protection			286,151	202,990	115,036	210,850	193,708
E 230-42200-100	Wages and Salaries (GENERAL)		46,836	43,731	27,650	6,000	50,000
E 230-42200-101	Full-Time Employees Regular		1,029	1,940	574	44,000	-
E 230-42200-120	Reimbursement		3,075	2,454	1,131	2,266	-
E 230-42200-121	PERA		109	140	45	-	-
E 230-42200-122	FICA		3,653	1,914	2,167	3,825	3,825
E 230-42200-123	Operating Supplies		4,359	5,261	4,259	11,330	20,000
E 230-42200-124	Fire Relief		12,232	9,500	10,000	10,300	10,609
E 230-42200-125	Cleaning Service-Uniform		211	631	683	750	2,000
E 230-42200-129	MN State Fire Relief 2% Aid		1,317	20,887	21,618	20,000	20,000
E 230-42200-130	MN State Fire Relief Supp Aid		5,909	5,053	5,289	-	5,000
E 230-42200-135	Physicals / Drug Testing		-	2,383	-	1,648	1,697
E 230-42200-150	Software & Support		129	240	-	555	500
E 230-42200-152	Worker s Comp Insurance		7,823	7,655	-	10,164	10,672
E 230-42200-200	Office Supplies		292	442	354	600	500
E 230-42200-206	Fire Prevention		1,169	302	1,022	1,100	-
E 230-42200-208	Training and Instruction		2,375	11,772	3,192	7,850	8,000
E 230-42200-209	Medical Training		1,500	-	2,481	3,600	4,000
E 230-42200-212	Motor Fuels		3,805	2,855	1,270	4,100	4,100
E 230-42200-230	Repairs & Maint - Bldg		602	-	-	2,060	15,000
E 230-42200-232	Repairs & Maint - Electr/Equip		404	5,833	5,214	2,704	-
E 230-42200-245	Medical Supplies		3,363	5,303	317	2,200	-
E 230-42200-304	Legal Fees		-	-	525	-	-
E 230-42200-307	Repair & Maintenance Charges		8,315	6,690	4,054	14,000	-
E 230-42200-321	Telephone		780	765	638	800	500
E 230-42200-322	Postage		97	164	80	100	100
E 230-42200-362	Property Ins		1,098	221	-	1,155	250
E 230-42200-363	Automotive Ins		5,478	5,565	-	8,240	6,000
E 230-42200-382	Utilities		4,118	3,135	2,509	5,150	4,200
E 230-42200-430	Miscellaneous		-	11	-	-	-
E 230-42200-433	Dues and Subscriptions		703	1,798	550	824	1,200
E 230-42200-530	Improvements Other Than Bldgs		105	-	-	-	-
E 230-42200-550	Motor Vehicles		-	-	0	-	-
E 230-42200-560	Furniture and Office Equip		92	-	-	515	250
E 230-42200-565	Operating Equipment		8,307	5,030	12,054	5,150	5,305
E 230-42200-598	Capital Outlay - Equipment		13,435	253,636	-	-	20,000
E 230-42200-599	Capital Outlay - Building		5,000	-	-	-	-
E 230-42200-720	Operating Transfers		73,425	63,010	-	39,864	-
E 230-42210-103	Part-Time Employees		-	700	-	-	-
E 230-42210-122	FICA		-	54	-	-	-
Total Expenses 230 Fire Protection			221,147	469,074	107,678	210,850	193,708
TOTAL FUND 230 FIRE PROTECTION			\$ 65,004	\$ (266,084)	\$ 7,358	\$ -	\$ -

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
R 240-45300-36230	Contributions and Donations		\$ 1,250	\$ 50,010	\$ -	\$ -	\$ -
R 240-45320-36230	Contributions and Donations		-	500	100	-	-
R 240-45340-36230	Contributions and Donations		3,000	-	-	-	-
R 240-45300-31010	Current Ad Valorem Taxes		50,879	66,684	27,249	51,531	51,156
R 240-45300-36210	Interest Earnings		318	(12)	-	51	52
R 240-45300-34800	Lease Agreement Proceeds		1,910	1,967	2,951	2,065	9,125
R 240-45300-36260	Refunds and Reimbursements		300	395	310	-	-
R 240-45320-36260	Refunds and Reimbursements		1,193	1,100	1,696	-	-
R 240-45300-39323	Rental/Lease Agreement		298	50	333	1,632	1,665
R 240-45320-39323	Rental/Lease Agreement		1,225	1,250	1,027	-	-
Total Revenues 240 Parks			60,373	121,943	33,666	55,279	61,998
E 240-45300-101	Full-Time Employees Regular		13,506	11,660	1,998	-	-
E 240-45300-103	Part-Time Employees		9,382	8,395	8,519	15,450	16,430
E 240-45300-120	Reimbursement		200	100	100	-	-
E 240-45300-121	PERA		1,455	1,192	401	424	450
E 240-45300-122	FICA		1,743	1,526	803	1,182	1,257
E 240-45300-123	Operating Supplies		1,470	2,308	1,121	1,750	2,500
E 240-45300-125	Cleaning Service-Uniform		525	525	450	700	700
E 240-45300-150	Software & Support		112	212	-	132	100
E 240-45300-152	Worker s Comp Insurance		1,253	1,226	-	1,363	1,300
E 240-45300-200	Office Supplies		206	62	21	103	100
E 240-45300-212	Motor Fuels		405	567	765	1,000	1,000
E 240-45300-305	Contracted Services		4,795	3,279	4,153	1,000	1,200
E 240-45300-307	Repair & Maintenance Charges		7,573	4,692	3,877	2,000	2,500
E 240-45300-321	Telephone		8	-	-	-	-
E 240-45300-322	Postage		97	123	80	100	-
E 240-45300-340	Advertising		-	-	-	200	200
E 240-45300-345	Sales and Use Tax		139	-	3	100	-
E 240-45300-362	Property Ins		9,149	11,362	-	7,300	12,000
E 240-45300-382	Utilities		1,463	1,686	1,135	1,400	6,000
E 240-45300-383	Sanitation		2,195	809	1,895	1,200	1,300
E 240-45300-530	Improvements Other Than Bldgs		475	439	135	5,000	5,000
E 240-45300-596	Capital Outlay - Other Impvmts		11,780	-	-	-	-
E 240-45300-598	Capital Outlay - Equipment		15,400	83,821	2,627	-	-
E 240-45300-599	Capital Outlay - Building		-	1,137	-	-	-
E 240-45300-906	Contractual Reimb Fine/Fee		700	100	200	-	-
E 240-45320-101	Full-Time Employees Regular		3,505	6,819	275	-	-
E 240-45320-103	Part-Time Employees		21	-	-	-	-
E 240-45320-121	PERA		255	511	21	-	-
E 240-45320-122	FICA		266	517	21	-	-
E 240-45320-123	Operating Supplies		327	68	105	500	-
E 240-45320-125	Cleaning Service-Uniform		302	300	225	650	-
E 240-45320-126	Rental/Lease		36	-	-	-	-
E 240-45320-305	Contracted Services		100	-	18	-	-
E 240-45320-307	Repair & Maintenance Charges		722	1,998	68	500	-
E 240-45320-362	Property Ins		-	-	-	4,725	4,961
E 240-45320-382	Utilities		3,355	3,542	2,878	4,000	-
E 240-45320-383	Sanitation		353	374	291	400	-
E 240-45320-560	Furniture and Office Equip		3,448	-	-	4,000	5,000
E 240-45320-906	Contractual Reimb Fine/Fee		400	993	1,796	-	-
E 240-45340-101	Full-Time Employees Regular		608	977	275	-	-
E 240-45340-103	Part-Time Employees		59	-	-	-	-
E 240-45340-121	PERA		48	73	21	-	-
E 240-45340-122	FICA		51	74	21	-	-
E 240-45340-123	Operating Supplies		100	-	-	100	-
E 240-45340-304	Legal Fees		620	-	-	-	-
E 240-45340-305	Contracted Services		2,591	-	-	-	-
Total Expenses 240 Parks			101,198	151,466	34,297	55,279	61,998
TOTAL FUND 240 Parks			\$ (40,825)	\$ (29,523)	\$ (631)	\$ 0	\$ -

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
R 250-41200-31010	Current Ad Valorem Taxes		\$ 21,031	\$ 22,067	\$ 14,058	\$ 26,815	\$ 28,406
R 250-41200-32090	Filing Fee		-	-	-	41	42
R 250-41200-33401	Local Government Aid		27,600	27,600	-	25,000	-
R 250-41200-36210	Interest Earnings		70	103	507	102	104
R 250-41200-37310	Penalties		11	-	-	31	32
R 250-41200-39350	EDA Loan Pmts		2,618	2,407	526	2,762	-
Total Revenue 250 EDA			51,331	52,176	15,092	54,751	28,584
E 250-41200-100	Wages and Salaries (GENERAL)		2,577	700	-	1,200	-
E 250-41200-121	PERA		125	-	-	-	-
E 250-41200-122	FICA		197	54	-	92	-
E 250-41200-150	Software & Support		49	146	-	-	-
E 250-41200-182	Bank Fees		36	74	27	37	38
E 250-41200-200	Office Supplies		30	30	-	52	-
E 250-41200-208	Training and Instruction		30	-	-	-	-
E 250-41200-305	Contracted Services		27,901	2,300	2,354	10,000	5,000
E 250-41200-306	Building Incentive Program		-	30,000	-	-	-
E 250-41200-310	Other Professional Services		500	122	-	103	-
E 250-41200-323	Website		-	-	-	150	-
E 250-41200-331	Travel Expenses		-	-	-	52	-
E 250-41200-340	Advertising/Marketing		541	430	-	4,000	-
E 250-41200-430	Miscellaneous		1,616	1,604	-	100	-
E 250-41200-433	Dues and Subscriptions		2,701	(374)	774	1,240	800
E 250-41200-650	Loan Fund Distribution		2,500	3,000	-	7,725	-
E 250-41200-720	Operating Transfers		-	-	-	30,000	22,746
Total Expense 250 EDA			38,803	38,085	3,154	54,751	28,584
TOTAL FUND 250 EDA			\$ 12,528	\$ 14,092	\$ 11,938	\$ -	\$ -
R 270-41000-31310	Local Sales Tax		\$ 199,284	\$ 218,869	\$ 165,342	\$ 183,600	\$ 187,272
R 270-41000-31850	Excise Tax		-	-	60	-	-
R 270-41000-36210	Interest Earnings		4,274	2,370	10,198	4,080	4,162
Total Revenue 270 Local Option Tax			203,558	221,239	175,600	187,680	191,434
E 270-41000-179	Administrative Fees		5,567	13,305	4,853	7,210	7,426
E 270-41000-305	Contracted Services		-	15,645	1,700	-	-
E 270-41000-596	Capital Outlay - Other Impvmts		1,427	155,072	57,196	-	-
Total Expense 270 Local Option Tax			6,994	184,022	63,749	7,210	7,426
TOTAL FUND 270 Local Option Tax			\$ 196,564	\$ 37,216	\$ 111,851	\$ 180,470	\$ 184,008
R 306-47000-31010	Current Ad Valorem Taxes		\$ 108,807	\$ 148,580	\$ 110,222	\$ 63,000	\$ 63,000
R 306-47000-36100	Special Assessments		50,484	55,405	32,394	30,926	36,100
R 306-47000-36210	Interest Earnings		1,331	314	1,879	-	-
Total Revenue 306 GO Imp bond 2006-Ref 2012			\$ 160,623	\$ 204,298	\$ 144,495	\$ 93,926	\$ 99,100
E 306-47000-600	Debt Srv Principal		215,000	175,000	185,000	185,000	130,000
E 306-47000-610	Interest		10,670	8,720	6,920	6,920	5,183
E 306-47000-620	Fiscal Agent s Fees		495	495	495	-	-
Total Expense 306 GO Imp bond 2006-Ref 2012			226,165	184,215	192,415	191,920	135,183
TOTAL FUND 306 GO IMPR BOND 2006-REF 2012			\$ (65,542)	\$ 20,083	\$ (47,920)	\$ (97,994)	\$ (36,083)

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
R 309-47000-36210	Interest Earnings		9	1	-	-	-
R 309-47000-39200	Operating Transfers		38,425	40,966	-	39,864	38,656
Total Revenue 309 GO Equip Cert 2009			38,434	40,967	-	39,864	38,656
E 309-47000-600	Debt Srv Principal		30,000	35,000	35,000	35,000	35,000
E 309-47000-610	Interest		6,990	5,966	4,864	4,864	3,656
Total Expense 309 GO Equip Cert 2009			36,990	40,966	39,864	39,864	38,656
TOTAL FUND 309 Go Equip cert 2009			\$ 1,444	\$ 1	\$ (39,864)	\$ -	\$ (0)
R 315-47000-31010	Taxes		\$ -	\$ -	\$ -	\$ 108,125	\$ 106,444
R 315-47000-36100	Special Assessments		-	-	-	39,899	38,902
R 315-47000-36210	Interest Earnings		-	-	452	-	-
R 315-47000-39300	Proceeds Long-term Debt		-	86,475	-	-	38,902
R 315-47000-39320	Premiums on Debt Sold		-	-	-	56,962	-
Total Revenue 315 BOND PROCEEDS			-	86,475	452	204,986	184,248
E 315-47000-720	Operating Transfers		-	-	-	-	-
E 315-47000-600	Debt Srv Principal		-	-	-	120,000	84,000
E 315-47000-610	Interest		-	-	-	77,938	53,296
Total Expense 315 BOND PROCEEDS			-	-	-	197,938	137,296
TOTAL FUND 315 BOND PROCEEDS			\$ -	\$ 86,475	\$ 452	\$ 7,048	\$ 46,952
R 600-49400-31300	General Sales and Use Tax		\$ 3,282	\$ 2,897	\$ 2,149	\$ 2,958	\$ 3,017
R 600-49400-34109	Certification Fee		-	-	-	-	-
R 600-49400-34800	Lease Agreement Proceeds		1,800	1,800	1,350	1,836	1,873
R 600-49400-36100	Special Assessments		2,663	3,623	-	3,060	3,121
R 600-49400-36210	Interest Earnings		4,244	2,277	10,445	4,590	4,682
R 600-49400-36260	Refunds and Reimbursements		-	231	-	-	-
R 600-49400-37100	Water Sales		165,315	152,992	111,783	156,060	159,181
R 600-49400-37130	Water Meter Sales		3,595	4,732	2,697	2,856	2,913
R 600-49400-37135	Maintenance Wages Charged		-	50	-	-	-
R 600-49400-37170	MDS Test Fee		3,832	3,812	2,958	3,978	4,058
R 600-49400-37190	State Surcharge		30	5	1	-	-
R 600-49400-39300	Proceeds from Long Term Debt		-	780,000	-	-	-
R 600-49400-39200	Operating Transfers		-	5,923	-	4,030	4,111
Total Revenue 600 Water Fund			184,761	958,341	131,382	179,368	182,956

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
E 600-49400-101	Full-Time Employees Regular		\$ 29,706	\$ 19,670	\$ 11,976	\$ 44,312	\$ 43,216
E 600-49400-102	Full-Time Employees Overtime		-	-	-	-	-
E 600-49400-103	Part-Time Employees		6,209	4,150	2,146	2,349	2,559
E 600-49400-120	Reimbursement		183	107	162	-	-
E 600-49400-121	PERA		2,588	1,787	1,059	3,500	3,433
E 600-49400-122	FICA		2,716	1,809	1,073	3,570	3,502
E 600-49400-123	Operating Supplies		20,397	7,822	7,040	15,708	16,179
E 600-49400-131	Employer Paid Health		-	-	3,461	6,413	9,514
E 600-49400-150	Software & Support		681	784	121	1,622	1,671
E 600-49400-151	W/S Locates		132	367	137	232	239
E 600-49400-152	Worker s Comp Insurance		1,406	1,376	-	2,818	2,959
E 600-49400-182	Bank Fees		1,585	2,075	1,609	1,648	1,697
E 600-49400-200	Office Supplies		1,914	1,665	958	1,442	1,485
E 600-49400-208	Training and Instruction		(80)	450	962	1,000	-
E 600-49400-212	Motor Fuels		1,565	1,377	898	1,339	1,379
E 600-49400-305	Contracted Services		2,516	2,709	846	10,000	-
E 600-49400-306	Fees & Surcharges		4,036	4,691	3,829	4,841	4,986
E 600-49400-307	Repair & Maintenance Charges		7,670	2,982	1,467	5,150	5,305
E 600-49400-310	Other Professional Services		4,650	6,000	2,578	5,150	5,305
E 600-49400-322	Postage		1,358	1,718	1,115	1,854	1,910
E 600-49400-345	Sales and Use Tax		4,143	2,896	2,249	3,270	3,368
E 600-49400-351	Legal Notices Publishing		-	-	-	500	-
E 600-49400-361	General Liability Ins		-	-	-	1,697	1,748
E 600-49400-362	Property Ins		1,459	3,487	-	-	-
E 600-49400-382	Utilities		10,461	12,780	9,731	11,330	11,670
E 600-49400-433	Dues and Subscriptions		290	250	250	361	372
E 600-49400-590	Capital Outlay - Water Main		-	667,246	-	-	-
E 600-49400-600	Debt Srv Principal		44,000	45,000	46,000	45,000	83,000
E 600-49400-620	Fiscal Agent Fee		-	(3,687)	-	-	-
E 600-49400-610	Interest		9,810	21,755	7,804	9,811	29,611
E 600-49400-902	Water or WW Testing Fee		1,082	580	427	2,060	2,122
Total Expense 600 Water Fund			160,479	811,846	107,898	186,977	237,230
TOTAL FUND 600 WATER			\$ 24,281	\$ 146,495	\$ 23,484	\$ (7,609)	\$ (54,274)
R 601-49450-31010	Current Ad Valorem Taxes		\$ 3	\$ 10	\$ (1)	\$ -	\$ -
R 601-49450-31900	Reimbursements		-	217	625	-	-
R 601-49450-33401	Local Government Aid		80,000	-	-	75,000	50,000
R 601-49450-33700	Debt Pmt from CL		7,047	7,047	7,047	7,047	7,047
R 601-49450-34109	Certification Fee		8,933	11,524	8,795	8,670	8,843
R 601-49450-36100	Special Assessments		222	353	-	-	-
R 601-49450-36210	Interest Earnings		127	263	1,909	3,162	3,225
R 601-49450-37200	Sewer Sales		-	-	(117)	-	-
R 601-49450-37201	Sewer Sales - Residential Base		265,095	256,860	196,542	258,853	-
R 601-49450-37202	Sewer Sales - Commercial Base		107,077	93,744	67,873	91,794	-
R 601-49450-37203	Sewer Sales - Residential Dmnd		280,785	256,265	209,387	304,770	310,865
R 601-49450-37204	Sewer Sales - Commercial Dmnd		199,655	224,944	175,403	205,235	209,340
R 601-49450-37260	Sewer Penalty		13,871	13,256	9,628	15,300	15,606
R 601-49450-39200	Operating Transfers		-	16,810	-	11,438	11,667
Total Revenue 601 Sewer Fund			962,815	881,292	677,092	981,269	616,593

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
E 601-49450-101	Full-Time Employees Regular		\$ 28,646	\$ 18,961	\$ 11,691	\$ 44,312	\$ 43,216
E 601-49450-102	Full-Time Employees Overtime		242	-	-	-	-
E 601-49450-103	Part-Time Employees		6,090	4,150	2,146	2,349	2,559
E 601-49450-120	Reimbursement		135	-	-	-	-
E 601-49450-121	PERA		2,499	1,733	1,060	3,500	3,433
E 601-49450-122	FICA		2,627	1,755	1,074	3,570	3,502
E 601-49450-123	Operating Supplies		100	81	99	361	372
E 601-49450-131	Employer Paid Health		-	-	3,461	6,413	9,514
E 601-49450-150	Software & Support		674	773	121	1,612	1,660
E 601-49450-151	W/S Locates		132	334	137	258	266
E 601-49450-152	Worker s Comp Insurance		1,320	1,292	-	2,079	2,183
E 601-49450-182	Bank Fees		1,605	2,075	1,609	1,674	1,724
E 601-49450-200	Office Supplies		1,903	1,490	826	1,442	1,485
E 601-49450-208	Training and Instruction		-	-	-	1,000	-
E 601-49450-212	Motor Fuels		1,979	1,458	878	1,545	1,591
E 601-49450-300	Sewer Usage		326,564	284,358	182,198	336,153	346,238
E 601-49450-305	Contracted Services		1,086	8,555	1,608	10,000	-
E 601-49450-307	Repair & Maintenance Charges		3,929	7,795	2,019	2,575	2,652
E 601-49450-310	Other Professional Services		-	-	3,048	-	-
E 601-49450-321	Telephone		692	670	596	773	796
E 601-49450-322	Postage		1,358	1,718	1,115	1,854	1,910
E 601-49450-361	General Liability Ins		2,728	2,626	-	690	711
E 601-49450-362	Property Ins		396	256	-	-	-
E 601-49450-382	Utilities		4,572	5,228	4,381	6,180	6,365
E 601-49450-405	Depreciation		-	-	-	67,465	69,489
E 601-49450-433	Dues and Subscriptions		55	-	15	773	796
E 601-49450-596	Capital Outlay - Other Impvmts		(10)	-	-	-	-
E 601-49450-600	Debt Srv Principal		482,064	490,968	499,911	490,968	507,896
E 601-49450-610	Interest		114,373	105,833	97,136	114,372	88,278
E 601-49450-902	Water or WW Testing Fee		-	-	6	155	160
Total Expense 601 Sewer Fund			985,757	942,110	815,136	1,102,073	1,096,796
TOTAL FUND 601 SEWER			\$ (22,942)	\$ (60,818)	\$ (138,044)	\$ (120,804)	\$ (480,203)
R 603-43200-36100	Special Assessments		1,354	2,324	-	663	676
R 603-43200-36210	Interest Earnings		49	26	83	51	52
R 603-43200-37190	State Surcharge		5,544	5,430	4,370	5,671	5,784
R 603-43200-37300	Refuse (Garbage) Charges		57,388	56,867	45,600	58,140	59,303
R 603-49500-33600	County Grants and Aids		4,599	4,133	3,143	4,590	4,682
R 603-49500-36100	Special Assessments		282	-	-	153	156
R 603-49500-36260	Refunds and Reimbursements		100	108	-	-	-
R 603-49500-37320	Recycle Fee		18,562	17,952	16,075	19,608	20,000
Total Revenue 603 Refuse Fund			87,877	86,841	69,271	88,876	90,653

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
E 603-43200-101	Full-Time Employees Regular		\$ 3,080	\$ 3,463	\$ 1,462	\$ 3,805	\$ 4,031
E 603-43200-103	Part-Time Employees		-	-	-	2,348	2,558
E 603-43200-121	PERA		223	260	110	461	494
E 603-43200-122	FICA		224	263	111	471	504
E 603-43200-131	Employer Paid Health		-	-	-	725	993
E 603-43200-150	Software & Support		90	27	24	500	-
E 603-43200-152	Worker s Comp Insurance		660	645	-	-	-
E 603-43200-200	Office Supplies		412	421	335	309	318
E 603-43200-310	Other Professional Services		-	-	136	-	-
E 603-43200-322	Postage		97	130	80	206	212
E 603-43200-345	Sales and Use Tax		5,856	5,857	4,495	5,665	5,835
E 603-43200-383	Sanitation		55,053	57,614	40,630	61,800	63,654
E 603-49500-101	Full-Time Employees Regular		8,076	2,686	1,223	3,805	4,031
E 603-49500-103	Part-Time Employees		17	-	757	2,348	2,558
E 603-49500-121	PERA		584	201	149	461	494
E 603-49500-122	FICA		604	204	151	471	504
E 603-49500-123	Operating Supplies		2,391	-	-	-	-
E 603-49500-131	Employer Paid Health		-	-	-	725	993
E 603-49500-150	Software & Support		98	110	24	103	106
E 603-49500-152	Worker s Comp Insurance		-	-	-	637	669
E 603-49500-200	Office Supplies		412	289	203	361	372
E 603-49500-212	Motor Fuels		113	-	-	103	106
E 603-49500-322	Postage		97	115	80	206	212
E 603-49500-351	Legal Notices Publishing		136	-	168	206	212
E 603-49500-383	Sanitation		20,451	16,554	18,477	22,866	23,552
Total Expense 603 Refuse Fund			98,673	88,841	68,615	108,582	112,407
TOTAL FUND 603 REFUSE			\$ (10,796)	\$ (2,000)	\$ 656	\$ (19,706)	\$ (21,754)
R 605-49400-37155	SAC/WAC Fees		\$ -	\$ 5,927	\$ -	\$ 4,030	\$ 4,111
R 605-49400-36210	Interest Earnings		-	(4)	-	-	-
Total Revenue 605 WAC Fund			-	5,923	-	4,030	4,111
E 605-49400-720	Operating Transfers		-	5,923	-	4,070	4,192
Total Expense 605 WAC Fund			-	5,923	-	4,070	4,192
TOTAL FUND 605 WAC			\$ -	\$ 0	\$ -	\$ (40)	\$ (81)
R 606-49450-37155	SAC/WAC Fees		\$ -	\$ 16,821	\$ -	\$ 11,438	\$ 11,667
R 606-49450-36210	Interest Earnings		-	(11)	-	-	-
Total Revenue 606 SAC Fund			-	16,810	-	11,438	11,667
E 606-49450-720	Operating Transfers		-	16,810	-	-	-
Total Expense 606 SAC Fund			-	16,810	-	-	-
TOTAL FUND 606 SAC			\$ -	\$ 0	\$ -	\$ 11,438	\$ 11,667
R 651-43100-31010	Current Ad Valorem Taxes		\$ 2	\$ 1	\$ 0	\$ -	\$ -
R 651-43100-36210	Interest Earnings		33	25	168	-	-
R 651-43100-37280	Storm Sewer Fee		7,242	7,119	4,870	7,638	7,791
Total Revenue 651 Storm Sewer Fund			7,277	7,146	5,038	7,638	7,791
E 651-43100-212	Motor Fuels		-	-	-	103	106
E 651-43100-305	Contracted Services		-	1,778	-	5,000	-
E 651-43100-307	Repair & Maintenance Charges		-	241	-	300	-
Total Expense 651 Storm Sewer Fund			-	2,018	-	5,403	106
TOTAL FUND 651 STORM SEWER			\$ 7,277	\$ 5,127	\$ 5,038	\$ 2,235	\$ 7,685

2017 Line Item Budget

	Assumed Inflation Assumed Inflation	2% 3%	Actual 2014	Actual 2015	Actual 9/30/2016	Budget 2016	Budget 2017
800 LIBRARY FUND							
Dept Library Fund							
R 800-45200-31010	Current Ad Valorem Taxes		\$ -	\$ 56	\$ 9	\$ -	\$ -
R 800-45100-36230	Contributions and Donations		24,482	-	-	-	-
R 800-45200-36210	Interest Earnings		0	(6)	87	20	20
R 800-45200-36230	Contributions and Donations		4,000	36,789	7,000	7,140	7,283
R 800-45200-39200	Operating Transfers		-	-	-	25,795	24,521
Total Revenue 800 Library Fund			\$ 28,483	\$ 36,839	\$ 7,096	\$ 32,955	\$ 31,824
E 800-45200-101	Full-Time Employees Regular		\$ 234	\$ -	\$ -	\$ -	\$ -
E 800-45200-121	PERA		17	-	-	-	-
E 800-45200-122	FICA		18	-	-	-	-
E 800-45200-123	Operating Supplies		41	65	14	62	64
E 800-45200-125	Cleaning Service-Uniform		2,351	2,312	1,810	2,575	2,652
E 800-45200-126	Rental/Lease		15,852	11,889	10,568	16,328	15,852
E 800-45200-200	Office Supplies		-	24	-	-	-
E 800-45200-205	Taxes and Assessments		2,768	3,271	1,936	3,090	3,183
E 800-45200-305	Contracted Services		2,640	6,813	1,311	3,605	3,713
E 800-45200-307	Repair & Maintenance Charges		-	500	4	155	160
E 800-45200-362	Property Ins		1,345	1,491	917	757	1,500
E 800-45200-382	Utilities		4,106	4,318	3,639	5,871	4,700
Total Expense 800 Library Fund			29,371	30,683	20,199	32,443	31,824
TOTAL LIBRARY FUNDS			\$ (888)	\$ 6,156	\$ (13,103)	\$ 512	\$ -

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 1

Payments

Current Period: November 2016

Batch Name	C112816CCMTG	Payment	Computer Dollar Amt	\$16,839.61	Posted
Refer	1892	ALLINA			
Cash Payment	E 230-42200-209	Medical Training	QUARTERLY BILLING OCT		\$826.88
Invoice	II10021289				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total	\$826.88
Refer	1872	BEUNING, LLC			
Cash Payment	E 800-45200-126	Rental/Lease	DEC RENT		\$1,321.00
Invoice	1565				
Cash Payment	E 800-45200-382	Utilities	OCT XCEL		\$29.95
Invoice	1566				
Cash Payment	E 800-45200-305	Contracted Services	OCT LAWN CARE		\$54.76
Invoice	1566				
Cash Payment	E 800-45200-362	Property Ins	OCT INS.		\$114.66
Invoice	1566				
Cash Payment	E 800-45200-205	Taxes and Assessments	OCT TAXES		\$232.31
Invoice	1566				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total	\$1,752.68
Refer	1875	CARD SERVICES			
Cash Payment	E 230-42200-212	Motor Fuels	FD FUEL		\$304.32
Invoice	OCT 2016				
Cash Payment	E 230-42200-123	Operating Supplies	FD FUELWATER		\$25.00
Invoice	OCT 2016				
Cash Payment	E 100-43200-212	Motor Fuels	PW FUEL		\$54.30
Invoice	101907				
Cash Payment	E 240-45300-212	Motor Fuels	PW FUEL		\$40.75
Invoice	102814/103108				
Cash Payment	E 100-43100-212	Motor Fuels	PW FUEL		\$65.54
Invoice	102008				
Cash Payment	E 601-49450-212	Motor Fuels	PW FUEL		\$47.40
Invoice	100714				
Cash Payment	E 600-49400-212	Motor Fuels	PW FUEL		\$65.00
Invoice	100513				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total	\$602.31
Refer	1885	CLEARWATER HARDWARE & BAIT			
Cash Payment	E 240-45300-307	Repair & Maintenance C	COARSE DRYWALL		\$19.99
Invoice	447136				
Cash Payment	E 240-45300-307	Repair & Maintenance C	CONCRETE EDGER		\$5.99
Invoice	447663				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total	\$25.98
Refer	1897	CLEARWATER PARTS CITY AUTO			
Cash Payment	E 230-42200-307	Repair & Maintenance C	INFLATOR HOSE		\$19.93
Invoice	62-313239				
Cash Payment	E 100-43210-415	2004 CHEV	BATTERY		\$120.99
Invoice	62-313197				

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 2

Payments

Current Period: November 2016

Cash Payment	E 100-43210-418 05 Dodge 1/2 Ton	BELT TENSION PULLEY			\$18.99
Invoice	62-313127				
Cash Payment	E 601-49450-123 Operating Supplies	BATTERY ALARM SYSTEM			\$15.99
Invoice	62-312955				
Cash Payment	E 240-45300-123 Operating Supplies	PATCH			\$10.49
Invoice	62-313042				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$186.39
Refer	1888 CLEARWATER RENTAL CENTER				
Cash Payment	E 240-45300-307 Repair & Maintenance C	SAW HAND HELD			\$50.00
Invoice	NOV 2016				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$50.00
Refer	1886 CLEARWATER TRAVEL PLAZA				
Cash Payment	E 100-43200-212 Motor Fuels	PW FUEL			\$48.81
Invoice	921899				
Cash Payment	E 600-49400-212 Motor Fuels	PW FUEL			\$50.02
Invoice	917642				
Cash Payment	E 601-49450-212 Motor Fuels	PW FUEL			\$60.02
Invoice	914234				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$158.85
Refer	1878 CUSTOMIZED FIRE & RESCUE INC				
Cash Payment	E 230-42200-208 Training and Instruction	DRVINING COURSE			\$450.00
Invoice	914				
Cash Payment	E 230-42200-208 Training and Instruction	INITIAL ATTACK/LIVE BURN PROP/VENTILATION			\$1,500.00
Invoice	914				
Cash Payment	E 230-42200-208 Training and Instruction	HAZARDOUS MATERIAL W TANK			\$500.00
Invoice	914				
Cash Payment	E 230-42200-208 Training and Instruction	NIMS ICS200 CLASS			\$375.00
Invoice	821				
Cash Payment	E 230-42200-208 Training and Instruction	HM OPERATIONS/REVIEW			\$375.00
Invoice	821				
Cash Payment	E 230-42200-208 Training and Instruction	WILDLAND AND GROUND FIRES			\$375.00
Invoice	821				
Cash Payment	E 230-42200-208 Training and Instruction	INCIDENT SIZE UPS AND RADIO REPORTS			\$375.00
Invoice	821				
Cash Payment	E 230-42200-208 Training and Instruction	RAPID INTERVENTION TEAM DRILLS			\$750.00
Invoice	821				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$4,700.00
Refer	1874 G&K SERVICES				
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	RUGS			\$23.78
Invoice	1043621301				
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	RUGS - NOV			\$23.78
Invoice	1043632549				
Cash Payment	E 800-45200-125 Cleaning Service-Unifor	RUGS LIBRARY			\$1.92
Invoice	1043632546				
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$49.48
Refer	1877 GRANITE ELECTRONICS				

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 3

Payments

Current Period: November 2016

Cash Payment	E 230-42200-123 Operating Supplies	4 BATTERY MINITORV		\$80.00
Invoice	150001360-1			
Cash Payment	E 230-42200-123 Operating Supplies	MINITOR V CHARGER		\$45.00
Invoice	150001360-1			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$125.00
Refer	1882 HARDRIVES, INC.			
Cash Payment	E 270-41000-305 Contracted Services	4000 EXTERIOR		\$702.00
Invoice	49344			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$702.00
Refer	1884 HEARTLAND TIRE INC.			
Cash Payment	E 100-43200-307 Repair & Maintenance C	INSTALL AND BALANCE TIRE AND WHEEL		\$125.50
Invoice	10094			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$125.50
Refer	1890 JOHN DEERE FINANCIAL			
Cash Payment	E 240-45300-307 Repair & Maintenance C	FUEL FILTERS		\$55.29
Invoice	OCT 2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	FUEL FILTERS		\$82.25
Invoice	OCT 2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	CARB KIT		\$6.20
Invoice	OCT 2016			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$143.74
Refer	1880 KRISTA SENESAC			
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND LIONS PARK DEPOSIT		\$100.00
Invoice	111216			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$100.00
Refer	1889 MENARDS - ST.CLOUD			
Cash Payment	E 100-41000-307 Repair & Maintenance C	OFFICE WINDOW TRIM		\$73.62
Invoice	36130			
Cash Payment	E 600-49400-307 Repair & Maintenance C	WELL HOUSE		\$9.22
Invoice	36595			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$82.84
Refer	1876 MINNESOTA STATE FIRE DEPT AS			
Cash Payment	E 230-42200-433 Dues and Subscriptions	2017 MSFDA MEMBERSHIP DUES		\$187.00
Invoice	2017			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$187.00
Refer	1891 MN DEPARTMENT OF HEALTH - W			
Cash Payment	E 600-49400-433 Dues and Subscriptions	WATERWORKS OPERATOR RESULTS		\$23.00
Invoice	R KOTTKE			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$23.00
Refer	1895 MN DEPARTMENT OF HEALTH - W			
Cash Payment	E 600-49400-306 MDS TEST FEE	WATER SUPPLY SERV CONN FEE		\$993.00
Invoice	4 QTR 2016			
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT 10100	Total \$993.00
Refer	1879 NOW IT CONNECTS, INC			
Cash Payment	E 100-41000-305 Contracted Services	INTERNET CHANGEOVER		\$157.50
Invoice	9427			

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 4

Payments

Current Period: November 2016

Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$157.50	
Refer	1899 OFFICE ADMINISTRATIVE HEARIN						
Cash Payment	E 100-41910-311 Recording Fee			ANNEXATION FILING FEE KWIKTRIP		\$100.00	
Invoice	111616						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$100.00	
Refer	1893 PHYSIO-CONTROL INC						
Cash Payment	E 230-42200-307 Repair & Maintenance C			ANNUAL MAINTENANCE AGREEMENT 2016-2017		\$1,191.36	
Invoice	416174827						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$1,191.36	
Refer	1896 POWERHOUSE OUTDOOR EQUIP						
Cash Payment	E 240-45300-307 Repair & Maintenance C			FAN HOUSING		\$53.69	
Invoice	395326						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$53.69	
Refer	1898 QUILL CORPORATION						
Cash Payment	E 100-41000-123 Operating Supplies			COFFEE POT		\$24.99	
Invoice	1898242						
Cash Payment	E 100-41000-123 Operating Supplies			STORAGE BOXES		\$43.99	
Invoice	1898242						
Cash Payment	E 100-43200-123 Operating Supplies			PW - HP INK		\$72.99	
Invoice	1942751						
Cash Payment	E 100-41000-123 Operating Supplies			ENVELOPES		\$69.98	
Invoice	1898220						
Cash Payment	E 100-41000-123 Operating Supplies			MOUSE PAD		\$19.49	
Invoice	1967751						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$231.44	
Refer	1883 SANITATION SERVICES						
Cash Payment	E 240-45300-305 Contracted Services			HANDICAP RESTROOM		\$134.00	
Invoice	7188						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$134.00	
Refer	1881 TRAUT WELLS, INC						
Cash Payment	E 600-49400-902 Water or WW Testing Fe			SAMPLE #162264 SUBWAY		\$23.00	
Invoice	292520						
Cash Payment	E 600-49400-902 Water or WW Testing Fe			SAMPLE #162222 T&R MEATS		\$23.00	
Invoice	292506						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$46.00	
Refer	1887 TRI-STATE PUMP & CONTROL INC						
Cash Payment	E 601-49450-307 Repair & Maintenance C			IMPELLER/SHAFT		\$2,060.00	
Invoice	438177						
Cash Payment	E 601-49450-307 Repair & Maintenance C			WEAR RING		\$370.00	
Invoice	438177						
Cash Payment	E 601-49450-307 Repair & Maintenance C			GASKET		\$20.00	
Invoice	438177						
Cash Payment	E 601-49450-307 Repair & Maintenance C			LABOR/SHIPPING		\$661.17	
Invoice	438177						
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total	\$3,111.17	

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 5

Payments

Current Period: November 2016

Refer 1894 US BANK CORP PAYMENT SYSTE					
Cash Payment	E 100-41000-433 Dues and Subscriptions	MONTHLY EXCHANGE ONLINE			\$16.00
Invoice OCT 5045					
Cash Payment	E 100-41410-123 Operating Supplies	ELECTION JUDGES MEAL SUPPER			\$36.51
Invoice NOV 5814					
Cash Payment	E 100-41410-123 Operating Supplies	ELECTION JUDGES MEAL LUNCH			\$80.16
Invoice NOV 5812					
Cash Payment	E 230-42200-123 Operating Supplies	LED LIGHT BAR			\$89.98
Invoice 10391634446013					
Cash Payment	E 230-42200-123 Operating Supplies	SPOT FLOOD COMBO			\$43.00
Invoice 10391634446013					
Cash Payment	E 230-42200-123 Operating Supplies	FACE MASK NAMEPLATES			\$49.95
Invoice 4827					
Cash Payment	E 100-41000-430 Miscellaneous	FR ARTICLES OF INC			\$24.00
Invoice 958788					
Cash Payment	E 230-42200-245 Medical Supplies	THERMOMETER/FINGERTIP PULSE			\$96.75
Invoice 1751450					
Cash Payment	E 230-42200-307 Repair & Maintenance C	LED LAMP			\$12.10
Invoice 1751450					
Cash Payment	E 230-42200-123 Operating Supplies	CARABINER			\$71.20
Invoice 1751450					
Cash Payment	E 230-42200-245 Medical Supplies	BLOOD PRESSURE MONITOR			\$28.95
Invoice 1751450					
Cash Payment	E 230-42200-307 Repair & Maintenance C	BATTERY STICK			\$50.64
Invoice 1751450					
Cash Payment	E 230-42200-245 Medical Supplies	STETHOSCOPE KIT			\$59.75
Invoice 1751450					
Cash Payment	E 230-42200-307 Repair & Maintenance C	SNAP PLIER/SNAP SET			\$68.39
Invoice 2586629					
Cash Payment	E 230-42200-123 Operating Supplies	254 PC TOOL SET/RATCHET			\$189.00
Invoice 3809800					
Cash Payment	E 230-42200-307 Repair & Maintenance C	SNAP SETTING TOOL			\$9.23
Invoice 2648214					
Cash Payment	E 100-41000-180 Finance Charges	FD & ELECTION CHARGES			\$2.79
Invoice OCT/NOV					
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$928.40
Refer 1873 VERIZON WIRELESS					
Cash Payment	E 100-43200-321 Telephone	PW OCT PHONE BILL			\$51.40
Invoice 9774753399					
Transaction Date	11/29/2016	Due 0	ANNANDALE STAT	10100	Total \$51.40

CITY OF CLEARWATER

11/29/16 9:54 AM

Page 6

Payments

Current Period: November 2016

Fund Summary

	10100 ANNANDALE STATE BANK	
800 LIBRARY FUND		\$1,754.60
601 SEWER FUND		\$3,234.58
600 WATER FUND		\$1,186.24
270 LOCAL OPTION SALES TAX		\$702.00
240 PARKS AND RECREATION		\$558.65
230 FIRE AND RESCUE		\$8,148.43
100 GENERAL FUND		\$1,255.11
		<hr/>
		\$16,839.61

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$16,839.61
Total	<hr/>
	\$16,839.61

CITY OF CLEARWATER

11/30/16 9:27 AM

Page 1

*Check Summary Register©

November 2016

Name	Check Date	Check Amt
10100 ANNANDALE STATE BANK		
Paid Chk# 010426E UNITED STATES TREASURY	11/16/2016	\$3,073.34 941 PP23
Paid Chk# 010427E MINNESOTA REVENUE	11/16/2016	\$519.91 STATE WITHHOLDING PP23.16
Paid Chk# 010428E PUBLIC EMPLOYEES RETIREME	11/16/2016	\$1,540.31 PERA 23.16
Paid Chk# 010429E HEALTH PARTNERS	11/14/2016	\$4,220.13 HEALTH INS DEC
Paid Chk# 010430E MINNESOTA REVENUE	11/16/2016	\$811.00 SALES USE TAX OCTOBER
Paid Chk# 010431E WRIGHT HENNEPIN COOP ELEC	11/25/2016	\$445.94 UTILITIES OCT 16
Paid Chk# 010432E ANNANDALE STATE BANK	11/21/2016	\$175.90 PSN SERVICE FEES NOV 16
Paid Chk# 010433E ANNANDALE STATE BANK	11/21/2016	\$206.69 PIVOTAL BANK FEES NOV
Paid Chk# 010434E AFLAC	11/11/2016	\$162.34 EMPLOYEE PD INS NOV 16
Paid Chk# 010435E UNITED STATES TREASURY	11/30/2016	\$2,861.99 941 PP 24.16
Paid Chk# 010436E MINNESOTA REVENUE	11/30/2016	\$483.85 STATE WITH HOLDING PP24.16
Paid Chk# 010437E PUBLIC EMPLOYEES RETIREME	11/30/2016	\$1,477.05 PERA PP24.16
Total Checks		\$15,978.45

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
November 14, 2016**

CALL TO ORDER

Mayor Edmonson called the regular council meeting of November 14, 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 Ranum, Lange, and Ritzer.
- Absent: Member Crandall
- Staff present: Administrator Kress.
- Public Present: Vern Scott, Lance Lindstrom, and Bob Hunt.
- Others Present: Joe Pelawa – Bolton Menk. Deputy Lemire – Wright County Sheriff’s Office, and Ken Francis – Citizen-Tribune.

A quorum was declared present.

APPROVAL OF AGENDA

Mr. Kress stated that New Business item b “Quarterly Financial Presentation by AEM,” should be removed as the presentation was not available for the time of the meeting. Instead, the financials will be emailed to members and available to the public at City Hall.

MOTION by Ritzer, seconded by Lange, to approve the agenda with the deletion of the above and addition of:

- **Consent Agenda item e “Resolution 2016-49 Temporary Gambling Permit for Clearwater Masonic Lodge #28 for Raffle on June 30, 2017.”**

Motion carried unanimously.

CANVASSING BOARD – Acting on 2016 Municipal Election Results

a. Approve Resolution 2016-47 Certifying Results of the November 8, 2016 Election

Mayor Edmonson asked if there were any questions from residents or Council members. There were no questions on the results of the election. Kress presented a worksheet containing write-in votes.

Motion by Lange, seconded by Ritzer, to approve Resolution 2016-47 Certifying Results of the November 8, 2016 Election.

Motion carried unanimously.

PUBLIC COMMENT

Mr. Lindstrom Addressed the Council with information about the Salvation Army. Materials were presented and will be displayed at City Hall.

CONSENT AGENDA

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

- a. Claims/Accounts Payable**
- b. Approval of 10-17-16 Regular City Council Meeting Minutes**

- c. **Ordinance 2016-11 Amending Ordinance 2016-10 Annexing Land in Clearwater Township**
- d. **Resolution 2016-48 Approval of Liquor Licenses for 2017**
- e. **Resolution 2016-49 Temporary Gambling Permit for Clearwater Masonic Lodge #28 for Raffle on June 30, 2017**

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Lemire addressed the Council on criminal activity within the City. Lemire stated that the call volume has decreased and there has been very little criminal activity. Lemire added that a trailer was stolen from Gustafson Trailers.

OLD BUSINESS

None.

NEW BUSINESS

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

Mr. Pelawa was present to give an update on the North Area Street and Utility Project. Pelawa informed the Council that the final wear coat had been poured and that there are numerous punch list items that need to be addressed. Mr. Hunt expressed his displeasure with his driveway and requested it be replaced. Mr. Pelawa explained that driveways would be repaved next spring. Mr. Kress presented pay request #7 to the Council. Kress explained that he was displeased with the workmanship of the final wear coat and recommended not approving the pay request. Kress added that he would like to set up a meeting with the contractor and engineer to discuss the numerous issues with the project. Lastly, Kress stated he would like a letter or explanation as to why the project had so many setbacks and a reason for the lack of workmanship. Mr. Pelawa added that the contractor finished the final wear coat on the last day allowed per the contract. Kress commented that this was likely part of the reason for the lack of workmanship.

Motion by Lange, seconded by Ritzer, to Table the discussion on pay request #7 until the December 5th meeting.

Motion carried unanimously.

b. Quarterly Financial Presentation by AEM

This item was removed during the approval of the agenda.

c. Discussion on Purchasing ATV for Fire Department

Mr. Kress presented the Council Action request as submitted by the City Staff. Kress explained that the ATV and additional equipment is a budgeted item and that the old ATV would be transferred to the Public Works department. Kress added that mounting brackets for a water tank would be placed on the old ATV to be used as a backup during grass fires.

MOTION by Lange, seconded by Ritzer, to approve the purchase of the ATV and additional equipment as listed in the Council Action Request.

Motion carried unanimously.

REPORTS

- a. **Mayor and Council** – Mayor Edmonson asked for an update on the Orderly Annexation Agreement that Mr. Kress has been working on. Kress explained that the draft Orderly Annexation Agreement was ready for review by Council and prefers to discuss the matter when new members of the Council take their seats. Mayor Edmonson stated that the Sewer

Authority set their charge to the City of Clear Lake and Clearwater at \$6. Member Ranum stated that a rate was not set at the last meeting and that only a discussion took place. Kress stated that he needs minutes clarifying what action was taken by the Sewer Authority.

- b. **Boards** – Kress stated that the Park Commission failed to meet due to lack of quorum. Kress added that the new basketball hoops have been installed at Lions and Spring Park. Mr. Kress explained that the Eldorado Park project was coming together very well and expects that it will be finished soon weather permitting.
- c. **Staff** – Kress presented his staff report as enclosed in the Council packet. Kress informed the Council he would be sending an email to the Sewer Authority as well as Council members regarding an issue with health coverage for one of the Authority’s employees. Kress added that there seemed to be some confusion and miscommunication about what options the Authority has for providing coverage.

7. **Other** –

- a. **Regular City Council Workshop meeting Monday, December 5th, 2016 at 6:00 p.m.**
- b. **Regular City Council meeting Monday, December 5th, 2016 at 7:00 p.m.**

ADJOURN:

**MOTION by Ritzer, seconded by Ranum, to adjourn the council meeting, at 7:43 p.m.
Motion carried unanimously.**

Kevin Kress, City Administrator

Pete Edmonson, Mayor

Date Approved



Wright County Sheriff's Office

Sheriff Joe Hagerty

3800 Braddock Ave. NE, Buffalo, MN 55313
1-800-362-3667 Fax: 763-682-7610



Clearwater Monthly Report 2016

Printed on December 1, 2016

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Agency Assist Total: 5					
11/07/16 11:28	Agency Assist	2016077740	Agency Assist	WCSOP16031905	Phone
11/08/16 09:04	Agency Assist	2016077962			Phone
11/13/16 02:41	Agency Assist	2016079161	Agency Assist	WCSOP16032477	Phone
11/20/16 17:18	Agency Assist	2016081114	Agency Assist	WCSOP16033226	Phone
11/26/16 00:25	Agency Assist	2016082631	Agency Assist	WCSOP16033761	Phone
Animal - Barking Dog Total: 1					
11/11/16 19:47	Animal - Barking Dog	2016078812	Animal - Barking Dog	WCSOP16032347	Phone
Check Welfare Total: 3					
11/08/16 14:43	Check Welfare	2016078006	Check Welfare	WCSOSRO16032023	Phone
11/23/16 15:37	Check Welfare	2016081930	Juvenile - Complaint	WCSOP16033512	Phone
11/25/16 23:05	Check Welfare	2016082609	Check Welfare	WCSOP16033758	Phone
Citizen Aid Total: 2					
11/07/16 09:02	Citizen Aid	2016077708			Phone
11/26/16 01:01	Citizen Aid	2016082640	Check Welfare	WCSOP16033764	911
Civil Complaint Total: 3					
11/06/16 15:15	Civil Complaint	2016077553	Civil Complaint	WCSOP16031825	Phone
11/24/16 20:50	Civil Complaint	2016082305	Civil Complaint	WCSOP16033642	Phone
11/28/16 11:32	Civil Complaint	2016083235	Civil Complaint	WCSOP16033976	Phone
Civil Process Total: 1					
11/01/16 10:56	Civil Process	2016076221			Officer
Commercial General Alarm Total: 3					
11/08/16 09:02	Commercial General	2016077961	Commercial General Alarm	WCSOP16031994	Phone
11/17/16 05:24	Commercial General	2016080210	Commercial General Alarm	WCSOP16032871	Phone
11/26/16 23:53	Commercial General	2016082928	Commercial General Alarm	WCSOP16033872	Phone
Criminal Damage to Property Total: 3					
11/01/16 18:49	Criminal Damage to	2016076355	Criminal Damage to Property	WCSOP16031334	Phone
11/20/16 10:07	Criminal Damage to	2016081028	Criminal Damage to Property	WCSOP16033196	Phone
11/30/16 08:41	Criminal Damage to	2016083766	Criminal Damage to Property	WCSOP16034164	Phone
Disorderly Total: 1					
11/06/16 21:50	Disorderly	2016077633	Civil Complaint	WCSOP16031858	911
Drugs Total: 1					
11/18/16 19:30	Drugs	2016080678	Drugs	WCSOP16033066	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Residential General Alarm Total: 2

11/09/16 10:22	Residential General	2016078187	Residential General Alarm	WCSOP16032100	Phone
11/19/16 17:03	Residential General	2016080871	Residential General Alarm	WCSOP16033149	Phone

SIA Area Watch Total: 17

11/02/16 00:49	SIA Area Watch	2016076419			
11/04/16 21:21	SIA Area Watch	2016077157			Officer
11/05/16 18:36	SIA Area Watch	2016077379			
11/12/16 02:16	SIA Area Watch	2016078890			
11/14/16 02:06	SIA Area Watch	2016079393			
11/14/16 18:49	SIA Area Watch	2016079563			
11/16/16 21:33	SIA Area Watch	2016080154			
11/17/16 21:08	SIA Area Watch	2016080416			
11/19/16 21:12	SIA Area Watch	2016080939			
11/24/16 16:56	SIA Area Watch	2016082244			
11/24/16 18:46	SIA Area Watch	2016082274			Officer
11/24/16 20:12	SIA Area Watch	2016082297			
11/26/16 09:22	SIA Area Watch	2016082713			
11/27/16 07:20	SIA Area Watch	2016082969			
11/27/16 20:07	SIA Area Watch	2016083110			
11/29/16 02:11	SIA Area Watch	2016083460			
11/29/16 07:30	SIA Area Watch	2016083481			

SIA Business Walk Through Total: 12

11/01/16 22:31	SIA Business Walk	2016076392			
11/08/16 01:13	SIA Business Walk	2016077913			
11/10/16 20:13	SIA Business Walk	2016078587			
11/16/16 01:12	SIA Business Walk	2016079921			
11/17/16 19:39	SIA Business Walk	2016080392			Officer
11/18/16 21:31	SIA Business Walk	2016080701			
11/22/16 01:49	SIA Business Walk	2016081510			
11/24/16 22:40	SIA Business Walk	2016082326			
11/27/16 23:41	SIA Business Walk	2016083151			
11/29/16 00:17	SIA Business Walk	2016083447			
11/29/16 23:50	SIA Business Walk	2016083728			
11/30/16 19:54	SIA Business Walk	2016083917			

SIA City Council - City Hall Total: 1

11/14/16 19:05	SIA City Council - City	2016079567			
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SIA Door Check Total: 6

11/06/16 20:37	SIA Door Check	2016077620			
11/07/16 00:52	SIA Door Check	2016077652			
11/07/16 00:58	SIA Door Check	2016077653			
11/09/16 00:16	SIA Door Check	2016078127			
11/15/16 00:36	SIA Door Check	2016079637			
11/16/16 22:41	SIA Door Check	2016080165			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/30/16 13:37	Theft - Gas Drive Off	2016083821	Theft - Gas Drive Off	WCSOP16034194	911

Theft - Shoplifting Total: 1

11/10/16 15:25	Theft - Shoplifting	2016078504	Theft - Shoplifting	WCSOP16032226	Phone
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Threats Total: 2

11/01/16 18:50	Threats	2016076357	Threats	WCSOP16031336	Phone
11/16/16 18:23	Threats	2016080099	Threats	WCSOP16032832	Phone

Traffic - Complaint Total: 3

11/01/16 14:12	Traffic - Complaint	2016076270	Traffic - Complaint	WCSOP16031294	Phone
11/08/16 18:10	Traffic - Complaint	2016078067	Traffic - Complaint	WCSOP16032052	Phone
11/10/16 17:26	Traffic - Complaint	2016078541	Traffic - Complaint	WCSOP16032245	Phone

Traffic - Hazard Total: 1

11/18/16 09:14	Traffic - Hazard	2016080489	Traffic - Hazard	WCSOP16032972	Phone
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Traffic Stop Total: 35

11/02/16 19:23	Traffic Stop	2016076612			Officer
11/03/16 18:58	Traffic Stop	2016076861			Officer
11/03/16 20:30	Traffic Stop	2016076885			Officer
11/04/16 19:24	Traffic Stop	2016077131			Officer
11/04/16 21:56	Traffic Stop	2016077162			Officer
11/06/16 21:07	Traffic Stop	2016077626			Officer
11/07/16 18:32	Traffic Stop	2016077837			Officer
11/07/16 19:38	Traffic Stop	2016077854			Officer
11/08/16 19:33	Traffic Stop	2016078081			Officer
11/08/16 19:47	Traffic Stop	2016078086			Officer
11/08/16 19:57	Traffic Stop	2016078089			Officer
11/08/16 22:45	Traffic Stop	2016078116			
11/11/16 19:33	Traffic Stop	2016078810			Officer
11/13/16 18:46	Traffic Stop	2016079322			Officer
11/13/16 19:32	Traffic Stop	2016079330			Officer
11/14/16 04:34	Traffic Stop	2016079402			Officer
11/15/16 19:21	Traffic Stop	2016079847	Traffic Stop	WCSOP16032736	Officer
11/16/16 18:07	Traffic Stop	2016080095			Officer
11/16/16 19:07	Traffic Stop	2016080114			Officer
11/17/16 17:23	Traffic Stop	2016080350			Officer
11/17/16 21:25	Traffic Stop	2016080417			Officer
11/22/16 22:20	Traffic Stop	2016081751			Officer
11/23/16 22:32	Traffic Stop	2016082059			Officer
11/24/16 01:25	Traffic Stop	2016082095			Officer
11/24/16 19:42	Traffic Stop	2016082287			Officer
11/25/16 00:14	Traffic Stop	2016082341			Officer
11/25/16 16:38	Traffic Stop	2016082482	Traffic Stop	WCSOP16033719	Officer
11/26/16 19:01	Traffic Stop	2016082835			Officer
11/26/16 19:35	Traffic Stop	2016082843			Officer
11/26/16 19:59	Traffic Stop	2016082851			Officer
11/26/16 20:26	Traffic Stop	2016082862			Officer

CONTRACTOR'S PAY REQUEST 7		DISTRIBUTION:
NORTH AREA STREET & UTILITY IMPROVEMENTS		CONTRACTOR (1)
CITY OF CLEARWATER, MN		OWNER (1)
BMI PROJECT # R16.107865		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$2,108,921.92
TOTAL, COMPLETED WORK TO DATE		\$2,146,888.15
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$2,146,888.15
RETAINED PERCENTAGE (5%)		\$107,344.41
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$2,039,543.74
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$1,804,153.82
PAY CONTRACTOR AS ESTIMATE NO. 7		\$235,389.92

Certificate for Partial 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 contract amount for the period covered by this Estimate.

Contractor: R. L. Larson Excavating, Inc.
 2255 12th Street SE
 St. Cloud, MN 56304

By Gregg A. Hoff Estimator
 Name Title

Date 11-9-2016

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By Joseph Pelawa, CITY ENGINEER
 JOSEPH PELAWA, P.E.

Date 11-9-16

APPROVED FOR PAYMENT:

OWNER: CITY OF CLEARWATER, MN

By _____
 Name Title Date

And _____
 Name Title Date

ORDINANCE NO. 2016-12

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

**AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA
ESTABLISHING FEES FOR 2017**

THE CITY COUNCIL OF THE CITY OF CLEARWATER ORDAINS:

The fee schedule attached hereto as Exhibit A. To the extent not included in the fee schedule as set forth in Exhibit A, the fees set forth in the code shall remain in full force and effect. Where a direct conflict exists between the amount of a fee or charge set by any provision of the City Code and a fee or charge set by this Ordinance, the fee or charge set by this Ordinance applies. Costs referred to herein shall include all administrative, technical, engineering and legal expenses.

This ordinance shall take effect and be in force from and after its publication in title and summary form as hereto attached as Exhibit B in the official newspaper of the City of Clearwater.

ADOPTED this 5th day of December, 2016 by the City Council of the City of Clearwater.

BY: _____
Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

TITLE AND SUMMARY ORDINANCE NO. 2016-12

**AN ORDINANCE OF THE CITY OF CLEARWATER, MINNESOTA
ESTABLISHING FEES FOR 2017**

By the enactment of this Ordinance, the City Council establishes fees and charges required by the City Code for the year 2017 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.

Approved for publication by the City Council of the City of Clearwater, Minnesota this 5th day of December, 2016.

By Order of the City Council
Kevin Kress, City Administrator

2017 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	

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			These are the current rates.
\$13.52	Commercial & Industrial Flow Charges (Per 1,000/Gallons)		These are the current rates.
\$9.50	Residential Flow Charges (Per 1,000/Gallons)		These are the current rates.
\$28.65	Commercial & Industrial Base Fee per Month		These are the current rates.
\$28.65	Residential Base Fee per Month		These are the current rates.
\$5,607.00	SAC Rate (Sewer Access Charge)		These are the current rates.
\$1,517.00	Trunk Fee (New Development Only)		These are the current rates.
Water			These are the current rates.
\$1.30	Flow Charges (Per 1,000/Gallons)		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 to Chapter 38 of the City Code for calculation	Refer
Code Enforcement		
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	
Fire Department		
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	
Licensing and Permits		
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
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	\$35.00	Per Cart expires 3 years after issuance
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)
Building Permits		
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
Parks & Recreation		
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
Zoning		
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	
Economic Development			
		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.			



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

TO: Clearwater City Council

FROM: Mary Matze, Landform

DATE: December 1, 2016 for the December 5, 2016 City Council Meeting

RE: Conditional Use Permit and Site Plan for a convenience store with fuel sales the property at the southwest corner of County Road 145 & Trunk Highway 24 (PID#s 104500031103 and a portion of 204100031402)

REVIEW DEADLINE: Application incomplete until approval of annexation and lot combination

1. Application Request

Kwik Trip, Inc. is requesting approval of a conditional use permit and site plan to allow construction of a Convenience Store with Fuel sales on two lots at the southwest corner of County Road 145 and Trunk Highway 24.

2. Background

In Spring of 2016, Kwik Trip approached the City about the possibility of constructing a convenience store on approximately 7 acres on two parcels. One parcel is located within the City's boundaries (Parcel A), and the other parcel is located in Clearwater Township (Proposed Parcel B).

The parcel within the City boundaries is currently being used for storage. The adjacent lot in the Township has been used for farming.

Planning Commission

The Planning Commission held a public hearing at their regularly scheduled meeting on October 11, 2016. No one spoke on the public record at the public hearing, though there were questions from meeting attendees regarding the existing pylon sign and Kwik Trip's intent for future usage. The applicant answered questions about the location of scales, site circulation, drainage ponds and grading.

Planning Commissioners voted unanimously to approve Resolution No. PZ-16-02 recommending approval of the project, subject to the conditions in the staff report.



Annexation and Lot Combination

On October 17, 2016, Council held a public hearing and approved Ordinance No. 2016-10 annexing proposed Parcel B into the City. On November 14, 2016, Council approved Ordinance No. 2016-11 which clarified the terms of payment to the township.

Typically, Council would not act on a CUP or site plan until the annexation and combination of the two lots is complete, however, the applicant has requested that the City act on the application as soon as possible to reduce risk for their lenders. Therefore, staff in collaboration with the City Attorney has drafted a resolution for Council action that will become effective upon approval of annexation of proposed Parcel B by the state and approval of a lot combination for Parcel A and proposed Parcel B.

3. Context

Zoning and Land Use

Parcel A and proposed Parcel B are designated as Commercial on the Clearwater Future Land Use Plan Map in the 2015 Clearwater Comprehensive Plan. After the lots are combined, the new parcel will be zoned C-4 (General Commercial).

Surrounding Properties

Property to the east is guided commercial and zoned UR-Urban Reserve. Property to the west, south and north is guided commercial and is not zoned because it is not within the City boundaries.

Natural Characteristics of the Site

A portion of the parcel is located in the Shoreland Overlay area for Clearwater River, defined as a tributary stream in the Zoning Ordinance. The applicant has submitted an exhibit demonstrating that the property is not within 50 feet of the Ordinary High Water Level, which is the required setback for all structures in the Shoreland Overlay district. No other standards in the Shoreland Overlay District apply to this property. The Comprehensive Plan shows that there are no wetlands on site and the property is not located in a floodplain.

4. Analysis of Request

A. Level of City Discretion in Decision-Making

The City's discretion in approving or denying a conditional use permit is limited to whether or not the proposed request meets the standards outlined in the City Code. If it meets these standards, the City must approve the conditional use permit.

The City's discretion in approving or denying a site plan is limited to whether or not the proposed request meets the standards outlined in the City Code. If it meets these standards, the City must approve the site plan.



B. Consistency with Ordinance Standards

Conditional Use Permit

The applicant is proposing a convenience store with motor fuel sales in the C-4 district. Section 117-790 (Conditional Uses in the C-4 District) of the Zoning Ordinance states that all conditional uses in the C-1 and C-2 District are Conditional Uses in the C-4 District. Convenience grocery markets with prepared food and motor fuel sales are allowed by conditional use permit in the C-1 and C-2 Districts.

Section 117-724 (Conditional uses in the C-2 District) provides eight conditions that the plans must demonstrate compliance with. The plans and application addresses these conditions as follows:

- a. *Convenience/deli food is of the takeout type only and that no provision for seating or consumption on the premises is provided. Furthermore, the enclosed area devoted to such activity, use and merchandise shall not exceed 15 percent of the gross floor area.*

Convenience/deli food is of the takeout type only and no provision for seating or consumption on the premises is provided. The total floor area of the sales floor is 3,300. The area devoted to deli food is 100 sq. ft. or 3% of the gross floor area. Staff finds that the applicant complies with this condition.

- b. *The storage, preparation and serving of food items are subject to the approval of the zoning administrator who shall provide specific written sanitary requirements based upon the applicable state and county regulations.*

The applicant has provided plans that demonstrate a dedicated area for the storage, preparation and serving of food items. Staff has included a condition that the applicant obtain written approval of the code compliance official for this space prior to receiving a certificate of occupancy.

- c. *The approximate area and location of space devoted to nonautomotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be allowed by administrative permit.*

The applicant's narrative indicates that two ice chests and one propane tank storage area will be located next to the store underneath the canopies, however, customers will pay for merchandise inside the store. Staff finds that the exterior storage of the ice coolers and propane tanks are appropriate for this site. If other exterior storage or sales is proposed by the applicant, they will need to obtain an administrative permit from the City.



- d. *The off-street loading spaces and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.*

Plans show that a loading space is proposed to the south of the building and it is separated from customer parking and entrances. The loading space will not cause conflicts with customer vehicles and pedestrian movements.

- e. *The hours of operation shall be limited to 6:00 a.m. to 11:00 p.m., unless extended by the council as part of the conditional use permit.*

The applicant is proposing that the gas station be open 24 hours a day and is asking Council to grant permission for extended hours as part of this conditional use permit. Staff finds that nearby Holiday Station store and the Clearwater Travel Plaza are also open 24 hours a day. Since the surrounding land is vacant and is guided for similar uses and there are no residential uses adjacent to the property, staff feels that granting CUP flexibility for a 24-hour convenience operation would be appropriate for this area.

- f. *Motor fuel facilities shall be installed in accordance with state and city standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.*

The the Minnesota Department of Transportation has not approved the location of the northern access on Highway 24 and a permit for County Road 145 (179th Street NW) has not yet been issued. The applicant will be required to work with MN DOT and the County to obtain appropriate permits for site access.

- g. *A protective canopy located over pump islands may be an accessory structure on the property and may be located 20 feet or more from the front lot line, provided adequate visibility both on and off site is maintained.*

This standard is met. The canopy is located more than 20 feet from the lot line on both County Road 145 and Trunk Highway 24.

- h. *Litter control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.*

The applicant has provided an exhibit showing the location of trash receptacles on the property, and the location of the receptacles meet the requirements of this condition. However, it is not clear from the application how the applicant intends to manage litter



associated with the property. Staff has included a condition that the applicant submit a litter control plan to be approved by staff prior to the release of building permit.

In addition to the conditions related specifically to gas stations, Section 117-126 (e) provides five general conditions that the Planning Commission must consider when making recommendations for Conditional Use Permits:

1. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.*

The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City's Comprehensive Plan. The Comprehensive Plan identifies State Highway 24 and Interstate 94 as opportunities for growth. The Comprehensive Plan emphasizes the importance of connecting new development to municipal services, which will occur with this development.

2. *The proposed use is or will be compatible with present and future land uses of the area.*

The proposed use is compatible with present and future land uses of the area. The proposed convenience store and motor fuel station is near the highway and vacant land which is zoned and guided in a manner that is compatible with a gas station use.

3. *The proposed use conforms to all performance standards contained herein and this Code.*

The proposed use conforms to all performance standards contained within the code and the conditions of a gas-station use.

4. *The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*

The proposed use can be accommodated with existing public services and will not overburden the City's service capacity. The City Engineer has reviewed the plans and has found that the existing public services will be sufficient for the development.

5. *Traffic generation by the proposed use is within capabilities of streets serving the property.*

Traffic generation by the proposed use is within capabilities of streets serving the property, however, MnDOT is requiring one of the curb cut access points on Highway 24 be removed and that the access be shared. Shared access on this parcel will allow for potential development of the parcel to the south of the proposed development. Staff



has included a condition that the applicant work with the Minnesota Department of Transportation, Wright County, and City staff to ensure that safe vehicle access is provided and has included a condition that the applicant must obtain all necessary permits from MnDOT and the County prior to the release of grading permit.

Site Plan

The Planning Commission and City Council shall evaluate the effects of the proposed site plans. This review shall be based upon, but not be limited to the following:

1. *Compliance with and effect upon the comprehensive plan and public facilities plans.*
The use complies with the Comprehensive Plan and public facilities plans.
2. *The establishment, maintenance or operation of the use, event or activity will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety or welfare.*

The establishment of the use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health safety or welfare. The addition of a convenience store on the southwest side of I-94 will provide additional resources to the residents of Clearwater on that side of the highway.

3. *The use event, or activity will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.*

The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

4. *The establishment of the use, event or activity will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

Provided that the applicant provides a shared access on Highway 24, the establishment of the use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

5. *Adequate public facilities and services are available or can be reasonably provided to accommodate the use, event or activity which is proposed.*

Adequate public facilities and services can be reasonably provided to accommodate the use.

6. *The use, event or activity shall, in all other respects, conform to the applicable regulations of the district in which it is located.*



The use complies to the applicable regulations of the C-4 district.

- 7. The use, event or activity and site conform to the performance standards as outlined in section 117-128 (conditional use permit, general performance standards) and all other applicable provisions of this chapter.

The used conforms to the performance standards of Section 117-128 as discussed in this staff report.

- 8. The request complies with all other applicable sections of this Code.

The request complies with all other applicable sections of this code as discussed in the following pages of this staff report.

Lot Standards

Section 117-793 provides dimensional standards for lots in the C-4 District. The applicant meets these standards as shown in Table 1 below:

Table 1		
	Required	Proposed
Lot Width	100 ft.	489.34 ft.
Lot Depth	100 ft.	614.03 ft.
Structural Coverage	50%	3%
Front Setback (Collector or Arterial)	40 ft.	77.5 ft.
Front Setback (Local Existing Lot)	25 ft.	225.5 ft.
Side	None	-
Rear	35	359.2
Principal Building	2 stories or 30 ft.	24 ft.
Accessory Building	20 ft.	15.5 ft. (Fuel Canopy) 13 ft. (Gator Shed)



Section 117-956 of the Zoning Ordinance requires that all structures in Shoreland Overlay District be set back 50 feet from the Ordinary High Water Level. Plans demonstrate compliance with this standard.

Building and Architecture

Section 117-1064 of the Zoning Ordinance requires that buildings be placed above at least three feet above the highest known water level. FEMA floodplain maps for the area show that areas prone to flooding is at an elevation at 959. The lowest point on the project site is at 998.5, well above areas prone to flooding. The applicant has provided the geotechnical report indicating that no groundwater has been found on site.

Kwik Trip is proposing a building constructed of stucco and brick which complies with the required material types of Section 117-1066 of the Zoning Ordinance.

Section 117-128 (Performance Standards for Conditional Use Permits) states that “The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause impairment of property values or a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.” The applicant has submitted rendered building elevations demonstrating that the proposed building and accessory structures have a harmonious exterior finish materials and treatment. The architecture is similar to other gas stations in Clearwater.

Access

Access to the proposed development is provided from Trunk Highway 24 and County Road 145. Staff and the applicant are working with MnDOT provide access from Trunk Highway 24. At this time, MnDOT will only allow one shared access off Highway 24 between Interstate 94 and County Road 7. The applicant will need to revise the access point from Highway 24 to provide a shared access to the property so that property to the south can be developed. Staff met with the applicant on October 6, 2016. We will provide an update to Planning Commission about our discussion at the meeting.

Parking

Section 117-128 of the Zoning Ordinance requires four spaces plus two spaces for each service stall. There are 10 service stalls that serve the station, which would require a total of 20 parking spaces, for a total of 24 required parking spaces (4+ 2 spaces x 10 service stalls). The code also requires one parking space for every 200 sq. ft. of retail commercial space. The applicant is providing 3,300 sq. ft. of retail commercial space, which would require 16.5 (3,300 sq. ft. / 200 sq. ft.) parking stalls.

The applicant has provided 76 parking spaces, which is more than the total 41 required spaces. Staff finds that the applicant complies with the requirements for total parking.

Staff also reviewed the dimensional standards for parking stall spaces in Section 117-1164 and finds that the plans meet or exceed the dimensional requirements of the Zoning Ordinance.



Screening

Section 117-1132 of the City Code requires that ground-mounted mechanical equipment be screened using materials that are compatible with the principal structure and that mitigate noise. Ground mounted mechanical equipment is proposed northwest of the gator shed. The applicant has provided an exhibit showing an 8' high metal security fence. The color is compatible with the proposed development, but the materiality is not as high of quality as the building. Staff has included a condition that the applicant use shrubs to screen the security fence.

Landscaping

Section 117-1131 of the Zoning Ordinance requires that the applicant submit a tree preservation plan. The plan sets shows that a stand of trees on the southwest corner of the site will remain undisturbed. The lot does not appear to have any other trees. Staff has included a condition that the applicant submit a final tree preservation plan prior to the release of a grading permit.

Section 117-1130 of the Zoning Ordinance requires one tree per 100 lineal feet of site perimeter (21 trees) but that 50% of the required number of trees may be substituted with the use of shrubs in combination with other landscape design elements. The applicant is providing 19 trees, which is three less than the required 21 and a mix of other landscape elements. Staff finds that the plans comply with the landscaping requirements.

Lighting

Section 117-1036 of the Zoning Ordinance requires that all exterior lighting shall be so directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall not read more than ½ foot candle from the centerline of the street. The proposed lighting plan shows zero foot candles around the perimeter of the property. The applicant's plans comply with this standard.

Trash Enclosure

The applicant has proposed an enclosed trash area on the south side of the building. Consistent with the performance standards of Section 117-1106 of the Zoning Ordinance, the color elevations show that the trash enclosure is covered, is fully enclosed, and will be constructed using brick. Staff has included a condition that the applicant provide final details on the trash enclosure and any recycling space required by the state building code prior to building permit.

Signage

The applicant has included a sign plan, however, permitting for signs is handled by a separate permit. Staff has included a condition that the applicant obtain sign permits and approval of a final sign plan from staff that is in compliance with Article XII of the Zoning Ordinance prior to the installation of any signs on site.

Accessory Structures

The applicant is proposing two accessory structures on site. State building code allows one accessory structure up to 200 sq. ft. in area. The accessory utility shed complies with this standard. The gas station canopy is a second accessory structure and is addressed in the conditional use permit standards. Both structures meet the setback requirements for accessory structures as outlined in Section 117-1103 of the Zoning Ordinance.



Other Reviews

The City Engineer reviewed the plans on November 16, 2016. Staff has included a condition that the applicant work with staff to address comments contained in the report in a manner that is satisfactory to the City. The Clearwater River Watershed District reviewed the proposal on October 4, 2016 and has made several recommendations that have been addressed in the City Engineer's report.

The applicant will need to comply with applicable requirements from the Building Inspector.

5. Summary

Provided that the applicant revise plans as noted in staff conditions, the applicant meets the requirements of the conditional use permit.

6. Recommendation

Approve Resolution No. 2016-51 approving a conditional use permit and site plan to allow construction of a Convenience Store with Fuel sales on two lots at the southwest corner of County Road 145 & Trunk Highway 24 (PID# 104500031103, which will include proposed Parcel B) subject to staff conditions.

Attachments

1. Resolution No. 2016-51
2. Wright County Property Location Map
3. Applicant plan submittal
4. Trash and disposal exhibit
5. Turning Movement exhibit
6. Internal Floor Plan exhibit
7. OHWL Setback exhibit
8. Minnesota Department of Transportation Memo dated October 4, 2016
9. City Engineer's Memo dated November 16, 2016
10. Clearwater River Watershed District Memo dated October 4, 2016

CITY COUNCIL
CITY OF CLEARWATER

RESOLUTION NO. **.**

2016-51

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A CONVENIENCE STORE
WITH FUEL SALES AT THE PROPERTY AT THE SOUTHWEST CORNER OF COUNTY
ROAD 145 & TRUNK HIGHWAY 24 (PID# 104500031103)**

WHEREAS, Kwik Trip, Inc. ("the applicant") has requested approval of a conditional use permit and site plan for a convenience store with fuel sales on property legally described as follows:

PARCEL "A" DESCRIPTION:

The part of Lot 5, according to a plat filed September 14, 1883, being part of the Northeast Quarter of Section 3, Township 122, Range 27, Wright County, Minnesota, described as follows: Commencing at the Northeast corner of said Northeast Quarter; thence on an assumed bearing of South 1 degree 05 minutes 23 seconds East along the East line of said Northeast Quarter, a distance of 1695.10 feet; thence North 62 degrees 16 minutes 53 seconds West, a distance of 1145.54 feet to the Westerly right of way line of Minnesota State Highway No. 24 also being a point on the former centerline of an abandoned town road being the point of beginning of the land to be described; thence Northeasterly along said Westerly right of way line being a nontangential curve concave to the East having a radius of 4311.03 feet and a central angle of 6 degrees 59 minutes 51 seconds, a distance of 526.51 feet to a point distant 120.00 feet Southwesterly from the Southerly right of way of Interstate Highway No. 94 as measured along said Westerly right of way line, the chord of said curve bearing North 22 degrees 24 minutes 37 seconds East; thence North 64 degrees 05 minutes 28 seconds West, a distance of 400.00 feet; thence South 26 degrees 39 seconds West a distance of 458.35 feet to said former centerline of an abandoned town road; thence South 35 degrees 57 minutes 59 seconds East along said centerline, a distance of 119.73 feet; thence South 62 degrees 16 minutes 53 seconds East along said centerline, a distance of 331.17 feet to the point of beginning. Except that part taken by the state of Minnesota pursuant to fee taking dated November 9, 1972, a Notice of Lis Pendens for which is dated September 27, 1973, and recorded October 17, 1973, as Document No. 286762, recorded in Book 156 of Mortgages, pages 691 to 698 in the office of the Register of Deeds in and for Wright County, Minnesota.

PROPOSED PARCEL "B" DESCRIPTION:

That part of the Northeast Quarter of Section 3, in Township 122, Range 27, described as follows:

Commencing at the Southeast corner of the Northeast Quarter of Section 3, Township 122, Range 27, Wright County, Minnesota; thence North 01 degrees 05 minutes 23 seconds West, assumed bearing along said East line of Said Northeast Quarter, a distance of 865.26 feet; thence North 63 degrees 15 minutes 23 seconds West, 1143.83 feet to the westerly right of way line of State Trunk Highway No, 24; thence northeasterly, along said westerly right of way line of State Trunk Highway No. 24 to a point distant 120.00 feet southwesterly from southerly right of way line of interstate Highway No.94 as measured along said westerly right of way line of State Trunk Highway No. 24; thence North 64 degrees 05 minutes 28 seconds West, a distance of 400.77 feet; thence South 26 degrees 20 minutes 39 seconds West to the former

centerline of an abandoned town road and the point of beginning of the parcel to be described; thence South 35 degrees 57 minutes 59 seconds East along said centerline, a distance of 119.73 feet; thence South 62 degrees 16 minutes 53 seconds East along said centerline, a distance of 330.21 feet to said westerly right of way line of State Trunk Highway No. 24, thence southwesterly, along said westerly right of way line of State Trunk Highway No. 24, a distance of 306.08 feet; thence North 62 degrees 16 minutes 53 seconds West, 489.34 feet; thence North 26 degrees 20 minutes 39 seconds East, 353.18 feet to the point of beginning.

WHEREAS, Division 14, Sec. 117-790 (1) of the Clearwater Zoning Ordinance identifies conditional uses allowed in the C-4 District to be those allowed in the C-1 and C-2 district. Division 11, Sec. 117-724 does provide for said use; and

WHEREAS, the Planning Commission conducted a public hearing on the CUP request on October 11, 2016 and accepted input on the CUP request; and

WHEREAS, the City Council has reviewed the CUP request and has made the following findings:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.

The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City's Comprehensive Plan. The Comprehensive Plan identifies State Highway 24 and Interstate 94 as opportunities for growth. The Comprehensive Plan emphasizes the importance of connecting new development to municipal services, which will occur with this development.

2. The proposed use is or will be compatible with present and future land uses of the area.

The proposed use is compatible with present and future land uses of the area. The proposed convenience store and motor fuel station is near the highway and vacant land which is zoned and guided in a manner that is compatible with a gas station use.

3. The proposed use conforms to all performance standards contained in the City Zoning Ordinance.

The proposed use conforms to all performance standards contained within the code and the conditions of a gas-station use.

4. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

The proposed use can be accommodated with existing public services and will not overburden the City's service capacity. The City Engineer has reviewed the plans and has found that the existing public services will be sufficient for the development.

5. Traffic generated by the proposed use is within capabilities of streets serving the property.

Traffic generation by the proposed use is within capabilities of streets serving the property, however, MnDOT is requiring one of the curb cut access points on Highway 24 be removed and that the access be shared. Shared access on this parcel will allow for potential development of the parcel to the south of the proposed development. Staff has included a condition that the applicant work with MnDOT, Wright County, and City staff to ensure that safe vehicle access is provided and has included a condition that the applicant must obtain all necessary permits from MnDOT and the County prior to the release of grading permit.

6. Other factors for consideration:

Section 117-724 (Conditional uses in the C-2 District) provides eight conditions that the plans must demonstrate compliance with. Section 117-724 (e) limits the hours of operation to 6:00 a.m. to 11:00 p.m., unless extended by the council as part of the conditional use permit. Council finds that nearby Holiday Station store and the Clearwater Travel Plaza are also open 24 hours a day. Since the surrounding land is vacant and is guided for similar uses and there are no residential uses adjacent to the property, granting CUP flexibility for a 24-hour convenience store with fuel sales would be appropriate for this area.

WHEREAS, The City Council has extensively reviewed the applicable code, considered the findings as well as the comments, and input of the Applicants, the Property Owner, the neighboring residents and the general public;

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARWATER CITY COUNCIL THAT; the City Council does hereby approve a conditional use permit for a 24-hour convenience store with fuel sales at the property location at the southwest corner of County Road 145 and Trunk Highway 24 (PID# 104500031103), subject to the following conditions:

1. The applicant is permitted exterior sales of two ice chests and one propane tank. An administrative permit will need to be obtained by the applicant for any additional exterior storage of sales merchandise.
2. The applicant shall work with City staff to address comments from the City Engineer.
3. The applicant shall work with the Clearwater Fire Department and Building Official to ensure that the project meets State Fire and Building Codes.

Prior to Grading Permit:

4. The annexation must be approved by the State of Minnesota so that the site is located entirely in the City of Clearwater.
5. The lot combination to create one parcel for Kwik Trip must be approved by the City of Clearwater.
6. The applicant must obtain all necessary permits from MnDOT and Wright County.
7. The applicant shall provide a shared access on Highway 24 with the property to the south and shall work with City staff to provide the required easements or dedication for this access.
8. If there are revisions to the access, the applicant must submit an exhibit demonstrating that semis and cars can maneuver within the site.

9. The applicant shall submit a final tree preservation plan.

Prior to Building Permit:

10. Submit a litter control plan for approval by staff.
11. Revise landscape plans to incorporate screening of the 8-foot tall security fence around the Compressed Natural Gas system.
12. The applicant shall provide a lighting detail of the canopy for staff approval.

Prior to Certificate of Occupancy

13. The applicant shall obtain any required permits from the Minnesota Department of Health and any other applicable agency and written approval from the code compliance official for the food preparation area.

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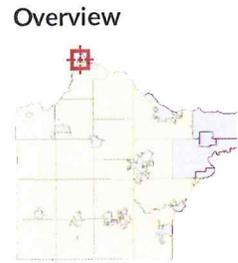
Effective Date. This resolution shall take effect upon approval of the annexation of proposed Parcel B by the State of Minnesota and City of Clearwater approval of combination of the lots legally described in this resolution.

DATED THIS 5th DAY OF DECEMBER 2016

ATTEST:

Pete Edmundson, Mayor

Kevin Kress, City Administrator



- Legend**
- Roads**
- CSAHCL
 - CTYCL
 - MUNICL
 - PRIVATECL
 - TWPCCL
- Highways**
- Interstate
 - State Hwy
 - US Hwy
- City/Township Limits**
- c
 - t
 - Parcels

Parcel ID	104500031103	Alternate ID	n/a	Owner Address	n/a
Sec/Twp/Rng	03-122-027	Class	233 - COMM LAND & BLDGS		
Property Address	8191 179TH ST NW CLEARWATER	Acres	n/a		
District	n/a				
Brief Tax Description	Sect-03 Twp-122 Range-027 UNPLATTED LAND CLEARWATER TH PRT OF GOV L T5 DES COM NE COR OF NE1/4 TH S1D05'23"E ALG E LN 1695.10FT TH N62D16'53"W 1145.54FT TO WLY R/W LN HWY24 ALSO BNG PT ON FORMER CTRLN OF ABDED TWN RD BNG POB TH NELY ALG WLY R/W LN BNG NONTAN CRV CONCV E HAV RAD 4311.03FT&CTRL AGL6D59'51"526.51FT TO PT120FT SWLY FR SLY R/W OF I-94CHR D OF SD CRV BRG N22D24'37"E TH N64D05'28"W400FT TH S26D20'39"W458.35FT TO SD FORMER CTRLN OF ABDED TWN RD TH S35D57'59"E ALG SD CTR LN119.73FT TH S62D16'53"E ALG SD CTRLN330.17FT TO POB EX TH PRT TAKEN BY STATE IN BK 156MTG-691				
	<i>(Note: Not to be used on legal documents)</i>				



Store Engineering

FAX 608-793-6237

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602

www.kwiktrip.com

October 3, 2016

Ms. Mary Matze
Landform Consultant Planner
105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

RE: City of Clearwater, MN – Annexation, Conditional Use Permit and Site Plan for the property at the Southwest Corner of County Road 145 & Trunk Highway 24 (PID#s 104500031103 and 204100031402)

Ms. Matze,

Below are responses to the September 28th Planning Division review letter for the above property development.

1. Please see the revised Alta Survey sheet 3 showing the additional calculations for Parcel A.
2. Please see the highlighted Floor Plan sheet showing food location, preparation and storage.
3. Please see the highlighted Site Plan sheet SP2.1 for the location of exterior merchandising and storage of items indicated in orange.
4. Please see the highlighted Site Plan sheet SP2.1. Trash can locations are highlighted in pink. They are placed around both entrances/exits of the building as well as under the fueling canopies. We also provide a recycling bin indicated in green at the main entrance of the building.
5. Please see the turning movement exhibit. Also, all fuel pumps are installed on 6" raised concrete island. This is indicated on note 4 on the civil plans.
6. Please see geotechnical report. Groundwater was not observed at boring depths of 19.5'. Basement floor depth for this store is 9'.
7. Please see Site Plan SP2.1. The mechanical equipment will be screened by a 8' high metal security/privacy fence.

8. Please see the Landscape Plan L1. The first quantity in the schedule is actually a 7 not a 1. This correlates with the 19 trees shown on the original plan. However, please note we revised the landscape plan to show more planting in the concrete patio in between the store and the diesel canopy.

We would be happy to address any further comments concerning these comments.

Thank you,



Steven Lowe
Store Engineering Project Manager
Kwik Trip, Inc.
608-793-5954
slowe@kwiktrip.com

cc: Deb Petty, City of Clearwater
Kevin Kress, City of Clearwater
Wade Dumond, Kwik Trip, Inc.

OUR MISSION

To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.

KWIK TRIP

KWIK STAR

127 EAST 17TH
 A.I.R. 444.444.2211

Carlson McCain
 ENVIRONMENTAL CONSULTING
 720 Parkside Blvd. SW, 3rd Floor, Atlanta, GA 30308
 Phone: 404.525.1100
 Fax: 404.525.1101
 Email: info@carlsonmccain.com

DATE: 03/21/13
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]

NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100
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PLANT SCHEDULE

CODE	QTY	COMMON NAME/LATIN	SIZE	ROOT	REMARKS
A	1	NORTHWOOD NED HAZEL	3/8"	3/8"	STRAIGHT LEADER
B	4	ACER RUBRUM	2 1/2"	3/8"	AND FULL CROWN
C	4	SWAMP WHITE OAK	2 1/2"	3/8"	STRAIGHT LEADER
D	4	RED BUD	2 1/2"	3/8"	STRAIGHT LEADER
E	4	RYEBURN	2 1/2"	3/8"	STRAIGHT LEADER
F	4	BETULA NIGRA	2 1/2"	3/8"	AND FULL CROWN
G	6	PRUNE FIRE CRACKLE	1 1/2"	3/8"	STRAIGHT LEADER
H	4	BLACK HILLS SPRUCE	4"	3/8"	STRAIGHT LEADER
I	4	PICEA MARMIANA	4"	3/8"	STRAIGHT LEADER
J	14	GREYLOW PRAGRANT BIRCH	5"	3/8"	FULL CROWN TO GRADE
K	4	SPRAEAE BETULIFOLIA TOR	5"	3/8"	CONT. PLANT 2" O.C.
L	6	SPRAEAE BETULIFOLIA TOR	5"	3/8"	CONT. PLANT 2" O.C.
M	49	HAPPY RETURN DAVIL	1"	POT	SPACE EVENLY
N	4	KANE FORNSTER REED GRASS	1"	POT	PLANT 24" O.C.
O	25	CALAMAGROSTIS X ACUTILORGA KANE FORNSTER	1"	POT	PLANT 24" O.C.

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE
 CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN

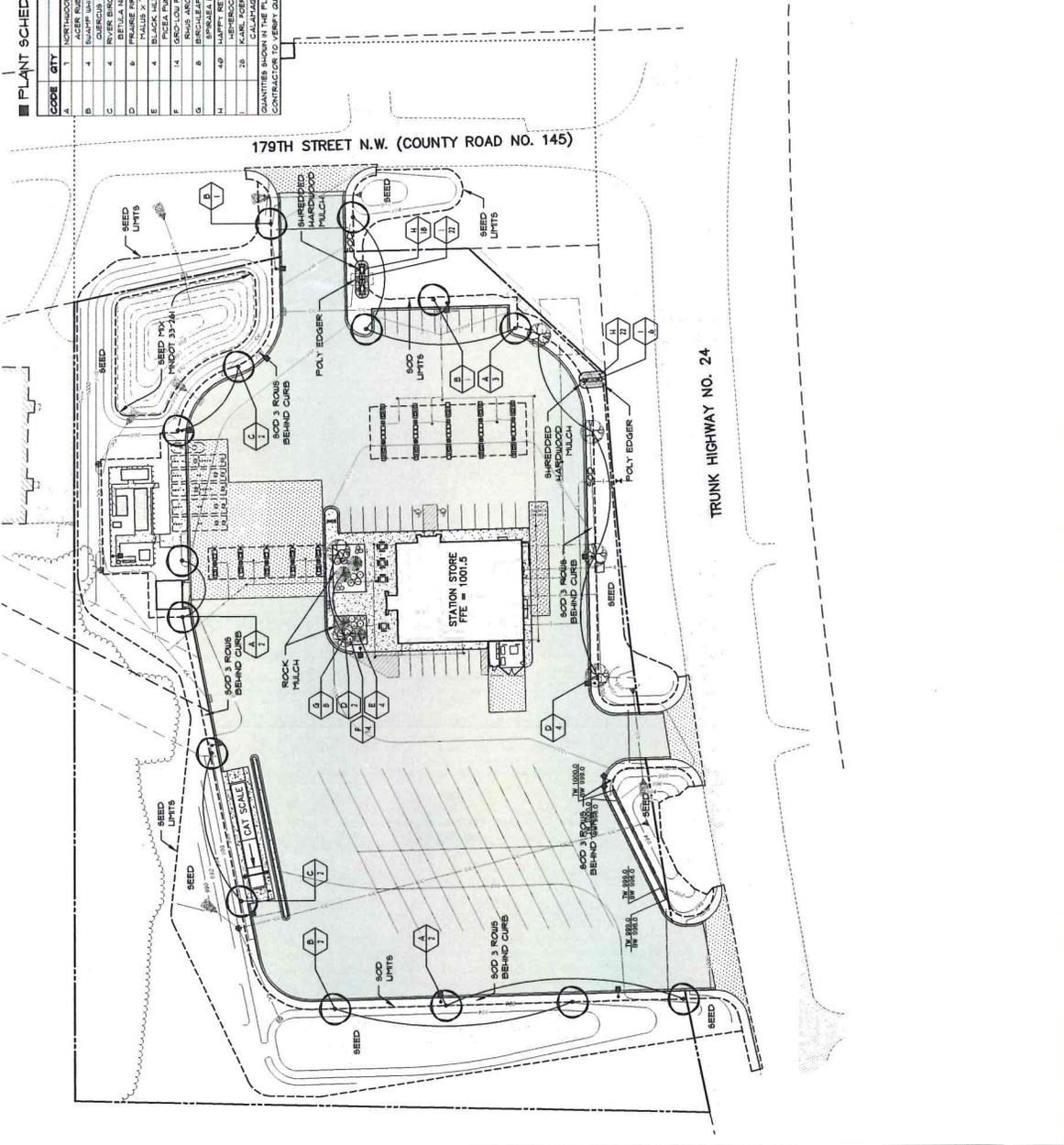
- ### LANDSCAPE NOTES
- IRRIGATION SHALL BE PROVIDED FOR ALL SOD AND LANDSCAPE AREAS.
 - SOD AND IRRIGATE ALL DISTURBED AREAS UNLESS OTHERWISE NOTED.
 - LANDSCAPE BEDS TO RECEIVE 3" OF SHREDDED HARDWOOD MULCH UNLESS OTHERWISE NOTED.
 - ROCK MULCH = 1 1/2" DRESSER TRAP ROCK # 3" DEPTH WHERE HEAVY COMMERCIAL GRADE POLY EDGER SHALL BE USED
 - REFER TO DETAIL SHEET L3 FOR GENERAL NOTES, PLANTING NOTES, AND PLANTING SCHEDULE.
 - REFER TO GRADING PLAN FOR GRADES AND EROSION CONTROL.
 - REMOVE ANY BURLAP, TUNE, ROPES AND/OR WIRING FROM THE TOP AND SIDES OF FOOTBALL FOR ALL BALLED AND BURLAPPED CONTAINER GROWN.
 - REMOVE CONTAINERS AND CUT CIRCLING ROOTS IF PLANTS ARE TO BE PLANTED.
 - ALL PLANTINGS SHALL RECEIVE FERTILIZER AS FOLLOWS: PLANTING AT A RATE OF 1/2 OZ. PER 15 CALIF. INCHES OF TREE AND 6 OZ. PER SHRUB.

PLANT LEGEND

- OVERSTORY TREE: 2 1/2" CAL
- ORNAMENTAL TREE: 1 1/2" CAL
- FERN/SHRUBS: 18" x 24" DIA
- SOD: 16" x 24" x 4" DEPTH
- SEED: 35-261 SEED MIX
- SEED UNITS: 6 OZ./SEED UNITS

- ### LANDSCAPE QTY'S
- SHREDDED HARDWOOD MULCH # 5" DEPTH = 4.6 CY (499 SF)
 - ROCK MULCH # 1 1/2" = 1598.42 SF
 - SEED = 1598.42 SF
 - MNDOT 35-261 SEED MIX = 866.6 SF
 - SOD = 1488 SF (3, 264.4 SF)

CALL BEFORE YOU DIG



**KWIK
TRIP**

**KWIK
STAR**

12 B 1217
12 B 1218
12 B 1219
12 B 1220
12 B 1221

**Carlson
McCain**
LANDSCAPE ARCHITECTS
1000 W. 10th Street, Suite 100
Tulsa, Oklahoma 74103
Phone: 918-438-2211
Fax: 918-438-2212

Professional Seal of the State of Oklahoma
No. 1217
No. 1218
No. 1219
No. 1220
No. 1221
Date: 03/26/2019
Exp. Date: 03/26/2024

DATE	NO.	DESCRIPTION
03/26/2019	1	ISSUED FOR PERMIT
03/26/2019	2	ISSUED FOR PERMIT
03/26/2019	3	ISSUED FOR PERMIT
03/26/2019	4	ISSUED FOR PERMIT
03/26/2019	5	ISSUED FOR PERMIT
03/26/2019	6	ISSUED FOR PERMIT
03/26/2019	7	ISSUED FOR PERMIT
03/26/2019	8	ISSUED FOR PERMIT
03/26/2019	9	ISSUED FOR PERMIT
03/26/2019	10	ISSUED FOR PERMIT
03/26/2019	11	ISSUED FOR PERMIT
03/26/2019	12	ISSUED FOR PERMIT

PLANTING NOTES:

- NO PLANTING TO BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL PLANT MATERIAL LOCATIONS MUST BE REVIEWED AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ANY AND ALL DIGGING.
- IF THE LANDSCAPE CONTRACTOR PERCEIVES AND DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS, OR PLANTING METHODS, THEY SHALL BRING THESE DEFICIENCIES TO THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ADJUSTMENTS IN THE LOCATION OF PROPOSED PLANT MATERIAL MAY BE NEEDED IN THE FIELD. SUCH AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.
- ONE SHRUB PER TYPE AND SIZE IN EACH PLANTING BED AND EVERY TREE SHOULD BE CLEARLY IDENTIFIED (COMMON OR LATIN Nomenclature) WITH A PLASTIC TAG WHICH SHALL NOT BE REMOVED PRIOR TO OWNER ACCEPTANCE.
- WHERE SO DISEASED ABOUT PAVED SURFACES, FINISHED GRADE OF SEED/BOD SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.
- SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, THE SOD SHALL BE STAKED TO THE GROUND.
- SEED ALL AREAS DISTURBED DUE TO GRADING OTHER THAN THOSE TO RECEIVE SOD.
- REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATORS AT NO COST TO THE OWNER.

IRRIGATION NOTES:

- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SHAP DRAWINGS, ILLUSTRATING IRRIGATION PLANS AND SPECIFICATIONS AS PART OF THE SCOPE OF WORK. WHEN BIDDING, THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDER.
- VERIFY EXISTING/PROPOSED SYSTEM LOCATION.
- UNLESS OTHERWISE NOTED, ALL SO DISEED AND PLANTING AREAS INDICATED ON THE PLAN SHALL BE 100% IRRIGATED. THE IRRIGATION SHALL INCLUDE THE PUBLIC RIGHT OF WAY BETWEEN THE PROPERTY LINE AND BACK OF CURB WHERE NEW LANDSCAPE IMPROVEMENTS ARE PROPOSED.
- IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL SO DISEED/REDEED AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ADJACENT BUILDING FOUNDATION.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH A WATERING/LAWN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

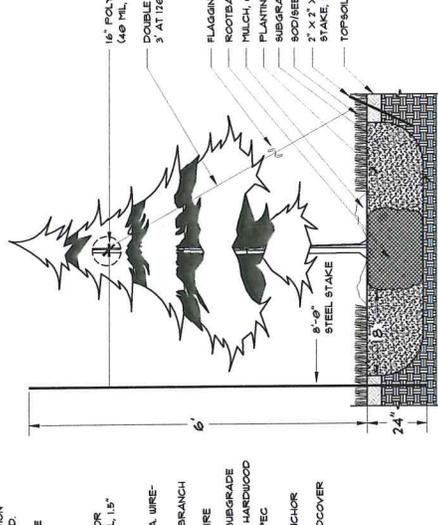
PLANTING SPECIFICATIONS:

- PLANTING BED PREPARATION: ALL MASS PLANTING BEDS SHALL BE TILLED TO A MINIMUM DEPTH OF 16". AMENDMENTS SHALL BE APPLIED AFTER CULTIVATION.
- BACKFILL SOIL: USE SOIL EXCAVATED FROM PLANTING HOLES & PROVIDE AMENDMENTS. REMOVE ALL DEBRIS AND ROCKS LARGER THAN 3" IN DIA.
- FERTILIZATION: IT IS RECOMMENDED THAT NEWLY PLANTED TREES AND SHRUBS SHOULD NOT BE FERTILIZED THE FIRST YEAR. IF NECESSARY, BEGIN FERTILIZING TREES AND SHRUBS IN THE SECOND YEAR AFTER ESTABLISHMENT AT A RATIO AND RATE BASED ON A SOIL TEST.
- MULCH MATERIAL: AS SPECIFIED ON LANDSCAPE PLANS, MASS MULCH ALL PLANTING HOLES TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH WITH NO FEER USED THAT BARKER, ALL DECIDUOUS AND EVERGREEN TREES TO RECEIVE 6" DEEP SHREDDED HARDWOOD MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.
- TREE STAKING: IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO STAKE AND/OR GUY THE TREES ACCORDING TO THE DETAILS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO TAKE EVERY STEP NECESSARY TO MAINTAIN THE TREES AND SHRUBS ON AN UPRIGHT AND PLUMB CONDITION AT ALL TIMES UNTIL THE END OF THE PLANT GUARANTEE PERIOD, ESPECIALLY WHERE VANDALISM, SOIL OR WIND CONDITIONS ARE A PROBLEM.
- TREE WRAPPING: WRAPPING MATERIAL SHALL BE QUALITY, HEAVY WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES IN THE FALL PRIOR TO 1/1 AND REMOVE ALL WRAPPING BY 5/1.
- RODENT PROTECTION: PROVIDE ON ALL TREES, EXCEPT SPRUCE UNLESS OTHERWISE NOTED.
- PLANTING PLAN: ALL PROPOSED PLANTS SHALL BE LOCATED CAREFULLY AS SHOWN ON THE PLAN. THE PLAN SHALL BE REPRODUCED IN FULL SCALE OVER THE NOTES. RESPECT STATED DIMENSIONS. DO NOT SCALE DRAWINGS.
- EDGING: EDGING SHALL BE 4" P.V.C. CORNERHAL GRADE EDGING WITH THREE (3) METAL ANCHOR STAKES PER 20' P.V.C. SECTION, UNLESS OTHERWISE NOTED ON THE PLAN. ALL EDGING STAKES SHALL HAVE EDGING FLAGGED BETWEEN TULCH AND ADJACENT TURF AREAS.

NOTE TWO (2): ALTERNATE METHODS OF TREE STAKING ARE ILLUSTRATED.

IT IS THE CONTRACTOR'S OPTION TO STAKE TREES, HOWEVER THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TREES IN A PLUMB POSITION THROUGHOUT THE GUARANTEE PERIOD.

SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.



1 DECIDUOUS TREE

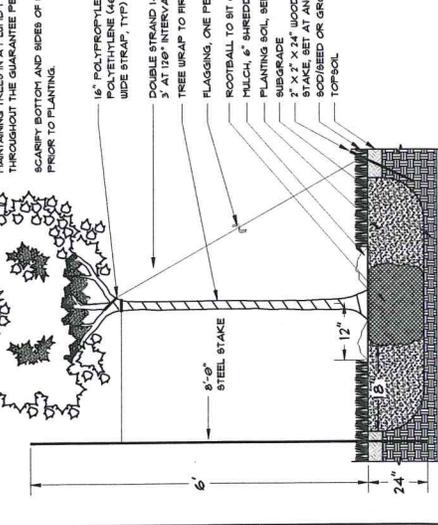
GENERAL NOTES:

- LANDSCAPE CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS ON THE PROPERTY WITH THE GENERAL CONTRACTOR AND BY Gopher State One Call PRIOR TO STAKING PLANT LOCATIONS.
- COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON THE SITE.
- WHERE EXISTING TREES AND/OR SIGNIFICANT SHRUBS REMAIN, ARE FOUND ON THE SITE UNLESS NOTED OTHERWISE, THEY SHALL BE PROTECTED AND MAINTAINED. ANY QUESTIONS REGARDING WHETHER PLANT MATERIAL SHOULD OR SHOULD NOT REMAIN SHOULD BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO REMOVAL. ALL EXISTING TREES TO REMAIN SHALL BE FERTILIZED AND PRUNED TO REMOVE DEAD WOOD AND DAMAGED OR RUBBING BRANCHES.
- BB TREES AND SHRUBS ARE BALLED AND BURLAPPED.
- NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF BID AND/OR QUOTATION.
- ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST ADDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN.
- THE CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL THE DATE OF OWNER ACCEPTANCE. THE FACTS OF THIS MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- CONTRACTOR SHALL PROVIDE A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION.
- WARRANTY FOR THE LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.
- CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE WITH ALL REPLACEMENTS TO BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER.

NOTE TWO (2): ALTERNATE METHODS OF TREE STAKING ARE ILLUSTRATED.

IT IS THE CONTRACTOR'S OPTION TO STAKE TREES, HOWEVER THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TREES IN A PLUMB POSITION THROUGHOUT THE GUARANTEE PERIOD.

SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.



3 SHRUB

2 CONFEROUS TREE

1 DECIDUOUS TREE

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 11-14-16 Flexibility: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Originating Department: Administration & Public Works
Agenda Item: Staff Reports	Presenter: Administrator, Kevin Kress
Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour	
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change	
<u>Public Works</u> <ol style="list-style-type: none"> 1. Finished curbing for playground Eldorado's Park. 2. Took down old playground equipment Eldorado's Park. 3. Removed pea rock and prepped area for skating rink Eldorado's Park. 4. Installed new basketball hoops at Lions and Spring Park. 5. Changed out pump at lift station #1. 6. Working on oil leak John Deere 2305. 7. Plowed streets once. 8. Moved summer and winter equipment around. 9. Working on changing out banners on 24 this week. 10. Robbie tested and passed his class d water license. 	
<u>Administration</u> <ol style="list-style-type: none"> 1. Met with MnDOT and the Engineer for various items. 2. Met with several residents regarding code violations, issued several citation letters. 3. Worked with the State regarding annexation materials. 4. Worked with playground installers regarding Eldorado upgrade. 5. Worked with Engineer regarding NEA Street Project. 6. Wright County Approved the Archery Park Agreement. 7. Met with both new Councilmembers to discuss various procedures, policies, and other materials. 	