



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Tuesday, February 16, 2016**  
**7:00 pm**

Call to Order  
Pledge of Allegiance  
Roll Call

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

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

**2. Consent Agenda**

- a. Claims/Accounts Payable
- b. Approval of 2-01-16 Regular City Council Meeting Minutes
- c. Approval of Liability Waiver From LMC
- d. Approval of Resolution 2016-06 Non-Corporate Resolution Cetera Authorized Investors
- e. Approval of Resolution 2016-07 Authorization of Tax Exempt Temporary Gambling Permit Clearwater/Clear Lake Big River Ducks Unlimited
- f. Approval of Public Works to attend New Tree Inspector Certification Workshop and Examination Course
- g. Approval of Fire Department Members to Attend Regional Burn

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

- a. Discussion on Travel and Expense Policy
- b. Discussion on Clearwater Heritage Days Payment Request for Porta Potty (agenda request)

**5. New Business**

- a. Quarterly Financial Presentation by AEM Financial Solutions
- b. Discussion on Water and Sewer Rates
- c. Discussion on 2016 Growth Incentive Program and Approval of Resolution 2016-08 Approving the Continuation of the Residential Growth Incentive Program in 2016
- d. Appeal of Unpaid Utility Bills
- e. Council Approval for Fire Relief Retirement Benefit Increase

**6. Reports**

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

**7. Closed Session – Annual Performance Evaluation for City Administrator**

**8. Other**

- a. Next Meeting – Monday, March 7, 2016

**9. Adjourn**

**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Tuesday, February 16, 2016**  
**7:00 pm**

**Staff Memo**

**To:** Honorable Mayor and City Council  
**From:** Kevin Kress, Administrator  
**Date:** February 10, 2016  
**RE:** Review/Comment on 02-16-16 City Council Meeting

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

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

**2. Consent Agenda**

- a. **Claims/Accounts Payable** – See enclosed.
- b. **Approval of 2-01-16 Regular City Council Meeting Minutes** – See enclosed.
- c. **Approval of Liability Waiver From LMC** – See enclosed. The City has elected not to waive these limits each year.
- d. **Approval of Resolution 2016-06 Non-Corporate Resolution Cetera Authorized Investors** – See enclosed. The Resolution outlines who is authorized to invest with Cetera (Lake Central.) We already currently invest with Cetera. They asked we update our authorized personnel.
- e. **Approval of Resolution 2016-07 Authorization of Tax Exempt Temporary Gambling Permit Clearwater/Clear Lake Big River Ducks Unlimited** – See enclosed.
- f. **Approval of Public Works to attend New Tree Inspector Certification Workshop and Examination Course** – Public Works Supervisor Schmidt would like to send two employs to this training.
- g. **Approval of Fire Department Members to Attend Regional Burn** – The Fire Chief has requested that four members of the Fire Department attend a Regional Hotel Burn in Nisswa, MN on Saturday, March 12<sup>th</sup>. 2 Story hotel building: Many burns, search and rescue, ventilation, wall breaching, ladder ops.

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

- a. **Discussion on Travel and Expense Policy** – See enclosed Council Action Request.
- b. **Discussion on Clearwater Heritage Days Payment Request for Porta Potty (Agenda Request)** – In 2015 the City Council approved the payment for six porta potties for Heritage Days. When the City received the invoice there was an extra porta potty ordered. Council should decide whether to pay for the additional porta potty.

**5. New Business**

- a. **Quarterly Financial Presentation by AEM Financial Solutions** – Vicki Holthaus will present. I will send Quarterly Report when available.
- b. **Discussion on Water and Sewer Rates** – See enclosed.
- c. **Discussion on 2016 Growth Incentive Program and Approval of Resolution 2016-08 Approving the Continuation of the Residential Growth Incentive Program in 2016** – See enclosed.
- d. **Appeal of Unpaid Utility Bills**
- e. **Council Approval for Fire Relief Retirement Benefit Increase** – Fire Relief President Nick Eldred and Brandon Hanebuth will present to Council.

**6. Reports**

- a. **Mayor and Council**
- b. **Boards** – See enclosed.
- c. **Staff** – See enclosed Council Action Request.

**7. Closed Session – Annual Performance Evaluation for City Administrator**

**8. Other**

- a. **Next Meeting – Monday, March 7, 2016**

**9. Adjourn**

CITY OF CLEARWATER

02/11/16 12:35 PM

Page 1

Payments

Current Period: February 2016

| Batch Name       | 021616 CCMTG                              | User Dollar Amt           | \$122,465.84            |
|------------------|---|---------------------------|-------------------------|
| Payments         |   | Computer Dollar Amt       | \$122,465.84            |
|                  |   | \$0.00                    | In Balance              |
| Refer            | 1055 ADVANCED DISPOSAL                    |                           |                         |
| Cash Payment     | E 603-43200-383 Sanitation                | JAN REFUSE                | \$4,460.00              |
| Invoice          | G20001545101 1/31/2016                    |                           |                         |
| Cash Payment     | E 603-49500-383 Sanitation                | JAN RECYCLE               | \$1,410.50              |
| Invoice          | G20001545101 1/31/2016                    |                           |                         |
| Cash Payment     | E 240-45320-383 Sanitation                | JAN REFUSE/LIONS          | \$32.30                 |
| Invoice          | G20001545101 1/31/2016                    |                           |                         |
| Cash Payment     | E 100-43200-383 Sanitation                | JAN REFUSE/MAINTENANCE    | \$40.00                 |
| Invoice          | G20001545101 1/31/2016                    |                           |                         |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT 10100      | <b>Total</b> \$5,942.80 |
| Refer            | 1048 ALEX AIR APPARATUS, INC              |                           |                         |
| Cash Payment     | E 230-42200-232 Repairs & Maint - Electr/ | COMPERESSOR SERVICE       | \$852.50                |
| Invoice          | 29053 1/22/2016                           |                           |                         |
| Cash Payment     | E 230-42200-565 Operating Equipment       | BLACK DIAMOND RUBBER BOOT | \$7.27                  |
| Invoice          | 28932 1/15/2016                           |                           |                         |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT 10100      | <b>Total</b> \$859.77   |
| Refer            | 1018 AMERIPRIDE                           |                           |                         |
| Cash Payment     | E 800-45200-125 Cleaning Service-Unifor   | FEB RUGS LIBRARY          | \$25.00                 |
| Invoice          | 2200744127 2/1/2016                       |                           |                         |
| Cash Payment     | E 100-43100-125 Cleaning Service-Unifor   | FEB RUGS CITY HALL        | \$25.00                 |
| Invoice          | 2200744133 2/1/2016                       |                           |                         |
| Cash Payment     | E 230-42200-125 Cleaning Service-Unifor   | FEB RUGS FD               | \$26.06                 |
| Invoice          | 2200744132 2/1/2016                       |                           |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor   | JAN UNIFORMS              | \$45.69                 |
| Invoice          | 2200733872 1/4/2016                       |                           |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor   | JAN UNIFORMS              | \$40.99                 |
| Invoice          | 2200736448 1/11/2016                      |                           |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor   | JAN UNIFORMS              | \$45.69                 |
| Invoice          | 2200739014 1/18/2016                      |                           |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor   | JAN UNIORMS               | \$51.33                 |
| Invoice          | 2200741511 1/25/2016                      |                           |                         |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT 10100      | <b>Total</b> \$259.76   |
| Refer            | 1037 AUTO VALUE ST CLOUD                  |                           |                         |
| Cash Payment     | E 100-41000-307 Repair & Maintenance C    | FASTDRY BLACK PAINT       | \$80.38                 |
| Invoice          | 62041758 1/4/2016                         |                           |                         |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT 10100      | <b>Total</b> \$80.38    |
| Refer            | 1021 BOLTON & MENK, INC.                  |                           |                         |
| Cash Payment     | E 240-45300-305 Contracted Services       | CEDAR RIDGE DRIVEWAY      | \$322.50                |
| Invoice          | 0186724 1/26/2016                         |                           |                         |
| Cash Payment     | E 100-43100-591 Captial Outlay - Streets  | RIGHT OF WAY PLAT         | \$4,900.00              |
| Invoice          | 0186741 1/26/2016                         |                           |                         |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT 10100      | <b>Total</b> \$5,222.50 |
| Refer            | 1044 CARD SERVICES                        |                           |                         |

CITY OF CLEARWATER

02/11/16 12:35 PM

Payments

Page 2

Current Period: February 2016

|                  |  |                            |       |                          |
|------------------|--|----------------------------|-------|--------------------------|
| Cash Payment     | E 100-43200-212 Motor Fuels            | FUEL PW                    |       | \$112.65                 |
| Invoice          | JAN 2016                               | 2/1/2016                   |       |                          |
| Cash Payment     | E 601-49450-212 Motor Fuels            | FUEL PW                    |       | \$44.25                  |
| Invoice          | JAN 2016                               | 2/1/2016                   |       |                          |
| Cash Payment     | E 600-49400-212 Motor Fuels            | FUEL PW                    |       | \$85.30                  |
| Invoice          | JAN 2016                               | 2/1/2016                   |       |                          |
| Transaction Date | 2/16/2016                              | ANNANDALE STAT             | 10100 | <b>Total</b> \$242.20    |
| Refer            | 1030 CHADER LEASING CORPORATION        |                            |       |                          |
| Cash Payment     | E 100-41000-126 Rental/Lease           | MONTHLY COPIER LEASE MARCH |       | \$120.80                 |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 100-43100-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$2.27                   |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 100-43200-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$2.27                   |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 230-42200-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$2.27                   |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 240-45300-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$2.27                   |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 600-49400-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$75.52                  |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 601-49450-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$75.52                  |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 603-43200-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$10.57                  |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Cash Payment     | E 603-49500-200 Office Supplies        | MONTHLY COPIER LEASE MARCH |       | \$10.57                  |
| Invoice          | MARCH 16                               | 3/10/2016                  |       |                          |
| Transaction Date | 2/16/2016                              | ANNANDALE STAT             | 10100 | <b>Total</b> \$302.06    |
| Refer            | 1041 CLEAR LAKE/CLWTER SEWER AU        |                            |       |                          |
| Cash Payment     | E 601-49450-300 Sewer Usage            | JANUARY SEWER FLOW         |       | \$22,014.32              |
| Invoice          | 1022 JAN                               | 2/8/2016                   |       |                          |
| Transaction Date | 2/16/2016                              | ANNANDALE STAT             | 10100 | <b>Total</b> \$22,014.32 |
| Refer            | 1045 CLEARWATER HARDWARE & BAIT        |                            |       |                          |
| Cash Payment     | E 100-43200-123 Operating Supplies     | MASKING TAPE               |       | \$8.48                   |
| Invoice          | 421410                                 | 1/5/2016                   |       |                          |
| Cash Payment     | E 100-41000-123 Operating Supplies     | ICE MELT                   |       | \$53.98                  |
| Invoice          | 423015                                 | 1/25/2016                  |       |                          |
| Cash Payment     | E 600-49400-307 Repair & Maintenance C | BALL VALVE IPS             |       | \$19.99                  |
| Invoice          | 423163                                 | 1/27/2016                  |       |                          |
| Cash Payment     | E 100-43200-307 Repair & Maintenance C | PVC VALVE/ELBOW            |       | \$31.48                  |
| Invoice          | 423297                                 | 1/29/2016                  |       |                          |
| Cash Payment     | E 100-43200-307 Repair & Maintenance C | PVC BALL VALVE             |       | \$5.40                   |
| Invoice          | 423332                                 | 1/29/2016                  |       |                          |
| Cash Payment     | E 230-42200-123 Operating Supplies     | WIPES/TRASH BAGS           |       | \$31.96                  |
| Invoice          | 422863                                 | 1/23/2016                  |       |                          |
| Transaction Date | 2/16/2016                              | ANNANDALE STAT             | 10100 | <b>Total</b> \$151.29    |
| Refer            | 1036 CLEARWATER PARTS CITY AUTO        |                            |       |                          |
| Cash Payment     | E 100-43200-123 Operating Supplies     | SCRUFF PADS                |       | \$4.53                   |
| Invoice          | 62-281511                              | 2/3/2016                   |       |                          |

CITY OF CLEARWATER

02/11/16 12:35 PM

Page 3

Payments

Current Period: February 2016

|                  |  |                                  |       |                         |
|------------------|--|----------------------------------|-------|-------------------------|
| Cash Payment     | E 100-43200-123 Operating Supplies       | AIR CHUCK/RECOIL HOSE            |       | \$11.63                 |
| Invoice          | 62-281241                                | 2/1/2016                         |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$16.16    |
| Refer            | 1042 DYNA SYSTEMS                        |                                  |       |                         |
| Cash Payment     | E 100-43200-123 Operating Supplies       | CRYOBIT SHANK/FLAT               |       | \$142.63                |
| Invoice          | 20983328                                 | 1/27/2016                        |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$142.63   |
| Refer            | 1050 EDUCATION & TRAINING SVCS           |                                  |       |                         |
| Cash Payment     | E 100-43200-208 Training and Instruction | ADVANCED MANAGEMENT TRAINING     |       | \$499.00                |
| Invoice          | APRIL 25-27                              | 2/8/2016                         |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$499.00   |
| Refer            | 1019 FRONTIER COMMUNICATIONS             |                                  |       |                         |
| Cash Payment     | E 100-41000-321 Telephone                | 558-2428 CITY                    |       | \$229.51                |
| Invoice          | JAN 2016                                 | 1/31/2016                        |       |                         |
| Cash Payment     | E 230-42200-321 Telephone                | 558-6561 FD /DISPATCH            |       | \$63.75                 |
| Invoice          | JAN 2016                                 | 1/31/2016                        |       |                         |
| Cash Payment     | E 100-43200-321 Telephone                | 558-2233 MAINT                   |       | \$127.32                |
| Invoice          | JAN 2016                                 | 1/31/2016                        |       |                         |
| Cash Payment     | E 601-49450-321 Telephone                | 558-4678 LIFT STATION            |       | \$60.71                 |
| Invoice          | JAN 2016                                 | 1/31/2016                        |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$481.29   |
| Refer            | 1020 G&K SERVICES                        |                                  |       |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor  | UNIFORMS JAN 2016                |       | \$18.01                 |
| Invoice          | 1043372391                               | 1/25/2016                        |       |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor  | UNIFORMS JAN 2016                |       | \$18.01                 |
| Invoice          | 1043377927                               | 1/25/2016                        |       |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor  | UNIFORMS JAN 2016                |       | \$18.01                 |
| Invoice          | 1043383463                               | 1/25/2016                        |       |                         |
| Cash Payment     | E 100-43200-125 Cleaning Service-Unifor  | UNIFORMS JAN 2016                |       | \$18.01                 |
| Invoice          | 1043389004                               | 1/25/2016                        |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$72.04    |
| Refer            | 1046 GOPHER STATE ONE-CALL               |                                  |       |                         |
| Cash Payment     | E 600-49400-151 W/S Locates              | FAX-OUT CHARGES                  |       | \$1.45                  |
| Invoice          | 6010268                                  | 1/31/2016                        |       |                         |
| Cash Payment     | E 601-49450-151 W/S Locates              | LOCATE FAX-OUT CHARGES           |       | \$1.45                  |
| Invoice          | 6010268                                  | 1/31/2016                        |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$2.90     |
| Refer            | 1062 GRIES LENHARDT                      |                                  |       |                         |
| Cash Payment     | E 100-41600-304 Legal Fees               | GENERAL MATTERS ANNEXATION/AUDIT |       | \$1,100.00              |
| Invoice          | 47597                                    | 2/8/2016                         |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$1,100.00 |
| Refer            | 1034 HAWKINS, INC                        |                                  |       |                         |
| Cash Payment     | E 600-49400-123 Operating Supplies       | CHLORINE/ACID/PHOSPHATE          |       | \$886.98                |
| Invoice          | 3830090                                  | 1/22/2016                        |       |                         |
| Transaction Date | 2/16/2016                                | ANNANDALE STAT                   | 10100 | <b>Total</b> \$886.98   |
| Refer            | 1059 LANDFORM PROFESSIONAL SVC           |                                  |       |                         |

CITY OF CLEARWATER

02/11/16 12:35 PM

Page 4

Payments

Current Period: February 2016

|                       |   |                        |       |                         |
|-----------------------|---|------------------------|-------|-------------------------|
| Cash Payment          | E 100-41920-313 City Planner Fees         | PROF SERVICES          |       | \$1,920.75              |
| Invoice 24041         | 2/11/2016                                 |                        |       |                         |
| Cash Payment          | E 100-41920-313 City Planner Fees         | REIMBURSABLE           |       | \$37.62                 |
| Invoice 24041         | 2/11/2016                                 |                        |       |                         |
| Cash Payment          | E 100-41920-313 City Planner Fees         | CITY MEETINGS          |       | \$200.00                |
| Invoice 24041         | 2/11/2016                                 |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$2,158.37 |
| Refer                 | 1016 LANGE, ROLAND                        |                        |       |                         |
| Cash Payment          | E 100-41100-331 Travel Expenses           | LMC CONF               |       | \$129.60                |
| Invoice 012216        | 2/2/2016                                  |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$129.60   |
| Refer                 | 1017 MARKLOWITZ, BECKY                    |                        |       |                         |
| Cash Payment          | E 240-45320-125 Cleaning Service-Unifor   | LIONS PARK             |       | \$25.00                 |
| Invoice 709447        | 1/30/2016                                 |                        |       |                         |
| Cash Payment          | E 800-45200-125 Cleaning Service-Unifor   | LIBRARY                |       | \$160.00                |
| Invoice 709447        | 1/30/2016                                 |                        |       |                         |
| Cash Payment          | E 100-41000-125 Cleaning Service-Unifor   | CITY HALL              |       | \$275.00                |
| Invoice 709447        | 1/30/2016                                 |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$460.00   |
| Refer                 | 1035 MENARDS - ST.CLOUD                   |                        |       |                         |
| Cash Payment          | E 100-43200-307 Repair & Maintenance C    | MISC PVCPIPE/COUPLINGS |       | \$222.23                |
| Invoice 14391         | 1/28/2016                                 |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$222.23   |
| Refer                 | 1027 MIDCO BUSINESS                       |                        |       |                         |
| Cash Payment          | E 100-41000-324 Internet                  | INTERNET SVC JAN       |       | \$115.00                |
| Invoice 1370097017839 | 2/2/2016                                  |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$115.00   |
| Refer                 | 1031 NOW IT CONNECTS, INC                 |                        |       |                         |
| Cash Payment          | E 100-41000-150 Software & Support        | EMAIL TROUBLESHOOTING  |       | \$105.00                |
| Invoice 7952          | 2/3/2016                                  |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$105.00   |
| Refer                 | 1028 OXYGEN SERVICE COMPANY               |                        |       |                         |
| Cash Payment          | E 100-43200-123 Operating Supplies        | CYLINDER RENTAL JAN    |       | \$26.97                 |
| Invoice 03334085      | 1/31/2016                                 |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$26.97    |
| Refer                 | 1040 POWERHOUSE OUTDOOR EQUIP             |                        |       |                         |
| Cash Payment          | E 230-42200-232 Repairs & Maint - Electr/ | CARB KIT               |       | \$18.49                 |
| Invoice 350347        | 12/29/2015                                |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$18.49    |
| Refer                 | 1038 PREFERRED CONTROLS CORP              |                        |       |                         |
| Cash Payment          | E 601-49450-307 Repair & Maintenance C    | CIRCUIT BREAKER        |       | \$625.00                |
| Invoice 2155          | 2/2/2016                                  |                        |       |                         |
| Transaction Date      | 2/16/2016                                 | ANNANDALE STAT         | 10100 | <b>Total</b> \$625.00   |
| Refer                 | 1029 PREMIUM WATERS, INC.                 |                        |       |                         |
| Cash Payment          | E 100-43200-384 Bottled Water             | BOTTLED WATER JAN      |       | \$21.10                 |
| Invoice 473042-01-16  | 1/31/2016                                 |                        |       |                         |

CITY OF CLEARWATER

02/11/16 12:35 PM

Page 5

Payments

Current Period: February 2016

|                  |   |                           |       |              |             |
|------------------|---|---------------------------|-------|--------------|-------------|
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$21.10     |
| Refer            | 1047 <i>STREICHERS</i>                    |                           |       |              |             |
| Cash Payment     | E 230-42200-232 Repairs & Maint - Electr/ | 10 BATTERY PACK ASSEMBLY  |       |              | \$325.00    |
| Invoice          | 1190933                                   | 1/19/2016                 |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$325.00    |
| Refer            | 1049 <i>TEAM LAB</i>                      |                           |       |              |             |
| Cash Payment     | E 230-42200-565 Operating Equipment       | SUPER SCRUB GAL JUG       |       |              | \$44.25     |
| Invoice          | 110                                       | 1/20/2016                 |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$44.25     |
| Refer            | 1043 <i>TRAUT WELLS, INC</i>              |                           |       |              |             |
| Cash Payment     | E 600-49400-902 Water or WW Testing Fe    | CITY HALL SAMPLE 160161   |       |              | \$23.00     |
| Invoice          | 284628                                    | 2/4/2016                  |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$23.00     |
| Refer            | 1063 <i>VERIZON WIRELESS</i>              |                           |       |              |             |
| Cash Payment     | E 100-43200-321 Telephone                 | JAN CELL                  |       |              | \$55.53     |
| Invoice          | 9759915363                                | 2/3/2016                  |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$55.53     |
| Refer            | 1022 <i>WRIGHT COUNTY AUDITOR/TREA</i>    |                           |       |              |             |
| Cash Payment     | E 100-42100-305 Contracted Services       | FEBRUARY PATROL SERVICES  |       |              | \$16,348.00 |
| Invoice          | 2016 FEBRUAR                              | 1/27/2016                 |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$16,348.00 |
| Refer            | 1061 <i>XCEL ENERGY OUTDOOR LIGHTI</i>    |                           |       |              |             |
| Cash Payment     | E 100-43100-596 Capital Outlay - Other Im | INTALL 9 STREET LIGHTS    |       |              | \$53,921.00 |
| Invoice          | LAMPS                                     | 2/11/2016                 |       |              |             |
| Transaction Date | 2/16/2016                                 | ANNANDALE STAT            | 10100 | <b>Total</b> | \$53,921.00 |
| Refer            | 1054 <i>XCEL ENERGY</i>                   |                           |       |              |             |
| Cash Payment     | E 601-49450-382 Utilities                 | 1038 MAIN - LIFT          |       |              | \$480.09    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 100-43200-382 Utilities                 | 1275 CR 75-MAINT          |       |              | \$1,259.60  |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 600-49400-382 Utilities                 | 1047 PORTER-PUMP          |       |              | \$1,960.73  |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 240-45300-382 Utilities                 | 20802 27TH -BALL PARK     |       |              | \$53.14     |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 600-49400-382 Utilities                 | 1002 MAIN-WELL            |       |              | \$185.60    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 240-45320-382 Utilities                 | 1100 CR 75-LIONS PAV-GAS  |       |              | \$375.31    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 240-45320-382 Utilities                 | 1100 CR 75-LIONS PAV-ELEC |       |              | \$280.42    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 100-41000-382 Utilities                 | 605 CR 75-CITY HALL       |       |              | \$626.33    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 230-42200-382 Utilities                 | 605 CR 75-FIRE HALL       |       |              | \$626.33    |
| Invoice          |   |                           |       |              |             |
| Cash Payment     | E 100-43100-382 Utilities                 | 540 HWY 24-STREET LIGHTS  |       |              | \$443.20    |
| Invoice          |   |                           |       |              |             |

Payments

Current Period: February 2016

|                  |                           |                       |                         |
|------------------|---------------------------|-----------------------|-------------------------|
| Cash Payment     | E 100-43100-382 Utilities | MAIN ST-STREET LIGHTS | \$92.24                 |
| Invoice          |                           |                       |                         |
| Cash Payment     | E 100-43100-382 Utilities | ELEC INTERIM CREDIT   | -\$822.51               |
| Invoice          |                           |                       |                         |
| Cash Payment     | E 800-45200-382 Utilities | LIBRARY               | \$736.15                |
| Invoice          |                           |                       |                         |
| Cash Payment     | E 100-43100-382 Utilities | 51-5087233-8          | \$1,172.47              |
| Invoice JAN/FEB  | 1/22/2016                 |                       |                         |
| Cash Payment     | E 100-43100-382 Utilities | ELEC INTERIM CREDIT   | -\$352.63               |
| Invoice JAN/FEB  | 1/22/2016                 |                       |                         |
| Cash Payment     | E 100-43100-382 Utilities | 51-5087233-8          | \$1,165.34              |
| Invoice JAN/FEB  | 1/22/2016                 |                       |                         |
| Cash Payment     | E 100-43100-382 Utilities | 51-5087233-8          | \$1,309.41              |
| Invoice JAN/FEB  | 1/22/2016                 |                       |                         |
| Transaction Date | 2/16/2016                 | ANNANDALE STAT 10100  | <b>Total</b> \$9,591.22 |

Fund Summary

|                           |                            |                     |
|---------------------------|----------------------------|---------------------|
|                           | 10100 ANNANDALE STATE BANK |                     |
| 100 GENERAL FUND          |                            | \$86,024.32         |
| 230 FIRE AND RESCUE       |                            | \$1,997.88          |
| 240 PARKS AND RECREATION  |                            | \$1,090.94          |
| 600 WATER FUND            |                            | \$3,238.57          |
| 601 SEWER FUND            |                            | \$23,301.34         |
| 603 REFUSE (GARBAGE) FUND |                            | \$5,891.64          |
| 800 LIBRARY FUND          |                            | \$921.15            |
|                           |                            | <u>\$122,465.84</u> |

|  |                     |
|--|---------------------|
| Pre-Written Check                      | \$0.00              |
| Checks to be Generated by the Computer | \$122,465.84        |
| <b>Total</b>                           | <b>\$122,465.84</b> |

CITY OF CLEARWATER

02/11/16 12:37 PM

Page 1

\*Check Summary Register©

February 2016

| Name  | Check Date          | Check Amt         |                           |
|---|---------------------|-------------------|---------------------------|
| <b>10100 ANNANDALE STATE BANK</b>           |                     |                   |                           |
| Paid Chk# 010196E MINNESOTA REVENUE         | 2/2/2016            | \$756.00          | JAN SALES AND USE TAX     |
| Paid Chk# 010197E UNITED STATES TREASURY    | 2/10/2016           | \$2,662.78        | WITHHOLDING TAXES         |
| Paid Chk# 010198E MN CHILD SUPPORT PAYMENT  | 2/10/2016           | \$247.80          | PAYROLL DEDUCTION         |
| Paid Chk# 010199E MINNESOTA REVENUE         | 2/10/2016           | \$448.00          | TAX WITHHOLDING DEPOSIT   |
| Paid Chk# 010200E PUBLIC EMPLOYEES RETIREME | 2/10/2016           | \$1,431.09        | PAYROLL DEDUCTION/BENEFIT |
| Paid Chk# 010202E HEALTH PARTNERS           | 2/8/2016            | \$3,913.31        | MARCH PREMIUM             |
| Paid Chk# 010203E PRINCIPAL FINANCIAL GROUP | 2/10/2016           | \$285.35          | LIFE INSURANCE            |
|   | <b>Total Checks</b> | <b>\$9,744.33</b> |                           |

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
February 1, 2016**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of February 1, 2016 to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Everyone joined in the pledge of allegiance.

**ROLL CALL**

- Present: Mayor Edmonson, Council Members Crandall, Ranum, Ritzer, and Lange.
- Absent: None.
- Staff present: Administrator Kress.
- Public Present: Vern Scott, Betty Moffitt, Lee Monk, and John Koshiol.
- Others Present: Kevin Bittner – Bolton-Menk, Deputy Becker – Wright County Sheriff's Office, and Ken Francis – Citizen-Tribune.

A quorum was declared present.

**APPROVAL OF AGENDA**

**MOTION by Lange, seconded by Crandall, to approve the agenda with the addition of item "k" under New Business and a report to be presented by Member Lange.**

**Motion carried unanimously.**

**PUBLIC COMMENT**

Vern Scott addressed the Council on the last Sewer Authority meeting. Scott was concerned that the meeting took place at the Clear Lake City Hall and not at Clearwater City Hall as posted. Scott questioned why the meeting was changed and why the members were not aware of the change. Mayor Edmonson commented that the Sewer Authority had a new staff person and it was a clerical error.

**CONSENT AGENDA**

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

- b. Approval of 1-19-16 Regular City Council Meeting Minutes**
- c. Approval of 1-19-16 Regular City Council Workshop Minutes**
- d. Set Local Board of Appeal and Equalization Meeting for Monday, April 18th at 6:00 p.m.**
- f. Approval for City Administrator to Attend the 2016 MCFOA Annual Conference**

**Motion failed 3-2 (Members Crandall, Ranum, and Lange voting nay.)**

Mayor Edmonson stated he had questions about item "a" (Claims/Accounts Payable and item "e" Approval of Resolution 2016-05 Step Wage Increase for James Kirchenbauer.) Member Crandall expressed that he was not in favor of allowing item "e" (Approval of Resolution 2016-05 Step Wage Increase for James Kirchenbauer.) Member Crandall added that he didn't feel it was appropriate to discuss in open session. Member Crandall expressed that he felt bullied by Mayor Edmonson and Mayor Edmonson expressed that he felt he was being bullied by Member Crandall.

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

- a. Claims/Accounts Payable**

- b. Approval of 1-19-16 Regular City Council Meeting Minutes
- c. Approval of 1-19-16 Regular City Council Workshop Minutes
- d. Set Local Board of Appeal and Equalization Meeting for Monday, April 18th at 6:00 p.m.
- e. Approval of Resolution 2016-05 Step Wage Increase for James Kirchenbauer
- f. Approval for City Administrator to Attend the 2016 MCFOA Annual Conference

Motion carried 3-2 (Mayor Edmonson and Member Ritzer voting nay.)

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

Deputy Becker addressed the Council on criminal activity in the City. Member Crandall asked that the Mr. Becker keep an eye on Main Street for criminal activity.

#### **OLD BUSINESS**

There was no old business on the agenda. Mayor Edmonson questioned why the Golf Cart Ordinance was not included in Old Business on the agenda. Mayor Edmonson added that items had typically been left on Old Business so they weren't missed. Member Lange expressed that Mr. Kress and himself were meeting with the City Attorney to go over Ordinances.

#### **NEW BUSINESS**

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

Engineer Kevin Bittner addressed the Council on the North Area Street and Utility Project. Bittner informed the Council that they would be setting up a meeting with the contractors in March to go over the project. Bittner added that they would review the project after the snow melts. There were no further updates on the project. Mayor Edmonson asked the Council if they would like Mr. Bittner to continue to attend the meeting. Mayor Edmonson questioned what purpose Mr. Bittner served at the meeting. Member Crandall expressed that Mr. Bittner doesn't charge for the meetings and likes to be able to ask questions of the Engineer. Mayor Edmonson questioned why the Administrator directed Mr. Bittner to attend the meeting. Member Lange addressed Mayor Edmonson and stated he felt that the Mayor was out of order and that contentions were being made that were unnecessary in a public setting. Lange furthered that he would call for a private meeting to discuss the issue. Member Lange expressed he was concerned about some of the conduct at the last Council meetings and that a private meeting would be beneficial. Kress suggested consulting with the City Attorney during the visit that Lange and himself would be having. Administrator Kress asked for further clarification on the meeting that Member Lange brought to the table. Mr. Kress explained that at the last Council meeting he had asked for clarification on whether or not they were comfortable giving the Administrator that authority. Council consensus was that the Administrator could direct the Engineer whether or not to attend.

##### **b. Discussion on Amending the 2016 Fire Budget**

Administrator Kress and Fire Chief Pridgeon addressed the Council on Amending the 2016 Fire Budget as outlined in the Council Action Request that was included in the packet. Kress explained that the Council had amended the 2015 Fire Budget in February of 2015. Kress added that the minutes did not clarify why the budget was amended and staff was not notified of the change. Kress added that the amendment was not discovered until he began working with Pridgeon on the Fire Contract for 2017 that utilizes the 2016 Budget. Kress and Pridgeon offered four different options to the Council to consider for the 2016 Budget. Mr. Kress explained that he preferred to go with Option 2, adding \$30,000 to the Capital Equipment line in the Fire Budget. By doing so, the contracts to the Townships would be similar to years prior.

**MOTION by Crandall, seconded by Ranum, to utilize Option 2 which amends the 2016 Fire Budget by \$30,000 in the Capital Equipment line.**

**Motion carried unanimously.**

**c. Discussion on Managed Services and Product Quotes from Now IT Connects**

Mr. Koshiol addressed the Council to recommend several changes to improve the City's current server and computer network access. Mr. Koshiol walked the Council through the short term recommendations and quotes as included in the Council packet. Mr. Koshiol explained that the City's current server is tapped out and some services could be moved off the server to a cloud based Office 365 storage to free up space. Members briefly discussed the three quotes that were included in the Council packet.

**MOTION by Crandall, seconded by Lange, to end services with Windahl/Minco and to approve quote #591 Managed Services minus the sales tax.**

**Motion carried unanimously.**

**MOTION by Crandall, seconded by Ritzer, to approve quotes #590 and #540 minus the sales tax.**

**Motion carried unanimously.**

**d. Discussion on Reimbursement for Trees Removed During the North Area Street and Utility Project (Agenda Request)**

Mr. Niehoff addressed the Council to discuss the replacement of six trees that were removed off his property due to the North Area Street and Utility Project. Administrator Kress briefly outlined the options the Council had recently adopted for tree replacement in Ordinance 2015-03. Kress explained the City can pay for the trees that were removed or the Council can reimburse for trees to be replaced and planted that were removed. Mr. Niehoff provided two separate quotes to be reimbursed for the purchasing of trees that were taken down during the project, as included in the Council packet. Mr. Kress commented that the trees removed were Ash and the trees that would replace the Ash are Maple. Kress added that the trees that would replace the Ash is consistent with the City's Ordinance. There was a brief discussion on if the City would pay for the sales tax included in the quote. Mr. Kress commented that it depended on if the City purchased the trees or if Mr. Niehoff purchased the trees and was then reimbursed. Mayor Edmonson asked if the Council would like the staff to obtain a third quote. Member Lange asked that a motion and a second be made and then discussion could take place. Members of the Council were comfortable with the quotes provided.

**MOTION by Lange, seconded by Crandall, to approve the bid from Tri-Co Tree Movers up to \$3,156.88 minus the sales tax. An amendment to this MOTION was accepted and changed to the following:**

Member Ranum questioned if the City would be liable if they were to purchase the trees and questioned how the warranty would work. Member Ranum suggested having Mr. Niehoff purchase the trees and the City reimburse so the liability and warranty would be Mr. Niehoff's responsibility.

**MOTION by Lange, seconded by Crandall to have Mr. Niehoff purchase the trees from Tri-Co Movers, submit a receipt to the City, and the City reimburse Mr. Niehoff.**

**Motion carried unanimously.**

**e. Discussion on Moving the Customer Service Window to Nearby Adjoining Wall**

Administrator Kress led the discussion on moving the customer service window at City Hall. Kress explained that the current set up is unsafe and inefficient. Kress recommended that the service window be moved to the nearby adjoining wall.

**MOTION by Ranum, seconded by Ritzer, to authorize the Public Works Department to move the customer service window to the adjoining wall at a cost not to exceed \$500, if above \$500 additional Council approval is required.**

**Motion carried unanimously.**

**f. Discussion on Appointing Park Commission Members and Assigning Council Liaison**

Council members briefly reviewed the three applications that were included in the Council packet. Administrator Kress mentioned that the City's Ordinance required the City to appoint a Liaison to the Park Commission. Kress asked the Council if they were interested in making the Liaison seat a voting position. Council debated the matter and decided to leave the Liaison as a non-voting member.

**MOTION by Crandall, seconded by Ranum, to appoint Andrea Lawrence to the Park Commission.**  
**Motion carried unanimously.**

**MOTION by Ranum, seconded by Crandall, to appoint Vern Scott to the Park Commission.**  
**Motion carried unanimously.**

**MOTION by Ritzer, seconded by Crandall, to appoint Richard Petty to the Park Commission.**  
**Motion carried unanimously.**

**MOTION by Ritzer, seconded by Ranum, to appoint Kris Crandall as Council Liaison to the Park Commission.**  
**Motion carried unanimously.**

**g. Discussion on Placing a Porta Potty by Lions Park Hockey Rink**

Administrator Kress addressed the Council and asked if they would like to place a Porta Potty at Lions Park near the hockey rink. Members were in favor of placing a Porta Potty at Lions Park near the hockey rink. Members questioned whether the Porta Potty had to be a single stall or handicap accessible. Members questioned whether rubber matting should be placed leading to the Porta Potty.

**MOTION by Crandall, seconded by Lange, to approve the placement of a Porta Potty at Lions Park near the hockey rink. Staff was directed to review whether a handicap stall was required and purchase either a single stall or handicap depending on the requirements.**  
**Motion carried unanimously.**

**h. Discussion on Landform Memo for 2015-2016 Work Plan**

Administrator Kress walked the Council through the memo that Landform submitted as included in the Council packet. Kress asked the Council to clarify that they were in favor of the City Administrator, Mayor, and Landform meeting with Clearwater and Lynden Township. Council consensus was that this was the agreed strategy. Kress asked the Council to clarify that they were in favor of the Administrator and the Mayor meeting with Clear Lake Township. Council consensus was they were in favor of that strategy. Council asked Mr. Kress to review if any grant opportunities were available to the City for Sewer Plant upgrades. Council asked that Administrator Kress review the contract with WSB, the previous City Planner, and determine if an inventory parcel map was to be completed.

**i. Consent Agenda Procedure (Mayor Request)**

Mayor Edmonson led the discussion on Consent Agenda procedures. Mayor Edmonson walked through a League of Minnesota Cities handbook report on Consent Agendas. Members of the Council debated on the proper procedure for utilizing a Consent Agenda. A heated discussion took place over whether the Council should or shall allow for items to be removed off the Consent Agenda for discussion. Member Crandall expressed that he felt Parliamentary Procedure had been followed with prior Consent Agenda's. Mayor Edmonson expressed his concern that items prior were taken off for consideration. Member Lange commented that he had contacted staff for additional information if he didn't understand or needed further clarification prior to the meeting. Lange also commented that specifically regarding the COLA increase it was budgeted and approved and was not necessary to be removed off the Consent Agenda. There was a heated discussion on what is interpreted by each member as controversial and non-controversial. Administrator Kress gave several options that are used by Cities in regards to utilizing a Consent Agenda. Kress explained that many Cities do allow for items to be pulled off the Consent Agenda for further discussion. Often times this is done so Members can gather further information or vote no on a particular item. Kress mentioned that there are some Cities that make a vote to approve the Consent Agenda and discussion takes place as part of the motion. The Council was divided on the proper procedure to utilize the Consent Agenda.

**MOTION by Ritzer, seconded by Edmonson, to no longer utilize a Consent Agenda.  
Motion failed 3-2 (Members Crandall, Ranum, and Lange voting nay.)**

**j. Discussion on 2016 Goals (Mayor Request)**

Mayor Edmonson led the discussion on establishing goals for 2016. Mayor Edmonson requested members of the Council to review the Comprehensive Plan and offer ideas for amending the plan. Members of the Council briefly discussed the Work Plan that is currently being used as the 2016 Goals. Mayor Edmonson encouraged the Council to come up with ideas and action steps that can be used to change the Comprehensive Plan.

**k. Discussion on Wages**

Member Ritzer asked for a brief discussion on wages and structures. This item was added at the beginning of the meeting. Administrator Kress briefly walked the Council through the current structure the City utilizes to pay its' employees. Kress explained that the City established a Step Wage Program in 2013 and it was used to compensate employees. Kress added that since 2013 the Step Wage Program had gone unchanged until 2016 when a COLA adjustment was made that changed the Step Wage Program. Mr. Kress explained that it was common for Cities to use both compensation plans to provide for a competitive recruitment and retention program. Kress added that the City does not offer anything to employees that have reached the final step of the Step Program, and that a COLA was often used to retain those employees. If a COLA is not used the City would have to determine what is an appropriate plan to retain employees that have reached the final step. Member Ritzer asked for additional information on different programs in March. Administrator Kress explained that could be done but it would make more sense to review during the budget season.

**REPORTS**

- a. Mayor and Council** – Member Lange informed the Council about his participation in the recent League of Minnesota Cities conference for Newly Elected Officials. Lange added that he would like the City to explore the idea of purchasing electronic devices for staff and Council to be used for emails and City business. Mayor Edmonson informed the Council that he would be sending a letter to Lynden Township in regards to the recent meeting about annexation.

b. **Boards** – Member Crandall informed the Council that the Planning and Zoning Commission had met. Crandall informed the Council that the Commission felt the Eldorado Park access was premature and there were better options to access the park. Planning and zoning evaluated the cost to build an exit for the Cedar Ridge apartments in return for additional footage to access the park. Members of the Planning and Zoning Commission were in agreement that the \$10,000 cost to install the exit was not a fair trade for approximately \$1,500 worth of land to widen the entrance to Eldorado Park. Engineer Bittner clarified that the \$10,000 was for creating the exit from the Apartments.

c. **Staff** – Mr. Kress informed the Council that his annual review should take place at the next meeting and that he would like to have the City Attorney in attendance. Council was in favor of having the attorney in attendance.

7. **Other** – Member Ranum encouraged the Council to explore the option of establishing an Ordinance for Drones. Members also asked that the Growth Incentive Program be added to the next agenda for discussion.

a. **Next Meeting – Tuesday, February 16<sup>th</sup>, 2016.**

**ADJOURN:**

**MOTION by Ritzer, seconded by Lange, to adjourn the council meeting, at 9:09 p.m.**

**Motion carried unanimously.**

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

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

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



CONNECTING & INNOVATING  
SINCE 1913

## LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

\_\_\_\_\_  
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_



**City of Clearwater, Minnesota  
Resolution 2016-07**

**Authorization of Tax Exempt Temporary Gambling Permit for Clearwater/Clear  
Lake Big River Ducks Unlimited to hold a raffle on April 7<sup>th</sup>, 2016.**

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

WHEREAS; the Clearwater/Clear Lake Big River Ducks Unlimited has requested of the City of Clearwater authorization for tax exempt temporary gambling to hold a raffle on April 7<sup>th</sup>, 2016; and

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

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

THEREFORE; The Clearwater City Council grants authorization to Clearwater/Clear Lake Big River Ducks Unlimited for a tax exempt temporary gambling permit to hold a raffle on April 7<sup>th</sup>, 2016.

Adopted by the City Council of the City of Clearwater on this 16<sup>th</sup> day of February 2016.

---

Pete Edmonson, Mayor

ATTEST:

---

Kevin Kress, City Administrator

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Clearwater/Clearlake Big River Ducks Unlimited Previous Gambling Permit Number: X-36303

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 20-8195248

Mailing Address: 855 200th Street East

City: Clearwater State: MN Zip: 55320 County: Wright

Name of Chief Executive Officer (CEO): Andrew Koshiol

Daytime Phone: 320-224-3343 Email: 4koshiols@frontier.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

 **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100 [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

 **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

 **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Clearwater American Legion Post 323Address (do not use P.O. box): 505 Pine StCity or Township: Clearwater Zip: 55320 County: WrightDate(s) of activity (for raffles, indicate the date of the drawing): Thursday April 7th 2016

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

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 8000.00)

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

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

|   |  |
|---|--|
| <p style="text-align: center;"><b>CITY APPROVAL<br/>for a gambling premises<br/>located within city limits</b></p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>___ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div> | <p style="text-align: center;"><b>COUNTY APPROVAL<br/>for a gambling premises<br/>located in a township</b></p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>___ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b><br/>On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p> |
|---|--|

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

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

Print Name: \_\_\_\_\_

|  |  |
|--|--|
| <p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b><br/>A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> | <p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>___ a copy of your proof of nonprofit status, and</p> <p>___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Gambling Control Board<br/>1711 West County Road B, Suite 300 South<br/>Roseville, MN 55113</p> <p><b>Questions?</b><br/>Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> |
|--|--|

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

[Home \(/\)](#)[Workshops \(/workshops.html\)](#)

## New Tree Inspector Certification Workshop and Examination 2016

**Date:** March 23 and May 11, 2016

**Location:** McColl Pond Environmental Learning Center, Savage MN - MAP

(<https://www.google.com/maps/place/Savage+Community+Park/@44.7561351,-93.3628533,15z/data=!4m2!3m1!1s0x0:0x75>)

### **Schedule**

**8:30-9:00** - Check-in for workshop. Beverage service. *University of Minnesota*

**9:00-9:15** - Welcome, workshop details, program overview and frequently asked questions.

**9:15-10:25** - Firewood and tree identification.

**10:25-10:40** - Open time: firewood sample review.

**10:40-11:40** - Emerald ash borer and other forest pests.

**11:40-12:30** - Lunch break. **LUNCH IS NOT PROVIDED.**  
Review firewood samples and display materials.

**12:30-2:00** - Dutch elm disease versus oak wilt: Identification, inspection, control. Other oak diseases.

**2:00-2:45** - Best Planting Practices.

**2:45-3:00** - Self guided study break (display materials), sample quizzes, review firewood samples, last questions, prepare for exam.

**3:00-3:10** - Exam material overview and last questions.

**3:15-4:30** - \***Examination**

You must complete and send in both the Workshop registration ([/uploads/2/0/7/0/20706756/2016\\_ti\\_registration.pdf](/uploads/2/0/7/0/20706756/2016_ti_registration.pdf)) and the DNR Tree Inspector Certification Application ([/uploads/2/0/7/0/20706756/application\\_for\\_tree\\_inspector\\_update.pdf](/uploads/2/0/7/0/20706756/application_for_tree_inspector_update.pdf)).

**Preregistration is mandatory and must be received by the listed due dates.** No walk-in registrations at either workshop.

### **Registration Fee:**

**\$85.00.**

Check or purchase order *only*.

Payment to "University of Minnesota."

### **Registration and Payment Deadline:**

- March 14, for the March 23rd Workshop.
- May 2, for the May 11th Workshop.

**Registration Fee Includes morning coffee and light refreshments. Lunch is on your own.**

**Workshop Registration**  
([/uploads/2/0/7/0/20706756/2016\\_ti\\_registration.pdf](/uploads/2/0/7/0/20706756/2016_ti_registration.pdf))

**DNR Tree Inspector Certification Application**  
([/uploads/2/0/7/0/20706756/application\\_for\\_tree\\_inspector\\_upd](/uploads/2/0/7/0/20706756/application_for_tree_inspector_upd);

Any questions in regards to whether you passed the exam or



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 2015

Printed on February 1, 2016

| Incident Start Date/Time                    | Incident Type               | Case Number   | How Reported |
|---|-----------------------------|---------------|--------------|
| <b>Abandoned Vehicle Total: 1</b>           |                             |               |              |
| 01/04/16 15:05                              | Abandoned Vehicle           | WCSOP16000321 | Phone        |
| <b>Agency Assist Total: 5</b>               |                             |               |              |
| 01/01/16 09:47                              | Agency Assist               | WCSOP16000047 | 911          |
| 01/05/16 17:42                              | Agency Assist               | WCSOP16000419 | Phone        |
| 01/06/16 01:39                              | Agency Assist               | WCSOP16000447 | Phone        |
| 01/28/16 13:32                              | Agency Assist               | WCSOP16002421 | Phone        |
| 01/29/16 20:31                              | Agency Assist               | WCSOP16002546 | Phone        |
| <b>Animal Total: 1</b>                      |                             |               |              |
| 01/15/16 12:54                              | Animal                      | WCSOP16001348 | Phone        |
| <b>Animal - Barking Dog Total: 1</b>        |                             |               |              |
| 01/21/16 07:24                              | Animal - Barking Dog        | WCSOP16001802 | Phone        |
| <b>Check Welfare Total: 3</b>               |                             |               |              |
| 01/13/16 11:39                              | Check Welfare               | WCSOP16001162 | Phone        |
| 01/23/16 05:38                              | Check Welfare               | WCSOP16001982 | 911          |
| 01/26/16 09:15                              | Check Welfare               | WCSOP16002233 | Phone        |
| <b>Citizen Aid Total: 2</b>                 |                             |               |              |
| 01/15/16 22:43                              | Citizen Aid                 | WCSOP16001404 | Phone        |
| 01/31/16 01:55                              | Citizen Aid                 | WCSOP16002646 | Phone        |
| <b>Civil Complaint Total: 2</b>             |                             |               |              |
| 01/09/16 17:29                              | Civil Complaint             | WCSOP16000811 | 911          |
| 01/09/16 19:21                              | Civil Complaint             | WCSOP16000826 | Phone        |
| <b>Commercial General Alarm Total: 1</b>    |                             |               |              |
| 01/26/16 00:01                              | Commercial General Alarm    | WCSOP16002208 | Phone        |
| <b>Criminal Damage to Property Total: 1</b> |                             |               |              |
| 01/14/16 16:16                              | Criminal Damage to Property | WCSOP16001267 | 911          |
| <b>Disabled Vehicle Total: 1</b>            |                             |               |              |
| 01/01/16 18:54                              | Disabled Vehicle            | WCSOP16000082 |              |
| <b>Domestic Disturbance Total: 1</b>        |                             |               |              |
| 01/23/16 19:25                              | Domestic Disturbance        | WCSOP16002022 | Phone        |
| <b>Drugs Total: 1</b>                       |                             |               |              |
| 01/30/16 00:43                              | Drugs                       | WCSOP16002565 | Officer      |

| Incident Start Date/Time                           | Incident Type                      | Case Number   | How Reported |
|--|------------------------------------|---------------|--------------|
| <b>DUI Total: 1</b>                                |                                    |               |              |
| 01/21/16 01:38                                     | DUI                                | WCSOP16001793 | Phone        |
| <b>Fire - Gas Leak Total: 3</b>                    |                                    |               |              |
| 01/09/16 05:31                                     | Fire - Gas Leak                    | WCSOP16000758 | Phone        |
| 01/11/16 21:41                                     | Fire - Gas Leak                    | WCSOP16001014 | Phone        |
| 01/13/16 16:53                                     | Fire - Gas Leak                    | WCSOP16001187 | Phone        |
| <b>Fire - Other Total: 1</b>                       |                                    |               |              |
| 01/21/16 19:34                                     | Fire - Other                       | WCSOP16001859 | 911          |
| <b>Fire - Vehicle Total: 1</b>                     |                                    |               |              |
| 01/17/16 02:04                                     | Fire - Vehicle                     | WCSOP16001500 | 911          |
| <b>Fraud - Checks - Cards Total: 2</b>             |                                    |               |              |
| 01/06/16 13:10                                     | Fraud - Checks - Cards             | WCSOP16000486 | Phone        |
| 01/16/16 16:29                                     | Fraud - Checks - Cards             | WCSOP16001467 | Phone        |
| <b>Harassment Total: 3</b>                         |                                    |               |              |
| 01/06/16 19:02                                     | Harassment                         | WCSOP16000518 | Phone        |
| 01/09/16 20:56                                     | Harassment                         | WCSOP16000836 | Phone        |
| 01/11/16 14:37                                     | Harassment                         | WCSOP16000983 | Phone        |
| <b>Juvenile - Complaint Total: 2</b>               |                                    |               |              |
| 01/05/16 16:42                                     | Juvenile - Complaint               | WCSOP16000413 | Phone        |
| 01/10/16 05:26                                     | Juvenile - Complaint               | WCSOP16000859 | 911          |
| <b>Medical - Breathing Problems Total: 1</b>       |                                    |               |              |
| 01/24/16 23:53                                     | Medical - Breathing Problems       | WCSOP16002107 | 911          |
| <b>Medical - Fall Under 6 Feet Total: 1</b>        |                                    |               |              |
| 01/29/16 12:44                                     | Medical - Fall Under 6 Feet        | WCSOP16002495 | Phone        |
| <b>Medical - Psychiatric - Behavioral Total: 1</b> |                                    |               |              |
| 01/10/16 19:33                                     | Medical - Psychiatric - Behavioral | WCSOP16000911 | Phone        |
| <b>Medical - Sick Total: 1</b>                     |                                    |               |              |
| 01/05/16 17:15                                     | Medical - Sick                     | WCSOP16000417 | 911          |
| <b>Medical - Stroke Total: 1</b>                   |                                    |               |              |
| 01/23/16 10:26                                     | Medical - Stroke                   | WCSOP16001987 | 911          |
| <b>Medical - Unconscious - Fainting Total: 1</b>   |                                    |               |              |
| 01/23/16 22:25                                     | Medical - Unconscious - Fainting   | WCSOP16002028 | 911          |
| <b>MVA - No Injuries Total: 2</b>                  |                                    |               |              |
| 01/02/16 16:20                                     | MVA - No Injuries                  | WCSOP16000163 |              |
| 01/12/16 16:49                                     | MVA - No Injuries                  | WCSOP16001088 |              |
| <b>Parking Total: 2</b>                            |                                    |               |              |
| 01/08/16 19:51                                     | Parking                            | WCSOP16000717 | 911          |
| 01/13/16 11:02                                     | Parking                            | WCSOP16001156 |              |

| Incident Start Date/Time                      | Incident Type                 | Case Number   | How Reported |
|---|-------------------------------|---------------|--------------|
| <b>Residential General Alarm Total: 2</b>     |                               |               |              |
| 01/10/16 12:37                                | Residential General Alarm     | WCSOP16000883 | Phone        |
| 01/20/16 00:55                                | Residential General Alarm     | WCSOP16001699 | Phone        |
| <b>Suspicious - Circumstances Total: 2</b>    |                               |               |              |
| 01/12/16 06:19                                | Suspicious - Circumstances    | WCSOP16001040 | Phone        |
| 01/26/16 06:41                                | Suspicious - Circumstances    | WCSOP16002219 | Phone        |
| <b>Suspicious - Person - Vehicle Total: 2</b> |                               |               |              |
| 01/18/16 13:06                                | Suspicious - Person - Vehicle | WCSOP16001580 | Phone        |
| 01/23/16 05:28                                | Suspicious - Person - Vehicle | WCSOP16001980 | Phone        |
| <b>Theft Total: 1</b>                         |                               |               |              |
| 01/14/16 12:34                                | Theft                         | WCSOP16001241 | Phone        |
| <b>Theft - Gas Drive Off Total: 8</b>         |                               |               |              |
| 01/02/16 05:02                                | Theft - Gas Drive Off         | WCSOP16000111 | 911          |
| 01/08/16 14:50                                | Theft - Gas Drive Off         | WCSOP16000696 | 911          |
| 01/10/16 15:25                                | Theft - Gas Drive Off         | WCSOP16000893 | 911          |
| 01/12/16 18:10                                | Theft - Gas Drive Off         | WCSOP16001097 | 911          |
| 01/20/16 21:23                                | Theft - Gas Drive Off         | WCSOP16001779 | 911          |
| 01/25/16 15:36                                | Theft - Gas Drive Off         | WCSOP16002168 | 911          |
| 01/25/16 20:15                                | Theft - Gas Drive Off         | WCSOP16002196 | 911          |
| 01/30/16 18:28                                | Theft - Gas Drive Off         | WCSOP16002616 | 911          |
| <b>Traffic - Complaint Total: 2</b>           |                               |               |              |
| 01/17/16 03:46                                | Traffic - Complaint           | WCSOP16001504 | Phone        |
| 01/20/16 17:10                                | Traffic - Complaint           | WCSOP16001752 | 911          |
| <b>Traffic Stop Total: 4</b>                  |                               |               |              |
| 01/02/16 20:29                                | Traffic Stop                  | WCSOP16000185 | Officer      |
| 01/14/16 22:17                                | Traffic Stop                  | WCSOP16001293 | Officer      |
| 01/15/16 21:12                                | Traffic Stop                  | WCSOP16001394 | Officer      |
| 01/22/16 02:16                                | Traffic Stop                  | WCSOP16001879 | Officer      |
| <b>Warrant - Arrest Total: 2</b>              |                               |               |              |
| 01/08/16 01:10                                | Warrant - Arrest              | WCSOP16000629 | Officer      |
| 01/13/16 20:47                                | Warrant - Arrest              | WCSOP16001204 | Officer      |
| <b>Warrant - Attempt Total: 1</b>             |                               |               |              |
| 01/13/16 20:25                                | Warrant - Attempt             | WCSOP16001199 | Officer      |
| <b>Total Records: 67</b>                      |                               |               |              |

CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

|   |  |
|---|--|
| <b>Requested Date of Council Consideration:</b><br>2-16-16<br><b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   | <b>Originating Department:</b><br>Administration   |
| <b>Agenda Item:</b><br>4. Old Business<br>a. Discussion on Travel and Expense Policy  | <b>Presenter:</b><br>Administrator Kevin Kress<br><br><b>Estimated Time:</b><br><input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min.<br><input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour |
| <b>Council Action Requested:</b><br><input type="checkbox"/> Information/Review <input checked="" type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change   |  |
| <b>Motion to amend the Travel and Expense Policy to the following:</b><br><br>The City Administrator will approve any travel, conferences, schools, lodging, and training that has been budgeted for all City Staff. The City Council will approve any travel, conferences, schools, lodging, and training that has been budgeted for the Mayor and Members of the Council.<br><br>When approved, the cost of airfare, lodging, and registration may be paid by check or city credit card when applicable to the vendor in advance of the travel date.<br><br><b>Background:</b> Recently the City Council approved the new Travel and Expense Policy. Shortly after its approval the Council amended the policy so that the Council approved all travel, conferences, schools, lodging, and training that has been budgeted. In talking with the Mayor and Members of the Council I gathered that many of you misunderstood that this happened. I am recommending in my request, to change the Travel and Expense Policy. This high level Policy allows for the Administrator to direct staff and the Council to regulate itself in regards to travel, conferences, schools, lodging, and training that has been budgeted. |  |
| <b>Supporting Documents:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None   |  |
| <b>Department Head Signature/Date:</b>  |  |
| <b>Clerk/Treasurer Signature/Date:</b>  |  |
| <b>ACTION TAKEN</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other   |  |
| <b>Date of Action:</b> _____  |  |
| <b>Comments:</b>  |  |

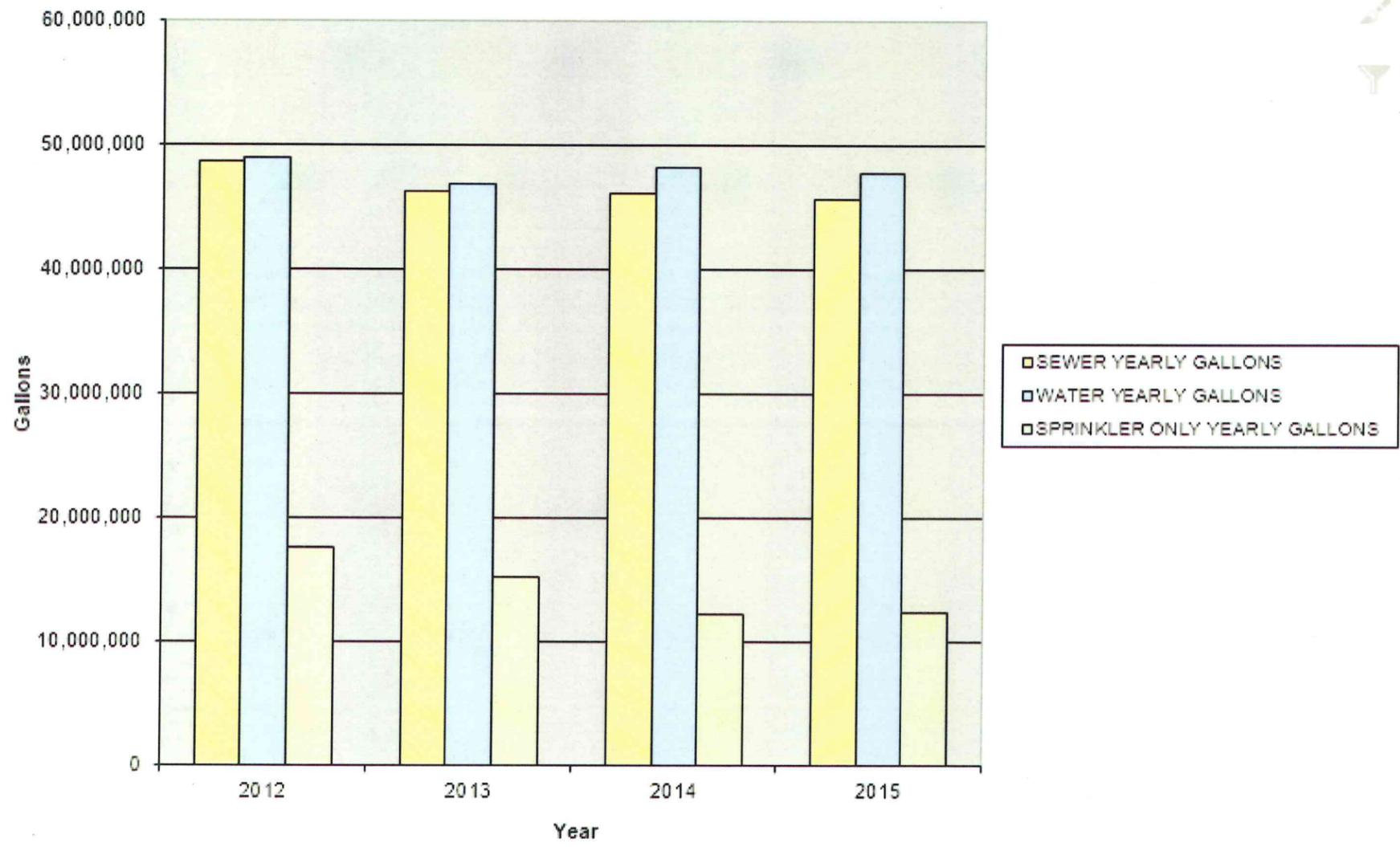
CITY OF CLEARWATER, MINNESOTA  
FEE SCHEDULE

| Public Utility   | 2011            | 2012            | 2013            | 2014            | 2015            | 2.50%      | 3.00%      | 3.50%      | 4.00%      | 4.50%      | 5.00%      |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------|------------|------------|------------|------------|------------|
| <b>Sewer:</b>  |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| <b>Demand Charges:</b>   |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| Commercial Demand Charges (Per 1,000 gallons)                          | \$13.13         | \$13.52         | \$13.52         | \$13.52         | \$13.52         | \$13.86    | \$13.93    | \$13.99    | \$14.06    | \$14.13    | \$14.20    |
| Residential Demand Charges (Per 1,000 gallons)                         | \$8.93          | \$9.20          | \$9.20          | \$9.50          | \$9.50          | \$9.74     | \$9.79     | \$9.83     | \$9.88     | \$9.93     | \$9.98     |
| <b>Fixed Fee:</b>  |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| Commercial Fixed Fee (Per Month, Per Equivalent Residential Unit*)     | \$25.99         | \$26.77         | \$28.65         | \$29.65         | \$28.65         | \$29.37    | \$29.51    | \$29.65    | \$29.80    | \$29.94    | \$30.08    |
| Residential Fixed Fee (Per Month, Per Equivalent Residential Unit*)    | \$25.99         | \$26.77         | \$28.65         | \$29.65         | \$28.65         | \$29.37    | \$29.51    | \$29.65    | \$29.80    | \$29.94    | \$30.08    |
| Sewer Availability Charge (SAC) (Per Equivalent Dwelling Unit          | \$7,507.50      | \$7,732.73      | \$7,750.00      | \$5,607.00      | \$5,607.00      | \$5,747.18 | \$5,775.21 | \$5,803.25 | \$5,831.28 | \$5,859.32 | \$5,887.35 |
| Trunk Fee (per acre)   | \$1,430.00      | \$1,472.90      | \$1,517.00      | \$1,517.00      | \$1,517.00      | \$1,554.93 | \$1,562.51 | \$1,570.10 | \$1,577.68 | \$1,585.27 | \$1,592.85 |
| <b>Water:</b>  |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| Disconnect Fee   | \$50.00         | \$50.00         | \$50.00         | \$50.00         | \$50.00         | \$51.25    | \$51.50    | \$51.75    | \$52.00    | \$52.25    | \$52.50    |
| <b>Demand Charges:</b>   |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| Commercial Demand Charges (Per 1,000 gallons)                          | \$1.19          | \$1.23          | \$1.30          | \$1.30          | \$1.30          | \$1.33     | \$1.34     | \$1.35     | \$1.35     | \$1.36     | \$1.37     |
| Residential Demand Charges (Per 1,000 gallons) up to 9,999 gallons**   | \$1.19          | \$1.23          | \$1.30          | \$1.30          | \$1.30          | \$1.33     | \$1.34     | \$1.35     | \$1.35     | \$1.36     | \$1.37     |
| Residential Demand Charges (Per 1,000 gallons) 10,000 gallons and up** | \$1.75          | \$1.80          | \$1.80          | \$1.80          | \$1.80          | \$1.85     | \$1.85     | \$1.86     | \$1.87     | \$1.88     | \$1.89     |
| <b>Fixed Fee:</b>  |                 |                 |                 |                 |                 |            |            |            |            |            |            |
| Commercial Fixed Fee (Per Month, Per Equivalent Residential Unit*)     | \$5.50          | \$5.69          | \$5.69          | \$5.80          | \$5.00          | \$5.13     | \$5.15     | \$5.18     | \$5.20     | \$5.23     | \$5.25     |
| Residential Fixed Fee (Per Month, Per Equivalent Residential Unit*)    | \$5.50          | \$5.69          | \$5.69          | \$5.80          | \$5.00          | \$5.13     | \$5.15     | \$5.18     | \$5.20     | \$5.23     | \$5.25     |
| Hydrant Demand Charges (Per 1,000 gallons)                             | \$10.00         | \$10.00         | \$10.00         | \$10.00         | \$10.00         | \$10.25    | \$10.30    | \$10.35    | \$10.40    | \$10.45    | \$10.50    |
| Minnesota Department of Health Test Fee                                | Prevailing Rate |            |            |            |            |            |            |
| Re-connect Fee   | \$50.00         | \$50.00         | \$50.00         | \$50.00         | \$50.00         | \$51.25    | \$51.50    | \$51.75    | \$52.00    | \$52.25    | \$52.50    |
| Trunk Fee (per acre)   | \$2,000.00      | \$2,000.00      | \$2,000.00      | \$2,000.00      | \$2,000.00      | \$2,050.00 | \$2,060.00 | \$2,070.00 | \$2,080.00 | \$2,090.00 | \$2,100.00 |
| Water Availability Charge (WAC) (Per Equivalent Dwelling Unit          | \$1,890.00      | \$1,956.15      | \$1,975.71      | \$1,975.71      | \$1,975.71      | \$2,025.10 | \$2,034.98 | \$2,044.86 | \$2,054.74 | \$2,064.62 | \$2,074.50 |

|                             | 2011               | 2012               | 2013             | 2014      |
|-----------------------------|--------------------|--------------------|------------------|-----------|
| <b>Water</b>                |                    |                    |                  |           |
| Change in Net Cash Position | \$ 61,017          | \$ 50,123          | \$ 25,061        | \$ 24,282 |
| Change from Year Prior      | <u>\$ (10,894)</u> | <u>\$ (25,062)</u> | <u>\$ (779)</u>  |           |
| End of Year Reserve Balance | \$854,384          | \$904,507          | \$929,568        | \$953,850 |
| Change from Year Prior      | <u>\$ 50,123</u>   | <u>\$ 25,061</u>   | <u>\$ 24,282</u> |           |

|                             | 2011                | 2012                | 2013               | 2014        |
|-----------------------------|---------------------|---------------------|--------------------|-------------|
| <b>Sewer</b>                |                     |                     |                    |             |
| Change in Net Cash Position | \$ (70,861)         | \$ (117,319)        | \$ (109,338)       | \$ (22,943) |
| Change from Year Prior      | <u>\$ (46,458)</u>  | <u>\$ 7,981</u>     | <u>\$ 86,395</u>   |             |
| End of Year Reserve Balance | \$486,535           | \$ 369,216          | \$ 259,878         | \$ 236,935  |
| Change from Year Prior      | <u>\$ (117,319)</u> | <u>\$ (109,338)</u> | <u>\$ (22,943)</u> |             |

### Utility Usage



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

**RESOLUTION NO. 2016-08**

**RESOLUTION APPROVING THE CONTINUATION  
OF THE RESIDENTIAL GROWTH INCENTIVE PROGRAM IN 2016**

WHEREAS, the City of Clearwater adopted a growth incentive program for new single family homes constructed; and

WHEREAS, the City of Clearwater wishes to continue to promote development within the community through various incentive programs; and

WHEREAS, the Economic Development Authority has budgeted/allocated \$30,000.00 for 2016 to be used for the Residential Growth Incentive Program.

THEREFORE, BE IT RESOLVED, that the City of Clearwater does hereby approve the continuation of the Residential Growth Incentive Program for the first 3 single-family home construction building permits of the year with a minimum home value of \$160,00.00 (determined by the building official) to receive a credit up to \$10,000 each on the fees charged on the permit application. Building permits must be received by December 31, 2016 to qualify.

Approved this 16th day of February, 2016.

By: \_\_\_\_\_  
Pete Edmonson, Mayor

ATTEST:

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

# Memo

**To:** City Council  
**From:** Planning Commission  
**Date:** February 11, 2016  
**Re:** Entrance to Eldorado Park review

---

On January 26<sup>th</sup>, 2016 the Planning Commission met to review the current entrance to Eldorado Park and the possibility of expanding the entrance by acquiring roughly 2500 to 3000 square feet from the apartment complex property in exchange for providing another exit onto Kelsey for the apartment complex. They also reviewed the estimated project cost (see attached provided by the City Engineer) to construct an exit on to Kelsey Ave.

The Planning Commission had the following suggestions/comments:

Felt that the cost of the project (\$10,000) compared to the value of the land (\$.50 per square ft. approx. \$1,500) was not an equal swap.

Negotiate with the property owner to pay part of the project.

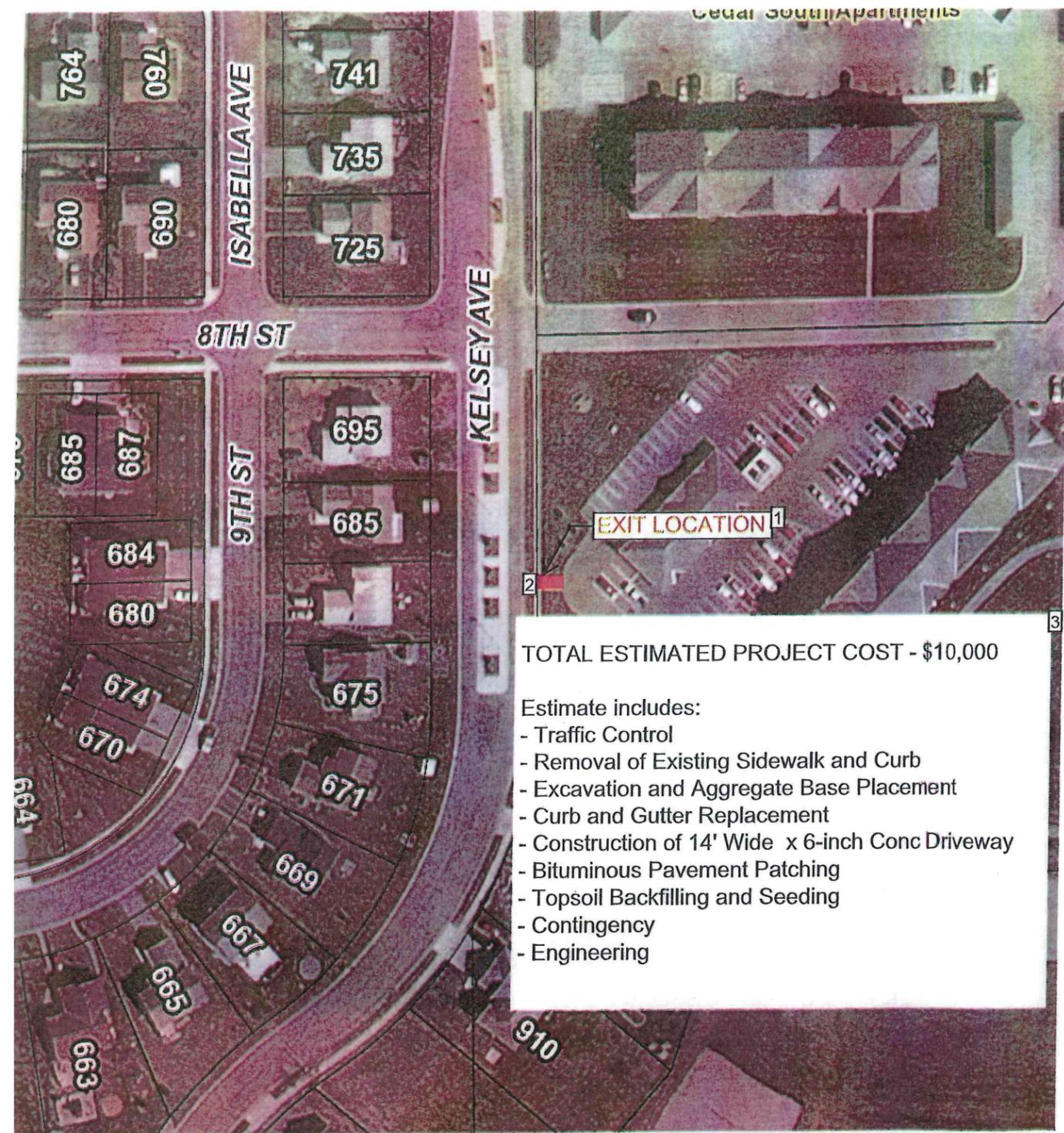
Consider having an entrance only into the park and an exit only. The city currently owns two different parcels that are both 25 feet in width.

Isn't a 25 foot wide access sufficient when the speed of traffic is slow?

Felt it was a little premature to be considering the entrance at this time when there are no finalized/approved plans for construction in the park for 2016.

Prepared by:

Deb Petty, Zoning Administrator



TOTAL ESTIMATED PROJECT COST - \$10,000

Estimate includes:

- Traffic Control
- Removal of Existing Sidewalk and Curb
- Excavation and Aggregate Base Placement
- Curb and Gutter Replacement
- Construction of 14' Wide x 6-inch Conc Driveway
- Bituminous Pavement Patching
- Topsoil Backfilling and Seeding
- Contingency
- Engineering



**Disclaimer:**  
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Clearwater is not responsible for any inaccuracies herein contained.



**CEDAR RIDGE 4  
 APARTMENT EXIT**

**CITY OF CLEARWATER  
REQUEST FOR COUNCIL ACTION**

|   |  |
|---|--|
| <b>Requested Date of Council Consideration:</b><br>2-16-2016<br><b>Flexibility:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  | <b>Originating Department:</b><br>Administration |
| <b>Agenda Item:</b><br>Staff Reports  | <b>Presenter:</b> Administrator, Kevin Kress     |
| <b>Estimated Time:</b><br><input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min.<br><input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour  |  |
| <b>Council Action Requested:</b><br><input checked="" type="checkbox"/> Information/Review <input checked="" type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change  |  |
| <b>Background:</b>  |  |
| <b>Public Works Updates:</b> <ol style="list-style-type: none"> <li>1. Working on park inventory.</li> <li>2. Working on public works budget.</li> <li>3. Cleaning well house #2 and #4. Cleaning and painting discharge pipe.</li> <li>4. Extended water lines into two more bays at the maintenance building to help with cleaning trucks up after plowing.</li> <li>5. Replaced main breaker for pump one at main lift station. We were having problems with it kicking out and causing alarms.</li> <li>6. We have been doing some spot plowing and salting.</li> <li>7. A past employee is interested in filling in for snow removal. Would like a motion to approve if Council is in favor of this.</li> </ol>  |  |
| <b>Administration:</b> <ol style="list-style-type: none"> <li>1. I would like to set up a meeting with the City Engineer, Landform, and Mayor to discuss building a cost-benefit evaluation for annexation.</li> <li>2. I discovered that the City had attempted to establish a City Code for Administrative enforcement and a policy for enforcement. I am currently reviewing both and will recommend approval at a meeting soon. Member Lange and I discussed with the City attorney during our visit about code enforcement and violations.</li> <li>3. I have been working on agreements for both the Lions Club and Food Shelf. I recently had the agreements reviewed. There are several adjustments that are required prior to review with the Lions Club and Food Shelf. After review, the Council may want to invite both parties to a Council meeting and approve the agreements.</li> <li>4. The auditors were here last week and performed the City's annual audit. They plan on presenting their findings at the first meeting in March.</li> </ol> |  |
| <b>ACTION TAKEN</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Accepted Report <input type="checkbox"/> Other   |  |
| <b>Administrator's Signature/Date:</b>  |  |