



**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Monday, July 18, 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 6-06-16 Regular City Council Meeting Minutes
- c. Approval of Resolution 2016-30 Accepting Donation Clearwater Fire
- d. Approval of Resolution 2016-31 Authorizing Membership in the 4M Fund
- e. Approval of Resolution 2016-32 Temporary/Seasonal Lawn Maintenance
- f. Approval of Resolution 2016-33 Election Judge Appointment
- g. Approval of Resolution 2016-34 Adopting Lien for Unpaid Charges

**3. Wright County Sheriff Deputy Report**

**4. Old Business**

- a. Discussion on Water and Sewer Rates
- b. Consideration of Annexation Area Utility Master Plan

**5. New Business**

- a. Discussion on Agenda Requests (Clearwater Legion, CWFD Auxiliary, and Pam Sawatzke.)
- b. Discussion and Update on North Area Street and Utility Project
- c. Discussion on Purchasing Wood Chipper
- d. Discussion on Purchasing Tile System for Lions Park Tennis Court
- e. Discussion on Crack Sealing, Chip Sealing, and Line Painting
- f. Discussion on Parking on Ash Street

**6. Reports**

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

**7. Other**

- a. Regular City Council meeting Monday, August 1, 2016

**8. Adjourn**

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

**AGENDA**  
**Regular Clearwater City Council Meeting**  
**Tuesday, July 18, 2016**  
**7:00 pm**

Staff Memo

**To:** Honorable Mayor and City Council  
**From:** Kevin Kress, Administrator  
**Date:** July 14, 2016  
**RE:** Review/Comment on 07-18-16 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 6-06-16 Regular City Council Meeting Minutes** – See enclosed.
- c. **Approval of Resolution 2016-30 Accepting Donation Clearwater Fire** – See enclosed.
- d. **Approval of Resolution 2016-31 Authorizing Membership in the 4M Fund** – See enclosed.
- e. **Approval of Resolution 2016-32 Temporary/Seasonal Lawn Maintenance** – See enclosed. This is intended as a backup in case someone gets sick and to aide with increased maintenance for personal lots that violate the City Ordinances.
- f. **Approval of Resolution 2016-33 Election Judge Appointment** – See enclosed.
- g. **Approval of Resolution 2016-34 Adopting Lien for Unpaid Charges** – See enclosed.

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

**4. Old Business**

- a. **Discussion on Water and Sewer Rates** – See enclosed.
- b. **Consideration of Annexation Area Utility Master Plan** – See enclosed.

**5. New Business**

- a. **Discussion on Agenda Requests (Clearwater Legion, CWFD Auxiliary, and Pam Sawatzke.)** – See enclosed.
- b. **Discussion and Update on North Area Street and Utility Project** – Kreg Schmidt will be present to address the Council.
- c. **Discussion on Purchasing Wood Chipper** – See enclosed reports.
- d. **Discussion on Purchasing Tile System for Lions Park Tennis Court** – See enclosed reports.
- e. **Discussion on Crack Sealing, Chip Sealing, and Line Painting** – See enclosed reports.
- f. **Discussion on Parking on Ash Street** – Consider no parking on Ash Street.

**6. Reports**

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

**7. Other**

- a. **Regular City Council meeting Monday, August 1, 2016**

**8. Adjourn**

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Payments

Current Period: July 2016

Batch Name	070516 CCMTG				
Payment		Computer Dollar Amt	\$38,058.35	Posted	
Refer	1441 ALEX AIR APPARATUS, INC				
Cash Payment	E 230-42200-232 Repairs & Maint - Electr/	HON-MNCLEA EVI MODERN			\$288.91
Invoice	29921	5/31/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total	\$288.91
Refer	1373 AMERIPRIDE				
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	PW UNIFORMS MAY			\$40.99
Invoice	2200777204	5/2/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	PW UNIFORMS MAY			\$45.69
Invoice	2200779813	5/9/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	PW UNIFORMS MAY			\$51.90
Invoice	2200782492	5/16/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	PW UNIFORMS MAY			\$45.69
Invoice	2200784921	5/23/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	PW UNIFORMS MAY			\$40.99
Invoice	2200787494	5/30/2016			
Cash Payment	E 800-45200-125 Cleaning Service-Unifor	LIBRARY RUGS JUNE			\$25.00
Invoice	2200795340	6/20/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	CITY HALL RUGS JUNE			\$25.00
Invoice	2200795352	6/20/2016			
Cash Payment	E 230-42200-125 Cleaning Service-Unifor	FD RUGS JUNE			\$26.06
Invoice	2200795351	6/20/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total	\$301.32
Refer	1400 BEAUDRY OIL COMPANY				
Cash Payment	E 100-43100-212 Motor Fuels	LOW SULFUR DIESEL FUEL			\$649.70
Invoice	827719	5/26/2016			
Cash Payment	E 240-45300-212 Motor Fuels	LOW SULFUR DIESEL FUEL			\$649.70
Invoice	827719	5/26/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total	\$1,299.40
Refer	1408 BERTRAM, LINDA				
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND DEPOSIT LIONS BLDG			\$100.00
Invoice	JUNE	6/12/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total	\$100.00
Refer	1411 BEUNING, LLC				
Cash Payment	E 800-45200-126 Rental/Lease	JULY 2016 RENT			\$1,321.00
Invoice	1517	6/16/2016			
Cash Payment	E 800-45200-382 Utilities	MAY 2016 CAM ELEC			\$28.62
Invoice	1518	6/16/2016			
Cash Payment	E 800-45200-305 Contracted Services	MAY 2016 CAM LAWN SVC			\$102.56
Invoice	1518	6/16/2016			
Cash Payment	E 800-45200-362 Property Ins	MAY 2016 CAM INS			\$114.66
Invoice	1518	6/16/2016			
Cash Payment	E 800-45200-205 Taxes and Assessments	MAY 2016 CAM TAXES			\$232.31
Invoice	1518	6/16/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total	\$1,799.15

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Payments

Current Period: July 2016

<b>Refer 1443 BOLTON &amp; MENK, INC.</b>						
Cash Payment	E 100-41700-303 Engineering Fees		REVIEW SAC/WAC FORMULAS			\$240.00
Invoice	0191573	6/25/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$240.00
<b>Refer 1404 CARD SERVICES</b>						
Cash Payment	E 230-42200-212 Motor Fuels		FUEL PW AND FD			\$172.83
Invoice	MAY 2016	6/1/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$172.83
<b>Refer 1380 CHADER LEASING CORPORATION</b>						
Cash Payment	E 100-41000-126 Rental/Lease		MONTHLY LEASE PAYMENT			\$120.80
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 100-43100-200 Office Supplies		MONTHLY LEASE PAYMENT			\$2.27
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 100-43200-200 Office Supplies		MONTHLY LEASE PAYMENT			\$2.27
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 230-42200-200 Office Supplies		MONTHLY LEASE PAYMENT			\$2.27
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 240-45300-200 Office Supplies		MONTHLY LEASE PAYMENT			\$2.27
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 600-49400-200 Office Supplies		MONTHLY LEASE PAYMENT			\$75.52
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 601-49450-200 Office Supplies		MONTHLY LEASE PAYMENT			\$75.52
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 603-43200-200 Office Supplies		MONTHLY LEASE PAYMENT			\$10.57
Invoice	JULY 2016	6/9/2016				
Cash Payment	E 603-49500-200 Office Supplies		MONTHLY LEASE PAYMENT			\$10.57
Invoice	JULY 2016	6/9/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$302.06
<b>Refer 1402 CITY OF CLEARWATER</b>						
Cash Payment	E 800-45200-382 Utilities		UTILITIES LIBRARY			\$122.19
Invoice	FEB - MAY 2016	6/9/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$122.19
<b>Refer 1379 CLARKE MOSQUITO CONTROL</b>						
Cash Payment	E 100-41800-305 Contracted Services		MOSQUITO SVCS			\$3,000.00
Invoice	6356704	6/1/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$3,000.00
<b>Refer 1407 CLEAR LAKE/CLWTER SEWER AU</b>						
Cash Payment	E 601-49450-300 Sewer Usage		MAY FLOW 2016			\$22,926.20
Invoice	1030	6/10/2016				
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	\$22,926.20
<b>Refer 1403 CLEARWATER HARDWARE &amp; BAIT</b>						
Cash Payment	E 240-45300-123 Operating Supplies		POLY FINISH			\$23.19
Invoice	431656	5/6/2016				
Cash Payment	E 230-42200-123 Operating Supplies		CAR WASH LIQUID/PAPER TOWELS			\$25.47
Invoice	434511	5/23/2016				
Cash Payment	E 230-42200-123 Operating Supplies		BUNGEE CORDS			\$15.98
Invoice	434626	5/24/2016				

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Payments

Current Period: July 2016

Cash Payment	E 230-42200-123 Operating Supplies	DRUM LINERS		\$15.99
Invoice 431315	5/4/2016			
Cash Payment	E 230-42200-123 Operating Supplies	ICE MAKER HARDWARE		\$3.12
Invoice 434645	5/24/2016			
Cash Payment	E 230-42200-123 Operating Supplies	SQ PLUG		\$3.99
Invoice 434931	5/26/2016			
Cash Payment	E 230-42200-123 Operating Supplies	SQ PLUG RETURN		-\$3.99
Invoice 434941	5/26/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$83.75
Refer	1375 CLEARWATER PARTS CITY AUTO			
Cash Payment	E 230-42200-307 Repair & Maintenance C	FD STEERING U JOINT		\$44.99
Invoice 62-288870	4/19/2016			
Cash Payment	E 230-42200-565 Operating Equipment	20 FT BSTER CABLE		\$49.99
Invoice 62-294273	6/4/2016			
Cash Payment	E 230-42200-232 Repairs & Maint - Electr/	SOLID PLUG		\$0.79
Invoice 62-293263	5/26/2016			
Cash Payment	E 100-43100-200 Office Supplies	1/2 DR 1 1/2 DEEP		\$11.29
Invoice 62-294748	6/8/2016			
Cash Payment	E 240-45300-212 Motor Fuels	PREMIX 2CYC LEAF BLOWER		\$6.64
Invoice 62-295567	6/15/2016			
Cash Payment	E 230-42200-307 Repair & Maintenance C	COPPER LUG/POWER WASH		\$27.45
Invoice 62-294283	6/4/2016			
Cash Payment	E 230-42200-232 Repairs & Maint - Electr/	HELMUT TRIM		\$9.99
Invoice 62-289479	4/25/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$151.14
Refer	1418 DOLLAR, MICHELLE			
Cash Payment	E 240-45300-906 Contractual Reimb Fine/	REFUND SPORTSMAN PARK DEPOSIT		\$100.00
Invoice MAY 2016	5/7/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$100.00
Refer	1376 DOUG NIETERS			
Cash Payment	E 230-42200-120 Reimbursement	TRAINING EXPENSES		\$155.40
Invoice 052416	5/24/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$155.40
Refer	1374 G&K SERVICES			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	MAY UNIFORM		\$19.63
Invoice 1043471858	5/6/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	MAY UNIFORM		\$19.63
Invoice 1043477305	5/13/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	MAY UNIFORM		\$19.63
Invoice 1043482859	5/20/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	MAY UNIFORM		\$19.63
Invoice 1043488310	5/27/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$78.52
Refer	1395 GRIES LENHARDT			
Cash Payment	E 100-41600-304 Legal Fees	DOM PARTNER ORDINANCE		\$450.00
Invoice 48434	6/9/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT 10100	Total \$450.00

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Current Period: July 2016

<b>Refer 1399 JOHN DEERE FINANCIAL</b>						
Cash Payment	E 240-45300-307 Repair & Maintenance C	TORSION SP				\$67.56
Invoice 1260044	5/11/2016					
Cash Payment	E 240-45300-307 Repair & Maintenance C	CUTTERHEAD				\$47.52
Invoice 1272097	5/27/2016					
Cash Payment	E 240-45300-307 Repair & Maintenance C	BALL BEARING/EXT				\$25.10
Invoice 1274177	5/31/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$140.18</b>
<b>Refer 1426 JOHNSON MATERIALS</b>						
Cash Payment	E 100-43100-307 Repair & Maintenance C	CL5 BASE				\$67.65
Invoice 1901	6/7/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$67.65</b>
<b>Refer 1420 KEVIN KRESS</b>						
Cash Payment	E 100-41100-331 Travel Expenses	TRAINING CONFERENCE				\$98.00
Invoice 061416	6/14/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$98.00</b>
<b>Refer 1377 KEVIN VOIGT</b>						
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND LIONS BLDG RENTAL				\$100.00
Invoice 060416	6/4/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$100.00</b>
<b>Refer 1442 KIRVIDA FIRE, INC.</b>						
Cash Payment	E 230-42200-307 Repair & Maintenance C	1996 FREIGHTLINER PUMPER				\$367.29
Invoice 5553	6/21/2016					
Cash Payment	E 230-42200-307 Repair & Maintenance C	2009 INTERNATIONAL PUMPER TANKER				\$359.33
Invoice 5552	6/21/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$726.62</b>
<b>Refer 1414 KRIS CRANDALL</b>						
Cash Payment	E 100-41110-331 Travel Expenses	CONFERENCE TRAVEL EXP				\$154.08
Invoice 2016 CONFERE	6/15/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$154.08</b>
<b>Refer 1445 LANDFORM PROFESSIONAL SVC</b>						
Cash Payment	E 100-41920-313 City Planner Fees	CITY MEETINGS				\$200.00
Invoice 24475	6/21/2016					
Cash Payment	E 100-41920-313 City Planner Fees	PLANNER 11				\$231.00
Invoice 24475	6/21/2016					
Cash Payment	E 100-41920-313 City Planner Fees	PRINICPAL PLANNER				\$320.00
Invoice 24475	6/21/2016					
Cash Payment	E 100-41920-313 City Planner Fees	PROJECT MILEAGE				\$44.82
Invoice 24475	6/21/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$795.82</b>
<b>Refer 1438 LANGE, ROLAND</b>						
Cash Payment	E 100-41110-331 Travel Expenses	LMC CONFERENCE EXPENSES				\$178.24
Invoice 061516	6/16/2016					
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b>	<b>\$178.24</b>
<b>Refer 1444 LEAGUE OF MINNESOTA CITIES</b>						

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Payments

Current Period: July 2016

Cash Payment	E 100-41100-208 Training and Instruction	LAND USE BASICS CLASS			\$60.00
Invoice	236633	6/16/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$60.00
Refer	1415 MARKLOWITZ, BECKY				
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND LIONS PARK DEPOSIT - \$3.69 TAX			\$96.31
Invoice	JUNE 18 2016	6/18/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$96.31
Refer	1383 MID MINNESOTA HOT MIX				
Cash Payment	E 100-43100-591 Captial Outlay - Streets	FINAL PAYMENT BIKE TRAIL			\$1,860.58
Invoice	R16.108018	6/8/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$1,860.58
Refer	1398 MIES OUTLAND				
Cash Payment	E 240-45300-307 Repair & Maintenance C	TURFMASTER			\$175.00
Invoice	H25712	5/19/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$175.00
Refer	1437 NCPERS				
Cash Payment	G 100-21708 Life Insurance	PREMIUM FOR JULY			\$48.00
Invoice	7/2016	6/23/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$48.00
Refer	1382 NEOPOST, INC.				
Cash Payment	E 100-41000-322 Postage	LEASE PAYMENT COPIER			\$45.41
Invoice	N5966938	6/2/2016			
Cash Payment	E 100-43100-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Cash Payment	E 100-43200-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Cash Payment	E 230-42200-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Cash Payment	E 240-45300-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Cash Payment	E 600-49400-322 Postage	LEASE PAYMENT MAIL MACHINE			\$105.98
Invoice	N5966938	6/2/2016			
Cash Payment	E 601-49450-322 Postage	LEASE PAYMENT MAIL MACHINE			\$105.98
Invoice	N5966938	6/2/2016			
Cash Payment	E 603-43200-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Cash Payment	E 603-49500-322 Postage	LEASE PAYMENT MAIL MACHINE			\$7.57
Invoice	N5966938	6/2/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$302.79
Refer	1378 NOW IT CONNECTS, INC				
Cash Payment	E 100-41000-305 Contracted Services	MANAGED SVCS MONITORING			\$135.00
Invoice	8587	6/1/2016			
Payment	E 100-41000-305 Contracted Services	RESET 365 PW			\$26.25
Invoice	8663	6/13/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$161.25
Refer	1381 OFFICE DEPOT (CATALOG)				

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Payments

Current Period: July 2016

Cash Payment	E 240-45320-123 Operating Supplies	TRASH BAGS LIONS BLDG			\$25.60
Invoice	841696499001	5/25/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$25.60
Refer	1388 POWERHOUSE OUTDOOR EQUIP				
Cash Payment	E 230-42200-565 Operating Equipment	SPIKED BUMPER/SPLINE SCREW			\$6.47
Invoice	364274	5/11/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$6.47
Refer	1410 QUILL CORPORATION				
Cash Payment	E 240-45320-123 Operating Supplies	SOAP REFILL			\$35.06
Invoice	6647797	6/15/2016			
Cash Payment	E 100-43200-200 Office Supplies	HP INK			\$28.93
Invoice	6629929	6/14/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$63.99
Refer	1439 SANITATION SERVICES				
Cash Payment	E 240-45300-383 Sanitation	HANDICAP RESTROOM			\$384.00
Invoice	6741	6/24/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$384.00
Refer	1416 T.O. PLASTICS				
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND LIONS PARK DEPOSIT			\$100.00
Invoice	MAY 2016	5/3/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$100.00
Refer	1396 TRAUT WELLS, INC				
Cash Payment	E 600-49400-902 Water or WW Testing Fe	TRUCK STOP FUEL AREA			\$23.00
Invoice	287650	6/7/2016			
Cash Payment	E 600-49400-902 Water or WW Testing Fe	HARDWARE STORE			\$23.00
Invoice	287752	6/10/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$46.00
Refer	1425 TRI-COUNTY LUMBER				
Cash Payment	E 240-45300-307 Repair & Maintenance C	2x4 CEDAR			\$39.15
Invoice	1605-545105	5/6/2016			
Cash Payment	E 240-45320-307 Repair & Maintenance C	ELAN KEYED ENTRY LIONS PK			\$60.84
Invoice	1606-546920	6/17/2016			
Transaction Date	7/5/2016	Due 0	ANNANDALE STAT	10100	<b>Total</b> \$99.99
Refer	1413 US BANK CORP PAYMENT SYSTE				
Cash Payment	E 100-41000-323 Website	RENEWAL OF DOMAIN			\$99.17
Invoice	6974191014	5/25/2016			
Cash Payment	E 230-42200-206 Fire Prevention	MN FIRE CODE			\$132.11
Invoice	100325603	5/26/2016			
Cash Payment	E 230-42200-208 Training and Instruction	FIRE CHIEF TRAINING			\$79.73
Invoice	JULY 25,26	6/10/2016			
Cash Payment	E 230-42200-208 Training and Instruction	FIRE CHIEF TRAINING			\$121.95
Invoice	AUGUST 24,25	6/10/2016			
Cash Payment	E 100-41000-180 Finance Charges	LATE CHARGES			\$23.50
Invoice	JUNE 2016	6/10/2016			
Cash Payment	E 100-41000-180 Finance Charges	LATE CHARGES			\$14.16
Invoice	MAY 2016	6/10/2016			

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Payments

Current Period: July 2016

Cash Payment E 230-42200-123 Operating Supplies FD SHIRTS \$274.20

Invoice 5960221 6/10/2016

Transaction Date 7/5/2016 Due 0 ANNANDALE STAT 10100 Total \$744.82

Refer 1406 VERIZON WIRELESS

Cash Payment E 100-43200-321 Telephone MAY TELEPHONE 2016 \$52.09

Invoice 9766482038 6/3/2016

Transaction Date 7/5/2016 Due 0 ANNANDALE STAT 10100 Total \$52.09

Fund Summary

10100 ANNANDALE STATE BANK

800 LIBRARY FUND	\$1,946.34
603 REFUSE (GARBAGE) FUND	\$36.28
601 SEWER FUND	\$23,107.70
600 WATER FUND	\$227.50
240 PARKS AND RECREATION	\$2,045.51
230 FIRE AND RESCUE	\$2,187.89
100 GENERAL FUND	\$8,507.13
	<u>\$38,058.35</u>

Pre-Written Check \$0.00

Checks to be Generated by the Computer \$38,058.35

Total \$38,058.35

CITY OF CLEARWATER

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\*Check Summary Register©

June 2016

Name	Check Date	Check Amt	
<b>10100 ANNANDALE STATE BANK</b>			
Paid Chk# 010294E FRONTIER COMMUNICATIONS	6/16/2016	\$475.72	MAY PHONE BILL
Paid Chk# 010297E AEM FINANCIAL SOLUTIONS LL	6/10/2016	\$3,183.00	MAY 2016 FINANCIAL SVCS
Paid Chk# 010298E ADVANCED DISPOSAL	6/15/2016	\$9,669.70	REFUSE/RECYCLE/CLEANUP DAY
Paid Chk# 010299E XCEL ENERGY	6/27/2016	\$1,427.21	STREET LIGHTS JUNE
Paid Chk# 010300E XCEL ENERGY	6/16/2016	\$2,676.12	JUNE UTILITIES
Paid Chk# 010301E MINNESOTA REVENUE	6/13/2016	\$813.00	MAY SLS TAX
Paid Chk# 010302E UNITED STATES TREASURY	6/15/2016	\$2,939.12	941 PP 12.16
Paid Chk# 010303E MN CHILD SUPPORT PAYMENT	6/15/2016	\$250.57	MN CHILD SUPPORT
Paid Chk# 010304E MINNESOTA REVENUE	6/15/2016	\$499.21	STATE WITH HOLDING
Paid Chk# 010305E PUBLIC EMPLOYEES RETIREME	6/15/2016	\$1,472.89	PERA PP12.16
Paid Chk# 010306E MIDCO BUSINESS	6/21/2016	\$115.00	JUNE INTERNET SERVICE
Paid Chk# 010307E WRIGHT HENNEPIN COOP ELEC	6/24/2016	\$564.95	UTILITIES JUNE
Paid Chk# 010308E AFLAC	6/20/2016	\$162.34	MAY INVOICE
Paid Chk# 010309E UNITED STATES TREASURY	6/22/2016	\$508.81	QTR 2 CC
Paid Chk# 010310E MINNESOTA REVENUE	6/29/2016	\$27.45	ST WH QTR 2 CC
Paid Chk# 010311E ANNANDALE STATE BANK	6/23/2016	\$173.40	PSN BANK FEES JUNE
Paid Chk# 010312E ANNANDALE STATE BANK	6/23/2016	\$172.88	PIVOTAL FEES JUNE
Paid Chk# 010313E UNITED STATES TREASURY	6/29/2016	\$3,136.26	941 TAX DEP
Paid Chk# 010314E MN CHILD SUPPORT PAYMENT	6/29/2016	\$250.57	CHILD SUPP
Paid Chk# 010315E PUBLIC EMPLOYEES RETIREME	6/29/2016	\$1,557.83	PERA
Paid Chk# 010316E MINNESOTA REVENUE	6/29/2016	\$533.42	TAX WITHHOLDING
Paid Chk# 010317E UNITED STATES TREASURY	6/29/2016	\$1,553.77	941 TAX
Paid Chk# 010318E MINNESOTA REVENUE	6/29/2016	\$89.68	MN REV STATE WH
<b>Total Checks</b>		<b>\$32,252.90</b>	

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Payments

Current Period: July 2016

Batch Name	071816 CCMTG	User Dollar Amt	\$605,722.55		
	Payments	Computer Dollar Amt	\$605,722.55		
				\$0.00	In Balance
Refer	1471 AMANDA VANDERMAY				
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND LIONS PARK RENTAL DEPOSIT			\$100.00
Invoice	JUNE 25	6/25/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b>	\$100.00
Refer	1474 AMERIPRIDE				
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS JUNE			\$45.69
Invoice	2200789884	6/6/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS JUNE			\$51.90
Invoice	2200792557	6/13/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS JUNE			\$45.69
Invoice	2200795343	6/20/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	UNIFORMS JUNE			\$40.99
Invoice	2200797840	6/27/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b>	\$184.27
Refer	1486 BEUNING, LLC				
Cash Payment	E 800-45200-382 Utilities	JUNE CAM XCEL			\$27.84
Invoice	1525	7/13/2016			
Cash Payment	E 800-45200-305 Contracted Services	JUNE CAM LAWN CARE			\$79.78
Invoice	1525	7/13/2016			
Cash Payment	E 800-45200-362 Property Ins	JUNE CAM INS			\$114.66
Invoice	1525	7/13/2016			
Cash Payment	E 800-45200-205 Taxes and Assessments	JUNE CAM TAXES			\$232.31
Invoice	1525	7/13/2016			
Cash Payment	E 800-45200-126 Rental/Lease	AUGUST RENT			\$1,321.00
Invoice	1524	7/13/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b>	\$1,775.59
Refer	1455 BIG STATE INDUSTRIAL SUPPLY				
Cash Payment	E 100-43200-123 Operating Supplies	TPI BIMETAL RECIP BLADE			\$262.12
Invoice	1213456	6/29/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b>	\$262.12
Refer	1476 CARD SERVICES				
Cash Payment	E 100-43200-212 Motor Fuels	FUEL PW			\$64.20
Invoice	052409	6/30/2016			
Cash Payment	E 240-45300-212 Motor Fuels	FUEL PW			\$41.45
Invoice	052415/052611	6/30/2016			
Cash Payment	E 100-43100-212 Motor Fuels	FUEL PW			\$59.75
Invoice	051311	6/30/2016			
Cash Payment	E 600-49400-212 Motor Fuels	FUEL PW			\$84.90
Invoice	052412	6/30/2016			
Cash Payment	E 601-49450-212 Motor Fuels	FUEL PW			\$76.12
Invoice	050608	6/30/2016			
Cash Payment	E 100-43200-212 Motor Fuels	FUEL PW			\$127.55
Invoice	2016 MAY/JUNE	6/30/2016			

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Payments

Current Period: July 2016

Cash Payment	E 100-43100-212 Motor Fuels	FUEL PW		\$30.00
Invoice	060609 6/30/2016			
Cash Payment	E 600-49400-212 Motor Fuels	FUEL PW		\$87.62
Invoice	2016 MAY/JUNE 6/30/2016			
Cash Payment	E 601-49450-212 Motor Fuels	FUEL PW		\$206.53
Invoice	2016 MAY/JUNE 6/30/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$778.12
Refer	1475 <i>CENTRAL MCGOWAN</i>			
Cash Payment	E 100-43200-123 Operating Supplies	RETEST FEE ON GAS CYLINDERS		\$112.22
Invoice	6930 5/31/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$112.22
Refer	1466 <i>CHADER BUSINESS EQUIPMENT</i>			
Cash Payment	E 100-41000-200 Office Supplies	COPIES		\$67.19
Invoice	IN14138 6/30/2016			
Cash Payment	E 600-49400-200 Office Supplies	COPIES		\$41.99
Invoice	IN14138 6/30/2016			
Cash Payment	E 601-49450-200 Office Supplies	COPIES		\$41.99
Invoice	IN14138 6/30/2016			
Cash Payment	E 603-43200-200 Office Supplies	COPIES		\$8.40
Invoice	IN14138 6/30/2016			
Cash Payment	E 603-49500-200 Office Supplies	COPIES		\$8.40
Invoice	IN14138 6/30/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$167.97
Refer	1461 <i>CLARKE MOSQUITO CONTROL</i>			
Cash Payment	E 100-41800-305 Contracted Services	MOSQUITO SVCS		\$3,000.00
Invoice	6357777 7/5/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$3,000.00
Refer	1478 <i>CLEAR LAKE/CLWTER SEWER AU</i>			
Cash Payment	E 601-49450-300 Sewer Usage	JUNE FLOW		\$22,807.20
Invoice	1032 7/8/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$22,807.20
Refer	1457 <i>CLEARWATER PARTS CITY AUTO</i>			
Cash Payment	E 100-43200-123 Operating Supplies	SHINE PROT/WIPES		\$11.98
Invoice	62-298294 7/8/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$11.98
Refer	1459 <i>CLEARWATER RENTAL CENTER</i>			
Cash Payment	E 100-43100-307 Repair & Maintenance C	BUCKET LIFT - BANNERS		\$85.00
Invoice	062216 6/22/2016			
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$85.00
Refer	1463 <i>G&amp;K SERVICES</i>			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	JUNE UNIFORMS		\$19.63
Invoice	1043493824 6/3/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	JUNE UNIFORMS		\$19.63
Invoice	1043499314 6/10/2016			
Cash Payment	E 100-43200-125 Cleaning Service-Unifor	JUNE UNIFORMS		\$19.63
Invoice	1043504881 6/17/2016			

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## Payments

Current Period: July 2016

Cash Payment	E 100-43200-125 Cleaning Service-Unifor	JUNE UNIFORMS		\$19.63
Invoice	1043510357	6/24/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$78.52
Refer	1456 GOPHER STATE ONE-CALL			
Cash Payment	E 600-49400-151 W/S Locates	FAX TICKETS		\$11.47
Invoice	6060267	6/30/2016		
Cash Payment	E 601-49450-151 W/S Locates	FAX TICKETS		\$11.48
Invoice	6060267	6/30/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$22.95
Refer	1485 GRIES LENHARDT			
Cash Payment	E 100-41911-304 Legal Fees	ORDERLY ANNEXATION		\$75.00
Invoice	48539	7/8/2016		
Cash Payment	E 230-42200-304 Legal Fees	FF EMPLOYEE ISSUES		\$525.00
Invoice	48539	7/8/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$600.00
Refer	1458 IRRIGATION MANAGEMENT			
Cash Payment	E 240-45300-305 Contracted Services	INSTALL IRRIGATION		\$1,645.25
Invoice	20293	6/27/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$1,645.25
Refer	1487 JAMES LANES			
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	LIOND RENTAL REFUND		\$100.00
Invoice	JUNE	7/13/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$100.00
Refer	1465 MARKLOWITZ, BECKY			
Cash Payment	E 100-41000-125 Cleaning Service-Unifor	CLEANING SVCS JUNE		\$350.00
Invoice	709460	6/30/2016		
Cash Payment	E 800-45200-125 Cleaning Service-Unifor	CLEANING SVCS JUNE		\$200.00
Invoice	709460	6/30/2016		
Cash Payment	E 240-45300-125 Cleaning Service-Unifor	CLEANING SVCS JUNE		\$125.00
Invoice	709460	6/30/2016		
Cash Payment	E 240-45320-125 Cleaning Service-Unifor	CLEANING SVCS JUNE		\$25.00
Invoice	709460	6/30/2016		
Cash Payment	E 230-42200-125 Cleaning Service-Unifor	CLEANING SVCS JUNE		\$25.00
Invoice	709460	6/30/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$725.00
Refer	1472 MARVIN JONAS			
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	LIONS PARK RENTAL DEPOSIT REFUND		\$100.00
Invoice	JUNE	6/26/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$100.00
Refer	1469 MINNESOTA CITY/COUNTY MGMT			
Cash Payment	E 100-41100-433 Dues and Subscriptions	YEARLY MEMEBERSHIP		\$100.00
Invoice	2016	7/1/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$100.00
Refer	1477 MN PUBLIC FACILITIES AUTHORITY			
Cash Payment	E 601-49450-610 Interest	CDAP-96-0336-R-FY97		\$3,054.82
Invoice	AUGUST	6/28/2016		

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Payments

Current Period: July 2016

Cash Payment	E 601-49450-600 Debt Srv Principal	CDAP-96-0336-R-FY97	\$47,701.18
Invoice	AUGUST 6/28/2016		
Cash Payment	E 601-49450-610 Interest	MPFA-06-0020-R-FY09	\$45,267.48
Invoice	AUGUST 6/28/2016		
Cash Payment	E 601-49450-600 Debt Srv Principal	MPFA-06-0020-R-FY09	\$405,000.00
Invoice	AUGUST 6/28/2016		
Cash Payment	E 600-49400-610 Interest	MPFA-97-0015-R-FY03	\$2,843.55
Invoice	AUGUST 6/28/2016		
Cash Payment	E 600-49400-600 Debt Srv Principal	MPFA-97-0015-R-FY03	\$36,000.00
Invoice	AUGUST 6/28/2016		
Cash Payment	E 600-49400-610 Interest	MPFA-02-0071-R-FY04	\$1,058.60
Invoice	AUGUST 6/28/2016		
Cash Payment	E 600-49400-600 Debt Srv Principal	MPFA-02-0071-R-FY04	\$10,000.00
Invoice	AUGUST 6/28/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$550,925.63
Refer	1468 MN STATE FIRE CHIEFS ASS.		
Cash Payment	E 230-42200-433 Dues and Subscriptions	MEMBERSHIP PRIDGEON	\$93.00
Invoice	3000001345 7/1/2016		
Cash Payment	E 230-42200-433 Dues and Subscriptions	MEMBERSHIP ELDRED	\$57.00
Invoice	3000001345 7/1/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$150.00
Refer	1460 NORTHLAND TRUST SERVICES, I		
Cash Payment	E 309-47000-610 Interest	CERT SERIES 2009A	\$2,156.25
Invoice	CLEAR 09A 16 6/17/2016		
Cash Payment	E 306-47000-610 Interest	CERT SERIES 2012A	\$2,997.50
Invoice	CLEAR 09A 16 6/17/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$5,153.75
Refer	1462 NOW IT CONNECTS, INC		
Cash Payment	E 100-41000-305 Contracted Services	MANAGED SERVICES PC	\$135.00
Invoice	8752 7/1/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$135.00
Refer	1483 OXYGEN SERVICE COMPANY		
Cash Payment	E 100-43200-123 Operating Supplies	CYLINDER RENTAL	\$27.90
Invoice	03347874 6/30/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$27.90
Refer	1470 PREMIUM WATERS, INC.		
Cash Payment	E 100-43200-384 Bottled Water	BOTTLED WATER	\$29.90
Invoice	473042-06-16 6/30/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$29.90
Refer	1467 QUILL CORPORATION		
Cash Payment	E 240-45300-530 Improvements Other Tha	DOG DISPENSER SYSTEM	\$52.99
Invoice	6832687 6/22/2016		
Cash Payment	E 100-43200-200 Office Supplies	PW HP OFFICEJET PRO PRINTER	\$89.99
Invoice	6921405 6/24/2016		
Transaction Date	7/18/2016	ANNANDALE STAT 10100	<b>Total</b> \$142.98
Refer	1473 SPENCER, SALLY		

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Payments

Current Period: July 2016

Cash Payment	E 240-45320-906 Contractual Reimb Fine/	LIONS PARK RENTAL DEPOSIT REFUND		\$100.00
Invoice	JULY.	7/9/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$100.00
Refer	1484 VERIZON WIRELESS			
Cash Payment	E 100-43200-321 Telephone	JUNE PHONE		\$53.20
Invoice	9768120619	7/3/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$53.20
Refer	1464 WRIGHT COUNTY AUDITOR/TREA			
Cash Payment	E 100-42100-305 Contracted Services	JULY PATROL SVCS		\$16,348.00
Invoice	JULY 16	6/30/2016		
Transaction Date	7/18/2016	ANNANDALE STAT	10100	<b>Total</b> \$16,348.00

Fund Summary

	10100 ANNANDALE STATE BANK	
100 GENERAL FUND		\$21,291.79
230 FIRE AND RESCUE		\$700.00
240 PARKS AND RECREATION		\$2,289.69
306 GO IMP BOND 2006-REFUND 2012		\$2,997.50
309 GO EQUIP CERTIFICATES 2009		\$2,156.25
600 WATER FUND		\$50,128.13
601 SEWER FUND		\$524,166.80
603 REFUSE (GARBAGE) FUND		\$16.80
800 LIBRARY FUND		\$1,975.59
		<u>\$605,722.55</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$605,722.55
<b>Total</b>	<b>\$605,722.55</b>

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\*Check Summary Register©

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Name	Check Date	Check Amt
<b>10100 ANNANDALE STATE BANK</b>		
Paid Chk# 010320E UNITED STATES TREASURY	7/13/2016	\$2,902.75 941 PP14
Paid Chk# 010321E MINNESOTA REVENUE	7/13/2016	\$490.53 STATE TAX PP14.16
Paid Chk# 010322E PUBLIC EMPLOYEES RETIREME	7/13/2016	\$1,474.79 PERA PP 14.16
Paid Chk# 010323E MINNESOTA UI FUND	7/11/2016	\$470.68 QTR 2 UNEMPLOYMENT
Paid Chk# 010324E ANNANDALE STATE BANK	6/30/2016	\$3.00 FEE
Paid Chk# 010325E HEALTH PARTNERS	6/27/2016	\$3,913.31 JULY HP
Paid Chk# 010326E XCEL ENERGY	7/12/2016	(\$30.73) INVOICE CORR
Paid Chk# 010327E FRONTIER COMMUNICATIONS	7/18/2016	\$476.05 TELEPHONE JUNE
Paid Chk# 010328E PRINCIPAL FINANCIAL GROUP	7/10/2016	\$305.38 JULY LIFE INS
Paid Chk# 010329E AFLAC	7/18/2016	\$243.51 JULY 2016
Paid Chk# 010330E HEALTH PARTNERS	7/13/2016	\$3,913.31 HEALTH INSURANCE AUG
Paid Chk# 010331E MIDCO BUSINESS	7/21/2016	\$115.00 JULY INTERNET SERVICE
Paid Chk# 010332E AEM FINANCIAL SOLUTIONS LL	7/15/2016	\$3,183.00 JUNE 2016 FINANCIAL SERVICES
Paid Chk# 010333E MINNESOTA REVENUE	7/13/2016	\$810.00 SALES AND USE TAX JUNE
<b>Total Checks</b>		<b>\$18,270.58</b>

**Clearwater City Council  
Regular Council Meeting Minutes  
Clearwater City Council Chamber  
June 6, 2016**

**CALL TO ORDER**

Mayor Edmonson called the regular council meeting of June 6, 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, Lange, and Ritzer.
  - Absent: Staff present: Administrator Kress.
  - Public Present: Tom Perrault, Vern Scott, Cathy Scott, Barb Kloepfner, Bobby Hunt, Steve Kuebelbeck, Patricia Kuebelbeck, Dan Nieoff, Mike Gohman, Betty Moffitt, and Dennis Lozinski.
  - Others Present: Deputy Lemere – Wright County Sheriff's Office, and Ken Francis – Citizen-Tribune.
- A quorum was declared present.

**APPROVAL OF AGENDA**

**MOTION by Lange, seconded by Ritzer, to approve the agenda with the following additions:**

- **New Business item C “Presentation on Hotel Development with Lee Fundanet from Bayridge Properties” with this discussion to take place after the passing of the Consent Agenda.**
- **New Business item D “Amendment to the Employee Handbook.”**
- **Consent agenda item i “Approval of Resolution 2016-29 Adopting the Wright County All-Hazard Mitigation Plan.”**
- **Member Ritzer asked for a brief discussion in the “other” section of the agenda.**

**Motion carried unanimously.**

**PUBLIC COMMENT**

Tom Perrault addressed the Council in regards to his campaign to become a Wright County Commissioner. Perrault informed the Council that he is currently a Council member in the City of Monticello and serves on the City's EDA, safety, and wastewater commissions.

**PUBLIC HEARINGS – Public Drainage Easement Vacation in Clearwater Estates**

- a. **Approval of Resolution 2016-24 Vacation of Public Drainage Easement in Clearwater Estates**

Mayor Edmonson opened the Public Hearing and asked if there was anyone present that would like to speak. Seeing no participants Mayor Edmonson closed the Public Hearing.

**MOTION by Crandall seconded by Lange, to approve Resolution 2016-24 Vacation of Public Drainage Easement in Clearwater Estates.**

**Motion carried unanimously.**

**CONSENT AGENDA**

**MOTION by Ritzer, seconded by Ranum, to approve the following Consent Agenda items with an amendment to the minutes:**

- a. **Claims/Accounts Payable**

- b. Approval of 5-16-16 Regular City Council Meeting Minutes
- c. Approval of County Road 75 Trail Improvements Final Payment
- d. Approval of Resolution 2016-25 Accepting Donation Clearwater Fire
- e. Approval of Resolution 2016-26 Accepting Donation Clearwater Library
- f. Approval of Resolution 2016-27 Appointing Election Judges
- g. Approval of Resolution 2016-28 Temporary On-Sale Liquor License for Rejoice Lutheran Church
- h. Approval of Cancelling June 20, 2016 Regular City Council Meeting
- i. Approval of Resolution 2016-29 Adopting the Wright County All-Hazard Mitigation Plan

Motion carried unanimously.

### WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Lemere was present to update the Council on criminal activity in the City. Lemere informed the Council there was a suicide and numerous traffic citations issued. Council also reviewed the criminal activity as included in the Council packet.

### OLD BUSINESS

#### **a. Discussion on Water and Sewer Rates**

Council discussed the potential to refinance the existing PFA sewer loan. Kress informed the Council that City Staff has been working diligently on analyzing various scenarios that are available for the Council to use for structuring both funds. This is a very time consuming endeavor because of all the moving parts involved with the two funds. This is why rate studies are exceedingly expensive. Staff is exploring how the Water Access/Availability Charge and Sewer Access/Availability Charge (WAC/SAC) rates were originally developed. It appears that SAC charges were developed using the Metropolitan Council's system to determine Equivalent Residential Units (ERUs.) This is a good thing, as the Met Council has spent years of research and the information is concrete. If you use another system, including one the City devises, you would have to be able to justify it, should someone request an explanation for what the system is based on. Using the Met Council's system allows for the City to use their justification. There are several scenarios that we are currently exploring. One scenario is to see what happens if the City were to pay off 3 of the existing Public Facility Authority (PFA) loans in advance. Another is to determine what is required for debt service and what is required for operations only. Additionally, staff is exploring different rate structures that would be available in various scenarios.

**MOTION by Ritzer, seconded by Ranum, to Table the discussion to the July 5<sup>th</sup> meeting.**

**Motion carried unanimously.**

#### **b. Consideration of Annexation Area Utility Master Plan**

Engineer Bittner led the discussion on the potential for the City to have a Utility Master Plan developed for the Orderly Annexation Area. Council requested Bittner to provide several samples of plans that were done for other cities.

**MOTION by Crandall, seconded by Ranum, to Table the discussion to the July 5<sup>th</sup> meeting.**

**Motion carried unanimously.**

### NEW BUSINESS

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

Bittner led the discussion regarding the North Area Street and Utility project. Bittner informed the Council that the contractor was ready to continue with the project. Bittner also informed the Council that staff and representatives from Bolton and Menk met to discuss the requested changes to driveway

entrances from surmountable to knock-down style. An email was delivered to Council following the meeting with staff and Bolton and Menk. A letter was distributed to residents in the project area describing the anticipated plan for driveway entrances. Council asked for a dollar amount to replace all the driveways in the project area from surmountable to knock-down. Bittner informed the Council that it would cost \$140,000 to replace all 105 driveways. Bittner added that Bolton and Menk is willing to pay for \$35,000 of the driveway replacement.

**MOTION by Ritzer, seconded by Lange, to Table the discussion to a Special meeting at the discretion of the engineering firm and City staff.**

**Motion carried unanimously.**

**b. Discussion on Clearwater Heritage Days Requests (agenda request)**

Mayor Edmonson gave a brief synopsis of the requests from Clearwater Heritage days as included in the packet. Kress advised the Council that any damage deposits should not be waived as part of the motion.

**MOTION by Lange, seconded by Ritzer, to approve the Heritage Day Requests minus any damage deposits.**

**Motion carried 4-1 (Crandall-opposed.)**

**c. Presentation on Hotel Development with Lee Fundanet from Bayridge Properties**

Mr. Fundanet addressed the Council on the potential to establish a 90 unit 3 story Hotel in the City. Fundanet asked for the Council to provide \$50,000 to conduct studies. Fundanet also described how the City could establish a room tax ordinance for increased tax revenue. Council took no action on this item.

**d. Amendment to the Employee Manual**

Administrator Kress explained that City staff requires more authority when it comes to disciplining an employee. This will help to expedite the process when necessary or required. It also takes a lot of the burden off the Council to host a special meeting in closed session to discuss disciplinary action. Kress added that it was essential that City staff have more authority to alleviate issues right away without the necessity to go to the City Council for prior approval. Certain situations require staff to be able to discipline an employee immediately. Waiting for Council action could produce an undesirable result. An employee who wishes to grieve the decision may do so with the City Council, as outlined later in City's employee manual. In a grievance situation the City Administrator's decision would remain in place until decided otherwise by the City Council. Kress asked that the employee manual be changed to the following:

**Suspension With or Without Pay**

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension with or without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors, including the nature of the allegations. If the allegation is proven false after the investigation, the

relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

#### Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator.

#### Regular Leave Without Pay

The City Administrator may authorize leave without pay as necessary. Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward medical and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or vacation/PTO leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue vacation/PTO leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified leave will be guaranteed return to the original position only for absences of thirty (30) calendar days or less. Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

**MOTION by Ranum, seconded by Crandall, to accept the desired changes to the employee manual as presented.**

**Motion carried unanimously.**

#### REPORTS

- a. **Mayor and Council** – Mayor Edmonson informed the Council that the bonding bill for wastewater upgrades was not approved in the legislative session. Edmonson added that the Sewer Authority is working on rate structures for charging both Clear Lake and Clearwater.
- b. **Boards** – Administrator Kress informed the Council that the Parks Commission has been working diligently to make several upgrades to the City's parks. Kress informed the Council that the Commission requested the Lions Park tennis courts be replaced as soon as possible. Kress added that the Commission desired to use a tile system that lays on top of the existing court to replace the tennis court. The system would allow for lines to play pickle ball as well. Kress informed the Council that the commission requested 8 adjustable basketball hoops be

purchased. Council briefly discussed basketball hoops and whether or not 8 adjustable hoops were desired over the traditional 10 foot stationary hoops.

**MOTION by Ritzer, seconded by Crandall, to authorize City staff to receive bids for replacing the tennis court with a tile system for consideration at the next Council meeting on July 5<sup>th</sup>.**

**Motion carried unanimously.**

**MOTION by Ranum, seconded by Crandall, to authorize city staff to purchase 8 basketball hoops, 4 adjustable, 4 non-adjustable.**

**Motion carried unanimously.**

c. **Staff – Administrator Kress presented the staff report as included in the Council packet.**

**7. Other –**

a. **Next Meeting – Joint Planning Meeting Monday, June 27, 2016 at 7:00pm at the Clearwater Township Hall**

b. **Regular City Council meeting Tuesday, July 5, 2016**

c. **City staff was asked to research whether or not recycling could be picked up every week.**

**ADJOURN:**

**MOTION by Ranum, seconded by Ritzer, to adjourn the council meeting, at 8:51 p.m.**

**Motion carried unanimously.**

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

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

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

CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA

RESOLUTION NO. 2016-30

RESOLUTION ACCEPTING A DONATION OF MONIES TO THE CLEARWATER  
FIRE DEPARTMENT

WHEREAS, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

WHEREAS, The City seeks to properly accept and record donations and contributions in accordance with all state statutes and state auditor requirements;

THEREFORE BE IT RESOLVED that the City of Clearwater does formally accept the donation of \$338.04 from the Clearwater Fire Auxiliary to be used by the Clearwater Fire Department at their discretion.

Adopted this 5<sup>th</sup> day of July, 2016.

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

ATTEST:

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

CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA

RESOLUTION NO. 2016-31

**Resolution Authorizing Membership in the 4M Fund**

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, Inc.) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, Inc.), the Distributor (PMA Securities, Inc.) or the Fixed Rate Program Providers, PMA Financial Network, Inc. and PMA Securities, Inc., and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, this Council deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore BE IT RESOLVED AS FOLLOWS:

**Section 1.** This municipality shall become a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

**Section 2.** This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

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Print Name/Title Signature

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Print Name/Title Signature

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Print Name/Title Signature

(Additional names may be added on a separate list. The treasurer shall advise the Fund of any changes in Authorized Officials in accordance with Fund procedures.)

**Section 3.** The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

**Section 4.** That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, Inc. or PMA Securities, Inc. for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, Inc. and PMA Securities, Inc. and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

It is hereby certified that the Council of the City of Clearwater adopted this Resolution at a duly convened meeting of the Council held on the 5<sup>th</sup> day of July, 2016, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

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

ATTEST:

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Kevin Kress, City Administrator

CITY OF CLEARWATER  
COUNTIES OF WRIGHT AND STEARNS  
STATE OF MINNESOTA

RESOLUTION NO 2016-32

A RESOLUTION APPROVING TEMPORARY/SEASONAL LAWN  
MAINTENANCE

**WHEREAS,** the City of Clearwater has historically hired temporary/seasonal employees to assist with lawn maintenance responsibilities; and

**WHEREAS,** the Public Works Supervisor and City Administrator desire to advertise and hire additional Temporary/Seasonal maintenance workers for the 2016 season.

**BE IT FURTHER RESOLVED** that the City Council of the City of Clearwater hereby acknowledges and accepts this request based on the following terms:

1. Employee(s) will be temporary/seasonal that will perform summer seasonal grounds maintenance duties.
2. Payment will be in accordance to the step wage program and available budget.
3. New Hires will work as requested/scheduled by John Schmidt, Public Works Supervisor or Kevin Kress, City Administrator.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5<sup>th</sup> day of July, 2016.

APPROVED BY:

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

ATTEST:

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

**RESOLUTION 2016-33**

**RESOLUTION APPOINTING ADDITIONAL GENERAL ELECTION  
JUDGES  
FOR THE ELECTIONS OF NOVEMBER 8, 2016**

WHEREAS, a State General Election will be held on Tuesday, November 8, 2016 respectively; and

WHEREAS, MN Statute 204B.21, subd.2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Clearwater has one voting precinct; and

WHEREAS, the following City of Clearwater residents have agreed to serve as election judges and have met the qualifications established by the State of Minnesota; and

WHEREAS, the following candidates for election judge will be receiving training in July, 2016, and will be eligible to serve after meeting the qualifications established by the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clearwater hereby appoints the following persons identified to serve as election judges for the General Elections of 2016, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits; and approves payment of an hourly wage of \$10.00 per hour for regular election judges, election judge training and time served on election day.

Kathryn Landva

Gayle Yurch

Adopted this 18<sup>th</sup> day of July, 2016.

ATTEST:

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

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

**CITY OF CLEARWATER, MINNESOTA  
RESOLUTION #2016-34**

State of Minnesota  
County of Wright and Stearns  
City of Clearwater

**RESOLUTION ADOPTING LIEN FOR UNPAID CHARGES**

**WHEREAS**, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed liens for unpaid charges for municipal fees and utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
CLEARWATER, MINNESOTA:**

1. Such proposed lien for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the liens against the lands named herein.
2. The owner of the property so assessed may, at any time prior to certification of the lien to the County Auditor, pay the whole of the lien on such property, including the certification fee as established in the current fee schedule.
3. The Deputy Clerk shall forthwith transmit a certified copy of this lien role to the County Auditor to be extended on the proper tax lists of the county and such liens shall be collected and paid over in the same manner as property taxes.

Adopted by the Council on this 18th day of July, 2016.

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

Attested:

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

STATE OF MINNESOTA )

) ss. Authenticating Certificate

COUNTY OF WRIGHT & STEARNS )

I, the undersigned, being duly qualified City Administrator of the City of Clearwater, certify that the attached Resolution of the City Council adopting a lien for unpaid charges under the City Code, is a true copy of the original, of which is on file at the City of Clearwater.

Dated this 18<sup>th</sup> day of July, 2016

Seal

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City Administrator, City of Clearwater

## Exhibit "A"

### Resolution 2016-034

Account	Full Property Address	
01-00000062-00-1	725 Ash Street	\$277.71
01-00000083-00-8	430 Maple Street	\$725.61
01-00000088-00-3	500 Main Street	\$307.29
01-00000094-00-2	305 Linn Street	\$196.68
01-00000096-00-4	535 Lime St	\$302.24
01-00000108-00-6	610 Main St	\$287.52
01-00000159-00-2	325 Kothmann Circle	\$655.59
01-00000185-00-7	305 Main St	\$192.10
01-00000198-00-3	520 Maple Street	\$44.08
01-00000228-00-9	240 Bluff Street	\$679.37
01-00000260-00-3	705 Main Street	\$171.97
01-00000277-00-3	315 Main St	\$145.21
01-00000308-00-0	919 Isabella Avenue	\$618.33
01-00000316-00-1	751 Isabella Ave.	\$583.98
01-00000330-00-1	855 Isabella Ave.	\$468.78
01-00000353-00-0	701 LAUREN AVE	\$855.25
01-00000365-00-5	921 Isabella Avenue	\$182.41
01-00000389-00-5	625 9th Street	\$399.10
01-00000404-00-3	985 Kelsey Avenue	\$364.51
01-00000418-00-0	610 10th Street	\$120.61
01-00000453-00-7	420 Prairie Street	\$323.04
01-00002461-00-6	170 CARDINAL LN	\$192.75
01-00002501-00-5	117 BLUEBIRD LN	\$543.85

\$75.00 Certification Fee has been added

# Wright County Sheriff Activity Report

On June 17, Blaine Michael Skadsberg, 36, of Clearwater, was arrested in Washburn County, WI on Wright County warrants for 1st and 2nd degree sale of a controlled substance violations.

On June 21, Vickii Katherine Fragosa, 44, of Clearwater, was arrested in Monticello on the charges of 3rd degree burglary, possession of burglary tools and theft.

On June 24, Jude Duane Beauchamp, 49, of Red Lake, was arrested in Clearwater on the charge of driving after cancellation inimical to public safety.

On June 24, Danielle Rebecca Beauchamp, 27, of Minneapolis, was arrested in Clearwater on a Hennepin County warrant for prostitution.



# Wright County Sheriff's Office

Sheriff Joe Hagerty

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



Clearwater Monthly Report 2016

Printed on July 1, 2016

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 9</b>					
06/01/16 06:32	911 Hang-up	2016034727	911 Hang-up	WCSOP16014696	911
06/05/16 13:53	911 Hang-up	2016035957			911
06/14/16 04:30	911 Hang-up	2016038418			911
06/17/16 00:16	911 Hang-up	2016039291			911
06/18/16 10:54	911 Hang-up	2016039648			911
06/21/16 07:47	911 Hang-up	2016040421			911
06/25/16 21:04	911 Hang-up	2016041863			911
06/29/16 14:56	911 Hang-up	2016042896			911
06/30/16 00:39	911 Hang-up	2016043088			911

### 911 Open Line Total: 10

06/02/16 15:47	911 Open Line	2016035116			911
06/04/16 00:16	911 Open Line	2016035564			911
06/09/16 19:10	911 Open Line	2016037150			911
06/12/16 12:22	911 Open Line	2016037983			911
06/12/16 14:31	911 Open Line	2016038007			911
06/13/16 11:48	911 Open Line	2016038217			911
06/15/16 21:06	911 Open Line	2016038926			911
06/16/16 17:49	911 Open Line	2016039188			911
06/17/16 11:34	911 Open Line	2016039378			911
06/30/16 17:08	911 Open Line	2016043246			911

### Abandoned Vehicle Total: 1

06/29/16 17:39	Abandoned Vehicle	2016042968	Abandoned Vehicle	WCSOP16017967	Phone
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### Agency Assist Total: 8

06/05/16 15:38	Agency Assist	2016035989	Agency Assist	WCSOP16015216	Phone
06/05/16 20:54	Agency Assist	2016036072	Agency Assist	WCSOP16015242	Phone
06/09/16 08:39	Agency Assist	2016037028	Agency Assist	WCSOP16015617	Phone
06/10/16 23:16	Agency Assist	2016037559	Agency Assist	WCSOP16015809	Phone
06/11/16 07:13	Agency Assist	2016037638	Agency Assist	WCSOP16015836	Phone
06/25/16 14:41	Agency Assist	2016041746			Phone
06/27/16 12:26	Agency Assist	2016042281	Agency Assist	WCSOP16017686	Phone
06/27/16 17:12	Agency Assist	2016042353	MVA - Injuries	WCSOP16017719	Phone

### Animal Total: 2

06/01/16 19:11	Animal	2016034890	Animal	WCSOP16014773	Phone
06/07/16 09:00	Animal	2016036480	Animal	WCSOP16015387	Phone

### Animal - Barking Dog Total: 2

06/22/16 06:43	Animal - Barking Dog	2016040717	Animal - Barking Dog	WCSOP16017070	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Disabled Vehicle Total: 1</b>					
06/17/16 02:38	Disabled Vehicle	2016039312	Motorist Aid	WCSOP16016505	Officer
<b>Disorderly Total: 2</b>					
06/04/16 00:03	Disorderly	2016035562	Suspicious - Person - Vehicle	WCSOP16015043	Phone
06/10/16 19:05	Disorderly	2016037453	Drugs	WCSOP16015779	911
<b>Domestic Disturbance Total: 3</b>					
06/10/16 22:24	Domestic Disturbance	2016037543	Domestic Disturbance	WCSOP16015802	Phone
06/15/16 22:00	Domestic Disturbance	2016038943	Domestic Disturbance	WCSOP16016356	Phone
06/25/16 20:40	Domestic Disturbance	2016041854	Suspicious - Circumstances	WCSOP16017519	Phone
<b>Drugs Total: 1</b>					
06/30/16 21:53	Drugs	2016043320	Drugs	WCSOP16018110	Phone
<b>Dumping Total: 1</b>					
06/07/16 11:29	Dumping	2016036515	Dumping	WCSOP16015404	Phone
<b>Extra Patrol Total: 1</b>					
06/03/16 20:11	Extra Patrol	2016035496	Extra Patrol	WCSOP16015014	Phone
<b>Fight Total: 1</b>					
06/13/16 20:08	Fight	2016038328	Fight	WCSOSRO16016126	Phone
<b>Fire - Electrical Total: 1</b>					
06/19/16 22:32	Fire - Electrical	2016040088	Fire - Electrical	WCSOP16016830	Phone
<b>Fire - Gas Leak Total: 2</b>					
06/10/16 18:37	Fire - Gas Leak	2016037441			Phone
06/29/16 20:12	Fire - Gas Leak	2016043020	Fire - Gas Leak	WCSOP16017992	Phone
<b>Fire - Other Total: 1</b>					
06/10/16 21:06	Fire - Other	2016037511	Fire - Other	WCSOP16015796	Phone
<b>Fireworks Total: 2</b>					
06/24/16 14:07	Fireworks	2016041411	Fireworks	WCSOP16017349	Phone
06/30/16 01:35	Fireworks	2016043100	Fireworks	WCSOP16018021	Phone
<b>Found Person Total: 1</b>					
06/02/16 22:25	Found Person	2016035250	Death Investigation - Suicide	WCSOP16014916	911
<b>Fraud - Checks Total: 2</b>					
06/05/16 11:22	Fraud - Checks	2016035934	Fraud - Checks	WCSOP16015186	Phone
06/24/16 09:14	Fraud - Checks	2016041354	Fraud - Checks	WCSOP16017318	Phone
<b>Fraud - Checks - Cards Total: 2</b>					
06/13/16 19:02	Fraud - Checks - Cards	2016038317	Fraud - Checks - Cards	WCSOSRO16016121	Phone
06/15/16 10:54	Fraud - Checks - Cards	2016038734	Fraud - Checks - Cards	WCSOP16016277	Phone
<b>Gun Incident Total: 2</b>					
06/04/16 15:40	Gun Incident	2016035705	Gun Incident	WCSOP16015105	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/07/16 21:36	Motorist Aid	2016036674			
06/09/16 18:42	Motorist Aid	2016037146			Phone
06/16/16 19:24	Motorist Aid	2016039226			Phone
06/22/16 22:44	Motorist Aid	2016040945			Officer
06/24/16 23:55	Motorist Aid	2016041583			
06/29/16 18:59	Motorist Aid	2016042995			Phone

### MVA - Car Deer Total: 1

06/29/16 22:34	MVA - Car Deer	2016043056	MVA - Car Deer	WCSOP16018006	Phone
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### MVA - Hit & Run Total: 1

06/25/16 16:44	MVA - Hit & Run	2016041783	MVA - Hit & Run	WCSOP16017486	
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### MVA - Injuries Total: 3

06/18/16 10:42	MVA - Injuries	2016039643	MVA - Injuries	WCSOP16016637	911
06/18/16 10:57	MVA - Injuries	2016039649	MVA - Injuries	WCSOP16016640	
06/22/16 15:35	MVA - Injuries	2016040829	MVA - Injuries	WCSOP16017114	911

### MVA - No Injuries Total: 6

06/11/16 09:49	MVA - No Injuries	2016037655	MVA - Hit & Run	WCSOP16015842	Phone
06/15/16 18:58	MVA - No Injuries	2016038882	MVA - No Injuries	WCSOP16016335	911
06/19/16 14:42	MVA - No Injuries	2016039969	MVA - No Injuries	WCSOP16016787	
06/22/16 15:26	MVA - No Injuries	2016040826	MVA - Hit & Run	WCSOP16017116	
06/26/16 12:05	MVA - No Injuries	2016042018	MVA - No Injuries	WCSOP16017576	
06/30/16 07:15	MVA - No Injuries	2016043125	MVA - No Injuries	WCSOP16018027	

### Noise Total: 3

06/15/16 21:32	Noise	2016038935	Noise	WCSOP16016353	
06/15/16 22:24	Noise	2016038948	Noise	WCSOP16016358	
06/18/16 22:18	Noise	2016039827	Noise	WCSOP16016724	

### Off-Road Vehicle Complaint Total: 2

06/20/16 18:39	Off-Road Vehicle	2016040311	Off-Road Vehicle Complaint	WCSOP16016911	911
06/20/16 18:54	Off-Road Vehicle	2016040319	Off-Road Vehicle Complaint	WCSOP16016919	911

### Prowler Total: 1

06/05/16 03:10	Prowler	2016035893	Prowler	WCSOP16015171	911
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### Repossession Total: 1

06/23/16 19:19	Repossession	2016041193	Civil Complaint	WCSOP16017284	
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### Residential General Alarm Total: 3

06/06/16 09:46	Residential General	2016036195	Residential General Alarm	WCSOP16015280	Phone
06/06/16 12:29	Residential General	2016036224	Residential General Alarm	WCSOP16015293	Phone
06/26/16 10:05	Residential General	2016041993	Residential General Alarm	WCSOP16017562	Phone

### SIA Area Watch Total: 2

06/06/16 23:52	SIA Area Watch	2016036407			
06/10/16 01:21	SIA Area Watch	2016037244			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/21/16 21:15	Suspicious - Person -	2016040628	Suspicious - Person - Vehicle	WCSOP16017044	Phone
06/22/16 22:56	Suspicious - Person -	2016040947	DUI	WCSOP16017167	Phone
06/28/16 20:41	Suspicious - Person -	2016042699	Suspicious - Person - Vehicle	WCSOP16017863	911

### Theft Total: 2

06/09/16 19:15	Theft	2016037152	Suspicious - Circumstances	WCSOP16015673	Phone
06/14/16 13:02	Theft	2016038517	Theft	WCSOP16016192	Phone

### Theft - Gas Drive Off Total: 21

06/02/16 09:40	Theft - Gas Drive Off	2016035027	Theft - Gas Drive Off	WCSOP16014821	911
06/03/16 00:26	Theft - Gas Drive Off	2016035281	Theft - Gas Drive Off	WCSOP16014933	911
06/03/16 19:41	Theft - Gas Drive Off	2016035492	Theft - Gas Drive Off	WCSOP16015011	911
06/04/16 14:48	Theft - Gas Drive Off	2016035686	Theft - Gas Drive Off	WCSOP16015100	911
06/06/16 11:16	Theft - Gas Drive Off	2016036213	Theft - Gas Drive Off	WCSOP16015288	911
06/06/16 18:00	Theft - Gas Drive Off	2016036319	Theft - Gas Drive Off	WCSOP16015335	911
06/07/16 18:05	Theft - Gas Drive Off	2016036609	Theft - Gas Drive Off	WCSOP16015438	911
06/09/16 04:26	Theft - Gas Drive Off	2016037005	Theft - Gas Drive Off	WCSOP16015608	911
06/12/16 12:12	Theft - Gas Drive Off	2016037982	Theft - Gas Drive Off	WCSOP16015974	911
06/17/16 08:44	Theft - Gas Drive Off	2016039342	Theft - Gas Drive Off	WCSOP16016510	911
06/19/16 19:00	Theft - Gas Drive Off	2016040024	Theft - Gas Drive Off	WCSOP16016805	911
06/19/16 19:46	Theft - Gas Drive Off	2016040044	Theft - Gas Drive Off	WCSOP16016816	911
06/21/16 17:33	Theft - Gas Drive Off	2016040566	Theft - Gas Drive Off	WCSOP16017018	911
06/23/16 16:44	Theft - Gas Drive Off	2016041147	Theft - Gas Drive Off	WCSOP16017251	911
06/25/16 17:07	Theft - Gas Drive Off	2016041793	Civil Complaint	WCSOP16017500	911
06/28/16 05:49	Theft - Gas Drive Off	2016042499	Theft - Gas Drive Off	WCSOP16017776	911
06/28/16 17:00	Theft - Gas Drive Off	2016042645	Theft - Gas Drive Off	WCSOP16017841	
06/29/16 13:44	Theft - Gas Drive Off	2016042876	Theft - Gas Drive Off	WCSOP16017934	911
06/29/16 20:07	Theft - Gas Drive Off	2016043018	Theft - Gas Drive Off	WCSOP16017995	911
06/29/16 20:45	Theft - Gas Drive Off	2016043026	Theft - Gas Drive Off	WCSOP16017996	911
06/30/16 23:31	Theft - Gas Drive Off	2016043347	Theft - Gas Drive Off	WCSOP16018118	Officer

### Threats Total: 3

06/04/16 18:05	Threats	2016035748	Threats	WCSOP16015121	Phone
06/06/16 20:02	Threats	2016036359	Threats	WCSOP16015356	Phone
06/27/16 16:52	Threats	2016042345	Obscene - Threatening Call	WCSOP16017718	Phone

### Traffic - Complaint Total: 7

06/07/16 23:51	Traffic - Complaint	2016036699	Traffic - Complaint	WCSOP16015479	911
06/14/16 19:55	Traffic - Complaint	2016038590	Traffic - Complaint	WCSOP16016225	911
06/16/16 21:23	Traffic - Complaint	2016039256	Traffic - Complaint	WCSOP16016489	Phone
06/18/16 20:59	Traffic - Complaint	2016039799	Traffic - Complaint	WCSOP16016713	Officer
06/23/16 15:41	Traffic - Complaint	2016041126	Traffic - Complaint	WCSOP16017242	Phone
06/24/16 22:36	Traffic - Complaint	2016041556	Traffic - Complaint	WCSOP16017404	Phone
06/26/16 14:02	Traffic - Complaint	2016042039	Traffic - Complaint	WCSOP16017583	Phone

### Traffic - Hazard Total: 1

06/06/16 07:00	Traffic - Hazard	2016036163	Traffic - Hazard	WCSOP16015273	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/22/16 22:15	Traffic Stop	2016040937			Officer
06/22/16 22:20	Traffic Stop	2016040940			Officer
06/22/16 22:34	Traffic Stop	2016040942			Officer
06/23/16 01:05	Traffic Stop	2016040972	Traffic Stop	WCSOP16017178	Officer
06/23/16 18:31	Traffic Stop	2016041178			Officer
06/23/16 23:34	Traffic Stop	2016041282			Officer
06/23/16 23:47	Traffic Stop	2016041284			Officer
06/24/16 19:19	Traffic Stop	2016041498			
06/24/16 20:06	Traffic Stop	2016041509	Traffic Stop	WCSOP16017387	Officer
06/24/16 20:21	Traffic Stop	2016041516	Traffic Stop	WCSOP16017391	Officer
06/24/16 23:32	Traffic Stop	2016041579			Officer
06/25/16 01:58	Traffic Stop	2016041619			
06/25/16 22:34	Traffic Stop	2016041899			Officer
06/25/16 22:53	Traffic Stop	2016041904			Officer
06/26/16 21:18	Traffic Stop	2016042156			Officer
06/26/16 23:07	Traffic Stop	2016042184			
06/27/16 02:12	Traffic Stop	2016042203			Officer
06/27/16 22:23	Traffic Stop	2016042440			Officer
06/28/16 22:26	Traffic Stop	2016042727			Officer
06/29/16 10:56	Traffic Stop	2016042832			Officer
06/29/16 18:52	Traffic Stop	2016042992			Officer
06/30/16 18:14	Traffic Stop	2016043268	Traffic Stop	WCSOP16018092	Officer
06/30/16 22:43	Traffic Stop	2016043335			Officer
06/30/16 22:51	Traffic Stop	2016043337			Officer
06/30/16 23:12	Traffic Stop	2016043341			Officer

**Trespass Total: 1**

06/04/16 00:12	Trespass	2016035563	Info	WCSOP16015044	Phone
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**Unwanted Person Total: 1**

06/01/16 17:26	Unwanted Person	2016034862	Unwanted Person	WCSOP16014758	Phone
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**Vehicle Off Road Total: 1**

06/06/16 06:03	Vehicle Off Road	2016036154	Vehicle Off Road	WCSOP16015269	Phone
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**Warrant - Arrest Total: 1**

06/08/16 21:35	Warrant - Arrest	2016036947			Officer
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**Warrant - Attempt Total: 2**

06/08/16 21:32	Warrant - Attempt	2016036945			
06/21/16 22:11	Warrant - Attempt	2016040646			

**Total Records: 284**

CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 6-6-16 <b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Originating Department:</b> Administration
<b>Agenda Item:</b> Old Business Item a. Discussion on Water and Sewer Rates	<b>Presenter:</b> Administrator, Kevin Kress  <b>Estimated Time:</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour

**Council Action Requested:**  
 Information/Review     Motion to approve... Motion to deny...     Other     Budget Change  
 Staff recommends conducting a rate study for both water and sewer funds, this is a CIP item for purchase.

**Background:**  
 City Staff has been working diligently on analyzing various scenarios that are available for the Council to use for structuring both funds. This is a very time consuming endeavor because of all the moving parts involved with the two funds. Staff is exploring how the Water Access/Availability Charge and Sewer Access/Availability Charge (WAC/SAC) rates were originally developed. It appears that SAC charges were developed using the Metropolitan Council's system to determine Equivalent Residential Units (ERUs.) This is a good thing, as the Met Council has spent years of research and the information is concrete. If you use another system, including one the City devises, you would have to be able to justify it, should someone request an explanation for what the system is based on. Using the Met Council's system allows for the City to use their justification.

I discussed the potential to refinance the existing sewer debt further with Kathe Barrett from the PFA. Kathe has informed me that the Council has until December to decide if refinancing is desired. Kathe explained that the City must work with a financial advisor to address the problem and come up with a solution prior to the meeting in December. Regardless if the City refinances I am recommending a rate study be conducted to balance out the water and sewer funds. It will also provide forecasting for future years and allow the Council to make an educated decision on whether refinancing is a desired option. The chosen financial advisor will explain how much revenue is needed and what solutions are viable whether the City refinances or not. I have asked for bids to conduct a rate study from the following companies that will be available at the meeting:

- **AEM**
- **Ehlers**
- **Northland Securities**
- **Minnesota Rural Water**

**Supporting Documents:**  Attached     None

**Department Head Signature/Date:**



AEM Financial Solutions™

June 29, 2016

### Proposal for Consulting Services

Mr. Kevin Kress  
City of Clearwater  
605 County Road 75  
Clearwater, Minnesota 55320

Dear Kevin,

In order to document the understanding between us as to the scope of the work that AEM Financial Solutions, LLC (AEMFS) will perform, we are entering into this fixed price agreement with the City of Clearwater (the City). This agreement defines the services we will perform for you as well as your responsibilities under the agreement.

#### Executive Summary

AEM Financial Solutions LLC, (AEMFS) is pleased to offer this proposal to the City of Clearwater (the City) for a Utility Rate Study. With the contemplated restructuring of a Public Facilities Authority bond that impacts the Utility Funds as well as the projected bond issues identified in the long-term plan, the City will benefit from this Utility Rate study by knowing how the projected bond issues will impact rates.

The Scope of Services to be provided includes the evaluation of Water and Sewer operational and infrastructure expenditures - both current and projected to determine the impact of future bond issues on the users of the system. As part of this rate study we will differentiate flow charges and operations charges and provide rate options for Council review and input. In addition, we will review and define WAC and SAC charges.

The goal of this evaluation will be to project a rate structure based on future projects that are outlined in the Cities Capital Improvement Plan. These services are outlined in detail in the remainder of this document. Services will be conducted by an on-site visit and interviews, phone conversations and information provided by the City to AEMFS.

The Utility Rate Study will begin upon execution of this document. It is estimated the evaluation will take approximately 60 days to prepare.

The investment by the City for the Utility Rate Study as outlined in the financial section is \$9,500.

AEMFS would like to thank the City for the opportunity to partner with you on this project. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

AEM Financial Solutions, LLC  
an Abdo, Eick & Meyers LLP Company

Steven R. McDonald, CPA  
CEO

Jean D. McGann, CPA  
President

### **Utility Rate Study Process**

- Gather input from City Management
- Review and analyze current operational expenses
- Review and analyze current and potential future debt obligations
- Review and analyze future infrastructure improvements
- Review WAC and SAC structure
- Develop projection of future operational and infrastructure costs
- Provide rate structure analysis to fund operations, debt and infrastructure needs
- Provide alternative rate structures for review
- Review and discuss outcomes with City Management and City Council

### **City expectations**

As part of the Utility Rate Study, the City agrees to:

- Devote uninterrupted time to working with us as needed
- Make candid representations about your plans and expectations
- Make all management decisions and perform all management functions
- Provide an individual responsible to review and accept our work

### **Unanticipated Services**

While the fixed price entitles the City to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, the work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is performed and a change order will be issued to document this understanding.

Furthermore the parties agree that if an unanticipated need arises (training to different groups, researching a new issue, etc.) we hereby agree to perform this additional work at a mutually agreed upon price. This service will be priced separately to the City, using a change order.

### **Service Guarantee**

Our work is guaranteed to the complete satisfaction of the customer. If you are not completely satisfied with the services performed by AEMFS, we will, at the option of the City, either refund the price or accept a portion of said price that reflects the City's level of value received. Upon payment of each of your scheduled payments, we will judge you have been satisfied.

### **Price Guarantee**

Furthermore, if you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

**City Financial Investment**

Total investment by the City for the Utility Rate Study	\$9,500
Payment Schedule	
Contract execution	\$4,750
Project completion	\$4,750

City of Clearwater  
605 County Road 75  
Clearwater, Minnesota 55320

\_\_\_\_\_  
Kevin Kress

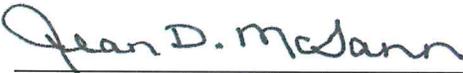
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

AEM Financial Solutions, LLC  
5201 Eden Avenue, Suite 250  
Edina, Minnesota 55436



\_\_\_\_\_  
Steven R. McDonald, CPA



\_\_\_\_\_  
Jean D. McGann, CPA

\_\_\_\_\_  
Managing Partner  
Title

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
June 29, 2016  
Date

\_\_\_\_\_  
June 29, 2016  
Date

# FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN  
THE CITY OF CLEARWATER, MINNESOTA  
AND  
NORTHLAND SECURITIES, INC.

## FINANCIAL PLANNING SERVICES

This Agreement made and entered into by and between the City of Clearwater, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

### WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning for the City's Water Fund and Sanitary Sewer Fund, including planning for user charges and rates for the systems and management of existing debt service (hereinafter the "Project");

WHEREAS, the Project is intended solely for financial planning and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue; and

WHEREAS, NSI desires to furnish services to the City as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

### SERVICES TO BE PROVIDED BY NSI

The scope of work to be performed by NSI is based on the following factors:

1. User fees and charges for water and sanitary sewer services will be reviewed to ensure adequate operating revenues and reserves are maintained and funds are available to meet debt service payments.
2. The analysis of user charges for the services must consider current and future capital improvements and related debt service.
3. The impacts of changes to user utility charges on customers must be clearly understood and managed.
4. The analysis of the capital funds must consider current and future capital improvements and a recommended approach for funding improvements and maintaining adequate balances within the funds.

5. Analysis that results in the consideration of issuance of debt or restructuring of existing debt must also include an analysis of estimated debt service and recommended approach for payment of debt service.

NSI will undertake the following tasks:

1. Meeting with City staff to kick off the Project in order to review project objectives, set meeting schedule, define parameters for scenarios to be reviewed, and collect (confirm receipt) of background data.
2. Review background information for the Project. The City has the responsibility for collecting and providing NSI with information needed to conduct the study. Information sought by NSI for the Project includes the following:
  - a. Annual financial statements for years 2014-2015.
  - b. Operating budgets for year 2015 and 2016.
  - c. Prior years 2014, 2015, and current year 2016 user rate schedules.
  - d. Water and sanitary sewer systems operating data including number of customers (by type) and quantity of water purchased and water sold in 2014 through 2015.
  - e. Plans for capital improvements in years 2016 through 2021 (and future years if available) including type of improvement, estimated cost, funding source, and timing.
  - f. Schedule of outstanding debt supported by water and sanitary sewer revenues.
3. Create a spreadsheet model for projecting the flow of funds for the Water Fund and Sanitary Sewer Fund. Key variables in the model, specific to each of the utility funds, will be number of residential equivalent billing units, amount of utility charge, cost of system improvements, timing of improvements, means of funding improvements and annual operations/maintenance expense.
4. Prepare a scenario for the Water fund and Sanitary Sewer Fund that achieves the City's objectives and illustrates the key financial issues.
5. Prepare memorandum that explains the assumptions used in the scenario and observations from the analysis and provide memorandum and financial projections to City.
6. Meet with City staff to review information, to identify other funding scenarios to be analyzed and to determine approach for meeting with City Council.
7. Perform additional funding analysis, as needed.
8. Prepare draft report with initial findings and recommendations and submit to City staff.
9. Meet with City staff to review and obtain feedback on findings and recommendations.
10. Conduct follow up analysis and investigations as needed from City staff input.

11. Prepare final report for consideration by City Council. Report will contain findings and recommendations and a summary of the work performed in the study.

12. Present report to City Council.

The scope of work includes three (3) meetings: two with City staff and one to present results to the City Council.

NSI will provide the City with the following deliverables:

1. Northland will provide the city with a comprehensive report that includes conclusions and recommendations from the study. The reports will include a ten-year financial plan for the Water Fund and Sanitary Sewer Fund, inclusive of projected sources and uses of funds and estimated assets and liabilities.

### COMPENSATION

For the services specified, NSI shall be paid an amount not to exceed \$8,000. The amount is based on the estimated number of hours (40 hours) required to complete these tasks at an hourly billing rate of \$200 per hour plus reimbursable expenses for travel, printing and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses. The actual amount billed may be less than \$8,000 but shall not exceed this amount.

The Client may at its discretion authorize NSI to undertake additional tasks, including meeting attendance and drafting of policies, beyond the tasks listed above. Additional financial planning services will be billed monthly at a rate of \$200 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

### ASSIGNED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal and Jessica Green.

### SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

### DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the City and the services provided by Northland are based on current State Law. The parties agree that the Minnesota municipal law and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The City recognizes and accepts that changes to utility rates and usage may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

**TERM OF THIS AGREEMENT**

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI. In the event of early termination by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should early termination occur.

Dated this \_\_\_ day of July, 2016.

**Northland Securities, Inc.**

By: \_\_\_\_\_

Rusty Fifield  
Director of Public Finance

**City of Clearwater, Minnesota**

By: \_\_\_\_\_  
City Administrator



Kevin Kress  
City Administrator  
City of Clearwater  
605 County Road 75  
Clearwater, MN 55320

Dear Kevin,

Thank you for the opportunity to provide a quote to the City of Clearwater for a water and sewer utility rate study. We understand that the City of Clearwater financed capital improvements and equipment for its sewer and water utilities, and is in the process of renegotiating the terms of its 2008 PFA Loan. The PFA typically requests a rate study and cash flow projection to demonstrate that the City can support the renegotiated debt payment, along with its other outstanding PFA loans, over the long term. Ehlers has a track record of completing utility rate studies that the PFA may rely upon when underwriting their loans.

A utility rate study is a financial plan for the utility that also establishes rates that will be sufficient to meet future capital costs and debt service. As part of the utility rate study, Ehlers will explore up to two options for water and sewer rates, and facilitate a discussion at the Council level to select the option best suited for the City of Clearwater. The rate study will also include recommendations for connection fees for new development.

Ehlers is uniquely qualified to guide the City in setting utility rates. We have an internal work group that specializes in utility rates studies, and we have completed rate studies for over 90 municipal utilities.

The utility rate study will provide a 10 year financial plan for the water and sewer utilities that will:

- Review the utility funds' whole financial picture over time
- Account for existing and future debt financing
- Include the Capital Improvement Plan prepared by the City's engineer
- Evaluate the options of using debt or cash for capital projects
- Provide recommendations for minimum reserves
- Provide rate recommendations for the next 3-5 years
- Provide a cash flow projection to the PFA

#### Utility Rate Study Deliverables

- Two meetings with staff
- One meeting with the City Council
- Utility rate study financial projections, provided in PDF and Excel formats
- Rate recommendation
- Direct communication with the PFA staff to ensure the final rate study meets PFA expectations.



**Timeframe**

The rate study can be completed in 12-14 weeks depending on the City's meeting schedule. If the PFA is requiring completion in a shorter timeframe, we can discuss options to complete the work sooner.

**Cost**

The cost of each financial planning tool is detailed below. The City may elect to undertake one or more of the components in order to achieve its goal of evaluating funding options for future capital improvements. The City may also phase these financial planning projects according to its priorities and capacity.

Water	\$ 7,500
Sanitary Sewer	<u>\$ 7,500</u>
Total	\$15,000

The above cost estimate does not include a review of the City's existing water rate *structure*. Additional work, including a review of the water rate structure and additional meetings, will be performed at an hourly rate. The hourly rate for Ehlers' financial advisors and financial specialists assigned to this project is \$220.

Thank you for the opportunity to submit this proposal and for considering Ehlers to complete this important project. We look forward to working with you.

Sincerely,



Jason Aarsvold  
Municipal Advisor



# BOLTON & MENK, INC.<sup>®</sup>

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

## MEMORANDUM

**Date:** May 11, 2016  
**To:** Kevin Kress, City Administrator  
**From:** Kevin F. Bittner P.E. *KFB*  
City Engineer  
**Subject:** Engineering Proposal  
Annexation Area Utility Master Plan  
BMI Project No: R16.111471

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As City Planner Kendra Lindahl and I discussed with the City Council at the May 2<sup>nd</sup> meeting, an important tool in planning for future annexations is a master plan of how city utilities (sanitary sewer and water main) would be extended in order to provide service. Also inherent with this is the capacity and potential limitations of existing water supply and wastewater treatment systems to accommodate future growth outside of existing city limits.

As Ms. Lindahl stated, the recommended annexation focus area is the Clearwater Township annexation agreement area. I also would recommend expanding the utility master plan area to include the industrial/commercial park area of Lynden Township along County Road 145 and 200<sup>th</sup> Street East.

The scope of services of this master utility plan study would include:

- Evaluation of alignments to extend utilities into the annexation study areas
- Development of a water distribution model in order to evaluate the existing system and system extension into annexation areas
- Evaluation of potential need and location of sanitary sewer lift stations
- Recommendation for pipe sizing into annexation areas
- Evaluation of water supply and wastewater treatment capacities to service the study area
- Evaluation of potential bottlenecks in the existing water distribution and sewer collection systems that may need to be upgraded through the City's capital improvement plan
- Development of budgetary cost estimates for system extensions and improvements
- Development of figures depicting the recommended alignments for system extensions
- Development of a written report summarizing the study and its findings
- Presentation of findings and report to the City Council

We propose to perform the work as described for a fixed fee of \$22,500. If authorized, we would propose to complete the work and report present to the City Council at the July 18 meeting. We can accelerate certain phases of the work in order to answer potential development questions in specific areas as may be needed in ongoing development discussions.

If you have any questions on this information, please contact me.

KFB/kfb

## AGENDA REQUEST

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Name: Pam Sawatzke

Address: 620 8<sup>th</sup> St.

Phone number: 612-325-5313 Alternate: \_\_\_\_\_

Date requesting: 7-5-16 Allotted time on agenda: 5 min.

Number of attendees: 1

Nature of request: Special Event Permit - Aug. 6<sup>th</sup>  
CLOSE PART OF 8<sup>th</sup> St.  
OUTSIDE MUSIC

Expectations from Council:

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Confirmed Date: \_\_\_\_\_ Time: \_\_\_\_\_

Confirmed with requestor: \_\_\_\_\_

**Council meetings are held the first and third Monday's of the month 7:00p.m. at City Hall. Agenda request must be received in City Hall by noon on the Tuesday prior to the scheduled council meeting in order to be put on the agenda for that specific Monday evening.**

City of Clearwater

# Special Event Permit Application

605 County Road 75, PO Box 9, Clearwater, MN 55320 (320) 558-2428 Fax (320) 558-2794

## APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF BUSINESS/ORGANIZATION: \_\_\_\_\_

APPLICANT NAME (CONTACT): Pam Sawatzke

ADDRESS: 620 8th St. Clearwater, MN 55320

DAYTIME PH: (    ) \_\_\_\_\_ CELL (612) 325-5313 EMAIL: pam@ssi-sealing-systems.com

*Any change in the above information, please notify City Hall immediately.*

## SPECIAL EVENT INFORMATION

Type of Event:

- CONCERT/SHOW     PARADE     FAIR/CARNIVAL     FESTIVAL     RALLY
- OUTDOOR PARTY     FILMING OF MOVIE/VIDEO/SHOW     MOTORCADE     RUN/WALK/RACE
- PARKING LOT/STREET DANCE     BIKE-A-THON     ATHLETIC EVENT
- OTHER (Specify) \_\_\_\_\_

EVENT TITLE: N/A

ACTIVITIES TO TAKE PLACE AT EVENT: N/A

(Use back of this sheet if necessary)

WILL THIS BE AN AMPLIFIED EVENT? ~~NO~~ YES EVENT DATE(S): Aug. 6th 2010

PROPOSED LOCATION: 620 8th St. Clearwater NUMBER OF EVENT STAFF: N/A

IS FOOD OR ALCOHOL BEING SERVED? N/A ESTIMATED ATTENDANCE: 30

HOURS OF EVENT: 10 AM/PM TO ? AM/PM SET UP TIME: N/A AM/PM TO \_\_\_\_\_ AM/PM

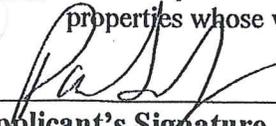
TAKE DOWN: N/A AM/PM TO \_\_\_\_\_ AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT FOR ATTENDEES (If Applicable): \$ N/A

Please attach the following:

- Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing
- Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities Steve O-Septic 763-878-3020
- Any fire prevention and emergency medical service plans
- Any security plans

If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure



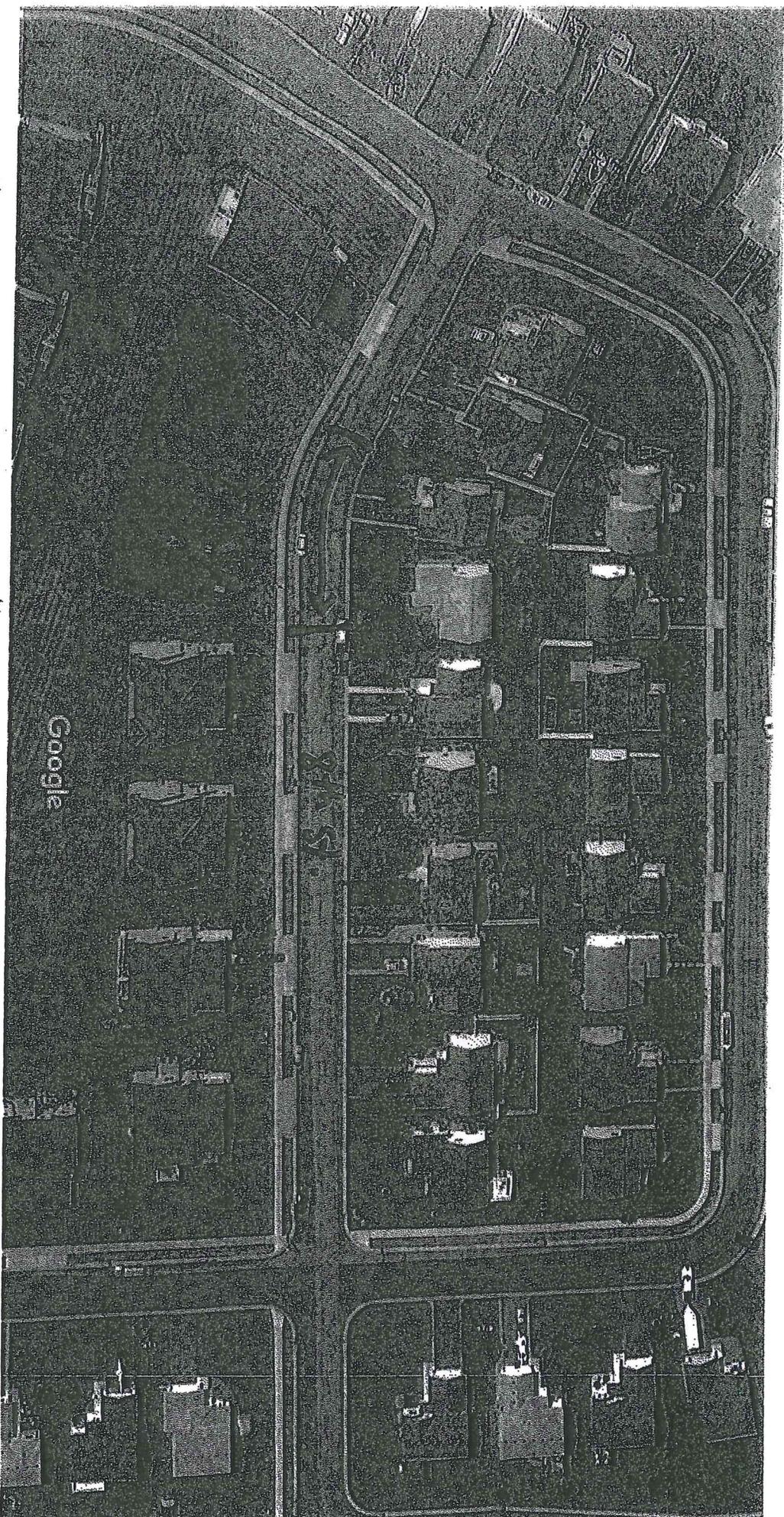
Applicant's Signature

6-29-16

Date

\_\_\_\_\_  
City Administrator

Google Maps



620 8th St. and 630 8th St. are the only 2 Driveways Blocked.

AS owner of 630 8th St. my permission is granted to Block road on Aug. 6th  
 (Tim Sawatzke)

AS owner of 620 8th St. my permission is granted to block road on Aug. 6th.

## AGENDA REQUEST

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Name: CLEARWATER LEGION

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate: \_\_\_\_\_

Date requesting: 7-5-16 Allotted time on agenda: 5 mins.

Number of attendees: unknown

Nature of request:

Special Event Permit -  
Waive 25.00 fee.  
Permission for outside music  
Permission to close part of Pine Street

Expectations from Council:

Approval of above ↵

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Confirmed Date: \_\_\_\_\_ Time: \_\_\_\_\_

Confirmed with requestor: \_\_\_\_\_

Council meetings are held the first and third Monday's of the month 7:00p.m. at City Hall. Agenda request must be received in City Hall by noon on the Tuesday prior to the scheduled council meeting in order to be put on the agenda for that specific Monday evening.

City of Clearwater

# Special Event Permit Application

605 County Road 75, PO Box 9, Clearwater, MN 55320 (320) 558-2428 Fax (320) 558-2794

## APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF BUSINESS/ORGANIZATION: Clearwater Legion

APPLICANT NAME (CONTACT): William Schwede

ADDRESS: 420 Manor Dr Clearwater Mn 55320

DAYTIME PH: ( ) \_\_\_\_\_ CELL (01) 330-0219 EMAIL: w.schwede@clearwaterlegion.com

Any change in the above information, please notify City Hall immediately.

## SPECIAL EVENT INFORMATION

Type of Event:

- CONCERT/SHOW
- PARADE
- FAIR/CARNIVAL
- FESTIVAL
- RALLY
- OUTDOOR PARTY
- FILMING OF MOVIE/VIDEO/SHOW
- MOTORCADE
- RUN/WALK/RACE
- PARKING LOT/STREET DANCE
- BIKE-A-THON
- ATHLETIC EVENT
- OTHER (Specify) \_\_\_\_\_

EVENT TITLE: Homeless Vets Run

ACTIVITIES TO TAKE PLACE AT EVENT: Live Music, Beer Wagon  
(Use back of this sheet if necessary)

WILL THIS BE AN AMPLIFIED EVENT? yes EVENT DATE(S): Aug 27th 2016

PROPOSED LOCATION: Dune Street NUMBER OF EVENT STAFF: 25

IS FOOD OR ALCOHOL BEING SERVED? yes ESTIMATED ATTENDANCE: 100 - 300

HOURS OF EVENT: 8:00 AM/PM TO 1:00 AM/PM SET UP TIME: 12:00 AM/PM TO 4:00 AM/PM

TAKE DOWN: 2:00 AM/PM TO 8:30 AM/PM Sunday Aug. 28th

ADMISSION FEE OR REQUESTED DONATION AMOUNT FOR ATTENDEES (If Applicable): \$ \_\_\_\_\_

Please attach the following:

- Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing on back
- Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities
- Any fire prevention and emergency medical service plans
- Any security plans

If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

William Schwede  
Applicant's Signature

6/26/16  
Date

\_\_\_\_\_  
City Administrator

011011

Street to be blocked off  
all night until 7:00 Sunday morning.  
Stage will be on street.

Pine Street

Region

So  
called  
Alley

West  
Fence

Fence

## AGENDA REQUEST

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Name: CWFO AUXILIARY

Address: \_\_\_\_\_

Phone number: 320-291-3096 Alternate: \_\_\_\_\_

Date requesting: 7-5-16 Allotted time on agenda: 5 mns

Number of attendees: 1 - ?

Nature of request:

Waive fee for Special Event Permits and sign fees for events to take place on 8-6 and unknown date in October.

Expectations from Council:

Approval

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Confirmed Date: \_\_\_\_\_ Time: \_\_\_\_\_

Confirmed with requestor: \_\_\_\_\_

Council meetings are held the first and third Monday's of the month 7:00p.m. at City Hall. Agenda request must be received in City Hall by noon on the Tuesday prior to the scheduled council meeting in order to be put on the agenda for that specific Monday evening.

City of Clearwater

# Special Event Permit Application

605 County Road 75, PO Box 9, Clearwater, MN 55320 (320) 558-2428 Fax (320) 558-2794

## APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF BUSINESS/ORGANIZATION: CWFD Auxiliary  
 APPLICANT NAME (CONTACT): Crystal Ackley  
 ADDRESS: 790 Isabella Ave. Clearwater  
 DAYTIME PH: ( ) \_\_\_\_\_ CELL (320) 291-3096 EMAIL: billsco1@hotmail.com

Any change in the above information, please notify City Hall immediately.

## SPECIAL EVENT INFORMATION

Type of Event:

CONCERT/SHOW     PARADE     FAIR/CARNIVAL     FESTIVAL     RALLY  
 OUTDOOR PARTY     FILMING OF MOVIE/VIDEO/SHOW     MOTORCADE     RUN/WALK/RACE  
 PARKING LOT/STREET DANCE     BIKE-A-THON     ATHLETIC EVENT

OTHER (Specify) Fire Dept Open House

EVENT TITLE: Fire Dept Open House

ACTIVITIES TO TAKE PLACE AT EVENT: Fire truck Rides, Fire Demo, Hockey tournament.  
(Use back of this sheet if necessary)

WILL THIS BE AN AMPLIFIED EVENT? yes    EVENT DATE(S): Aug 6<sup>th</sup>

PROPOSED LOCATION: Fire Hall    NUMBER OF EVENT STAFF: 15+

IS FOOD OR ALCOHOL BEING SERVED? \_\_\_\_\_    ESTIMATED ATTENDANCE: 150-200

HOURS OF EVENT: 10 AM TO 2 AM SET UP TIME: 8 AM TO 10 AM

TAKE DOWN: 2 AM TO 3 AM

ADMISSION FEE OR REQUESTED DONATION AMOUNT FOR ATTENDEES (If Applicable): \$ NA

Please attach the following:

- Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing
- Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities
- Any fire prevention and emergency medical service plans Fire Dept on scene
- Any security plans

If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

Crystal Ackley  
Applicant's Signature

10/29/10  
Date

\_\_\_\_\_  
City Administrator



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

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

### MEMORANDUM

**Date:** June 29, 2016  
**To:** Kevin Kress, City Administrator  
**From:** Kreg Schmidt, P.E.  
Vice-President  
**Subject:** North Area Street & Utility Project  
Driveway Replacement Evaluation  
BMI Project No: R16.111471

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At the June 6 City Council meeting, the City Council authorized the replacement of all driveways with surmountable curb to knock-down style curb, in-lieu of replacing only those driveways where there is a demonstrated issue with the surmountable curb. There are 98 driveways that would need to be replaced with knock-down curb under this arrangement.

The replacement work would require removal of the curb for the full width of the driveway apron, plus removal and replacement of the 3-foot concrete apron. In some instances where the entire driveway is concrete, concrete apron removal will need to occur to the first concrete joint, which is typically 3 to 5 feet behind the curb. Sawcutting of concrete and bituminous will be required to avoid damaging abutting pavement and curb, as well as removal and replacement of some bituminous pavement in the street in order to remove and reconstruct the curb.

The estimated construction cost to remove and replace the curb and driveways as described is \$150,000, not including project inspection and contract administration costs. This estimate is based on renegotiated unit prices for the work since it not part of the original scope of the project. This estimate is net of the corrective work that must be done by the contractor at their cost due to defective work. Also included in the estimate is replacement of alley openings to knock-down curb as has been recommended by Public Works staff.

While we are of the opinion that the project was designed in accordance with standard engineering practices and the surmountable curb style is used on thousands of driveways throughout Minnesota, Bolton & Menk is willing to discuss a cost sharing arrangement. We believe that attempting to assess additional costs would not be well received by property owners and therefore do not recommend pursuing this option.

If you have any questions on this information, please contact me.



CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 7-5-16 <b>Flexibility:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Originating Department:</b> Administration & Public Works
<b>Agenda Item:</b> New Business Item c. Discussion on Purchasing Wood Chipper	<b>Presenter:</b> Kevin Kress, Administrator
<b>Estimated Time:</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour	

**Council Action Requested:**  
 Information/Review     Motion to approve...  
 Motion to deny...     Other     Budget Change  
 Staff recommends authorizing the purchase for the Bandit 990XP wood chipper.

**Background:**  
 Public Works Supervisor Schmidt and I have been researching replacing the existing wood chipper. The current chipper is in very rough shape and will soon be inoperable. We have enclosed several bids for your convenience. Both Schmidt and myself prefer the Bandit 990XP chipper for the following reasons:

- It has nearly double the horsepower that the Vermeer option has.
- It has a CAT engine and is rated higher for reliability.
- It has increased safety features.
- This purchase is listed in the Capital Equipment fund

**Supporting Documents:**  Attached     None

**Department Head Signature/Date:**

**Clerk/Treasurer Signature/Date:**

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

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

**Comments:**

**Administrator's Signature/Date:**



Tri-State Bobcat  
 1200 Highway 13 East  
 Burnsville, MN 55337  
 USA  
 952-894-0894 (Phone)  
[www.tristatebobcat.com](http://www.tristatebobcat.com)

### QUOTATION

Quote #	Quote Created	Last Updated	Salesperson
59572	May 9, 2016 04:50 PM by Tri-State Bobcat	May 9, 2016 04:51 PM by Tri-State Bobcat	Nick Kentros

CUSTOMER:	BILL TO:	SHIP TO:
City of Clearwater PO BOX 9 Clearwater, MN 55320 USA 320-290-2233 (Phone)	Tri-State Bobcat 1200 Highway 13 East Burnsville, MN 55337 USA 952-894-0894 (Phone) Nick Kentros (Contact) <a href="mailto:nick@tristatebobcat.com">nick@tristatebobcat.com</a>	Tri-State Bobcat 1200 Highway 13 East Burnsville, MN 55337 USA 952-894-0894 (Phone) Nick Kentros (Contact) <a href="mailto:nick@tristatebobcat.com">nick@tristatebobcat.com</a>

### MODEL 990XP (12" DRUM STYLE) BRUSH BANDIT

Qty	Part #	Description
1	MODEL-990HD	Model 990XP - (12" Drum Style) Brush Bandit

### STANDARD EQUIPMENT

Qty	Part #	Description
	<b>STANDARD</b>	Spring loaded slide box type feed system with (2) horizontal feed wheels 7 1/2" diameter x 16 3/8" wide, driven by (2) 15.5 hydraulic motors (Provides approximately 1,646.93 lbs of pulling power for each feed wheel)
1	<b>STANDARD</b>	Top feed wheel jack mount with locking pin to raise & lock top feed wheel using tongue jack (not provided when hydraulic lift cylinder option is selected)
1	<b>STANDARD</b>	29" high x 54" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists
1	<b>STANDARD</b>	345 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector
1	<b>STANDARD</b>	Clean out and inspection door on discharge
1	<b>STANDARD</b>	24" diameter x 18 3/4" wide chipper drum with (4) 5/8" x 5 1/2" x 9" dual edge knives
1	<b>STANDARD</b>	Pressure check kit for 990 - Gauge is NOT included
1	<b>STANDARD</b>	12 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	<b>STANDARD</b>	24 1/2 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	<b>STANDARD</b>	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.
1	<b>STANDARD</b>	5,000 pound capacity tongue jack with 15" of travel and foot pad
1	<b>STANDARD</b>	3/16" x 2" x 4" rectangular tubing with a 1/4" x 3" x 4" tubular tongue
1	<b>STANDARD</b>	Banded chipper belts
1	<b>STANDARD</b>	Safety control bar controls forward / neutral / reverse
1	<b>STANDARD</b>	Engine disable plug for hood locking pin-preventing engine from operating without pin in place
1	<b>STANDARD</b>	Wooden pusher tool with mount on infeed hopper
1	<b>STANDARD</b>	(2) Last chance safety pull cables
1	<b>STANDARD</b>	Weather resistant manual container
1	<b>STANDARD</b>	Safety DVD, (2) 6" wide x 9" tall Bandit operator's manuals (one paper copy and one waterproof copy tethered to machine) and (1) engine operator's manual
	<b>STANDARD</b>	Spanish & English combination safety decals

### PAINT

Qty	Part #	Description
1	333-32273	Standard Imron Industrial Urethane Bandit Yellow (For Whole Tree Chippers please specify Chipper Guard paint color)

**ENGINE**

Qty	Part #	Description
1	990-RC1233-814	Caterpillar C3.4, 122.5 horsepower with PGL auto clutch - Tier 4i (Includes pre cleaner, fuel saver, Bandit control system, engine block heater, pop-up style air cleaner and reversing auto feed. Also includes 3 year / 3,500 engine warranty)

**AXLE**

Qty	Part #	Description
1	990-100447	Single 7,000 pound Torflex EZ lube electric brake axle

**TIRES/RIMS**

Qty	Part #	Description
1	990-1017-29	(2) ST235/80R 16" tires mounted on 8-bolt white spoke rims (Tire is approximately 9.43" wide, tire capacity is 3,520 pounds each)

**FENDERS**

Qty	Part #	Description
1	990-100415	Aluminum bolt on fenders (Approximately 1/8" thick)

**HITCH**

Qty	Part #	Description
1	990-100274	2 1/2" Wallace Forge pintle hitch

**ADD-ON OPTIONS****Feed System Options**

Qty	Part #	Description
1	OPTION-905-5000-	Double Teeth (Bottom Feed Wheel)

**Deluxe Option Packages**

Qty	Part #	Description
1	990-100153	Deluxe Discharge Option Package: Hand crank height adjustable discharge and 345 degree hand crank swivel discharge with manual 12" chip deflector.

**Hydraulic Options**

Qty	Part #	Description
1	990-100956	Install bracket for winch and selector valves on side of infeed hopper (To be ordered if winch might be ordered in the future)
1	990-1011-71	Hydraulic lift cylinder for top feed wheel (controlled manually unless wireless radio remote option is selected)

**Trailer Related Options**

Qty	Part #	Description
1	990-100089	7-PRONG (Flat Pin/RV-Style) Male trailer plug
1	990-100257	Frame / Fender supports
1	990-100093	8,000# capacity tongue jack with stationary foot pad

**Miscellaneous Options**

Qty	Part #	Description
1	OPTION-911-5000-	4" x 6 1/2" inspection window on belt shield
1	990-100079	Lockable aluminum tool box

**CUSTOMER TOTALS**

Total Unit Price:		\$ 47900.00
Customer Discount:	15.0000 %	- \$ 7185.00
Customer Net Unit Price:		\$ 40715.00
Customer Total:		\$ 40715.00

**NATURE** **SIGNATURE**

The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Investment Proposal (Quote)

RDO Equipment Co.  
1675 126th Street West  
Burnsville (VM) MN, 55337  
Phone: (952) 890-6144 - Fax: (952) 882-2980

**Proposal for:**  
CITY OF CLEARWATER  
605 COUNTY ROAD 75 NW  
CLEARWATER, MN, 553202075  
WRIGHT  
(320) 558-2428

**Investment Proposal Date:** 5/11/2016  
**Pricing Valid Until:** 6/10/2016  
**Deal Number:** 873137  
**Customer Account#:** 2428307  
**Sales Professional:** Patrick Arnold  
**Phone:** (952) 890-6144  
**Fax:** (952) 882-2980  
**Email:** PArnold@rdoequipment.com

## Comments

NJPA Landscape Equipment Contract #070313-VRM

BC1000XL 74HP DEUTZ TIER 4 FINAL 12" capacity drum style brush chipper includes 74 HP Deutz TD2.9L diesel engine; isolated engine and cutter housing; 12" x 17" feed opening; high coolant temperature and low oil pressure automatic shutdown; LED trailer lighting; live hydraulics; horizontal feed roller; SmartFeed; ECO Idle; 25 Gallon fuel tank; lockable steel engine shields; jack and infeed table with lower feed stop bar.

## Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD	0	New 2016 VERMEER BC1000XL BC1000XL019 BASIC DISCHARGE DEFLECTOR BC1000XL027 5200LBS (DOM) AXLE, 16" TIRES, TONGUE, HITCH BC1000XL086 BASIC SOUND REDUCTION BC1000XL31VP BC1000XL 74HP DOM. VALUE PACK.- TIER 4 FINAL DEUTZ BC1000XL421 BC1000XL 74HP DEUTZ TIER 4 FINAL BC1000XL428 BC1000XL 2.9L T4F DEUTZ INSTRUMENTATION PANEL	\$34,355.00
<b>Equipment Subtotal:</b>				<b>\$34,355.00</b>

## Purchase Order Totals

**Balance:** \$34,355.00  
**Sales Tax Total:** \$0.00  
**Sub Total:** \$34,355.00  
**Cash with Order:** \$0.00  
**Balance Due:** \$34,355.00

CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 7-5-16 <b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Originating Department:</b> Administration & Parks Commission
<b>Agenda Item:</b> d. Discussion on Purchasing Tile System for Lions Park Tennis Court	<b>Presenter:</b> Kevin Kress, Administrator
	<b>Estimated Time:</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour
<b>Council Action Requested:</b> <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 Motion to approve tile system to replace tennis court at Lions Park.	
<b>Background:</b> As discussed the Parks Commission has been reviewing how and what to replace the Lions Park tennis court with.	
I have asked for bids to replace the court from the following: <ul style="list-style-type: none"><li>• Versacourt</li><li>• Duracourt</li></ul>	
I will present bids at the meeting.	
<b>Supporting Documents:</b> <input type="checkbox"/> Attached <input 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>	
<b>Administrator's Signature/Date:</b>	

CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 7-5-16 <b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Originating Department:</b> Public Works
<b>Agenda Item:</b> <b>New Business Item:</b> e. Discussion on Crack Sealing, Chip Sealing, and Line Painting	<b>Presenter:</b> Kevin Kress, Administrator
<b>Council Action Requested:</b> <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>Motion to approve METRO, and PEARSON bids for Crack and Chip Sealing.</b>	
<b>Background:</b> <b>Attached you will find the following:</b>  <b>Crack Filling –</b> <ul style="list-style-type: none"><li>• Metro \$8,744.</li><li>• Driveway Services LLC \$14,989.</li><li>• To be determined waiting on bid.</li></ul> <b>Chip Sealing –</b> <ul style="list-style-type: none"><li>• See enclosed street list.</li><li>• Pearson Bros. \$74, 313.64 may vary based on actual measurements.</li><li>• Caldwell \$70,611.94 may vary based on actual measurements.</li><li>• To be determined waiting on bid.</li></ul> <b>Line Painting –</b> <p>Looking for feedback on what lines should be painted, or stickers should be placed for the following streets:</p> <ul style="list-style-type: none"><li>• Ash Street</li><li>• Main Street</li></ul> <p>After staff receives feedback we will proceed to gather bids.</p>	
<b>Supporting Documents:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None	
<b>Department Head Signature/Date:</b>	
<b>Clerk/Treasurer Signature/Date:</b>	

**STREET LIST FOR CHIP SEALING**

STREET	LENGTH	WIDTH	SQ FEET	SQ YARDS
Sunrise Court	640	33	21120	2347
Cul De Sac		90		705
Main Street	2990	39	116610	12957
	3245	33	107085	11888
Porter Street	1590	31	49290	5477
Kothman Circle	700	31	21700	2411
1/2 Cul De Sac		100		450
Pine Street Stub	190	27	5130	570
Ash Street	395	27	10665	1185
	675	27	18225	2025
	380	33	12540	1393
	2080	39.5	82160	9129
Maple Street Stub	235	27	6345	705
Elm Street Stub	240	27	6480	720
Oak Street	150	27	4050	450
Overlook Circle	230	28	6440	716
Cul De Sac		80		560
Nelson Dr	775	31	24025	2669
	695	37	25715	2857
Shorty Street	690	37	25530	2837
Heaton Blvd	925	37	34225	3803

**REQUESTED ALTERNATE**

Prairie Street	590	22	12980	1442
Cul De Sac		90		705
Maple Street	375	22	8250	917
Cul De Sac		90		705

**Metro Asphalt & Concrete  
Services Inc.**

**Proposal & Agreement**

14350 Northdale Blvd.  
Rogers, MN 55374  
Phone: (763)428-4121 Fax: (763)428-4581 Date: 6/13/2016  
www.metropavinginc.com

Submitted To: City of Clearwater  
Address: Bluff Street  
City, State, Zip: Clearwater MN  
Attention: John Schmit  
Phone: 320-290-2233

Job Name:  
Address:  
City, State, Zip:  
Email: johnnyschmidt@frontiernet.net  
Fax:

THE FOLLOWING PROPOSAL IS BASED ON:

**Crack Filling: (Based on up to Approx. 12,207 Ln. Ft.) Price: \$8,744.00**

- Route structural cracks 1/8" or wider to 3/4" wide x 3/4" depth.
- Remove debris from routed areas with power brooms & blowers.
- Apply Mn. Dot Spec Hot Pour Rubberized Sealant.

The crack fill material will be applied to a level slightly below the pavement for expansion and contraction.

Note: No Restoration Or No Permits

**NOTICE OF LIEN ON PAGES (2 & 3) OF THIS PROPOSAL  
(Please Sign Page 1 & Initial on Pages 2 & 3)**

THIS PROPOSAL AGREEMENT IS VOID 30 DAYS FROM DATE UNLESS SIGNED AND RETURNED TO BIDDER.

**WE ACCEPT VISA AND MASTERCARD. IF CREDIT CARD IS USED ADD 3% TO THE AMOUNT.**

The undersigned guarantor jointly and severally unconditionally guarantees the prompt Payment when due of all sums owed to Metro Asphalt & Concrete Services, Inc. under the above contract. The undersigned guarantor acknowledges that execution of this guarantee is a material Part of the consideration upon which Metro Asphalt & Concrete Services, Inc. relied in entering into this Proposal & Agreement and that this guarantee is executed as an inducement to Metro Asphalt & Concrete Services, Inc.

**Acceptance of Agreement** The above prices, specifications and the terms and conditions on page one and two of this agreement are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as noted above.

Legal Company Name \_\_\_\_\_

By: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**Proposal does not include unless specified:**

- Permits, bonds or any additional fees
- Landscape restoration, irrigation repair or backfilling
- Locates for private utilities or repairs if not marked
- Erosion control
- Testing of any kind

**METRO ASPHALT & CONCRETE REPRESENTATIVE  
Brian Courier**

By: Brian Courier

Date: 6/13/16

**TERMS AND CONDITIONS APPLYING TO "PROPOSAL & AGREEMENT"**

**We Propose** hereby to furnish material and labor & complete in accordance with above specification, **ABOVE PRICE INCLUDES ALL REBATES AND SPECIAL OFFERS AVAILABLE AT THIS TIME.** TERMS OF SALE: TOTAL AMOUNT IS DUE UPON COMPLETION UNLESS STATED DIFFERENTLY ABOVE, FINANCE CHARGES OF 1.5% PER MONTH (18% PER ANNUM) ARE ADDED TO UNDISPUTED PAST DUE BALANCES. CUSTOMER FURTHER AGREES THAT IN THE EVENT IT IS NECESSARY TO COMMENCE LEGAL ACTIONS TO ENFORCE PAYMENT, UNDER THE RIGHTS OF THIS PROPOSAL AND AGREEMENT. THE CUSTOMER WILL PAY IN ADDITION TO THE PRINCIPAL AND INTEREST HEREIN, THE AMOUNT FOR COLLECTION COSTS INCLUDING REASONABLE ATTORNEY'S FEES.

**Section #1: Governing Law** - This agreement shall be governed by, construed, and enforced in accordance with the laws of Minnesota.

**Section #2: Binding Effect** – This agreement shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.

**Section #3: Entire Agreement** – This agreement shall constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

**Section #4: Section Headings** – The titles to the sections of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

**PRICE** is based on specifications and estimates as shown on the "Proposal & Agreement".

**ADDITIONAL CHARGES** will become necessary: 1) If extra equipment time, extra materials, or extra labor would become necessary to complete this project. 2) If sub-grade (**DEFINE**) is not up to acceptable specifications or requirements. 3) If extra services and/or materials are requested in writing by subcontractor or any other agent acting on behalf of the owner or general contractor. 4) If concrete is found under the removal area and/or re-rod is found in the concrete or the asphalt in excess of 4" or more in thickness or unless predetermined on the front of this agreement. 5) Price includes one mobilization; any additional mobilization's charges will be at the rate set forth in a change order. Additional charges would be in accordance with the agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". Metro Asphalt & Concrete Services, Inc. reserves the right to refuse additional equipment time, extra materials or extra labor if it would interfere with advanced scheduling with other customers with whom previous commitments had already been extended.

**STANDARD PRACTICES AND PROCEDURES** of installing materials will be done in accordance with those practices and procedures in a neat and workman like manner. Special attention will be observed pertaining to: 1) Sub-grade compaction (done by others) 2) Sub-grade materials (furnished and installed by others), 3) Moisture content of sub-grade materials or base material, 4) Weather conditions when bituminous material is to be installed, 5) Proper drainage which will require a minimum grade of 1 ½%. Any request made to Metro Asphalt & Concrete Services, Inc. made by the owner, general contractor of their respective authorized supervisory employees, to overlook the standard practices and procedures previously stated in these conditions will automatically negate any warranty of material or workmanship whether such warranty is written, implied or orally stated.

**WE GUARANTEE** all material used to be as specified and the entire job will be done in a neat, workmanlike manner. All installation of materials will be done in accordance to the standard practices and procedures previously stated in these conditions. Guarantee for materials, equipment and labor. Guarantee does not include: Tire marks, holes made by sharp or pressure objects, gasoline or oil damage, settling along the back fill area, and frost expansion cracks due to freeze thaw cycle or tree roots. We cannot guarantee drainage or against water ponding on areas to be paved or patched with less than 1 ½% slope to these areas. We shall not be liable for ponding on surrounding areas of patching due to existing grades. Metro Asphalt & Concrete Services, Inc. will not be liable for damage of adjacent concrete by asphalt installation equipment using standard construction procedures or damage by a 3<sup>rd</sup> party.

**FINANCIAL ARRANGEMENTS** are to have been made so that payment of this contracted work can be made after work has been completed. Any indications of financial difficulties forecasted on behalf of the owner, general contractor or their respective representatives will necessitate the placing of necessary funds into escrow to the benefit of Metro Asphalt & Concrete Services, Inc. so as to assure payment of this work.

PLEASE INITIAL AND RETURN WITH 1<sup>ST</sup> PAGE

Customer initial \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF LIEN: "ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THEIR CONTRIBUTIONS. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THE IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL ONE HUNDRED TWENTY DAYS (120) AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LEIN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE"**

**DISCLOSURES;** It is the responsibility of Metro Asphalt & Concrete Services, Inc. to have all cables, telephone, electrical, etc. located prior to any work that is completed. Any private underground utilities not located by Gopher State are the responsibility of the property owner. IE: Sprinkler lines or heads -private lighting, electrical lines, or underground fencing. Gopher State One call 651-454-0002

**NOTE:** Due to Minnesota climate conditions and variances in materials we cannot guarantee against:  
Asphalt is being installed by a paver therefore thickness is an average and can vary from outer edges to center of pave.  
Asphalt - pavement cracking or heaving, areas where hand work is required may be rocky.  
Concrete - cracking, heaving, rock popping, spalding from use of chemicals to get ice off, discoloration due that every batch is not exactly the same color. Metro Asphalt & Concrete Services, Inc. reserves the right to substitute material if they deem that sub-soil conditions are not in compliance and that if they feel that the alternative material will be a better product for your project. If paving is done back to back tackcoat material isn't necessary.

PLEASE INITIAL AND RETURN WITH 1<sup>ST</sup> & 2<sup>ND</sup> PAGE

Customer initial \_\_\_\_\_ Date \_\_\_\_\_

E / F = \_\_\_\_\_

Follow Up= \_\_\_\_\_

Sales.= \_\_\_\_\_

Sales = \_\_\_\_\_

Sales = \_\_\_\_\_

# PROPOSAL

JEFF RHODES  
 DRIVEWAY SERVICES LLC  
 P.O. BOX 538  
 CROOKER, MN 55308  
 320-267-5248  
 www.drivewayservicesllc.com

PROPOSAL NO.

6-3-16

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME City of Clearwater  
 ADDRESS Clearwater, MN  
 PHONE NO. \_\_\_\_\_

ADDRESS Clearwater, MN  
 DATE OF PLANS \_\_\_\_\_  
 COMPANY: DRIVEWAY SERVICES LLC

Driveway Services LLC propose to furnish the materials and perform the labor necessary for the completion of:

Router and fill cracks in Sunrise Ct, Rothmann Cir,  
 Porter St, Main St, & Ash St.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted or above work, and completed in a substantial satisfactory manner for the sum of Fourteen thousand nine

Hundred and Eighty Nine Dollars (\$ 14,989.00 )

Respectfully Submitted 

Per Driveway Services LLC

Note - This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made upon completion.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Pearson Bros., Inc.**

11079 Lamont Avenue N.E. ~ Hanover, MN 55341  
Phone: (763) 391-6622 ~ Fax: (763) 391-6627

ATTENTION: John Schmidt

PHONE #: 320-558-2428

FAX #: 320-558-2794

JOB LOCATION: City Of Clearwater  
ADDRESS: P.O.Box 171  
Clearwater, MN 55320

DATE: April 19, 2016

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 65,863 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS2 Liquid Asphalt at .27 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install FA-2 Granite at 24 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2016 COMPLETION DATE: No later than: Sep 15th, 2016

We Proposed Hereby to Furnish Material and Labor – Complete in Accordance with the Above Specifications, for the Sum of:  
\$70,280.81 (68,863 Sq yds @ \$1.07 per sq yd)  
\$4,032.83 Alternate (3,769 sq yards @ \$1.07 per sq yard)

AUTHORIZED SIGNATURE:

  
TODD BARTELS  
PEARSON BROS., INC. *Payment Due Upon Completion*

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Proposal good for 30 days.*

## City Of Clearwater

Street	Length	Width	Sq Feet	Sq Yards
Sunrise Court	640	33	21120	2,347
Cul De Sac		90		705
Main St	2990	39	116610	12,957
	3245	33	107085	11,898
Porter Street	1590	31	49290	5,477
Kothman Circle	700	31	21700	2,411
1/2 Cul De sac		100		450
Pine St Stub	190	27	5130	570
Ash Street	395	27	10665	1,185
	675	27	18225	2,025
	380	33	12540	1,393
	2080	39.5	82160	9,129
Maple St Stub	235	27	6345	705
Elm St Stub	240	27	6480	720
Oak St	150	27	4050	450
Overlook Circle	230	28	6440	716
Cul De Sac		80		560
Nelson Dr	775	31	24025	2,669
	695	37	25715	2,857
Shorty St	690	37	25530	2,837
Heaton Blvd	925	37	34225	3,803
			<b>TOTAL</b>	<b>65,863</b>
<b>Alternate</b>				
			0	0
Prairie St	590	22	12980	1,442
Cul De Sac		90	0	705
Maple St	375	22	8250	917
Cul De Sac		90	0	705
			0	0
			<b>TOTAL</b>	<b>3,769</b>

City is responsible to confirm all measurements - PBI charges for actual square yards

# PROPOSAL

## CALDWELL ASPHALT CO INC

24060 175TH ST NE  
HAWICK, MN 56273

PHONE/FAX: 320.243.4023

TO: City Of Clearwater  
PO Box  
Clearwater, FL 34620

PHONE 320.243.4023	DATE 5/3/10
JOB NAME / LOCATION 1218 Stadium Project	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

Bituminous Sealcoat on Designated Street-

Area Approx. Base Bid: 65,863 sq yds (at prices per yds provided by John)  
Alternate Bid: 3,769 sq yds

1. Any patching, embankment or weed removal required to be done by others
  2. Tackling up roads in preparation for sealcoat
  3. Application of 25 lbs of 1 gallon CRS-2 bituminous sealcoat oil per square yard
  4. Cover 1/4 inch granite sealcoat aggregate
  5. Compaction of rock
- After sufficient curing time, area will be swept once (1) of excess rock

COST: Base Bid: \$1.00 per sq yd ( \$65,863.00 based on 65,863 sq yds )  
Alternate Bid: \$1.25 per sq yd ( \$4,748.94 based on 3,769 sq yds )

- NOTE: A) Areas to be sealed to be shown on plan & billed accordingly  
B) Stringing or any associated work not included  
C) Price subject to change if not accepted in the time frame below.

Thank you for the opportunity to bid your project. Please call our office if you have any questions regarding your bid.  
If proposal is accepted, please sign and return copy to our office.

**We Propose** hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

Payment in full upon completion of project

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be  
withdrawn by us if not accepted within

20 days.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

STATE OF MINNESOTA - RESPONSIBLE CONTRACTOR CERTIFICATE

Applies to all prime contracts in excess of \$50,000

A responsible contractor is defined in Minnesota Statutes §16C.285, subdivision 3.

Any prime contractor or subcontractor who does not meet the minimum criteria under Minnesota Statutes §16C.285, subdivision 3, or who fails to verify that it meets those criteria, is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract for the project and may result in termination of a contract awarded to a prime contractor or subcontractor that makes a false statement.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause 7.

By signing this statement, I, Keith Rende (typed or printed name),  
Vice President (title) certify that I am an owner or officer of the company and do  
verify under oath that my company is in compliance with each of the minimum criteria listed in  
the law.

Caldwell Asphalt Co., Inc.

(name of the person, partnership or corporation submitting this proposal)

24060 175th St. N.E.

Hawork, Mn. 56273

(business address)

Signed:

[Signature]  
(bidder or authorized representative)

5/3/2016  
Date

BUDGET CALENDAR

BUDGET YEAR 2017

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By June 20	Distribution of May 2016 financial reports
By July 11	Department directors complete budget work papers and submit to CA and AEM
July 14	Distribution of draft Banyon budget reports from AEM to directors
July 20 week	Initial review of departmental budgets with department staff, CA and AEM
August 1	Budget workshop with Council to review priorities
August 15	Preliminary budget to Council – Staff presents draft department budget requests.  City Council will adopt a proposed budget and certify a proposed property tax levy to the County Auditor for taxes payable in 2017.  City Council will establish initial and continuation public hearing dates and publish as required. Meet compliance with Truth in Taxation legislation.
By September 30 (15 <sup>th</sup> for special taxing district, EDA)	City Clerk sends certified copy of proposed budget resolution and tax levy to Wright County.
Oct 24 work session	Council reviews general fund budgets with city manager; dept heads, and AEM  Review enterprise programs and rates, discuss enterprise and utility fund budgets.
November	County mails notices of proposed property taxes to the owner of each individual parcel of property. The dates for 2016 activity will be adjusted by pending legislative action
Prior to Public Hearing	City Clerk publishes notice of public hearings. City will advertise the proposed budget and property tax levy in official newspaper
November 30 week	AEM to work with CA on revising budget resolutions format
TBD (tentative December 5)	City will hold public hearings in accordance with dates established at Council the August 15 council meeting.
December 5 Council Mtg	Council adoption of budget and resolutions. City Clerk certifies copy of budget resolution to Wright County.
Late December	Summary of adopted budget available for public inspection.
Early January	Publish summary budget data in Clearwater Tribune ( <u>or</u> utility inserts)

CITY OF CLEARWATER  
**REQUEST FOR COUNCIL ACTION**

<b>Requested Date of Council Consideration:</b> 7-5-16 <b>Flexibility:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Originating Department:</b> Administration & Public Works
<b>Agenda Item:</b> Staff Reports	<b>Presenter:</b> Administrator, Kevin Kress
	<b>Estimated Time:</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour
<b>Council Action Requested:</b> <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change	
<b>Background:</b> <u>Public Works</u> <ol style="list-style-type: none"><li>1. Daily water and sewer checks and testing.</li><li>2. Finished cleaning sewers.</li><li>3. Worked on small ballfield Sportsman's Park.</li><li>4. Completed some street repair.</li><li>5. Sprinkler system repair in the parks.</li><li>6. Worked on bids for chip sealing.</li><li>7. Worked on bids for crack sealing.</li><li>8. Picked up curb side leaves and brush.</li><li>9. Worked on budget with Administrator.</li><li>10. Park inspection.</li><li>11. Field tested two new wood chippers.</li></ol> <u>Administration</u> <ol style="list-style-type: none"><li>1. Worked with Parks Commission to update park plans and develop long range budgets.</li><li>2. Worked on Long term plan and budget items for all departments.</li><li>3. Worked on OAA agreement and attended Joint Planning Commission meeting.</li><li>4. Attended LMC Conference.</li><li>5. Attended Head Judge Election Training.</li><li>6. National Night Out forms will be mailed out shortly.</li></ol>	
<b>Supporting Documents:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None	