AGENDA

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

Call to Order
Pledge of Allegiance
Roll Call

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

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

2. **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 Cancelling July 18, 2016 Regular City Council Meeting**

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**

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 5, 2016
7:00 pm

Staff Memo

To: Honorable Mayor and City Council
From: Kevin Kress, Administrator
Date: June 28, 2016
RE: Review/Comment on 07-5-16 City Council Meeting

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

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

2. **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 Cancelling July 18, 2016 Regular City Council Meeting**

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.

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**

CITY OF CLEARWATER

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

CITY OF CLEARWATER

Payments

Current Period: July 2016

Refer	1443 *BOLTON & MENK, INC.*					
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	**Total**	$240.00
Refer	1404 *CARD SERVICES*					
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	**Total**	$172.83
Refer	1380 *CHADER LEASING CORPORATION*					
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	**Total**	$302.06
Refer	1402 *CITY OF CLEARWATER*					
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	**Total**	$122.19
Refer	1379 *CLARKE MOSQUITO CONTROL*					
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	**Total**	$3,000.00
Refer	1407 *CLEAR LAKE/CLWTER SEWER AU*					
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	**Total**	$22,926.20
Refer	1403 *CLEARWATER HARDWARE & BAIT*					
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					

CITY OF CLEARWATER

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

CITY OF CLEARWATER

Payments

Current Period: July 2016

Refer	1399 *JOHN DEERE FINANCIAL*					
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	**Total**	$140.18
Refer	1426 *JOHNSON MATERIALS*					
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	**Total**	$67.65
Refer	1420 *KEVIN KRESS*					
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	**Total**	$98.00
Refer	1377 *KEVIN VOIGT*					
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	**Total**	$100.00
Refer	1442 *KIRVIDA FIRE, INC.*					
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	**Total**	$726.62
Refer	1414 *KRIS CRANDALL*					
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	**Total**	$154.08
Refer	1445 *LANDFORM PROFESSIONAL SVC*					
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	**Total**	$795.82
Refer	1438 *LANGE, ROLAND*					
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	**Total**	$178.24
Refer	1444 *LEAGUE OF MINNESOTA CITIES*					

CITY OF CLEARWATER

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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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					
Cash 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	**Total**	$161.25
Refer	1381 *OFFICE DEPOT (CATALOG)*					

CITY OF CLEARWATER

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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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	**Total**	$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 JUNE2016	6/10/2016				
Cash Payment	E 100-41000-180 Finance Charges	LATE CHARGES			$14.16
Invoice MAY 2016	6/10/2016				

CITY OF CLEARWATER

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
	$38,058.35

Pre-Written Check	$0.00
Checks to be Generated by the Computer	$38,058.35
Total	$38,058.35

CITY OF CLEARWATER

*Check Summary Register©

June 2016

Name	Check Date	Check Amt	
10100 ANNANDALE STATE BANK			
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
	Total Checks	$32,252.90	

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 Kloeppner, 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 5th 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 5th 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 5th.
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

DRAFT

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 5th 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:

Print Name/Title Signature

Print Name/Title Signature

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 5th 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:

_____
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 5th day of July, 2016.

APPROVED BY:

_____
Pete Edmonson, Mayor

ATTEST:

_____
Kevin Kress, City Administrator

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.

BOLTON & MENK, INC.
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

As City Planner Kendra Lindahl and I discussed with the City Council at the May 2nd 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 200th 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

CITY OF CLEARWATER

REQUEST FOR COUNCIL ACTION

Requested Date of Council Consideration: 6-6-16 **Flexibility:** ☐ YES ■ NO	**Originating Department:** Administration
Agenda Item: Old Business Item a. Discussion on Water and Sewer Rates	**Presenter:** Administrator, Kevin Kress
	Estimated Time: ☐Consent Agenda ■ 5 Min. ☐15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 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:

AGENDA REQUEST

Name: Pam Sawatzke

Address: 620 8th St.

Phone number: 612-325-5313 **Alternate:** _____

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

Number of attendees: 1

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

Expectations from Council:

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@ssisealingsystems.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

X 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 2016

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 3 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:

X Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing

X 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

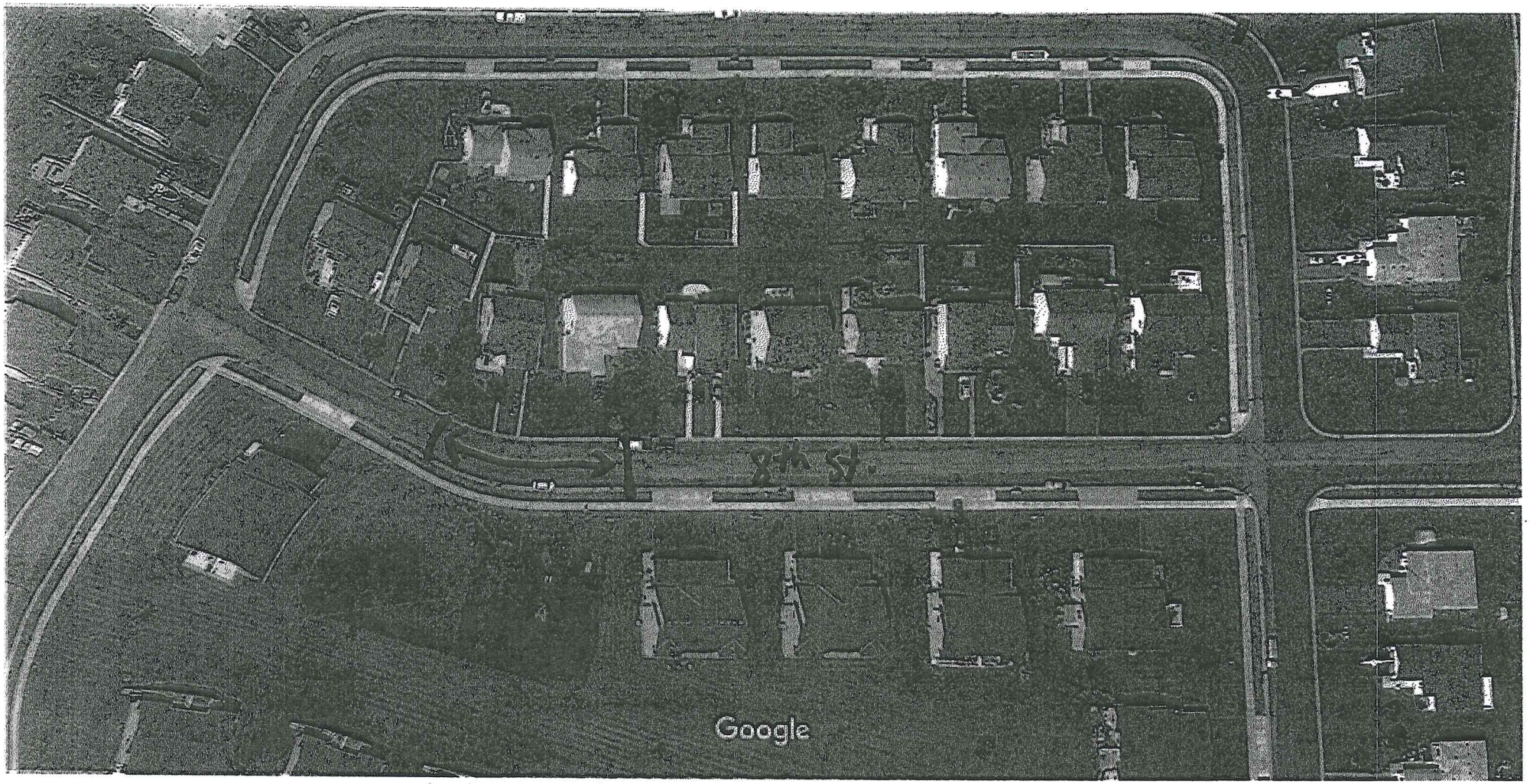
_____ Any security plans

X 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

Pam S. 6-29-16

Applicant's Signature **Date** City Administrator

Google Maps



Imagery ©2016 Google, Map data ©2016 Google 50 ft

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 (Tim Sawatzke)

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

Pam Sawatzke

AGENDA REQUEST

Name: CLEARWATER LEGION

Address: _____

Phone number: _____ **Alternate:** _____

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

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 5

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 Schwindeke

ADDRESS: 420 Manor Dr. Clearwater Mn 55320

DAYTIME PH: (____) _____ CELL (701) 330-0219 EMAIL: wschwindeke_window@Yahoo.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

__X__ 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: Pine 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:

__X__ 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

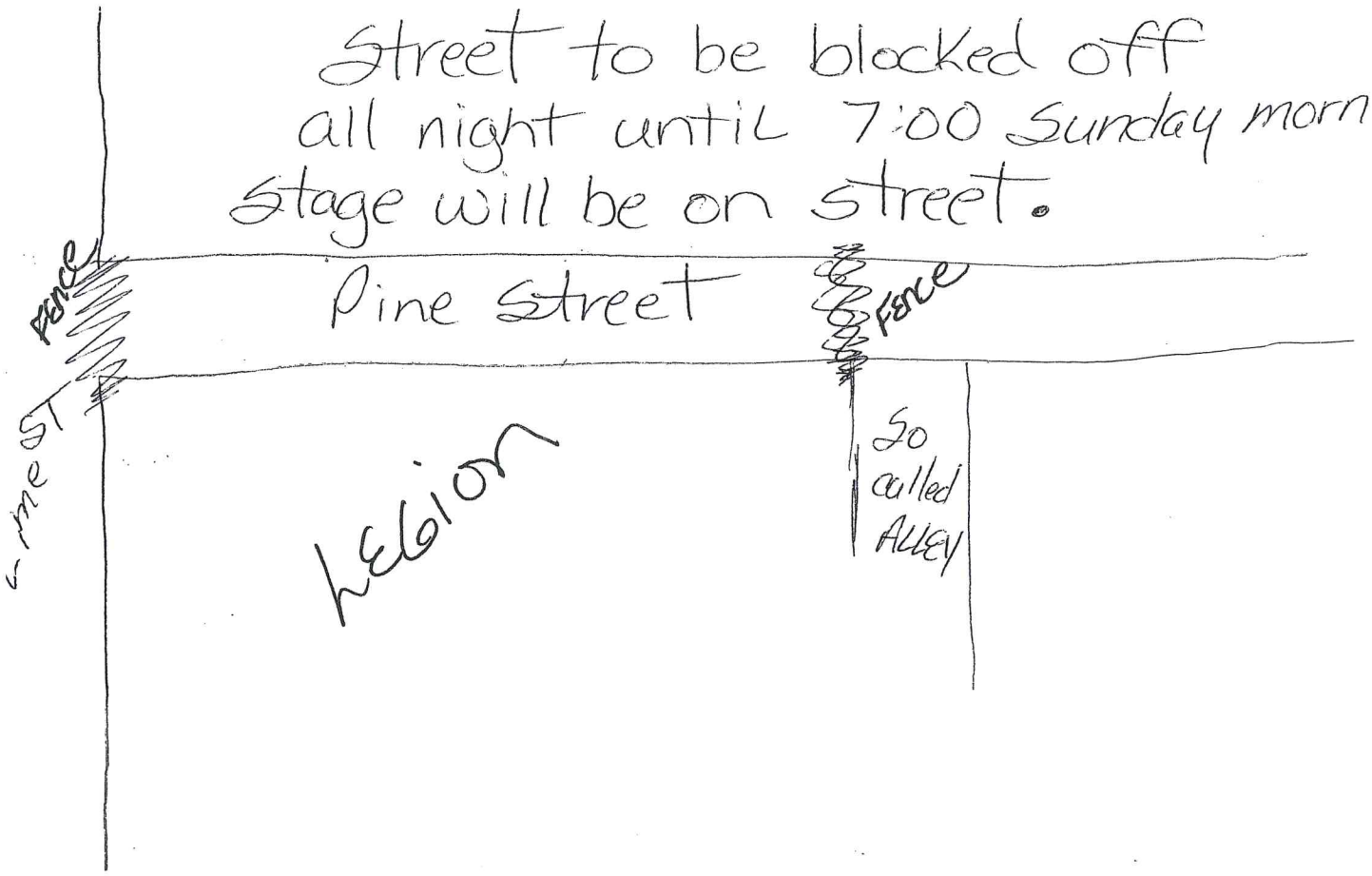
_____ If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

William Schwindeke 6/26/16

Applicant's Signature **Date** City Administrator

OVER

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



AGENDA REQUEST

Name: CWFD AUXILIARY

Address: _____

Phone number: 320-291-3096 **Alternate:** _____

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

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

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: billsc01@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

X OTHER (Specify) Fire Dept Open House

EVENT TITLE: Fire Dept Open House

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

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

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

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

HOURS OF EVENT: 10 (AM)/PM TO 2 AM/(PM) SET UP TIME: 8 (AM)/PM TO 10 (AM)/PM

TAKE DOWN: 2 AM(PM) TO 3 AM(PM)

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 onScene

____ 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

6/29/18
Date

_____
City Administrator

BOLTON & MENK, INC.
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

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-feet 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.

2015 - NORTH AREA STREET & UTILITY IMPROVEMENTS

CITY OF CLEARWATER, MN
DRIVEWAY REPLACEMENT

DATE: 6/29/2016

ITEM NO.	MNDOT SPEC NO.	ITEM DESCRIPTION	UNIT	BID UNIT PRICE	ADJUSTED UNIT PRICE	TOTAL QUANTITY	TOTAL COST
5	2104.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	$2.00	$8.00	2660	$21,282.90
7	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	$2.50	$4.00	417	$1,667.19
6	2104.505	REMOVE CONCRETE PAVEMENT	SQ YD	$2.50	$4.00	666	$2,663.15
10	2531.501	MOUNTABLE CONCRETE CURB & GUTTER	LIN FT	$10.00	$20.00	2660	$53,207.26
45	2531.507	6" CONCRETE DRIVEWAY	SQ YD	$45.00	$45.00	743	$33,415.98
		BITUMINOUS PATCH (ROADWAY)	SQ YD		$50.00	340	$17,000.35
		SAW CONCRETE PAVEMENT	LIN FT		$4.50	649	$2,921.18
		SAWCUT BITUMINOUS PAVEMENT	LIN FT		$3.00	4442	$13,326.83
		SAW CURB ENDS	EACH		$22.00	212	$4,664.00
					TOTAL ESTIMATED CONSTRUCTION COST:		$150,148.83

CITY OF CLEARWATER

REQUEST FOR COUNCIL ACTION

Requested Date of Council Consideration: 7-5-16 **Flexibility:** ☐ YES ☐ NO	**Originating Department:** Administration & Public Works
Agenda Item: New Business Item c. Discussion on Purchasing Wood Chipper	**Presenter:** Kevin Kress, Administrator **Estimated Time:** ☐Consent Agenda ■ 5 Min. ☐15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 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

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) nick@tristatebobcat.com	Tri-State Bobcat 1200 Highway 13 East Burnsville, MN 55337 USA 952-894-0894 (Phone) Nick Kentros (Contact) nick@tristatebobcat.com

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
1	STANDARD	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	STANDARD	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	STANDARD	29" high x 54" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists
1	STANDARD	345 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector
1	STANDARD	Clean out and inspection door on discharge
1	STANDARD	24" diameter x 18 3/4" wide chipper drum with (4) 5/8" x 5 1/2" x 9" dual edge knives
1	STANDARD	Pressure check kit for 990 - Gauge is NOT included
1	STANDARD	12 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	STANDARD	24 1/2 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	STANDARD	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	STANDARD	5,000 pound capacity tongue jack with 15" of travel and foot pad
1	STANDARD	3/16" x 2" x 4" rectangular tubing with a 1/4" x 3" x 4" tubular tongue
1	STANDARD	Banded chipper belts
1	STANDARD	Safety control bar controls forward / neutral / reverse
1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place
1	STANDARD	Wooden pusher tool with mount on infeed hopper
1	STANDARD	(2) Last chance safety pull cables
1	STANDARD	Weather resistant manual container
1	STANDARD	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
1	STANDARD	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

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

Equipment Subtotal: **$34,355.00**

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

Requested Date of Council Consideration: 7-5-16 **Flexibility:** ☐ YES ■ NO	**Originating Department:** Administration & Parks Commission
Agenda Item: d. **Discussion on Purchasing Tile System for Lions Park Tennis Court**	**Presenter: Kevin Kress, Administrator** **Estimated Time:** ☐Consent Agenda ■ 5 Min. ☐15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 1 Hour

Council Action Requested:

■ Information/Review ■ Motion to approve...☐ Motion to deny... ☐ Other ☐ Budget Change

Motion to approve tile system to replace tennis court at Lions Park.

Background:

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:

- **Versacourt**
- **Duracourt**

I will present bids at the meeting.

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:

CITY OF CLEARWATER

REQUEST FOR COUNCIL ACTION

Requested Date of Council Consideration: 7-5-16 **Flexibility:** ☐ YES ■ NO	**Originating Department:** Public Works
Agenda Item: **New Business Item:** **e. Discussion on Crack Sealing, Chip Sealing, and Line Painting**	**Presenter:** Kevin Kress, Administrator **Estimated Time:** ☐Consent Agenda ■ 5 Min. ☐15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 1 Hour

Council Action Requested:

■ Information/Review ■ Motion to approve...☐ Motion to deny... ☐ Other ☐ Budget Change

Motion to approve METRO, and PEARSON bids for Crack and Chip Sealing.

Background:

Attached you will find the following:

Crack Filling –

- **Metro $8,744.**
- **Driveway Services LLC $14,989.**
- **To be determined waiting on bid.**

Chip Sealing –

- **See enclosed street list.**
- **Pearson Bros. $74, 313.64 may vary based on actual measurements.**
- **Caldwell $70,611.94 may vary based on actual measurements.**
- **To be determined waiting on bid.**

Line Painting –

Looking for feedback on what lines should be painted, or stickers should be placed for the following streets:

- **Ash Street**
- **Main Street**

After staff receives feedback we will proceed to gather bids.

Supporting Documents: ☐ Attached ☐ None

Department Head Signature/Date:

Clerk/Treasurer Signature/Date:

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.

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

Proposal & Agreement

Date: 6/13/2016

Submitted To:	City of Clearwater	Job Name:	
Address:	Bluff Street	Address:	
City, State, Zip:	Clearwaterm MN	City, State, Zip:	
Attention:	John Schmit	Email:	johnnyschmidt@frontiernet.net
Phone:	320-290-2233	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 routered 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 UNLSESS 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 some 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 outlined 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 Courrier

By: Brian Courrier

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 3rd 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 INTITIAL AND RETURN WITH 1ST 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 INTITIAL AND RETURN WITH 1ST & 2nd PAGE

Customer initial_____ Date_____

E / F =_____
Follow Up=_____
Sales=_____
Sales =_____
Sales = _____

PROPOSAL

DATE

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

PROPOSAL NO. 6-3-16

PROPOSAL SUBMITTED TO:

NAME City of Clearwater

ADDRESS Clearwater, MN

PHONE NO.

WORK TO BE PERFORMED AT:

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, Kothmann 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 for 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: _____

Date: _____

Signature: _____

763-391-6622 Office
763-391-6627 Fax
612-363-6206 Mobile

Pearson Bros, Inc.

Fax

To:	John Schmidt	**From:**	Todd Bartels
Fax:	320-558-2794	**Pages:**	3
Phone:		**Date:**	04/19/16
Re:	2016 Seal Coat	**CC:**	

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

John:

Please find a proposal for your 2016 project.

Thank you!

Todd Bartels

612-363-6206 cell

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.

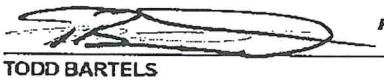
AGGREGATE COVER: Pearson Bros., Inc. will furnish and install FA-2 Granite at 24 lbs per square yard.

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:  *Payment Due Upon Completion*

TODD BARTELS
PEARSON BROS., INC.

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
		TOTAL		65,863
Alternate				
			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
		TOTAL		3,769

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

PROPOSAL 203671

CALDWELL ASPHALT CO INC
24060 175TH ST NE
HAWICK, MN 56273

PHONE/FAX: 320.243.4023

TO: City Of Clearwater
PO Box 9
Clearwater MN 55320

PHONE	DATE
320.290.2233	5/3/16
JOB NAME / LOCATION	
2016 Sealcoat Project	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

> Bituminous Sealcoat on Designated Streets
> Area Approx. Base Bid: 65,863 sq yds (All areas per info provided by John)
> Alternate Bid: 3,769 sq yds

1. Any patching, crackfill and/or weed removal required: to be done by others
2. Touch up sweep in preparation for sealcoat
3. Application of .25 of a gallon CRS-2 bituminous sealcoat oil per square yard
4. Cover: 1/4 inch granite sealcoat aggregate
5. Compaction of rock
6. 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)

**NOTES: A) Areas to be field measured upon completion & billed accordingly
B) Striping 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)

24040 175th St. N.E.
Hawick, Mn. 56273
(business address)

Signed: _____ 5/3/2016
(bidder or authorized representative) *Date*

BUDGET CALENDAR

BUDGET YEAR 2017

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 (15th 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 (or utility inserts)

CITY OF CLEARWATER

REQUEST FOR COUNCIL ACTION

Requested Date of Council Consideration: 7-5-16 **Flexibility:** ☐ YES ■ NO	**Originating Department:** Administration & Public Works
Agenda Item: Staff Reports	**Presenter:** Administrator, Kevin Kress
	Estimated Time: ☐Consent Agenda ■ 5 Min. ☐15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 1 Hour

Council Action Requested:

■ Information/Review ☐ Motion to approve...☐ Motion to deny... ☐ Other ☐ Budget Change

Background:

Public Works

1. Daily water and sewer checks and testing.
2. Finished cleaning sewers.
3. Worked on small ballfield Sportsman's Park.
4. Completed some street repair.
5. Sprinkler system repair in the parks.
6. Worked on bids for chip sealing.
7. Worked on bids for crack sealing.
8. Picked up curb side leaves and brush.
9. Worked on budget with Administrator.
10. Park inspection.
11. Field tested two new wood chippers.

Administration

1. Worked with Parks Commission to update park plans and develop long range budgets.
2. Worked on Long term plan and budget items for all departments.
3. Worked on OAA agreement and attended Joint Planning Commission meeting.
4. Attended LMC Conference.
5. Attended Head Judge Election Training.
6. National Night Out forms will be mailed out shortly.

Supporting Documents: ☐ Attached ■None