



AGENDA
Regular Clearwater City Council Meeting
Tuesday, September 6, 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 8-15-16 City Council Workshop Meeting Minutes
- c. Approval of 8-15-16 Regular City Council Meeting Minutes
- d. Approval of Resolution 2016-40 Accepting the Resignation of Planning Commission Member Lynne Crandall
- e. Approval of Resolution 2016-41 Accepting Donation of Monies to the Clearwater Fire Department

3. Wright County Sheriff Deputy Report

4. Old Business

- a. Discussion on Water and Sewer

5. New Business

- a. Discussion and Update on North Area Street and Utility Project
- b. Discussion on Resolution 2016-42 2017 Preliminary General Fund Budget and Levy
- c. Discussion on Sewer Authority 5 Year Plan

6. Reports

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

7. Other

- a. Regular City Council meeting Monday, October 3, 2016

8. Adjourn

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

AGENDA
Regular Clearwater City Council Meeting
Tuesday, September 6, 2016
7:00 pm

Staff Memo

To: Honorable Mayor and City Council
From: Kevin Kress, Administrator
Date: September 1, 2016
RE: Review/Comment on 09-06-16 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 8-15-16 City Council Workshop Meeting Minutes – See enclosed.
- c. Approval of 8-15-16 Regular City Council Meeting Minutes – See enclosed.
- d. Approval of Resolution 2016-40 Accepting the Resignation of Planning Commission Member Lynne Crandall – See enclosed.
- e. Approval of Resolution 2016-41 Accepting Donation of Monies to the Clearwater Fire Department – See enclosed.

3. Wright County Sheriff Deputy Report – See enclosed.

4. Old Business

- a. Discussion on Water and Sewer – See enclosed.

5. New Business

- a. Discussion and Update on North Area Street and Utility Project
- b. Discussion on Resolution 2016-42 2017 Preliminary General Fund Budget and Levy – See enclosed.
- c. Discussion on Sewer Authority 5 Year Plan – The Mayor will present on this item.

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, October 3, 2016

8. Adjourn

CITY OF CLEARWATER

09/01/16 10:35 AM

Page 1

Payments

Current Period: September 2016

Batch Name	090616 CCMTG			Computer Dollar Amt	\$112,301.46	Posted
Refer	1569 <i>ALLINA</i>					
Cash Payment	E 230-42200-209 Medical Training		2016 QUARTERLY BILING			\$826.88
Invoice	II10021005 7/31/2016					
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100			Total \$826.88
Refer	1577 <i>AMERIPRIDE</i>					
Cash Payment	E 800-45200-125 Cleaning Service-Unifor		RUGS AUGUST			\$25.00
Invoice	2200815570 8/15/2016					
Cash Payment	E 230-42200-125 Cleaning Service-Unifor		RUGS AUGUST			\$24.06
Invoice	2200815578 8/15/2016					
Cash Payment	E 100-43200-125 Cleaning Service-Unifor		RUGS AUGUST			\$25.00
Invoice	2200815570 8/15/2016					
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100			Total \$74.06
Refer	1579 <i>BEUNING, LLC</i>					
Cash Payment	E 800-45200-126 Rental/Lease		SEPT 2016 RENT			\$1,321.00
Invoice	1536 8/15/2016					
Cash Payment	E 800-45200-382 Utilities		JULY OFFICE CAM ELECTRIC			\$29.32
Invoice	1537 8/15/2016					
Cash Payment	E 800-45200-305 Contracted Services		JULY OFFICE CAM LAWN CARE			\$80.48
Invoice	1537 8/15/2016					
Cash Payment	E 800-45200-362 Property Ins		JULY OFFICE CAM INS			\$114.66
Invoice	1537 8/15/2016					
Cash Payment	E 800-45200-205 Taxes and Assessments		JULY OFFICE CAM TAXES			\$232.31
Invoice	1537 8/15/2016					
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100			Total \$1,777.77
Refer	1600 <i>BIG STATE INDUSTRIAL SUPPLY</i>					
Cash Payment	E 600-49400-123 Operating Supplies		EYE WASH STATIONS			\$327.81
Invoice	1219710 8/18/2016					
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100			Total \$327.81
Refer	1570 <i>CARD SERVICES</i>					
Cash Payment	E 230-42200-212 Motor Fuels		FD FUEL			\$34.90
Invoice	82016 8/1/2016					
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100			Total \$34.90
Refer	1572 <i>CHADER LEASING CORPORATION</i>					
Cash Payment	E 100-41000-126 Rental/Lease		COPIER LEASE			\$70.68
Invoice	09-2016 9/1/2016					
Cash Payment	E 100-43100-200 Office Supplies		COPIER LEASE			\$1.33
Invoice	09-2016 9/1/2016					
Cash Payment	E 100-43200-200 Office Supplies		COPIER LEASE			\$1.33
Invoice	09-2016 9/1/2016					
Cash Payment	E 230-42200-200 Office Supplies		COPIER LEASE			\$1.33
Invoice	09-2016 9/1/2016					
Cash Payment	E 240-45300-200 Office Supplies		COPIER LEASE			\$1.33
Invoice	09-2016 9/1/2016					

CITY OF CLEARWATER

09/01/16 10:35 AM

Page 2

Payments

Current Period: September 2016

Cash Payment	E 600-49400-200 Office Supplies	COPIER LEASE			\$44.19
Invoice	09-2016	9/1/2016			
Cash Payment	E 601-49450-200 Office Supplies	COPIER LEASE			\$44.19
Invoice	09-2016	9/1/2016			
Cash Payment	E 603-43200-200 Office Supplies	COPIER LEASE			\$6.19
Invoice	09-2016	9/1/2016			
Cash Payment	E 603-49500-200 Office Supplies	COPIER LEASE			\$6.19
Invoice	09-2016	9/1/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$176.76
Refer	1574 CLEAR LAKE/CLWTER SEWER AU	-			
Cash Payment	E 601-49450-300 Sewer Usage	JULY FLOW 2016			\$27,119.76
Invoice	1034	8/5/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$27,119.76
Refer	1573 CLEARWATER PARTS CITY AUTO	-			
Cash Payment	E 240-45300-307 Repair & Maintenance C	MISC SMALL ENGINES			\$5.48
Invoice	62-302373	8/11/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	FUEL HOSE/TUBING			\$11.36
Invoice	62-303870	8/24/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$16.84
Refer	1599 CLEARWATER RENTAL CENTER	-			
Cash Payment	E 100-43100-307 Repair & Maintenance C	BUCKET LIFT BANNERS			\$55.00
Invoice	082316	8/23/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$55.00
Refer	1589 CLEARWATER TRAVEL PLAZA	-			
Cash Payment	E 600-49400-212 Motor Fuels	FUEL PUBLIC WORKS			\$69.49
Invoice	JULY 2016	7/31/2016			
Cash Payment	E 601-49450-212 Motor Fuels	FUEL PUBLIC WORKS			\$119.04
Invoice	JULY 2016	7/31/2016			
Cash Payment	E 100-43200-212 Motor Fuels	FUEL PUBLIC WORKS			\$50.17
Invoice	JULY 2016	7/31/2016			
Cash Payment	E 230-42200-212 Motor Fuels	FUEL PUBLIC WORKS			\$38.00
Invoice	JULY 2016	7/31/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$276.70
Refer	1582 DEB PETTY	-			
Cash Payment	E 100-41410-123 Operating Supplies	SUPPER ELECTION JUDGES			\$29.88
Invoice	ELEC PRIM	8/9/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$29.88
Refer	1605 DIANE EISENSCHENK	-			
Cash Payment	E 240-45320-906 Contractual Reimb Fine/	REFUND DEPOSIT LIONS BLDG			\$100.00
Invoice	082716	8/27/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$100.00
Refer	1567 GRANITE CITY SOD & LANDSCAPI	-			
Cash Payment	E 270-41000-596 Capital Outlay - Other Im	SOD INSTALL BASEBALL FIELDS			\$2,632.50
Invoice	3835	7/18/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$2,632.50
Refer	1571 JOHN DEERE FINANCIAL	-			

CITY OF CLEARWATER

09/01/16 10:35 AM

Page 3

Payments

Current Period: September 2016

Cash Payment	E 240-45300-307 Repair & Maintenance C	BALL BEARING/SEAL/OIL			\$238.08
Invoice	1314931	8/8/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	OIL			\$45.66
Invoice	1315602	8/2/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$283.74
Refer	1578 KEVIN TRIPLETT				
Cash Payment	E 230-42200-245 Medical Supplies	CLWTR FD GEN 7 C-A-T			\$230.00
Invoice	NAR JULY	7/6/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$230.00
Refer	1581 MCFOA				
Cash Payment	E 100-41400-433 Dues and Subscriptions	MUNICIPAL CLERK ASSOC			\$35.00
Invoice	07/2016-06-2017	7/1/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$35.00
Refer	1597 MIMBACH FLEET SUPPLY				
Cash Payment	E 240-45300-307 Repair & Maintenance C	JD BLADE 25"			\$139.93
Invoice	119576	6/9/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	BRAKET KIT/METAL EMBLEM/LAWN MIX			\$67.97
Invoice	121542	8/2/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	JD BLADE 25"			-\$6.00
Invoice	121782	8/9/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	JD BLADE 25"			\$65.97
Invoice	121731	8/8/2016			
Cash Payment	E 240-45300-307 Repair & Maintenance C	VINYL HOSE/SPRAY GUN/NOZZLE BODY			\$10.17
Invoice	122013	8/16/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$278.04
Refer	1575 MN DEPARTMENT OF HEALTH - W				
Cash Payment	E 600-49400-306 MDS TEST FEE	QTR 3 2016 SERVICE CONNTECTION FEE			\$993.00
Invoice	3RD QTR 2016	8/17/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$993.00
Refer	1580 MN SECRETARY OF STATE				
Cash Payment	E 100-41400-208 Training and Instruction	NOTARY KEVIN KRESS			\$120.00
Invoice	2016	8/1/2016			
Cash Payment	E 100-41400-208 Training and Instruction	NOTARY JONI LARSON			\$120.00
Invoice	2016	8/1/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$240.00
Refer	1601 M-R SIGN CO., INC.				
Cash Payment	E 100-43100-307 Repair & Maintenance C	SPEED LIMIT SIGNS			\$260.56
Invoice	192167	8/25/2016			
Cash Payment	E 100-43100-307 Repair & Maintenance C	NO PARKING SIGNS			\$172.98
Invoice	192167	8/25/2016			
Cash Payment	E 100-43100-307 Repair & Maintenance C	STOP AHEAD SIGN			\$46.84
Invoice	192167	8/25/2016			
Cash Payment	E 100-43100-307 Repair & Maintenance C	DEAD END SIGN			\$46.84
Invoice	192167	8/25/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total \$527.22
Refer	1592 NCPERS				

CITY OF CLEARWATER

09/01/16 10:35 AM

Page 4

Payments

Current Period: September 2016

Cash Payment	G 100-21708 Life Insurance		PREMIUM 09/2016			\$48.00
Invoice	9/2016	8/23/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$48.00
Refer	1598 PEARSON BROS., INC.					
Cash Payment	E 100-43100-326 Overlay		SEAL COAT			\$74,313.64
Invoice	3922	8/12/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$74,313.64
Refer	1591 QUILL CORPORATION					
Cash Payment	E 100-41000-200 Office Supplies		OFFICE SUPPLIES PAPER			\$112.96
Invoice	8477250	8/22/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$112.96
Refer	1604 RAINBOW PLAY SYSTEMS					
Cash Payment	E 240-45300-307 Repair & Maintenance C		STAIN			\$90.00
Invoice	11989	8/24/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$90.00
Refer	1568 SANITATION SERVICES					
Cash Payment	E 100-45500-903 Community Events		RESTROOM RENTAL			\$787.50
Invoice	6896	8/8/2016				
Cash Payment	E 240-45300-383 Sanitation		RESTROOM RENTAL			\$384.00
Invoice	6929	8/19/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$1,171.50
Refer	1607 TAMMY SCHERR					
Cash Payment	E 240-45320-906 Contractual Reimb Fine/		REFUND RENTAL DEPOSIT			\$100.00
Invoice	083016	8/30/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$100.00
Refer	1603 TRAUT WELLS, INC					
Cash Payment	E 600-49400-902 Water or WW Testing Fe		THE KETTLE #161642			\$23.00
Invoice	289579	8/12/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$23.00
Refer	1602 TRI-COUNTY LUMBER					
Cash Payment	E 240-45300-307 Repair & Maintenance C		SAKRETE CONCRETE MIX DISC GOLF			\$58.92
Invoice	1608-549176	8/5/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$58.92
Refer	1583 US BANK CORP PAYMENT SYSTE					
Cash Payment	E 240-45300-530 Improvements Other Tha		DOG WASTE BAGS			\$82.32
Invoice	0728 5942	7/28/2016				
Cash Payment	E 100-41000-433 Dues and Subscriptions		EXCHANGE ONLINE			\$16.00
Invoice	0712 5045	7/12/2016				
Cash Payment	E 240-45300-307 Repair & Maintenance C		NEEDLE BEARING			\$13.90
Invoice	0809 5941	8/9/2016				
Cash Payment	E 100-41410-123 Operating Supplies		ELECTION JUDGE BRKFST			\$19.04
Invoice	0808 5411	8/8/2016				
Cash Payment	E 100-41410-123 Operating Supplies		ELECTION JUDGE LUNCH			\$48.32
Invoice	080916	8/9/2016				
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT	10100	Total	\$179.58
Refer	1576 WEST SHERBURNE TRIBUNE					

CITY OF CLEARWATER

09/01/16 10:35 AM

Page 5

Payments

Current Period: September 2016

Cash Payment	E 100-41410-351 Legal Notices Publishing	ELECTION PUBLIC ACCURACY TEST		\$48.00
Invoice 075309	7/22/2016			
Cash Payment	E 100-41410-351 Legal Notices Publishing	ELECTION NOTICE OF FILING		\$120.00
Invoice 075313	7/15/2016			
Transaction Date	9/6/2016	Due 0	ANNANDALE STAT 10100	Total \$168.00

Fund Summary

	10100 ANNANDALE STATE BANK	
800 LIBRARY FUND		\$1,802.77
603 REFUSE (GARBAGE) FUND		\$12.38
601 SEWER FUND		\$27,282.99
600 WATER FUND		\$1,457.49
270 LOCAL OPTION SALES TAX		\$2,632.50
240 PARKS AND RECREATION		\$1,409.09
230 FIRE AND RESCUE		\$1,155.17
100 GENERAL FUND		\$76,549.07
		<u>\$112,301.46</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$112,301.46
Total	<u>\$112,301.46</u>

CITY OF CLEARWATER

08/31/16 11:23 AM

Page 1

*Check Summary Register©

August 2016 to September 2016

Name	Check Date	Check Amt	
10100 ANNANDALE STATE BANK			
Paid Chk# 010356E HEALTH PARTNERS	8/29/2016	\$3,913.31	SEPT HEALTH INS
Paid Chk# 010357E UNITED STATES TREASURY	8/24/2016	\$2,968.29	941
Paid Chk# 010358E MINNESOTA REVENUE	8/24/2016	\$502.16	STATE WITH HOLDING
Paid Chk# 010359E PUBLIC EMPLOYEES RETIREME	8/24/2016	\$1,508.11	PERA PP17.16
Paid Chk# 010360E UNITED STATES TREASURY	8/24/2016	\$1,929.25	941 PP 17.01
Paid Chk# 010361E MINNESOTA REVENUE	8/24/2016	\$353.99	STATE WH PP17.01 PETTY
Paid Chk# 010362E AEM FINANCIAL SOLUTIONS LL	8/24/2016	\$2,500.00	LONG TERM PLAN INSTALL #2
Paid Chk# 010363E PRINCIPAL FINANCIAL GROUP	9/10/2016	\$305.38	LIFE INS SEPT 16
Paid Chk# 010364E WRIGHT HENNEPIN COOP ELEC	8/24/2016	\$577.05	KELSEY AVE
Paid Chk# 010365E AFLAC	9/12/2016	\$162.34	SEPT INSURANCE
Paid Chk# 010366E ANNANDALE STATE BANK	8/23/2016	\$60.00	SAFET DEPOSIT BOX
Paid Chk# 010367E ANNANDALE STATE BANK	8/29/2016	\$3.00	BANK FEE AUGUST
Paid Chk# 010368E ANNANDALE STATE BANK	8/4/2016	\$180.90	PSN SERVICE FEES AUGUST
Paid Chk# 010369E ANNANDALE STATE BANK	8/4/2016	\$222.60	PIVITOL BANK FEES AUGUST
Paid Chk# 010370E FRONTIER COMMUNICATIONS	9/10/2016	\$551.21	AUGUST PHONE
	Total Checks	\$15,737.59	

City of Clearwater
City Council Budget Meeting Minutes
August 15, 2016

OPEN WORKSHOP

Acting Mayor Ritzer opened the workshop at 6:48 pm on August 15, 2016, for the purpose of discussing the 2017 budget.

ROLL CALL

Present: Council Members Ritzer, Ranum, Crandall, and Lange. Mayor Edmonson was absent. A quorum of the City Council was declared present.

Staff present: Administrator Kress.

Others Present: Vicki Holthaus and Katelyn Pearsall – AEM Financial Solutions and Ken Francis – Clearwater Tribune.

REVIEW OF PRELIMINARY BUDGET

Reviewed the line item budget.

Kress and Holthaus explained the various changes to the budget. A preliminary budget for EDA will be approved at the next Council meeting and a preliminary overall budget will be approved by September 30th.

ADJOURN

**MOTION by Crandall, seconded by Lange, to adjourn the meeting at 6:59 pm.
Motion carried unanimously.**

Kevin Kress, City Administrator

Pete Edmonson, Mayor

_____ Date Approved

**Clearwater City Council
Regular Council Meeting Minutes
Clearwater City Council Chamber
August 15, 2016**

CALL TO ORDER

Acting Mayor Ritzer called the regular council meeting of August 15, 2016 to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Everyone joined in the pledge of allegiance.

ROLL CALL

- Present: Council Members Crandall, Ranum, Lange, and Ritzer.
- Absent: Mayor Edmonson
- Staff present: Administrator Kress.
- Public Present: Vern Scott, Dennis Lozinski, Connor Woodman, and Dan Niehoff.
- Others Present: Vicki Holthaus and Katelyn Pearsall – AEM Financials, Deputy Lemire – Wright County Sheriff's Office, and Ken Francis – Citizen-Tribune.

A quorum was declared present.

APPROVAL OF AGENDA

MOTION by Lange, seconded by Crandall, to approve the agenda as submitted.

Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

- a. Claims/Accounts Payable
- b. Approval of 8-1-16 Regular City Council Meeting Minutes
- c. Approval of Ordinance 2016-09 Opting-Out of the Requirements of Minnesota Statutes, Section 462.3593 and Approval of Resolution 2016- 39 Summary of Ordinance 2016-09

Motion carried unanimously.

WRIGHT COUNTY SHERIFF DEPUTY REPORT

Deputy Lemire indicated that there was very little criminal activity in the City. The Deputy did note there were a few complaints about the closing of 8th Street for an outdoor party that was authorized at the last Council meeting.

OLD BUSINESS

No items for consideration.

NEW BUSINESS

- a. Discussion on Agenda Request (Woodman)

Mr. Woodman addressed the Council regarding the City's skateboard equipment. Woodman requested that the Council authorize staff to put the equipment out for bid. Kress explained that the equipment has not been used in a number of years and there was no intention of using it in the future. Kress suggested putting all skateboard related equipment out for bid.

MOTION by Crandall, seconded by Ranum, to authorize staff to put all skateboard related equipment out for bid.

Motion carried unanimously.

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

Kress provided a memo from Engineer Joe Pelawa, a copy was included in the Council packet. Per the memo, Council was interested in knowing how many of the 27 driveway's to be replaced were in the punch list as well. Council was also interested in knowing what the turnaround time would be for replacement of driveways. Kress was asked to email Council regarding the driveways and turnaround time.

c. Quarterly Financial Presentation by AEM Financial Solutions

Ms. Holthaus and Pearsall presented the 2nd quarter financials to the Council.

d. Discussion on Long-Term Financial Plan by AEM Financial

Ms. Holthaus and Ms. Pearsall presented the long-term financial plan to the Council.

REPORTS

- a. Mayor and Council** – Member Lange asked for several street signs to be straightened out near Bittersweet Street.
- b. Boards** – Kress informed the council that there were very few responses to rename Eldorado Park. Kress mentioned that he is still working with the Park Commission to finalize the Eldorado playground design.
- c. Staff** – Kress presented the Council Action request as included in the Council packet.

7. Other –

- a. Regular City Council meeting Tuesday, September 6, 2016 at 7:00 p.m.**

ADJOURN:

MOTION by Crandall, seconded by Lange, to adjourn the council meeting, at 8:03 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. 2016-40

**A RESOLUTION ACCEPTING THE RESIGNATION OF
PLANNING COMMISSION MEMBER LYNNE CRANDALL**

WHEREAS, Lynne Crandall has submitted a letter of resignation dated August 30th, 2016 informing the Clearwater Planning and Zoning Commission and the Clearwater City Council of her resignation from the Planning Commission;

THEREFORE, BE IT RESOLVED that the Clearwater City Council formally accepts the resignation of Lynne Crandall and thanks Ms. Crandall for her years of public service to the City.

FURTHER BE IT RESOLVED, that the City Staff is directed to proceed with seeking interested individuals to fill the vacancy currently existing on the Clearwater Planning Commission, announcing this vacancy on the City's website and facebook.

Adopted this 6th day of September, 2016.

Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator

Resignation

Lynne Crandall

Tue 8/30/2016 1:17 PM

To: Deb Petty <DPetty@clearwatercity.com>;

Council and Planning & Zoning,

Please accept my resignation on the Planning & Zoning Board as I have moved into a different township. Thank you for the experience, I truly enjoyed my time on the Board.

Warmest Regards,

Lynne Crandall

Premier Real Estate Services
550 25th Avenue North
St. Cloud, MN 56303
320-420-7144

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

RESOLUTION NO. 2016-41

**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 \$3000 from BEATTY/HUMPHRIES LEGION POST 323 to be used by the Clearwater Fire Department for a new Ranger for the Clearwater Fire Department.

Adopted this 6th day of September, 2016.

By: _____
Pete Edmonson, Mayor

ATTEST:

Kevin Kress, City Administrator



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 September 1, 2016

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 2					
08/05/16 12:17	911 Hang-up	2016053354			911
08/12/16 14:35	911 Hang-up; Domestic	2016055251			911
911 Open Line Total: 1					
08/03/16 19:18	911 Open Line	2016052895			911
Agency Assist Total: 1					
08/14/16 20:54	Agency Assist	2016055876	Warrant - Arrest	WCSOP16023354	
Animal Total: 8					
08/01/16 19:06	Animal	2016052276	Animal	WCSOP16021888	Phone
08/03/16 11:02	Animal	2016052758	Animal	WCSOP16022058	Phone
08/04/16 08:07	Animal	2016053027			Phone
08/17/16 18:59	Animal	2016056632	Animal	WCSOP16023684	Phone
08/23/16 11:54	Animal	2016058193	Animal	WCSOP16024346	Phone
08/23/16 14:46	Animal	2016058222	Animal	WCSOP16024363	Phone
08/30/16 17:34	Animal	2016060166	Animal	WCSOP16025132	Phone
08/31/16 11:11	Animal	2016060345			Phone
Check Welfare Total: 5					
08/03/16 22:33	Check Welfare	2016052947	Check Welfare	WCSOP16022124	Phone
08/17/16 16:25	Check Welfare	2016056587	Check Welfare	WCSOP16023667	Phone
08/22/16 13:43	Check Welfare	2016057948	Check Welfare	WCSOP16024248	Phone
08/23/16 19:43	Check Welfare	2016058293	Check Welfare	WCSOP16024394	Phone
08/26/16 22:26	Check Welfare	2016059199	Juvenile - Complaint	WCSOP16024731	Phone
Citizen Aid Total: 1					
08/18/16 07:02	Citizen Aid	2016056779			911
Civil Complaint Total: 5					
08/01/16 15:44	Civil Complaint	2016052210	Civil Complaint	WCSOP16021860	Phone
08/17/16 15:26	Civil Complaint	2016056568	Civil Complaint	WCSOP16023657	Phone
08/21/16 18:38	Civil Complaint	2016057761	Civil Child Custody	WCSOP16024163	Phone
08/30/16 17:37	Civil Complaint	2016060169	Civil Child Custody	WCSOP16025133	Phone
08/30/16 19:03	Civil Complaint	2016060191	Traffic - Complaint	WCSOP16025149	911
Civil Process Total: 8					
08/01/16 08:17	Civil Process	2016052109			Officer
08/02/16 09:03	Civil Process	2016052394			Officer
08/05/16 15:45	Civil Process	2016053404			Officer
08/08/16 11:23	Civil Process	2016054115			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
08/09/16 17:58	Civil Process	2016054506			Officer
08/19/16 08:12	Civil Process	2016057063			Officer
08/22/16 08:23	Civil Process	2016057885			Officer
08/24/16 10:31	Civil Process	2016058423			Officer

Commercial General Alarm Total: 5

08/05/16 20:44	Commercial General	2016053473	Commercial General Alarm	WCSOP16022348	Phone
08/10/16 06:55	Commercial General	2016054644	Commercial General Alarm	WCSOP16022793	Phone
08/11/16 16:07	Commercial General	2016054953	Commercial General Alarm	WCSOP16022928	Phone
08/12/16 14:34	Commercial General	2016055250	Commercial General Alarm	WCSOP16023043	Phone
08/15/16 02:01	Commercial General	2016055942	Commercial General Alarm	WCSOP16023374	Phone

Court Order Violation Total: 1

08/01/16 14:34	Court Order Violation	2016052191	Court Order Violation	WCSOP16021852	Phone
----------------	-----------------------	------------	-----------------------	---------------	-------

Criminal Damage to Property Total: 7

08/20/16 01:42	Criminal Damage to	2016057358	Suspicious - Circumstances	WCSOP16023978	Phone
08/20/16 07:45	Criminal Damage to	2016057394	Criminal Damage to Property	WCSOP16023994	Phone
08/20/16 09:30	Criminal Damage to	2016057406	Criminal Damage to Property	WCSOP16024000	Phone
08/20/16 09:32	Criminal Damage to	2016057407	Criminal Damage to Property	WCSOP16024001	Phone
08/20/16 10:37	Criminal Damage to	2016057418	Criminal Damage to Property	WCSOP16024003	Phone
08/21/16 21:40	Criminal Damage to	2016057813	Suspicious - Circumstances	WCSOP16024183	911
08/30/16 12:08	Criminal Damage to	2016060096	Suspicious - Circumstances	WCSOP16025109	Phone

Domestic Disturbance Total: 4

08/07/16 15:51	Domestic Disturbance	2016053913	Domestic Disturbance	WCSOP16022511	Phone
08/10/16 19:10	Domestic Disturbance	2016054769	Domestic Disturbance	WCSOP16022851	Phone
08/13/16 19:44	Domestic Disturbance	2016055612	Domestic Disturbance	WCSOP16023221	911
08/15/16 22:51	Domestic Disturbance	2016056166	Domestic Disturbance	WCSOP16023484	911

Drugs Total: 2

08/15/16 21:08	Drugs	2016056143	Drugs	WCSOP16023478	Phone
08/27/16 17:03	Drugs	2016059403	Drugs	WCSOP16024811	Phone

Extra Patrol Total: 1

08/26/16 10:11	Extra Patrol	2016059002			Phone
----------------	--------------	------------	--	--	-------

Fireworks Total: 1

08/27/16 23:31	Fireworks	2016059503	Fireworks	WCSOP16024850	Phone
----------------	-----------	------------	-----------	---------------	-------

Fraud - Checks - Cards Total: 2

08/12/16 14:01	Fraud - Checks - Cards	2016055238	Fraud - Checks - Cards	WCSOP16023040	Phone
08/17/16 15:02	Fraud - Checks - Cards	2016056560	Fraud - Checks - Cards	WCSOP16023653	Phone

Fraud - Forgery Total: 1

08/16/16 13:59	Fraud - Forgery	2016056269	Fraud - Forgery	WCSOP16023531	Phone
----------------	-----------------	------------	-----------------	---------------	-------

Harassment Total: 1

08/03/16 16:04	Harassment	2016052837	Harassment	WCSOP16022084	Phone
----------------	------------	------------	------------	---------------	-------

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Intoxicated Person Total: 2					
08/02/16 21:52	Intoxicated Person	2016052630	Intoxicated Person	WCSOP16022011	911
08/14/16 01:26	Intoxicated Person	2016055684	Intoxicated Person	WCSOP16023253	Phone
Juvenile - Complaint Total: 2					
08/01/16 07:33	Juvenile - Complaint	2016052101	Juvenile - Complaint	WCSOP16021818	Phone
08/26/16 10:02	Juvenile - Complaint	2016058998	Juvenile - Complaint	WCSOP16024647	Phone
Juvenile - Runaway Total: 3					
08/21/16 21:43	Juvenile - Runaway	2016057814	Juvenile - Runaway	WCSOP16024189	Phone
08/21/16 22:10	Juvenile - Runaway	2016057825	Juvenile - Runaway	WCSOP16024192	Phone
08/27/16 09:24	Juvenile - Runaway	2016059297	Juvenile - Runaway	WCSOP16024764	Phone
Medical - Abdominal Pain Total: 1					
08/11/16 09:00	Medical - Abdominal	2016054864	Medical - Abdominal Pain	WCSOP16022885	911
Medical - Allergies - Stings Total: 2					
08/20/16 21:28	Medical - Allergies -	2016057568	Medical - Allergies - Stings	WCSOP16024069	911
08/29/16 04:13	Medical - Allergies -	2016059778	Medical - Allergies - Stings	WCSOP16024969	Phone
Medical - Chest Pain Total: 1					
08/17/16 04:09	Medical - Chest Pain	2016056443	Medical - Chest Pain	WCSOP16023594	911
Medical - Fall Under 6 Feet Total: 1					
08/17/16 05:53	Medical - Fall Under 6	2016056447	Medical - Fall Under 6 Feet	WCSOP16023595	911
Medical - Psychiatric - Behavioral Total: 1					
08/05/16 01:01	Medical - Psychiatric -	2016053273	Medical - Psychiatric -	WCSOP16022246	Phone
Medical - Sick Total: 2					
08/01/16 04:03	Medical - Sick	2016052078	Medical - Sick	WCSOP16021807	911
08/07/16 07:58	Medical - Sick	2016053836	Medical - Sick	WCSOP16022475	911
MVA - Hit & Run Total: 1					
08/01/16 22:29	MVA - Hit & Run	2016052321	MVA - Hit & Run	WCSOP16021900	
MVA - No Injuries Total: 3					
08/13/16 08:54	MVA - No Injuries	2016055458	MVA - No Injuries	WCSOP16023145	
08/20/16 17:24	MVA - No Injuries	2016057502	MVA - No Injuries	WCSOP16024036	
08/31/16 22:27	MVA - No Injuries	2016060511	MVA - No Injuries	WCSOP16025265	
MVA - Unknown Injuries Total: 1					
08/04/16 09:01	MVA - Unknown Injuries	2016053042			
Neighborhood Dispute Total: 1					
08/24/16 17:08	Neighborhood Dispute	2016058502	Neighborhood Dispute	WCSOP16024476	911
Noise Total: 2					
08/06/16 22:33	Noise	2016053755	Noise	WCSOP16022442	
08/28/16 00:15	Noise	2016059510	Noise	WCSOP16024855	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
--------------------------	--------------	-------	----------------	-------------	--------------

Open Door - Window Total: 2

08/28/16 18:08	Open Door - Window	2016059666	Suspicious - Circumstances	WCSOP16024930	
08/28/16 20:36	Open Door - Window	2016059708	Open Door - Window	WCSOP16024949	

Parking Total: 1

08/08/16 16:01	Parking	2016054173	Parking	WCSOP16022612	
----------------	---------	------------	---------	---------------	--

Phone Call Total: 3

08/08/16 16:18	Phone Call	2016054177			Other
08/23/16 22:31	Phone Call	2016058330			Other
08/31/16 09:18	Phone Call	2016060324	Info	WCSOP16025198	Other

SIA Area Watch Total: 10

08/04/16 21:05	SIA Area Watch	2016053215			
08/10/16 21:28	SIA Area Watch	2016054799			
08/14/16 19:34	SIA Area Watch	2016055849			
08/14/16 23:37	SIA Area Watch	2016055915			
08/23/16 23:07	SIA Area Watch	2016058338			
08/29/16 00:48	SIA Area Watch	2016059761			
08/30/16 01:04	SIA Area Watch	2016060008			
08/30/16 01:48	SIA Area Watch	2016060014			
08/31/16 01:03	SIA Area Watch	2016060269			
08/31/16 01:38	SIA Area Watch	2016060275			

SIA Business Walk Through Total: 15

08/04/16 02:07	SIA Business Walk	2016052994			
08/04/16 23:05	SIA Business Walk	2016053248			
08/09/16 21:22	SIA Business Walk	2016054564			
08/11/16 20:36	SIA Business Walk	2016055039			
08/11/16 23:57	SIA Business Walk	2016055096			
08/12/16 22:29	SIA Business Walk	2016055384			
08/13/16 01:55	SIA Business Walk	2016055425			
08/14/16 00:07	SIA Business Walk	2016055672			
08/18/16 23:11	SIA Business Walk	2016056981			
08/21/16 02:11	SIA Business Walk	2016057626			
08/22/16 01:20	SIA Business Walk	2016057854			Officer
08/22/16 23:43	SIA Business Walk	2016058099			
08/23/16 20:19	SIA Business Walk	2016058300			Officer
08/25/16 21:44	SIA Business Walk	2016058869			
08/26/16 01:22	SIA Business Walk	2016058940			

SIA City Council - City Hall Total: 1

08/15/16 18:50	SIA City Council - City	2016056107			
----------------	-------------------------	------------	--	--	--

SIA Door Check Total: 3

08/07/16 21:22	SIA Door Check	2016053983			
08/16/16 22:48	SIA Door Check	2016056402			
08/25/16 21:09	SIA Door Check	2016058853			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
SIA Foot Patrol Total: 6					
08/06/16 19:38	SIA Foot Patrol	2016053686			
08/06/16 21:05	SIA Foot Patrol	2016053716			
08/16/16 22:59	SIA Foot Patrol	2016056405			Officer
08/18/16 18:40	SIA Foot Patrol	2016056925			
08/22/16 21:39	SIA Foot Patrol	2016058079			
08/27/16 00:52	SIA Foot Patrol	2016059236			Officer
SIA Other Total: 8					
08/01/16 17:14	SIA Other	2016052239			
08/02/16 18:37	SIA Other	2016052547			
08/02/16 19:42	SIA Other	2016052582			
08/06/16 21:50	SIA Other	2016053739			
08/09/16 18:10	SIA Other	2016054512			
08/09/16 19:51	SIA Other	2016054534			
08/09/16 22:43	SIA Other	2016054590			
08/20/16 01:33	SIA Other	2016057353			
SIA Parks Total: 1					
08/03/16 01:31	SIA Parks	2016052685			
Soliciting Total: 2					
08/15/16 13:39	Soliciting	2016056039	Soliciting	WCSOP16023426	911
08/15/16 20:45	Soliciting	2016056137	Soliciting	WCSOP16023475	Phone
Suspicious - Circumstances Total: 1					
08/30/16 17:57	Suspicious -	2016060174	Suspicious - Circumstances	WCSOP16025136	Phone
Suspicious - Person - Vehicle Total: 7					
08/01/16 01:25	Suspicious - Person -	2016052061	Suspicious - Person - Vehicle	WCSOP16021802	Phone
08/08/16 01:18	Suspicious - Person -	2016054045	Suspicious - Person - Vehicle	WCSOP16022561	Officer
08/08/16 02:48	Suspicious - Person -	2016054056	Suspicious - Person - Vehicle	WCSOP16022567	911
08/17/16 02:23	Suspicious - Person -	2016056439	Suspicious - Person - Vehicle	WCSOP16023591	Officer
08/21/16 01:21	Suspicious - Person -	2016057617	Suspicious - Person - Vehicle	WCSOP16024089	911
08/23/16 05:21	Suspicious - Person -	2016058125	Suspicious - Person - Vehicle	WCSOP16024316	911
08/23/16 11:29	Suspicious - Person -	2016058187	Suspicious - Person - Vehicle	WCSOP16024344	Phone
Theft Total: 7					
08/04/16 10:37	Theft	2016053053	Theft	WCSOP16022163	Phone
08/05/16 21:28	Theft	2016053478	Theft	WCSOP16022350	Phone
08/08/16 21:15	Theft	2016054260	Civil Complaint	WCSOP16022644	911
08/10/16 13:08	Theft	2016054701	Theft	WCSOP16022820	911
08/11/16 11:58	Theft	2016054900	Lost - Found Property	WCSOP16022903	Phone
08/19/16 00:54	Theft	2016057000	Agency Assist	WCSOP16023831	Phone
08/26/16 17:26	Theft	2016059104	Lost - Found Property	WCSOP16024698	Phone
Theft - Gas Drive Off Total: 20					
08/06/16 08:16	Theft - Gas Drive Off	2016053550	Theft - Gas Drive Off	WCSOP16022368	911
08/06/16 12:22	Theft - Gas Drive Off	2016053589	Theft - Gas Drive Off	WCSOP16022381	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
08/06/16 17:20	Theft - Gas Drive Off	2016053661	Theft - Gas Drive Off	WCSOP16022399	911
08/10/16 10:03	Theft - Gas Drive Off	2016054672	Theft - Gas Drive Off	WCSOP16022806	911
08/16/16 18:22	Theft - Gas Drive Off	2016056346	Civil Complaint	WCSOP16023566	911
08/17/16 12:41	Theft - Gas Drive Off	2016056531	Theft - Gas Drive Off	WCSOP16023637	911
08/17/16 14:08	Theft - Gas Drive Off	2016056543	Theft - Gas Drive Off	WCSOP16023644	911
08/18/16 16:03	Theft - Gas Drive Off	2016056890	Theft - Gas Drive Off	WCSOP16023788	911
08/18/16 17:28	Theft - Gas Drive Off	2016056903	Theft - Gas Drive Off	WCSOP16023796	911
08/19/16 20:03	Theft - Gas Drive Off	2016057234	Theft - Gas Drive Off	WCSOP16023945	911
08/22/16 00:02	Theft - Gas Drive Off	2016057849	Theft - Gas Drive Off	WCSOP16024200	911
08/24/16 08:30	Theft - Gas Drive Off	2016058398	Theft - Gas Drive Off	WCSOP16024428	911
08/24/16 15:43	Theft - Gas Drive Off	2016058475	Theft - Gas Drive Off	WCSOP16024462	911
08/25/16 00:58	Theft - Gas Drive Off	2016058624	Theft - Gas Drive Off	WCSOP16024512	
08/25/16 17:13	Theft - Gas Drive Off	2016058790	Theft - Gas Drive Off	WCSOP16024587	911
08/27/16 08:24	Theft - Gas Drive Off	2016059285	Civil Complaint	WCSOP16024762	911
08/28/16 16:19	Theft - Gas Drive Off	2016059636	Theft - Gas Drive Off	WCSOP16024921	911
08/30/16 04:32	Theft - Gas Drive Off	2016060024	Theft - Gas Drive Off	WCSOP16025081	911
08/30/16 06:27	Theft - Gas Drive Off	2016060034	Civil Complaint	WCSOP16025085	911
08/31/16 23:33	Theft - Gas Drive Off	2016060524	Theft - Gas Drive Off	WCSOP16025272	911

Threats Total: 1

08/22/16 18:43	Threats	2016058033	Threats	WCSOP16024287	Phone
----------------	---------	------------	---------	---------------	-------

Traffic - Complaint Total: 6

08/01/16 01:14	Traffic - Complaint	2016052060	Traffic - Complaint	WCSOP16021801	Phone
08/07/16 22:50	Traffic - Complaint	2016054008	Traffic - Complaint	WCSOP16022553	911
08/19/16 08:25	Traffic - Complaint	2016057066	Traffic - Complaint	WCSOP16023865	Phone
08/23/16 17:44	Traffic - Complaint	2016058266	Traffic - Complaint	WCSOP16024386	Phone
08/26/16 18:16	Traffic - Complaint	2016059117	Traffic - Complaint	WCSOP16024704	Phone
08/31/16 18:40	Traffic - Complaint	2016060459	Traffic - Complaint	WCSOP16025241	911

Traffic Stop Total: 39

08/01/16 17:58	Traffic Stop	2016052251			Officer
08/04/16 15:44	Traffic Stop	2016053123			Officer
08/06/16 22:16	Traffic Stop	2016053747			Officer
08/07/16 01:00	Traffic Stop	2016053797	Traffic Stop	WCSOP16022457	Officer
08/07/16 22:32	Traffic Stop	2016054002	Traffic Stop	WCSOP16022552	Officer
08/08/16 17:18	Traffic Stop	2016054197			Officer
08/08/16 17:35	Traffic Stop	2016054204	Traffic Stop	WCSOP16022622	Officer
08/08/16 18:18	Traffic Stop	2016054216			Officer
08/09/16 22:15	Traffic Stop	2016054580			Officer
08/09/16 22:21	Traffic Stop	2016054584			Officer
08/12/16 00:15	Traffic Stop	2016055098			Officer
08/12/16 18:38	Traffic Stop	2016055317			Officer
08/12/16 22:14	Traffic Stop	2016055379			Officer
08/13/16 21:47	Traffic Stop	2016055643			Officer
08/15/16 22:26	Traffic Stop	2016056161			Officer
08/15/16 22:33	Traffic Stop	2016056163			Officer
08/16/16 22:34	Traffic Stop	2016056399			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
08/17/16 21:01	Traffic Stop	2016056681			Officer
08/17/16 22:20	Traffic Stop	2016056704			Officer
08/18/16 20:34	Traffic Stop	2016056944			Officer
08/18/16 22:27	Traffic Stop	2016056970			Officer
08/18/16 22:42	Traffic Stop	2016056975			Officer
08/21/16 21:02	Traffic Stop	2016057803			Officer
08/21/16 21:11	Traffic Stop	2016057806			Officer
08/22/16 20:25	Traffic Stop	2016058061			Officer
08/22/16 21:07	Traffic Stop	2016058072			Officer
08/23/16 21:06	Traffic Stop	2016058312			Officer
08/24/16 19:20	Traffic Stop	2016058538			Officer
08/24/16 21:42	Traffic Stop	2016058572			Officer
08/24/16 22:53	Traffic Stop	2016058592			Officer
08/25/16 02:47	Traffic Stop	2016058647			Officer
08/25/16 18:33	Traffic Stop	2016058810			Officer
08/25/16 20:59	Traffic Stop	2016058850			Officer
08/26/16 01:53	Traffic Stop	2016058946			Officer
08/26/16 22:11	Traffic Stop	2016059195			Officer
08/27/16 01:11	Traffic Stop	2016059243			Officer
08/28/16 17:23	Traffic Stop	2016059653			Officer
08/28/16 22:14	Traffic Stop	2016059727			Officer
08/31/16 23:29	Traffic Stop	2016060523			Officer

Unwanted Person Total: 3

08/07/16 15:53	Unwanted Person	2016053914	Unwanted Person	WCSOP16022510	Phone
08/23/16 14:16	Unwanted Person	2016058215	Unwanted Person	WCSOP16024356	Phone
08/29/16 18:55	Unwanted Person	2016059938	Unwanted Person	WCSOP16025049	Phone

Warrant - Attempt Total: 1

08/08/16 20:26	Warrant - Attempt	2016054248			
----------------	-------------------	------------	--	--	--

Total Records: 216

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 9-6-2016 Flexibility: <input type="checkbox"/> YES <input type="checkbox"/> NO	Originating Department: Administration
Agenda Item: Old Business: a. Discussion on Water and Sewer	Presenter: Kevin Kress, Administrator Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour

Council Action Requested:

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

Background:

Sewer Discussion:

The Mayor and I recently met to discuss refinancing the 2008 PFA loan that has a final maturity date of 8-1-27, with \$5,335,000 in Principal outstanding, at an interest rate of 1.70%. The 1997 PFA loan has a final maturity date of 2-1-19, with \$246,032 in Principal outstanding, at an interest rate of 2.08%.

Included in this discussion is a letter from the Sewer Authority engineer, Tim Korby of Donohue & Associates, Inc. It is unclear why Mr. Korby presented a letter as I did not request such a letter, and Mr. Korby is not the City's engineer. This means that Mr. Korby nor his firm meets the requirements of the Securities and Exchange Commission (SEC) Municipal Advisor Rule as the Rule states the following:

- Municipal advisors have an explicit fiduciary duty to their government clients.
- Under the Rule, underwriters and other professionals that do not have a fiduciary duty to issuers will not be able to provide advice to governments unless certain exemptions are met. For instance, an underwriter may not recommend a specific type of financing to the issuer unless the issuer has a MA or has a RFP out for underwriting services related to a specific transaction.
- Underwriters will be able to communicate with issuers about general market issues, facts and ideas, however, unless an exemption is met, they can not advise a government to take a specific action.
- When an issuer has a MA on a transaction and wants to receive certain types of advice or recommendations from the underwriter or other professionals, the issuer will need to represent to the underwriter or other professionals in writing that they have a MA. The SEC has stated that an issuer may post this representation on their web site as long as the posting states that the representation is intended to establish the independent MA exemption.
- It is important to note that the GFOA's Best Practices strongly recommend that governments hire a municipal advisor for their bond transactions (BP's Selecting a Financial Advisor, Selecting and Managing the Method of Sale of State and Local

Government Bonds).

- Responses to RFPs or RFQs (including mini RFPs) are not considered to be municipal advice. An RFP must be for a specific objective (e.g., ideas on how to structure a particular issuance of municipal securities to finance an identified capital project or program), although it does not need to be a formal procurement. The SEC has recently stated that governments must send RFPs out to at least three firms and/or the RFP may be posted on the government's website, and the RFP must not be out for response longer than six months. (This was done when the City elected to conduct the rate study) Please note that GFOA recommends that all governments utilize an RFP process to engage professionals involved in their bond transaction (BP's Selecting a Financial Advisor, Selecting Underwriters).
- Advice on the issuance of municipal securities includes advice during the entire lifespan of the transaction from the earliest pre-planning stages through maturity or earlier redemption.
- MAs will be mandated to take professional exams, and adhere to forthcoming MSRB rulemaking. Issuers that want advice on how to invest monies that are not bond proceeds or in escrows to pay for bonds, may be requested by their broker to represent in writing that those monies are not bond proceeds or in escrows to pay for bonds.

In addition, I discussed the letter and the City's current status with the PFA. They agree with what I said above. Although the points that are made by Mr. Korby sound good on paper they are not a realistic approach to how the restructuring of PFA loan is accomplished. I ask that the Council take his points (opinions) as a grain of salt for the following reasons:

In order for the City to refinance the existing debt the City must request, in writing, that the PFA restructure its CWRP or DWRP loan agreement including an extension of the loan term from 20-30 years.

The City provides a letter to PFA containing the following information:

- original project and financing (number of users, funding sources, projected income, rates, etc.)
- current financial situation/reason for restructuring request (# users, income sources, rates, cash reserves and relevant information regarding their financial hardship: why the City is now having difficulties making debt service payments)
- remedy/ proposed solution(s) (growth projections, income projections, proposed rate increases, spell out remedy and how it will help the cash flows, future planned projects). Includes comprehensive review of the enterprise fund by their Financial Advisor (This is Northland Securities and AEM Financial) and provide copies of official Council minutes, Resolutions, cash flows/projections, Rate Studies, proposed rate increases (when and how much) and O&M coverage.

The PFA will do a calculation to determine if (using original loan factors) if the City qualifies for restructuring.

PFA loan terms were limited by federal requirements to 20 years. In 2010 PFA requested and received federal approval for loan terms up to 30 years for borrowers whose average

per household system cost exceeds the state's Wastewater Infrastructure Funding (WIF) affordability criteria of 1.4% of median household income. If the City meets this requirement then they are eligible for the extended loan term as part of their restructuring request.

Be aware that the Original Interest rate could change (*increase/decrease/remain the same-must use original data to calculate the new rate-not current data*).

Once it has been determined that the City is eligible for restructuring, the City should adopt a Resolution to formally approve the restructuring request to the PFA. The City and our Financial Advisor should then meet with PFA Staff to discuss our financial situation and proposed solutions.

The City working with its Financial Advisor will create a packet and submit it to PFA. The packet should include past, current and future information relevant to the financial hardship and proposed solutions, draft cash flows, diagrams, official council meeting minutes and resolutions, or any other relevant documents.

The PFA will draft a PFA resolution for the PFA Board to approve. Included with the PFA Resolution should be a copy of the City's request letter and packet. The PFA Board meets approximately 2-3 times per year.

The PFA resolution authorizes the Executive Director to further evaluate the City's proposed financial plan and, after confirming the plan is acceptable, to prepare appropriate amendments to the loan and bond purchase agreement.

The City will be asked to attend the PFA Board meeting to further explain their request and answer any questions that may arise. Once the PFA Board has approved the PFA Resolution, PFA staff will work with the City to finalize the restructuring plan.

The City should then pass a resolution formally adopting the chosen solution and pledging to promptly implement rate adjustments and committing to annually review revenues and expenditures and make future adjustments as necessary.

The City &/or Financial advisor can submit a proposed debt service schedule or have PFA draft one up. Both parties will work to finalize a satisfactory schedule that works with the proposed cash flows. Once the amortization schedule is finalized the PFA will prepare an Amendment to the Loan Agreement.

The City's Bond Counsel will prepare an allonge (amendment) to the Note and bond opinion.

City staff and its consultants (Northland Securities and AEM) are performing the necessary steps to determine that it is in the City's best interest to restructure the debt.

Water Discussion

The 2002 PFA loan has an outstanding principal balance of \$246,032 and the 2003 PFA loan has an outstanding principal balance of \$231,000. Finally, the cash balance allocated to the water fund as of 12/31/15 is \$1,100,344. The City may want to consider paying these loans off in the near future. Staff and consultants will be reviewing this as we work through the

rate study.

Supporting Documents: Attached None (Letter from Tim Korby and Mayor, PFA loan structure)

Department Head Signature/Date:

Clerk/Treasurer Signature/Date:

ACTION TAKEN Approved Denied Tabled Accepted Report Other

Date of Action: _____

Comments:

Administrator's Signature/Date:



Donohue & Associates, Inc.
4500 Park Glen Road, Suite 125 | St. Louis Park, MN 55416
952.920.1800 | donohue-associates.com

August 30, 2016

City of Clearwater
Attn: Mayor Pete Edmonson
605 County Rd 75
Clearwater, MN 55320

Re: Engineers Opinion regarding Clearwater's Proposed Restructuring of Existing Sewer Debt

Thank you for allowing Donohue to give our opinion regarding your proposed sewer debt restructuring. Having done City Engineering including sewer financing since 1984, I have some expertise in this area. In addition, I have spoken to PFA pertaining to this and other similar PFA debt restructuring.

Based on my review of the City of Clearwater's current sewer debt, and knowledge of your existing sewer infrastructure, my professional opinion is to restructure your sewer debt ASAP. This would take your current debt of \$5,335,000 set to mature in 2027, and extend this maturity date to 2037. The estimated annual savings would equate to approximately \$300,000.

My opinion to restructure your debt is based on several facts, many of which are outlined in the Sewer Rate Debt Analysis sheet. Additional points to be made include -

- 1) Refinancing the debt will not only allow the Sewer Fund to become self sustaining, but also can start to build up a replacement fund. Without this step, the City will not have a rainy day replacement fund available should there be any unforeseen issues with your sewer system.
- 2) Restructuring the debt to 2037 should be inline with the design life of a typical sewer system. This especially holds true based on the extended life that new materials have including PVC pipe. Any upgrades to the existing system or replacement of facilities will be funded through the new replacement fund, which will be in place due to the proposed debt restructuring. Without this action, there will be no funds available to complete any O & M or replacement projects required over the next 11 to 21 years.
- 3) In talking to PFA about restructuring of this Debt, it was PFA's idea as a means to get your sewer debt and replacement fund under control and in place. They fully realize that the City cannot continue to operate any longer in a deficit manner.

In conclusion, for the good of the City, its' residents and businesses my opinion is to move forward and restructure your sewer debt as proposed. The savings can be used for multiple purposes including O & M, building up a replacement fund and looking at potential rate adjustments in the future. If you have any questions pertaining to my opinion, feel free to call me at 612-655-9878.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy E. Korby', is written over a large, stylized signature graphic.

Timothy E. Korby, PE
Vice President
Donohue & Associates, Inc.

Sewer Rate Debt Analysis:

Summary Points:

1. The City of Clearwater Sewer Fund is insolvent.
 - a. It is insolvent because revenues it takes in are less than the expenses it pays.
 - b. Over the past 4 years, the fund has been short an avg. of \$75,000 year.
 - c. In order to meet its obligations, the fund has been subsidized by fund transfers from the General Fund, and by Local Government Aid (LGA) the city receives from the State.
 - d. The main reason for its insolvency is the high debt service. The Sewer Fund pays approx. \$600,000 a year in debt service.

2. In order to become solvent, the City Council needs to do one of three things-
 - a. Increase Base & User Rates.
* The MN PFA, via their EPA/ MPCA/ RUS reporting standards, has published criteria identifying Clearwater's current rates as "unaffordable".
 - b. Continue subsidizing General Fund money into the Sewer Fund
 - c. Restructure/ Refinance existing Sewer Debt

3. If the City of Clearwater chooses to Restructure existing sewer debt-
 - a. Restructure 2008 G.O. Sewer Revenue Loan with a 12/31/15 balance of \$5,335,000, set to mature in 2027
 - i. Extend maturity date ten years, from 2027 to 2037
 1. Old debt service- \$596,801 per year
 2. New debt service- \$297,000 per year
 3. Difference = \$299,801
 - ii. Debt service savings next 10 years = $\$299,801 \times 10 = \$2,998,010$
 - iii. Additional interest cost for the additional ten years = \$781,197
 1. 10 years x \$78,197 = \$781,197 additional interest
 - iv. Net relief over next 10 years- $\$3,000,000$ minus $\$781,197 = \$2,218,803$

 - *Note- In 2008, the only option for bonding was a 20 year term. In the last 5 years, a 30 year bond term is now available. Current and past council members, along with staff and consultants agree that if the 30 year option was available at the time, the city would have bonded for 30 years instead of the 20 year bond.

4. How debt restructure effects city cash flow and budget-
 - a. The Sewer Fund can operate and sustain itself without raising rates. All outside fund subsidies will stop.
 - b. LGA subsidy of \$75,000 is put back into general fund. This will give council flexibility to do such things as: keep 2017 tax levy level, fund other capital improvements projects, pay off other debt obligations early, fund any emergency items that come up, etc.
 - c. \$300,000 a year in sewer fund debt service is no longer called for
 - d. New bond interest rate will be lower or the same as existing bond rate
 - e. After almost 10 years of high monthly base fees, residents and businesses can receive sewer rate fee relief

Clearwater - cw02

MPFA-06-0020-R-FY09

funding dates: 11/18/08 9,294,059.00
 Jan-11 (1,593,914.31)

Rate: 1.697%
 Date: 11/18/08
 Maturity: 08/20/27

private activity: final loan amount: 7,700,144.69

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
11/26/08	11/26/08	2007B	1,315,267.76				1,315,267.76	
12/24/08	12/24/08	2007B	1,374,808.23		1,736.01		2,690,075.99	
01/28/09	01/28/09	S2008	1,500,000.00		6,047.45		4,190,075.99	
01/28/09	01/28/09	2007B	357,669.20		6,047.45		4,547,745.19	
02/10/09	02/10/09	2007B	287,085.25		8,619.96		4,834,830.44	
03/06/09	03/06/09	2007B	86,255.31		14,545.58		4,921,085.75	
03/25/09	03/25/09	2007B	278,000.00		18,953.10		5,199,085.75	
04/22/09	04/22/09	2007B	806,389.90		25,570.24		6,005,475.65	
05/27/09	05/27/09	2007B	338,009.60		35,478.44		6,343,485.25	
06/24/09	06/24/09	2007B	538,297.60		43,552.11		6,881,782.85	
07/22/09	07/22/09	Op Res	173,890.26		52,635.30		7,055,673.11	
08/06/09	08/20/09			62,007.00	61,948.00	59.00	7,055,614.11	62,007.00
08/26/09	08/26/09	Op Res	129,876.80		1,995.56		7,185,490.91	
09/23/09	09/23/09	Op Res	214,689.25		11,140.89		7,400,180.16	
10/28/09	10/28/09	Op Res	121,122.85		23,350.16		7,521,303.01	
11/25/09	11/25/09	Op Res	57,212.00		32,922.90		7,578,515.01	
12/23/09	12/23/09	Op Res	89,871.46		42,925.70		7,668,386.47	
01/27/10	01/27/10	Op Res	5,295.82		55,215.99		7,673,682.29	
02/03/10	02/20/10			63,535.75	63,535.75		7,673,682.29	
02/24/10	02/24/10	Op Res	26,403.40		1,446.92		7,700,085.69	
03/29/10	03/29/10	Op Res	(25,615.20)		14,150.99		7,674,470.49	
04/29/10	04/29/10	Op Res	(230,649.92)		25,003.97		7,443,820.57	
04/29/10	04/29/10	2010A	230,649.92		25,003.97		7,674,470.49	
08/05/10	08/20/10			511,160.00	65,160.00	446,000.00	7,228,470.49	574,695.75
10/27/10	10/27/10	Op Res	25,615.20		22,829.72		7,254,085.69	
11/30/10	11/30/10	Op Res	(25,000.00)		34,114.05		7,229,085.69	
11/30/10	11/30/10	2010C_CW	25,000.00		34,114.05		7,254,085.69	
02/10/11	02/20/11			61,470.01	61,470.01		7,254,085.69	
07/21/11	08/20/11			428,636.61	61,550.92	367,085.69	6,887,000.00	490,106.62
01/23/12	02/20/12			58,436.20	58,436.20		6,887,000.00	
08/08/12	08/20/12			436,436.20	58,436.20	378,000.00	6,509,000.00	494,872.40
01/25/13	02/20/13			55,228.86	55,228.86		6,509,000.00	
08/08/13	08/20/13			440,228.86	55,228.86	385,000.00	6,124,000.00	495,457.72
01/27/14	02/20/14			51,962.14	51,962.14		6,124,000.00	
08/20/14	08/20/14			442,962.14	51,962.14	391,000.00	5,733,000.00	494,924.28
01/26/15	02/20/15			48,644.51	48,644.51		5,733,000.00	
07/23/15	08/20/15			446,644.51	48,644.51	398,000.00	5,335,000.00	495,289.02
01/25/16	02/20/16			45,267.48	45,267.48		5,335,000.00	
	08/20/16			450,267.48	45,267.48	405,000.00	4,930,000.00	495,534.96
	02/20/17			41,831.05	41,831.05		4,930,000.00	
	08/20/17			452,831.05	41,831.05	411,000.00	4,519,000.00	494,662.10
	02/20/18			38,343.72	38,343.72		4,519,000.00	
	08/20/18			456,343.72	38,343.72	418,000.00	4,101,000.00	494,687.44
	02/20/19			34,796.99	34,796.99		4,101,000.00	
	08/20/19			459,796.99	34,796.99	425,000.00	3,676,000.00	494,593.98
	02/20/20			31,190.86	31,190.86		3,676,000.00	
	08/20/20			464,190.86	31,190.86	433,000.00	3,243,000.00	495,381.72
	02/20/21			27,516.86	27,516.86		3,243,000.00	
	08/20/21			467,516.86	27,516.86	440,000.00	2,803,000.00	495,033.72

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
	02/20/22			23,783.46	23,783.46		2,803,000.00	
	08/20/22			471,783.46	23,783.46	448,000.00	2,355,000.00	495,566.92
	02/20/23			19,982.18	19,982.18		2,355,000.00	
	08/20/23			474,982.18	19,982.18	455,000.00	1,900,000.00	494,964.36
	02/20/24			16,121.50	16,121.50		1,900,000.00	
	08/20/24			479,121.50	16,121.50	463,000.00	1,437,000.00	495,243.00
	02/20/25			12,192.95	12,192.95		1,437,000.00	
	08/20/25			483,192.95	12,192.95	471,000.00	966,000.00	495,385.90
	02/20/26			8,196.51	8,196.51		966,000.00	
	08/20/26			487,196.51	8,196.51	479,000.00	487,000.00	495,393.02
	02/20/27			4,132.20	4,132.20		487,000.00	
	08/20/27			491,132.20	4,132.20	487,000.00	-	495,264.40
totals			7,700,144.69	9,049,064.31	1,348,919.62	7,700,144.69		9,049,064.31

(DRAFT RESTRUCTURE)

Clearwater - cw02

MPFA-06-0020-R-FY09

funding dates: 11/18/08

9,294,059.00

Rate: 1.697% 2.259%

Rate 1 thru 02/19/17; Rate 2 02/20/17.... w/extended term

Jan-11

(1,593,914.31)

Date: 11/18/08

Maturity: 08/20/27

private activity:

final loan amount:

7,700,144.69

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
11/26/08	11/26/08	2007B	1,315,267.76				1,315,267.76	
12/24/08	12/24/08	2007B	1,374,808.23		1,736.01		2,690,075.99	
01/28/09	01/28/09	S2008	1,500,000.00		6,047.45		4,190,075.99	
01/28/09	01/28/09	2007B	357,669.20		6,047.45		4,547,745.19	
02/10/09	02/10/09	2007B	287,085.25		8,619.96		4,834,830.44	
03/06/09	03/06/09	2007B	86,255.31		14,545.58		4,921,085.75	
03/25/09	03/25/09	2007B	278,000.00		18,953.10		5,199,085.75	
04/22/09	04/22/09	2007B	806,389.90		25,570.24		6,005,475.65	
05/27/09	05/27/09	2007B	338,009.60		35,478.44		6,343,485.25	
06/24/09	06/24/09	2007B	538,297.60		43,552.11		6,881,782.85	
07/22/09	07/22/09	Op Res	173,890.26		52,635.30		7,055,673.11	
08/06/09	08/20/09			62,007.00	61,948.00	59.00	7,055,614.11	62,007.00
08/26/09	08/26/09	Op Res	129,876.80		1,995.56		7,185,490.91	
09/23/09	09/23/09	Op Res	214,689.25		11,140.89		7,400,180.16	
10/28/09	10/28/09	Op Res	121,122.85		23,350.16		7,521,303.01	
11/25/09	11/25/09	Op Res	57,212.00		32,922.90		7,578,515.01	
12/23/09	12/23/09	Op Res	89,871.46		42,925.70		7,668,386.47	
01/27/10	01/27/10	Op Res	5,295.82		55,215.99		7,673,682.29	
02/03/10	02/20/10			63,535.75	63,535.75		7,673,682.29	
02/24/10	02/24/10	Op Res	26,403.40		1,446.92		7,700,085.69	
03/29/10	03/29/10	Op Res	(25,615.20)		14,150.99		7,674,470.49	
04/29/10	04/29/10	Op Res	(230,649.92)		25,003.97		7,443,820.57	
04/29/10	04/29/10	2010A	230,649.92		25,003.97		7,674,470.49	
08/05/10	08/20/10			511,160.00	65,160.00	446,000.00	7,228,470.49	574,695.75
10/27/10	10/27/10	Op Res	25,615.20		22,829.72		7,254,085.69	
11/30/10	11/30/10	Op Res	(25,000.00)		34,114.05		7,229,085.69	
11/30/10	11/30/10	2010C_CW	25,000.00		34,114.05		7,254,085.69	
02/10/11	02/20/11			61,470.01	61,470.01		7,254,085.69	
07/21/11	08/20/11			428,636.61	61,550.92	367,085.69	6,887,000.00	490,106.62
01/23/12	02/20/12			58,436.20	58,436.20		6,887,000.00	
08/08/12	08/20/12			436,436.20	58,436.20	378,000.00	6,509,000.00	494,872.40
01/25/13	02/20/13			55,228.86	55,228.86		6,509,000.00	
08/08/13	08/20/13			440,228.86	55,228.86	385,000.00	6,124,000.00	495,457.72
01/27/14	02/20/14			51,962.14	51,962.14		6,124,000.00	
08/20/14	08/20/14			442,962.14	51,962.14	391,000.00	5,733,000.00	494,924.28
01/26/15	02/20/15			48,644.51	48,644.51		5,733,000.00	
07/23/15	08/20/15			446,644.51	48,644.51	398,000.00	5,335,000.00	495,289.02
01/25/16	02/20/16			45,267.48	45,267.48		5,335,000.00	
	08/20/16			450,267.48	45,267.48	405,000.00	4,930,000.00	495,534.96
	02/20/17			41,831.05	41,831.05		4,930,000.00	
<i>term extended by 10 years; rate change:</i>								
	08/20/17			255,684.35	55,684.35	200,000.00	4,730,000.00	297,515.40
	02/20/18			53,425.35	53,425.35		4,730,000.00	
	08/20/18			243,425.35	53,425.35	190,000.00	4,540,000.00	296,850.70
	02/20/19			51,279.30	51,279.30		4,540,000.00	
	08/20/19			245,279.30	51,279.30	194,000.00	4,346,000.00	296,558.60
	02/20/20			49,088.07	49,088.07		4,346,000.00	
	08/20/20			248,088.07	49,088.07	199,000.00	4,147,000.00	297,176.14
	02/20/21			46,840.37	46,840.37		4,147,000.00	

(DRAFT RESTRUCTURE)

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
	08/20/21			249,840.37	46,840.37	203,000.00	3,944,000.00	296,680.74
	02/20/22			44,547.48	44,547.48		3,944,000.00	
	08/20/22			252,547.48	44,547.48	208,000.00	3,736,000.00	297,094.96
	02/20/23			42,198.12	42,198.12		3,736,000.00	
	08/20/23			254,198.12	42,198.12	212,000.00	3,524,000.00	296,396.24
	02/20/24			39,803.58	39,803.58		3,524,000.00	
	08/20/24			256,803.58	39,803.58	217,000.00	3,307,000.00	296,607.16
	02/20/25			37,352.57	37,352.57		3,307,000.00	
	08/20/25			259,352.57	37,352.57	222,000.00	3,085,000.00	296,705.14
	02/20/26			34,845.08	34,845.08		3,085,000.00	
	08/20/26			261,845.08	34,845.08	227,000.00	2,858,000.00	296,690.16
	02/20/27			32,281.11	32,281.11		2,858,000.00	
	08/20/27			264,281.11	32,281.11	232,000.00	2,626,000.00	296,562.22
	02/20/28			29,660.67	29,660.67		2,626,000.00	
	08/20/28			266,660.67	29,660.67	237,000.00	2,389,000.00	296,321.34
	02/20/29			26,983.76	26,983.76		2,389,000.00	
	08/20/29			268,983.76	26,983.76	242,000.00	2,147,000.00	295,967.52
	02/20/30			24,250.37	24,250.37		2,147,000.00	
	08/20/30			272,250.37	24,250.37	248,000.00	1,899,000.00	296,500.74
	02/20/31			21,449.21	21,449.21		1,899,000.00	
	08/20/31			274,449.21	21,449.21	253,000.00	1,646,000.00	295,898.42
	02/20/32			18,591.57	18,591.57		1,646,000.00	
	08/20/32			277,591.57	18,591.57	259,000.00	1,387,000.00	296,183.14
	02/20/33			15,666.17	15,666.17		1,387,000.00	
	08/20/33			280,666.17	15,666.17	265,000.00	1,122,000.00	296,332.34
	02/20/34			12,672.99	12,672.99		1,122,000.00	
	08/20/34			283,672.99	12,672.99	271,000.00	851,000.00	296,345.98
	02/20/35			9,612.05	9,612.05		851,000.00	
	08/20/35			286,612.05	9,612.05	277,000.00	574,000.00	296,224.10
	02/20/36			6,483.33	6,483.33		574,000.00	
	08/20/36			289,483.33	6,483.33	283,000.00	291,000.00	295,966.66
	02/20/37			3,286.85	3,286.85		291,000.00	
	08/20/37			294,286.85	3,286.85	291,000.00	-	297,573.70
totals			7,700,144.69	9,831,039.15	2,130,894.46	7,700,144.69		9,831,039.15

RESOLUTION NO. 2016-42

RESOLUTION APPROVING 2017 PROPOSED GENERAL FUND BUDGET, 2017
PRELIMINARY PROPERTY TAX LEVY, AND SETTING PUBLIC HEARING DATE
FOR THE 2017 BUDGET AND PRELIMINARY PROPERTY TAX LEVY

WHEREAS, the City of Clearwater is required by State law to approve a resolution setting forth an annual tax levy to the Wright County Auditor; and

WHEREAS, Minnesota Statutes require approval of a preliminary property tax levy and preliminary budget on or before September 30th of each year; and

WHEREAS, the City Council has received the proposed budget document;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Clearwater, that the Preliminary 2017 General Fund budget shall be as follows:

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

	Actual		YTD Actual 5/31/2016	Budget	
	2014	2015		2016	2017
REVENUE					
Taxes	\$ 730,111	\$ 640,247	\$ -	\$ 642,194	\$ 515,529
Licenses and permits	31,369	45,322	4,685	25,558	25,796
Intergovernmental revenues	176,254	266,036	-	198,115	249,687
Charges for services	39,721	37,942	7,280	26,632	26,996
Fines and forfeitures	5,758	7,173	2,828	4,539	4,630
Special assessments	8,738	8,783	-	8,160	8,323
Interest earnings	20,088	6,829	43,174	4,080	4,162
Miscellaneous revenue	-	-	-	-	-
TOTAL REVENUES	1,012,040	1,012,332	57,967	909,278	835,123
EXPENDITURES					
General government	114,820	85,825	32,590	39,998	35,623
City Council	17,516	16,607	4,496	21,057	22,123
City Administrator	54,545	68,267	31,014	87,925	97,387
Elections	4,783	923	195	5,700	-
City Clerk	56,238	82,227	36,358	67,501	74,137
Financial Administration	31,979	32,002	32,853	72,469	73,736
Law/Legal Services	6,521	6,584	6,726	10,000	10,000
Engineering	14,155	28,294	160	8,240	8,487
Mosquito Control	7,900	9,000	3,028	9,270	9,270
Planning and Zoning	19,390	8,500	7,949	11,881	11,254
Police Administration	187,312	201,408	86,368	199,966	207,396
Animal Control	140	332	63	350	350
Building Inspection	6,909	9,653	4,228	10,403	10,715
Fire Department	-	-	-	-	-
Hwys, streets and roads	427,936	472,804	150,157	309,134	227,894
CAB	827	5,075	490	3,296	1,000
Miscellaneous	17,359	18,685	169	26,292	21,230
Community services	22,482	25,289	-	25,795	24,521
Contracted services	-	-	-	-	-
Transfers out	-	-	-	-	-
TOTAL EXPENDITURES	990,809	1,071,476	396,844	909,277	835,123
NET REVENUE OVER (UNDER) EXPENSE	\$ 21,231	\$ (59,143)	\$ (338,876)	\$ 1	\$ -

BE IT FURTHER RESOLVED that the Truth in Taxation Public Hearing will be held on December 5, 2016; and

BE IT FURTHER RESOLVED that the City Council of the City of Clearwater, Wright County, Minnesota, that the following sums of money be levied for collection in 2017 upon the table property in said City of Clearwater for the following purposes:

	2015 for Collection 2016	2016 for Collection 2017	Increase (Decrease)	Percent Change (Prior Year)
General	\$ 642,194	\$ 515,529	\$ (126,665)	-19.72%
Fire	64,396	85,316	20,920	32.49%
Parks	51,531	51,156	(375)	-0.73%
EDA	26,815	28,406	1,591	5.93%
Capital Levy	-	150,000	150,000	100.00%
GO Bonds 2012A	63,000	63,000	-	0.00%
GO Bonds 2015A	108,125	106,444	(1,681)	-1.55%
Total City Tax Levy	\$ 956,060	\$ 999,852	\$ 43,792	4.58%

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

Adopted by the Clearwater City Council on September 6, 2016.

Pete Edmonson, Mayor

Attest:

Kevin Kress, City Administrator

CITY OF CLEARWATER

2017

Levy / Budget Documents

Preliminary Budget



AEM Financial Solutions™

August 31, 2016

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

Introduction

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

Tax Levy Summary

Overall, the tax levy includes dollars levied for general operations. The levy will increase 4.58% from \$956,060 to \$999,852.

	2015 for Collection 2016	2016 for Collection 2017	Increase (Decrease)	Percent Change (Prior Year)
General	\$ 642,194	\$ 515,529	\$ (126,665)	-19.72%
Fire	64,396	85,316	20,920	32.49%
Parks	51,531	51,156	(375)	-0.73%
EDA	26,815	28,406	1,591	5.93%
Capital Levy	-	150,000	150,000	100.00%
GO Bonds 2012A	63,000	63,000	-	0.00%
GO Bonds 2015A	108,125	106,444	(1,681)	-1.55%
Total City Tax Levy	\$ 956,060	\$ 999,852	\$ 43,792	4.58%

2016 ASSESSMENT REPORT SUMMARY

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

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

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

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

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

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

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

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

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

Estimated Property Taxes - 2017 versus 2016

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

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

Tax Relief Programs

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

Homestead credit refund

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

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

Renter's refund

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

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

Special property tax refund

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

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

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

	Actual		YTD Actual	Budget	
	2014	2015	5/31/2016	2016	2017
REVENUE					
Taxes	\$ 730,111	\$ 640,247	\$ -	\$ 642,194	\$ 515,529
Licenses and permits	31,369	45,322	4,685	25,558	25,796
Intergovernmental revenues	176,254	266,036	-	198,115	249,687
Charges for services	39,721	37,942	7,280	26,632	26,996
Fines and forfeitures	5,758	7,173	2,828	4,539	4,630
Special assessments	8,738	8,783	-	8,160	8,323
Interest earnings	20,088	6,829	43,174	4,080	4,162
Miscellaneous revenue	-	-	-	-	-
TOTAL REVENUES	1,012,040	1,012,332	57,967	909,278	835,123
EXPENDITURES					
General government	114,820	85,825	32,590	39,998	35,623
City Council	17,516	16,607	4,496	21,057	22,123
City Administrator	54,545	68,267	31,014	87,925	97,387
Elections	4,783	923	195	5,700	-
City Clerk	56,238	82,227	36,358	67,501	74,137
Financial Administration	31,979	32,002	32,853	72,469	73,736
Law/Legal Services	6,521	6,584	6,726	10,000	10,000
Engineering	14,155	28,294	160	8,240	8,487
Mosquito Control	7,900	9,000	3,028	9,270	9,270
Planning and Zoning	19,390	8,500	7,949	11,881	11,254
Police Administration	187,312	201,408	86,368	199,966	207,396
Animal Control	140	332	63	350	350
Building Inspection	6,909	9,653	4,228	10,403	10,715
Fire Department	-	-	-	-	-
Hwys, streets and roads	427,936	472,804	150,157	309,134	227,894
CAB	827	5,075	490	3,296	1,000
Miscellaneous	17,359	18,685	169	26,292	21,230
Community services	22,482	25,289	-	25,795	24,521
Contracted services	-	-	-	-	-
Transfers out	-	-	-	-	-
TOTAL EXPENDITURES	990,809	1,071,476	396,844	909,277	835,123
NET REVENUE OVER (UNDER) EXPENSE	\$ 21,231	\$ (59,143)	\$ (338,876)	\$ 1	\$ -

The above table is a summary of the General fund's revenues and expenditures. Line item detail can be seen on the following pages.

**CITY OF CLEARWATER
REQUEST FOR COUNCIL ACTION**

Requested Date of Council Consideration: 9-06-16 Flexibility: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Originating Department: Administration & Public Works
Agenda Item: Staff Reports	Presenter: Administrator, Kevin Kress
Estimated Time: <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> 5 Min. <input type="checkbox"/> 15 Min. <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 Hour	
Council Action Requested: <input checked="" type="checkbox"/> Information/Review <input type="checkbox"/> Motion to approve... <input type="checkbox"/> Motion to deny... <input type="checkbox"/> Other <input type="checkbox"/> Budget Change	
<u>Public Works</u> <ol style="list-style-type: none"> 1. Finished cleaning sewers. 2. Turned all valves in water system. 3. Flushed and conducted maintenance on all hydrants. 4. Pulled and cleaned pump #2 at main lift station. 5. Replaced main seal on transaxle on the 2305. 6. Lead and copper samples for state. 7. Cleaned all storm drains not involved in the street project. 8. Repaired washouts at River Park. 9. Graded all park parking lots. 10. Repairs in alleys. 11. Changed out signs on Ash Street 	
<u>Administration</u> <ol style="list-style-type: none"> 1. Met with MnDOT and the Engineer for various items. 2. Worked with Parks Commission to update park plans. Discussed rules and signage for all parks. Discussed renaming Eldorado Park. Asking for Council to empower Park Commission to create the rules and review signage, including purchase. Park Commission would like to review the renaming of Eldorado Park in more detail and come back to Council. 3. Worked on Lions and Food Shelf agreements. 4. Worked on budget items for all departments. 5. Met with AEM to discuss rate analysis. 6. The County anticipates that the Archery agreement will be in front of my Parks Commission on September 12th for recommendation to the County Board. Once that is complete we should have an executed copy on our end for council consideration. 7. Met with Verizon to discuss tablet and wireless hot spot purchasing. 8. Worked with CLAYBA to start the drafting of a lease agreement for Sportsmans Park. Additional funding is necessary to place the mound and home plate. I am asking for an additional \$5,000 to cover these improvements. 9. Worked with Planner and City Attorney on Kwik Trip proposal. 10. I may cancel the September 19th Council meeting depending on if action is needed for Kwik Trip items. I would also like to move the October meeting to the 10th rather than the 3rd. Lastly, the November meeting should be moved to 14th so we can canvass the election results and host the regular meeting. 	