



**AGENDA**  
**CLEARWATER CITY COUNCIL MEETING**  
**MONDAY, APRIL 13, 2020**

1. Call to Order: 7:00 p.m. via Zoom Web Conference
2. Approval of Agenda
3. Public Forum
  - a. Election Judge Pay – Donna Mae Heaton
  - b. 2019 City Audit Review
  - c. City Engineer Memo – Spring Street
4. Consent Agenda
  - a. Claims/Accounts Payable in the Amount of \$182,949.72
  - b. Approval of 03-09-2020 Regular City Council Meeting Minutes
  - c. Approval of 03-18-2020 Emergency City Council Meeting Minutes
  - d. Approval of 04-06-2020 Special City Council Meeting Minutes
  - e. Res 2020-25 – Approving 3.2 Off Sale Liquor License for Coborn’s, Inc.
  - f. Approval of 2019 City Audit
  - g. Res 2020-27 – Approving Reclassification of Library Fund
5. Wright County Sheriff Deputy Report
6. Old Business
  - a. COVID-19 Emergency Team Update
  - b. Discuss Growth Incentive Program/Economic Assistance Program
  - c. Authorization to Bid I94 Water Main Loop Project
7. New Business
  - a. Cancellation – City Clean-up Day
  - b. Res 2020-26 – Calling for Public Hearing TIF District 1-1
  - c. Authorizing 2019 City Contribution to Clearwater Fire Relief Association
  - d. Animal Ordinance Discussion
8. Committee Reports
  - a. Mayor and Council
  - b. Boards
    - i. FYI - Draft Minutes from March 9, 2020 Park Commission Meeting
  - c. Staff
9. Other Business
  - a. Next Meeting Date
10. Adjournment



**To: Honorable Mayor Lawrence and Members of the Clearwater City Council**

**From: Annita Smythe, City Administrator**

**Date: April 13, 2020**

**Re: City Council Meeting April 13, 2020**

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**1. Call to Order: 7:00 p.m.**

**2. Approval of Agenda**

**3. Public Forum**

**a. Election Judge Pay – Donna Mae Heaton**

*Ms. Heaton wished to address the Council regarding Election Judge pay. She is concerned about the fact the city staff members who also work as election judges receive their normal rate of pay, rather than the amount paid to election judges hired just to work the election.*

**b. 2019 City Audit Review**

*Caroline Stutsman from KDV will provide the 2109 audit report. The audited financial statements are being sent as a separate attachment due to their length. I also have hard copies for members of the City Council that will be handed out once we reconvene in person.*

**c. City Engineer Memo – Spring Street**

*City Engineer Justin Kannas will provide a brief construction update to address concerns that have been received about standing water at some Spring Street properties. This memo/newsletter will also be sent to residents.*

**4. Consent Agenda *(please see attached Consent Agenda)***

**a. Claims/Accounts Payable in the Amount of \$182,949.72**

**b. Approval of 03-09-2020 Regular City Council Meeting Minutes**

**c. Approval of 03-18-2020 Emergency City Council Meeting Minutes**

**d. Approval of 04-06-2020 Special City Council Meeting Minutes**

**e. Res 2020-25 – Approving 3.2 Off Sale Liquor License for Coborn’s, Inc.**

**f. Approval of 2019 City Audit**

**g. Res 2020-27 – Approving Reclassification of Library Fund**

**5. Wright County Sheriff Deputy Report**

**6. Old Business**

**a. COVID-19 Emergency Team Update**

*Mayor Lawrence and Member Crandall will provide a brief update on the continued emergency procedures during the governor’s stay at home order.*

**b. Discuss Growth Incentive Program/Economic Assistance Program**

*Per our discussion at the last regular meeting, please see attached memo regarding the WAC/SAC waiver program. Staff are seeking Council direction on the future of this program.*

**c. Authorization to Bid I94 Water Main Loop Project**

*Please see attached materials from the City Engineer related to this project. Staff are requesting direction to either bid the project or defer until we receive more information on how the COVID-19 emergency is impacting city revenues.*

**7. New Business**

**a. Cancellation – City Clean-up Day**

*Given the COVID-19 emergency order, staff are recommending we cancel our city clean-up day and try to reschedule in the fall.*

**b. Res 2020-26 – Calling for Public Hearing TIF District 1-1**

*Please see attached resolution calling for a special meeting for a public hearing on the proposed TIF district for the Mississippi Ridge apartments project. The public hearing is proposed for May 28 at 7:00 p.m. Please note that this is the earliest date we could hold the public hearing. If you want to change the date, it would need to be later than May 28. Please also advise as to what time to hold the special meeting/public hearing.*

**c. Authorizing 2019 City Contribution to Clearwater Fire Relief Association**

*Please see attached memo from Finance Director Lindrud on this request.*

**d. Animal Ordinance Discussion**

*Given the governor's stay at home order, a number of people have been asking for information on the advisability of allowing residents to have chickens. Current city ordinances, attached, prohibit the keeping of chickens and other poultry in city limits. Member Crandall asked for this item to be on the agenda so Council could discuss and perhaps revisit. The current animal ordinance was amended in 2012 to add this prohibition, and a discussion to remove it in 2016 was rejected.*

**8. Committee Reports**

**a. Mayor and Council**

**b. Boards**

**i. FYI - Draft Minutes from March 9, 2020 Park Commission Meeting**

**c. Staff**

**9. Other Business**

**a. Next Meeting Date**

**10. Adjournment**



## CONSTRUCTION UPDATE

April 9, 2020

RE: 2019 SE Area Street and Utility Improvements, City of Clearwater

The street and utility improvement project for the SE Area was substantially completed by the contractor during the summer of 2019, with a few punch list items to be completed during the spring of 2020. The contractor has indicated that he will be completing these items after spring load restrictions have been removed – anticipated to be early May. Many of the punch list items consist of touching up grading on the topsoil and spot seeding items within the yard areas. A few cracked concrete curb panels and driveway panels will also be replaced.

The City has received several calls concerning standing water within the boulevard areas of the yards. The scope of this street and utility improvement project did not include the addition of a storm sewer drainage system within the project area. The feasibility of adding a storm sewer system to the project was discussed with the City Council and residents during the design of the project. No existing storm sewer facilities exist near the project area which are sized to accommodate additional drainage from the project area. Therefore, it was determined that the addition of a storm sewer system into the project was not a feasible option. The costs to add a storm sewer system to the project would likely have been in excess of \$500,000.

It should be noted that the project did not substantially modify drainage patterns. Localized low spots within the boulevards prior to the project are still localized low areas after the project was completed. Water is directed to these same localized low areas and infiltrates into the ground, just as it did prior to the project. The boulevards are within the public street right-of-way. The street right-of-way is public property that is set aside for many public purposes, one of which is drainage and the collection of runoff. Due to the sandy soils, this water typically infiltrates within a couple days but may vary depending upon saturation conditions and the amount of rain. In the spring time, water will sit in these low areas until frost is out of the ground. As you can now see as of the date of this notice, the frost is out of the ground in most locations and there is limited to no standing water after the frost is out. It can be expected that water will sit in these low areas after a rain event for about 2 days. If you experience water sitting within these areas in front of your property for an extended period of time beyond this, please contact City Engineer, Justin Kannas so that the particular situation can be reviewed.

If you have any questions or concerns, please call:

Justin Kannas, City Engineer – (320) 905-2704 (Cell Phone)

John Schmidt, City of Clearwater, Public Works 320-290-2233 (Cell Phone)

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Payments

*egc*  
*4/9/2020*

Current Period: April 2020

Payment Batch 04132020 AP \$182,949.72

Refer	0 ALEX AIR APPARATUS, INC					
Cash Payment	E 230-42200-230	Repairs & Maint - Bldg	ANNUAL COMPRESSOR AIR QUALITY TEST			\$879.00
Invoice	2551	3/9/2020				
Cash Payment	E 230-42200-123	Operating Supplies	WILDFIRE HELMETS			\$286.38
Invoice	41242	3/16/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$1,165.38
Refer	0 ALLINA					
Cash Payment	E 230-42200-209	Medical Training	1ST QUARTER MEDICAL EDUCATION			\$1,005.07
Invoice	1110026515	2/29/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$1,005.07
Refer	0 AMERICAN SOLUTIONS FOR BUSI					
Cash Payment	E 100-41000-200	Office Supplies	LASER AP CHECKS			\$32.09
Invoice	04681953	3/16/2020				
Cash Payment	E 100-43100-200	Office Supplies	LASER AP CHECKS			\$13.75
Invoice	04681953	3/16/2020				
Cash Payment	E 100-43200-200	Office Supplies	LASER AP CHECKS			\$13.75
Invoice	04681953	3/16/2020				
Cash Payment	E 230-42200-200	Office Supplies	LASER AP CHECKS			\$9.18
Invoice	04681953	3/16/2020				
Cash Payment	E 240-45300-200	Office Supplies	LASER AP CHECKS			\$13.75
Invoice	04681953	3/16/2020				
Cash Payment	E 600-49400-200	Office Supplies	LASER AP CHECKS			\$45.84
Invoice	04681953	3/16/2020				
Cash Payment	E 601-49450-200	Office Supplies	LASER AP CHECKS			\$45.84
Invoice	04681953	3/16/2020				
Cash Payment	E 603-43200-200	Office Supplies	LASER AP CHECKS			\$4.58
Invoice	04681953	3/16/2020				
Cash Payment	E 603-49500-200	Office Supplies	LASER AP CHECKS			\$4.58
Invoice	04681953	3/16/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$183.36
Refer	0 ANNITA SMYTHE					
Cash Payment	E 100-41410-331	Travel Expenses	REIMBURSEMENT MILEAGE			\$18.34
Invoice	031720	3/17/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$18.34
Refer	0 APRIL VASECKA					
Cash Payment	E 240-45300-100	Wages and Salaries (GE	SPRING PARK			\$50.00
Invoice	SRING PARK	4/1/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$50.00
Refer	0 BEUNING, LLC					
Cash Payment	E 100-45200-126	Rental/Lease	APRIL RENT			\$1,390.00
Invoice	2097	3/17/2020				
Cash Payment	E 100-45200-362	Property Ins	INSURANCE			\$119.91
Invoice	2098	3/17/2020				
Cash Payment	E 100-45200-205	Taxes and Assessments	TAXES			\$232.31
Invoice	2098	3/17/2020				

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Payments

Current Period: April 2020

Cash Payment	E 100-45200-305 Contracted Services	CONTRACT SNOW		\$438.60
Invoice 2098	3/17/2020			
Cash Payment	E 100-45200-382 Utilities	UTILITIES		\$23.05
Invoice 2098	3/17/2020			
Transaction Date	4/13/2020	Due 0 LAKE CENTRAL BA 10100	<b>Total</b>	<b>\$2,203.87</b>
Refer	0 BOLTON & MENK, INC.			
Cash Payment	E 416-43100-303 Engineering Fees	2019 SE AREA STREET		\$141.50
Invoice 246600	2/19/2020		Project 18-04	
Cash Payment	E 100-41700-303 Engineering Fees	CDI PROPERTY		\$942.00
Invoice 246601	2/19/2020		Project 19-09	
Cash Payment	E 651-43100-303 Engineering Fees	CR75 TRUNK STORM SEWER		\$1,137.50
Invoice 246602	2/19/2020		Project 19-02	
Cash Payment	E 100-41700-303 Engineering Fees	CLRWTR GEN ENGINEERING		\$897.50
Invoice 246603	2/19/2020			
Cash Payment	E 600-49400-303 Engineering Fees	I94 WATERMAIN CROSSING		\$5,470.00
Invoice 246604	2/19/2020		Project 17-02	
Cash Payment	E 100-41700-303 Engineering Fees	CDI PROPERTY		\$175.00
Invoice 247780	3/18/2020		Project 19-09	
Cash Payment	E 270-41000-303 Engineering Fees	ENGINEERING SVCS NOV - JAN		\$700.00
Invoice 247782	3/18/2020		Project 19-05	
Cash Payment	E 600-49400-303 Engineering Fees	CLEARWATER I94 WATERMAIN CROSSING		\$11,120.25
Invoice 247783	3/18/2020		Project 17-02	
Cash Payment	E 100-41700-303 Engineering Fees	TO PLASTICS		\$437.50
Invoice 247784	3/18/2020		Project 19-08	
Cash Payment	E 100-41700-303 Engineering Fees	BLAINE BROTHERS		\$350.00
Invoice 247779	3/18/2020		Project 19-01	
Cash Payment	E 651-43100-303 Engineering Fees	CR75 TRUNK STORM		\$350.00
Invoice 247781	3/18/2020		Project 19-02	
Transaction Date	4/13/2020	Due 0 LAKE CENTRAL BA 10100	<b>Total</b>	<b>\$21,721.25</b>
Refer	0 CARD SERVICES			
Cash Payment	E 230-42200-212 Motor Fuels	FUEL FD FEB		\$44.21
Invoice 022520	2/25/2020			
Cash Payment	E 230-42200-212 Motor Fuels	FUEL FD MARCH		\$105.01
Invoice 040120	4/1/2020			
Transaction Date	4/13/2020	Due 0 LAKE CENTRAL BA 10100	<b>Total</b>	<b>\$149.22</b>
Refer	0 CENTRAL MCGOWAN			
Cash Payment	E 100-43200-123 Operating Supplies	CYLINDER RENTAL MARCH		\$9.30
Invoice 00074479	3/31/2020			
Transaction Date	4/13/2020	Due 0 LAKE CENTRAL BA 10100	<b>Total</b>	<b>\$9.30</b>
Refer	0 CITY OF CLEARWATER			
Cash Payment	E 100-49000-430 Miscellaneous	PETTY CASH FUND		\$51.67
Invoice 032620	3/26/2020			
Transaction Date	4/13/2020	Due 0 LAKE CENTRAL BA 10100	<b>Total</b>	<b>\$51.67</b>
Refer	0 CLEAR LAKE/CLWTER SEWER AU			
Cash Payment	E 601-49450-300 Sewer Usage	SEWER FLOW FEB 2020		\$30,233.48
Invoice 1003 FEB 2020	3/9/2020			
Cash Payment	E 601-49450-300 Sewer Usage	SEWER FLOW MARCH 2020		\$32,053.44
Invoice 1003 MARCH 20	4/9/2020			

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## Payments

Current Period: April 2020

Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$62,286.92
Refer	0 CLEARWATER PARTS CITY AUTO					
Cash Payment	E 100-43210-415	2004 CHEV	GROMMET/CHR/GM			\$8.08
Invoice	62-440963	3/2/2020				
Cash Payment	E 100-43210-415	2004 CHEV	MINI LT BAR			\$199.98
Invoice	62-440953	3/2/2020				
Cash Payment	E 100-43200-123	Operating Supplies	8-WAY ADJUSTABLE			\$7.49
Invoice	62-441997	3/12/2020				
Cash Payment	E 100-43200-123	Operating Supplies	CRIMP TOOL			\$38.98
Invoice	62-442357	3/16/2020				
Cash Payment	E 230-42200-123	Operating Supplies	HEAT SHRINK/CLB LUG			\$5.88
Invoice	62-442704	3/19/2020				
Cash Payment	E 240-45300-307	Repair & Maintenance C	HEAT SHRINK TUBE			\$18.57
Invoice	62-443337	3/25/2020				
Cash Payment	E 240-45300-307	Repair & Maintenance C	CARB KIT/SCREEN			\$21.98
Invoice	62-443351	3/25/2020				
Cash Payment	E 240-45300-307	Repair & Maintenance C	STARTER ROPE			\$1.95
Invoice	62-444028	4/1/2020				
Cash Payment	E 240-45300-307	Repair & Maintenance C	TRACT FLUID			\$35.98
Invoice	62-443911	3/31/2020				
Cash Payment	E 100-43200-307	Repair & Maintenance C	MISC PARTS			\$2.49
Invoice	62-443947	3/31/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$341.38
Refer	0 CLEARWATER TRAVEL PLAZA					
Cash Payment	E 100-43200-212	Motor Fuels	FUEL FEB			\$58.41
Invoice	FEB 2020	2/29/2020				
Cash Payment	E 100-43200-212	Motor Fuels	FUEL FEB			\$61.00
Invoice	FEB 2020	2/29/2020				
Cash Payment	E 230-42200-212	Motor Fuels	FUEL FEB			\$65.69
Invoice	FEB 2020	2/29/2020				
Cash Payment	E 600-49400-212	Motor Fuels	FUEL MAR			\$70.95
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 100-43100-212	Motor Fuels	FUEL MAR			\$93.98
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 100-43100-212	Motor Fuels	FUEL MAR			\$18.22
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 600-49400-212	Motor Fuels	FUEL MAR			\$62.70
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 601-49450-212	Motor Fuels	FUEL MAR			\$60.32
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 100-43200-212	Motor Fuels	FUEL MAR			\$55.11
Invoice	MAR 2020	3/31/2020				
Cash Payment	E 601-49450-212	Motor Fuels	FUEL MAR			\$59.35
Invoice	MAR 2020	3/31/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$605.73
Refer	0 CONTINENTAL RESEARCH CORP					
Cash Payment	E 100-43200-123	Operating Supplies	DOUBLE 6 GALLON			\$540.00
Invoice	0010799	1/27/2020				

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Current Period: April 2020

Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$540.00
Refer	0 CORE & MAIN LP					
Cash Payment	E 100-43100-307 Repair & Maintenance C		COLD PATCH			\$868.00
Invoice	MO24566	3/6/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$868.00
Refer	0 DYNA SYSTEMS					
Cash Payment	E 100-43200-123 Operating Supplies		CYROBIT/TAP			\$42.88
Invoice	23525298	3/12/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$42.88
Refer	0 EVOQUA WATER TECHNOLOGIES					
Cash Payment	E 601-49450-150 Software & Support		L2S PUMP STATION			\$300.00
Invoice	904376513	3/6/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$300.00
Refer	0 FERGUSON WATERWORKS					
Cash Payment	E 600-49400-123 Operating Supplies		MACH 10 MTR			\$1,258.61
Invoice	0451012	3/4/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$1,258.61
Refer	0 FIDELITY SECURITY LIFE					
Cash Payment	E 100-43200-131 Employer Paid Health		VISION PREMIUM APRIL			\$41.25
Invoice	2492445	3/17/2020				
Cash Payment	E 100-41400-131 Employer Paid Health		VISION PREMIUM APRIL			\$4.32
Invoice	2492445	3/17/2020				
Cash Payment	E 100-41100-131 Employer Paid Health		VISION PREMIUM APRIL			\$11.23
Invoice	2492445	3/17/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$56.80
Refer	0 GOPHER STATE ONE-CALL					
Cash Payment	E 600-49400-151 W/S Locates		FAX TICKETS			\$3.38
Invoice	0020292	2/29/2020				
Cash Payment	E 601-49450-151 W/S Locates		FAX TICKETS			\$3.37
Invoice	0020292	2/29/2020				
Cash Payment	E 600-49400-151 W/S Locates		FAX TICKETS			\$4.05
Invoice	0030292	3/31/2020				
Cash Payment	E 601-49450-151 W/S Locates		FAX TICKETS			\$4.05
Invoice	0030292	3/31/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$14.85
Refer	0 GRANITE ELECTRONICS					
Cash Payment	E 230-42200-123 Operating Supplies		APX4000 7/800 MHZ MODEL			\$29.00
Invoice	1540004201-1	3/9/2020				
Cash Payment	E 230-42200-123 Operating Supplies		ANTENNA 700/800 MGZ STUBBY			\$46.00
Invoice	1500006748-1	3/9/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$75.00
Refer	0 GUARDIAN					
Cash Payment	E 230-42200-230 Repairs & Maint - Bldg		UNIT 11 REPAIR			\$94.00
Invoice	20-0134	3/11/2020				
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b>	\$94.00
Refer	0 JOHN SCHMIDT					

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Payments

Current Period: April 2020

Cash Payment	E 600-49400-120 Reimbursement	PARKING MRWA CONF			\$15.00
Invoice	021820	3/19/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$15.00
Refer	0 KERN-DEWENTER-VIERE				
Cash Payment	E 100-41530-308 Auditor Fees	FINANCIAL AUDIT 2019			\$8,525.00
Invoice	1073337	3/16/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$8,525.00
Refer	0 LANDFORM PROFESSIONAL SVC L				
Cash Payment	E 100-41920-313 City Planner Fees	PLANNER PROFESSIONAL SVCS		Project 19-09	\$127.50
Invoice	30234	3/6/2020			
Cash Payment	E 100-41920-313 City Planner Fees	CLEARWATER APARTMENTS		Project 19-09	\$63.75
Invoice	30320	4/3/2020			
Cash Payment	E 100-41920-313 City Planner Fees	CITY BUISNESS		Project 0	\$21.25
Invoice	30321	4/3/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$212.50
Refer	0 LEAGUE OF MINNESOTA CITIES				
Cash Payment	E 100-41110-208 Training and Instruction	2020 MCMA ANNUAL CONF			\$520.00
Invoice	318162	3/10/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$520.00
Refer	0 MARKLOWITZ, BECKY				
Cash Payment	E 100-41000-125 Cleaning Service-Unifor	CITY HALL MARCH CLEANING SVC			\$250.00
Invoice	900864	3/31/2020			
Cash Payment	E 100-45200-125 Cleaning Service-Unifor	LIBRARY MARCH CLEANING SVC			\$80.00
Invoice	900864	3/31/2020			
Cash Payment	E 230-42200-125 Cleaning Service-Unifor	FIRE HALL MARCH CLEANING SVC			\$60.00
Invoice	900864	3/31/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$390.00
Refer	0 METRO WEST INSPECTION SVCS I				
Cash Payment	E 100-42400-305 Contracted Services	FINALED PERMITS MARCH 2020			\$5,274.67
Invoice	2367	3/19/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$5,274.67
Refer	0 MIDWAY IRON				
Cash Payment	E 100-43210-417 99 International Dump	ANGLE STEEL, TUBE STEEL, RATCHET STRAPS			\$431.06
Invoice	452260	3/31/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$431.06
Refer	0 MIES OUTLAND				
Cash Payment	E 230-42200-230 Repairs & Maint - Bldg	CABLE DUMP BED/SHOCK BOX		Project 17-006	\$78.28
Invoice	01-76238	1/28/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$78.28
Refer	0 MN DEPT OF HEALTH				
Cash Payment	E 600-49400-433 Dues and Subscriptions	WATERWORKS ABE KNOWLES			\$55.00
Invoice	03102020	3/10/2020			
Cash Payment	E 600-49400-433 Dues and Subscriptions	WATERWORKS NICK SCHMIDT			\$55.00
Invoice	03102020	3/10/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$110.00

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Payments

Current Period: April 2020

Refer	0 NCPERS				
Cash Payment	G 100-21708 Life Insurance		GROUP LIFE INS PREMIUM		\$48.00
Invoice	04/2020	3/13/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$48.00
Refer	0 NORTH STAR SIGNS				
Cash Payment	E 230-42200-123 Operating Supplies		LAZER ETCHING MUGS		\$434.00
Invoice	22469	3/27/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$434.00
Refer	0 NORTHLAND SECURITIES				
Cash Payment	E 315-47000-610 Interest		DEBT SERVICE SERIES 2015A		\$22,887.50
Invoice	CLEAR15A 20	3/20/2020			
Cash Payment	E 600-49400-610 Interest		DEBT SERVICE SERIES 2015A		\$9,781.25
Invoice	CLEAR15A 20	3/20/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$32,668.75
Refer	0 PREMIUM WATERS, INC.				
Cash Payment	E 100-43200-384 Bottled Water		BOTTLED WATER PW		\$7.70
Invoice	300415818	2/29/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$7.70
Refer	0 QUADIANT INC.				
Cash Payment	E 100-41000-200 Office Supplies		INK CARTRIDGE FOR IS3-4		\$139.73
Invoice	16030053	3/25/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$139.73
Refer	0 QUILL CORPORATION				
Cash Payment	E 100-41000-200 Office Supplies		BUSINESS CARDS/MULTIFOLD TOWELS		\$78.06
Invoice	5092242	2/27/2020			
Cash Payment	E 100-41000-123 Operating Supplies		DISH SOAP/PAPER TOWELS		\$34.39
Invoice	5092242/519262	2/27/2020			
Cash Payment	E 100-43200-123 Operating Supplies		HP 935 INK PW		\$37.24
Invoice	5531130	3/13/2020			
Cash Payment	E 100-41000-123 Operating Supplies		OFFICE SUPPLIES		\$39.21
Invoice	5092242/519262	3/13/2020			
Cash Payment	E 100-41000-123 Operating Supplies		LEGAL PADS/FILE FOLDERS		\$47.96
Invoice	5716075	3/20/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$236.86
Refer	0 RUPP, ANDERSON, SQUIRES & WA				
Cash Payment	E 100-41600-304 Legal Fees		ORDERLY ANNEXATION AGREEMENT		\$765.00
Invoice	10729	3/25/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$765.00
Refer	0 SANITATION SERVICES				
Cash Payment	E 240-45300-383 Sanitation		HANDICAP RESTROOM PARKS		\$141.50
Invoice	10195	3/27/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$141.50
Refer	0 SCOTT ZIWICKI				
Cash Payment	E 230-42200-208 Training and Instruction		EMT REFRESHER COURSE MILEAGE		\$147.20
Invoice	012520	1/25/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA 10100	<b>Total</b>	\$147.20

**CITY OF CLEARWATER**  
**Payments**

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**Current Period: April 2020**

<b>Refer</b> 0 <i>TRAUT WELLS, INC</i>					
Cash Payment	E 600-49400-902 Water or WW Testing Fe	THE KETTLE #200336			\$25.00
Invoice	323459	3/12/2020			
Cash Payment	E 600-49400-902 Water or WW Testing Fe	CITY HALL # 200370			\$25.00
Invoice	323702	3/23/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$50.00
<b>Refer</b> 0 <i>TRI-COUNTY LUMBER</i>					
Cash Payment	E 240-45300-307 Repair & Maintenance C	J CHANNEL/DOOR MOLD			\$73.30
Invoice	003-603151	3/24/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$73.30
<b>Refer</b> 0 <i>TRI-STATE BOBCAT</i>					
Cash Payment	E 100-43210-423 Brush Clipper	PARTS KNIVES			\$266.52
Invoice	A69849	3/11/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$266.52
<b>Refer</b> 0 <i>VERIZON WIRELESS</i>					
Cash Payment	E 100-43200-321 Communications	PH PHONE FEB			\$79.58
Invoice	9849728812	3/3/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$79.58
<b>Refer</b> 0 <i>VERN SCOTT</i>					
Cash Payment	E 240-45300-100 Wages and Salaries (GE	SPRING PARK			\$50.00
Invoice	SPRING PARK	4/1/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$50.00
<b>Refer</b> 0 <i>WRIGHT COUNTY AUDITOR/TREA</i>					
Cash Payment	E 100-42100-305 Contracted Services	MARCH PATROL SERVICES			\$19,093.00
Invoice	MARCH 2020	1/2/2020			
Cash Payment	E 100-42100-305 Contracted Services	APRIL PATROL SERVICES			\$19,093.00
Invoice	APRIL 2020	3/30/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$38,186.00
<b>Refer</b> 0 <i>WRIGHT COUNTY AUDITOR/TREA</i>					
Cash Payment	E 316-47000-430 Miscellaneous	PROPERTY TAX 104-012-001010			\$1,057.44
Invoice	2019	3/19/2020			
Transaction Date	4/13/2020	Due 0	LAKE CENTRAL BA	10100	<b>Total</b> \$1,057.44

# CITY OF CLEARWATER

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## Payments

Current Period: April 2020

### Fund Summary

	10100 LAKE CENTRAL BANK
651 STORM SEWER	\$1,487.50
603 REFUSE (GARBAGE) FUND	\$9.16
601 SEWER FUND	\$62,759.85
600 WATER FUND	\$27,992.03
416 SE AREA PROJECT	\$141.50
316 GO IMP BOND 2019	\$1,057.44
315 GO IMP BOND 2015	\$22,887.50
270 LOCAL OPTION SALES TAX	\$700.00
240 PARKS AND RECREATION	\$407.03
230 FIRE AND RESCUE	\$3,288.90
100 GENERAL FUND	\$62,218.81
	\$182,949.72

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$182,949.72
Total	\$182,949.72

**City of Clearwater, Minnesota**  
**Unaudited Cash Balances by Fund**  
**Cash Balance as of April 9th, 2020**

		Balance		YTD Change
	Fund	12/31/2019	4/9/2020	from 12/31/2019
100	General Fund	\$ 995,123.69	\$ 867,068.00	\$ (128,055.69)
200	Park Dedication Fee	227.71	227.87	0.16
230	Fire and Rescue	102,765.18	(4,823.90)	(107,589.08)
240	Parks and Recreation	2,901.97	(230.98)	(3,132.95)
250	Economic Dev. Authority	104,595.38	63,504.33	(41,091.05)
260	Small Cities Aid	32,549.65	32,569.54	19.89
270	Local Option Sales Tax	1,179,192.66	1,206,013.36	26,820.70
306	GO Imp Bond 2006-Refund 2012	1,262.29	-	(1,262.29)
309	GO Equip Certificates 2009	(36,466.92)	-	36,466.92
315	GO Imp Bond 2015	153,972.04	159,474.87	5,502.83
316	GO Imp Bond 2019	-	32,552.40	32,552.40
415	Streets Curbs	0.25	0.25	-
416	SE Area Project	139,698.18	105,902.77	(33,795.41)
420	Fire Capital Fund	(52,675.75)	0.48	52,676.23
430	Public Works Reserve Fund	308,688.63	308,852.57	163.94
600	Water Fund	676,509.50	665,610.11	(10,899.39)
601	Sewer Fund	710,042.74	777,270.28	67,227.54
603	Refuse (Garbage) Fund	(4,064.68)	(428.77)	3,635.91
651	Storm Sewer	45,468.95	40,964.13	(4,504.82)
800	Library	(2,635.74)	15,475.14	18,110.88
	<b>Total</b>	<b>\$ 4,357,155.73</b>	<b>\$ 4,270,002.45</b>	<b>\$ (87,153.28)</b>

**CLEARWATER CITY COUNCIL MEETING MINUTES  
REGULAR CITY COUNCIL MEETING  
MARCH 9, 2020**

**1. Call to Order and Pledge of Allegiance: 7:00 p.m. Council Chambers**

- Mayor Lawrence called the Clearwater City Council to order Monday, March 9, 2020 at 7:00 p.m. in the council chambers. Members present were Mayor Lawrence, Council Members Petty, Scott, Crandall, and Kruchten. Also present were members of the Public, Staff and Press.

**2. Approval of Agenda**

- **MOTION** by Crandall to approve the agenda as presented, seconded by Petty, all voted aye. **MOTION CARRIED.**

**3. Public Comment**

- None.

**4. Consent Agenda**

- a. **Claims/Accounts Payable in the Amount of \$153,018.18.**
- b. **Approval of 02-10-20 Regular City Council Meeting Minutes**
- c. **Res 2020-14 – Approving Temporary Gambling Permit**
- d. **Res 2020-15 – Accepting Donation to Fire Department**
- e. **Res 2020-16 – Approving 2019 Year-end Transfers**
- f. **Res 2020-17 – Approving Closure of Fund 309**
- g. **Res 2020-18 – Approving Contract Renewal – Tri-County Humane Society**
- **MOTION** by Kruchten to approve the Consent Agenda as presented, seconded by Crandall. Voting aye – Lawrence, Petty, Kruchten, Crandall. Abstained – Scott. **MOTION CARRIED 4-0.**

**5. Wright County Sheriff Deputy Report**

- Deputy's report given after items 6.a. and 6.b. below.
- Deputy Kroll provided a review of the monthly calls report. Member Scott asked about authority to enforce J-braking of trucks exiting I94. This is the responsibility of state patrol. Members did not have any other questions.

**6. Old Business**

**a. Utility Updates**

- Members reviewed the revised utility rate report from Finance Director Lindrud. Staff continues to recommend a rate increase. Members would like a projection showing revenues generated and an estimate of the average bill amount increase using various rate increases between 3-12% for water rates only. Staff will bring that for the next meeting. Members expressed appreciation for the good work done by Lindrud on the rate study.
- Members also discussed the impact of the WAC/SAC waiver program on utility revenues. Member Petty stated that the program reduces but does not eliminate these revenues. Administrator Smythe explained that her understanding from staff is that these fees are being waived for all new homes. Members requested that staff review meeting minutes, as there should be limits on this program. Will revisit at next meeting.

**b. Res 2020-23 – Authorizing PFA Loan Application for I94 Water Main Loop Project**

- **MOTION** by Crandall to approve, seconded by Lawrence. Voting aye – Crandall, Lawrence, Petty, Kruchten. Voting nay – Scott. **MOTION CARRIED 4-1.**

**c. I94 Pedestrian Crossing Update**

- Engineer Kannas explained to the Council that MnDot has agreed to add a requested crossing to their upcoming bridge project, however, the city would be responsible for the trail connection costs at either end of the bridge. The city also raised concerns about traffic issues near Kwik Trip, and asked that the city be allowed to participate in their design discussions. Members agreed that we should pursue further and make sure to consider our 2018 Transportation Plan. It was also noted that the city's Comprehensive Plan should be updated to incorporate the Transportation Plan.

**d. Business License Ordinance Discussion**

- Smythe recommended that this item be revisited at the April workshop meeting, as amendments are needed for the old ordinance before reviving. Examples, purpose statement for the ordinance, penalties for non-compliance, and updates related to specific business types, as suggested by Sheriff. Members agreed.

**7. New Business**

**a. Approving Support for Widening of I94**

- **MOTION** by Petty to approve being included in a letter of support for widening I94 between Albertville and Monticello, seconded by Crandall, all voted aye. **MOTION CARRIED.**

**b. Res 2020-19 – Approving Signatories for Municipal Accounts**

- **MOTION** to approve by Crandall, seconded by Scott, all voted aye. **MOTION CARRIED.**

**c. Res 2020-20 – Appointing Park Commission Member and Declaring Vacancy**

- Resolution amended to re-appoint both members Vasecka and Dufour and remove language about vacancy.
- **MOTION** by Scott to approve with the changes noted, seconded by Kruchten, all voted aye. **MOTION CARRIED.**
- Member Petty advised staff to post vacancies prior to the end of terms in future so that other interested people can apply. He acknowledged that the transition to new staff made that difficult in this case. Smythe noted that the city does have current vacancies on other Boards, if there are people interested in serving.

**d. Res 2020-21 – Approving Contract with Northland Securities**

- **MOTION** to approve by Lawrence, seconded by Crandall, all voted aye. **MOTION CARRIED.**

**e. Res 2020-22 – Approving Step Scale Amendment and Staff Promotion**

- **MOTION** to approve by Crandall, seconded by Kruchten, all voted aye. **MOTION CARRIED.**

**f. Authorizing Attorney Review**

- **MOTION** to approve by Lawrence, seconded by Scott, all voted aye. **MOTION CARRIED.**
- Additional discussion by Members of city's legal needs.
- **MOTION** by Scott to authorize an RFP for City Attorney, seconded by Kruchten, all voted aye. **MOTION CARRIED.**

**g. Res 2020-24 – Certifying Lien for Unpaid Charges**

- **MOTION** to approve by Petty, seconded by Crandall, all voted aye. **MOTION CARRIED.**

**h. Authorizing Fire Truck Repairs**

- Smythe explained that these repairs are needed as a result of damage incurred while assisting with the Becker metals facility fire. A claim will be submitted to Becker for the repairs.
- **MOTION** to approve by Petty, seconded by Crandall, all voted aye. **MOTION CARRIED.**
- Member Scott noted that he would like to see if we have mutual aid agreements. Smythe stated it is her understanding that we do.

## 8. Committee Reports

### a. Mayor and Council

- Mayor Lawrence updated that she plans to attend the LMC Legislative Conference March 19. Finance Director Lindrud will accompany her.
- The Mayor is also attending the quarterly Wright County Mayor's Association meeting in Monticello on March 11. Administrator Smythe will also attend.
- Member Kruchten stated that the Facility Needs Committee has not met yet. Staff will work with Kruchten to get this scheduled this spring.

### a. Boards

- Member Petty gave an overview of the recent Parks Commission meeting. The local disc golf organization has put together a 10-year plan for updating the course. They are requesting \$2,000 for improvements to the park for 2020. The 10-year plan and 2020 improvements requested was provided to Council.
- **MOTION** by Lawrence to approve the request for \$2,000 in improvements to Sportsman's Park for the disc golf course from the Local Option Sales Tax fund, seconded by Crandall, all voted aye. **MOTION CARRIED.**
- Petty noted that April Vasecka is the new Park Commission Chair for 2020.
- A question was raised at the Park Commission meeting about policy for paying members for activities outside of meetings. There were evidently some statements to members Vasecka and Scott that there would be pay for the many hours of work they provided on the Spring Street Park project last spring.
- **MOTION** by Petty to approve one extra payment of \$50 each for Park Commissioner Vasecka and Park Commissioner Scott for the work at Spring Street Park, seconded by Lawrence. Voting aye – Petty, Lawrence, Crandall, and Kruchten. Abstained – Scott. **MOTION CARRIED 4-0.**
- Members concurred that the general policy for Board stipends is that members will be paid the stipend for attendance at scheduled meetings. Any additional hours outside of scheduled meetings is on a volunteer basis.
- The City Council has adopted a policy that applies to Council attendance at outside activities. Staff will check, however, it is believed that pre-approval by the Council of any costs for attending outside activities is needed.

### b. Staff

- Smythe updated that the Presidential Primary Election is completed and that there were not any major issues. Smythe and Eckerman delivered results to Wright County.
- Smythe stated that progress is being made on re-establishing the EDA. There are some measures Council will need to take at a future meeting.
- Staff are awaiting a response from the sheriff for the next steps related to the missing records.

## 9. Other

### a. Next Meeting Date

- The next regular meeting will be March 23, 2020 at 6:00 p.m. to review the city's 2019 audit results.
- The next city workshop will be March 23, 2020 at 6:30 p.m. to discuss the fire contracts and personnel policy.
- Staff recommended an April workshop to discuss the Business License Ordinance and Rental Ordinances. Council will consider this at the April 13, 2020 regular meeting.

- Members asked for an update on Food Shelf agreement. This is still in progress.
- Members asked for an update on the code enforcement at the Pesola property. The city attorney was authorized to proceed with court action.

**10. Adjournment**

- **MOTION** to adjourn by Petty, seconded by Kruchten, all voted aye.
- Meeting adjourned at 8:42 p.m.

ATTEST

APPROVED

\_\_\_\_\_  
Annita M. Smythe, City Administrator

\_\_\_\_\_  
Andrea Lawrence, Mayor

DRAFT

**CLEARWATER CITY COUNCIL MEETING MINUTES**  
**EMERGENCY CITY COUNCIL MEETING**  
**MARCH 18, 2020**

**1. Call to Order: 8:00 a.m. Council Chambers**

- Mayor Lawrence called the Clearwater City Council to order Wednesday, March 18, 2020 at 8:05 a.m. in the council chambers. Members present in person were Mayor Lawrence, Council Members Petty, and Crandall. Member Scott was present by telephone. Member Kruchten was absent. Also present was Administrator Smythe.

**2. Emergency Declaration Under Mn Statutes Section 13D.021**

- Smythe explained that the emergency declaration by Governor Walz covered the city as a local unit of government under the state, so no additional declaration was needed. Members thought it was prudent to proceed just to be safe.
- **MOTION** by Scott to approve a local emergency declaration pursuant to Mn Statutes Section 13D.021, seconded by Crandall, all voted aye. **MOTION CARRIED.**

**3. Discussion of Emergency Processes and Procedures**

**a. Emergency Approval Authority**

- Smythe explained that it might be prudent to designate an emergency response team for instances when urgent action becomes necessary. An example given was the governor’s executive orders issued Monday night that required the city to take action, but an inability to get an emergency council meeting to address those issues until Wednesday. Smythe noted that the Fire Chief is in charge of 911 emergency response.
- **MOTION** by Petty to designate the Mayor, Vice Mayor, and City Administrator as the city’s Emergency Response Team, seconded by Crandall, all voted aye. **MOTION CARRIED.**

**b. Council Meetings**

- All meetings scheduled for this week and next week have been cancelled. Emergency Response Team to work out and test methods to conduct electronic meetings for the foreseeable future. The next scheduled Council meeting is April 13, 2020. We plan to have electronic meetings in place for that meeting.

**c. Advisory Board Meetings**

- All advisory board meetings have been cancelled through the end of month. Future meetings during the emergency will be held as needed following consultation with the Board Chair as to necessity. Any such meetings will be conducted electronically similar to City Council meetings.

**d. City Facility Closures**

- For the safety of staff and the public, city buildings will be closed to the public, but staff will continue to report to work. Some staff will be allowed to telecommute if needed based on health and other needs. Staff assembled a proposed outline of city needs and contacts for use during building closures.
- **MOTION** by Lawrence to adopt the attached proposed Building Closure Notice effective immediately, seconded by Crandall, all voted aye. **MOTION CARRIED.**
- Staff to notify business partners, staff, other government officials, and post to website/Facebook.

**e. Utility Bills**

- Smythe explained that Xcel Energy had shared their plans during the emergency to address resident income concerns due to business closures. Staff are wondering if the Council wishes to take any action related to city utility bills.
- There was some discussion of city revenue streams and how those might be impacted. The city does have the recommended 6 months of general fund reserves to continue our normal operations.

- **MOTION** by Lawrence to suspend water/sewer shut-offs and late fees but continue assessments until further notice, seconded by Scott, all voted aye. **MOTION CARRIED.**

**f. Rental Facilities**

- This agenda item was moot, as the governor’s executive order clarified that it also applied to community centers. The city’s rental facilities will be closed to the public until further notice, with the exception of the Food Shelf, which will continue to operate.

**g. Local Business Operations – City Code Section 117-724**

- Smythe explained that city ordinances prohibit drive-through and take out/curbside service for local restaurants unless they have a Conditional Use Permit. Given the governor’s executive order closing dine-in facilities, this would have a substantial impact on local businesses ability to continue operations.
- **MOTION** by Lawrence to suspend enforcement of Code Section 117-724 until further notice, subject to the condition that drive-through or take-out/curbside services do not create local traffic hazards, seconded by Petty, all voted aye. **MOTION CARRIED.**

**h. Sick Leave Policies**

- Members discussed concerns with staff coming to work either sick or after exposure to someone with COVID-19 because they either have insufficient PTO or don’t want to drain PTO balances. There was also concern about our ability to force people to take PTO if they aren’t actually sick but should be self-quarantined.
- There was further discussion about the city’s financial resources and ability to provide extended leave, along with discussion of working from home.
- **MOTION** by Lawrence to approve the following COVID-19 leave policy, seconded by Crandall:
  - If a staff member either tests positive for COVID-19 or is exposed to COVID-19 by someone living in their home, they may take COVID-19 extended paid leave for the 14 consecutive day quarantine period (10 paid work-days) before using PTO.
  - If a leave longer than 14 days is necessary, staff may use PTO or unpaid time off, or may work from home if in a job where telecommuting can be accommodated.
  - Documentation of the COVID-19 exposure is required to be provided to the City Administrator.
  - The leave policy is in effect until further notice.

Voting aye: Lawrence, Crandall, Petty. Voting nay: Scott. **MOTION CARRIED 3-1.**

**i. Other Items**

- Members noted that “until further notice” as regards to these emergency procedures means until the governor’s emergency order is rescinded, or these policies are rescinded by the City Council.
- The Emergency Response Team will work with members and staff to set up and test a method of electronic meetings. Member Crandall suggested use of Microsoft TEAMS as a possible option. He will work with emergency team to get this set up on devices and tested.

**4. Adjournment**

- **MOTION** to adjourn by Lawrence, seconded by Crandall, all voted aye.
- Meeting adjourned at 8:58 a.m.

ATTEST

APPROVED

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Annita M. Smythe, City Administrator

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Andrea Lawrence, Mayor

**CLEARWATER CITY COUNCIL MEETING MINUTES  
SPECIAL CITY COUNCIL MEETING  
APRIL 6, 2020**

**1. Call to Order: 7:00 a.m. via Zoom Web Conference**

- Following some technical difficulties, Mayor Lawrence called the Clearwater City Council to order Monday, April 6, 2020 at 8:15 a.m. via Zoom Web Conference. Members present via audio and video were Mayor Lawrence, Council Members Petty, Kruchten, and Crandall. Member Scott was present via audio only. Also present was Administrator Smythe and other staff.

**2. Test System**

- Smythe explained that members will need to identify themselves when speaking for the benefit of those with only an audio connection (public attendees). In addition, all motions voted on will need to be by roll call vote. Smythe will work with Mayor Lawrence to accommodate co-hosting, which will allow the mayor to recognize speakers.
- Smythe noted that public attendees will need to contact staff prior to the meeting to get login credentials. This is for security purposes. This information will be provided in the meeting notice. If public members want to speak outside of the public forum period, they will need to request permission from the mayor to do so. This may be done by texting or emailing Smythe during the meeting, possibly.
- Member Crandall offered to work with Member Scott to get his video issues addressed prior to the next meeting so all members will have a video connection.
- Smythe warned members that due to the cancellation of the most recent meetings, the agenda for April 13 is a little bit longer than usual. Members should also be prepared to discuss further measures, if necessary, related to the COVID-19 emergency. We will know before April 13 if the governor is extending his Stay at Home order beyond April 10, so we may need to take additional action.
- Member Kruchten asked if we had concerns about city revenues. Smythe noted that we are concerned about the possibility of lower water usage resulting in lower utility fee revenues, and we're also concerned about the possibility of property tax payments being delayed or delinquent.
- Mayor Lawrence stated that this and other questions should be discussed at the meeting April 13, as this meeting is posted for the software testing only. Members can also reach out to staff with any questions.

**3. Adjournment**

- **MOTION** to adjourn by Crandall, seconded by Kruchten, all voted aye by roll call.
- Meeting adjourned at 8:32 a.m.

ATTEST

APPROVED

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Annita M. Smythe, City Administrator

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Andrea Lawrence, Mayor

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

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. via Zoom Web Conference on Monday, April 13, 2020.

The following Council Members were present: Lawrence, Petty, Crandall, Kruchten, and Scott.

The following Council Members were absent: None

A motion to adopt the following resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION 2020-25  
APPROVING 3.2% OFF SALE LIQUOR LICENSE FOR COBORN'S INC.**

**WHEREAS**, the Deputy City Clerk of the City of Clearwater, Minnesota, acting as Local Liquor Licensing Authority, reviewed the establishment below for a new 3.2% Liquor License for the year 2020 at the location of 705 County Rd 75 NW, Clearwater, Minnesota:

Licensee	Address	Off Sale	On Sale	Sunday	Club
Coborns Inc. Coborns #2008	705 County Rd 75	X			

and

**WHEREAS**, upon compliance with all city/state liquor requirements the above liquor licenses shall be approved for the year 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the Clearwater City Council does hereby authorize the above identified liquor licenses upon approval from the Alcohol and Gambling Enforcement Division through December 31<sup>st</sup>, 2020.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 13<sup>th</sup> day of April, 2020.

ATTEST:

APPROVED BY:

\_\_\_\_\_  
Annita M. Smythe, City Administrator

\_\_\_\_\_  
Andrea Lawrence, Mayor



**To: Honorable Mayor Lawrence and Members of the Clearwater City Council**

**From: Elizabeth Lindrud, Finance Director**

**Date: April 13, 2020**

**Re: Closure of Library Fund**

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**Background**

Historically the Library revenues and expenditures have been recorded in agency fund 800. Per GASB Statement No. 84 these activities must now be recorded within the General Fund as the Library Fund does not meet the criteria of a fiduciary fund or custodial fund. A separate department code has been created within the General Fund to track revenues and expenditures related to the Library, similar to how the City tracks other general government department activities.

The expenditures that have been recorded in the Library Fund have been reclassified to the General Fund. However, a transfer of the remaining \$7,722.91 cash balance will need to be made to the General Fund to close out the Library Fund.

**Recommendation**

Staff recommends that Council approve the transfer of \$7,722.91 from the Library Fund to the General Fund so that the City will comply with GASB Statement No. 84.

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

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. via Zoom Web Conference on Monday, April 13, 2020.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION 2020-27  
APPROVING RECLASSIFICATION OF FUND 800**

**WHEREAS**, the City held agency fund 800 for the Library; and

**WHEREAS**, the Library Fund does not meet the criteria of a fiduciary fund or custodial fund per GASB Statement No. 84; and

**WHEREAS**, the Library revenues and expenditures can be recorded within a Library Department Code in the General Fund; and

**WHEREAS**, the fund has a balance of \$7,722.91; and

**WHEREAS**, staff recommends transferring \$7,722.91 from Library Fund 800 to General Fund 100 and the closing of Fund 800.

**NOW, THEREFORE, BE IT RESOLVED**, that the Clearwater City Council hereby approves the transfer of \$7,722.91 from Fund 800 to Fund 100 and the subsequent closure of Fund 800.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 13<sup>th</sup> day of April, 2020.

ATTEST:

APPROVED BY:

\_\_\_\_\_  
Annita M. Smythe, City Administrator

\_\_\_\_\_  
Andrea Lawrence, Mayor



# Wright County Sheriff's Office

Sheriff Sean Deringer

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



Clearwater Monthly Report 2020

Printed on April 1, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 1</b>					
03/26/20 17:22	911 Hang-up	2020024138			911
<b>911 Open Line Total: 3</b>					
03/01/20 22:22	911 Open Line	2020017459			911
03/05/20 11:19	911 Open Line	2020018614			911
03/12/20 15:50	911 Open Line	2020020955			911
<b>911 Open Line; Medical - Unknown Total: 1</b>					
03/20/20 18:21	911 Open Line; Medical	2020023110	Disorderly	WP20008567	911
<b>Abandoned Vehicle Total: 1</b>					
03/03/20 12:35	Abandoned Vehicle	2020017957	Abandoned Vehicle	WP20006741	Phone
<b>Agency Assist Total: 2</b>					
03/02/20 15:02	Agency Assist	2020017669	Probation Check	WP20006662	Phone
03/18/20 11:59	Agency Assist	2020022623	Lost - Found Property	WP20008405	Phone
<b>Alarm Total: 1</b>					
03/27/20 16:42	Alarm	2020024349	Alarm	WP20009092	Phone
<b>Animal Total: 2</b>					
03/21/20 19:54	Animal	2020023308	Animal	WP20008652	Phone
03/27/20 02:08	Animal	2020024222			Phone
<b>Animal - Barking Dog Total: 2</b>					
03/14/20 07:14	Animal - Barking Dog	2020021447	Animal - Barking Dog	WP20007965	Phone
03/14/20 15:38	Animal - Barking Dog	2020021547	Animal - Barking Dog	WP20008007	Phone
<b>Burglary Total: 1</b>					
03/21/20 20:35	Burglary	2020023312	Burglary	WP20008655	Phone
<b>Check Welfare Total: 7</b>					
03/03/20 07:42	Check Welfare	2020017872	Check Welfare	WP20006720	911
03/08/20 18:50	Check Welfare	2020019702	Check Welfare	WP20007332	Officer
03/13/20 15:11	Check Welfare	2020021234	Check Welfare	WP20007888	Phone
03/13/20 19:18	Check Welfare	2020021315	Check Welfare	WP20007920	911
03/15/20 02:39	Check Welfare	2020021802	Check Welfare	WP20008079	Phone
03/18/20 16:52	Check Welfare	2020022683	Check Welfare	WP20008428	911
03/27/20 12:06	Check Welfare	2020024282	Check Welfare	WP20009066	911
<b>Citizen Aid Total: 1</b>					
03/25/20 15:20	Citizen Aid	2020023942	Citizen Aid	WP20008918	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Civil Complaint Total: 10</b>					
03/03/20 14:38	Civil Complaint	2020018004			Phone
03/04/20 05:52	Civil Complaint	2020018208	Civil Complaint	WP20006825	Phone
03/15/20 15:14	Civil Complaint	2020021916	Civil Complaint	WP20008120	Phone
03/15/20 17:35	Civil Complaint	2020021944			911
03/17/20 11:24	Civil Complaint	2020022371	Civil Complaint	WP20008311	Phone
03/24/20 17:31	Civil Complaint	2020023811	Civil Complaint	WP20008875	Phone
03/25/20 16:27	Civil Complaint	2020023956	Civil Child Custody	WP20008924	Phone
03/26/20 21:36	Civil Complaint	2020024201	Civil Complaint	WP20009038	Phone
03/31/20 12:00	Civil Complaint	2020025045	Civil Complaint	WP20009357	Phone
03/31/20 16:27	Civil Complaint	2020025105	Civil Complaint	WP20009381	Phone
<b>Commercial General Alarm Total: 1</b>					
03/01/20 12:59	Commercial General	2020017330	Commercial General Alarm	WP20006534	Phone
<b>Court Order Violation Total: 4</b>					
03/03/20 08:56	Court Order Violation	2020017891	Court Order Violation	WP20006726	Phone
03/11/20 12:34	Court Order Violation	2020020540	Court Order Violation	WP20007657	Phone
03/17/20 11:27	Court Order Violation	2020022373	Court Order Violation	WP20008313	Phone
03/27/20 13:53	Court Order Violation	2020024300	Court Order Violation	WP20009074	Phone
<b>Criminal Damage to Property Total: 1</b>					
03/15/20 18:29	Criminal Damage to	2020021958	Criminal Damage to Property	WP20008138	Phone
<b>Domestic Disturbance Total: 1</b>					
03/15/20 16:51	Domestic Disturbance	2020021931	Domestic Disturbance	WP20008126	Phone
<b>Drugs Total: 2</b>					
03/06/20 10:02	Drugs	2020018893	Drugs	WP20007064	Phone
03/12/20 20:54	Drugs	2020021046	Drugs	WP20007823	Phone
<b>Dumping Total: 1</b>					
03/21/20 12:51	Dumping	2020023229	Citizen Aid	WP20008620	Phone
<b>Executive Order Total: 1</b>					
03/30/20 14:08	Executive Order	2020024871	Executive Order	WP20009288	
<b>Fire - Burn Permit Total: 1</b>					
03/05/20 07:12	Fire - Burn Permit	2020018545			Phone
<b>Found Person Total: 1</b>					
03/14/20 07:28	Found Person	2020021449	Juvenile - Complaint	WP20007966	911
<b>Fraud - Internet Total: 1</b>					
03/26/20 12:14	Fraud - Internet	2020024072	Juvenile - Complaint	WP20008980	911
<b>Info Total: 1</b>					
03/15/20 02:37	Info	2020021800			Phone
<b>Intoxicated Person Total: 2</b>					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/04/20 18:29	Intoxicated Person	2020018408	Intoxicated Person	WP20006890	911
03/30/20 00:54	Intoxicated Person	2020024776	Intoxicated Person	WP20009242	Phone
<b>Medical - Abdominal Pain Total: 1</b>					
03/11/20 11:36	Medical - Abdominal	2020020528	Medical - Abdominal Pain	WP20007648	Phone
<b>Medical - Breathing Problems Total: 1</b>					
03/08/20 13:31	Medical - Breathing	2020019601	Medical - Breathing Problems	WP20007299	911
<b>Medical - Choking Total: 1</b>					
03/26/20 14:24	Medical - Choking	2020024101			911
<b>Medical - Diabetic Total: 1</b>					
03/17/20 04:30	Medical - Diabetic	2020022294	Citizen Aid	WP20008275	911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
03/20/20 00:02	Medical - Fall Under 6	2020022964	Medical - Fall Under 6 Feet	WP20008520	911
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
03/03/20 14:51	Medical - Psychiatric -	2020018015	Medical - Psychiatric -	WP20006760	Phone
03/11/20 03:17	Medical - Psychiatric -	2020020440	Medical - Psychiatric -	WP20007613	Phone
<b>Medical - Sick Total: 2</b>					
03/12/20 21:19	Medical - Sick	2020021053	Medical - Sick	WP20007826	911
03/23/20 03:11	Medical - Sick	2020023497			911
<b>MVA - Hit &amp; Run Total: 1</b>					
03/13/20 06:40	MVA - Hit & Run	2020021104	Info	WP20007841	
<b>MVA - No Injuries Total: 4</b>					
03/03/20 07:54	MVA - No Injuries	2020017876			911
03/09/20 23:06	MVA - No Injuries	2020020121	MVA - No Injuries	WP20007503	
03/13/20 09:30	MVA - No Injuries	2020021141	MVA - No Injuries	WP20007850	
03/13/20 19:15	MVA - No Injuries	2020021313	MVA - No Injuries	WP20007919	
<b>Off-Road Vehicle Complaint Total: 1</b>					
03/25/20 15:46	Off-Road Vehicle	2020023946	Off-Road Vehicle Complaint	WREC20008920	Phone
<b>Ordinance Violation Total: 1</b>					
03/08/20 11:46	Ordinance Violation	2020019579	Ordinance Violation	WPRK20007291	
<b>Parking Total: 1</b>					
03/01/20 23:34	Parking	2020017471	Parking	WP20006586	
<b>Phone Call Total: 2</b>					
03/16/20 19:58	Phone Call	2020022241			
03/17/20 17:26	Phone Call	2020022464			Other
<b>SIA Area Watch Total: 15</b>					
03/02/20 22:28	SIA Area Watch	2020017807			
03/08/20 01:12	SIA Area Watch	2020019506			
03/08/20 22:02	SIA Area Watch	2020019758			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/09/20 21:43	SIA Area Watch	2020020101			
03/14/20 01:17	SIA Area Watch	2020021424			
03/19/20 22:44	SIA Area Watch	2020022951			
03/24/20 20:42	SIA Area Watch	2020023850			
03/24/20 23:35	SIA Area Watch	2020023859			
03/25/20 20:28	SIA Area Watch	2020023989			
03/26/20 17:41	SIA Area Watch	2020024144			
03/26/20 19:15	SIA Area Watch	2020024168			
03/26/20 20:33	SIA Area Watch	2020024185			
03/26/20 23:41	SIA Area Watch	2020024209			
03/27/20 00:10	SIA Area Watch	2020024215			
03/27/20 01:41	SIA Area Watch	2020024220			

### SIA Business Walk Through Total: 4

03/08/20 23:56	SIA Business Walk	2020019781			
03/10/20 19:39	SIA Business Walk	2020020362			
03/24/20 23:50	SIA Business Walk	2020023862			
03/31/20 11:11	SIA Business Walk	2020025039			

### SIA Door Check Total: 2

03/02/20 01:38	SIA Door Check	2020017489			
03/08/20 22:31	SIA Door Check	2020019768			

### SIA Foot Patrol Total: 1

03/30/20 22:02	SIA Foot Patrol	2020024957			
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### SIA Other Total: 1

03/19/20 17:31	SIA Other	2020022900	Traffic Stop	WP20008501	
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### SIA Parks Total: 8

03/02/20 16:22	SIA Parks	2020017690			
03/06/20 14:35	SIA Parks	2020018977			
03/08/20 11:35	SIA Parks	2020019575			
03/09/20 16:18	SIA Parks	2020020008			
03/12/20 13:08	SIA Parks	2020020898			
03/14/20 22:42	SIA Parks	2020021731			
03/19/20 11:35	SIA Parks	2020022811			
03/25/20 08:05	SIA Parks	2020023883			

### Stolen - Vehicle Total: 1

03/24/20 04:40	Stolen - Vehicle	2020023695	Stolen - Vehicle	WP20008803	911
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### Suspicious - Circumstances Total: 3

03/03/20 16:43	Suspicious -	2020018067			Phone
03/11/20 06:31	Suspicious -	2020020458	Suspicious - Circumstances	WP20007619	Phone
03/12/20 21:10	Suspicious -	2020021050	Suspicious - Circumstances	WP20007825	Phone

### Suspicious - Person - Vehicle Total: 3

03/08/20 23:34	Suspicious - Person -	2020019777	Suspicious - Person - Vehicle	WP20007369	Phone
03/25/20 23:12	Suspicious - Person -	2020024009	Suspicious - Person - Vehicle	WP20008952	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/26/20 00:28	Suspicious - Person -	2020024018	Suspicious - Person - Vehicle	WP20008954	Officer
<b>Theft Total: 1</b>					
03/01/20 20:28	Theft	2020017435	Theft	WP20006574	Phone
<b>Theft - From Vehicle; Suspicious - Circumstances Total: 1</b>					
03/13/20 21:54	Theft - From Vehicle;	2020021367	Suspicious - Circumstances	WP20007934	911
<b>Theft - Gas Drive Off Total: 2</b>					
03/07/20 08:39	Theft - Gas Drive Off	2020019235			Phone
03/27/20 11:51	Theft - Gas Drive Off	2020024280	Theft - Gas Drive Off	WP20009065	Phone
<b>Theft - Shoplifting Total: 3</b>					
03/05/20 07:44	Theft - Shoplifting	2020018555	Civil Complaint	WP20006936	Phone
03/18/20 17:54	Theft - Shoplifting	2020022695	Theft - Shoplifting	WP20008434	Phone
03/24/20 13:17	Theft - Shoplifting	2020023760	Theft - Shoplifting	WP20008847	Phone
<b>Threats Total: 2</b>					
03/04/20 12:30	Threats	2020018290	Threats	WP20006848	Phone
03/15/20 01:34	Threats	2020021787	Threats	WP20008072	Phone
<b>Traffic - Complaint Total: 1</b>					
03/29/20 18:53	Traffic - Complaint	2020024723			Phone
<b>Traffic - Complaint; Check Welfare Total: 1</b>					
03/01/20 07:36	Traffic - Complaint;	2020017240	Traffic - Complaint	WP20006501	911
<b>Traffic Stop Total: 38</b>					
03/01/20 01:32	Traffic Stop	2020017178			Officer
03/01/20 18:01	Traffic Stop	2020017397			Officer
03/01/20 18:12	Traffic Stop	2020017400			Officer
03/01/20 19:23	Traffic Stop	2020017413			Officer
03/01/20 19:35	Traffic Stop	2020017420			Officer
03/01/20 19:40	Traffic Stop	2020017423			Officer
03/02/20 16:28	Traffic Stop	2020017692	Drugs	WP20006669	Officer
03/03/20 13:02	Traffic Stop	2020017969			Officer
03/03/20 18:52	Traffic Stop	2020018111			Officer
03/03/20 19:02	Traffic Stop	2020018115			Officer
03/03/20 19:53	Traffic Stop	2020018126			Officer
03/03/20 20:40	Traffic Stop	2020018138			Officer
03/03/20 21:45	Traffic Stop	2020018153			Officer
03/04/20 22:26	Traffic Stop	2020018475	Traffic Stop	WP20006910	Officer
03/05/20 05:45	Traffic Stop	2020018532			Officer
03/05/20 11:21	Traffic Stop	2020018615			Officer
03/05/20 22:12	Traffic Stop	2020018779			Officer
03/06/20 22:46	Traffic Stop	2020019154			Officer
03/07/20 18:22	Traffic Stop	2020019391	Traffic Stop	WP20007232	Officer
03/08/20 19:10	Traffic Stop	2020019711			Officer
03/08/20 20:10	Traffic Stop	2020019723			Officer
03/08/20 20:28	Traffic Stop	2020019729			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/08/20 21:02	Traffic Stop	2020019738			Officer
03/09/20 18:10	Traffic Stop	2020020039	Traffic Stop	WP20007470	Officer
03/09/20 20:20	Traffic Stop	2020020078			Officer
03/09/20 22:11	Traffic Stop	2020020108			Officer
03/10/20 16:49	Traffic Stop	2020020311			Officer
03/10/20 16:59	Traffic Stop	2020020315			Officer
03/11/20 18:39	Traffic Stop	2020020652			Officer
03/12/20 17:59	Traffic Stop	2020021006			Officer
03/12/20 18:09	Traffic Stop	2020021013			Officer
03/13/20 13:10	Traffic Stop	2020021192			Officer
03/14/20 19:22	Traffic Stop	2020021643			Officer
03/14/20 20:46	Traffic Stop	2020021689			Officer
03/15/20 20:01	Traffic Stop	2020021979			Officer
03/15/20 23:30	Traffic Stop	2020022013			Officer
03/17/20 08:04	Traffic Stop	2020022312			Officer
03/17/20 08:48	Traffic Stop	2020022326	Traffic Stop	WP20008291	Officer

**Traffic Stop ; Court Order Violation Total: 1**

03/20/20 15:48	Traffic Stop ; Court	2020023082	Court Order Violation	WP20008554	Officer
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**Warrant - Arrest Total: 2**

03/10/20 20:27	Warrant - Arrest	2020020375	Warrant - Arrest	WP20007592	Phone
03/25/20 14:30	Warrant - Arrest	2020023938	Warrant - Arrest	WCVL20008915	Officer

**Total Records: 158**



**To: Honorable Mayor Lawrence and Members of the Clearwater City Council**

**From: Annita M. Smythe, City Administrator**

**Date: April 13, 2020**

**Re: Growth Incentive Program/Economic Assistance Program**

---

**Background/Timeline**

In 2013, the Clearwater EDA and City Council began discussions about an incentive program that was intended to spur housing growth in the city. The incentive would include a waiver of up to \$10,000 for WAC/SAC fees and 2<sup>nd</sup> Water Meter fees for each of the first three homes built each year, up to \$10,000. The homes would need to exceed \$160,000 in value. The incentive program was discussed in more detail at a workshop conducted 06/05/2103, however, I am unable to locate any meeting minutes in 2013 where a motion or resolution was approved to implement the program.

In December 2013, the City Council adopted Resolution 2013-64, extending the incentive program for 2014 even though the program does not appear to have been formally approved by Council for 2013. The program is now being called the Growth Incentive Program.

At the 01/20/2015 City Council Meeting, the City Council approved the continuation of the Growth Incentive Program for 2015 through the Consent Agenda with no changes.

In 2016, the City Council approved Resolution 2016-08, which extended the Growth Incentive Program for 2016, but modified it to cover only WAC/SAC charges for the first three homes built in 2016.

In 2017, the City Council approved Resolution 2017-03 extending the Growth Incentive Program for 2017.

At the February 12, 2018 meeting, the City Council discussed expanding the WAC/SAC waiver program for Progressive Builders. Discussion was tabled. Following several months of discussion, on July 9, 2018, the City Council approved some type of Economic Assistance Program for WAC/SAC fees, with some changes. The meeting minutes do not reflect what those changes were. As a result, I don't know what the Council actually approved.

At the present time, the city staff are waiving WAC/SAC charges for all new homes built in the city and are reimbursing those waived fees to the water and sewer funds by taking funds at the end of each year from the EDA fund.

## **Issues**

City staff have several concerns about this program.

We are seeing a decent amount of new home permits being issued each year (around 15-20). It is unclear if this construction is related to the WAC/SAC waiver program or not. With the strong economy over the last several years, it is questionable whether or not this incentive is still needed to encourage home building.

In addition, because the waiver is being funded by transfers from the EDA fund, which are levied funds, the program results in current residents and businesses subsidizing costs for new home builders.

Staff also question the continuation of a program that was originally established by the EDA based on studies from 2013 when there currently is not an EDA Board available to advise the Council on the necessity for the program's continuation.

Finally, there is a lack of clarity among the staff and current City Council members over what was ultimately approved in 2018 and how it should be administered.

## **Action Requested**

Staff are requesting that the City Council consider if the program should be continued for 2020, and if so, what the parameters are for an applicant to receive the WAC/SAC waivers.



**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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Fax: (320) 231-9710  
Bolton-Menk.com

## MEMORANDUM

**Date:** April 9, 2020  
**To:** Honorable Mayor Lawrence-Wheeler and Members of the City Council  
City of Clearwater, Minnesota  
**From:** Justin L. Kannas, P.E., City Engineer  
**Subject:** Watermain Improvements (I94 Watermain Loop Crossing)  
City of Clearwater  
Project No.: R16.114963

Plans and specifications have been completed for the I94 Watermain Loop Crossing project. The plans and specifications have been submitted to the Minnesota Department of Health for approval. Also, all PFA documents have been submitted. Additionally, plans and permit applications have been submitted to MnDOT and Wright County. The last remaining easement has also been obtained.

Attached are the plans. A full copy of the specification is available upon request. An overhead fill station at the public works building has been added to the project design. The fill station will provide a centralized location for the City to track and sell water to tanker trucks. Other benefits include a secure location with security cameras, safely keeping trucks off of roadways while filling, eliminating the need to operate hydrants for filling, and being able to accurately meter and bill water usage. Below are total estimated project costs based upon the completed final design and final estimated quantities.

Engineer's Estimate for Construction Costs -	\$987,000
Contingency (5%) -	\$49,000
<u>Engineering &amp; Administration (20%) -</u>	<u>\$207,000</u>
Total Project Budget -	\$1,243,000

If the Council would like to continue proceeding with this project, the next step would be to approve the plans and authorize us to advertise and receive bids for the project. Upon receiving bids, the City would have 60 days to either reject all bids or award a contract to the lowest responsible bidder. Following is an estimated project schedule:

- 1) Project Bidding – April/May 2020
- 2) Award Contract – June 2020
- 3) Substantial Completion – November 2020
- 4) Final Completion – June 2021

If you have any questions, please feel free to contact me at (320) 905-2704 or [justin.kannas@bolton-menk.com](mailto:justin.kannas@bolton-menk.com).

JLK/jk

# CITY OF CLEARWATER

## CONSTRUCTION PLANS FOR

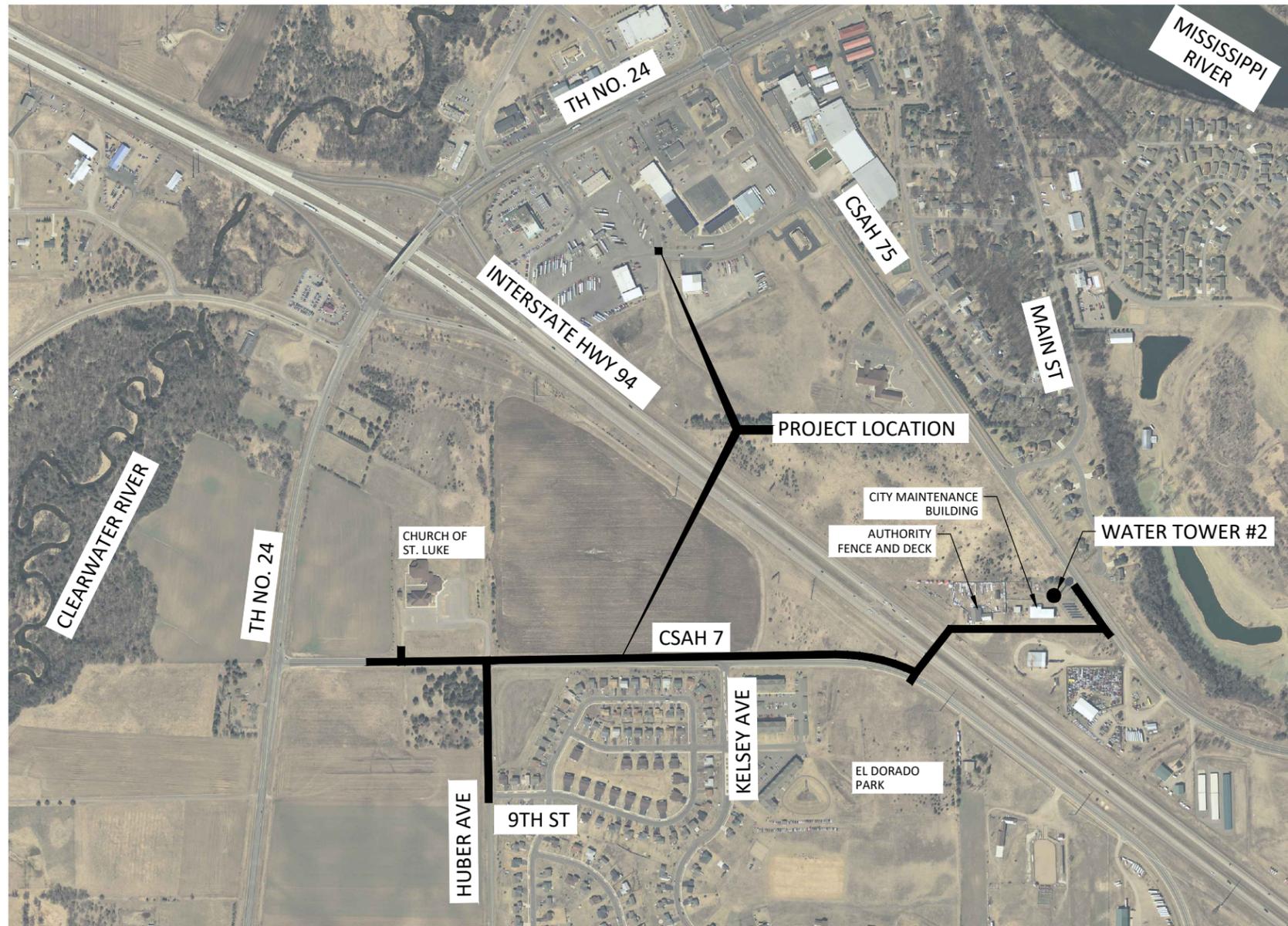
# WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS

TRUNK WATERMAIN LOOP CONNECTION  
March, 2020

### PROJECT LOCATION



CITY: CLEARWATER  
COUNTY: WRIGHT



MAP OF THE  
CITY OF CLEARWATER  
WRIGHT COUNTY, MN

SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01 - G0.03	TITLE SHEET, LEGEND, STATEMENT OF ESTIMATED QUANTITIES
CIVIL	
C0.01 - C0.02	EXISTING CONDITIONS, REMOVALS PLAN
C1.01 - C1.04	TYPICAL SECTION, DETAILS
C2.01 - C2.06	EROSION CONTROL PLAN, SWPPP, EROSION CONTROL DETAILS
C4.01 - G4.11	WATERMAIN PLAN & PROFILE
C6.01	STREET REPAIR AND RESTORATION
C7.01-C7.03	TRAFFIC CONTROL
S1.01	STRUCTURAL PLANS
THIS PLAN SET CONTAINS 31 SHEETS.	

### RESOURCE LIST

**CITY OF BUFFALO**  
City Hall  
605 County Road 75 NW  
Clearwater, MN 55320

**GAS**  
Xcel Energy - St. Cloud  
3515 3rd Street N  
St. Cloud, MN 56303  
Donald Hummer  
320-255-8630

**COMMUNICATIONS**  
City Administrator  
Annita Smythe

**COMMUNICATIONS**  
Frontier Communications  
205 Central Ave, S  
Milaca, MN 56353  
Allan Best  
262-717-5041

**COMMUNICATIONS**  
City Council Member:  
Kris Crandall  
Richard Petty  
Wayne Kruchten  
Vern Scott

**COMMUNICATIONS**  
Midcontinent Communications  
402 Red River Ave. N #5  
Cold Spring, MN 56320  
Derrick Abraham  
320-980-3523

**UTILITIES**

**ELECTRIC**  
Xcel Energy - St. Cloud  
St. Cloud, MN 56303  
Cory Williams  
320-656-2428

I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Justin L. Kannas*  
Justin L. Kannas

License Number 45055 Date 3-26-2020

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Justin L. Kannas*  
Justin L. Kannas  
LIC. NO. 45055 DATE 3/26/2020



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RAMSEY, MINNESOTA 55303  
Phone: (763) 433-2851  
Email: Ramsey@bolton-menk.com  
www.bolton-menk.com



DESIGNED	NO.	REVISION	DATE
JDP		MDH	3/26/2020
DRAWN			
BIC			
CHECKED			
JLK			
CLIENT PROJ. NO.			
R16.114693			

± BM=1007.86 TOP NUT HYDRANT NEAR WATER TOWER NO. 2	PROJECT DATUM:	RECORD DRAWING INFORMATION OBSERVER: CONTRACTOR: DATE:
	HORIZONTAL:	
	VERTICAL:	
CITY OF CLEARWATER, MINNESOTA		SHEET
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS		G0.01
TITLE SHEET		

**EXISTING TOPOGRAPHIC SYMBOLS**

	ACCESS GRATE		SIGN TRAFFIC
	AIR CONDITION UNIT		SIGNAL CONTROL CABINET
	ANTENNA		SOIL BORING
	AUTO SPRINKLER CONNECTION		SIREN
	BARRICADE PERMANENT		TELEPHONE BOOTH
	BASKETBALL POST		TILE INLET
	BENCH		TILE OUTLET
	BIRD FEEDER		TILE RISER
	BUSH-DECIDUOUS		TRANSFORMER-ELECTRIC
	CATCH BASIN RECTANGULAR CASTING		TREE-CONIFEROUS
	CATCH BASIN CIRCULAR CASTING		TREE-DEAD
	CURB STOP		TREE-DECIDUOUS
	CLEAN OUT		TREE STUMP
	CULVERT END		TRAFFIC ARM BARRIER
	DRINKING FOUNTAIN		TRAFFIC SIGNAL
	DOWN SPOUT		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VENT PIPE
	GRILL		WATER SPIGOT
	GUY WIRE ANCHOR		WELL
	HANDHOLE		WETLAND DELINEATED MARKER
	HANDICAP SPACE		WETLAND
	IRRIGATION SPRINKLER HEAD		YARD LIGHT
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	ORDER MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-LIGHT		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		
	REGULATION STATION GAS		
	SATELLITE DISH		

**PROPOSED TOPOGRAPHIC SYMBOLS**

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW

**SURVEY SYMBOLS**

	BENCH MARK LOCATION
	CONTROL POINT
	MONUMENT IRON FOUND
	CAST IRON MONUMENT

**EXISTING TOPOGRAPHIC LINES**

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

**SURVEY LINES**

	CONTROLLED ACCESS BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE

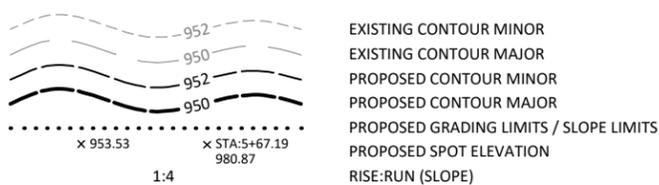
**EXISTING UTILITY LINES**

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE

**PROPOSED UTILITY LINES**

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING

**GRADING INFORMATION**



**HATCH PATTERNS**

	BITUMINOUS		GRAVEL
	CONCRETE		

**EXISTING PRIVATE UTILITY LINES**

NOTE:  
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

**UTILITIES IDENTIFIED WITH A QUALITY LEVEL OTHER THAN D:**

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL  
EXAMPLE: UNDERGROUND GAS, QUALITY LEVEL A  
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-02.

**UTILITY QUALITY LEVELS:**

LEVEL D - INFORMATION COMES SOLELY FROM EXISTING UTILITY RECORDS.

LEVEL C - SURVEYING ABOVE GROUND UTILITY FACILITIES, SUCH AS MANHOLES, VALVE BOXES, ETC; AND CORRELATING THIS INFORMATION WITH EXISTING UTILITY RECORDS.

LEVEL B - THE USE OF SURFACE GEOPHYSICAL TECHNIQUES TO DETERMINE THE EXISTENCE AND HORIZONTAL POSITION OF UNDERGROUND UTILITIES.

LEVEL A - THE USE OF NONDESTRUCTIVE DIGGING EQUIPMENT AT HORIZONTAL AND VERTICAL POSITION OF UNDERGROUND UTILITIES, AS WELL AS THE TYPE, SIZE, CONDITION, MATERIAL, AND OTHER CHARACTERISTICS.

**ABBREVIATIONS**

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	SAN	SANITARY SEWER
ADJ	ADJUST	GU	GUTTER	SCH	SCHEDULE
ALT	ALTERNATE	GV	GATE VALVE	SERV	SERVICE
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SHLD	SHOULDER
BIT	BITUMINOUS	HH	HANDHOLE	STA	STATION
BLDG	BUILDING	HP	HIGH POINT	STD	STANDARD
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STM	STORM SEWER
BR	BEGIN RADIUS	HYD	HYDRANT	TC	TOP OF CURB
BV	BUTTERFLY VALVE	I	INVERT	TCE	TEMPORARY CONSTRUCTION EASE
CB	CATCH BASIN	K	CURVE COEFFICIENT	TEMP	TEMPORARY
C&G	CURB AND GUTTER	L	LENGTH	TNH	TOP NUT HYDRANT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TYP	TYPICAL
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	VCP	VITRIFIED CLAY PIPE
CL	CENTER LINE	LT	LEFT	VERT	VERTICAL
CL	CLASS	MH	MANHOLE	VPC	VERTICAL POINT OF CURVE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VPI	VERTICAL POINT OF INTERSECTION
C.O.	CHANGE ORDER	MR	MID RADIUS	VPT	VERTICAL POINT OF TANGENT
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	WM	WATERMAIN
CON	CONCRETE	NMC	NON-METALLIC CONDUIT		
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE		
CULV	CULVERT	NWL	NORMAL WATER LEVEL	AC	ACRES
DIA	DIAMETER	OHW	ORDINARY HIGH WATER LEVEL	CF	CUBIC FEET
DIP	DUCTILE IRON PIPE	PC	POINT OF CURVE	CV	COMPACTED VOLUME
DWY	DRIVEWAY	PCC	POINT OF COMPOUND CURVE	CY	CUBIC YARD
E	EXTERNAL CURVE DISTANCE	PED	PEDESTRIAN, PEDESTAL	EA	EACH
EASE	EASEMENT	PERF	PERFORATED PIPE	EV	EXCAVATED VOLUME
ELEC	ELECTRIC	PERM	PERMANENT	LB	POUND
ELEV	ELEVATION	PI	POINT OF INTERSECTION	LF	LINEAR FEET
EOF	EMERGENCY OVERFLOW	PL	PROPERTY LINE	LS	LUMP SUM
ER	END RADIUS	PRC	POINT OF REVERSE CURVE	LV	LOOSE VOLUME
EX	EXISTING	PT	POINT OF TANGENT	SF	SQUARE FEET
FES	FLARED END SECTION	PVC	POLYVINYL CHLORIDE PIPE	SV	STOCKPILE VOLUME
F-F	FACE TO FACE	PVMT	PAVEMENT	SY	SQUARE YARD
FF	FINISHED FLOOR	R	RADIUS		
F&I	FURNISH AND INSTALL	RCP	REINFORCED CONCRETE PIPE		
FM	FORCEMAIN	RET	RETAINING		
FO	FIBER OPTIC	ROW	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RSC	RIGID STEEL CONDUIT		
GRAN	GRANULAR	RT	RIGHT		

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*Justin L. Kannas*  
Justin L. Kannas  
LIC. NO. 45055 DATE 3/26/2020



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R16.114693			

CITY OF CLEARWATER, MINNESOTA	
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS	
LEGEND	

SHEET  
**GO.02**

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**STATEMENT OF ESTIMATED QUANTITIES**

ITEM NUMBER	MN/DOT SPEC	ITEM	NOTES	NOTES	UNIT	ESTIMATED QUANTITY
1	2021.501	MOBILIZATION			LUMP SUM	1
2	2101.501	CLEARING			TREE	5
3	2101.507	GRUBBING			TREE	5
4	2104.501	REMOVE CURB & GUTTER			LIN FT	20
5	2104.501	REMOVE WATER MAIN			LIN FT	5
6	2104.502	SALVAGE HYDRANT & VALVE			EACH	1
7	2104.503	SALVAGE FLARED END SECTION			EACH	5
8	2104.503	SALVAGE PIPE CULVERT			LF	102
9	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)			LIN FT	310
10	2104.523	SALVAGE SIGN			EACH	4
11	2105.501	COMMON EXCAVATION (EV) (P)			CU YD	535
12	2118.501	AGGREGATE SURFACING CLASS 5 (CV)			TON	545
13	2118.501	SALVAGE AGGREGATE FROM STOCKPILE (CV)			TON	268
14	2123.510	COMMON LABORERS			HR	5
15	2123.510	3.0 CU YD SHOVEL			HR	5
16	2123.510	DOZER			HR	5
17	2123.510	12 CU YD TRUCK			HR	5
18	2123.510	3.0 CU YD FRONT END LOADER			HR	5
19	2123.510	SKID LOADER			HR	5
20	2231.604	BITUMINOUS PATCH SPECIAL			SQ YD	300
21	2503.603	30" HDPE PIPE SEWER-DIRECTIONAL DRILLED			LIN FT	805
22	2504.602	CONNECT TO EXISTING WATER MAIN			EACH	6
23	2504.602	12" GATE VALVE & BOX			EACH	12
24	2504.602	8" GATE VALVE & BOX			EACH	3
25	2504.602	6" GATE VALVE & BOX			EACH	14
26	2504.602	HYDRANT			EACH	12
27	2504.602	1.5" CORPORATION STOP			EACH	1
28	2504.602	1.5" CURB STOP & BOX			EACH	1
29	2504.603	1.5" WATER SERVICE			LIN FT	10
30	2504.603	6" WATERMAIN			LIN FT	215
31	2504.603	8" WATERMAIN			LIN FT	20
32	2504.603	12" WATERMAIN			LIN FT	5220
33	2504.603	12" PVC WATERMAIN (DIRECTIONAL DRILLED)			LIN FT	490
34	2504.608	WATERMAIN FITTINGS			POUND	3809
35	2550.602	INSTALL SALVAGED HYDRANT & VALVE			EACH	1
36	2563.601	TRAFFIC CONTROL			LUMP SUM	1
37	2564.602	INSTALL SALVAGED SIGN			EACH	4
38	2573.530	SILT FENCE, TYPE MS			LIN FT	700
39	2573.530	STORM DRAIN INLET PROTECTION			EACH	7
40	2573.533	SEDIMENT CONTROL LOG TYPE WOOD FIBER			LIN FT	1360
41	2574.525	COMMON TOPSOIL BORROW			CU YD	3100
42	2575.502	HYDRAULIC MATRIX, FERTILIZER, AND SEEDING			SQ YD	10950
43	2575.502	EROSION CONTROL BLANKET, FERTILIZER, AND SEEDING			SQ YD	1450

NOTES:

- (P) PLAN QUANTITY
- (EV) EXCAVATED VOLUME
- (CV) COMPACTED VOLUME
- (LV) LOOSE VOLUME

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Justin L. Kannas  
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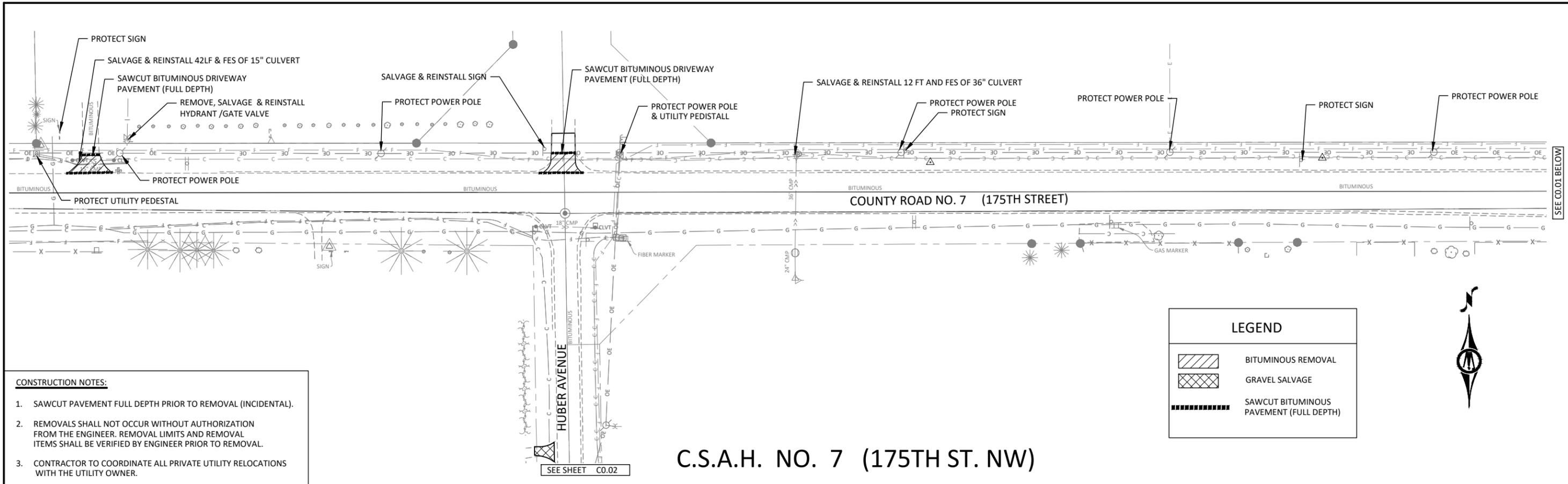


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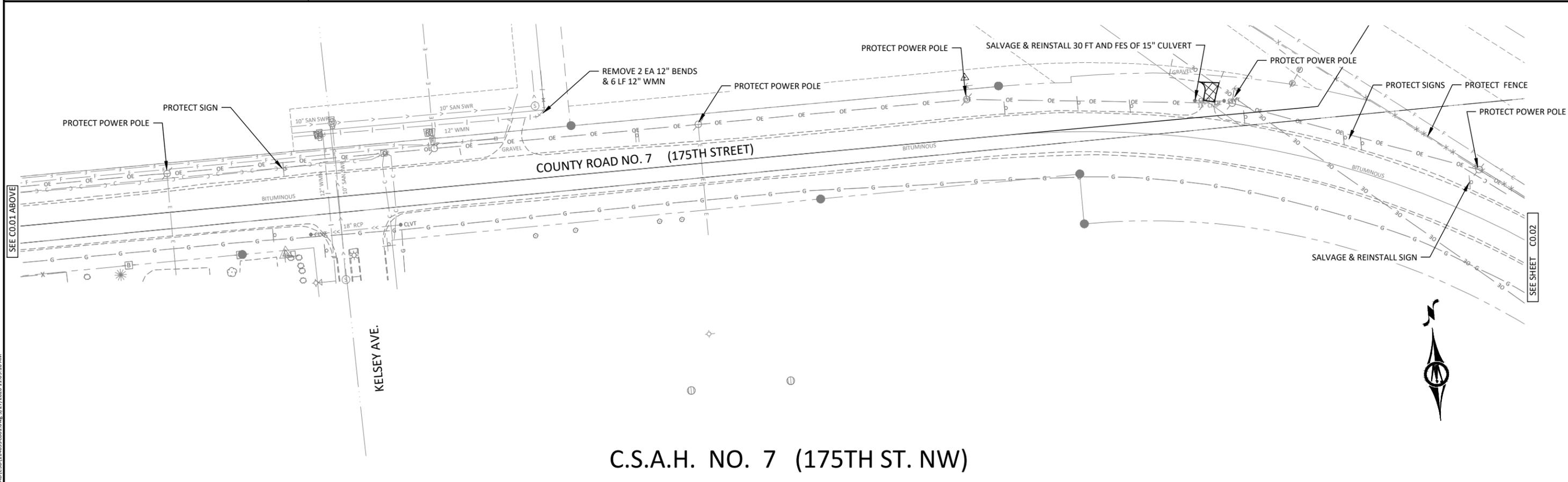
CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
STATEMENT OF ESTIMATED QUANTITIES



- CONSTRUCTION NOTES:**
1. SAWCUT PAVEMENT FULL DEPTH PRIOR TO REMOVAL (INCIDENTAL).
  2. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER. REMOVAL LIMITS AND REMOVAL ITEMS SHALL BE VERIFIED BY ENGINEER PRIOR TO REMOVAL.
  3. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY RELOCATIONS WITH THE UTILITY OWNER.

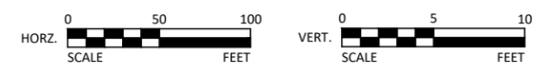
LEGEND	
	BITUMINOUS REMOVAL
	GRAVEL SALVAGE
	SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)

**C.S.A.H. NO. 7 (175TH ST. NW)**



**C.S.A.H. NO. 7 (175TH ST. NW)**

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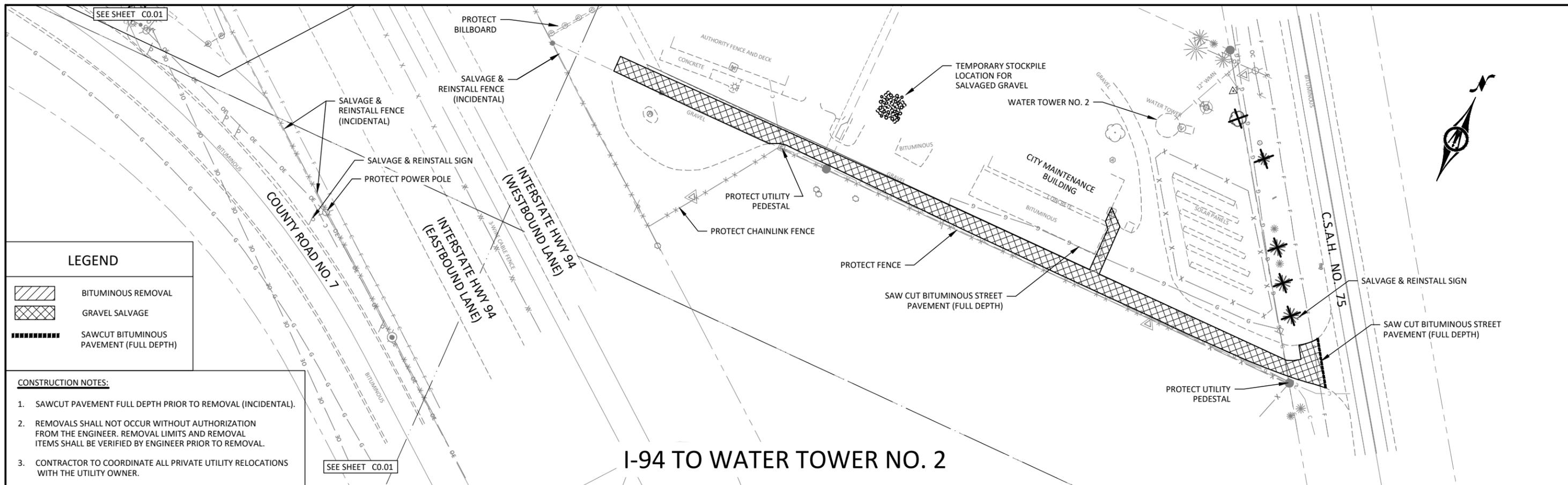
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 EXISTING CONDITIONS & REMOVALS PLAN

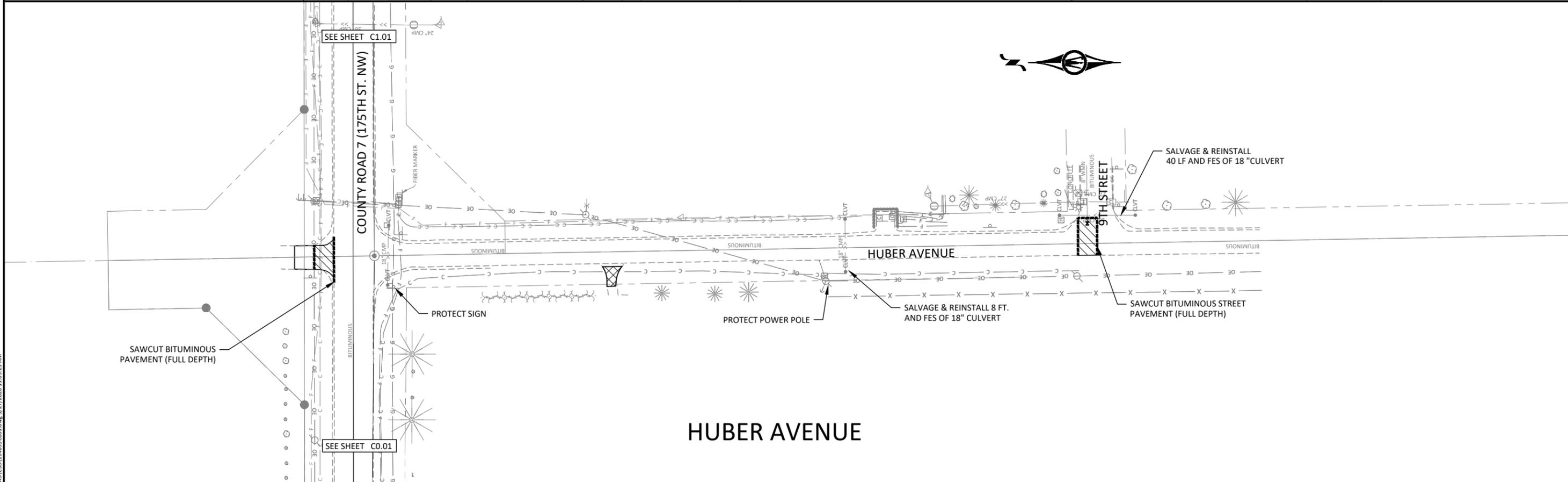
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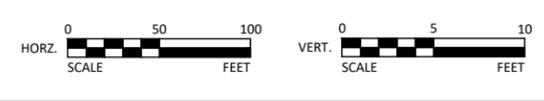
**LEGEND**

	BITUMINOUS REMOVAL
	GRAVEL SALVAGE
	SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)

- CONSTRUCTION NOTES:**
1. SAWCUT PAVEMENT FULL DEPTH PRIOR TO REMOVAL (INCIDENTAL).
  2. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER. REMOVAL LIMITS AND REMOVAL ITEMS SHALL BE VERIFIED BY ENGINEER PRIOR TO REMOVAL.
  3. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY RELOCATIONS WITH THE UTILITY OWNER.



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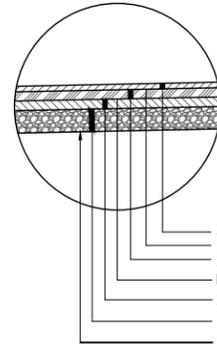
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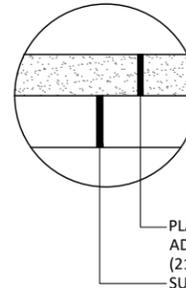
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 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 EXISTING CONDITIONS & REMOVALS PLAN

SHEET  
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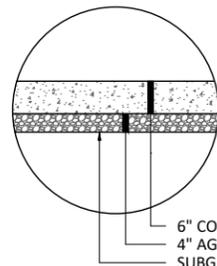
- 2" TYPE 9.5 SP WEARING COURSE (SPWEA240B) (2360)
- BITUMINOUS TACK COAT (2357) (INCIDENTAL)
- 2" TYPE SP SP 9.5 WEARING COURSE (SPWEA240B) (2360)
- BITUMINOUS TACK COAT (2357) (INCIDENTAL)
- 2" TYPE SP 12.5 NON-WEARING COURSE (SPNWB230B) (2360)
- 12" AGGREGATE BASE, CLASS 5 (2211)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

**TYPICAL SECTION**  
**BITUMINOUS PATCH (COUNTY ROAD/STREET)**  
 NOT TO SCALE



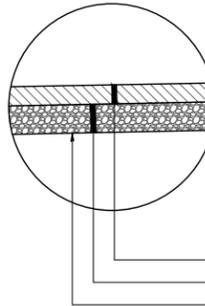
- PLACE SALVAGED GRAVEL, FURNISH AND PLACE ADDITIONAL AGGREGATE SURFACING CLASS 5 (2118) TO OBTAIN TOTAL GRAVEL THICKNESS OF 12"
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

**AGGREGATE SURFACING**  
 NOT TO SCALE



- 6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY STRENGTH)
- 4" AGGREGATE BASE, CLASS 5 (2211) (INCIDENTAL)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

**TYPICAL SECTION**  
**CONCRETE DRIVEWAY**  
 NOT TO SCALE



- 3" TYPE SP SP 9.5 WEARING COURSE (SPWEA240B) (2360)
- 6" AGGREGATE BASE, CLASS 5 (2211)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

**TYPICAL SECTION**  
**BITUMINOUS PATCH (DRIVEWAY)**  
 NOT TO SCALE

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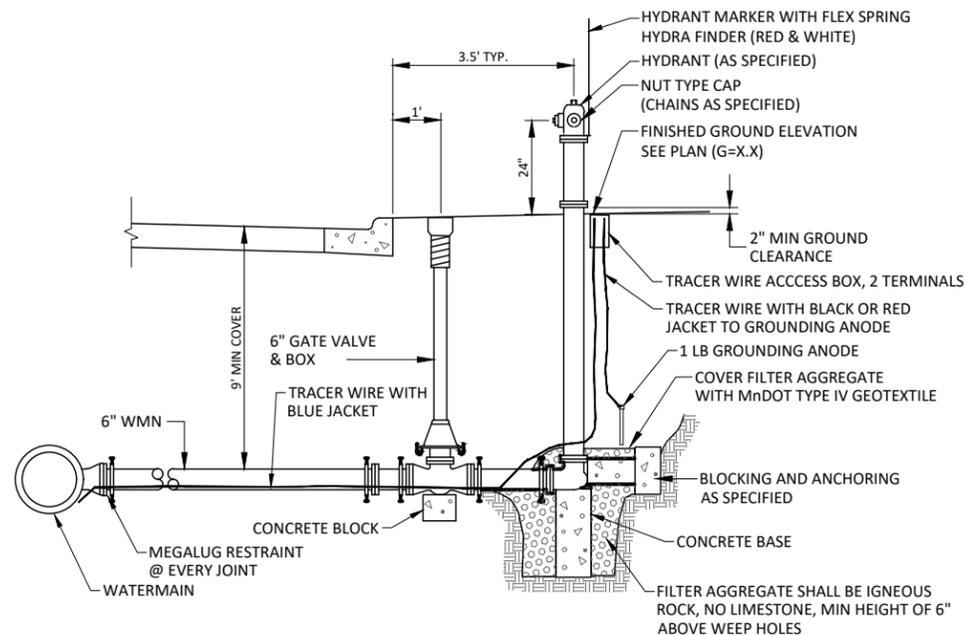
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS

TYPICAL SECTION

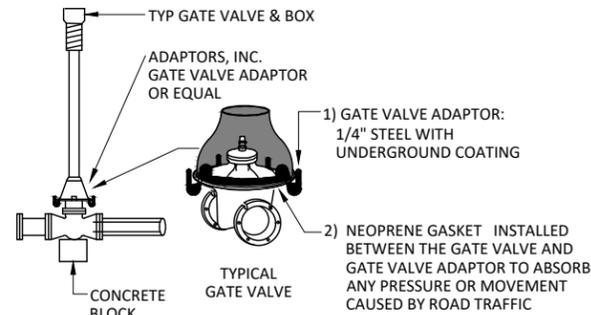
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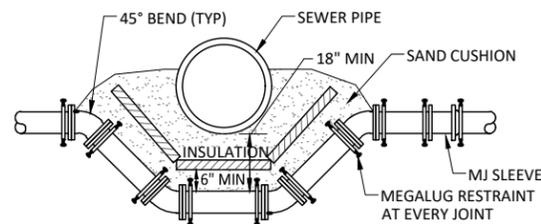


- NOTES:**
- HYDRANTS LOCATED WHERE THE GROUNDWATER TABLE IS ABOVE THE DRAIN OUTLET SHALL HAVE THE OUTLET DRAIN PLUGGED AND SHALL BE EQUIPPED WITH A TAG STATING "PUMP AFTER USE" (INCIDENTAL)
  - REFER TO TRACER WIRE DETAILS FOR ADDITIONAL INFORMATION.

**HYDRANT INSTALLATION, MEGALUGS**  
NOT TO SCALE

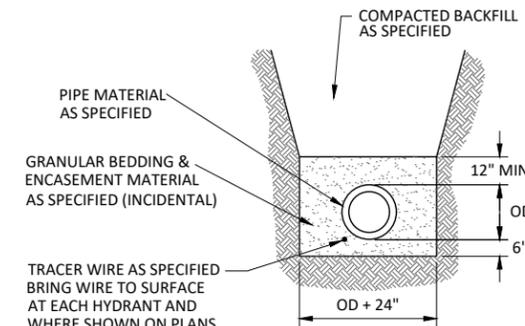


**GATE VALVE ADAPTOR**  
NOT TO SCALE

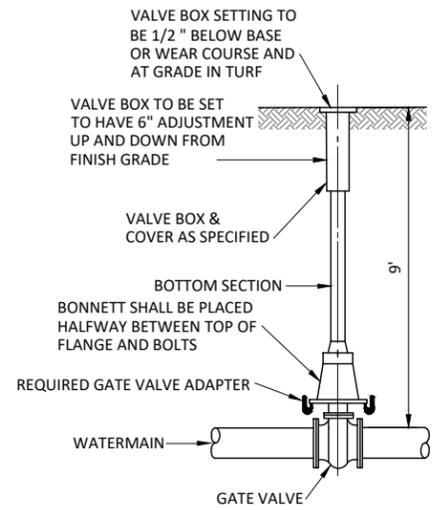


- NOTES:**
- PROVIDE MEGALUG RESTRAINT AT JOINT ON BENDS AND AS SHOWN THIS DETAIL
  - COAT ALL ANCHORAGE AS PER SPECS
  - PROVIDE SAND CUSHION BETWEEN TOP OF WATERMAIN AND BOTTOM OF SEWER PIPE, MIN DIMENSIONS AS SHOWN THIS DETAIL (INCIDENTAL)
  - INSULATION TO BE 2" THICK POLYSTYRENE

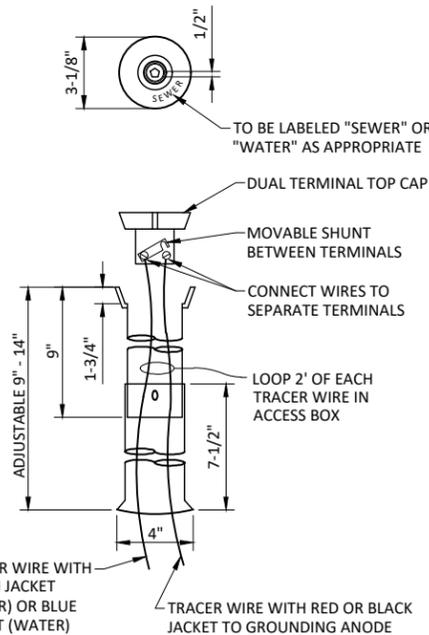
**WATERMAIN OFFSET**  
NOT TO SCALE



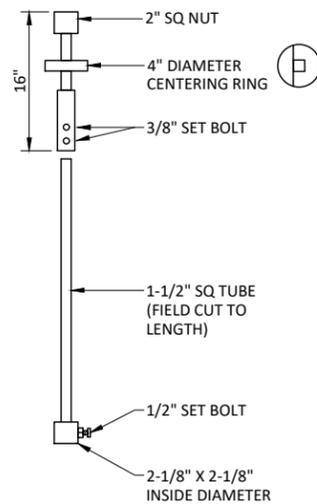
**WATERMAIN TRENCH**  
NOT TO SCALE



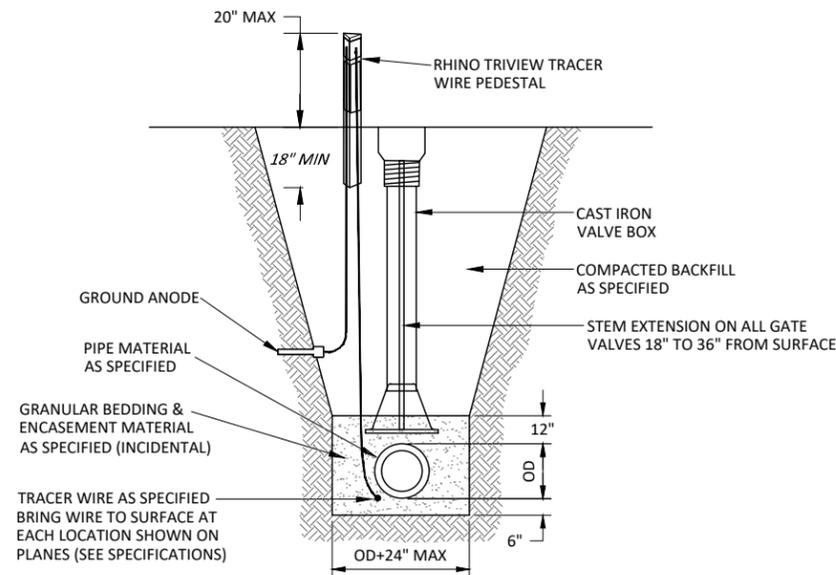
**GATE VALVE BOX INSTALLATION**  
NOT TO SCALE



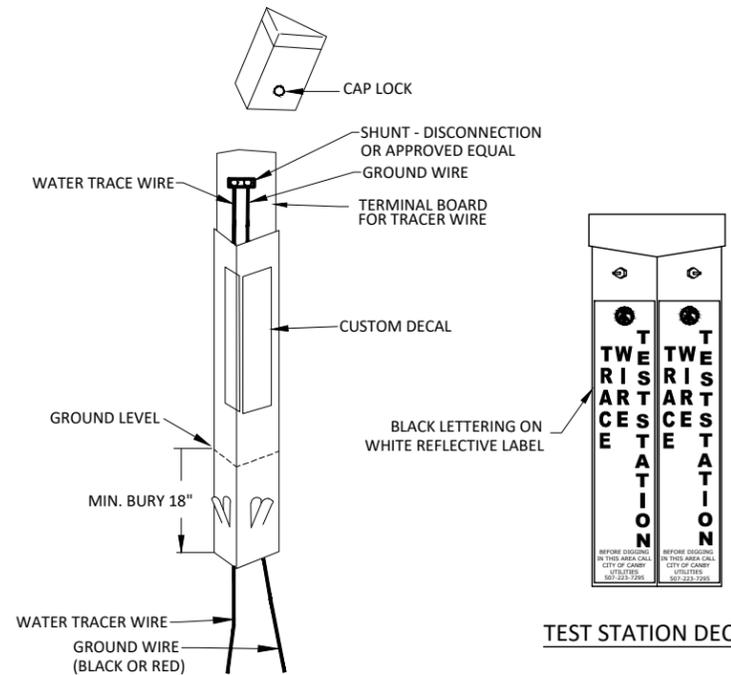
**ADJUSTABLE TRACER WIRE ACCESS BOX**  
**DUAL TERMINAL**  
**SEWER OR WATER**  
NOT TO SCALE



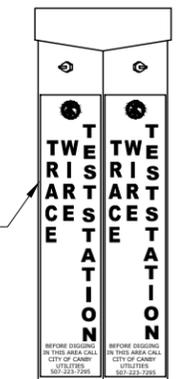
**ADJUSTABLE VALVE EXTENSION STEM**  
NOT TO SCALE



**TRACER WIRE PEDESTAL**  
**VALVE BOX**  
NOT TO SCALE



**RHINO TRIVIEW TRACER WIRE TEST STATION PED**



**TEST STATION DECAL**

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*Justin L. Kannas*  
Justin L. Kannas  
LIC. NO. 45055 DATE 3/26/2020



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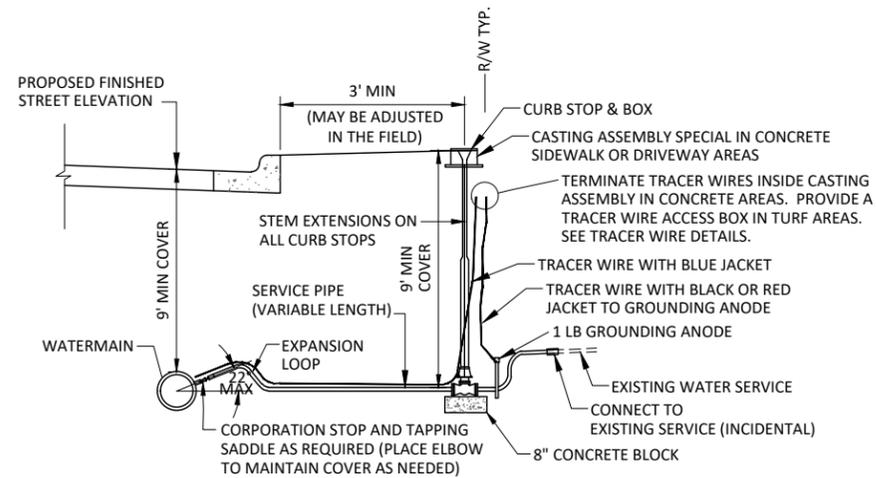
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JLK			
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R16.114693			

CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS

DETAILS

SHEET

C1.02

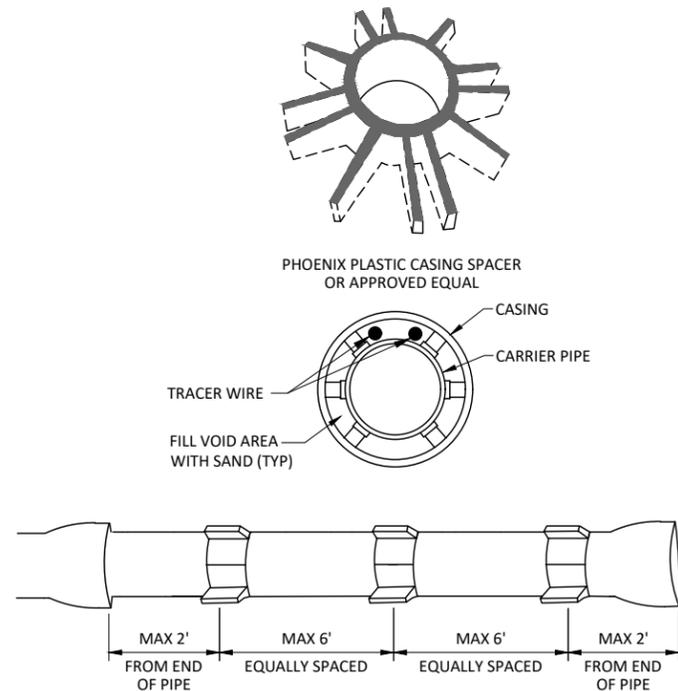


**NOTES:**

1. WHERE NO EXISTING WATER SERVICE IS IN PLACE, INSTALL 0.5' FLARED & CRIMPED COPPER SERVICE LINE AND STEEL "T" FENCE POST AT CURB STOP PAINTED BLUE. EXTEND CRIMPED END TO WITHIN 2' OF SURFACE AT STEEL "T" POST.
2. WHERE THE EXISTING WATER SERVICE DOES NOT HAVE 9' OF COVER, INSTALL CURB STOP AND BOX TO 9' DEPTH AND CONSTRUCT RISER FROM NEW CURB STOP TO EXISTING SERVICE
3. LOCATION OF CURB STOP AND BOX MAY BE ADJUSTED IN FIELD
4. REFER TO TRACER WIRE DETAILS FOR ADDITIONAL INFORMATION.
5. SERVICES SHALL NOT BE PLACED WITHIN ANY PAVED SURFACES INCLUDING DRIVEWAYS OR SIDEWALKS.
6. TRACER WIRE SHALL BE #12 AWG SOLID COPPER OR COPPER CLAD STEEL (CCS) WIRE WITH 30 MIL HIGH DENSITY POLYETHYLENE (HDPE) INSULATING JACKED COLORED BLUE, REFER TO TRACER WIRE DETAILS FOR ADDITIONAL INFORMATION.

**WATER SERVICE INSTALLATION RECONSTRUCTION**

NOT TO SCALE

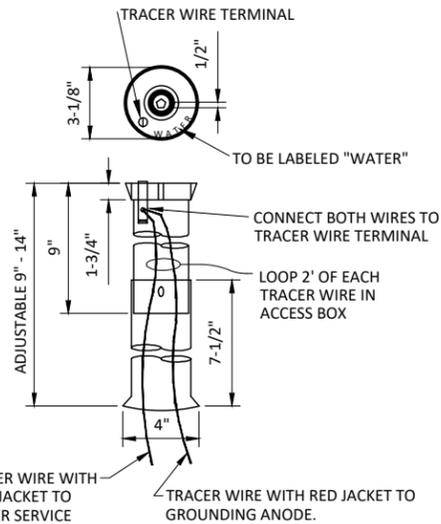


**NOTES:**

1. CASING SPACERS: 8" WIDE T304 STAINLESS STEEL BANDED SPACER, PVC LINER WITH LOW FRICTION POLYETHYLENE PLASTIC RUNNERS AT 6 FT. SPACING
2. END SEAL - 1/8" THICK RUBBER BUTYL MASTIC ADHESIVE TO SEAL END OF CASING AND CARRIER PIPES.

**WATERMAIN PIPE SUPPORT IN CASING, PLASTIC SPACERS**

NOT TO SCALE



TRACER WIRE WITH BLUE JACKET TO WATER SERVICE

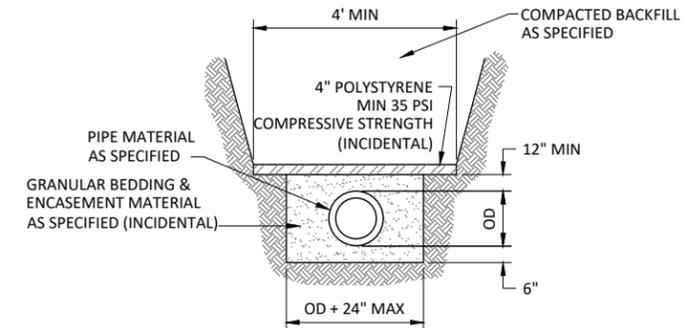
TRACER WIRE WITH RED JACKET TO GROUNDING ANODE.

**NOTES:**

1. TRACER WIRE ACCESS BOXES ARE REQUIRED NEXT TO CURB STOPS INSTALLED IN TURF AREAS. (INCIDENTAL)
2. SEE WATER SERVICE DETAIL FOR TYPE OF GROUNDING ANODE REQUIRED.

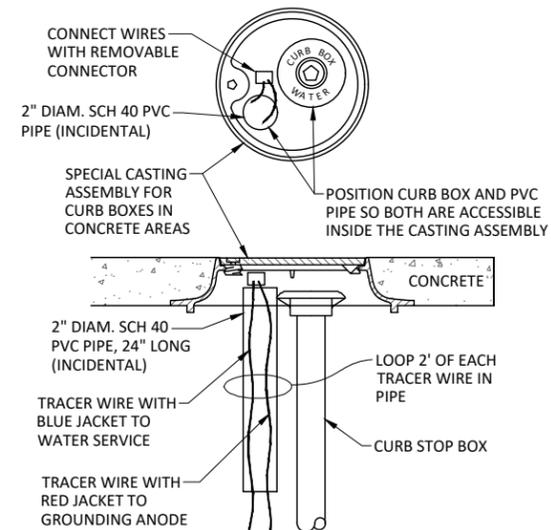
**ADJUSTABLE TRACER WIRE ACCESS BOX AT CURB STOPS**

NOT TO SCALE



**WATERMAIN & WATER SERVICE INSULATION**

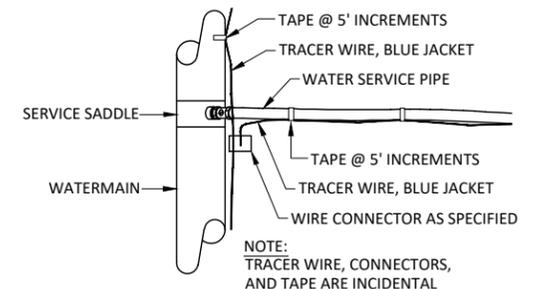
NOT TO SCALE



1. SPECIAL CASTING ASSEMBLIES ARE REQUIRED ON CURB STOP BOXES THAT ARE WITHIN CONCRETE OR BITUMINOUS SURFACING. (INCIDENTAL)
2. TRACER WIRE ACCESS BOXES ARE NOT REQUIRED WHERE A SPECIAL CASTING ASSEMBLY IS INSTALLED.
3. SEE WATER SERVICE DETAILS FOR TYPE OF GROUNDING ANODE REQUIRED.

**TRACER WIRE INSIDE CASTING ASSEMBLY SPECIAL**

NOT TO SCALE



NOTE: TRACER WIRE, CONNECTORS, AND TAPE ARE INCIDENTAL

**WATER SERVICE TRACER WIRE CONNECTION**

NOT TO SCALE

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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS

DETAILS

SHEET

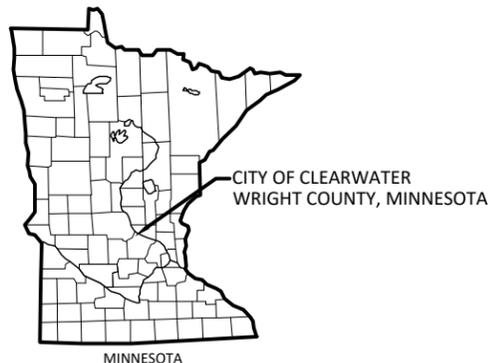
C1.03

# STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

## WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS CITY OF CLEARWATER WRIGHT COUNTY, MINNESOTA

UNIVERSITY OF MINNESOTA  
**JUSTIN KANNAS**

Design of Construction SWPPP (May 31, 2020)



### LEGEND

- PROJECT BOUNDARY
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- PROJECT LOCATION

**PROJECT AREAS:**  
 Total Project Size (disturbed area) = 3.14 ACRES  
 Existing area of impervious surface = .08 ACRES  
 Post construction area of impervious surface = .08 ACRES  
 Total new impervious surface area created = 0.0 ACRES

Planned Construction Start Date: 6/1/2020  
 Estimated Construction Completion Date: 6/30/2021

**PERMANENT STORMWATER MANAGEMENT SYSTEM:**  
 Type of storm water management used if more than 1 acre of new impervious surface is created:

<input type="checkbox"/>	Wet Sedimentation Basin
<input type="checkbox"/>	Infiltration/Filtration
<input type="checkbox"/>	Regional Pond
<input checked="" type="checkbox"/>	Permanent Storm Water Management Not Required
Note: No New Impervious Surfaces	

### PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
WRIGHT	T122N	R27W	S2	45.41553	-94.04952

BMP SUMMARY	QUANTITY	UNIT
SEDIMENT CONTROL: SILT FENCE, BIO LOGS, WOOD CHIP BERM	691	LIN FT
STORM DRAIN INLET PROTECTION	2	EACH
STABILIZED CONSTRUCTION EXIT	1	LUMP SUM
EROSION CONTROL BLANKETS CATEGORY 3	6809	SQ YD
DITCH CHECK	34	EACH
TURF ESTABLISHMENT	.34	ACRES

### DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:

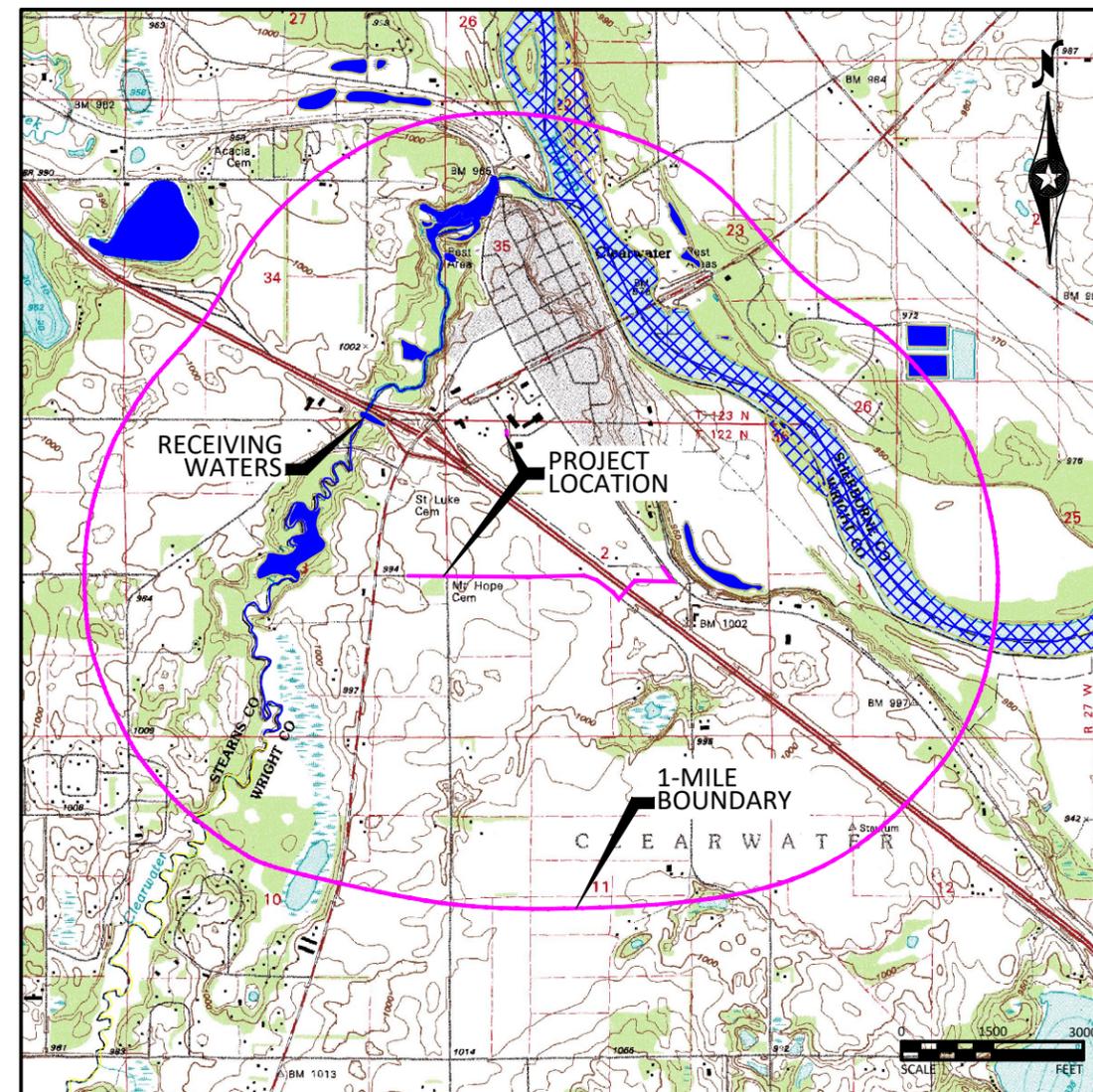
Construction activities include: Site grading, watermain extensions, temporary erosion and sediment control, and permanent stabilization.

Project description: The area under construction includes Huber Ave from 9th St to County Road 7, County Road 7 from 425' west of Huber Ave to 1223' east of Kelsey Ave, Interstate Hwy 94, County Road 75, and the intersection of Heaton Blvd & Shorty St. Existing drainage patterns and discharges are proposed to remain in pre-construction conditions. All modifications to this SWPPP shall be approved by the Engineer and remain on-site during construction.

### DOCUMENT RETENTION

The following documentation will be retained for a period of not less than 3-years from the date of submittal of the NOT in compliance with Part III.E of the Permit.

- The final SWPPP
- Copies of all stormwater related permits required for the project
- Records of all inspection and maintenance conducted during construction
- Copies of all permanent operation and maintenance agreements; including all right-of-way, contracts, covenants and other binding requirements regarding perpetual maintenance, and
- All required calculations for design of the temporary and permanent BMPs.



### RECEIVING WATERS:

Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, are identified on the USGS 7.5 min quad map within one mile of the project boundary. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in this permit for special and impaired waters have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Appendix A Special Water?	Flows to Impaired Water Within 1 Mile?	USEPA Approved TMDL?
MISSISSIPPI RIVER	RIVER	YES	YES	YES
Impairments: MERCURY				

### IMPLEMENTATION SCHEDULE AND PHASING:

- Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
- Install perimeter sediment control, inlet protection, and construction exit.
- Install sediment control to ensure sediment does not leave site.
- Add additional temporary BMPs as necessary during construction based on inspection reports and construction activities.
- Stabilize site.
- Ensure final stabilization measures are complete.
- The City must be contacted and grant approval prior to filing NOT with the MPCA.
- Submit Notice of Termination (NOT) to MPCA within 30 days of final stabilization.

### RESPONSIBLE PARTIES:

The Contractor and Owner must apply for coverage under the MPCA's General Storm Water Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program. Coverage under the permit will begin automatically 7 calendar days after the electronic submittal date or after the postmarked date of a complete application. [Longer time frames apply to sites that disturb areas greater than 50 acres.]

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs. A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

The Contractor shall provide one or more trained BMP Installer(s). The BMP Installer will perform and/or supervise the installation, maintenance and repair of BMPs. At least one individual on project must be trained in these job duties.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	City of Clearwater	John Schmidt	320-558-2428
SWPPP DESIGNER:	Bolton & Menk, Inc.	Justin L. Kannas, P.E.	763-478-7609
CONTRACTOR:	TBD		
CONSTRUCTION SWPPP MANAGER:	TBD		
PARTY RESPONSIBLE FOR LONG TERM O&M:	City of Clearwater	John Schmidt	320-558-2428

The SWPPP Designer and Construction SWPPP Manager must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on this sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

### ADDITIONAL COMPENSATION

Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Storm Water Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

### SPECIAL ENVIRONMENTAL CONSIDERATIONS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	YES
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site discharges to during fish spawning?	NO

### GENERAL STORMWATER DISCHARGE REQUIREMENTS

All requirements listed in Part III of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

- The expected amount, frequency, intensity, and duration of precipitation.
- The nature of stormwater runoff and run-on at the site
- Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
- The range of soil particle sizes expected to be present on the site.



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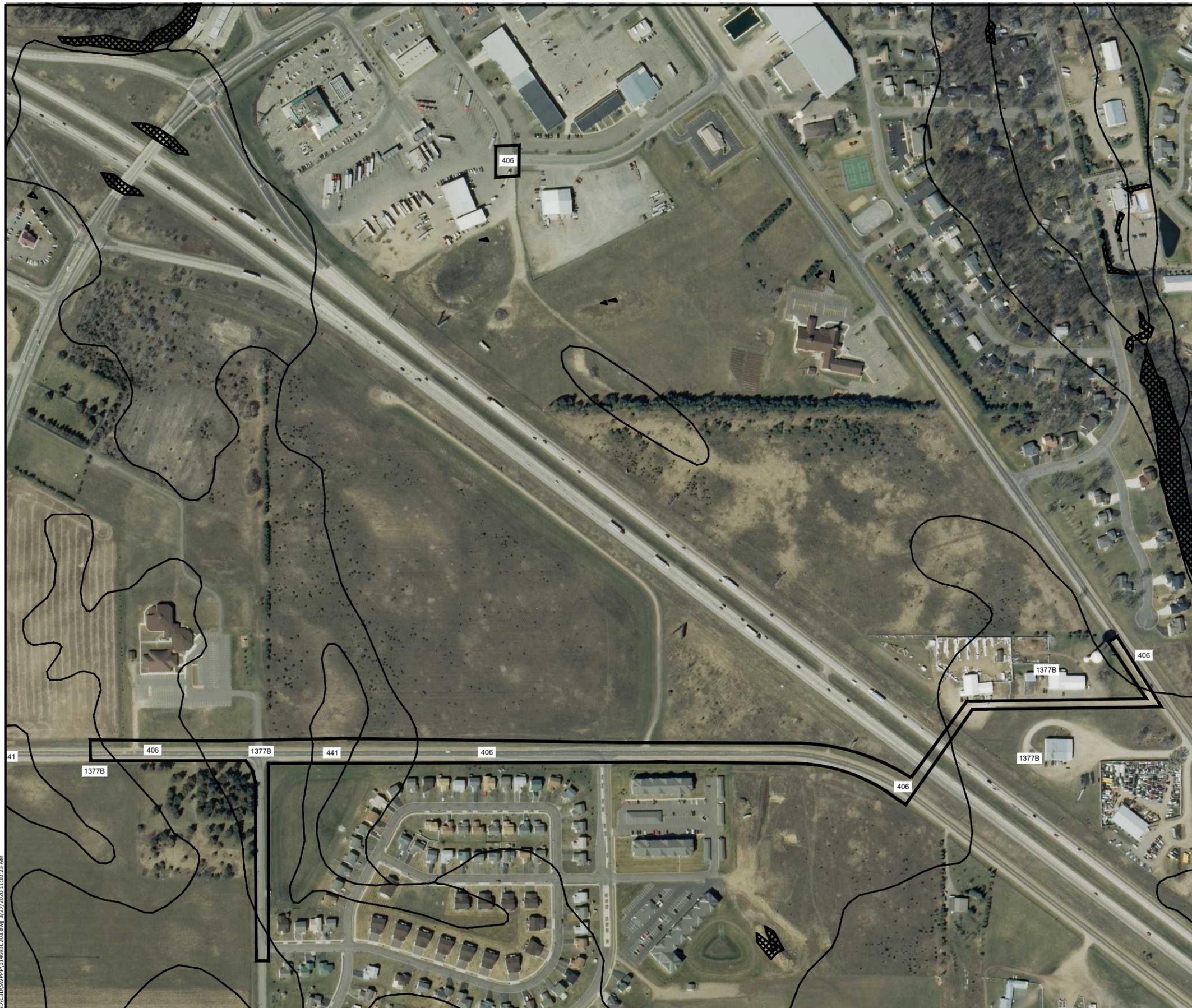
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 STORM WATER POLLUTION PREVENTION PLAN  
 PROJECT INFORMATION AND LOCATION MAP

SHEET  
**C2.01**



**LEGEND**

-  PROJECT BOUNDARY
-  SOIL TYPE
-  IMPAIRED, SPECIAL OR PROTECTED WATERS
-  NATIONAL WETLANDS INVENTORY
-  DWSMA, LOW VULNERABILITY
-  STEEP SLOPES (>33.3%)

**SOIL TYPE SUMMARY**

Map Unit Symbol	Soil Name	Hyd. Soil Group
MUSYM	MUNAME	HYDGRP
1377B	TWO INLETS	A
406	DORSET	A
441	ALMORA	B

NHEL - Not Highly Erodible Land  
 PHEL - Potentially Highly Erodible Land  
 HEL - Highly Erodible Land

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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 STORM SEWER POLLUTION PROTECTION PLAN  
 SITE AND SOILS MAP

SHEET  
**C2.02**

**STORMWATER POLLUTION PREVENTION PLAN NARRATIVE**

Information contained in this SWPPP summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN R100001 as they apply to this project. All provisions of the permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the permit is available at: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/mpca-to-re-issue-construction-stormwater-general-permit.html>.

**SWPPP AMENDMENTS**

Permittee must amend SWPPP as necessary to include additional requirements to correct problems identified or address the following situations.

1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions.
2. Inspections or investigations by site owner or operators, USEPA or MPCA officials determine the SWPPP is not minimizing discharge of pollutants to surface waters or underground waters or discharges are causing water quality standard exceedances.
3. The SWPPP is not achieving the objectives of minimizing pollutants in stormwater discharges associated with construction activity, or the SWPPP is not consistent with the terms and conditions of the permit.
4. The MPCA determines that the project's stormwater discharges may cause, have reasonable potential to cause, or contribute to non-attainment of any applicable water quality standard, or the SWPPP does not incorporate the applicable requirements of the permit.

**EROSION PREVENTION PRACTICES:**

The location of areas not to be disturbed must be delineated on the project before site work begins.

Disturbance on steep slopes (>33.3%) shall be minimized. Where required, techniques such as phasing and stabilizing practices designed for steep slopes shall be used.

All exposed soils must be stabilized as soon as possible but in no case later than 7 days after the construction activity has temporarily or permanently ceased.

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period.

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Stabilization of the remaining portions of any temporary or permanent ditches or swales with 7 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch has temporary or permanently ceased.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of a temporary or permanent drainage ditch. Refer to erosion and sediment control plan for temporary and permanent stabilization measures for ditches and swales.

Stormwater discharges shall be directed to vegetated areas where feasible. Velocity dissipation devices shall be used at discharge point.

Phased construction will be used to extent practical or as indicated in the plans to minimize exposed soils.

Rapid stabilization shall be of type and quantity indicated in the project specifications. Additional rapid stabilization may be necessary to minimize erosion throughout the duration of the project. Type and quantity shall be determined by the engineer or inspector prior to installation. In extreme cases, the contractor shall use any available rapid stabilization to immediately mitigate erosion, then further remedy the situation with approval by owner or engineer.

**SEDIMENT CONTROL PRACTICES:**

Practices must be established on all down gradient perimeters and be located up gradient of any buffer zones. Perimeter controls must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All sediment controls practices shall be re-installed if they have been adjusted or removed to accommodate short-term activities and replaced immediately after the short term activity has ceased. Short term activities shall be performed as quickly as possible. Sediment control practices shall be re-installed even before the next precipitation event if the activity is not complete.

All storm drains must be protected by appropriate BMPs during construction until all sources to the inlet have been stabilized. Inlet protection may be removed for specific safety concerns identified by the Permittee or

jurisdictional authority. The removal shall be documented in the SWPPP and retained on site. Temporary stockpiles must have silt fence or other effective sediment controls and shall not be placed in surface waters or natural buffers.

Vehicle tracking BMPs shall be installed to minimize track out of sediment from the construction site. Method shall be approved by engineer prior to commencement of construction activities. Street sweeping shall be used if vehicle tracking BMPs are not adequate to prevent sediment from being tracked onto the street.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

A 100 foot natural buffer, or redundant BMPs (where a buffer is infeasible) must be maintained when a surface water is located within 100 feet of disturbance activities and site runoff flows to the surface water.

If polymers, flocculants, or other sedimentation treatment chemicals are used on site, 1) conventional erosion and sediment controls shall be sowed prior to chemical placement, 2) chemicals shall be chosen based on soil types, and expected turbidity, pH, and flow rate of stormwater flowing into the treatment system, and 3) chemicals shall be used with accepted engineering practices and dosing specifications.

**TEMPORARY SEDIMENTATION BASINS:**

The temporary sedimentation basin shall be constructed and made operational prior to disturbance of 5 or more acres draining to a common location.

Temporary sedimentation basins are required prior to runoff leaving the construction site or entering surface waters when 5 or more acres of disturbed soils drain to a common location. The basin must provide 3,600 cubic feet of storage below the outlet per acre drained. If hydraulic calculations are available, the temporary sedimentation basin must provide a storage volume equivalent to the 2-year, 24-hour storm, but in no case less than 1800 cubic feet per acre drained. The temporary sedimentation basin must be constructed and made operational concurrent with the start of soil disturbance up gradient of the pond. The temporary sedimentation basin shall be designed to prevent short circuiting. The outfall shall be designed to remove floatable debris, allow for complete drawdown of the pond for maintenance activities, and have energy dissipation. The emergency spillway shall be stabilized.

Temporary sedimentation basins shall be situated outside of surface waters and any required buffer zone, and must be designed to avoid draining wetlands, unless the impact is in compliance with the requirements of this permit.

Excessive sediment-laden water that is not properly filtered will not be permitted to discharge from site.

**DEWATERING AND BASIN DRAINING**

Turbid or sediment-laden waters related to dewatering or basin draining shall be discharged to a temporary or permanent sedimentation basin on the project site unless infeasible. The temporary or permanent basin may discharge to surface waters if the basin water has been visually checked to ensure adequate treatment has been obtained in the basin and that the nuisance conditions will not result from the discharge. Discharge points shall be adequately protected from erosion and proper velocity dissipation provided.

All water from dewatering or basin-draining activities must be discharged in a manner that does not cause nuisance conditions, erosion in the receiving channels or on down slope properties, or inundation in wetlands causing significant adverse impacts to the wetland.

If filters with backwash waters are used, the backwash water shall be hauled away for disposal, returned to the beginning of the treatment process, or incorporated into site in a manner that does not cause erosion. Backwash water may be discharged to sanitary sewer if permission is granted by the sanitary sewer authority.

**POLLUTION PREVENTION:**

Building products that have the potential to leach pollutants must be under cover to prevent discharge or protected by an effective means designed to minimize contact with stormwater.

Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscape materials must be under cover.

Hazardous materials and toxic waste must be properly stored in sealed containers to prevent spills, leaks or other discharge. Restricted access storage areas must be provided to prevent vandalism.

Solid waste must be stored, collected and disposed of in compliance with Minn. R. CH 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded shall be prevented using drip pans or absorbents. Supplies shall be available at all times to clean up discharged materials and that an appropriate disposal method must be available for recovered spilled materials.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. Runoff from the washing area shall be contained in a sediment basin or other similarly effective controls and waste from the washing activity must be properly disposed of. No engine degreasing is allowed on site.

Effective containment for all liquid and solid wastes generated by concrete and other washout operations related to construction activity shall be effectively contained. Liquid and solid washout waste shall not contact the ground, and containment must be designed so that it does not result in runoff from the washout operations or areas. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

**INFESTED WATERS:**

MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by and Infested Waters Permit or written notification from MN DNR that an Infested Waters Permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Water Permit or written notification that in Infested Water is not required is obtained.

**INSPECTION & MAINTENANCE:**

A trained person shall routinely inspect the entire construction site at least once every 7 days during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted within 7 days.

All inspections and maintenance conducted during construction must be recorded within 24 hours in writing and records must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

Where parts of the project site have permanent cover, but work remains on other parts of the site, inspections may be reduced on these areas to once per month.

Where the site has permanent cover on all exposed areas and no construction activity is occurring anywhere on site, the site must be inspected during non-frozen conditions at least once per month for 12 months. Following the 12th month of permanent cover and no construction activity, inspections shall be terminated until construction activity resumes or notification from MPCA has been issued that erosion has been detected at the site.

During frozen ground conditions, inspections may be suspended and shall resume within 24 hours after runoff occurs or 24 hours prior to resuming construction activity, whichever is first.

Inspection and maintenance shall resume until another Permittee has obtained coverage under this Permit or the project has undergone Final Stabilization, and an NOT has been submitted.

All erosion prevention and sediment control BMPs shall be inspected to ensure integrity and effectiveness during all routine and post-rainfall inspections. All non-functioning BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access.

All perimeter control devices must be repaired, replaced, or supplemented when they become non-functional or the sediment reaches one-half (1/2) of the height of the device. These repairs must be made by the end of the next business day after discovery, or as soon as field conditions allow.

Temporary and permanent sediment basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches one-half (1/2) the storage volume. Drainage and sediment removal must be completed within 72 hours of discovery, or as soon as field conditions allow.

Surface waters, including drainage ditches and conveyance systems, must be inspected for erosion and sediment deposition during each inspection. All deltas and sediment deposited in drainage ways, catch basins, and other drainage systems shall be removed. The removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints. The Permittee is responsible for obtaining all applicable permits prior to conducting any work in surface waters.

Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces both on and off site within 24-hours of discovery, or if applicable, within a shorter time to comply with the permit.

Streets and other areas adjacent to the project must be inspected for evidence of off-site accumulations of sediment. If sediment is present, it must be removed in a manner and at a sufficient frequency to minimize off-site impacts.

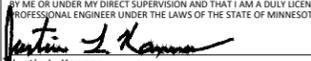
All infiltration areas must be inspected to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

**FINAL STABILIZATION:**

Final Stabilization is not complete until all of the following requirements have been met:

1. All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70% of its expected final growth density over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
2. Permanent stormwater management system is constructed, meets all requirements of the Permit, and is operating as designed. Temporary or permanent sedimentation basins that are to be used as permanent water quality management basins have been cleaned of any accumulated sediment. All sediment has been removed from conveyance systems, and ditches are stabilized with permanent cover.
3. All temporary synthetic and structural erosion prevention and sediment control BMPs have been removed. BMPs designed to decompose on site may be left in place.
4. For residential construction only, individual lots are considered finally stabilized if the structure(s) are finished, temporary erosion protection and down gradient perimeter control has been completed and the residence has been sold to the homeowner. Also, the "Homeowner Fact Sheet" has been provided to the homeowner.

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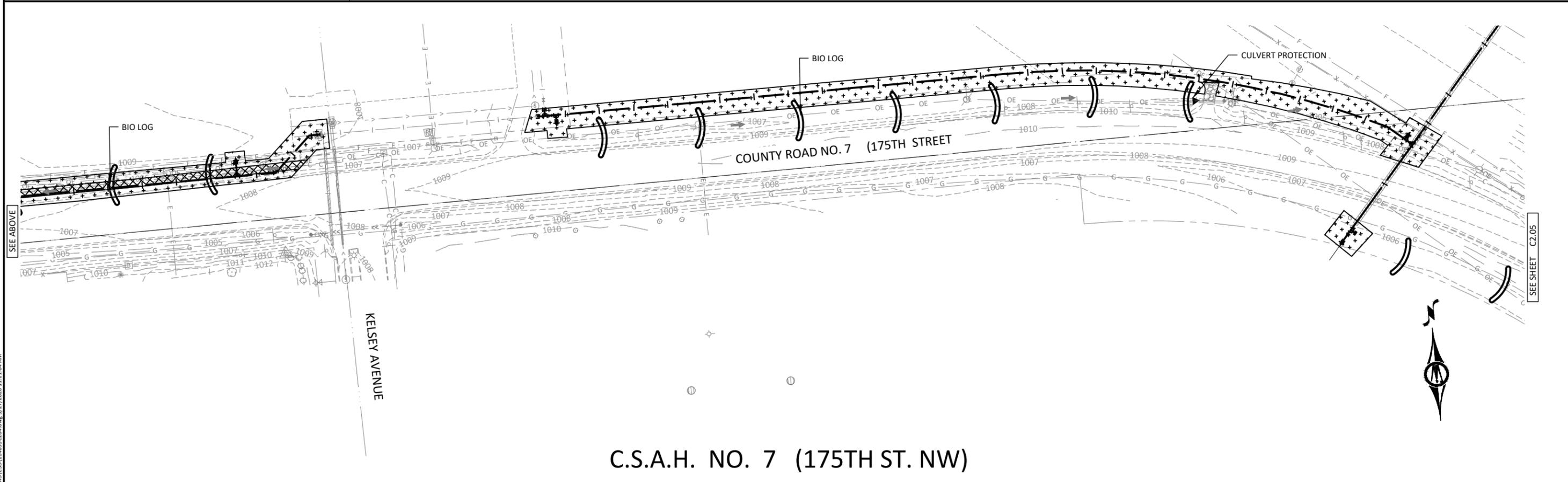
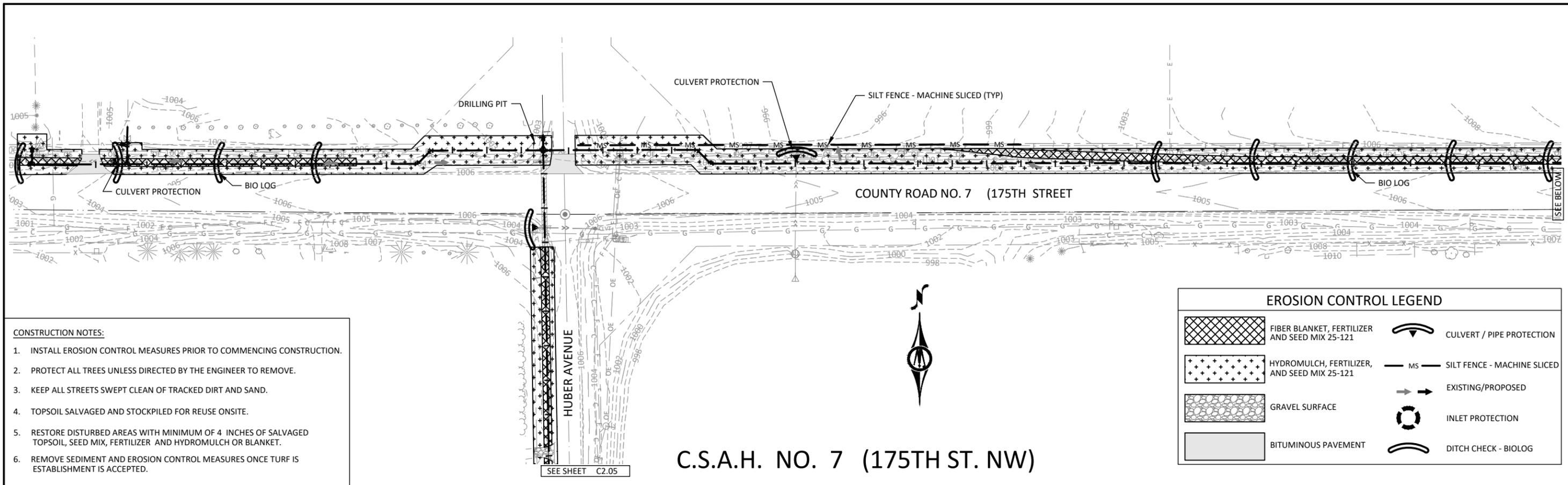
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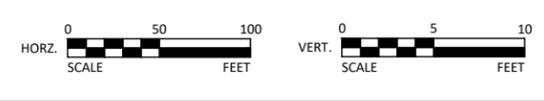
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JLK			
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			R16.114693

CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 STORM WATER POLLUTION PREVENTION PLAN

SHEET  
**C2.03**



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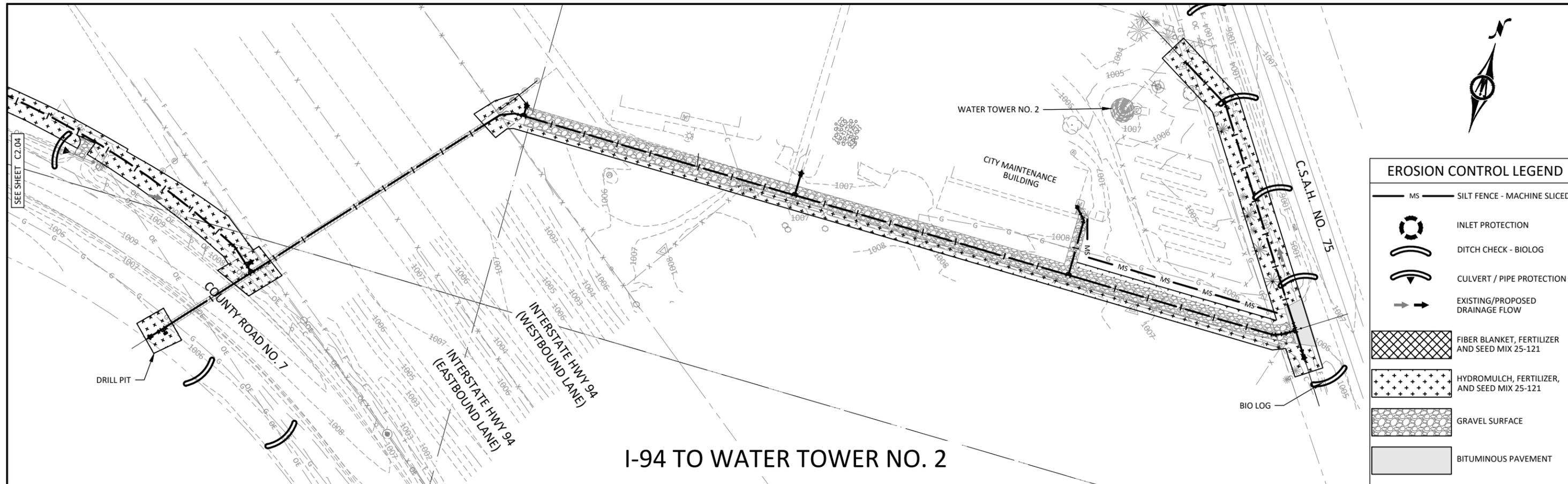
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 EROSION CONTROL PLAN

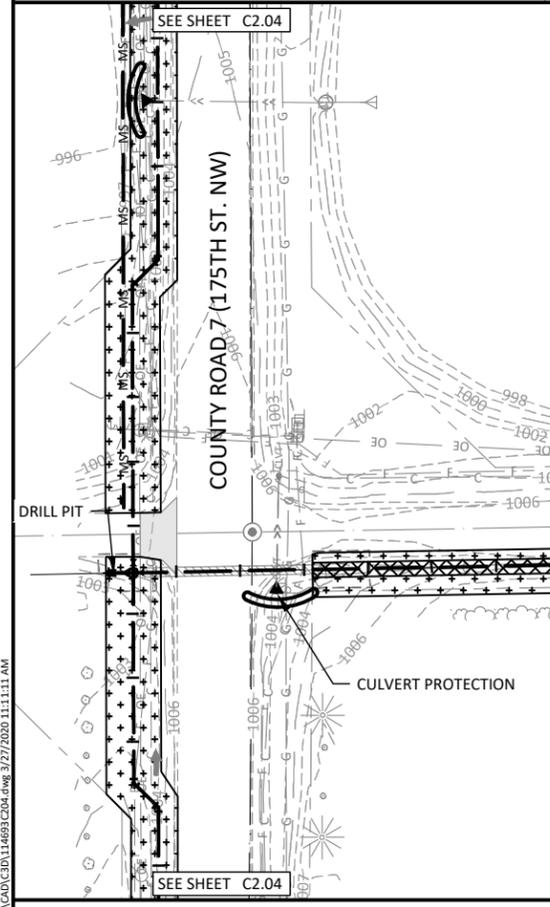
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**C2.04**



EROSION CONTROL LEGEND	
MS	SILT FENCE - MACHINE SLICED
	INLET PROTECTION
	DITCH CHECK - BIOLOG
	CULVERT / PIPE PROTECTION
	EXISTING/PROPOSED DRAINAGE FLOW
	FIBER BLANKET, FERTILIZER AND SEED MIX 25-121
	HYDROMULCH, FERTILIZER, AND SEED MIX 25-121
	GRAVEL SURFACE
	BITUMINOUS PAVEMENT

### I-94 TO WATER TOWER NO. 2

- CONSTRUCTION NOTES:**
1. INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING CONSTRUCTION.
  2. PROTECT ALL TREES UNLESS DIRECTED BY THE ENGINEER TO REMOVE.
  3. KEEP ALL STREETS SWEEPED CLEAN OF TRACKED DIRT AND SAND.
  4. TOPSOIL SALVAGED AND STOCKPILED FOR REUSE ONSITE.
  5. RESTORE DISTURBED AREAS WITH MINIMUM OF 4 INCHES OF SALVAGED TOPSOIL, SEED MIX, FERTILIZER AND HYDROMULCH OR BLANKET.
  6. REMOVE SEDIMENT AND EROSION CONTROL MEASURES ONCE TURF IS ESTABLISHMENT IS ACCEPTED.



### HUBER AVENUE

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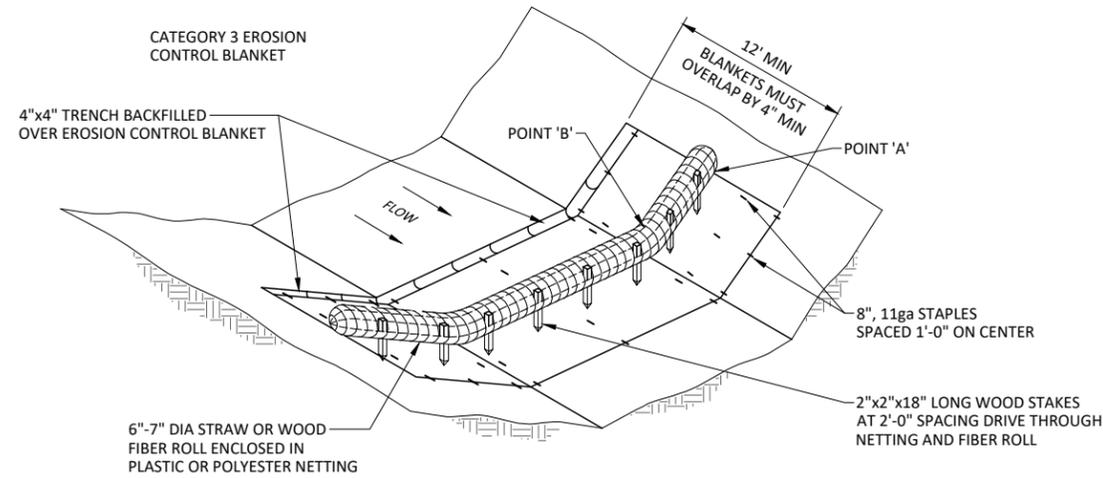
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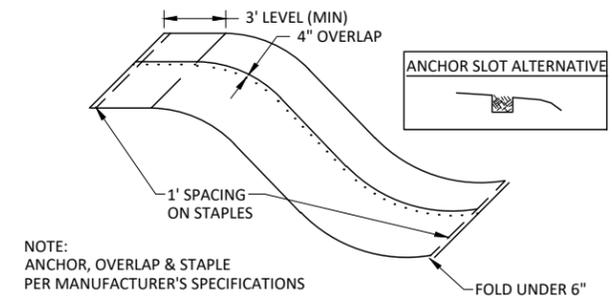
CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 EROSION CONTROL PLAN

SHEET  
**C2.05**

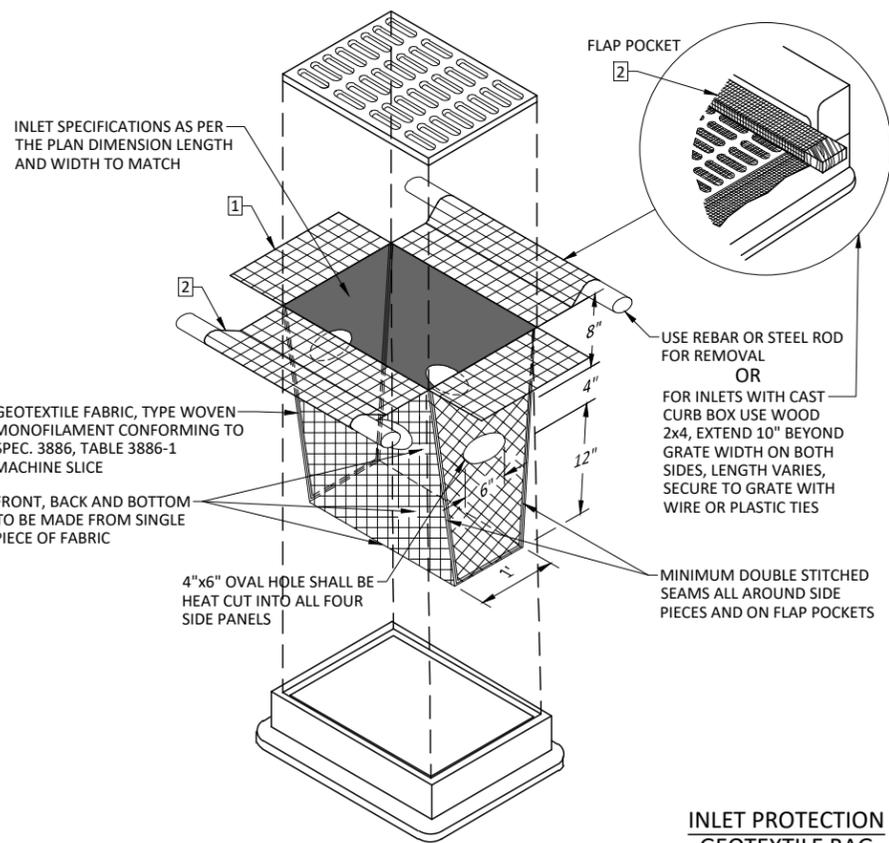


**DITCH CHECK - BIOROLL**  
NOT TO SCALE

NOTE:  
POINT 'A' MUST BE 1'-0" MIN HIGHER THAN  
POINT 'B' TO ENSURE THAT WATER FLOWS OVER  
THE DITCH CHECK AND NOT AROUND THE ENDS



**EROSION CONTROL BLANKET INSTALLATION**  
NOT TO SCALE



**INLET PROTECTION  
GEOTEXTILE BAG**  
NOT TO SCALE

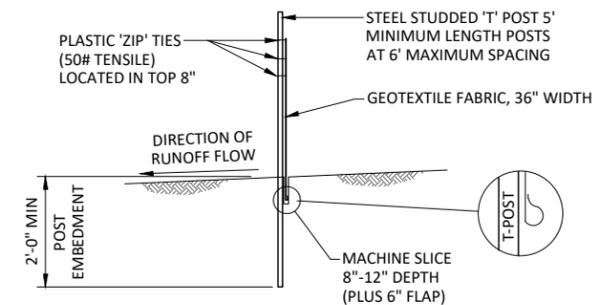
NOTES:  
1 INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENT'S EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.  
2 FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:  
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



**SILT FENCE - MACHINE SLICED**  
NOT TO SCALE

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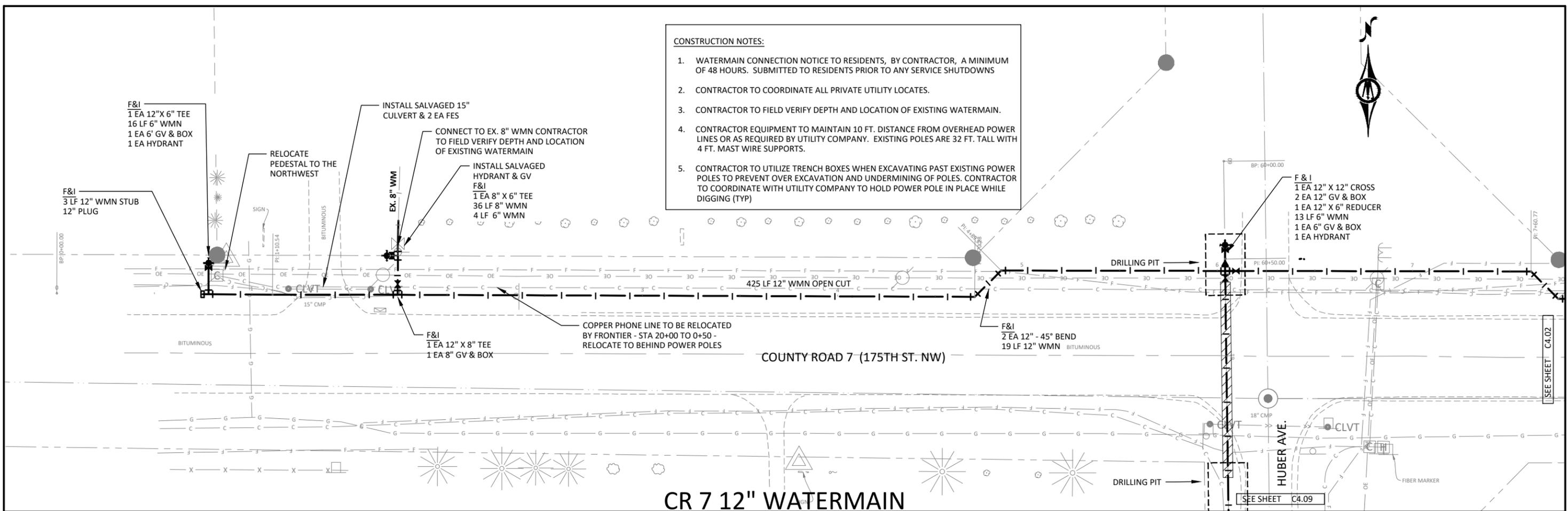


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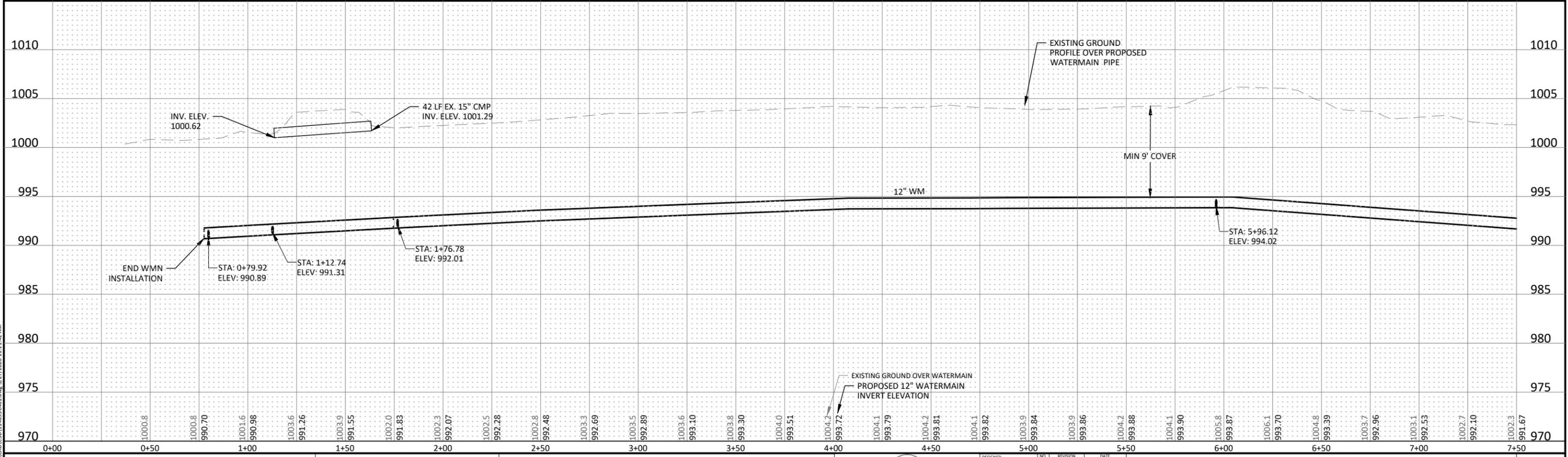
CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
EROSION CONTROL DETAILS

SHEET  
C2.06

- CONSTRUCTION NOTES:**
1. WATERMAIN CONNECTION NOTICE TO RESIDENTS, BY CONTRACTOR, A MINIMUM OF 48 HOURS. SUBMITTED TO RESIDENTS PRIOR TO ANY SERVICE SHUTDOWNS
  2. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY LOCATES.
  3. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING WATERMAIN.
  4. CONTRACTOR EQUIPMENT TO MAINTAIN 10 FT. DISTANCE FROM OVERHEAD POWER LINES OR AS REQUIRED BY UTILITY COMPANY. EXISTING POLES ARE 32 FT. TALL WITH 4 FT. MAST WIRE SUPPORTS.
  5. CONTRACTOR TO UTILIZE TRENCH BOXES WHEN EXCAVATING PAST EXISTING POWER POLES TO PREVENT OVER EXCAVATION AND UNDERMINING OF POLES. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)



**CR 7 12" WATERMAIN**



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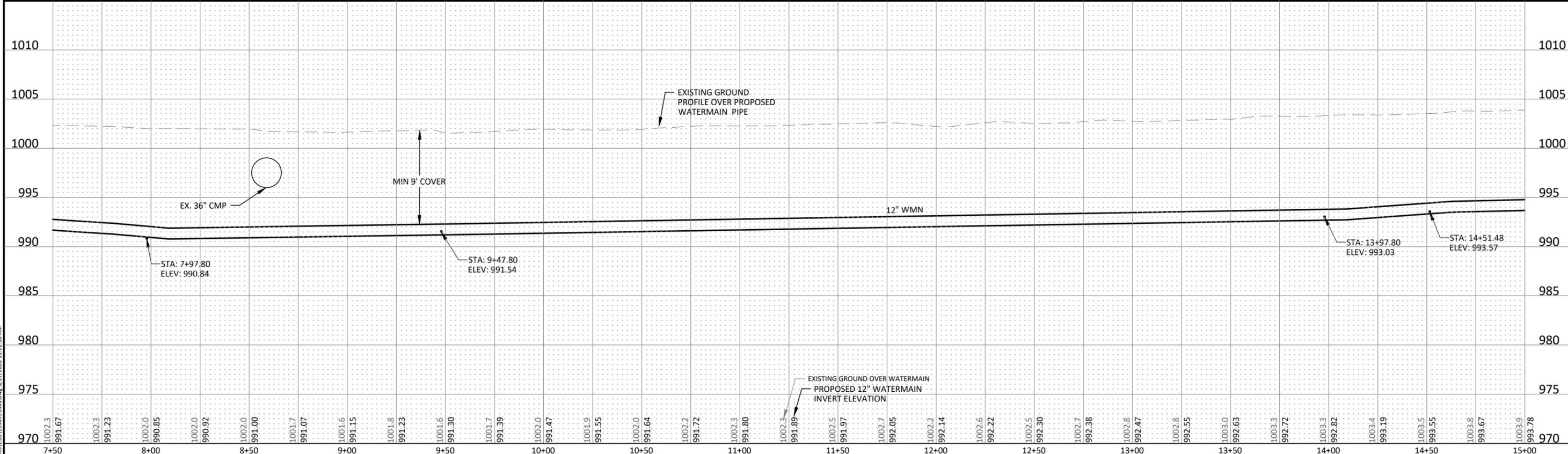
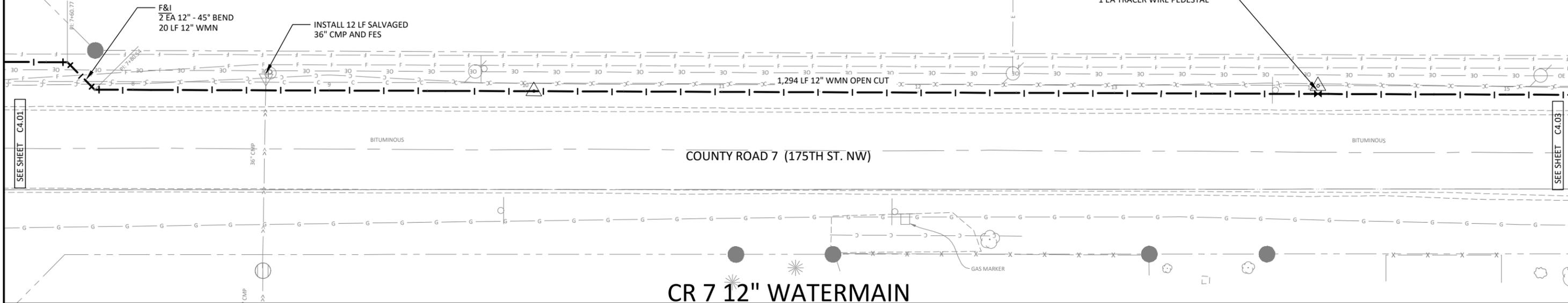
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET C4.01

**CONSTRUCTION NOTES:**

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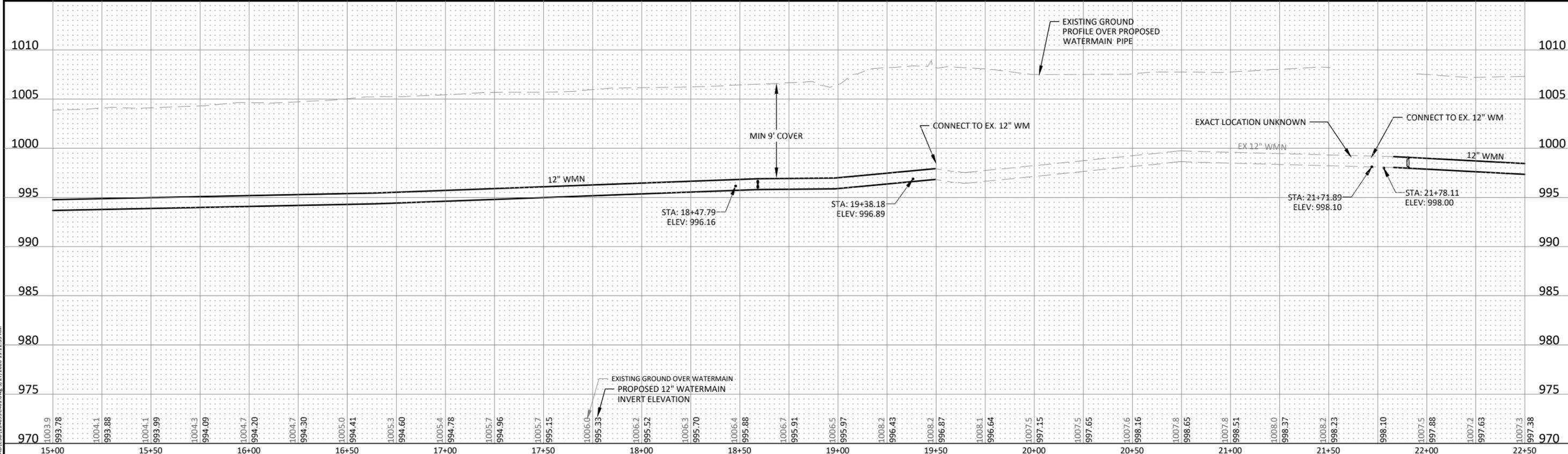
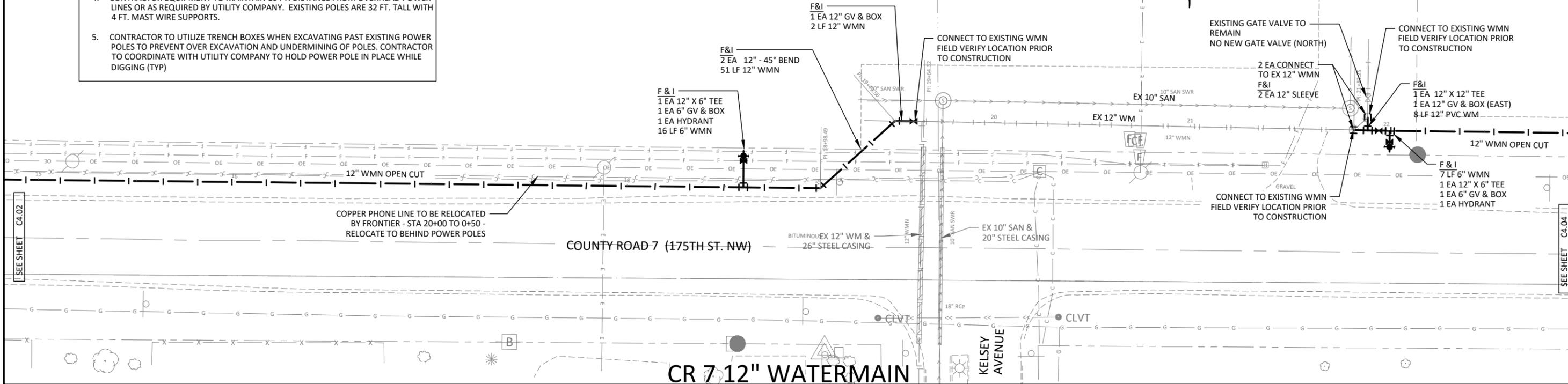
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET  
**C4.02**

**CONSTRUCTION NOTES:**

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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
WATERMAIN PLAN & PROFILE

SHEET  
C4.03

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CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)

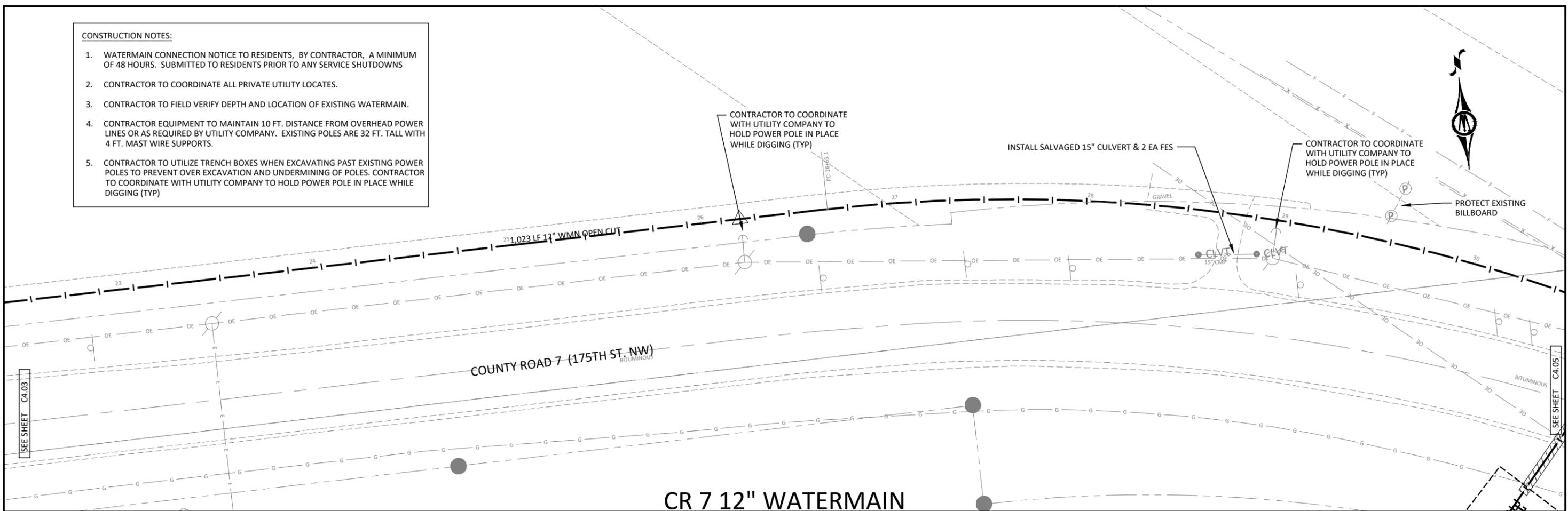
INSTALL SALVAGED 15" CULVERT & 2 EA FES

CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)

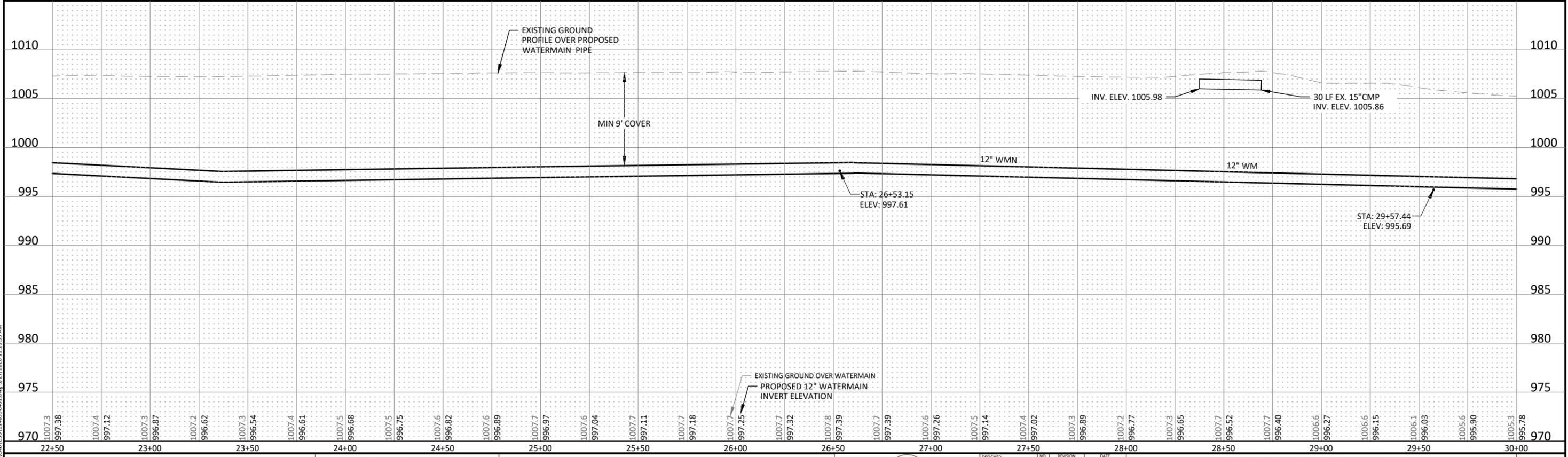
PROTECT EXISTING BILLBOARD

SEE SHEET C4.03

SEE SHEET C4.05



**CR 7 12" WATERMAIN**



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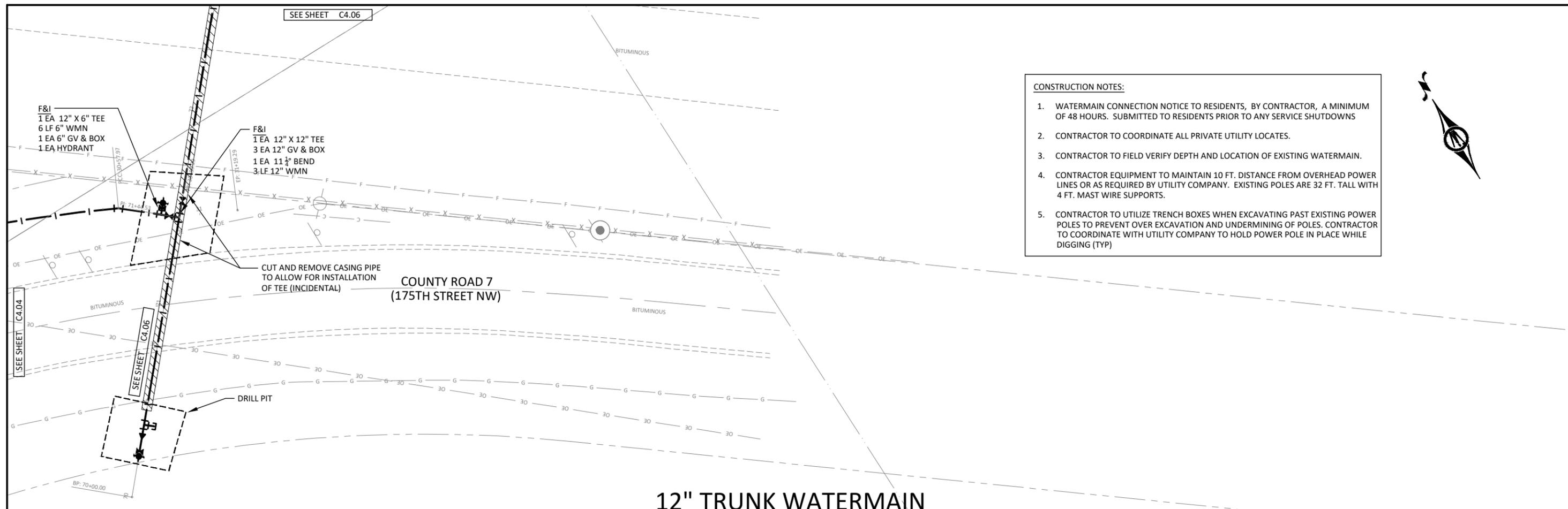
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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
WATERMAIN PLAN & PROFILE

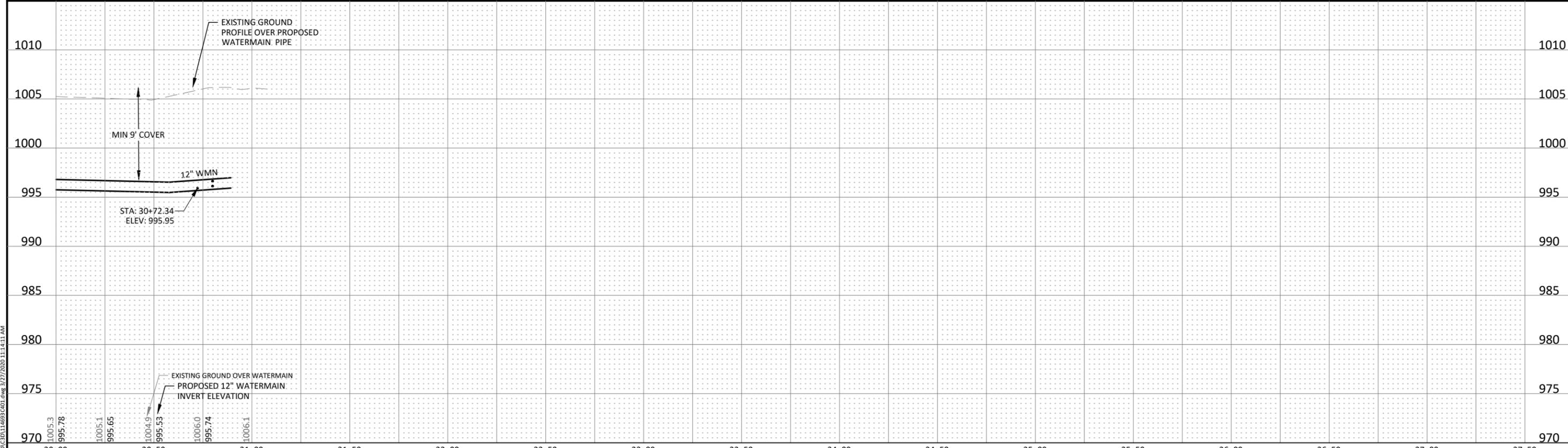
SHEET  
**C4.04**



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## 12" TRUNK WATERMAIN



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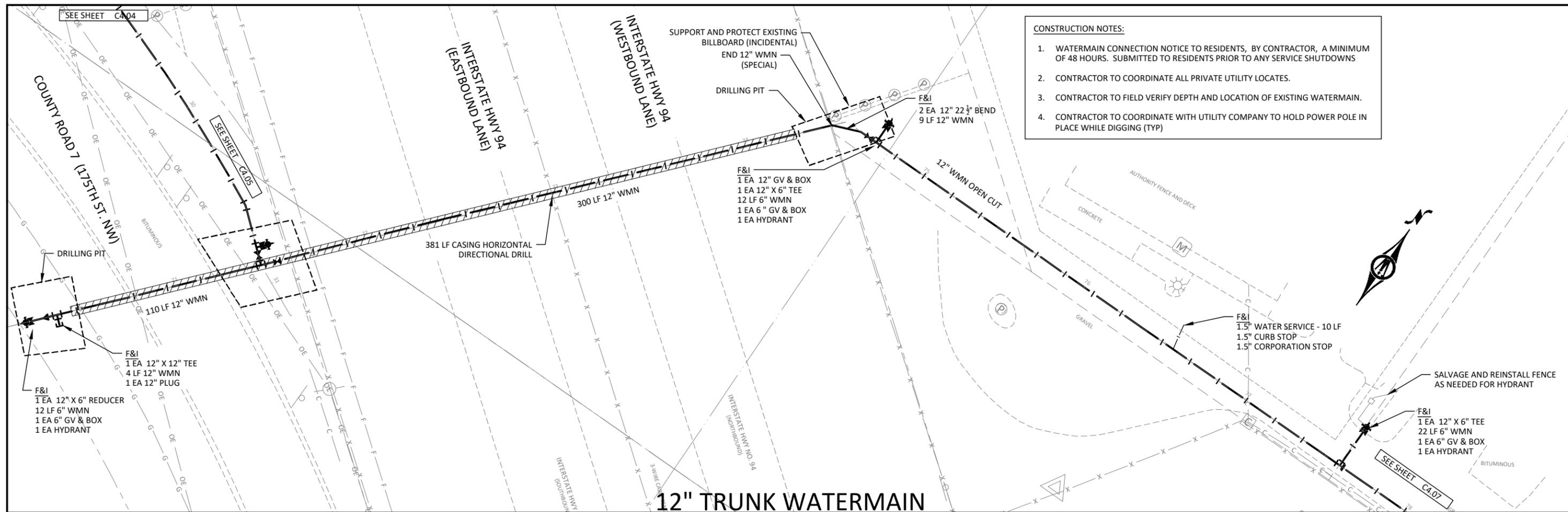
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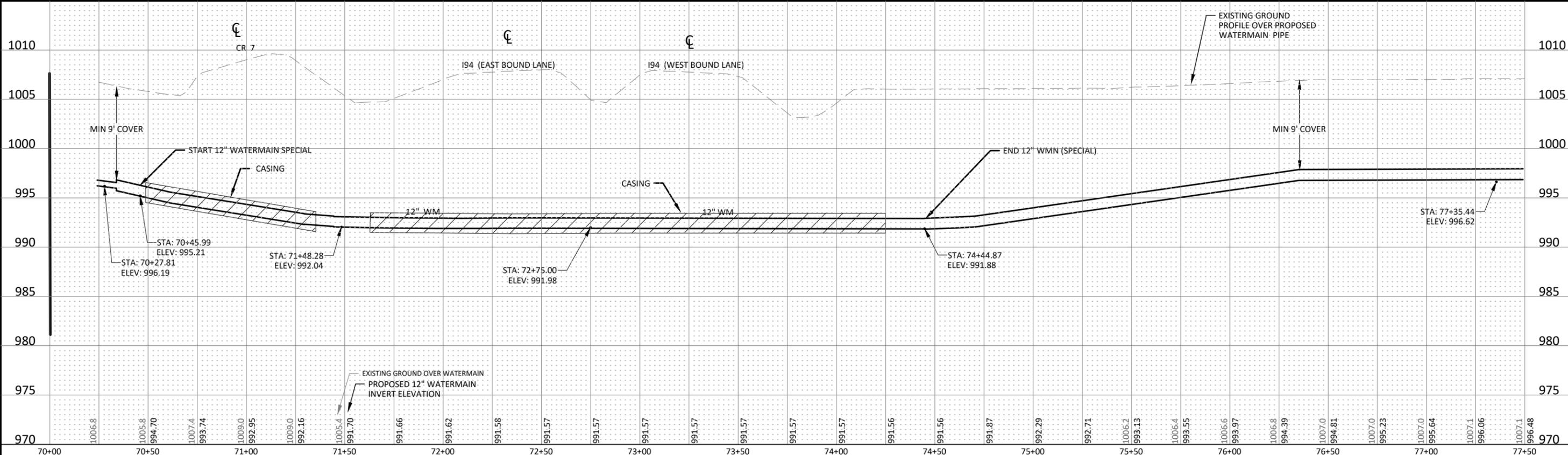
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JLK			
CLIENT PROJ. NO.			
R16.114693			

**CITY OF CLEARWATER, MINNESOTA**  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
WATERMAIN PLAN & PROFILE

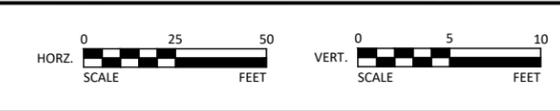
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**C4.05**



- CONSTRUCTION NOTES:**
1. WATERMAIN CONNECTION NOTICE TO RESIDENTS, BY CONTRACTOR, A MINIMUM OF 48 HOURS. SUBMITTED TO RESIDENTS PRIOR TO ANY SERVICE SHUTDOWNS
  2. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY LOCATES.
  3. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING WATERMAIN.
  4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)



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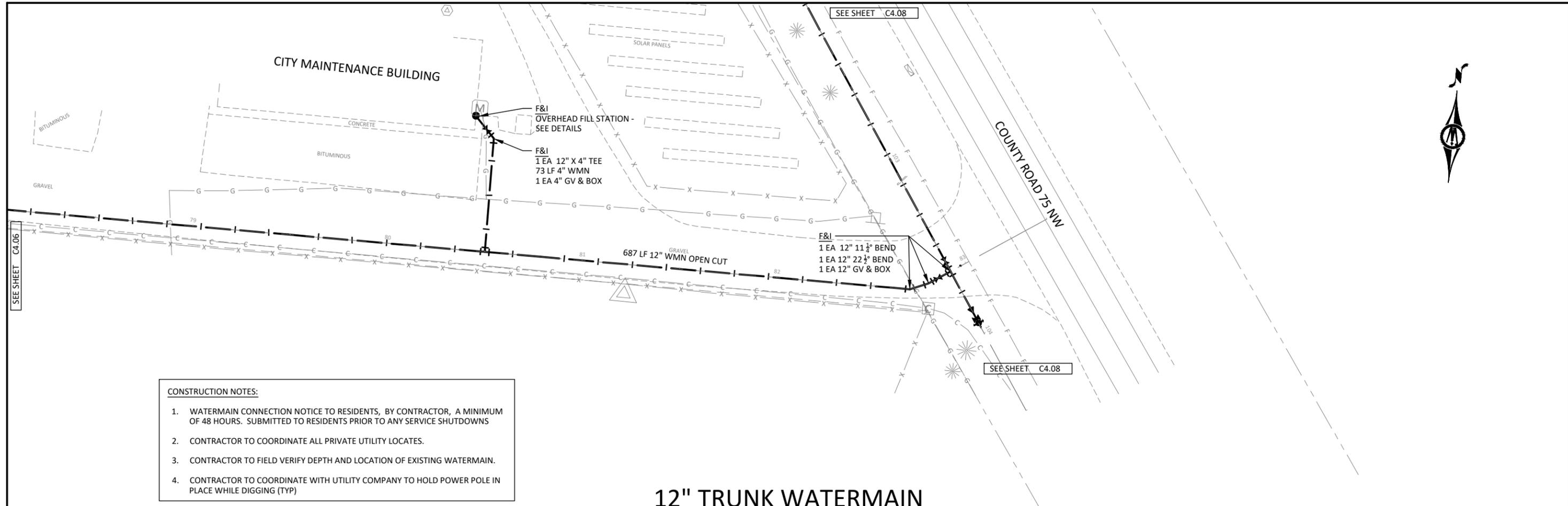
*Justin L. Kannas*  
 Justin L. Kannas  
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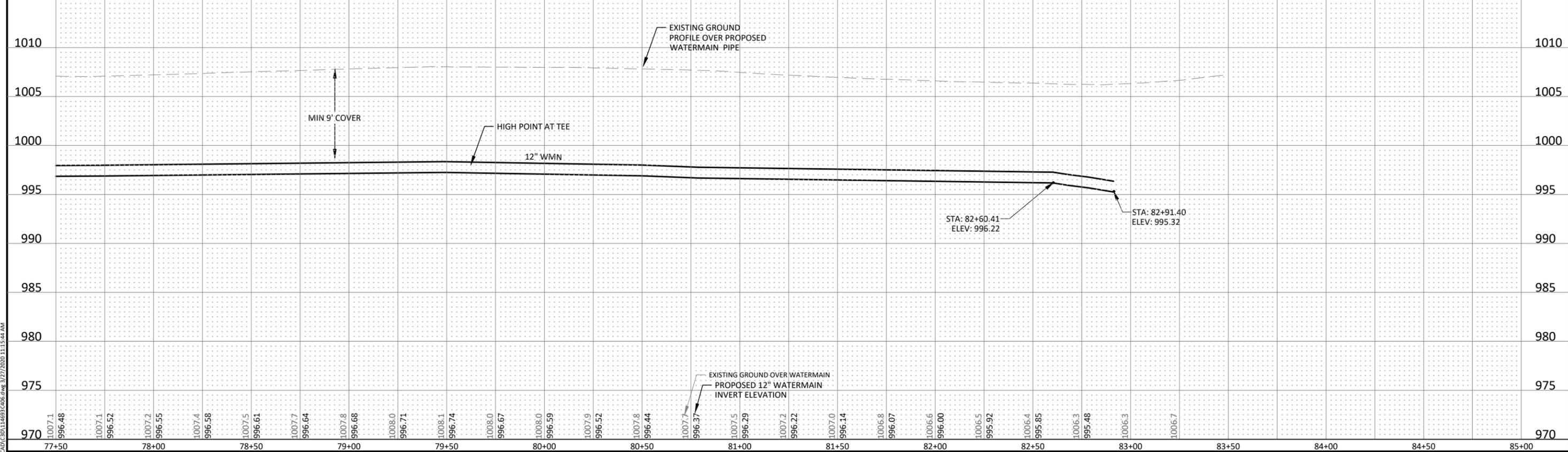
CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET **C4.06**

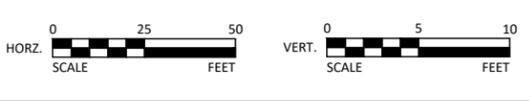


- CONSTRUCTION NOTES:**
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  4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)

### 12" TRUNK WATERMAIN



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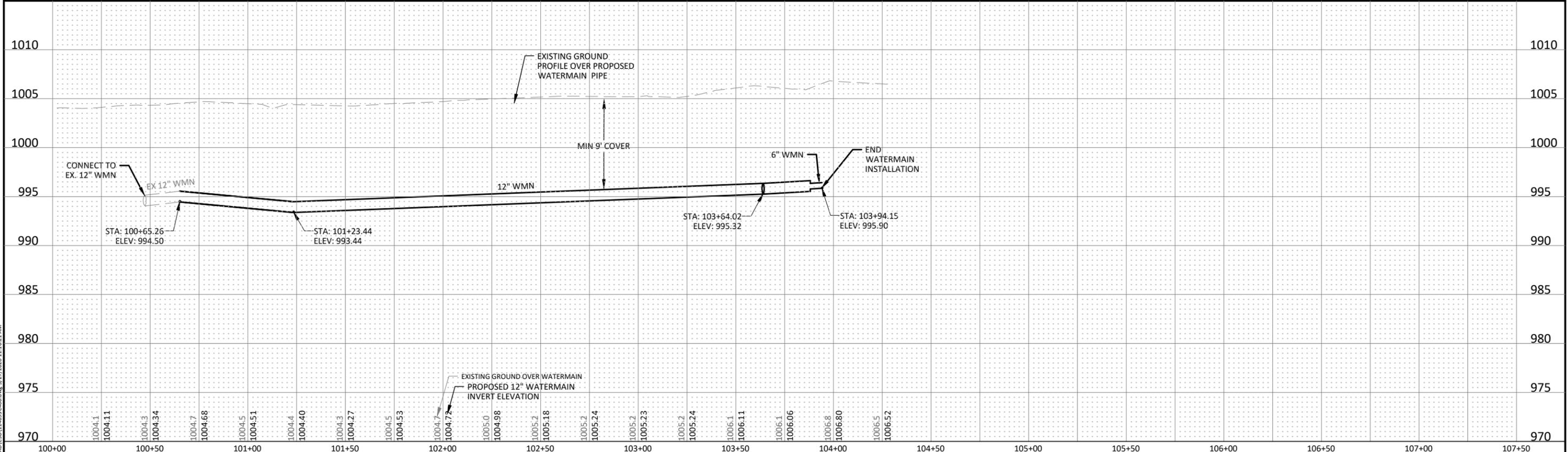
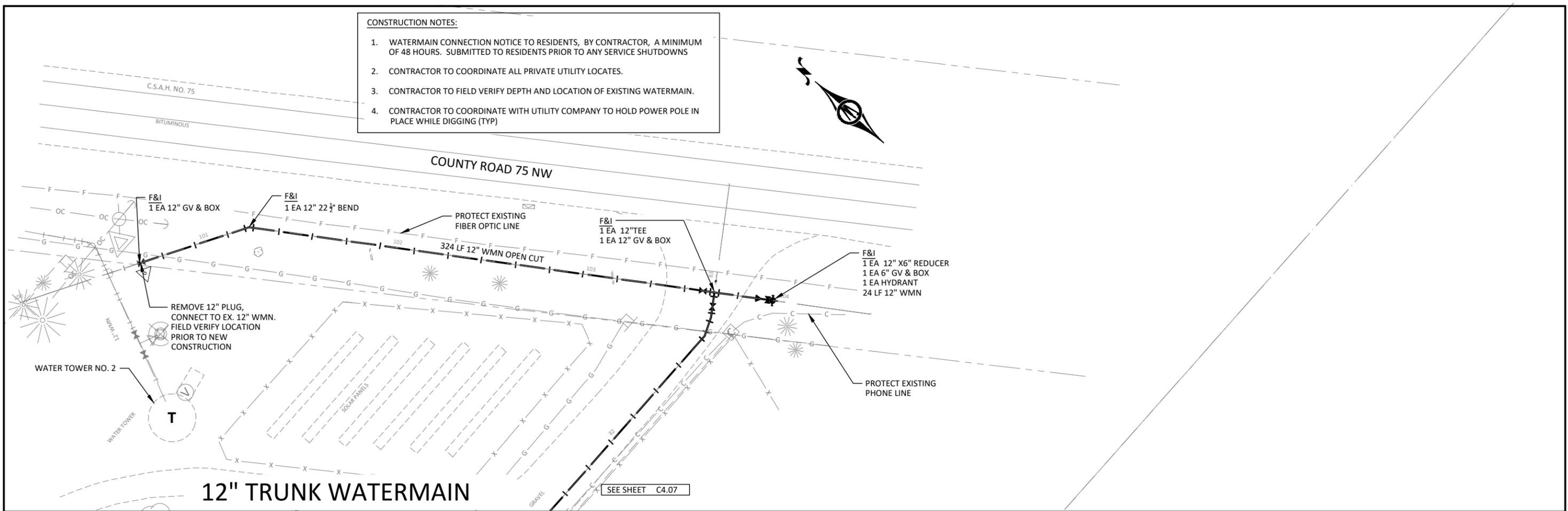


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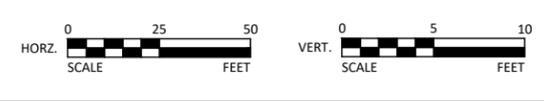
CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
WATERMAIN PLAN & PROFILE

SHEET  
C4.07

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  4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)



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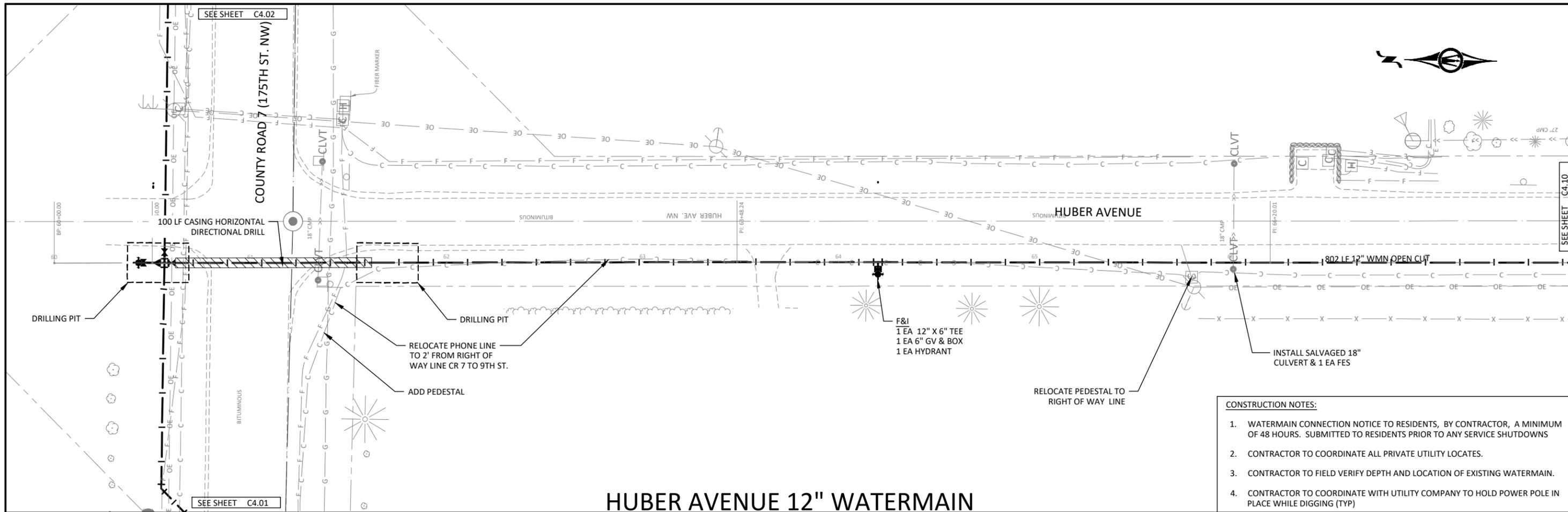
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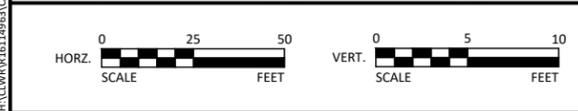
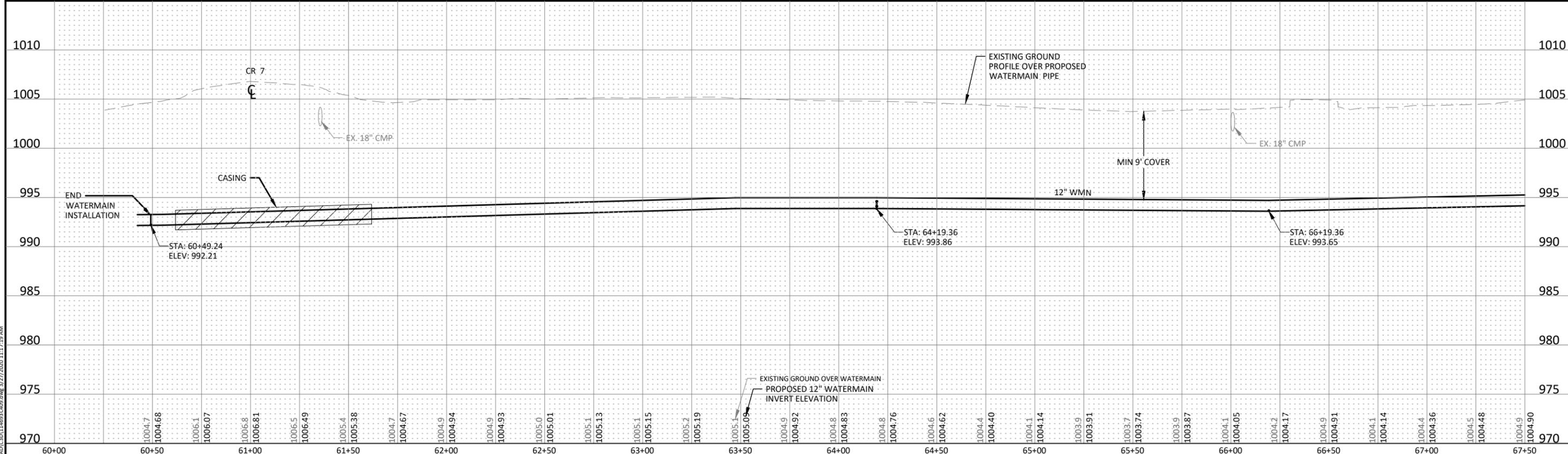
CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET  
**C4.08**



### HUBER AVENUE 12" WATERMAIN

- CONSTRUCTION NOTES:**
1. WATERMAIN CONNECTION NOTICE TO RESIDENTS, BY CONTRACTOR, A MINIMUM OF 48 HOURS. SUBMITTED TO RESIDENTS PRIOR TO ANY SERVICE SHUTDOWNS
  2. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY LOCATES.
  3. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING WATERMAIN.
  4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)



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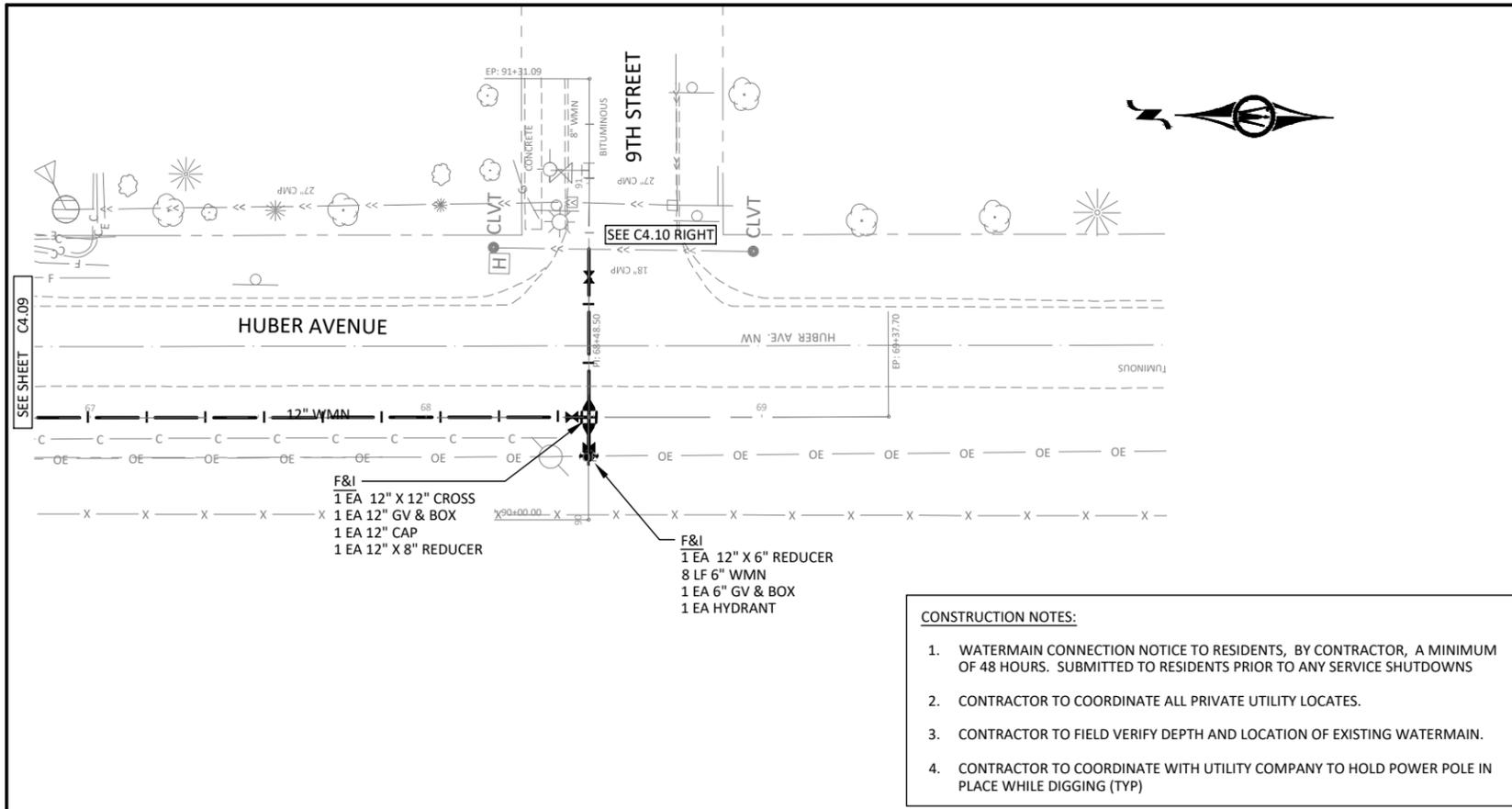


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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET C4.09

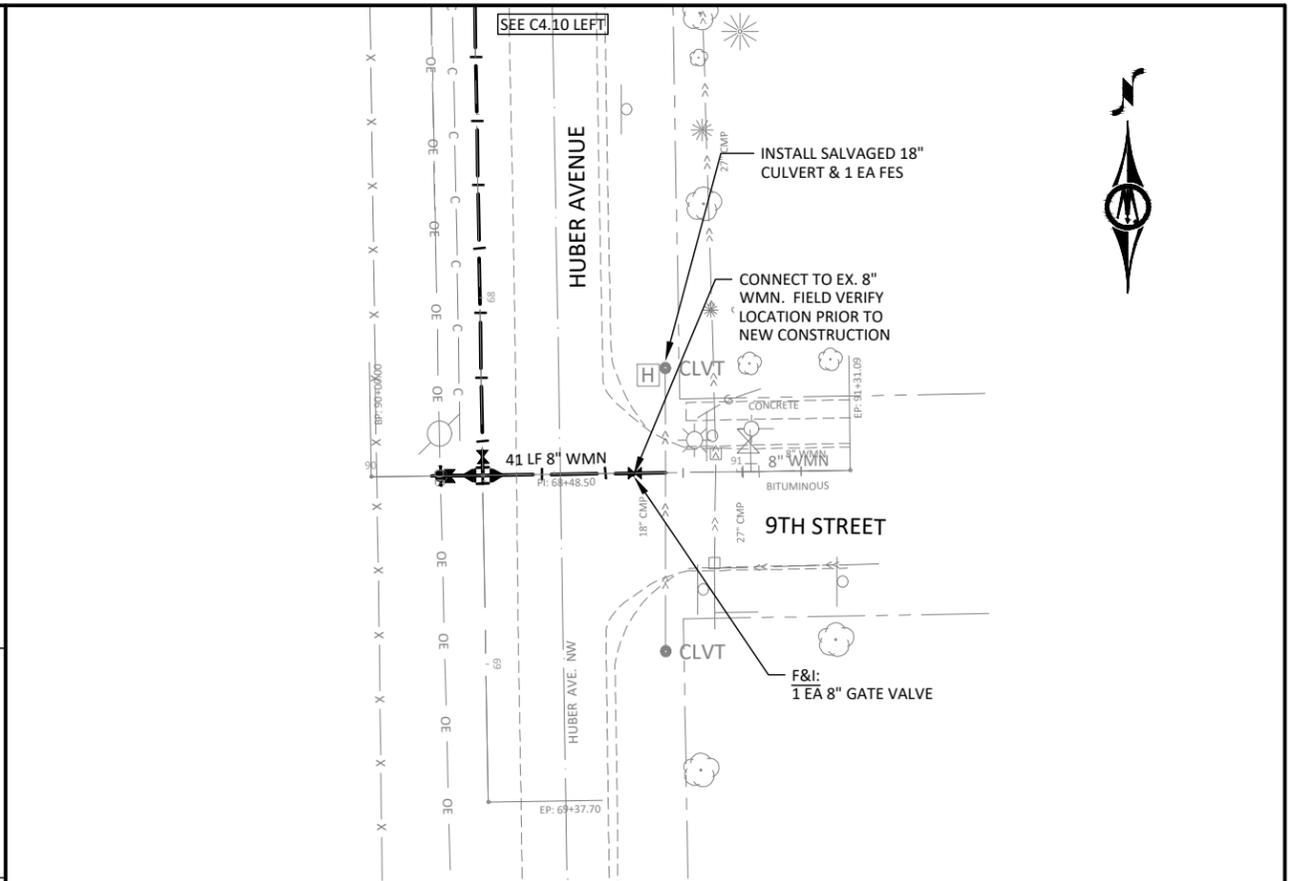
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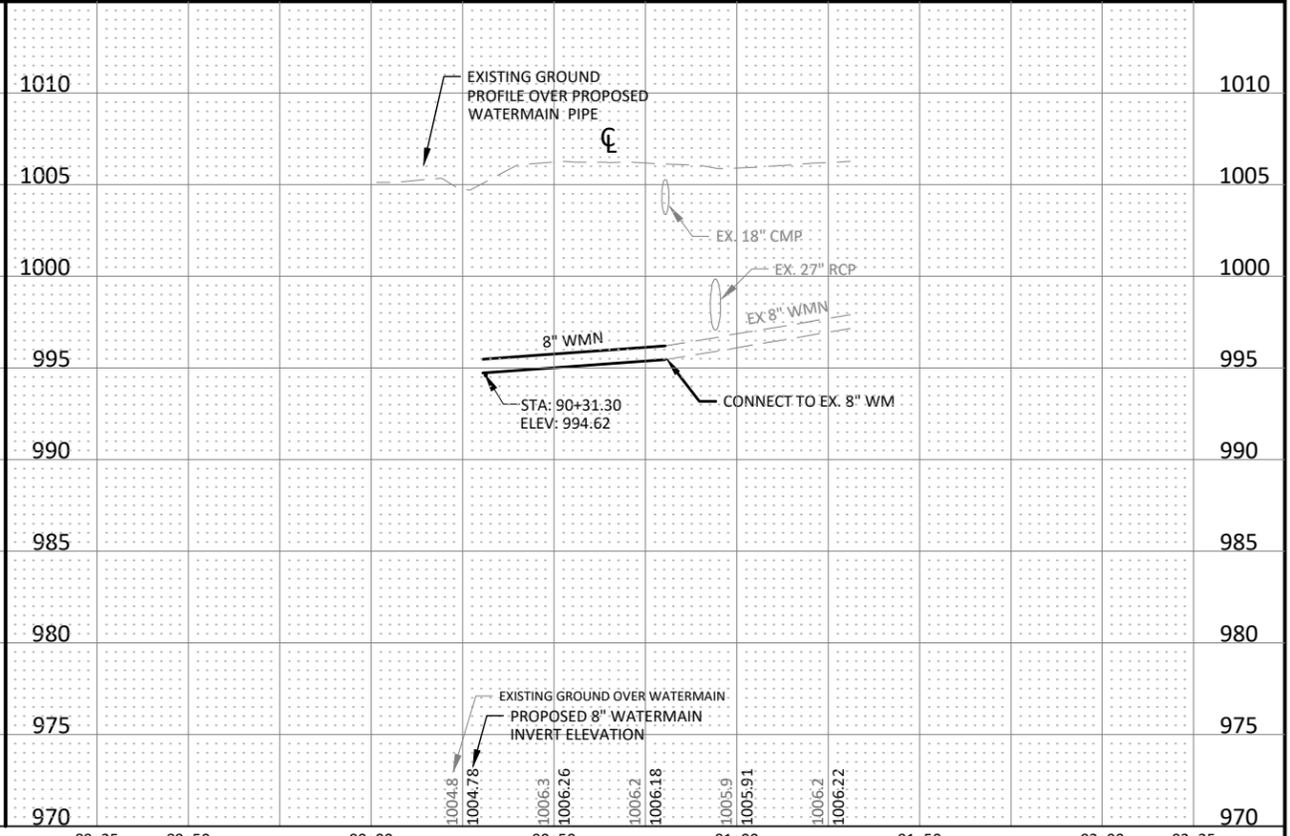
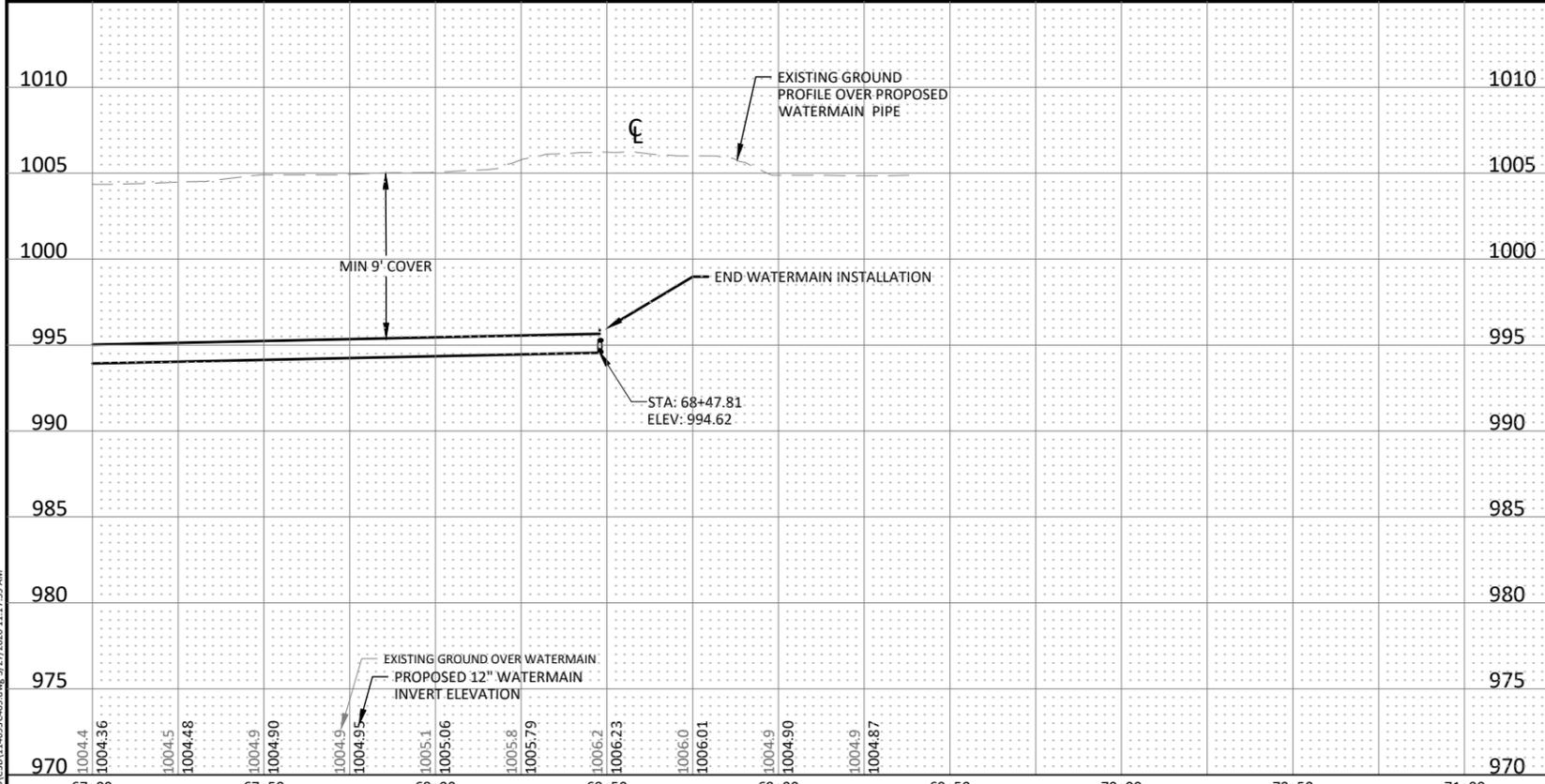
- F&I  
 1 EA 12" X 12" CROSS  
 1 EA 12" GV & BOX  
 1 EA 12" CAP  
 1 EA 12" X 8" REDUCER
- F&I  
 1 EA 12" X 6" REDUCER  
 8 LF 6" WMN  
 1 EA 6" GV & BOX  
 1 EA HYDRANT

- CONSTRUCTION NOTES:**
1. WATERMAIN CONNECTION NOTICE TO RESIDENTS, BY CONTRACTOR, A MINIMUM OF 48 HOURS. SUBMITTED TO RESIDENTS PRIOR TO ANY SERVICE SHUTDOWNS
  2. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY LOCATES.
  3. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING WATERMAIN.
  4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)

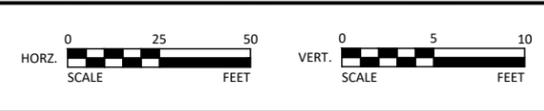
**HUBER AVENUE 12" WATERMAIN**



**9TH STREET 8" WATERMAIN**



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 Justin L. Kannas  
 LIC. NO. 45055 DATE 3/26/2020



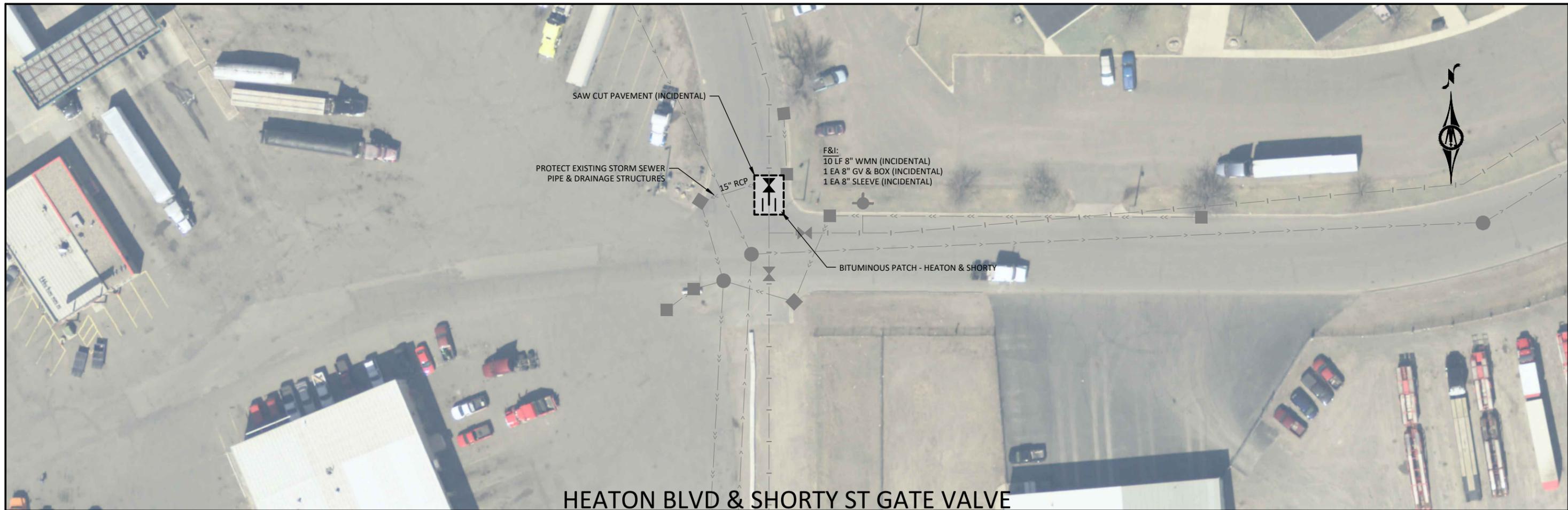
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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 WATERMAIN PLAN & PROFILE

SHEET  
**C4.10**



### HEATON BLVD & SHORTY ST GATE VALVE

**CONSTRUCTION NOTES:**

1. WATERMAIN CONNECTION NOTICE TO RESIDENTS, BY CONTRACTOR, A MINIMUM OF 48 HOURS. SUBMITTED TO RESIDENTS PRIOR TO ANY SERVICE SHUTDOWNS. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF CLEARWATER ALL WATERMAIN SHUTDOWNS.
2. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY LOCATES.
3. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING WATERMAIN.
4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY TO HOLD POWER POLE IN PLACE WHILE DIGGING (TYP)
5. CONTRACTOR TO COMPLETE GATE VALVE REPLACEMENT ON HEATON BLVD & SHORTY ST AFTER CONSTRUCTION AND TESTING OF CR 7 WATERMAIN IS COMPLETE.

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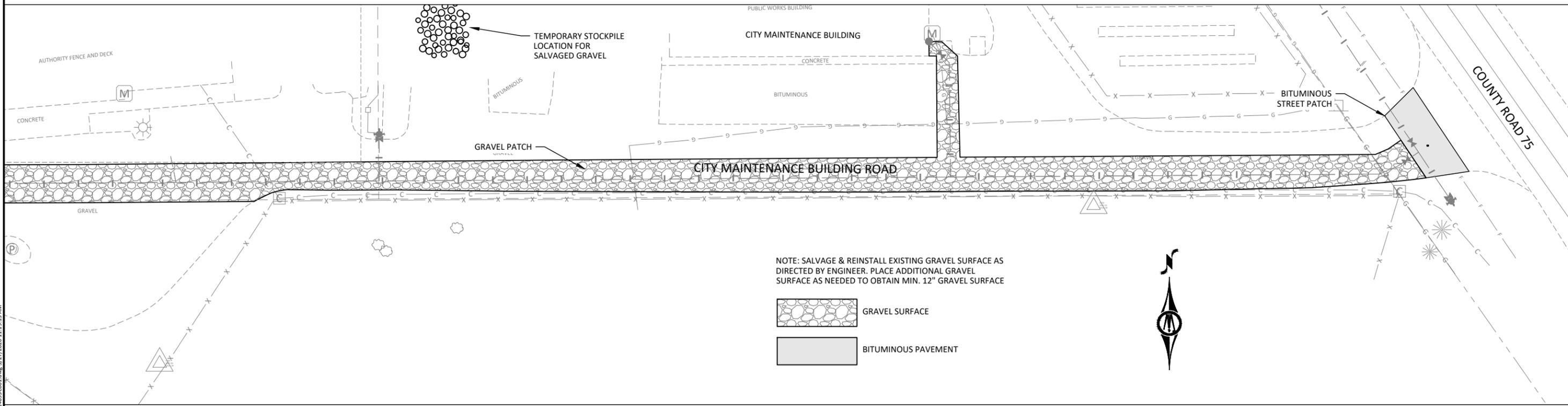
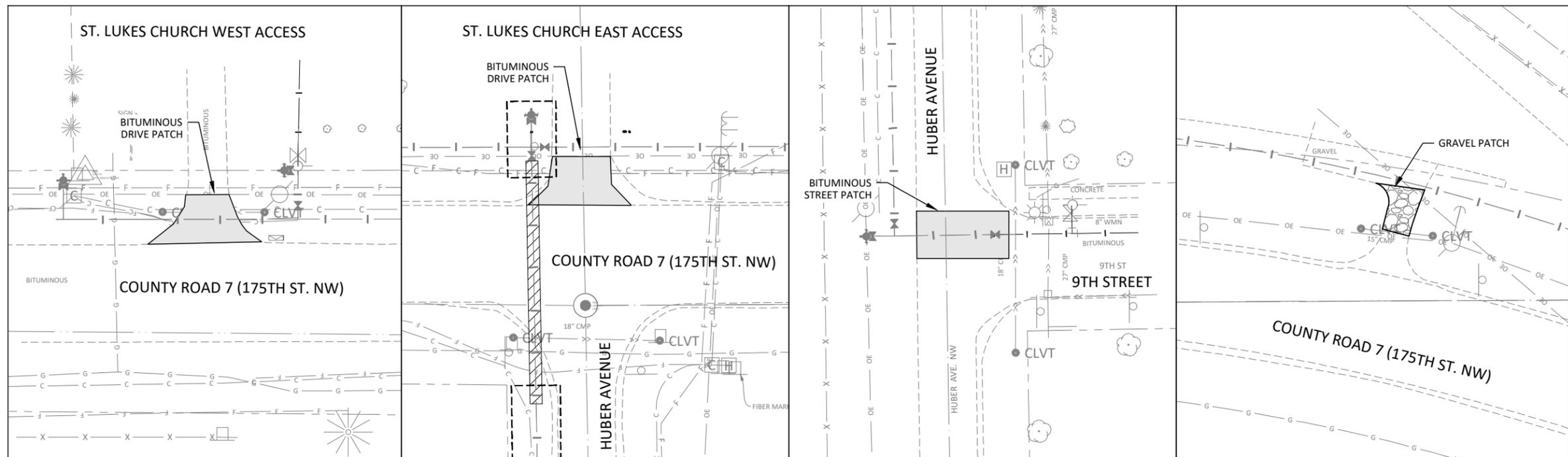
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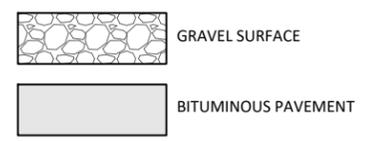
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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
HEATON BLVD & SHORTY ST GATE VALVE REPLACEMENT

SHEET  
C4.11



NOTE: SALVAGE & REINSTALL EXISTING GRAVEL SURFACE AS DIRECTED BY ENGINEER. PLACE ADDITIONAL GRAVEL SURFACE AS NEEDED TO OBTAIN MIN. 12\"/>



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CITY OF CLEARWATER, MINNESOTA  
 WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
 STREET REPAIRS

SHEET  
 C6.01

**NOTES:**

1. IN GENERAL, THE CONTRACTOR SHALL INSTALL THE INDICATED CONSTRUCTION BARRICADES ONLY IN THE AREA ACTUALLY UNDER CONSTRUCTION. AREAS NOT AFFECTED BY CONSTRUCTION SHALL REMAIN OPEN TO TRAFFIC. ADDITIONAL ROAD CLOSURE SIGNS AND BARRICADES MAY BE NEEDED DURING CONSTRUCTION.
2. MORE THAN ONE BARRICADE MAY BE REQUIRED TO CLOSE THE STREET. THE NUMBER OF BARRICADES REQUIRED AT EACH LOCATION WILL BE DESIGNATED BY THE ENGINEER.
3. TYPE-III BARRICADE TO BE ORANGE AND WHITE.
4. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".
5. CONSTRUCTION ZONE SIGNING SHALL ALSO BE THE RESPONSIBILITY OF THE CONTRACTOR AND WILL INCLUDE BUT NOT LIMITED TO, SIGNS FOR LANE CLOSURES, BUMP, DIP, MACHINERY AHEAD, LOOSE GRAVEL, ETC. THE NUMBER AND LOCATION OF THESE SIGNS WILL DEPEND ON THE CONTRACTOR'S OPERATIONS.
6. THE CONTRACTOR SHALL PLACE ALL SIGNS TO ALLOW ACCESS TO PROPERTIES IN AND NEAR THE PROJECT AREA.
7. THE CONTRACTOR SHALL HAVE EXTRA TYPE-3 BARRICADES ON THE PROJECT SITE FOR USE IN AREAS AS REQUIRED.
8. ALL SIGN AND BARRICADE MATERIAL, ERECTION, MAINTENANCE, AND REMOVAL SHALL BE INCLUDED IN THE LUMP SUM PRICE FOR TRAFFIC CONTROL.
9. CONTRACTOR TO MAINTAIN ACCESS TO PROPERTIES AT ALL TIMES.

ID.	SIGN ASSEMBLY	DESIGNATOR & SIZE
1		W20-1 48"X48"
2		R11-4 60"X30" W1-6R 48"X24" TYPE-III RT BARRICADE
3		JERSEY BARRIER
4		R11-2 (48 X 30)
5		W21-1X (48 X 48)
6		W20-3 (48 X 48)



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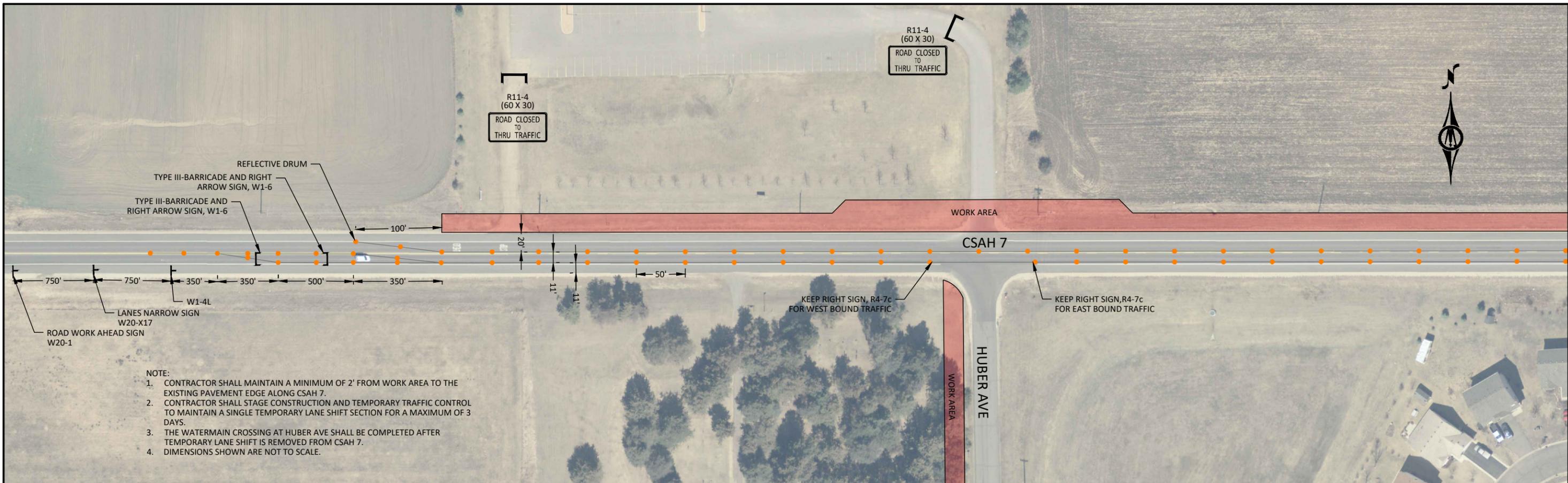
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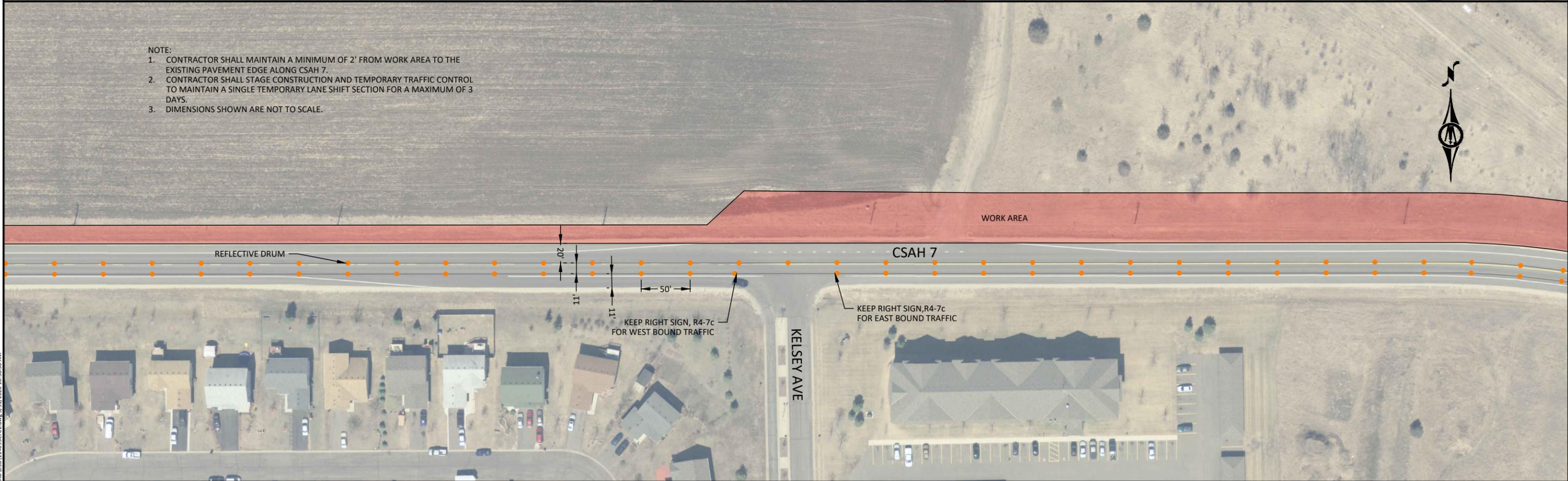
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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
TRAFFIC CONTROL

SHEET  
C7.01



- NOTE:
1. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2' FROM WORK AREA TO THE EXISTING PAVEMENT EDGE ALONG CSAH 7.
  2. CONTRACTOR SHALL STAGE CONSTRUCTION AND TEMPORARY TRAFFIC CONTROL TO MAINTAIN A SINGLE TEMPORARY LANE SHIFT SECTION FOR A MAXIMUM OF 3 DAYS.
  3. THE WATERMAIN CROSSING AT HUBER AVE SHALL BE COMPLETED AFTER TEMPORARY LANE SHIFT IS REMOVED FROM CSAH 7.
  4. DIMENSIONS SHOWN ARE NOT TO SCALE.



- NOTE:
1. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2' FROM WORK AREA TO THE EXISTING PAVEMENT EDGE ALONG CSAH 7.
  2. CONTRACTOR SHALL STAGE CONSTRUCTION AND TEMPORARY TRAFFIC CONTROL TO MAINTAIN A SINGLE TEMPORARY LANE SHIFT SECTION FOR A MAXIMUM OF 3 DAYS.
  3. DIMENSIONS SHOWN ARE NOT TO SCALE.

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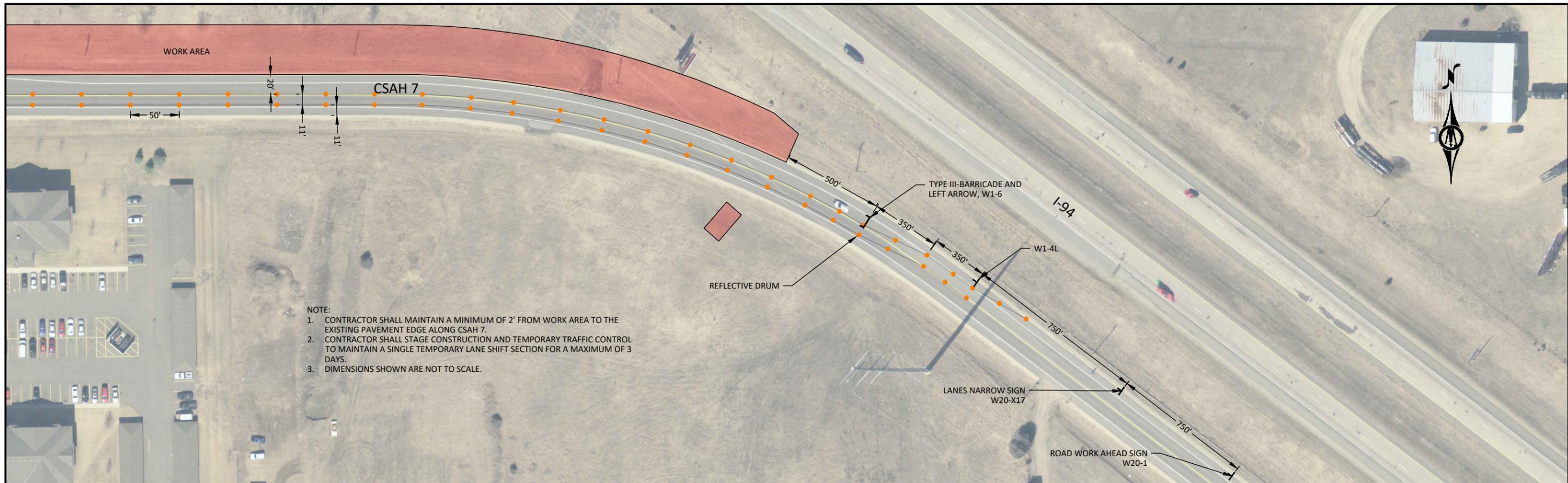
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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
TRAFFIC CONTROL

SHEET  
C7.02



- NOTE:
1. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2' FROM WORK AREA TO THE EXISTING PAVEMENT EDGE ALONG CSAH 7.
  2. CONTRACTOR SHALL STAGE CONSTRUCTION AND TEMPORARY TRAFFIC CONTROL TO MAINTAIN A SINGLE TEMPORARY LANE SHIFT SECTION FOR A MAXIMUM OF 3 DAYS.
  3. DIMENSIONS SHOWN ARE NOT TO SCALE.



NOTE: DIMENSIONS SHOWN ARE NOT TO SCALE.

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CITY OF CLEARWATER, MINNESOTA  
WATERMAIN LOOP CROSSING I-94 IMPROVEMENTS  
TRAFFIC CONTROL

SHEET  
C7.03

**EXTRACT OF MINUTES OF A MEETING OF THE  
CLEARWATER CITY COUNCIL  
CLEARWATER, MINNESOTA**

**HELD: April 13, 2020**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Clearwater, Counties of Wright and Stearns, Minnesota, was duly held via web conference on Monday, the 13<sup>th</sup> day of April, 2020 at 7:00 p.m. for the purpose, in part, of calling a public hearing on the proposed establishment of Municipal Development District No. 1, the proposed Tax Increment Financing District No. 1-1, the proposed adoption of the Development Plan for Municipal Development District No. 1 and the proposed adoption of Tax Increment Financing Plan relating to Tax Increment Financing District No. 1-1.

The following Council members were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**CITY OF CLEARWATER  
RESOLUTION 2020-26**

**RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT  
OF MUNICIPAL DEVELOPMENT DISTRICT NO. 1, THE PROPOSED  
ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-1 WITHIN THE  
DEVELOPMENT DISTRICT, THE PROPOSED ADOPTION OF THE DEVELOPMENT  
PLAN FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 1, AND PROPOSED  
ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING TO TAX  
INCREMENT FINANCING DISTRICT NO. 1-1.**

**BE IT RESOLVED** by the City Council (the "Council") of the City of Clearwater, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on May 28, 2020, at approximately 7:00 p.m., to hold a public hearing on the proposed establishment of Municipal Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-1 within the Development District, the proposed adoption of the Development Plan relating to Municipal Development District No. 1, and the proposed adoption of the Tax Increment Financing Plan relating to Tax Increment Financing District No. 1-1, all pursuant to Minnesota Statutes, Sections 469.124 through 469.133 and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, and as amended (the "Act").

2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act, and to place a copy of the proposed Development Program and proposed Tax Increment Financing Plan on file in the City Administrator's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to provide notice of the public hearing and a copy of the proposed Tax Increment Financing Plan for Tax Increment Financing District No. 1-1 to the Wright County Auditor, the Stearns County Auditor and the Clerk of Independent School District No. 742 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed Tax Increment Financing District No. 1-1.

Adopted by the City Council of the City of Clearwater, Minnesota, this 13<sup>th</sup> day of April, 2020.

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Andrea Lawrence, Mayor

ATTEST:

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Annita M. Smythe, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF WRIGHT )

I, the undersigned, being the duly qualified and acting City Administrator/Clerk/Treasurer of the City of Clearwater, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Clearwater, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's establishment of Tax Increment Financing District No. 1-1.

WITNESS my hand as such City Administrator of the City of Clearwater this \_\_\_\_ day of April, 2020.

\_\_\_\_\_  
Annita M. Smythe, City Administrator

**EXHIBIT A**

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

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City Council (the "Council") of the City of Clearwater, Counties of Wright and Stearns, Minnesota, will hold a public hearing on Thursday, May 28, 2020, at 7:00 p.m., at the Clearwater City Hall, in the City of Clearwater, Minnesota, relating to the proposed establishment of Municipal Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-1 within the Development District, the proposed adoption of the Development Plan relating to Municipal Development District No. 1, and the proposed adoption of a Tax Increment Financing Plan for Tax Increment Financing District No. 1-1, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, as amended, and Sections 469.174 through 469.1794, as amended, all inclusive, as amended. A copy of the proposed Tax Increment Financing Plan is on file and available for public inspection at the office of the City Administrator at City Hall.

**PLEASE NOTE**, due to COVID-19, if the Governor of the State of Minnesota extends or rescinds and replaces Emergency Executive Order 20-23 (the "Order"), and thereby causing the stay-at-home order to be in effect as of the date of the public hearing, the public hearing will be conducted via telephone or other electronic means as allowed under Minnesota Statutes, Section 13D.021. Please refer to the City of Clearwater's website at <https://www.clearwatercity.com/> or call City Hall at 320-558-2428 to learn how to attend the public hearing via telephone or electronically.

The property included in Municipal Development District No. 1 is described in the Development Program on file in the office of the City Administrator. The property proposed to be included in Tax Increment Financing District No. 1-1 is described in the Tax Increment Financing Plan on file in the office of the City Administrator.

Maps of the Municipal Development District No. 1 and Tax Increment Financing Districts No. 1-1 are set forth in the adjacent map:



All interested persons may appear at, or otherwise attend, the hearing and present their views orally or prior to the meeting in writing.



**To: Honorable Mayor Lawrence and Members of the Clearwater City Council**

**From: Elizabeth Lindrud, Finance Director**

**Date: April 13, 2020**

**Re: City Contribution to the Clearwater Fire Relief**

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**Background**

The City of Clearwater budgets an annual voluntary contribution towards the Clearwater Fire Relief Association (FRA) each year. This payment goes directly into a retirement fund for the members of the Fire Department. The payment is typically made in October when the Fire Relief State Aid is received. For the year 2019, the budgeted amount was \$12,000. Due to the transition in staff, the annual city contribution of \$12,000 was not paid in 2019.

For the year 2020 a contribution of \$12,500 is budgeted for payment in October 2020.

**Options**

The City Council has two options related to the missed payment:

1. Council can approve the payment of \$12,000 for 2019 to be paid now, with the 2020 payment of \$12,500 to be paid in October as budgeted. This will cause this expenditure line item to come in over budget for 2020. It was under budget in 2019 due to the missed payment.
2. Council can decline to pay the 2019 payment of \$12,000. The 2020 payment of \$12,500 would be paid in October as budgeted. This would result in a revenue shortfall for the Fire Relief Association for 2019.

**Action Requested**

As outlined above, making this payment now rather than in 2019 as intended would result in 2020 expenditures being over budget. For that reason, staff are requesting Council's direction and approval to proceed with this payment in 2020.

## Chapter 10

### ANIMALS\*

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\* **State Law References:** General authority relative to animals, Minn. Stats. § 412.221, subd. 21; animal health, Minn. Stats. ch. 35; dogs and cats, Minn. Stats. ch. 347; cruelty to animals, Minn. Stats. § 343.20 et seq.; stray animals and companion animals, Minn. Stats. ch. 346

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#### Article I. In General

Sec. 10-1. Definitions.  
Sec. 10-2. Violations.  
Sec. 10-3. Dog or animal biting; quarantine.  
Sec. 10-4. Disposition of diseased dogs or animals.  
Sec. 10-5. Other animals.  
Sec. 10-6. Vicious animals.  
Sec. 10-7. Restrictions on food and drink establishments.  
Secs. 10-8--10-32. Reserved.

#### Article II. Dogs and Cats

##### Division 1. Generally

Sec. 10-33. Impounding; redemption and other disposition.  
Sec. 10-34. Limit on number of dogs and cats.  
Sec. 10-35. Kennels.  
Sec. 10-36. Restrictions regarding behavior of dogs.  
Sec. 10-37. Dog waste and its removal.  
Sec. 10-38. Dogs in Heat  
Sec. 10-39. Dangerous and Potentially Dangerous Dogs  
Secs. 10-40--10-62. Reserved.

##### Division 2. License

Sec. 10-63. License required; fee.  
Sec. 10-64. Date of payment of license fee; method of licensing.  
Sec. 10-65. Receipts and tags.  
Sec. 10-66. Duplicate tags.  
Sec. 10-67. Offenses involving tags.

### ARTICLE I.

#### IN GENERAL

##### Sec. 10-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*At large* means off the premises of the owner and not under the control of the owner, or other competent person, either by leash not exceeding six feet in length or otherwise restrained.

*Household* means a single-family residence, apartment or manufactured home.

*Commercial Kennel* means a place where more than three dogs thereof are kept for the business of selling, boarding for a fee, breeding for sale, or some other enterprise intended primarily for profit-making purposes. The term “commercial kennel” shall not include pet stores, pet grooming shops, or animal hospitals.

*Owner* means any person, firm, or corporation owning, harboring or keeping a dog, cat or other animal specified herein.

*Pound* means the duly licensed facility designated by the city to be the place of confinement for any animal authorized to be impounded under this chapter.

*Poundmaster* means the person in charge of the city pound.  
(Ord. No. 4.03, § 1.0, 3-21-1983)

### **Sec. 10-2. Violations.**

Upon notification to the city clerk-treasurer or other authorized person of violations of subsection 10-36(b) and section 10-3, the city clerk-treasurer or other authorized person may act to have the dog or animal impounded and/or quarantined immediately. Any owner who does not comply with the requirements of this article, or who resists attempts to enforce this article, shall be guilty of a petty misdemeanor.  
(Ord. No. 4.03, § 5.0, 3-21-1983, Amended 7-2-2012)

### **Sec. 10-3. Dog or animal biting; quarantine.**

Whenever any dog or other animal has bitten any person, the owner or custodian of any such dog or animal, having been so notified, either orally or in writing, shall immediately quarantine the dog or animal at the owner’s home or other suitable place of confinement, as directed by the responsible officer of the city, for a period of 14 days after the occurrence.

During the quarantine period, the animal shall be securely confined in a building or in a yard enclosed by a fence so constructed that the animal cannot escape or otherwise leave the enclosure, and which will not permit other animals or persons to enter, for the purpose of preventing the animal from biting or otherwise coming in contact with persons or other animals.

Upon a reasonable suspicion that the dog may be rabid, the dog shall be subjected to the necessary tests by a doctor of veterinary medicine for the purpose of determining if it is infected with rabies.

The confinement, testing, treatment, in addition to all other expenses incurred as the result of a dog biting a person shall be the expense of the owner of the animal.

(Ord. No. 4.03, § 2.2, 3-21-1983, Amended 7-2-2012)

**State Law References:** Dog bites, Minn. Stats. § 346.51.

### **Sec. 10-4. Disposition of diseased dogs or animals.**

If a dog or animal quarantined under section 10-3 is found to be sick or diseased, the operator of the quarantine facility shall immediately report in writing to the county health officer the condition of the dog or

animal. The health department may then take possession of the dog or animal for the purpose of determining if it is suffering from rabies. A diseased dog or animal may either be destroyed or euthanized, if the county health officer determines such action necessary for the protection of public health and safety, as recommended by a licensed veterinarian.

(Ord. No. 4.03, § 2.3, 3-21-1983)

**Sec. 10-5. Other animals.**

It shall be unlawful for any owner to keep, harbor or confine within the limits of the city any wild animals, or any animal creating a nuisance or health hazard, or any horses, cows, sheep, pigs, goats, poultry or any other large domesticated animals.

(Ord. No. 4.03, § 2.4, 3-21-1983)

**Sec. 10-6. Vicious animals.**

It shall be unlawful for any owner to keep, harbor or confine within the city any animal, known to be vicious, which animal known to its owner has, on at least one prior occasion, without provocation attacked, bitten or scratched any person unless said person was unlawfully on the premises of the owner of said animal.

(Ord. No. 4.03, § 2.5, 3-21-1983)

**Sec. 10-7. Restrictions on food and drink establishments.**

Except as otherwise provided by law, it shall be unlawful for the owner or operator of any establishment wherein the selling, handling, processing or preparation of food is done to permit any animal in such establishment.

(Ord. No. 4.03, § 2.6, 3-21-1983)

**State Law References:** Right to bring certain service dogs into places of public accommodation, Minn. Stats. § 256C.02.

**Secs. 10-8--10-32. Reserved.**

**ARTICLE II.**

**DOGS AND CATS**

**DIVISION 1.**

**GENERALLY**

**Sec. 10-33. Impounding; redemption and other disposition.**

(a) *Impoundment.* It shall be lawful for any peace officer, or any authorized person employed by the city, to take up and impound any dog found in the city without the currently effective tag provided for in section 10-65 or any dog found running at large at any time within the city in violation of subsection 10-36(b); and in enforcing this article such officers, or employees, may enter upon any private premises where they have reason to believe there is an unlicensed dog.

(b) *Redemption.* Dogs may be redeemed from the pound by the owner any time during office hours

within 120 hours after seizure and impoundage upon a sworn statement of ownership, proof that a license has been duly issued for said dog, presentation of a receipt showing payment to the city clerk-treasurer of the impounding fee in the amount established by the city, and payment to the pound for all boarding and other fees incurred during the period of impoundment. The poundmaster shall thereupon release to the owner the dog claimed by them, unless the dog is being held for rabies observation pursuant to section 10-3. Owners of dogs who live outside of the city and who are not subject the licensing requirements of this chapter, and whose dog or dogs have been impound for running at large within the city, may redeem their dog within the same time limits as above by completing all of the redemption requirements except that of licensing. All unpaid cost incurred by the city for impounding shall be assessed to the owner's property.

(c) *Disposition of unredeemed, sick or injured dogs.* Any dog not redeemed as provided for in subsection (b) of this section, within the time specified therein, may be disposed of in any humane manner selected by the poundmaster. Any sick or injured dog which has been impounded may be disposed of in any humane manner if the poundmaster has been unable to locate the owner after reasonable effort and if, in his discretion, the humane action would be the destruction of the animal.

(Ord. No. 4.03, §§ 4.1--4.3, 3-21-1983; Ord. of 4-8-1988, § 4.2, Amended 7-2-2012)

**Sec. 10-34. Limit on number of dogs and cats.**

It shall be unlawful for any owner to harbor or keep in any household more than a total of four (4) dogs and cats together, over the age of four (4) months within the limits of the City of Clearwater.

(Ord. No. 4.03, § 2.0, 3-21-1983, Amended 7-2-2012)

**Sec. 10-35. Commercial Kennels.**

No person shall maintain a commercial kennel within the city limit without obtaining a kennel license from the City pursuant to the Zoning provisions of the City Code.

(Ord. No. 4.03, § 2.7, 3-21-1983, Amended 7-2-2012)

**Sec. 10-36. Restrictions regarding behavior of dogs.**

(a) *Habitual Barking.* It shall be unlawful for any person to keep or harbor a dog which habitually barks or cries. Habitual barking shall be defined as barking or crying for repeated intervals of at least five minutes with less than one minute of interruption. Such barking or crying must also be audible off of the owner's or caretaker's premises. Repeated barking due to intentional provocation by an unrelated individual residing off the property of the owner is not considered habitual barking for the purposes of this ordinance, nor is barking related to a periodic external stimulus such as a non-domestic animal, machinery or unusual activity within the vicinity of the premises.

(b) *Damage to Property.* It shall be unlawful for any person's dog or other animal to substantially damage any lawn, garden or other property (including animals), whether or not the owner has knowledge of the damage. Any animal causing damage to property may be impounded, or a complaint may be issued by any party aggrieved by an animal under this section, against the owner of the animal.

- (c) *Running at large.* It shall be unlawful for any owner or keeper of a dog, or the parents or guardians of any person under 18 years of age who owns a dog, to allow such dog to run at large at any time. All dogs must be leashed, tied, penned or fenced at all times.

(Ord. No. 4.03, § 2.1, 3-21-1983, Amended 7-2-2012)

**Sec. 10-37. Dog waste and its removal.**

(a) *Duty to dispose.* It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his dog on any sidewalk, street, park or other public area, or any other property owned by the city.

(b) *Method of removal and disposal.* For the purpose of this section, the means of removal shall be any tool, implement or other device carried for the purpose of picking up and containing such feces, unexposed to said person or the public. Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of human feces.

**Sec. 10-38. Dogs in Heat**

Any female dog in heat shall be confined in a building or other enclosure in such manner that it cannot come in contact with another dog except for planned breeding.

(7-2-2012)

**Sec. 10-39. Dangerous and Potentially Dangerous Dogs.**

(a) *Adoption by Reference of State Law and County Ordinance.* The provisions of Minnesota State Statutes Chapter 347 (§347.50-347-565) and Wright County Ordinance No. 10-01, as they may be amended from time to time, are hereby adopted by reference as fully as if set out herein, and shall be administered and enforced by Animal Control Officials as identified and designated pursuant to that law and ordinance.

1. *Conflict of Laws.* When any provisions of this ordinance, county ordinance or state laws applicable to dangerous or potentially dangerous dogs are in conflict, the provisions that impose the greater restrictions or protections shall apply.
2. *Penalty.* Any person who violates this ordinance, county ordinance or state law applicable to dangerous and potentially dangerous dogs shall be guilty of a misdemeanor.

(7-2-2012)

**Secs. 10-40--10-62. Reserved.**

**DIVISION 2.**

**LICENSE**

**Sec. 10-63. License required; fee.**

It shall be unlawful for any person to own, keep or harbor any dog or dogs over four months of age

within the corporate limits of the city without have obtained a license therefore as herein provided. The fee shall be as established by the city for a nontransferable license.  
(Ord. No. 4.03, § 3.1, 3-21-1983; Ord. of 4-8-1988, § 3.1)

**Sec. 10-64. Date of payment of license fee; method of licensing.**

It shall be the duty of the owner of a dog required to be licensed to pay to the city clerk-treasurer the prescribed fee within five days of acquiring ownership or possession of an unlicensed dog, or within ten days of establishing residence in the city. When applying for a dog license, the owner shall state the name, sex, breed, and color of the dog and proof of rabies vaccination for which the licensed is to be procured. To be accepted the certificate of vaccination must show on its face the effective vaccination period and be executed by a doctor qualified to practice veterinary medicine in the state in which the animal is vaccinated.  
(Ord. No. 4.03, § 3.3, 3-21-1983; Ord. of 4-8-1988, § 3.3)

**Sec. 10-65. Receipts and tags.**

Upon payment of the required fee, the city clerk-treasurer, or other authorized person, shall execute a receipt, in duplicate, showing the name and place of residence of the person to whom issued, and the number of the dog tag delivered to such person. The city clerk-treasurer shall procure a sufficient number of suitable tags, which are consecutively numbered. One tag per dog licensed will be issued to the person paying the fee. The owner shall affix the tag by a permanent fastening to the collar of the dog so licensed, in such a manner that the tag may be seen easily, and the tag shall be worn constantly by such dog.  
(Ord. No. 4.03, § 3.4, 3-21-1983; Ord. of 4-8-1988, § 3.4)

**Sec. 10-66. Duplicate tags.**

When any dog tag is lost, a duplicate may be issued by the city clerk-treasurer upon presentation of a receipt showing the payment of the license fee. A fee in the amount established by the city council shall be paid for each such duplicate tag.  
(Ord. No. 4.03, § 3.5, 3-21-1983; Ord. of 4-8-1988, § 3.5)

**Sec. 10-67. Offenses involving tags.**

It shall be unlawful to counterfeit, or attempt to counterfeit, the tag provided for in section 10-65, or to remove from any dog a tag legally placed upon it with the intent of placing it upon another dog, or to place such tag upon another dog. It shall be unlawful for any person to transfer any tag issued, or to place a tag upon any dog other than the one for which it was issued. No refunds shall be made on any dog license fee because of the removal of the dog from the city or because of the death of the dog.  
(Ord. No. 4.03, § 3.6, 3-21-1983; Ord. of 4-8-1988, § 3.6)

**CLEARWATER PARK COMMISSION  
REGULAR MEETING MINUTES  
MARCH 9, 2020**

**1. Call to Order and Pledge of Allegiance: 5:30 p.m. Council Chambers**

- Chair Vasecka called the meeting to order at 5:34 p.m. The Pledge of Allegiance was recited. Members present included Vasecka, Scott, and Stellmach. Member Petty arrived at 5:57 p.m. Member Dufour was absent. Also present was City Administrator Smythe and guests.

**2. Public Forum**

- None.

**3. Approval of Agenda**

- **MOTION** by Scott to approve agenda as presented, seconded by Stellmach, all voted aye. **MOTION CARRIED.**

**4. Approval of Minutes from January 30, 2020 Meeting**

- **MOTION** by Stellmach to approve minutes of January 30, 2020 meeting as presented, seconded by Scott, all voted aye. **MOTION CARRIED.**

**5. Reports**

**a. Membership Updates**

- Smythe explained that she had located minutes and resolutions indicating when members were appointed. Vasecka and Dufour had terms which should have expired 12/31/2019. She is recommending that the City Council re-appoint Vasecka and declare a vacancy for Dufour's position, as he has not responded to any messages to indicate interest in remaining on the Commission.

**b. El Dorado Park Update**

- Smythe shared the details of the temporary compromise reached by the Council related to the concrete at El Dorado Park. A partial payment was released to the contractor. This spring, materials will be applied to attempt to correct the concrete deficiencies. This project will then be revisited for further actions, if any.

**c. Local Option Sales Tax Update**

- Staff have located the materials related to approval of the Local Option Sales Tax. The materials were included in the agenda packet. It appears the current option will expire in 2028, as it began in 2008 with a 20-year expiration.

**d. Other**

- None.

**6. Old Business**

**a. Ball Team Budget Requests**

- Members are waiting for quotes for the items requested by the ball team. Overall Board consensus is that a conservative approach is warranted due to uncertainty about overall usage of facilities versus planned improvement costs.

**b. Disc Golf Budget Requests**

- Jared Roeker from the disc golf organization provided a 10-year plan for improvements to Sportsman’s Park for disc golf. He presented statistical data showing dramatic increases in usage of the facilities. He also gave a more detailed explanation of the cost requests for 2020, which amount to \$2,000. Some Public Works assistance would be needed, but disc golf members would do much of the work. Member Stellmach noted that there is a lot of discussion on Facebook about disc golf and sites. Clearwater is on the top 10 list of locations. Members further discussed estimated costs of 2020 requests.
- Member Petty arrived at 5:57 p.m., during the 2020 cost discussion.
- Roeker gave a quick overview of the requests for years 2-10. He also explained that their team would work with Public Works prior to beginning any improvements to see if there were any cost savings available.
- **MOTION** by Scott to recommend approval of \$2,000 for 2020 requested improvements, seconded by Petty, all voted aye. **MOTION CARRIED.**

## 7. New Business

### a. Park Improvement 3-5 Year Plans

- Members began discussion of 3-5 Year Plans for each of the city’s parks. Smythe noted that she included in the agenda packet an old “wish list” from 2013 that was on the city’s server.
- Members agreed that items from the 2013 list could be a place to start. Others noted some more urgent items, too:
  - Member Scott – Riverside Park
    - Fences need repairs
    - Clean-up of fallen trees down to the river
  - Member Vasecka – El Dorado Park
    - Ball spinner – all balls are broken/need replacing
    - ADA belt on ADA swing is broken
- It was noted that Public Works staff would conduct a spring walk-thru to make a list of needed repairs once the weather improves
  - Member Vasecka – Spring Street Park
    - Wood chip replacement – are there other ADA options instead of wood chips?
    - New mural every 5 years
- In the interest of time, this discussion to be continued at next meeting. Members to review the 2013 list and make any additions for future review/discussion.

### b. Rendezvous Re-enactment Organization

- Rendezvous Re-enactment Organization is a subset of the local Heritage Festival. Dave Agnew appeared on behalf of this group. He is concerned about new rules or regulations that might restrict the group’s ability to continue their annual re-enactment at Riverside Park. Some of the activities he described that are not allowed under City Code include:
  - Overnight camping
  - Fire pits being dug
  - Use of electric grills
  - Blacksmith/Forging
  - Shooting black powder/blank rounds
  - Ice age weapons
  - Food trucks.
- Agnew also had concerns about being questioned or asked to leave by Sheriff’s Deputies

- Had concerns about access – sometimes vehicle traffic blocks gates that are used for loading/unloading areas
- Members explained that the event organizers can request a Special Event Permit from the City Council that will address City Code issues. The organization should work with city staff to craft a permit that addresses these concerns. The city does not have authority to address items that might violate state law – organizers will need to work with the state for those items. Staff can communicate with Sheriff prior to event to make sure deputies are given information about the event. Agnew requested additional pumping of Biffies or additional Biffy units during event, as they get filled up. Will include that request with permit.
- Smythe asked for information about insurance. The organization believes they are covered under the Heritage Festival’s insurance. They will need to add the city as an additional insured for this event, as there are many concerns about liability. Agnew to check into this. Smythe recommended resolving the insurance questions as a first step in the permit process.

**c. I94 Pedestrian Bridge**

- Petty explained that MnDot has approved adding a pedestrian crossing to their I94 Bridge Project scheduled for 2025. The city is responsible for the costs of trail connections to the bridge crossing.

**d. Payroll Request**

- Smythe explained that staff received a payroll request for members Vasecka and Scott related to work completed at Spring Street Park last May. It appears that there were verbal assurances given that pay would be received in consideration of the large amount of time given to the project. Staff are asking for a policy clarification, as there isn’t anything in the Park Commission or Council minutes related to this request.
- Board consensus was to ask the City Council to clarify the policy and provide direction on this request.

**8. Next Meeting Date**

- Next meeting scheduled for April 13, 2020 at 5:30 p.m.

**9. Adjournment**

- **MOTION** to adjourn by Petty, seconded by Stellmach, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:53 p.m.

ATTEST

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Annita M. Smythe, City Administrator