

**CLEARWATER CITY COUNCIL MEETING MINUTES
SPECIAL CITY COUNCIL MEETING
JUNE 29, 2020**

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

- Mayor Lawrence called the Clearwater City Council to order Monday, June 29, 2020 at 7:00 p.m. via Zoom Web Conference. Members present were Mayor Lawrence, Council Members Kruchten, Scott, and Crandall. Member Petty was absent. Also present was Administrator Smythe and other guests.

2. Wright County Sheriff's Report

- Deputy Linn provided the sheriff's report for the month of May. Members did not have any questions. Smythe noted for the sheriff that the city had given permission to the apartments on Ash Street for temporary street parking from June 30 until July 2 while their parking lot is getting striped.

3. Adopt COVID-19 Preparedness Plan

- Smythe explained that there is a new requirement from the state that we adopt a COVID-19 plan. The plan included in the packet was created using the state's template and filling in our plans in the blanks provided in the form.
- **MOTION** by Crandall to approve the COVID-19 Preparedness Plan, seconded by Scott, all voted aye. **MOTION CARRIED.**

4. Resignation of Liz Lindrud – Finance Director

a. Accept Resignation of Finance Director

- **MOTION** by Crandall to "reluctantly" accept the resignation of Finance Director Liz Lindrud, seconded by Kruchten, all voted aye. **MOTION CARRIED.**
- Smythe explained that the city's other part-time staffer Joni Larson has submitted her resignation this morning. For this reason, Smythe requests authorization to post one full-time position and combine many of the duties of these two part-time positions. Mayor Lawrence suggested that the Council also accept Ms. Larson's resignation, then take up this request.
- **MOTION** by Lawrence to accept the resignation of Accounting Clerk Joni Larson, seconded by Scott, all voted aye. **MOTION CARRIED.**
- Council discussed parameters of a new position, including job grade and pay range.
- **MOTION** by Lawrence to authorize posting of a new full-time finance position, job grade 5 in the city's step scale, using the same pay range as the Deputy Clerk position, seconded by Kruchten, all voted aye. **MOTION CARRIED.**

b. Res 2020-39 – Approving Bank Signatories

- **MOTION** by Lawrence to approve Res 2020-39, seconded by Scott, all voted aye. **MOTION CARRIED.**

5. Mississippi Ridge Apartments Project

a. Res 2020-40 – Approving Site Improvement Performance Agreement (SIPA)

- Smythe explained that this is the agreement that governs the construction side of the project.
- Members had questions about existing utilities on site – old well and water line to Clearwater Estates. Mr. Gohman explained that Clearwater Estates would be served by the new water line down Eagle Drive, which was a condition in the CUP approved in January. He will abandon the well. He is okay with adding language that states these two items.
- There was considerable discussion about Park Dedication fees. Mr. Gohman stated that Clearwater Development, the predecessor in interest of this property, had dedicated 110 acres of open space for the golf course property, which should be considered to satisfy this requirement.

There was discussion about access to the site and how it is used and held in private ownership. Mr. Gohman stated that there are shared easement agreements for users to access Eagle Drive, and that many people come there now for walking, jogging, etc. In addition, the golf course is now being used as disc golf, so remains open recreational space. Member Scott is concerned that not requiring payment of a Park Dedication fee for this project sets a bad precedent for future projects. Other Members did not agree and believe leaving 110 acres as open recreational space is sufficient to satisfy the Park Dedication requirements for this property. Staff were directed to add language to the agreement outlining that the prior dedication of the golf course satisfies the requirement for Park Dedication fees under our ordinance.

- **MOTION** by Crandall to approve Res 2020-40 with the two clarifications above related to utilities and park dedication fees, seconded by Kruchten. Voting aye – Lawrence, Crandall, Kruchten. Voting nay – Scott. Petty was absent. **MOTION CARRIED 3-1.**

b. Res 2020-41 – Approving TIF Development Agreement

- Smythe explained that the agreement in the packet is a red-lined version from our bond counsel, and that Mr. Gohman had not yet consented to these changes. Mr. Gohman stated that he was fine with this version.
- **MOTION** by Crandall to approve Res 2020-41, seconded by Kruchten, all voted aye. **MOTION CARRIED.**

6. Capital Improvement Planning Discussion

- Smythe asked for Council direction on how to conduct the capital planning discussion for the upcoming budget season, given that this is her first budget cycle with this Council. Members consensus was that they would like to first be presented with a full draft budget, then conduct a capital workshop if needed. Member Kruchten noted that the facility needs committee would be meeting before the budget is completed, and so would have a recommendation for the Council to consider as part of the capital budget. Member Scott asked to have a hardcopy of the budget mailed to his home.

7. Reminder – EDA Meeting July 8, 2020 at 8:00 a.m. via Zoom Web Conference

- Mayor Lawrence issued the reminder about our upcoming EDA meeting. This is the meeting to re-start the EDA, which last met in 2015. Smythe noted this meeting will be mainly to get the Board up and running and plan for future meetings, so should not take too long.

8. Adjournment

- **MOTION** to adjourn by Crandall, seconded by Scott, all voted aye.
- Meeting adjourned at 8:02 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence, Mayor