

CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
APRIL 14, 2025

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m. at City Hall**
 - Mayor Lawrence called the Clearwater City Council to order Monday, April 14, 2025, at 7:00 p.m. in the Council Chambers. Guest Winward Nicol led the reciting of the Pledge of Allegiance. Members present were Mayor Lawrence, Council Members Senn, Schwinghammer, Crandall and Everett. Also present were members of the public, staff, and guests.

- 2. Approval of Agenda**
 - **MOTION** by Schwinghammer to approve Agenda as presented, seconded by Everett, all voted aye. **MOTION CARRIED.**

- 3. Wright County Sheriff's Report**
 - Deputy Marschel gave an overview of the sheriff's report. He noted that they have added some park patrols with the nicer weather. Members did not have any questions.

- 4. Public Forum**
 - a. Recognition of Winward Nicol**
 - Mayor Lawrence and the City Council congratulated and presented a certificate of recognition to Winward Nicol, 5th grader from Clearview Elementary, who was one of the 2024 winners of the Mayor for a Day essay contest sponsored by the League of Minnesota Cities (LMC).

- 5. Consent Agenda**
 - a. Claims/Accounts Payable in the Amount of \$ 230,928.89**
 - b. Approval of Minutes from 03-10-2025 Regular City Council Meeting**
 - c. Res 2025-13 – Approving Temporary Liquor Licenses – Lions Club**
 - d. Res 2025-14 – Accepting Donation for Firefighter Pension Plan**
 - e. Approving Catalis Renewal Agreement for City Website**
 - f. Approving Lions Park Building Licensing Agreement**
 - g. Res 2025-17 – Approving Hire of Seasonal Workers**
 - Mayor Lawrence asked how many seasonal workers are being hired. Smythe stated that there are two workers returning from the previous year.
 - **MOTION** by Crandall to approve Consent Agenda as presented, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

- 6. Old Business**
 - a. Consider Amendment to Utilities Policy**
 - Smythe explained the primary change, which is adding a section related to emergencies. This was discussed at a previous meeting.
 - **MOTION** by Lawrence to approve amendment to the Utilities Policy per the attached draft, seconded Schwinghammer, all voted aye. **MOTION CARRIED.**

- 7. New Business**
 - a. Res 2025-15 - Approving Special Event Permit – Disc Golf**

- Charles Hutchinson attended on behalf of the disc golf event at the request of the city council following complaints from the 2024 event. The complaints included parking in unauthorized areas, speeding, loud music late at night, and a broken entrance gate across the roadway of Eagle Drive.
- Mr. Hutchinson stated the event gets bigger every year due to it being a great venue. He estimates about 275 golfers and 2,000 attendees for this year’s event. They partner with local businesses where possible and the attendees bring business to town.
- Mr. Hutchinson stated that they met with the Clearwater Estates HOA after last year’s event to address some of the complaints. He has reached out to the HOA president ahead of this year’s event to meet and discuss options for addressing their concerns. He would like to accommodate them and build a good relationship.
- Mayor Lawrence noted that the complaint filers did not attempt to reach the sheriff during the event last year, but they can if there are problems. Deputy Marschel confirmed that they did not receive any complaint calls during the event last year.
- Member Schwinghammer asked about parking issues. Mr. Hutchinson stated that they would have better signage and make it clear where people are supposed to park. Last year, people were ignoring directions from staff on scene as to where to park. They expect it will be better this year.
- **MOTION** by Lawrence to approve Resolution 2025-15, seconded by Everett, all voted aye. **MOTION CARRIED.**
- b. Res 2025-16 - Approving Temporary Liquor License – Blacklist Brewing**
- **MOTION** by Crandall approving Resolution 2025-16, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- c. 2024 Audit Report – Caroline Stutsman, Creative Planning/Bergan KDV**
- Overview of 2024 annual audit report by Caroline Stutsman. The city is receiving an unmodified opinion. Members had no questions.
- **MOTION** by Crandall to accept 2024 audit report, seconded by Everett, all voted aye. **MOTION CARRIED.**
- d. Consider Amendment to Internal Control Policy**
- **MOTION** by Lawrence to approve amendments to Internal Control Policy per staff proposal, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- e. Consider Truck Quotes**
- **MOTION** by Crandall authorizing purchase of truck in the amount of \$106,000. Friendly amendment offered by Lawrence to change amount to \$106,579 per quote. Amendment accepted by Crandall. **AMENDED MOTION** seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- f. Res 2025-18 – Approving Plans and Authorizing Bids – Spring Street Storm Sewer**
- City Engineer Kannas provided an overview of the current status of this project and requested authorization to proceed.
- **MOTION** by Lawrence approving Resolution 2025-18, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- g. Schedule Special Workshop – T.H. 24 Corridor Project**
- Members scheduled a special workshop for June 2, 2025 at 6:00 p.m. to continue discussions about T.H. 24 Corridor Project.
- h. Discuss Closure of Fund 418 – T.H. 24 Corridor Project**
- **MOTION** by Lawrence to close fund 418, seconded by Everett, all voted aye. **MOTION CARRIED.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence attended the Wright County Mayor’s Association (WCMA) in Otsego and stated it went well. Major discussion topics included updates from the legislative session on local zoning

controls. It was also noted that there are long wait times at Wright County for Real IDs, with the deadline approaching. There were also continued discussions about local chicken ordinances.

b. Boards

- Sewer Authority – Held a special meeting to discuss weekend hours for staff.
- Fire Commission – Met in March. Feedback from townships was positive.
- Planning Commission – Met to discuss ordinance amendment drafts and housekeeping items.
- EDA – Meeting tomorrow. Had planned to discuss lot for sale next to Andra K Salon, however, the lot has not been sold.
- Park Commission – Did not meet. Staff had the following updates:
 - o A “Name the Park” contest is underway for the new park property purchased by the city last year that is on Elm Street and the Mississippi River.
 - o The new signage for El Dorado Park has been installed. Members like that it is more visible than the old sign. Member Senn stated that future versions need bolder lettering because the black lettering is hard to read from a distance.
 - o Splash Pad equipment order was requested from vendor. Awaiting feedback.

c. Staff

- Smythe provided three options for clean-up day from the city’s waste hauler. Members selected September 20, 2025.
- Mayor Lawrence and Member Crandall noted that staff are working on events for Earth Day.
- Member Everett asked staff to post reminders about No Mow May.
- Smythe explained the handout from Wright County Planning & Zoning is just FYI.
- Kannas stated he is continuing discussions with MnDot and Wright County about funding options for the south leg of the T.H. 24 Corridor project. Smythe stated she is also meeting with Senator Anderson to discuss this further.

9. Other Business

a. Next Regular Meeting – May 12, 2025 at 7:00 p.m.

- Next regular meeting date confirmed for May 12, 2025 at 7:00 p.m.
- Member Senn stated that she will be absent from the May meeting.

10. Adjournment

- **MOTION** to adjourn by Senn, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- Meeting adjourned at 8:09 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor