



AGENDA
CLEARWATER CITY COUNCIL
CLEARWATER PLANNING COMMISSION
JOINT WORKSHOP MEETING
MONDAY, APRIL 15, 2024

- 1. Call to Order: 6:00 p.m. at City Hall**

- 2. Discuss Process to Update Comprehensive Plan**
 - a. Staff Overview**
 - b. Board Members' Top Priorities**
 - c. RFP Process**

- 3. Adjournment**

**To: Honorable Mayor Lawrence and Members of the Clearwater City Council
Honorable Chair Schindele and Members of the Clearwater Planning Commission**

From: Annita Smythe, City Administrator

Date: April 15, 2024

Re: Staff Overview for Comprehensive Plan Update

Background

The city's Comprehensive Plan was last updated in 2015. Since then, there have been numerous changes impacting both the city's borders and demographics, along with completion of the 2020 census. The city has also entered into contracts or adopted policy changes which impact the Comprehensive Plan. Finally, staff have noted areas where the existing plan requires updates to correct errors or inconsistencies. For these reasons, staff recommend that the city update its Comprehensive Plan.

Issues

- 1) Update Style - Members need to determine if a basic desktop-style update is warranted or if you prefer to complete a more comprehensive program, including board meetings and community engagement. The comprehensive style may result in a more satisfactory end-product. However, it will be more time-consuming and more expensive.
- 2) Changes Requiring Consideration – Staff have been maintaining a list of items that have an impact on the Comprehensive Plan. Decisions need to be made about how best to incorporate these items:
 - 2018 Transportation Plan
 - 2020 Great River Regional Trail Master Plan
 - 2021 Annexation Agreement with Clearwater Township
 - Statutory 2-mile Annexation Area
 - 2023 Utility Extension Plan – Annexation Areas
 - Wellhead Protection Plan
 - 2020 Census
 - 2024 Zoning Map Updates
 - 2024 Floodplain Ordinance Amendments
 - 2023 Housing Study
 - Address inconsistency between Commercial and Light Industrial Zoning District Guidance
 - Address inconsistency between current Zoning Map Districts and Future Zoning Map Districts
 - Remove references to Joint Planning Board (disbanded)
 - Incorporate the new EDA into the Economic Development Section
 - Consider impact of losing LOST
 - Address public safety – pedestrian safety, emergency planning (floods, tornadoes, wind, fires), Fire Department needs, sheriff's office, risks of proximity to I94/shipping of hazardous materials.

Actions

Members were asked to bring their top priority items to the meeting for discussion. Discussion should center around building a consensus of the areas requiring the most attention. Staff will work to build

these priorities into a project plan that will guide those involved in the development of the new Comprehensive Plan.

Recommendation

City staff recommend conducting an RFP to bring in an outside consultant to work with the city on the Comprehensive Plan update. The RFP will include details of the project plan with a goal of addressing the top priorities agreed-upon by Members, along with updates based on the city's progress since 2015. The project team should also incorporate the list of new plans/policies/agreements outlined in this memo that have changed since the last update.

Respectfully,

A handwritten signature in black ink, appearing to read "Annita M. Smythe". The signature is fluid and cursive, with a large loop at the end.

Annita M. Smythe, City Administrator

Community Context:

- Updated population & demographic data, including household size and age of residents.
- Include visuals for demographic trends (past, current, and future) to show any shifts in demographics and anticipated changes in the future.

Land Use and Housing:

- Include new housing study information.
- Updated annexation map for future land use. (Figure 3, pg. 15)
- Stronger code enforcement program and monitoring of the condition of the existing housing stock.

Economic Development:

- Additional businesses or attractions that would attract or retain more people to work or live in Clearwater.
- Consider adding community programs and activities for residents.
- Explore a branding or marketing campaign to characterize the City of Clearwater as a destination rather than just a pass-through community. Consider emphasizing “small town feel”, with a convenient location between St. Cloud and the metro and the ability to reach larger cities easily via major roadways.

Water and Wastewater:

- Make sure the existing sanitary utilities and water utilities maps are up to date (Figure 5, pg. 35 & Figure 6, pg. 37).
- Did we construct a regional infiltration basin? (discussed on pg. 38)

Parks, Trails, and Open Space:

- Update details for each park – Riverside, Eldorado, Sportsman, Spring Street, & Wayside-Archery Park.
- The trail system stretches a ways and plans are in place to grow the trail systems.
- Update future goals for Parks, Trails, and Open Space – Include a detailed guide for future additions or improvements (implementation strategy).
- Updated Park Lands map (Figure 7, pg. 48) – Updated existing and proposed parks/trails.

Transportation:

- Emphasize location (between St. Cloud and Metro) and access to major roadways for both residents and businesses.
- Mention existing trail systems and future extensions as part of local transportation for pedestrian/bicycle routes.
- Updated traffic study information.
- Future/ongoing improvements to major roadways. (Hwy 24 I-94 bridge project)

**CITY OF CLEARWATER, MINNESOTA
RESIDENTIAL WASTE HAULER
REQUEST FOR PROPOSALS (RFP)**

The City of Clearwater is requesting proposals from professional waste hauling companies to provide City and residential waste removal and recycling services. The City expects to select a provider who will enter into a five year exclusive residential contract for services, in addition to providing services for the City of Clearwater's public facilities. Detailed information concerning the City's needs is outlined below. The City of Clearwater will select the provider that best meets the needs of the city.

City Overview

The City of Clearwater is located in the northwest corner of Wright County, approximately 50 miles northwest of Minneapolis and 13 miles southeast of St. Cloud. The city also has park land in Stearns County.

- The city's current population is estimated at about 2,000 residents.
- Clearwater is a statutory Plan A city, with a City Council made up of a Mayor and 4 Council Members.
- The City Council meets regularly the 2nd Monday of each month, with special work sessions conducted on an as-needed basis.
- The city staff has 7 full-time employees including Administration and Public Works. In addition, the city has a volunteer Fire and Rescue service. The city also shares responsibility for a wastewater plant with the City of Clear Lake. The wastewater plant employs 2 full-time and one part-time employee.
- Clearwater maintains numerous city streets. In addition, the city works with county and state departments to maintain county and state owned roads in its jurisdiction, including Interstate 94, State Highway 24, and County Road 75. Because of the highway access and the local Clearwater Travel Plaza, the city has become a regional transportation hub.
- Both the Mississippi and Clearwater Rivers pass through Clearwater. The City works with county Soil and Water staff and the DNR staff to maintain our waterways.
- The city operates multiple city parks and trails with various facilities, including a disc golf course, ball fields, ice rinks, playground equipment, and other amenities.

Evaluation of Proposals

The City Council will evaluate the proposals based on the following key considerations:

- 1) Monthly service cost to residents.
- 2) Cost of service for public facilities.
- 3) Reputation of provider.
- 4) Customer service.
- 5) Professional references.
- 6) Availability for special events.

The City may select some providers for oral presentations. Each company selected will provide a brief summary of their operations and answer questions posed by the interview panel.

Submission of Proposals

- 1) All proposals should be sent and all questions or correspondence should be directed to:
City of Clearwater
Attn: Annita Smythe, City Administrator
PO Box 9
Clearwater, MN 55320
- 2) One digital copy of the proposal must be received no later than 4:30 p.m. on Monday, April 5, 2021. Digital copy should be sent to asmythe@clearwatercity.com with "Waste Hauler Proposal" in the subject line. Proposals received after the deadline will not be considered.
- 3) The city will review the proposals and may schedule interviews.
- 4) Questions concerning this RFP should be directed to Annita Smythe, City Administrator at 320-558-2428 or e-mail: asmythe@clearwatercity.com.

Proposal Contents

- 1) Title Page
Show the proposal subject, the name of the proposer's company, address, telephone number, e-mail address, name of the contact person, and the date.
- 2) Provider Overview
Background information concerning the provider, including the number of years in business under this name and the number and breakdown of services offered.
- 3) Outline of Proposed Terms
 - Monthly cost for residential trash removal services for each contract year
 - Monthly cost for residential recycling services
 - Type of recycling services, i.e., single sort, curbside, collection site
 - Additional costs, if any, for organics recycling services
 - Cost for waste removal for city facilities, by facility
 - Cost for recycling at city facilities
 - Availability of services for special events; Clean-up Day(s), Heritage Days
 - Service dates/times
 - Any other desired contract terms/conditions.
- 4) Company Contacts
Designate the person or persons who would be the city's assigned contact(s) for contractual questions, scheduling of events, handling issues or concerns. Include a summary describing the contact's experience and qualifications.
- 5) Service Delivery
The proposal shall address in detailed fashion the service delivery plan of the company for providing services to the City.

6) List of References

A minimum of five references from public clients.

7) Insurance Coverage

Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

Scope of Services

The City of Clearwater is searching for a company that will provide the following services:

1) Weekly Services

- Residential solid waste collection for approximately 500 residential units, including multi-family units, within the corporate city limits of the City of Clearwater.
- Recycling collection for approximately 500 residential units, including multi-family units, within the corporate city limits of the City of Clearwater.
- Solid waste collection and recycling services for the following city-owned buildings: City Hall, Public Works Garage, Lions Building.
- Provision of waste and recycling containers for each of the above listed facilities, plus waste receptacles for the city's parks.

2) Monthly Services

- Provide monthly report to city of materials collected each month and year to date, with breakdown of recyclables by category.
- All services are direct billed to the city, who will conduct residential billing.
- Promptly provide containers for new residents and replacement containers for damaged units upon request by the city.

3) Other Services

- City Clean-up Day – staffing, waste collection at annual city clean-up day event.
- Heritage Days (if needed)
- Other, as requested

Terms and Conditions

The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the city at the sole discretion of the City Council.

The City will not be liable for any proposal preparation costs of the responding companies.