

**CLEARWATER CITY COUNCIL MEETING MINUTES**  
**CITY COUNCIL/PLANNING COMMISSION JOINT WORKSHOP MEETING**  
**APRIL 15, 2024**

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

- Mayor Lawrence called the Clearwater City Council to order Monday, April 15, 2024, at 6:00 p.m. in the Council Chambers. Members present were Mayor Lawrence, Council Members Schwinghammer, Luhmann, and Winkelman. Member Vazquez was absent.
- Chair Schindele called the Planning Commission to order Monday, April 15, 2024 at 6:00 p.m. Members present were Chair Schindele, Commissioners Luhmann, Scott, Mol, and Thomes.
- Also present was City Administrator Smythe, Community Development Specialist Trottier, City Engineer Kannas, and guest Sarah Swedburg from Bolton & Menk.

**2. Discuss Process to Update Comprehensive Plan**

**a. Staff Overview**

- Smythe gave a brief overview of the items outlined in the staff memo for the proposed project, which includes suggestions on what updates are needed. Staff would like Members' input on whether to bring in a consultant to conduct the Comprehensive Plan update or if they want it done in-house. Secondly, staff would like Members' input about what specific items and priorities to include in the update.
- Commissioner Scott asked if the project is included in the 2025 budget and if there is an estimated cost. Smythe explained that the project was not included because the timing was uncertain. The estimated cost will depend on the level of detail and scope of the updates needed. Staff can talk with other cities to obtain cost estimates once we have a better idea of the scope.
- Mayor Lawrence stated that the project should be farmed out to a consultant, as staffing levels won't allow time to do the project in-house. Member Luhmann concurred and stated that we should rely on the consultant to help determine how best to incorporate the items outlined by staff. Commissioner Scott stated a review of the 2006 Comprehensive Plan would aid as well.

**b. Board Members' Top Priorities**

- Trottier walked through the summary of feedback from the Planning Commission on their top priorities for the update. These included:
  - Demographics – census 2020
  - Housing/annexation
  - Code enforcement program/upgrade of housing stock
  - Economic development
  - Communication programs – adding on to city branding
  - Utility map updates
  - Parks map updates
  - Transportation.
- Mayor Lawrence suggested that a discussion of the high-risk wellhead protection area should also be discussed and plans for a resolution. Member Winkelman concurred, noting that these are issues that need to be addressed. Kannas noted that manganese found in one of our wells should be addressed as part of this section.
- Commissioner Thomes agreed with the staff that there should be a section about emergency services and plans for addressing hazards such as chemical spills and weather hazards.
- Kannas suggested including a facilities section to address public infrastructure needs outside of roads/utilities.

- Commissioner Mol suggested broadening the parks maintenance section to include the use of community volunteers.
- Commissioner Mol suggested having a communications plan.
- c. RFP Process**
- Smythe explained the example Request for Proposal (RFP) that was in the materials. This is just an example to give Members a better understanding of the process.
- If Members agree that an RFP is the avenue to pursue, staff will work on a draft utilizing the information discussed and the agenda materials, along with obtaining some estimated costs from other cities.
- Members of both boards agreed to the plan and will consider a draft RFP once it is ready.

### 3. Adjournment

- **MOTION** to adjourn the City Council by Mayor Lawrence, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
- **MOTION** to adjourn the Planning Commission by Chair Schindele, seconded by Mol, all voted aye. **MOTION CARRIED.**
- Meeting adjourned at 6:42 p.m.

ATTEST

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Annita M. Smythe, City Administrator

APPROVED

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Andrea Lawrence Wheeler, Mayor

ATTEST

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Stephanie Trottier  
Community Development Specialist

APPROVED

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William "Bud" Schindele  
Planning Commission Chair