

**CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
MAY 12, 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, May 12, 2025, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Mayor Lawrence, Council Members Schwinghammer, Crandall and Everett. Member Senn was absent. Also present were members of the public, staff, and guests.

- 2. Approval of Agenda**
 - Staff requested the addition of three claims for \$337.00, \$1,857.80, and \$1,000.00 to the Consent Agenda.
 - **MOTION** by Everett to approve Agenda with the addition of the 3 claims items, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

- 3. Wright County Sheriff's Report**
 - Deputy McMackins attended in place of Deputy Marschel. He did not have anything unusual to report for Clearwater. Members did not have any questions.

- 4. Public Forum**
 - None.

- 5. Consent Agenda**
 - a. **Claims/Accounts Payable in the Amount of \$264,499.12 + \$3,194.80 = \$267,693.92**
 - b. **Approval of Minutes from 04-14-2025 Regular City Council Meeting**
 - c. **Res 2025-19 – Approving Special Event Permit – CVBC**
 - d. **Res 2025-20 – Accepting Donation for Library**
 - e. **Res 2025-21 – Accepting Donation for Fire Department**
 - f. **Res 2025-22 – Approving Special Event Permit – Rejoice Lutheran Church**
 - g. **Res 2025-23 – Approving Temporary Gambling Permit – Rejoice Lutheran Church**
 - h. **Res 2025-24 – Approving Step Increase**
 - i. **Approving Job Description for Firefighter**
 - **MOTION** by Crandall to approve Consent Agenda with the three claims additions, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

- 6. Old Business**
 - a. **Accepting Bid – Spring Street Storm Sewer**
 - Engineer Kannas handed out the final bid summary and explained the bids. The city received seven bids for the project with the low bid from Molitor Excavating. The bids were below the engineer's estimates. Kannas noted that he called Molitor to confirm no errors in their bid.
 - **MOTION** by Lawrence to accept the low bid from Molitor Excavating, seconded by Everett, all voted aye. **MOTION CARRIED 4-0.**

- 7. New Business**
 - a. **Community Event Calendar Policy**
 - Smythe gave an explanation of the proposed policy, which includes edits from the city attorney.

- **MOTION** by Lawrence to approve Community Event Calendar Policy, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.** Policy will next go to EDA for approval.
- b. Review Sheriff Request to Increase Hours**
 - Smythe explained the request from the sheriff to increase coverage hours to 12 hours per day from the current eight. The sheriff is willing to work with the city to phase this in. Members had questions about costs and wanted more data on the types of calls, time of day. Staff will work with sheriff’s team to get additional data for the next meeting.
- c. Approving Amendments to Fire Department Standard Operating Guidelines (SOGs)**
 - Smythe explained the amendments. Members noted a typo on page 49, which staff will correct in the final version.
 - **MOTION** to approve by Crandall, seconded by Everett, all voted aye. **MOTION CARRIED 4-0.**
- d. Authorizing Park Improvements**

Smythe explained the proposal to improve and pave the parking lot at Lions Park closest to the playground. The low quote came from Mid-Minnesota Hot Mix. This includes curbing and striping.

MOTION by Crandall to accept the low quote from Mid-Minnesota Hot Mix, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
- e. Approving Memorandum of Understanding (MOU) – Wright County**
 - Kannas gave an overview of the T.H. 24 funding plans and explained the proposed MOU with Wright County. Kannas noted that there is a risk that the city may not be reimbursed right away if full project funding is not secured. He did note that the design plans could still be used in the future if that were to happen. The primary reason for the urgency is that the project needs to be bid by June 2026 or some funding will be lost, which means the design plans need to be completed as soon as possible.
 - **MOTION** by Lawrence to approve the MOU and scope of services for Bolton & Menk, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence appreciated that the local paper had a photo on the front page of Winward Nicol being recognized at the city council meeting.
- Members asked if staff could provide a report on how the Earth Day events went.

b. Boards

- EDA – Meeting next week. Confirmed meeting with businesses to discuss T.H. 24 will be May 15 at 5:00 p.m.
- Fire Commission/Fire Relief Boards – Did not meet.
- Sewer Authority – Meeting May 22 at wastewater facility at 5:30 p.m.
- Park Commission – Did not meet due to lack of quorum
- Planning Commission – Meeting May 19 to review JCubed final plat. Member Schwinghammer stated he will not be able to attend.

c. Staff

- Smythe reported on the following items:
 - MnDOT has declined the city’s request for a “no jake-breaking” sign on T.H. 24 north of the Mississippi River bridge, as this language does not follow MnDot standards and there is already a noise sign in this location.
 - Staff have a couple of capital planning items to discuss at the June workshop.
 - The new team at city hall is working well together.

- The splash pad equipment is on order and staff will work with Kannas to get the installation portion publicly bid.
 - This year's MCMA conference went well. The focus was on resiliency and working during challenging times, with some additions of how humor can help in the workplace.
 - Smythe had a resident request waiver of late fees on their utility bill due to a card used for auto-pay being hacked. Members considered the request and declined to waive the fees. Reasons given included precedent and fairness, as practice has been not to waive these. While sympathetic to the issue, Members noted that it is the users responsibility to check their account to make sure things are working properly.
- Mayor Lawrence noted that the Wright County Mayor's Association will be meeting in June, if anyone would like to attend with her.

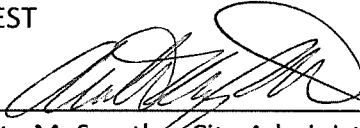
9. Other Business

- a. **Reminder – Special Workshop Meeting – June 2, 2025 at 6:00 p.m.**
 - b. **Next Regular Meeting – June 9, 2025 at 7:00 p.m.**
- Next meeting dates confirmed.

10. Adjournment

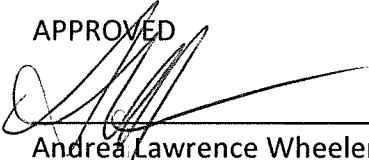
- **MOTION** to adjourn by Crandall, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
- Meeting adjourned at 7:46 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor