

CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
JULY 8, 2024

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, July 8, 2024, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Mayor Lawrence, Council Members Luhmann, Schwinghammer, and Vazquez. Member Winkelman was absent. Also present were members of the public, staff, and guests.

2. Approval of Agenda

- The City Administrator requested the following Agenda changes:
 - Consent Agenda – add: Claims totaling \$60,026.51;
 - New Business – remove: Resolution 2024-44 – Approving Hire of Utility Billing Clerk, as staff are still completing interviews.
- **MOTION** by Luhmann to approve Agenda with the requested changes, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

3. Wright County Sheriff's Report

- Deputy Marschel gave the Sheriff's report. He noted that calls had increased over the last 30 days. He also noted some additional traffic stops along County Road 75 westbound. Members did not have any questions.

4. Public Forum

- Resident Butch Donat attended on behalf of the Clearwater Estates Association (HOA) to express concerns from the recent disc golf championship event held at the golf course. Mr. Donat had a handout for the City Council outlining the concerns. These included illegal parking on private property; failure to obey speed limits and stop signs; driving through the gates when they were in a down position, causing damage to the gates; loud music very late at night until nearly 4 a.m.; alcohol sales without proper licenses; illegal camping; and the sheer volume of visitors.
- Members asked if any of these concerns were brought to the attention of the Sheriff during the event or while in progress. Mr. Donat did not believe so. He stated residents were just hoping that things would improve. He stated that one representative from the disc golf had attended an HOA meeting but stated there wasn't much he could do as the event "got out of hand". The Association would like the City Council to address these concerns before issuing further special event permits.
- Resident Paul Neustrom also from the HOA stated that they have invested money in local facilities to protect residents with security measures, provide nice roadways for their use, and keep their neighborhood safe. The disc golf attendees were rude to local residents, ignored their concerns when asked, drove through the neighborhood at high rates of speed, broke their gates, and had cars coming and going all hours of the night. Their gate tracked over 90 vehicles passing through after midnight. He wants the City Council to require security and the sheriff's presence at any future events.
- Mayor Lawrence asked staff to require the disc golf organizers to attend the City Council meeting to ask in person for a Special Event Permit in the future.
- Resident Corissa Everett asked the Council to consider amending the landscaping ordinance which requires turf grass to allow other types of pollinating plants in addition to turf grass. Members took this under advisement.

5. Consent Agenda

- a. **Claims/Accounts Payable in the Amount of \$ 202,859.34 + \$60,026.51**
 - b. **Approval of Minutes from 06-10-2024 Regular City Council Meeting**
 - c. **Res 2024-43 – Accepting Donation for Fire Department**
 - d. **Approve Lease Renewal – Oxygen Service Company**
 - e. **Res 2024-45 – Approving Special Event Permit – American Legion Riders**
- **MOTION** by Schwinghammer to approve Consent Agenda as amended, seconded by Vazquez, all voted aye. **MOTION CARRIED 4-0.**

6. Old Business

- a. **Ord 2024-06 – Amending Weed Ordinance**
 - Administrator Smythe explained the amendment per the previous direction of the City Council. The amendment basically suspends mowing enforcement during the month of May.
 - Members asked if a public hearing is needed. Smythe stated it wasn't, as this section of the City Code is not part of the Zoning or Subdivision Code. It was posted for the 10 days required under statute.
 - Member Schwinghammer asked if the Council should consider the resident request about amending turf requirements as part of this ordinance change. Smythe explained that the landscaping requirements that include turf grass is part of the Zoning Ordinance and would require a public hearing before the Planning Commission to make changes.
 - **MOTION** by Luhmann to approve Ordinance 2024-06, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
- b. **Quote for Kelsey Plantings**
 - Smythe explained the quote to replace the plantings in the median islands along Kelsey Ave with drought-resistant native plantings. The quote also includes annual maintenance until the plants are established.
 - **MOTION** by Lawrence accepting quote for the plantings, seconded by Vazquez, all voted aye. **MOTION CARRIED 4-0.**

7. New Business

- a. **Res 2024-44 – Approving Hire of Utility Billing Clerk**
 - Removed.
- b. **Requesting Feedback on New Resident Guide**
 - Smythe provided an overview of the New Resident Guide. Staff are requesting comments or feedback before sharing with the public.
 - Members like the new guide and stated it was well done. They did not have any initial comments but will email staff if they notice anything later.
- c. **Consider Capital Projects for 2025 Budget**
 - Members reviewed the proposed capital projects for 2025 that were in the 2024 Capital Improvement Plan (CIP). Discussion was primarily focused on larger items that require bonding.
 - Members expressed continued support for pursuing construction of a new fire hall. There was also discussion about location options for a fire hall. Staff were directed to look at alternatives.
 - Members were also in favor of reviewing options for completing the Cedar South overlay if funding is available. Staff will check into bonding capacity.
 - Smythe explained that the new well project will likely need to be moved to 2027, as PFA is unlikely to provide any additional funding to the city until after the existing sewer bond is paid off.

- Fire Chief Keller agreed that a proposed truck purchase may need to be delayed a few more years until there is sufficient cash in the fire truck capital fund. Prices have increased since this was originally proposed.
- Smythe stated that there had been some discussion about implementing aesthetic measures that help with traffic calming and making the city feel like a community. These are things such as placing banners, street lighting, holiday lighting, tree planting, particularly along the city’s trails, which can be very dark at night. Smythe noted that these items are sometimes funded by donations. Members noted the new bridge project would be a nice place to see aesthetic improvements so people know your community when they pass. Members supported adding a line item to develop a fund over time for these types of improvements.
- **MOTION** by Lawrence to authorize posting of part-time position for 20 hours per week, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence asked if Members would like to participate again in the Heritage Festival parade. Members are interested and would again like to use the city vehicle with picnic table. Members are asked to bring candy!

b. Boards

- Sewer Authority – Had a field trip and tours of the wastewater plant at the last meeting.
- EDA – Did not meet. Next meeting planned for July 16, 2024.
- Fire Relief Association Board – Met and discussed regular business. Has their annual picnic July 17, 2024.
- Planning Commission – Did not meet.
- Park Commission – Did not meet, but splash pad committee has a meeting July 16, 2024.

c. Staff

- Smythe reported on the following:
 - The property owner at 430 Main Street has met with staff and the building official to detail the necessary repairs to the property. She is working with a contractor to do the repairs as she has a family member that wants to move into the home.
 - Staff have had an inquiry about the building permit process for The Kettle, so it’s possible there will be some improvements there.
 - Staff have received the punch lists from the city engineer for the Kwik Trip project and the Clearwater Residential Suites project, so those are close to completion.
 - The accounting conversion is planned to happen later this month. There will be a system blackout beginning next week, with a go-live date of July 22 in the new system. Training will continue into August.
 - The bids for the Main Street overlay project are expected the end of July.
 - The splash pad design committee has a meeting scheduled July 16 to review an initial concept and answer questions.
- Members had questions about the filing dates for City Council seats. Smythe confirmed the filing period is July 30 – August 13, 2024.
- Members had questions about Member Winkelman’s status and noted that a new owner has moved into his house. Smythe stated she had not received a resignation from Member Winkelman. She will consult with the city attorney and determine the next steps for the next meeting.

9. Other Business

a. Move Next Regular Meeting Date to August 5, 2024

- Smythe asked if the next meeting could be moved due to the State Primary Election on August 13, 2024.
- Members agreed to move the next regular meeting to August 5, 2024 at 7:00 p.m.

10. Adjournment

- **MOTION** to adjourn by Lawrence, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**
- Meeting adjourned at 8:06 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor