

**CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
JULY 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, July 14, 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, Senn, and Everett. Also present were members of the public, staff, and guests.

2. Approval of Agenda

- Staff requested the addition of a closed session as item 7(g) to discuss the purchase of real property located at 430 Main Street.
- **MOTION** by Senn to approve Agenda with the addition of the requested closed session, seconded by Crandall, all voted aye. **MOTION CARRIED.**

3. Wright County Sheriff's Report

- Deputy Marschel gave the sheriff's report. He noted the following items:
 - Continued DUI arrests in the area;
 - A recent burglary during the day at TO Plastics.
- Members did not have any questions.

4. Public Forum

- James Thiesen from Flinstones Bar made several comments related to the T.H. 24 Corridor Project and asked for another workshop meeting to continue discussion.

5. Consent Agenda

- a. **Claims/Accounts Payable in the Amount of \$ 760,641.68**
- b. **Approval of Minutes from 06-02-2025 Special Workshop Meeting**
- c. **Approval of Minutes from 06-09-2025 Regular City Council Meeting**
- d. **Res 2025-31 – Approving Special Event Permit – Heritage Festival**
- e. **Res 2025-35 – Approving Special Event Permit – American Legion Riders**
- f. **Res 2025-36 – Approving Special Event Permit – Flashing Thunder Fireworks**
- g. **Q1-2025 Quarterly Financial Report**
- **MOTION** by Schwinghammer to approve Consent Agenda as presented, seconded by Everett, all voted aye. **MOTION CARRIED.**

6. Old Business

- a. **Res 2025-34 – Amending Job Descriptions and Step Scale for Accounting Positions**
 - Administrator Smythe provided an overview of the position updates and step scale changes.
 - **MOTION** by Lawrence to approve Resolution 2025-34, seconded by Senn, all voted aye. **MOTION CARRIED.**

7. New Business

- a. **Res 2025-32 – Accepting Donation from Lake Central Bank and Federal Home Loan Bank (FHLB)**
 - Smythe outlined the donation/grant award from Lake Central Bank in the amount of \$60,000, which includes \$15,000 from the local bank and \$45,000 in matching funds from the Federal Home

Loan Bank in Des Moines. Local staff had heard about the new Depot Park by way of the city's "Name a Park" contest and applied for the funding to assist with building the new park.

- **MOTION** by Lawrence to approve Resolution 2025-32, seconded by Senn, all voted aye. **MOTION CARRIED.**
- b. Consider Request for Temporary Parking on Huber Ave Property – Jeremy Scott/Clearwater Rodeo**
 - Jeremy Scott appeared on behalf of the Clearwater Rodeo to request the use of the city's vacant land on Huber Ave as overflow parking for the upcoming rodeo. Members had several questions. Mr. Scott stated that they would work with Bogart Pederson on the best layout, would use the existing approach across from 9th Street as the access point, would have people there assisting, would have garbage cans there. They would shuttle people from this site to the rodeo grounds. He also mentioned possible plans for additional future use, dependent on the city's plans for the property.
 - **MOTION** by Crandall to allow use of the city's property on the west side of Huber Ave for rodeo overflow parking, seconded by Senn.
 - **DISCUSSION ON THE MOTION** – Member Schwinghammer stated he would like to see temporary "no event parking" signs also placed at El Dorado Park. Mayor Lawrence stated that she would like to see the Huber Ave property restored or re-seeded following the event, if needed due to weather conditions.
 - **AMENDED MOTION** – Members Crandall and Senn accepted these two friendly amendments.
 - **VOTE ON THE AMENDED MOTION** – all voted aye. **MOTION CARRIED.**
- c. Consider Request for Fee Waiver**
 - Members discussed the fee waiver request which was included in the materials. Member Schwinghammer asked if the city has a grace period for late fees. Smythe explained that there is not an official grace period. Members discussed the request from May which was denied and the concerns about setting precedents for waiving fees.
 - **MOTION** by Senn to decline to waive the late fee, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- d. Consider Approval of New Standard Operating Guideline (SOG) - Duty Officer & Vehicle**
 - Smythe explained the revised language that was handed out, clarifying that alcohol use is prohibited while using the Duty Officer Vehicle.
 - **MOTION** by Schwinghammer to approve the revised version of the SOG that was handed out, seconded by Everett, all voted aye. **MOTION CARRIED.**
- e. Consider Adding Holiday Pay to Personnel Policy for Seasonal Workers**
 - Smythe outlined the request from seasonal workers to receive holiday pay.
 - **MOTION** by Lawrence to amend personnel policy to add holiday pay for seasonal workers following the same conditions as required for regular staff, seconded by Senn, all voted aye. **MOTION CARRIED.**
- f. Ord 2025-03 – No Parking Zones**
 - Smythe explained the proposed no parking ordinance. A resident had requested that the bike lane on Main Street be a no parking zone. Smythe also added the sections of Smith Street and Ash Street that had previously been no parking but were not listed in the ordinance. Members did not have any questions or concerns. Smythe explained the 10-day posting requirement for a new ordinance. This item will be brought back for consideration at the August meeting. Members suggested posting it on Facebook, the message board, website, and other places to publicize.
- g. CLOSED SESSION – Discuss Proposed Purchase of 430 Main Street**
 - Mayor Lawrence closed the meeting at 7:36 p.m. pursuant to Minnesota Statutes 13D.05 to discuss the proposed purchase of property located at 430 Main Street.

- Meeting was re-opened at 7:51 p.m.
- Mayor Lawrence stated for the record that staff were authorized to make an offer to purchase the property located at 430 Main Street.

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence discussed security concerns in the wake of the recent shooting death of state legislator Melissa Hortman and her spouse. Smythe explained that the city has cleaned our website of personal data, but that Members may share it if they choose. The public can contact them through their official email account or may leave messages at city hall. Members asked if they still have business cards with personal phone numbers. Smythe will check.

b. Boards

- EDA – Meets tomorrow.
- Sewer Authority – Meets August 21, 2025.
- Planning Commission – Did not meet.
- Fire Commission/Fire Relief Boards – Did not meet.
- Park Commission – Met and discussed the following:
 - New signage for Depot Park.
 - Checking into bench options for Depot Park.
 - Nothing new on splash pad.

c. Staff

- City Engineer Kannas asked for City Council feedback on two items related to the T.H. 24 Project:
 - Asked what type of plantings, if any, the City Council would like for the medians in the roundabouts. Members would like native plants that are low maintenance, do not grow to a height that blocks traffic lines of sight, and is not turf grass. They are looking for guidance as to what works well.
 - Asked about the options for raised pedestrian crossing and crosswalk flashing lights. The lights are very expensive, possibly \$30,000 - \$40,000 each per Kannas. Members would like to have the concrete bases installed so that solar lights could be installed later.
- Smythe updated on the following:
 - The Fire Department received a letter from a local healthcare facility, commending the actions of the team at a recent call, where they saved the life of a gentleman who was suffering a heart attack. Members congratulated Chief Keller and his team.
 - Noted that there would be quotes coming for three projects that staff are working on. One is for an updated contract for IT services. The second is for security upgrades at city hall and other facilities. The third is for a digital document service.
 - Asked the City Council if they were interested in pursuing an ordinance regulating massage services, which was suggested by deputies from the sheriff's office. Members would like more information to determine if this is needed.
 - Asked if the City Council would like to have a budget workshop to discuss capital planning. Members agreed to hold a special workshop meeting on July 28, 2025 at 6:30 p.m. to discuss capital budget planning with staff.
- Members asked staff to register them for the Heritage Festival parade. They would like a driver and vehicle, if possible, like prior years. Member Senn stated she would check if staffer Gary Schmidt is available to drive.

9. Other Business

- a. **Next Regular Meeting – August 11, 2025 at 7:00 p.m.**
 - Next meeting date confirmed.

- Special Workshop Meeting added for July 28, 2025 at 6:30 p.m.

10. Adjournment

- **MOTION** to adjourn by Lawrence, seconded by Senn, all voted aye. **MOTION CARRIED.**
- Meeting adjourned at 8:45 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor