

**CLEARWATER CITY COUNCIL MEETING MINUTES
SPECIAL CITY COUNCIL WORKSHOP MEETING
AUGUST 1, 2022**

1. Call to Order: 6:10 p.m. at City Hall

- Mayor Lawrence called the Clearwater City Council to order Monday, August 1, 2022 at 6:10 p.m. in the Council Chambers. Members present were Mayor Lawrence, Council Members Kruchten and Lenz. Council Members Crandall and Luhmann were absent. Also present were members of the staff and public.

2. 2023 Budget Planning

a. Staffing Plans

- Administrator Smythe gave an overview of the 2023 staffing proposal, which includes changes to bring existing positions to market rates, adds 2 new staff positions related to the city's growth, and reorganizes existing office staff positions to begin planning for the retirement of the Deputy Clerk. The proposal also includes changes to correct the city's step compensation scale to comply with pay equity laws. The changes increase the budget by about \$150,000. Staff will not know the impact to the city's levy until estimated property tax capacity values are released.
- The City Council overall did not have objections to the proposals. Mayor Lawrence suggested that some of the proposals may need to be phased in over 1-2 years to lessen the levy impact if the increases to the tax capacity are not sufficient to cover the new costs without double digit levy increases.

b. T.O. Plastics Requests

- Smythe explained that the requests from T.O. Plastics were not all concerns for the City Council, as staff were already addressing many of these. The primary request for Members to consider is the use of the Lions Park parking lot area, which is shared with T.O. Plastics. They would like to relocate the city's fire hydrant in this area, widen the driveway, and widen the parking lot area to accommodate an increase to truck traffic using this entrance as part of a new product line. The city has obtained quotes to overlay the parking lot and had asked T.O. Plastics to share the costs. They were willing to share costs but wanted to do the proposed improvements at the same time.
- Staff had some safety concerns about sharing the entrance with increased truck traffic. T.O. Plastics proposed extending a new access from Porter Street for residential traffic and adding a gate across the parking lot to keep truck traffic on the County Rd 75 side. Staff explained that this might work in the future if the food shelf and rental hall move out of this building, but it would not work right now. T.O. Plastics wants to complete the improvements this year.
- Members agreed that the city can't close the County Rd 75 access point until the city's use of the building changes. However, Members were okay proceeding with the other proposals to move the fire hydrant, widen the parking lot area, and complete the overlay. They would like to see a proposal with the city's estimated share of the costs.

c. Community Center

- Members reviewed the Concept Plan that was completed for the proposed Community Center. Smythe explained that this version includes City Hall at the new facility, however, staff are proposing instead that the city's rental hall take that space and City Hall be moved to the Lions Park building. This assumes that the food shelf continues their plans to vacate the Lions Park building. Staff have also floated ideas about a possible childcare center, either in this facility or as a stand-alone nearby. There are grant programs available for childcare centers, libraries, and

senior centers. The estimated cost of this facility is estimated at \$6 – 8 million. The Local Option Sales Tax, which was implemented partially to fund this project, has never generated sufficient revenue to pay for a facility and would not be sufficient on its own to cover the costs to build the Community Center.

- Members discussed various features of the proposal. Given the city’s more urgent staffing and capital needs, Members were not prepared to approve moving forward with the Community Center. They asked staff to get more detailed costs for construction, debt service, and ongoing maintenance/staffing costs once the facility opened. Members also asked staff to check into options to have a referendum on this project on a future ballot as they felt strongly that given the scope and cost of this project, the taxpayers should weigh in.
- Members also discussed the proposed acquisition of land for the Community Center. Members believe the city should pursue the land acquisition to address future facility needs of the city whether or not the Community Center project moves forward. Staff were directed to continue discussions to acquire the proposed property along Huber Ave.

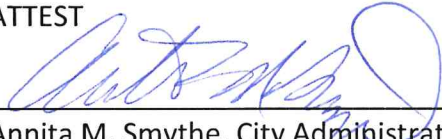
d. 10-Year Capital Improvement Plan (CIP)

- Smythe gave an explanation of the new CIP plan format and provided an overview. Public Works Supervisor Schmidt and Fire Chief Keller added details about immediate capital needs for 2023, which include SCBA tanks for the Fire Department and replacement plow trucks for Public Works. All of these items are nearing 20 years old and have had almost no funds set aside for them over the years.
- Members agreed that the city needs to be setting aside reserves for future needs even when there are not immediate projects in the budget.
- Smythe noted that the proposed capital budget is about \$100,000 over last year’s budget, which means that one or more items may need to be moved out one more year in order to keep the levy at a reasonable level. This will also depend on what the tax capacity looks like and what other changes there are to the operating budget. Staff will know more when the full draft budget is completed for the next meeting.

3. Adjournment

- **MOTION** to adjourn by Lenz, seconded by Kruchten, all voted aye. **MOTION CARRIED 3-0.**
- Meeting adjourned at 7:52 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor