

**CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
AUGUST 11, 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, August 11, 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 two additions to the agenda to replace the J Cubed tax abatement agreement with a new version and added the J Cubed development agreement for re-approval with changes.
- **MOTION** by Crandall to approve Agenda with the two additions, seconded by Schwinghammer, 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;
 - Traffic stops that resulted in drug arrests.
- Member Crandall asked about a person staying overnight in parks, now parked at T & R Meats. Deputy Marschel stated he has permission from the owners to park there. Deputies are keeping a watch on the overnight parking at city parks due to calls.

4. Public Forum

- Heidi Eckerman expressed concerns about making Main Street no parking for the bicycle trail. She stated that mailboxes are on the south side, so many residents park on the north side.
- Tom Plaggerman expressed concern about the no-parking ordinance for Smith Street due to semi-trucks. Members noted the ordinance is only no-parking on one side of the street.

5. Consent Agenda

- a. **Claims/Accounts Payable in the Amount of \$ 170,564.05**
- b. **Approval of Minutes from 07-14-2025 Special Meeting**
- c. **Approval of Minutes from 07-14-2025 Regular City Council Meeting**
- d. **Approval of Minutes from 07-28-2025 Special Workshop Meeting**
- e. **Res 2025-37 – Authorizing Fund Creation and Transfer**
- f. **Res 2025-38 – Approving Temporary Liquor License – Rejoice Lutheran Church**
- g. **Res 2025-39 – Approving New Hire for Fire Department**
- h. **Res 2025-41 – Appointing Park Commission Member**
- i. **Approving Clean-up Day Pricing**
- j. **Quarterly Financial Report – Q2-2025**
- **MOTION** by Senn to approve Consent Agenda as presented, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

6. Old Business

- a. **Ord 2025-03 – Amending Traffic Code – No Parking Zones**
 - Mayor Lawrence gave an overview of the ordinance.

- Members asked if there have been any calls related to the proposed ordinance. Deputy Clerk Hill stated there were a few calls against the no-parking on Main Street. Member Senn stated there is a daycare on Main Street that is concerned about having enough parking. Member Crandall stated there are concerns about the bicycle trail being blocked but also concerns about having sufficient parking for residents.
- Members discussed moving the bicycle trail or possibly the mailboxes to the same side of Main Street.
- **MOTION** by Lawrence to approve Ordinance 2025-03 with item a (Main Street) removed, seconded by Everett, all voted aye. **MOTION CARRIED.**

7. New Business

a. Res 2025-40 – Approving Tax Abatement Agreement – J Cubed LLC

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- Administrator Smythe (online) explained the terms of the revised agreement and the statutory requirement for the school district to reject tax abatement in order for the applicant to receive 20 years of abatement from the city.
 - **MOTION** by Crandall to approve Resolution 2025-40 with the revised agreement attached and a condition added that it is subject to the school district declining to participate, seconded by Everett, all voted aye. **MOTION CARRIED.**

b. Consider Digital Document System Quotes

- Hill explained the digital document quotes and staff's preference for the less expensive system from Square9/Coordinated Business Solutions due to the others including features that are not needed by the city.
- Mayor Lawrence asked where this fits into the capital budget. Hill replied that it is in the plan as a 2026 project.
- **MOTION** by Lawrence to accept the quote from Square 9, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

c. Consider Security Quotes

- Member Crandall stated he has experience with most of these providers and had no issues. Hill stated the staff preference was the option from Central Security, the least expensive option.
- **MOTION** by Lawrence to accept the quote from Central Security, seconded by Crandall, all voted aye. **MOTION CARRIED.**

d. Consider IT Quote

- Mayor Lawrence explained the background that this is the city's current provider who was bought out. The contract is needed by the company that bought out the local provider.
- **MOTION** by Crandall to accept the quote from Sharetech, seconded by Everett, all voted aye. **MOTION CARRIED.**

e. Consider Quotes for Seal Coating of Trails

- **MOTION** by Crandall to accept quote from Hanson Paving, seconded by Senn, all voted aye. **MOTION CARRIED.**

f. Overview of 2026 Draft Budget Proposal

- Smythe gave a brief overview of the draft budget proposal. Largest drivers of levy are the sheriff's contract which increased to 10 hours per day and staff health benefit rates which increased over 10%. She asked Members to provide feedback prior to the September meeting. At the request of Mayor Lawrence, Smythe also explained the tax capacity and levy chart and how tax rates are impacted by the intersection of levy versus tax capacity.

g. Revisit Closure of Fund 418 – T.H. 24 Corridor Project

- **MOTION** by Lawrence to keep fund 418 open, seconded by Everett, all voted aye. **MOTION CARRIED.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence noted Wright County Mayor’s Association (WCMA) meets September 17 in Monticello.
- Mayor Lawrence congratulated Heritage Days Committee on a festival that was well-done. Volunteers did a great job. Members concurred, noting heavy attendance at various events. Member Senn suggested getting a wrap-up report from the committee.

b. Boards

- EDA – Meets August 19, 2025.
- Sewer Authority – Meets August 21, 2025. Mayor Lawrence will be absent.
- Planning Commission – Will meet August 18, 2025. Long Haul trucking brought a proposal to the July meeting for a truck parking facility on their vacant lot. Members suggested a possible hotel as well.
- Fire Relief Boards – Met and discussed the PERA plan.
- Park Commission – Met and discussed the following:
 - Discussed benches again for Depot Park.
 - Revisited rugby team pavilion plan for El Dorado Park.
 - Recommended approval of parking lot striping quote for El Dorado Park. Rugby team agreed to pay for it. Quotes shared with Members.
 - Welcomed Tom Plaggerman to Park Commission.
 - Ball team still owes for their share of the new shed at Sportsman’s Park. The new scoreboard has also been installed.
 - **MOTION** by Lawrence to approve parking lot striping quote, seconded by Senn, all voted aye. **MOTION CARRIED.**

c. Staff

- Hill gave an overview of attached staff reports. She also noted that the Park Commission continues discussion about proposed benches and who should be honored.
- Hill gave a splash pad update, planned completion for spring 2026.
- Smythe noted that there is a revised development agreement for J Cubed that needs to be approved by the City Council. Members did get a copy.
- **MOTION** by Everett to approve revised agreement, seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- Smythe reported that there will special primary and general elections to fill the late Bruce Anderson’s state senate seat.

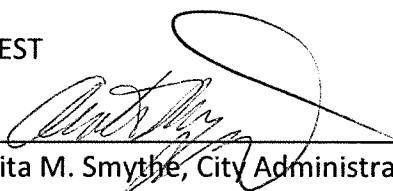
9. Other Business

- ### a. Next Regular Meeting – September 8, 2025 at 7:00 p.m.
- Next meeting date confirmed.

10. Adjournment

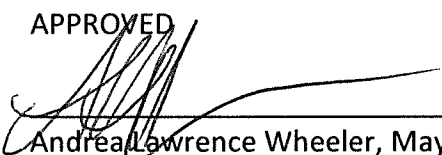
- **MOTION** to adjourn by Senn, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- Meeting adjourned at 8:00 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor