

**CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
OCTOBER 9, 2023**

- 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, October 9, 2023, 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**
 - **MOTION** by Schwinghammer to approve Agenda as presented, seconded by Vazquez. City Engineer Kannas asked to add item 7(h) to consider a grant opportunity for the T.H. 24 Corridor Project. Both Schwinghammer and Vazquez agreed to this **AMENDMENT**. All voted aye on amended motion. **MOTION CARRIED 4-0.**

- 3. Wright County Sheriff's Report**
 - No one was present to give the sheriff's report.

- 4. Public Forum**
 - Business owner James Thiesen requested that the City Council consider re-implementing a Police Advisory Commission to advise on the number of contract hours that the city should be requesting from the Wright County Sheriff. The recent sheriff's contracts included substantial price increases.
 - Administrator Smythe reminded Members that the new sheriff's contract includes a required minimum number of hours determined by the sheriff's department.
 - Mr. Thiesen asked how many hours the city contracts for. Members and staff could not recall, as the contract was approved several weeks ago. Mayor Lawrence explained that the City Council had a discussion about the price increases and new hours requirements prior to approving the new contract. Staff will forward the information to Mr. Thiesen.

- 5. Consent Agenda**
 - a. Claims/Accounts Payable in the Amount of \$ 311,698.81**
 - b. Approval of Minutes from 09-11-2023 Regular City Council Meeting**
 - c. Res 2023-67 – Accepting Donation for Fire Department**
 - d. Res 2023-69 – Certifying Lien for Unpaid Charges**
 - **MOTION** by Luhmann to approve Consent Agenda, seconded by Vazquez, all voted aye. **MOTION CARRIED 4-0.**

- 6. Old Business**
 - None.

- 7. New Business**
 - a. CLOSED SESSION – Closed for Attorney-Client Privilege to Discuss PFAS Litigation**
 - **MOTION** by Lawrence to enter closed session under Minnesota Statutes, section 13D.05, subd. 3(b) to discuss active litigation, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**
 - Meeting was closed at 7:09 p.m.
 - Meeting re-opened to the public at 7:38 p.m.

b. Res 2023-68 – Approving Signatories for Municipal Accounts

- Members agreed to add Member Luhmann and Staff Trottier as bank signers.
- **MOTION** by Lawrence to approve Resolution 2023-68, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

c. Authorizing Lease of Plow Truck – Western Star 4700 Tandem Axle

- Smythe explained that the lease quote is to obtain a plow truck through state bid. There is a two-year wait for purchases and prices have significantly increased since this item was added to the capital plan. As a result, there isn't sufficient cash for an outright purchase even if a vehicle was available. The lease option has a buyout provision.
- **MOTION** by Lawrence to authorize lease of the \$6,194.40/month option of a Western Star 4700 plow, seconded by Vazquez, all voted aye. **MOTION CARRIED 4-0.**

d. Authorizing Purchase of Plow for New Truck

- Smythe explained that this is the state bid quote to put a plow on the new truck we purchased late last year. It is expected to be delivered in December. This item is under budget.
- **MOTION** by Lawrence to approve purchase of plow per quote, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**

e. Authorizing Disposal of Pickup Truck – 2005 Dodge ½ Ton

- **MOTION** by Vazquez authorizing staff to sell or scrap if no buyers the 2005 Dodge ½ ton, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

f. Accepting Resignation of Sarah Johnson

- **MOTION** by Lawrence accepting resignation of Sarah Johnson from position of Assistant City Administrator, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**

g. Consider Staffing Proposals

- Smythe gave an overview of the staffing proposal, requesting authorization to post a full-time accounting position and bring in a staffing agency on a temporary basis. Staff received quotes that range from \$200-\$265/hour. Ms. Johnson would like to continue to manage the accounting functions for the Sewer Authority.
- Members considered the options and timing of filling a position.
- **MOTION** by Lawrence authorizing staff to post an accounting position as proposed and bring on a temporary consultant as needed to assist until the new position is filled and trained, seconded by Vazquez, all voted aye. **MOTION CARRIED 4-0.**
- Members directed staff to bring a job description and salary range for the Sewer Authority position to the next meeting.

h. Consider Grant Opportunity for T.H. 24 Corridor Project

- Engineer Kannas explained that there is a grant opportunity through the IIJA program to obtain funding for technical assistance to apply for the RAISE grant program. Funding through IIJA is a maximum amount of \$30,000. The RAISE program is a highly competitive national program with maximum funding of \$25 million. It is funded on a first come, first serve basis.
- **MOTION** by Luhmann authorizing city engineer to apply for technical assistance funding under IIJA and to submit a RAISE application, both for the T.H. 24 Corridor Project, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence noted that the League of Minnesota Cities (LMC) is conducting a "Mayor for a Day" essay contest for 4th – 6th graders and encouraged people to submit entries.

- Mayor Lawrence reported that the American Legion is planning to conduct a dedication of the new Veterans Memorial Park and invited Members to attend. Lawrence will send out the date/time once it is determined.
- Members discussed the city clean-up day and suggested the following changes:
 - Shorten the hours to 8:00 – 10:00 a.m.
 - Add more/better signage to direct people to the site.
 - Move the line-up from Main Street over to the Public Works entrance after the initial surge of attendees has passed.
- Lawrence reported that the primary topic at the most recent WCMA meeting was further discussion about cannabis enforcement and the impact to law enforcement.

b. Boards

- EDA – Discussed updates on the signage project, starting a farmer’s market, and plans for manufacturing month and Small Business Saturday.
- Planning Commission – Did not meet.
- Fire Relief Association Board – Discussed buying equipment for testing before donating to the Fire Department.
- Sewer Authority – Meets next week on October 19, 2023 at 5:30 p.m. in Clearwater.
- Park Commission – Discussed the following:
 - Open House – Member Vazquez reported that several people attended the Open House and there was a lot of good discussion. Attendees were supportive of plans for a splash pad and expansion of the trail system. Businesses would also like to be included in surveys or other communications.
 - Shed for Baseball Team – Vazquez explained that the shed quote from the city staff is slightly less than the one provided by the team. The shed is slightly smaller but is maintenance free to match the other city shed. The Park Commission recommended building the shed from the staff quote and asking the team to pay for half of the costs.
 - **MOTION** by Luhmann to approve building the shed per the staff quote if the ball team agrees to pay for half. If they decline, the team must vacate the city’s pump house by spring. Motion seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
 - Ice Rink – Staff obtained multiple quotes to place a hockey rink on the basketball courts at El Dorado Park with a liner to protect the concrete. The smaller rink from Spring Street Park could not be expanded. The Park Commission recommended purchasing the largest rink at a price of \$11,590 plus a liner.
 - **MOTION** by Lawrence authorizing purchase of rink system for \$11,590 plus a liner for El Dorado Park, seconded by Schwinghammer. All voted aye. **MOTION CARRIED 4-0.**
 - Members would like the smaller rink returned to Spring Street Park. Smythe noted that staff may have difficulty maintaining ice for three rinks. Members stated to prioritize them 1) Lions Park, 2) El Dorado Park, and 3) Spring Street Park.
 - Members would also like bleachers near the rink at El Dorado Park, if possible, for seating.

c. Staff

- Johnson reported that the park hours signs have been received and installed in all of the parks.
- Smythe asked if Members would like to conduct any testing at the Elm Street property prior to closing. Engineer Kannas suggested a Phase I assessment be completed. He estimates a price of around \$2,000-\$2,500.

- **MOTION** by Lawrence to authorize up to \$2,700 to conduct a Phase I analysis at 100 Elm Street prior to purchase/closing, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**
- Smythe reported the Clear Lake Township’s attorney reached out to the city attorney to further discuss the 2-mile subdivision area and possible repeal. There will be further discussion at the next meeting.
- Member Luhmann noted that Mr. Pesola did not attend the clean-up day. Smythe explained that his clean-up is in process, but staff are not sure where he is taking the items removed. The city attorney is working on follow-up items related to the settlement agreement and another court date is scheduled for the end of the month.

9. Other Business

- a. **Reminder – Park Commission Open House – October 9, 2023 at 5:30 p.m.**
- b. **Next Regular Meeting –November 13, 2023 at 7:00 p.m.**
- Next meeting date was confirmed.

10. Adjournment

- **MOTION** to adjourn by Member Luhmann, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
- Meeting adjourned at 9:01 p.m.

ATTEST



Annita M. Smythe, City Administrator

APPROVED



Andrea Lawrence Wheeler, Mayor