CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
SEPTEMBER 8, 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, September 8, 2025, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Mayor Lawrence, Council Members Schwinghammer, Senn, and Everett. Council Member Crandall was absent. Also present were members of the public, staff, and guests.

2. **Approval of Agenda**

– Staff requested to add a list of claims payments totaling $50,125.01 to the Consent Agenda.
– **MOTION** by Everett to approve Agenda with the requested addition, seconded by Senn, all voted aye. **MOTION CARRIED 4-0.**

3. **Wright County Sheriff's Report**

– None.

4. **Public Forum**

– None.

5. **Consent Agenda**
   a. **Claims/Accounts Payable in the Amount of $388,329.55 + $50,125.01 = $438,454.56**
   b. **Approval of Minutes from 08-11-2025 Regular City Council Meeting**
   c. **Res 2025-44 – Approving Step Increase - Koren**
   d. **Res 2025-45 – Approving Step Increase - Strohschein**
   e. **Res 2025-46 – Appointing Election Judges**
   f. **Approval of Pay Voucher #1 – Spring Street Storm Sewer Project**

– **MOTION** by Senn to approve Consent Agenda with claims addition, seconded by Everett, all voted aye. **MOTION CARRIED 4-0.**

6. **Old Business**
   – None.

7. **New Business**
   a. **Res 2025-42 – Approving Site Plan and Variance – J Cubed Properties LLC**
   – Administrator Smythe gave a brief overview of the project plan and conditions from the Planning Commission. Members did not have any questions.
   – **MOTION** by Schwinghammer to approve Resolution 2025-42, seconded by Everett, all voted aye. **MOTION CARRIED 4-0.**
   b. **Ord 2025-04 – Rezoning Property – Telcom**
   – **MOTION** by Senn to approve Ordinance 2025-04, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**
   c. **Res 2025-43 – Approving Conditional Use Permit – Telcom**
   – Smythe gave an overview of the project and Planning Commission recommendation. Kannas explained the items in his memo, which was handed out at the meeting.
   – **MOTION** by Lawrence to approve Resolution 2025-43, seconded by Senn, all voted aye. **MOTION CARRIED 4-0.**

d. Res 2025-47 – Approving 2026 Preliminary Levy and Budget

- Smythe explained that this is basically the same budget as was provided in August. The proposed levy increase is 8.9%, with the primary drivers being the increase to the contracted sheriff's hours up to 10 hours per day, health insurance increase of around 11%, and additions for the new state paid leave program. Smythe noted that this budget does not include an increase to debt service for the proposed fire hall.
- **MOTION** by Lawrence to approve Resolution 2025-47, seconded by Everett, all vote aye. **MOTION CARRIED 4-0.**

e. Review Draft Director Contract Rates for Sewer Authority

- Members reviewed the proposed rate changes for the Director contract and recommended changing the annual increase to 4%. Smythe will bring back the full contract renewal to the next meeting for approval.

f. Consider Approving Amendment to Joint Powers Agreement for Sewer Authority

- Smythe explained the primary change is to make the At-large Member a 2-year term. The City of Clear Lake has already approved this.
- **MOTION** by Lawrence to approve the amended Joint Powers Agreement, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence noted Wright County Mayor's Association (WCMA) meets September 17 in Monticello. Members Everett and Schwinghammer expressed interest in attending.
- Member Everett expressed a desire to have recreational facilities for older children. She will research and bring back some suggestions.

b. Boards

- Sewer Authority – Met August 21, 2025. Approved on-call policy for staff. Spent time discussing an issue with Clear Lake being under-billed due to their under-reporting of flows to the plant. The issue has now been resolved, and procedures have been implemented to prevent recurrence. City of Clear Lake and Sewer Authority Board are still discussing how to address the funding shortfall.
- Fire Relief Board – Meets September 24, 2025.
- Planning Commission – Met August 18, 2025 to review the two development projects that were on the agenda earlier.
- EDA – Meets next week.
- Park Commission – Did not meet.

c. Staff

- Smythe reported the following:
  - Court hearing for condemnation of 430 Main Street is scheduled for September 19.
  - Seal coating of the County Road 75 trail has been completed.
  - The special primary election went smoothly.
  - Staff learned that the splash pad company works with installers who are approved under state bid, so we do not have to publicly bid the project. A quote was just received and will be reviewed later this week.
- Kannas reported the following:
  - The Spring Street stormwater project is mostly done. There is still seeding and street sweeping to finish.
  - MnDot will be placing raised crosswalks on the T.H. 24 project at places where there are two traffic lanes. They had safety concerns about placing bolts for flashing beacons without the actual beacons attached.

- Smythe noted that MnDot asked about "noise ordinance" signs being replaced. Members would like them replaced.
- Kannas noted MnDot had also asked about placing crosswalks on Smith Street and Nelson Drive, with city responsible to maintain. Members clarified that these would be on the frontage roads, not crossing T.H. 24. Members would like these crosswalks added.
- Smythe reminder Members of the upcoming MnDot open house and clean-up day. Lawrence stated she is not available for clean-up day. Schwinghammer will attend. Senn and Everett both need to check schedules and will let staff know.

9. **Other Business**
   a. **Next Regular Meeting – October 13, 2025 at 7:00 p.m.**
   b. **Reminder – Clean-up Day September 20, 2025 at 8:00 a.m. – Public Works Garage**
   c. **Reminder – MnDOT Open House (T.H. 24 Corridor Project) September 29, 2025 at 4:00 p.m. – Lions Park**
   - Next meeting date confirmed.

10. **Adjournment**
- **MOTION** to adjourn by Schwinghammer, seconded by Senn, all voted aye. **MOTION CARRIED 4-0.**
- Meeting adjourned at 7:54 p.m.

ATTEST

Annita M. Smythe, City Administrator

APPROVED

Andrea Lawrence Wheeler, Mayor