CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
DECEMBER 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, December 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, Crandall, Senn, and Everett. Also present were members of the public, staff, and guests.

2. **Approval of Agenda**

– Staff requested an addition to the Consent Agenda for claims totaling $2,505.55.
– **MOTION** by Schwinghammer to approve Agenda with the requested addition to the Consent Agenda, seconded by Senn, all voted aye. **MOTION CARRIED.**

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

– Deputy Marschel gave the sheriff's report. He stated this was his last meeting, as he is being transferred to another part of the county. Not a lot going on outside of normal DUIs and traffic violations with pass-through travelers.
– Member Crandall noted that the neighborhood still has concerns with the camper parking down near the meat shop. Deputy Marschel stated he will check in again with the owner. The individual is working towards more permanent housing but it is a challenge.

4. **Public Forum**
   a. **Public Service Award**
   – Local resident Mark Doering was recognized by the City Council. Mayor Lawrence presented him with a public service award. This was in recognition of his actions earlier in the year to assist law enforcement to capture perpetrators of a violent crime in the area.

5. **Consent Agenda**
   a. **Claims/Accounts Payable in the Amount of $ 281,788.64 + $2,505.55 = $284,294.19**
   b. **Approval of Minutes from 11-10-2025 Regular City Council Meeting**
   c. **Approval of Minutes from 11-20-2025 Special City Council Meeting**
   d. **Res 2025-55 – Approving Quit-Claim Deed**
   e. **Res 2025-56 – Approving Step Increase**
   f. **Ord 2026-01 – Fee Schedule Ordinance**
   g. **Res 2025-57 – Authorizing Issuance of TIF Note**
   h. **Res 2025-59 – Approving Hire of Seasonal Worker**
   i. **Authorize Posting of Public Works Maintenance Position**
   j. **Approval of Final Pay Voucher – Spring Street Stormwater Project**
   k. **Approving Extension of T.O. Plastics Discharge Agreement**

– **MOTION** by Crandall to approve Consent Agenda as amended, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

6. **Old Business**
   a. **Food Shelf Donation**
   – Members discussed the donation approved in November and what the additional need would be. Smythe noted that the city will have a better idea of our final expenses for the year after December

claims are completed. Mayor Lawrence stated she would like to have a collection box for non-perishable items like toiletries at city hall and revisit a cash donation after the year is closed. Member Crandall noted that the city's funds are not unlimited.

- **MOTION TO TABLE** by Lawrence, seconded by Schwinghammer, all voted aye. **MOTION CARRIED**. Item tabled until January meeting.

7. **New Business**
   a. **Public Hearing – Vacation of Drainage and Utility Easements**
- Public Hearing was opened by Mayor Lawrence at 7:09 p.m.
- Smythe gave a brief explanation of the request to vacate easements to allow a house to be built over the existing lot lines. There were no questions or public comments.
- Public Hearing was closed at 7:12 p.m.

   b. **Res 2025-58 – Approving Vacation of Drainage and Utility Easements**
- **MOTION** by Crandall to approve Resolution 2025-58, seconded by Everett, all voted aye. **MOTION CARRIED.**

   c. **Public Meeting – 2026 Truth-in-Taxation**
- Smythe conducted a brief presentation, providing an overview of the proposed budget, levy, and explaining how the property tax system works.
- Residents present had a few questions about the rate setting and valuation process. Smythe explained that valuations are set by the assessor and open book meetings are conducted in April. Rates are set using those valuations and the approved levy.
- Members did not have any questions.

   d. **Res 2025-60 – Approving 2026 Levy and Budget**
- **MOTION** by Everett to approve Resolution 2025-60, seconded by Crandall, all voted aye. **MOTION CARRIED.**

   e. **Scanning Project**
- Smythe explained city staff's proposal to delay a contract with Coordinated Business Solutions (CBS) for digital document services after their updated quote came in significantly higher than the original quote. Staff instead are asking for authorization for extra hours for staff to conduct short-term scanning of claims documents to prepare for the upcoming audit, and to revisit the city's long-term document needs as part of the planned website upgrades. It appears that the website vendors can provide some of the same services as Coordinated Business Solutions' proposal.
- **MOTION** by Lawrence to decline the new quote from CBS and to authorize up to 20 hours of additional office staff time for document scanning, seconded by Senn, all voted aye. **MOTION CARRIED.**

8. **Committee Reports**
   a. **Mayor and Council**
- Mayor Lawrence stated that the Wright County Mayor's Association (WCMA) meets Wednesday.

   b. **Boards**
- Sewer Authority – Has a meeting on Thursday. Tom Plaggerman has joined as a new At-Large member.
- Fire Relief Board – Met last Wednesday, elected new officers to the board, discussed 2026 events calendar. Santa on the Fire Truck collected 836 pounds of food for the food shelf.
- EDA – The EDA Business Social is scheduled for December 9 at 8:00 a.m. at the Lions Building.
- Planning Commission – Did not meet.
- Park Commission – Did not meet.

c. Staff

– Smythe reported on the following:

- Noted that a temporary staffer has been hired to assist with snow plowing until the Public Works full-time vacancy can get filled.
- Explained that some issues have been raised with the zoning related to cannabis. Due to the number of home daycare facilities near the city's business districts, almost no properties are eligible to have cannabis. Asked if the council would consider an amendment to the ordinance. Members were generally in favor and asked to have an amendment draft brought back.
- Noted the request from Wright County seeking members to sit on the Aggregate Tax Committee. Staffer Maci Hill is interested. Mayor Lawrence will send a letter of recommendation.
- Explained that a decision needs to be made about the city council and boards related to the new Paid Family Leave, as these people are apparently considered "employees" for purposes of premium collection even though they are not eligible for leave.
    - **MOTION** by Everett for the city to cover 100% of premiums for employees not eligible to take leave under the program, seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- Asked if Members were okay with city plows passing through food shelf parking lot to keep an aisle open. Members were okay with it if the food shelf signs a liability waiver.

9. Other Business

a. Next Regular Meeting – January 12, 2026 at 7:00 p.m.

– Next meeting date/time confirmed.

10. Adjournment

– **MOTION** to adjourn by Senn, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

– Meeting adjourned at 7:57 p.m.

ATTEST

Annita M. Smythe, City Administrator

APPROVED

Andrea Lawrence Wheeler, Mayor