

CITY COUNCIL MEETING AGENDA
CLEAR LAKE, MINNESOTA
FEBRUARY 18TH, 2025
Council Meeting – 6:30 P.M. at City Hall

Council meeting called to order at 6:30 pm

Present: Mayor Tim Goenner, Council Member Stefany Janish and Council Member Sabrina Miller
Absent: Council Member Chad Nelson
6:53 PM - Council Member Chad Nelson arrives at meeting

Stand for Pledge of Allegiance

City Clerk Ollendieck administers the Oath of Office to newly appointed Council Member Lance Gilliland

Agenda Approval (motion required)

Council Member Miller motions to approve the agenda, seconded by Council Member Janish.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Janish
Nays: None
Motion carried: 4 - 0

Consent Agenda Approval (motion required)

- City Council Meeting Minutes – February 3rd, 2025
- Accounts payable, receivables and EFTs for February 2025
- CIP Workshop is set for Wednesday March 5th, 2025, at 5:30 PM
- 2025 Mileage increase from .67 cents to .70 cents per mile (set by the state)

Council Member Miller motions to approve the Consent Agenda, Council Member Janish seconded the motion.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Janish
Nays: None
Motion carried: 4 - 0

Open Forum: limited to Five (5) minutes for non-agenda items; State your name and address. No Council Action will be taken, and items will be referred to staff.

Nothing brought forward.

New business

1. Name Council Members to the City Policy Review Committee.

Mayor Goenner names Council Member Janish and Council Member Miller to the City Policy Review Committee. Council Member Miller and Janish both accept this assignment. Council Member Janish states, "We're hoping to bring in some public participation as well so we would advertise that". Interim Clerk Shirley Slater-Schulte suggests asking two community members to join this committee and asks where policy suggestions are coming from ("Are you getting these policies from another city or are you going to write your own?") Council Member Janish explains, "What we did with this one is; I contacted the League"(League of MN. Cities) "and

they sent me a bunch of cities of different sizes and we kinda just formed it together and sent it off to Joe" (City Attorney) "for review". This is what the committee would like to do going forward. This committee will be scheduled to meet quarterly. Notes will be taken and submitted to the clerk.

2. Staff will report on CIP information and the finance options for lift station #2 –

Shirley Slater-Schulte

Interim Clerk Shirley Slater-Schulte reports: The city council, while working on budgets, requested a report on the CIP and the finance options for a lift station that has come up and we were looking at where we could come up with some money. (Reports handed out to council.) Reports are showing what the city's current revenue is, figures are from today and the 4M Fund is from the Audit Report. That's the total of revenue that the city has; the checking account is interest bearing as is the 4M Fund. This is an un-audited amount, we're not saying this amount is to the penny but its pretty close. Found this afternoon was the Clear Lake Fire Department Capital Purchase Schedule and in 24, the former clerk who prepared this document said there was a unit purchase for \$280,000.00. It is not certain if that was purchased or not according to Shirley Slater-Schulte. This appears to be the second payment for the fire truck. Shirley Slater-Schulte stated that it would only make a difference in the balance if it were not paid out. Returning to the memo from Shirley Slater-Schulte, the Capital Improvement Program, which was done by the previous clerk and it show that in 2024 nothing was scheduled for Capital Improvement. In 23 there was something but Slater-Schulte was not sure if that happened or didn't. Moving on to 2025 we could schedule actively along. There is a lift station on Clark Street mentioned where \$25,000.00 was set aside at the time, whether or not it was spent we do not know. Mayor Goenner stated the Clark Street lift station was not fixed. In talking with Public Works Supervisor Evan Johnson, he feels the lift station should be repaired shortly. After speaking with the auditing service, it was determined there is enough revenue in both your sewer and water funds (report in packet). Slater-Schulte recommends the funds come out of the sewer fund. This is called an Enterprise Funds. You don't want to have too much money in your Enterprise Fund as these are sewer and water rates for your residents. It would be better to use these funds as opposed to bonding and these funds should be spent down before considering bonding. Using the Enterprise Funds would create less financial stress on the taxpayers. Slater-Schulte recommends it would be smarter for the council to use the Enterprise Funds to pay the \$500,000.00 out of the sewer/water fund for the Clark Street lift station. Per the auditor, if the city does another big project the following year, that \$500,000.00 could be added into that bond, the city could do that. Mayor Goenner asks, "What does the state allow to be held in the reserve? Is it a percentage?" Slater-Schulte stated that we should ask, when the audit is being done, what is a good percentage for a city of our size, what should that balance be. Slater-Schulte suggests, if the Public Works Supervisor suggests that it's time to get it fixed, then it's time to get it fixed.

3. Memo regarding Sewer Authority Annita Smyth – Clearwater City Administrator

With the growth of the two cities, the weekend "round times" are taking closer to 3 hours to complete as opposed to 2 hours and the staff are requesting an adjustment of hours in "round times". Staff are requesting compensatory time be adjusted from 4 hours per day to 6 hours per day. Public Works Supervisor Evan Johnson stated he had just provided the coverage this past weekend and it did take him almost 3 hours to complete rounds.

Council Member Janish motions to adjust the "round times" from 4 hours per day to 6 hours per day of compensatory time. Seconded by Council Member Gilliland.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson, Council Member Janish

Nays: 0

Motion carried: 5 - 0

4. Jeremy Frey and Troy Rheume (Digital Outdoor) Digital Sign (motion required)
Digital Outdoor is requesting permission (permit) from the city regarding placement of a digital sign. (Location in report.) They have repositioned the sign from their last request from the city. Digital Outdoor has made inquiries with MN DOT to make certain the positioning was okay and they didn't mind the positioning. (Conditional Use Permit)

Council Member Janish motions to approve the sign with the condition a Conditional Use Permit is granted. Seconded by Council Member Nelson

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson, Council Member Janish

Nays: 0

Motion carried: 5 - 0

5. Caroline and Andrew Beniek – Requesting permission to put a roll-off dumpster on the street (8397 Walnut Street) Erbauer Built LLC. (motion required)

Caroline and Andrew Beniek are doing some remodeling to their home and have been advised that placement of a roll-off dumpster may damage their driveway and possibly void the warranty of the driveway. The dumpster would remain in place for up to 6 months. Council expressed concerns about getting around the dumpster in the event of a significant snowfall and that others in the neighborhood may try to move additional dumpsters into the same area which could potentially create problems for traffic flow.

Council Member Nelson motions to deny the placement of a dumpster on the street (Walnut Street). Seconded by Council Member Gilliland.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson, Council Member Janish

Nays: 0

Motion carried: 5 – 0 **Request is denied.**

6. Fire Department

a. MBFTE and reimbursement procedure (email from M. Lunser in packet)

There will be EMR training in April with several other departments in on this training and the fire department will work with the city clerk on billing the other departments. The MBFTE and reimbursement procedure has been addressed.

7. Sheriff's Report

This year has been very similar to last year's activities. The fire at the storage unit on Hwy. 24 created a concentration on the security checks at that location. Charges have been brought forth to the county attorney regarding that fire.

8. Public Works Supervisor Report

The recent snow events have kept public works busy. Service proposal from Zeigler Power Systems (included in packet). It's a 3-year contract at the cost of \$5938.36 per year which includes the 3 stand-by generators and includes preventative maintenance for the automatic transfer stations. Some items covered are, coolants, changing oil and battery change outs. Ensuring transfer switches are working properly. The new employee will be starting shortly into March. The DNR Appropriations Report was just completed, and we are working on a 20

million gallon per year permit and we did over 18 million in 2024 so we may need to look at getting a new permit with all the new construction. It is a long-term permit and was re-visited in 2022 when well #3 came on-line. As the city continues to grow we will reach that 20 million pretty soon. **Keith Yapp (City Engineer) reports:** There was a discussion regarding the wells, if they shut down, a power outage, the generator doesn't work, what could happen. Well house #2 is hooked up to a stand-by generator. There is no way to cover every single "what if". In talking about the Clark Street lift station, perhaps we think about upgrading things so that everything talks together. Have everything work together on 1 system vs 2 systems so it's something to consider. This could be done but it doesn't need to be on the priority list right now. But consider doing this in the next few years. The council would like input from Keith Yapp at the Capital Improvement meeting in March and invited him to attend the meeting. The meeting is March 5th, 2025, at 5:30 PM.

Council Member Janish motioned to authorize preparation plans for the Clark Street lift station which may include a site survey. Seconded by Council Member Gilliland.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson, Council Member Janish.

Nays: 0

Motion carried: 5 – 0

Council Member Janish motions to accept the Service Agreement from Ziegler Power Systems in the amount of \$5978.36 per year for 3 years with 66% coming from sewer funds and 34% coming from water funds. Seconded by Council Member Miller.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson, Council Member Janish

Nays: 0

Motion carried: 5 – 0

Council Reports:

Mayor: Mayor Goenner asked Council Member Nelson to be the Fire Department Liaison regarding building of the new Fire Hall and mayor Goenner will take over Council Member Nelson's roll on the Personnel Committee. Council Member Nelson accepts this new assignment. There is a meeting scheduled with the architect firm on February 19th, 2025, regarding the new Fire Hall.

Sewer Authority Report: Nothing to report currently. There is a meeting scheduled for March.

Community Development: Nothing to report currently.

Clerks Report:

- **Update on reconciliation assistance and quote from Creative Planning:**
It was confirmed that the quote was not for the assistance the city was requesting. The City Clerk will continue to search for a firm that can offer the assistance the city is looking to find.
- **Update on telephone billing and issues:**
We are still working on these issues and hope to have them resolved or at least have more information by the end of the week.
- **Update on contract staff:**
Shirley Slater-Schulte will be gone until after the 1st of March so Lori will pick up her hours on Thursdays. Council asks if the hours of the contract staff could be reduced and contract staff could work 9:00 to 3:00 and see how it goes. Sandy would work Monday and Tuesdays, 9:00 AM to 3:00 PM and Shirley would work Wednesday and Thursday, 9:00 AM

to 3:00 PM, and the hours will be reevaluated again at the next council meeting.

Council Member Janish motions to approve the change in hours for contract employees. Seconded by Council Member Nelson.

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson
Council Member Janish
Nays: 0
Motion carried: 5 – 0

Old business - None

Adjournment – Council Member Miller motions to adjourn. Seconded by Council Member Nelson

Ayes: Mayor Goenner, Council Member Gilliland, Council Member Miller, Council Member Nelson
Council Member Janish
Nays: 0
Motion carried: 5 – 0

Meeting adjourned at: 7:52 PM

Mayor Tim Goenner

Clerk Lori Ollendieck