



AGENDA
CLEARWATER CITY COUNCIL MEETING
MONDAY, JANUARY 12, 2026

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m. at City Hall**
- 2. Approval of Agenda**
- 3. Wright County Sheriff's Report**
- 4. Public Forum**
- 5. Consent Agenda**
 - a. Claims/Accounts Payable in the Amount of \$ 440,842.66**
 - b. Approval of Minutes from 12-08-2025 Regular City Council Meeting**
 - c. Res 2026-02 – Pre-Authorization of Claims Payments**
 - d. 2025 Year-end Review**
- 6. Old Business**
 - a. Consider Fire Department Policy**
 - b. Consider Food Shelf Donation**
 - c. Res 2026-03 – Calling for Hearing on Proposed Assessments**
- 7. New Business**
 - a. Discussion – Park Commission**
 - b. Res 2026-01 – Approving Annual Appointments**
 - c. Consider Website Quotes**
 - d. Closed Session – City Administrator Performance Review**
 - e. Res 2026-04 – Approving Step Increase**
- 8. Committee Reports**
 - a. Mayor and Council**
 - b. Boards**
 - c. Staff**
- 9. Other Business**
 - a. Next Regular Meeting – February 9, 2026 at 7:00 p.m.**
- 10. Adjournment**

To: Honorable Mayor Lawrence and Members of the Clearwater City Council

From: Annita Smythe, City Administrator

Re: City Council Meeting January 12, 2026

1. Call to Order and Pledge of Allegiance: 7:00 p.m. at City Hall
2. Approval of Agenda
3. Wright County Sheriff's Report **(page 4)**
4. Public Forum
5. Consent Agenda *(Please see attached Consent Agenda items)*
 - a. Claims/Accounts Payable in the Amount of \$ 440,842.66 **(page 11)**
 - b. Approval of Minutes from 12-08-2025 Regular City Council Meeting **(page 23)**
 - c. Res 2026-02 – Pre-Authorization of Claims Payments **(page 26)**
 - d. 2025 Year-end Review **(page 27)**
6. Old Business
 - a. Consider Fire Department Policy **(page 31)**
Please see attached proposed policy to add to the Fire Department Standard Operating Guidelines (SOGs). This new policy would create a process for managing appeals of annual service credit determinations made by the Fire Chief for the department's pension plan. Some members were unhappy with how the process was managed last year and asked for a more independent review process.
 - b. Consider Food Shelf Donation
This item was tabled from the previous meeting.
 - c. Res 2026-03 – Calling for Hearing on Proposed Assessments **(page 32)**
Please see attached materials and resolution calling for a public hearing on proposed special assessments of costs related to the Spring Street Storm Sewer Improvements.
7. New Business
 - a. Discussion – Park Commission **(page 36)**
Please see attached park project reports. I have broken down the report we used in past years into some new sections to help facilitate a discussion about the future need for a Park Commission and possible transition to a Park and Recreation Commission. I have also included the latest summary of projects funded through the Local Option Sales Tax.
 - b. Res 2026-01 – Approving Annual Appointments **(page 41)**
Please see attached draft resolution for annual appointments. I have highlighted the vacancies for further discussion and the mayor's recommendations.
 - c. Consider Website Quotes **(page 44)**
Please see attached proposals for updating or replacing the city's website. It has been many years since it has been refreshed. New ADA regulations make it a requirement that our website be ADA compliant by April 2027. Community Development Specialist Kimberlie has included a memo explaining the project and the proposals for consideration.

d. Closed Session – City Administrator Performance Review

This will be a closed session pursuant to Minnesota Statutes 13D.05 subd. 3(a) to conduct my annual performance review. I have sent out a review template and materials under separate cover to assist you with this. Please come prepared to discuss and provide feedback.

e. Res 2026-04 – Approving Step Increase (page 60)

Please see attached resolution to consider a step increase for city administrator following the performance review. If approved, this would be the last step increase under the current scale, as the position will be at the final step.

8. Committee Reports

a. Mayor and Council

b. Boards

c. Staff (page 62)

9. Other Business

a. Next Regular Meeting – February 9, 2026 at 7:00 p.m.

10. Adjournment



Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave. NE, Buffalo, MN 55313
1-800-362-3667 Fax: 763-682-7610



Clearwater Monthly Report 2025

Printed on January 2, 2026

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 2					
12/01/25 17:33	911 Hang-up	2025106061			911
12/28/25 20:39	911 Hang-up	2025113505			911
911 Open Line Total: 4					
12/08/25 03:45	911 Open Line	2025107858			911
12/21/25 13:45	911 Open Line	2025111580			911
12/26/25 17:57	911 Open Line	2025112957			911
12/29/25 12:52	911 Open Line	2025113668			911
911 Open Line; Domestic Disturbance Total: 1					
12/31/25 22:59	911 Open Line;	2025114322	Court Order Violation	WP25036235	911
Agency Assist Total: 3					
12/05/25 20:55	Agency Assist	2025107304	Agency Assist	WP25034009	Phone
12/07/25 22:05	Agency Assist	2025107826			Phone
12/14/25 15:11	Agency Assist	2025109725			Phone
Burglary Total: 1					
12/26/25 17:11	Burglary	2025112946	Suspicious - Circumstances	WP25035807	Phone
Check Welfare Total: 4					
12/01/25 13:11	Check Welfare	2025105979	Check Welfare	WP25033578	Phone
12/14/25 20:30	Check Welfare	2025109790	Check Welfare	WP25034828	Phone
12/16/25 19:12	Check Welfare	2025110364	Check Welfare	WP25035035	Phone
12/31/25 18:24	Check Welfare	2025114258	Check Welfare	WP25036212	911
Check Welfare; Domestic Disturbance Total: 1					
12/02/25 10:29	Check Welfare;	2025106232	Medical - Psychiatric -	WP25033668	Phone
Civil Complaint Total: 2					
12/12/25 18:08	Civil Complaint	2025109247	Civil Complaint	WP25034647	911
12/29/25 16:04	Civil Complaint	2025113724	MVA - No Injuries	WP25036039	Phone
Civil Process Total: 12					
12/01/25 15:33	Civil Process	2025106025			Officer
12/03/25 12:15	Civil Process	2025106567			Officer
12/04/25 16:33	Civil Process	2025106883			Officer
12/10/25 09:03	Civil Process	2025108589			Officer
12/15/25 16:47	Civil Process	2025110025			Officer
12/23/25 10:21	Civil Process	2025112052			Officer
12/23/25 10:32	Civil Process	2025112059			Officer
12/26/25 09:01	Civil Process	2025112786			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/26/25 10:01	Civil Process	2025112802			Officer
12/29/25 16:01	Civil Process	2025113722			Officer
12/29/25 16:10	Civil Process	2025113727			Officer
12/30/25 08:29	Civil Process	2025113855			Officer

Civil Process; Dispatch - CAD - Addressing Problems Total: 2

12/26/25 09:08	Civil Process; Dispatch	2025112791			Officer
12/30/25 08:39	Civil Process; Dispatch	2025113858			Officer

Commercial General Alarm Total: 1

12/25/25 21:20	Commercial General	2025112713			Phone
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Compliance Check - Liquor Total: 2

12/23/25 15:35	Compliance Check -	2025112136			
12/23/25 15:42	Compliance Check -	2025112140			

Court Order Violation Total: 1

12/29/25 21:29	Court Order Violation	2025113792	Court Order Violation	WP25036068	Phone
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Court Order Violation; Threats Total: 1

12/15/25 20:47	Court Order Violation;	2025110094	Court Order Violation	WP25034928	911
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Disorderly Total: 1

12/10/25 15:43	Disorderly	2025108701	Disorderly	WP25034440	911
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Domestic Disturbance Total: 1

12/14/25 13:03	Domestic Disturbance	2025109697	Domestic Disturbance	WP25034799	Phone
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Domestic Disturbance; 911 Hang-up Total: 1

12/10/25 21:27	Domestic Disturbance;	2025108773	Domestic Disturbance	WP25034464	911
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Domestic Disturbance; Intoxicated Person Total: 1

12/19/25 19:47	Domestic Disturbance;	2025111124	Intoxicated Person	WP25035260	Phone
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Fraud - Checks - Cards Total: 1

12/11/25 11:40	Fraud - Checks - Cards	2025108914	Fraud - Checks - Cards	WP25034521	Phone
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Fraud - Internet Total: 1

12/05/25 20:05	Fraud - Internet	2025107290	Fraud - Internet	WP25034008	Phone
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Harassment Total: 1

12/27/25 11:03	Harassment	2025113107	Harassment	WP25035855	
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Indecent Exposure Total: 1

12/31/25 02:05	Indecent Exposure	2025114084	Suspicious - Person - Vehicle	WP25036154	911
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Intoxicated Person Total: 2

12/13/25 19:12	Intoxicated Person	2025109541	Medical - Psychiatric -	WP25034751	911
12/20/25 18:40	Intoxicated Person	2025111400	Intoxicated Person	WP25035367	Phone

Intoxicated Person; Pursuit Total: 1

12/30/25 21:27	Intoxicated Person;	2025114047	DUI	WP25036141	911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Abdominal Pain Total: 1					
12/02/25 18:47	Medical - Abdominal	2025106389			911
Medical - Back Pain Total: 1					
12/29/25 17:39	Medical - Back Pain	2025113744			911
Medical - Bleeding - Lacerations Total: 1					
12/04/25 21:19	Medical - Bleeding -	2025106954			Phone
Medical - Breathing Problems Total: 4					
12/01/25 17:06	Medical - Breathing	2025106051			911
12/09/25 10:17	Medical - Breathing	2025108229			911
12/15/25 04:18	Medical - Breathing	2025109848			911
12/26/25 09:16	Medical - Breathing	2025112793			
Medical - Chest Pain Total: 1					
12/16/25 11:28	Medical - Chest Pain	2025110229			911
Medical - Childbirth - Obstetrics Total: 1					
12/02/25 05:10	Medical - Childbirth -	2025106168			Phone
Medical - Fall Under 6 Feet Total: 1					
12/16/25 06:35	Medical - Fall Under 6	2025110157			911
Medical - Non Emergency Transport Total: 1					
12/02/25 13:43	Medical - Non	2025106290			911
Medical - Psychiatric - Behavioral Total: 3					
12/11/25 21:51	Medical - Psychiatric -	2025109059	Medical - Psychiatric -	WP25034569	911
12/12/25 15:52	Medical - Psychiatric -	2025109208	Medical - Psychiatric -	WP25034633	911
12/13/25 15:19	Medical - Psychiatric -	2025109473	Medical - Psychiatric -	WP25034731	Phone
Medical - Seizure Total: 2					
12/17/25 12:16	Medical - Seizure	2025110517			911
12/17/25 13:43	Medical - Seizure	2025110543			911
Medical - Sick Total: 3					
12/16/25 03:29	Medical - Sick	2025110145			911
12/26/25 07:55	Medical - Sick	2025112770			911
12/30/25 07:08	Medical - Sick	2025113844			911
Medical - Stroke Total: 2					
12/03/25 04:03	Medical - Stroke	2025106463			911
12/10/25 12:03	Medical - Stroke	2025108627			911
Medical - Unconscious - Fainting Total: 2					
12/22/25 10:47	Medical - Unconscious -	2025111766			911
12/28/25 08:51	Medical - Unconscious -	2025113354			911
Motorist Aid Total: 3					
12/02/25 12:24	Motorist Aid	2025106266			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/09/25 17:27	Motorist Aid	2025108381			Officer
12/14/25 19:27	Motorist Aid	2025109776			Phone
Off-Road Vehicle Complaint Total: 1					
12/31/25 20:48	Off-Road Vehicle	2025114300	Off-Road Vehicle Complaint	WP25036226	Phone
Parking Total: 3					
12/10/25 09:31	Parking	2025108593	Parking	WP25034405	
12/18/25 11:55	Parking	2025110766	Parking	WP25035148	
12/29/25 00:53	Parking	2025113534	Parking	WP25035975	
Probation Check Total: 1					
12/30/25 13:54	Probation Check	2025113939			Officer
Prowler Total: 1					
12/14/25 22:02	Prowler	2025109806	Prowler	WP25034835	911
Repossession Total: 2					
12/07/25 19:35	Repossession	2025107800			
12/20/25 07:39	Repossession	2025111272			
Residential General Alarm Total: 1					
12/23/25 18:27	Residential General	2025112205			Phone
Residential Medical Alarm Total: 1					
12/29/25 19:04	Residential Medical	2025113765	Residential Medical Alarm	WP25036057	Phone
SIA City Council - City Hall Total: 1					
12/08/25 18:00	SIA City Council - City	2025108052			Officer
SIA Other Total: 1					
12/27/25 21:29	SIA Other	2025113285			Officer
SIA Parks Total: 2					
12/15/25 13:59	SIA Parks	2025109966			
12/23/25 14:49	SIA Parks	2025112124			
SIA Winter Parking Warning Total: 1					
12/09/25 23:56	SIA Winter Parking	2025108473			
Snowbird Total: 4					
12/10/25 00:25	Snowbird	2025108481	Snowbird	WP25034357	Officer
12/28/25 23:37	Snowbird	2025113525	Snowbird	WP25035968	
12/29/25 00:04	Snowbird	2025113529	Snowbird	WP25035970	Officer
12/29/25 00:12	Snowbird	2025113531	Snowbird	WP25035971	Officer
Stolen - Vehicle Total: 1					
12/12/25 17:26	Stolen - Vehicle	2025109234	Stolen - Vehicle	WP25034644	911
Suspicious - Circumstances Total: 2					
12/18/25 09:22	Suspicious -	2025110728	Suspicious - Circumstances	WP25035133	911
12/31/25 18:08	Suspicious -	2025114253	Suspicious - Circumstances	WP25036210	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Suspicious - Person - Vehicle Total: 3

12/06/25 01:12	Suspicious - Person -	2025107365	Suspicious - Person - Vehicle	WP25034024	Officer
12/06/25 04:22	Suspicious - Person -	2025107383	Suspicious - Person - Vehicle	WP25034031	911
12/21/25 20:01	Suspicious - Person -	2025111659	Suspicious - Person - Vehicle	WP25035435	Phone

Tow Total: 1

12/12/25 16:29	Tow	2025109218			Phone
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Traffic - Complaint Total: 2

12/13/25 17:45	Traffic - Complaint	2025109521	Traffic - Complaint	WP25034745	911
12/20/25 12:50	Traffic - Complaint	2025111314	Traffic - Complaint	WP25035343	911

Traffic - Complaint; Harassment Total: 1

12/05/25 15:48	Traffic - Complaint;	2025107206	Harassment	WP25033990	Phone
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Traffic Stop Total: 69

12/01/25 01:18	Traffic Stop	2025105818			Officer
12/01/25 10:36	Traffic Stop	2025105929			Officer
12/01/25 10:59	Traffic Stop	2025105936			Officer
12/01/25 17:56	Traffic Stop	2025106070			Officer
12/01/25 22:19	Traffic Stop	2025106130			Officer
12/02/25 20:08	Traffic Stop	2025106404			Officer
12/02/25 20:25	Traffic Stop	2025106406			Officer
12/02/25 23:41	Traffic Stop	2025106435			Officer
12/04/25 20:53	Traffic Stop	2025106946			Officer
12/05/25 17:57	Traffic Stop	2025107253			Officer
12/06/25 18:08	Traffic Stop	2025107554	Traffic Stop	WP25034093	Officer
12/07/25 01:49	Traffic Stop	2025107627			Officer
12/07/25 13:40	Traffic Stop	2025107727			Officer
12/07/25 20:59	Traffic Stop	2025107814			Officer
12/08/25 14:56	Traffic Stop	2025107990			Officer
12/08/25 16:09	Traffic Stop	2025108021			Officer
12/08/25 16:18	Traffic Stop	2025108023			Officer
12/08/25 17:07	Traffic Stop	2025108033			Officer
12/08/25 20:11	Traffic Stop	2025108081			Officer
12/09/25 00:30	Traffic Stop	2025108138			Officer
12/10/25 17:03	Traffic Stop	2025108719			Officer
12/11/25 15:21	Traffic Stop	2025108969			Officer
12/11/25 15:29	Traffic Stop	2025108975			Officer
12/11/25 15:42	Traffic Stop	2025108978			Officer
12/11/25 16:08	Traffic Stop	2025108984			Officer
12/11/25 16:12	Traffic Stop	2025108985	Traffic Stop	WP25034547	Officer
12/11/25 18:36	Traffic Stop	2025109021	Traffic Stop	WP25034563	Officer
12/12/25 19:10	Traffic Stop	2025109255	Traffic Stop	WP25034650	Officer
12/12/25 19:36	Traffic Stop	2025109261			Officer
12/12/25 20:23	Traffic Stop	2025109277			Officer
12/13/25 13:56	Traffic Stop	2025109446			Officer
12/13/25 15:28	Traffic Stop	2025109476			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/13/25 15:43	Traffic Stop	2025109482			Officer
12/13/25 15:53	Traffic Stop	2025109487			Officer
12/13/25 16:12	Traffic Stop	2025109492			Officer
12/14/25 16:04	Traffic Stop	2025109740	Traffic Stop	WP25034809	Officer
12/14/25 16:23	Traffic Stop	2025109741			Officer
12/14/25 19:10	Traffic Stop	2025109770			Officer
12/14/25 22:31	Traffic Stop	2025109813			Officer
12/15/25 10:08	Traffic Stop	2025109914			Officer
12/15/25 10:19	Traffic Stop	2025109921			Officer
12/15/25 13:39	Traffic Stop	2025109961			Officer
12/15/25 23:26	Traffic Stop	2025110123			Officer
12/16/25 04:34	Traffic Stop	2025110149	Traffic Stop	WP25034952	Officer
12/16/25 13:37	Traffic Stop	2025110265			Officer
12/16/25 14:23	Traffic Stop	2025110275	Traffic Stop	WP25035004	Officer
12/17/25 10:40	Traffic Stop	2025110486			Officer
12/19/25 13:30	Traffic Stop	2025111008			Officer
12/20/25 14:34	Traffic Stop	2025111334			Officer
12/20/25 17:54	Traffic Stop	2025111381			Officer
12/20/25 23:20	Traffic Stop	2025111475			Officer
12/20/25 23:25	Traffic Stop	2025111477			Officer
12/20/25 23:44	Traffic Stop	2025111480	Traffic Stop	WP25035380	Officer
12/21/25 00:19	Traffic Stop	2025111487			Officer
12/21/25 14:44	Traffic Stop	2025111595			Officer
12/22/25 18:32	Traffic Stop	2025111906			Officer
12/22/25 20:45	Traffic Stop	2025111947			Officer
12/22/25 21:20	Traffic Stop	2025111955			Officer
12/23/25 15:11	Traffic Stop	2025112130			Officer
12/23/25 15:39	Traffic Stop	2025112138			Officer
12/23/25 19:06	Traffic Stop	2025112214			Officer
12/23/25 20:53	Traffic Stop	2025112242	Traffic Stop	WP25035603	Officer
12/25/25 01:31	Traffic Stop	2025112557	Drugs	WP25035689	Officer
12/26/25 18:55	Traffic Stop	2025112970			Officer
12/27/25 15:00	Traffic Stop	2025113169			Officer
12/27/25 17:00	Traffic Stop	2025113211			Officer
12/27/25 23:28	Traffic Stop	2025113304			Officer
12/29/25 22:40	Traffic Stop	2025113800			Officer
12/30/25 20:27	Traffic Stop	2025114033	Traffic Stop	WP25036134	Officer

Unwanted Person; Domestic Disturbance Total: 1

12/19/25 14:24	Unwanted Person;	2025111025	Domestic Disturbance	WP25035230	911
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Vehicle Off Road Total: 1

12/08/25 20:11	Vehicle Off Road	2025108082			
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Warrant - Arrest Total: 1

12/10/25 20:52	Warrant - Arrest	2025108769	Warrant - Arrest	WP25034462	911
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Total Records: 175

Incident Start Date/Time

Initial Call

CFS #

Final Incident

Case Number

How Reported

CASH SUMMARY REPORT FOR CITY OF CLEARWATER

From 01/01/2025 to 12/31/2025

BANKS: GEN, PTCA

FUNDS: 100, 200, 230, 240, 250 (23 more)

Fund Description	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 12/31/2025
100 GENERAL FUND	1,234,643.49	1,342,345.54	1,472,927.60	1,104,061.43
200 PARK DEDICATION FEE	29,188.26	0.00	0.00	29,188.26
230 FIRE AND RESCUE	222,107.20	448,109.46	275,783.25	394,433.41
240 PARKS AND RECREATION	1,351.03	165,452.73	222,910.08	(56,106.32)
250 ECONOMIC DEV. AUTHORITY	305,535.19	71,185.40	64,670.72	312,049.87
260 SMALL CITIES AID	0.00	9,895.00	0.00	9,895.00
270 LOCAL OPTION SALES TAX	2,012,817.33	318,433.16	32,885.17	2,298,365.32
315 GO IMP BOND 2015A	148,887.52	119,154.99	118,520.00	149,522.51
316 GO IMP BOND 2019A	113,256.82	67,662.55	70,050.00	110,869.37
317 GO EQUIP CERT 2020A	18,318.83	98,550.14	94,085.00	22,783.97
400 GENERAL CAPITAL FUND	82,982.38	67,649.92	25,511.43	125,120.87
415 STREET CAPITAL FUND	69,410.41	149,355.19	13,844.98	204,920.62
418 TH 24 CORRIDOR PROJECT	(72,627.57)	431,670.00	426,604.50	(67,562.07)
419 CSAH 7 PROJECT	0.00	289,482.00	274,627.00	14,855.00
420 FIRE CAPITAL FUND	145,091.63	56,791.67	23,312.89	178,570.41
421 FIRE TRUCK CAPITAL FUND	406,670.16	0.00	0.00	406,670.16
425 DEVELOPER ESCROW FUND	(52,037.45)	83,811.20	34,211.00	(2,437.25)
430 PW CAPITAL EQUIPMENT FUND	605,610.64	146,249.68	195,105.29	556,755.03
501 TIF 1-1 MISSISSIPPI RIDGE	57,137.96	106,371.56	91,489.93	72,019.59
502 TIF 2-1 CW RESIDENTIAL SUITES	0.00	48,051.36	5,174.50	42,876.86
503 TIF 3-1 CENTRAL MN COLD STRG	0.00	5,006.29	1,665.00	3,341.29
600 WATER FUND	1,151,241.86	466,097.38	365,627.42	1,251,711.82
601 SEWER FUND	881,054.94	1,228,369.58	1,317,291.36	792,133.16
603 REFUSE/RECYCLE FUND	31,137.58	144,958.94	131,705.67	44,390.85
651 STORM SEWER FUND	19,688.51	34,948.22	171,640.60	(117,003.87)
REPORT TOTALS:	7,411,466.72	5,899,601.96	5,429,643.39	7,881,425.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 100 GENERAL FUND						
100-41000-31010	Current Ad Valorem Taxes	608,190.00	646,664.14	301,681.84	(38,474.14)	106.33
100-41000-32000	Liquor Licenses	11,000.00	10,785.00	0.00	215.00	98.05
100-41000-32075	Cable Franchise Fee	11,000.00	10,714.66	872.75	285.34	97.41
100-41000-32180	Other Licenses/Permits	7,000.00	3,905.00	20.00	3,095.00	55.79
100-41000-32210	Building Permits	85,000.00	28,354.50	4,641.25	56,645.50	33.36
100-41000-32220	Rental Licenses	500.00	2,625.00	0.00	(2,125.00)	525.00
100-41000-33400	State Grants and Aids	15,000.00	19,156.26	0.00	(4,156.26)	127.71
100-41000-33401	Local Government Aid	453,520.00	226,760.00	0.00	226,760.00	50.00
100-41000-34104	Plan Check Fee	30,000.00	12,797.68	609.83	17,202.32	42.66
100-41000-34107	Assessment Search Fees	1,000.00	1,200.00	0.00	(200.00)	120.00
100-41000-34406	Admin Fines/Fees	500.00	0.00	0.00	500.00	0.00
100-41000-34800	Lease Agreement Proceeds	5,000.00	0.00	0.00	5,000.00	0.00
100-41000-34953	Charge for Service	32,000.00	32,522.95	20.00	(522.95)	101.63
100-41000-36100	Special Assessments	500.00	4,057.46	1,863.93	(3,557.46)	811.49
100-41000-36210	Interest Earnings	10,600.00	213,637.73	0.00	(203,037.73)	2,015.45
100-41000-36260	Refunds and Reimbursements	0.00	10,834.80	184.92	(10,834.80)	100.00
100-41000-37190	State Surcharge	5,000.00	1,111.00	36.00	3,889.00	22.22
100-41000-39321	Fines / Fees	8,000.00	21,581.94	0.00	(13,581.94)	269.77
100-41000-40120	Refunds & Reimbursements	2,500.00	2,055.00	140.00	445.00	82.20
100-41000-40123	Operating Supplies	10,000.00	13,220.84	221.07	(3,220.84)	132.21
100-41000-40126	Rental/Lease	200.00	0.00	0.00	200.00	0.00
100-41000-40150	Software & Support	8,000.00	7,595.01	1,424.25	404.99	94.94
100-41000-40182	Bank Fees	1,500.00	861.45	0.00	638.55	57.43
100-41000-40205	Taxes and Assessments	5,000.00	11,232.88	0.00	(6,232.88)	224.66
100-41000-40305	Contracted Services	20,000.00	28,074.77	1,711.73	(8,074.77)	140.37
100-41000-40307	Repair & Maintenance Charges	3,000.00	1,641.18	0.00	1,358.82	54.71
100-41000-40321	Communications	5,000.00	5,067.57	244.45	(67.57)	101.35
100-41000-40322	Postage	1,500.00	440.12	0.00	1,059.88	29.34
100-41000-40323	website	1,500.00	1,314.61	0.00	185.39	87.64
100-41000-40351	Legal Notices Publishing	6,500.00	3,477.50	1,395.50	3,022.50	53.50
100-41000-40382	utilities	6,000.00	4,837.02	0.00	1,162.98	80.62
100-41000-40433	Dues and Subscriptions	3,500.00	15,668.50	0.00	(12,168.50)	447.67
100-41000-40903	Community Events	500.00	10,000.00	0.00	(9,500.00)	2,000.00
100-41110-40100	Wages and Salaries (GENERAL)	18,750.00	21,300.00	0.00	(2,550.00)	113.60
100-41110-40120	Refunds & Reimbursements	1,200.00	1,200.00	0.00	0.00	100.00
100-41110-40122	FICA/Medicare Withholding	1,530.00	1,629.47	0.00	(99.47)	106.50
100-41110-40208	Training and Instruction	500.00	997.00	0.00	(497.00)	199.40
100-41110-40331	Travel Expenses	500.00	168.89	0.00	331.11	33.78
100-41400-40101	Full-Time Employees Regular	143,870.00	152,243.78	16,639.26	(8,373.78)	105.82
100-41400-40103	Part-Time Employees	14,480.00	18,915.86	2,055.47	(4,435.86)	130.63
100-41400-40121	PERA	11,880.00	13,746.76	1,401.14	(1,866.76)	115.71
100-41400-40122	FICA/Medicare Withholding	12,120.00	13,064.94	1,427.42	(944.94)	107.80
100-41400-40131	Employer Paid Health	28,430.00	37,232.94	1,222.33	(8,802.94)	130.96
100-41400-40134	Life Insurance Expense	1,500.00	1,391.29	0.00	108.71	92.75
100-41400-40208	Training and Instruction	7,000.00	2,036.32	0.00	4,963.68	29.09
100-41400-40331	Travel Expenses	1,500.00	1,062.42	0.00	437.58	70.83
100-41400-40433	Dues and Subscriptions	3,500.00	1,570.27	0.00	1,929.73	44.86
100-41410-33400	State Grants and Aids	200.00	550.58	0.00	(350.58)	275.29
100-41410-40111	Other Wages	0.00	1,684.00	947.00	(1,684.00)	100.00
100-41410-40122	FICA/Medicare Withholding	0.00	128.83	72.44	(128.83)	100.00
100-41410-40123	Operating Supplies	0.00	299.08	0.00	(299.08)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 100 GENERAL FUND						
100-41410-40307	Repair & Maintenance Charges	500.00	400.00	0.00	100.00	80.00
100-41410-40331	Travel Expenses	0.00	66.36	33.46	(66.36)	100.00
100-41410-40351	Legal Notices Publishing	0.00	84.00	84.00	(84.00)	100.00
100-41420-40344	ASSESSOR	15,000.00	14,095.00	0.00	905.00	93.97
100-41530-40308	Auditor Fees	36,000.00	46,510.00	0.00	(10,510.00)	129.19
100-41600-40304	Legal Fees	20,000.00	13,585.75	960.00	6,414.25	67.93
100-41700-40303	Engineering Fees	15,000.00	5,335.00	109.50	9,665.00	35.57
100-41800-40305	Contracted Services	30,000.00	33,418.35	0.00	(3,418.35)	111.39
100-41910-40100	Wages and Salaries (GENERAL)	3,000.00	1,350.00	1,350.00	1,650.00	45.00
100-41910-40122	FICA/Medicare Withholding	230.00	103.28	103.28	126.72	44.90
100-41910-40311	Recording Fee	500.00	0.00	0.00	500.00	0.00
100-41910-40313	City Planner Fees	3,000.00	2,210.25	0.00	789.75	73.68
100-41910-40353	Ordinance Publication	1,000.00	140.80	0.00	859.20	14.08
100-42100-40305	Contracted Services	340,000.00	371,993.57	28,796.44	(31,993.57)	109.41
100-42400-40305	Contracted Services	50,000.00	90,781.22	2,364.80	(40,781.22)	181.56
100-42500-40305	Contracted Services	800.00	0.00	0.00	800.00	0.00
100-43100-40101	Full-Time Employees Regular	172,790.00	182,236.37	15,714.23	(9,446.37)	105.47
100-43100-40121	PERA	12,960.00	13,139.63	1,178.44	(179.63)	101.39
100-43100-40122	FICA/Medicare Withholding	13,200.00	13,786.25	1,184.91	(586.25)	104.44
100-43100-40123	Operating Supplies	20,000.00	12,956.85	313.16	7,043.15	64.78
100-43100-40131	Employer Paid Health	60,970.00	52,476.66	1,239.31	8,493.34	86.07
100-43100-40134	Life Insurance Expense	2,000.00	1,485.90	0.00	514.10	74.30
100-43100-40135	Physicals / Drug Testing	300.00	595.00	0.00	(295.00)	198.33
100-43100-40208	Training and Instruction	1,000.00	584.72	0.00	415.28	58.47
100-43100-40212	Motor Fuels	11,000.00	11,726.76	3,229.21	(726.76)	106.61
100-43100-40240	Small Tools and Minor Equip	3,000.00	0.00	0.00	3,000.00	0.00
100-43100-40305	Contracted Services	5,000.00	6,944.83	739.98	(1,944.83)	138.90
100-43100-40307	Repair & Maintenance Charges	25,000.00	13,448.81	1,929.36	11,551.19	53.80
100-43100-40321	Communications	3,000.00	2,529.17	139.15	470.83	84.31
100-43100-40327	Street Patching & Sweeping	10,000.00	18,605.08	0.00	(8,605.08)	186.05
100-43100-40382	Utilities	33,000.00	29,328.49	0.00	3,671.51	88.87
100-45200-36230	Contributions/Donations/Grants	0.00	2,000.00	0.00	(2,000.00)	100.00
100-45200-40123	Operating Supplies	1,000.00	52.52	0.00	947.48	5.25
100-45200-40126	Rental/Lease	24,000.00	25,740.92	1,990.24	(1,740.92)	107.25
100-45200-40305	Contracted Services	2,500.00	2,410.38	182.22	89.62	96.42
100-45200-40382	Utilities	6,500.00	4,701.14	72.78	1,798.86	72.33
100-49100-40152	Worker s Comp Insurance	17,000.00	15,886.92	3,352.00	1,113.08	93.45
100-49100-40361	General Liability Ins	9,500.00	8,205.00	0.00	1,295.00	86.37
100-49100-40362	Property Ins	12,000.00	12,758.00	0.00	(758.00)	106.32
100-49100-40363	Automotive Ins	1,800.00	1,978.00	0.00	(178.00)	109.89
Fund 100 - GENERAL FUND:						
TOTAL REVENUES		1,284,010.00	1,249,258.70	309,930.52	34,751.30	97.29
TOTAL EXPENDITURES		1,284,010.00	1,385,809.28	93,968.53	(101,799.28)	107.93
NET OF REVENUES & EXPENDITURES:		0.00	(136,550.58)	215,961.99	136,550.58	
Fund: 230 FIRE AND RESCUE						
230-42200-31010	Current Ad Valorem Taxes	151,647.00	151,250.15	70,565.76	396.85	99.74
230-42200-33400	State Grants and Aids	0.00	18,008.75	0.00	(18,008.75)	100.00
230-42200-33404	MN State FireRelief 2% Aid	29,000.00	0.00	0.00	29,000.00	0.00
230-42200-33405	MN State FireRelief Supp Aid	5,800.00	0.00	0.00	5,800.00	0.00
230-42200-34958	Fire Contracts - Lynden Twnshp	97,712.00	100,049.31	48,855.85	(2,337.31)	102.39

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 230 FIRE AND RESCUE						
230-42200-34959	Fire Contracts - CW Twnshp	104,691.00	109,157.37	54,345.60	(4,466.37)	104.27
230-42200-36210	Interest Earnings	1,000.00	0.00	0.00	1,000.00	0.00
230-42200-36230	Contributions/Donations/Grants	0.00	2,300.00	0.00	(2,300.00)	100.00
230-42200-36260	Refunds and Reimbursements	0.00	10.00	0.00	(10.00)	100.00
230-42200-40100	Wages and Salaries (GENERAL)	76,500.00	82,321.36	8,211.10	(5,821.36)	107.61
230-42200-40101	Full-Time Employees Regular	6,900.00	6,956.12	736.15	(56.12)	100.81
230-42200-40120	Refunds & Reimbursements	3,000.00	1,083.85	0.00	1,916.15	36.13
230-42200-40121	PERA	500.00	585.55	55.20	(85.55)	117.11
230-42200-40122	FICA/Medicare Withholding	6,400.00	6,828.99	684.38	(428.99)	106.70
230-42200-40123	Operating Supplies	38,000.00	28,073.55	31.61	9,926.45	73.88
230-42200-40124	Fire Relief	13,000.00	14,500.00	0.00	(1,500.00)	111.54
230-42200-40129	MN State Fire Relief 2% Aid	29,000.00	0.00	0.00	29,000.00	0.00
230-42200-40130	MN State Fire Relief Supp Aid	5,800.00	0.00	0.00	5,800.00	0.00
230-42200-40131	Employer Paid Health	2,015.00	1,843.43	100.93	171.57	91.49
230-42200-40134	Life Insurance Expense	50.00	47.96	0.00	2.04	95.92
230-42200-40135	Physicals / Drug Testing	1,500.00	2,595.00	0.00	(1,095.00)	173.00
230-42200-40152	Worker s Comp Insurance	8,000.00	7,288.03	1,541.92	711.97	91.10
230-42200-40208	Training and Instruction	17,000.00	17,403.43	75.00	(403.43)	102.37
230-42200-40209	Medical Training	7,500.00	4,050.25	0.00	3,449.75	54.00
230-42200-40212	Motor Fuels	4,500.00	3,339.01	224.97	1,160.99	74.20
230-42200-40305	Contracted Services	1,000.00	624.00	52.00	376.00	62.40
230-42200-40307	Repair & Maintenance Charges	15,000.00	6,072.25	179.99	8,927.75	40.48
230-42200-40321	Communications	1,000.00	2,845.40	60.20	(1,845.40)	284.54
230-42200-40351	Legal Notices Publishing	100.00	0.00	0.00	100.00	0.00
230-42200-40363	Automotive Ins	3,000.00	3,296.00	0.00	(296.00)	109.87
230-42200-40382	Utilities	5,000.00	3,984.14	0.00	1,015.86	79.68
230-42200-40433	Dues and Subscriptions	1,000.00	1,260.50	66.00	(260.50)	126.05
230-42200-40598	Capital Outlay - Equipment	0.00	13,460.72	0.00	(13,460.72)	100.00
230-42200-40720	Operating Transfers	144,085.00	0.00	0.00	144,085.00	0.00
Fund 230 - FIRE AND RESCUE:						
TOTAL REVENUES		389,850.00	380,775.58	173,767.21	9,074.42	97.67
TOTAL EXPENDITURES		389,850.00	208,459.54	12,019.45	181,390.46	53.47
NET OF REVENUES & EXPENDITURES:		0.00	172,316.04	161,747.76	(172,316.04)	
Fund: 240 PARKS AND RECREATION						
240-45300-31010	Current Ad Valorem Taxes	90,430.00	90,139.11	42,082.63	290.89	99.68
240-45300-31300	General Sales and Use Tax	0.00	432.81	11.53	(432.81)	100.00
240-45300-31310	Local Sales Tax	0.00	31.24	0.83	(31.24)	100.00
240-45300-31311	wright county Sales Tax	0.00	31.24	0.83	(31.24)	100.00
240-45300-34800	Lease Agreement Proceeds	4,000.00	1,000.00	0.00	3,000.00	25.00
240-45300-36230	Contributions/Donations/Grants	0.00	1,000.00	(60,000.00)	(1,000.00)	100.00
240-45300-36250	Rental Deposits	3,000.00	0.00	0.00	3,000.00	0.00
240-45300-36260	Refunds and Reimbursements	3,000.00	5,926.98	200.00	(2,926.98)	197.57
240-45300-39323	Rental/Lease Agreement	3,000.00	6,291.35	167.71	(3,291.35)	209.71
240-45300-40100	Wages and Salaries (GENERAL)	3,000.00	900.00	900.00	2,100.00	30.00
240-45300-40103	Part-Time Employees	23,410.00	49,370.09	673.75	(25,960.09)	210.89
240-45300-40122	FICA/Medicare withholding	2,020.00	3,138.97	120.42	(1,118.97)	155.39
240-45300-40123	operating Supplies	7,000.00	7,190.09	4,417.37	(190.09)	102.72
240-45300-40152	worker s Comp Insurance	1,800.00	1,588.59	335.20	211.41	88.26
240-45300-40212	Motor Fuels	2,000.00	1,574.08	19.66	425.92	78.70
240-45300-40305	Contracted Services	7,000.00	7,019.00	402.00	(19.00)	100.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 240 PARKS AND RECREATION						
240-45300-40307	Repair & Maintenance Charges	15,000.00	31,463.07	831.26	(16,463.07)	209.75
240-45300-40321	Communications	1,700.00	1,606.15	0.00	93.85	94.48
240-45300-40345	Sales and Use Tax	0.00	373.98	0.00	(373.98)	100.00
240-45300-40362	Property Ins	23,000.00	24,452.00	0.00	(1,452.00)	106.31
240-45300-40382	Utilities	10,000.00	6,664.37	0.00	3,335.63	66.64
240-45300-40383	Sanitation	4,500.00	4,542.71	417.15	(42.71)	100.95
240-45300-40596	Capital Outlay - Other Impvmts	0.00	16,600.00	0.00	(16,600.00)	100.00
240-45300-40598	Capital Outlay - Equipment	0.00	0.00	(4,220.00)	0.00	0.00
240-45300-40906	Contractual Reimb Fine/Fee	3,000.00	5,826.98	800.00	(2,826.98)	194.23
Fund 240 - PARKS AND RECREATION:						
TOTAL REVENUES		103,430.00	104,852.73	(17,536.47)	(1,422.73)	101.38
TOTAL EXPENDITURES		103,430.00	162,310.08	4,696.81	(58,880.08)	156.93
NET OF REVENUES & EXPENDITURES:		0.00	(57,457.35)	(22,233.28)	57,457.35	
Fund: 250 ECONOMIC DEV. AUTHORITY						
250-41200-31010	Current Ad Valorem Taxes	71,390.00	71,045.40	33,210.57	344.60	99.52
250-41200-34953	Charge for Service	100.00	140.00	0.00	(40.00)	140.00
250-41200-36210	Interest Earnings	3,000.00	0.00	0.00	3,000.00	0.00
250-41200-40100	Wages and Salaries (GENERAL)	3,000.00	1,750.00	1,750.00	1,250.00	58.33
250-41200-40101	Full-Time Employees Regular	22,660.00	23,196.40	2,719.81	(536.40)	102.37
250-41200-40121	PERA	1,700.00	1,732.54	203.39	(32.54)	101.91
250-41200-40122	FICA/Medicare Withholding	1,960.00	1,901.10	341.35	58.90	96.99
250-41200-40123	Operating Supplies	1,000.00	247.05	0.00	752.95	24.71
250-41200-40131	Employer Paid Health	2,840.00	10,085.91	7.45	(7,245.91)	355.14
250-41200-40134	Life Insurance Expense	330.00	314.14	0.00	15.86	95.19
250-41200-40150	Software & Support	1,000.00	227.16	0.00	772.84	22.72
250-41200-40208	Training and Instruction	1,000.00	230.00	0.00	770.00	23.00
250-41200-40303	Engineering Fees	1,000.00	0.00	0.00	1,000.00	0.00
250-41200-40304	Legal Fees	500.00	0.00	0.00	500.00	0.00
250-41200-40305	Contracted Services	10,000.00	2,180.00	0.00	7,820.00	21.80
250-41200-40331	Travel Expenses	1,000.00	326.79	0.00	673.21	32.68
250-41200-40340	Advertising/Marketing	4,000.00	381.63	0.00	3,618.37	9.54
250-41200-40351	Legal Notices Publishing	500.00	335.00	335.00	165.00	67.00
250-41200-40433	Dues and Subscriptions	2,000.00	1,763.00	0.00	237.00	88.15
250-41200-40650	Loan Fund Distribution	20,000.00	0.00	(20,000.00)	20,000.00	0.00
250-41200-40903	Community Events	0.00	20,000.00	20,000.00	(20,000.00)	100.00
Fund 250 - ECONOMIC DEV. AUTHORITY:						
TOTAL REVENUES		74,490.00	71,185.40	33,210.57	3,304.60	95.56
TOTAL EXPENDITURES		74,490.00	64,670.72	5,357.00	9,819.28	86.82
NET OF REVENUES & EXPENDITURES:		0.00	6,514.68	27,853.57	(6,514.68)	
Fund: 260 SMALL CITIES AID						
260-43100-33400	State Grants and Aids	0.00	9,895.00	0.00	(9,895.00)	100.00
Fund 260 - SMALL CITIES AID:						
TOTAL REVENUES		0.00	9,895.00	0.00	(9,895.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	9,895.00	0.00	(9,895.00)	
Fund: 270 LOCAL OPTION SALES TAX						
270-41000-31310	Local Sales Tax	275,000.00	314,872.46	0.00	(39,872.46)	114.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 270 LOCAL OPTION SALES TAX						
270-41000-31850	Excise Tax	4,000.00	5,060.00	400.00	(1,060.00)	126.50
270-41000-36210	Interest Earnings	10,000.00	0.00	0.00	10,000.00	0.00
270-41000-40179	Administrative Fees	8,500.00	2,833.84	0.00	5,666.16	33.34
270-41000-40303	Engineering Fees	5,000.00	5,580.00	1,711.50	(580.00)	111.60
270-41000-40305	Contracted Services	5,000.00	653.38	0.00	4,346.62	13.07
270-41000-40596	Capital Outlay - Other Impvmts	240,000.00	21,359.00	0.00	218,641.00	8.90
270-41000-40598	Capital Outlay - Equipment	560,000.00	3,958.25	0.00	556,041.75	0.71
Fund 270 - LOCAL OPTION SALES TAX:						
TOTAL REVENUES		289,000.00	319,932.46	400.00	(30,932.46)	110.70
TOTAL EXPENDITURES		818,500.00	34,384.47	1,711.50	784,115.53	4.20
NET OF REVENUES & EXPENDITURES:		(529,500.00)	285,547.99	(1,311.50)	(815,047.99)	
Fund: 315 GO IMP BOND 2015A						
315-47000-31010	Current Ad Valorem Taxes	93,004.00	92,786.54	43,277.34	217.46	99.77
315-47000-36100	Special Assessments	30,922.00	26,368.45	6,997.69	4,553.55	85.27
315-47000-36210	Interest Earnings	1,000.00	0.00	0.00	1,000.00	0.00
315-47000-40600	Debt Srv Principal	85,000.00	85,000.00	0.00	0.00	100.00
315-47000-40610	Debt Srv Interest	33,025.00	33,025.00	0.00	0.00	100.00
315-47000-40620	Fiscal Agents Fees	495.00	495.00	0.00	0.00	100.00
Fund 315 - GO IMP BOND 2015A:						
TOTAL REVENUES		124,926.00	119,154.99	50,275.03	5,771.01	95.38
TOTAL EXPENDITURES		118,520.00	118,520.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES:		6,406.00	634.99	50,275.03	5,771.01	
Fund: 316 GO IMP BOND 2019A						
316-47000-31010	Current Ad Valorem Taxes	54,358.00	54,232.64	25,294.28	125.36	99.77
316-47000-36100	Special Assessments	19,194.00	13,429.91	5,294.03	5,764.09	69.97
316-47000-36210	Interest Earnings	500.00	0.00	0.00	500.00	0.00
316-47000-40600	Debt Srv Principal	45,000.00	45,000.00	0.00	0.00	100.00
316-47000-40610	Debt Srv Interest	25,050.00	25,050.00	0.00	0.00	100.00
Fund 316 - GO IMP BOND 2019A:						
TOTAL REVENUES		74,052.00	67,662.55	30,588.31	6,389.45	91.37
TOTAL EXPENDITURES		70,050.00	70,050.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES:		4,002.00	(2,387.45)	30,588.31	6,389.45	
Fund: 317 GO EQUIP CERT 2020A						
317-47000-31010	Current Ad Valorem Taxes	98,789.00	98,550.14	45,969.26	238.86	99.76
317-47000-36210	Interest Earnings	200.00	0.00	0.00	200.00	0.00
317-47000-40600	Debt Srv Principal	88,000.00	88,000.00	0.00	0.00	100.00
317-47000-40610	Debt Srv Interest	6,085.00	6,085.00	0.00	0.00	100.00
Fund 317 - GO EQUIP CERT 2020A:						
TOTAL REVENUES		98,989.00	98,550.14	45,969.26	438.86	99.56
TOTAL EXPENDITURES		94,085.00	94,085.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES:		4,904.00	4,465.14	45,969.26	438.86	
Fund: 400 GENERAL CAPITAL FUND						
400-41000-31010	Current Ad Valorem Taxes	68,000.00	67,649.92	31,635.56	350.08	99.49
400-41000-36210	Interest Earnings	800.00	0.00	0.00	800.00	0.00
400-41000-39300	Proceeds-Gen Long-term Debt	2,000,000.00	0.00	0.00	2,000,000.00	0.00
400-41000-40596	Capital Outlay - Other Impvmts	30,000.00	18,000.00	0.00	12,000.00	60.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 400 GENERAL CAPITAL FUND						
400-41000-40599	Capital Outlay - Building	2,000,000.00	7,511.43	0.00	1,992,488.57	0.38
Fund 400 - GENERAL CAPITAL FUND:						
TOTAL REVENUES		2,068,800.00	67,649.92	31,635.56	2,001,150.08	3.27
TOTAL EXPENDITURES		2,030,000.00	25,511.43	0.00	2,004,488.57	1.26
NET OF REVENUES & EXPENDITURES:		38,800.00	42,138.49	31,635.56	(3,338.49)	
Fund: 410 PARK CAPITAL FUND						
410-45300-31010	Current Ad Valorem Taxes	40,000.00	0.00	0.00	40,000.00	0.00
410-45300-36230	Contributions/Donations/Grants	0.00	60,000.00	60,000.00	(60,000.00)	100.00
410-45300-40596	Capital Outlay - Other Impvmts	20,000.00	0.00	0.00	20,000.00	0.00
410-45300-40598	Capital Outlay - Equipment	10,000.00	0.00	0.00	10,000.00	0.00
410-45300-40599	Capital Outlay - Building	10,000.00	0.00	0.00	10,000.00	0.00
Fund 410 - PARK CAPITAL FUND:						
TOTAL REVENUES		40,000.00	60,000.00	60,000.00	(20,000.00)	150.00
TOTAL EXPENDITURES		40,000.00	0.00	0.00	40,000.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	60,000.00	60,000.00	(60,000.00)	
Fund: 415 STREET CAPITAL FUND						
415-43100-40303	Engineering Fees	0.00	3,352.34	166.00	(3,352.34)	100.00
415-43100-40591	Capital Outlay - Streets	10,000.00	10,492.64	0.00	(492.64)	104.93
415-47000-31010	Current Ad Valorem Taxes	150,000.00	149,355.19	69,784.32	644.81	99.57
415-47000-36210	Interest Earnings	1,500.00	0.00	0.00	1,500.00	0.00
Fund 415 - STREET CAPITAL FUND:						
TOTAL REVENUES		151,500.00	149,355.19	69,784.32	2,144.81	98.58
TOTAL EXPENDITURES		10,000.00	13,844.98	166.00	(3,844.98)	138.45
NET OF REVENUES & EXPENDITURES:		141,500.00	135,510.21	69,618.32	5,989.79	
Fund: 418 TH 24 CORRIDOR PROJECT						
418-41000-36230	Contributions/Donations/Grants	0.00	30,000.00	(289,482.00)	(30,000.00)	100.00
418-41000-40303	Engineering Fees	0.00	24,934.50	(71,190.50)	(24,934.50)	100.00
Fund 418 - TH 24 CORRIDOR PROJECT:						
TOTAL REVENUES		0.00	30,000.00	(289,482.00)	(30,000.00)	100.00
TOTAL EXPENDITURES		0.00	24,934.50	(71,190.50)	(24,934.50)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	5,065.50	(218,291.50)	(5,065.50)	
Fund: 419 CSAH 7 PROJECT						
419-43100-36230	Contributions/Donations/Grants	0.00	289,482.00	289,482.00	(289,482.00)	100.00
419-43100-40303	Engineering Fees	0.00	274,627.00	237,215.50	(274,627.00)	100.00
Fund 419 - CSAH 7 PROJECT:						
TOTAL REVENUES		0.00	289,482.00	289,482.00	(289,482.00)	100.00
TOTAL EXPENDITURES		0.00	274,627.00	237,215.50	(274,627.00)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	14,855.00	52,266.50	(14,855.00)	
Fund: 420 FIRE CAPITAL FUND						
420-42220-31010	Current Ad Valorem Taxes	32,000.00	31,791.67	14,887.32	208.33	99.35
420-42220-36210	Interest Earnings	1,500.00	0.00	0.00	1,500.00	0.00
420-42220-36230	Contributions/Donations/Grants	0.00	25,000.00	0.00	(25,000.00)	100.00
420-42220-39200	Operating Transfers	50,000.00	0.00	0.00	50,000.00	0.00
420-42220-40597	Capital Outlay - Vehicles	0.00	16,027.00	0.00	(16,027.00)	100.00
420-42220-40598	Capital Outlay - Equipment	42,000.00	7,285.89	0.00	34,714.11	17.35

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 420 FIRE CAPITAL FUND						
Fund 420 - FIRE CAPITAL FUND:						
	TOTAL REVENUES	83,500.00	56,791.67	14,887.32	26,708.33	68.01
	TOTAL EXPENDITURES	42,000.00	23,312.89	0.00	18,687.11	55.51
	NET OF REVENUES & EXPENDITURES:	41,500.00	33,478.78	14,887.32	8,021.22	
Fund: 421 FIRE TRUCK CAPITAL FUND						
421-42220-36210	Interest Earnings	2,000.00	0.00	0.00	2,000.00	0.00
421-42220-39200	Operating Transfers	90,000.00	0.00	0.00	90,000.00	0.00
Fund 421 - FIRE TRUCK CAPITAL FUND:						
	TOTAL REVENUES	92,000.00	0.00	0.00	92,000.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES:	92,000.00	0.00	0.00	92,000.00	
Fund: 425 DEVELOPER ESCROW FUND						
425-41000-30010	Escrow Agreement Proceeds	0.00	80,084.20	3,305.75	(80,084.20)	100.00
425-41000-40120	Refunds & Reimbursements	0.00	216.00	0.00	(216.00)	100.00
425-41000-40303	Engineering Fees	0.00	12,454.50	219.00	(12,454.50)	100.00
425-41000-40304	Legal Fees	0.00	7,570.00	82.50	(7,570.00)	100.00
425-41000-40305	Contracted Services	0.00	1,750.00	0.00	(1,750.00)	100.00
425-41000-40313	City Planner Fees	0.00	8,073.50	347.50	(8,073.50)	100.00
425-41000-40351	Legal Notices Publishing	0.00	420.00	0.00	(420.00)	100.00
Fund 425 - DEVELOPER ESCROW FUND:						
	TOTAL REVENUES	0.00	80,084.20	3,305.75	(80,084.20)	100.00
	TOTAL EXPENDITURES	0.00	30,484.00	649.00	(30,484.00)	100.00
	NET OF REVENUES & EXPENDITURES:	0.00	49,600.20	2,656.75	(49,600.20)	
Fund: 430 PW CAPITAL EQUIPMENT FUND						
430-41000-31010	Current Ad Valorem Taxes	140,000.00	139,354.59	65,132.03	645.41	99.54
430-43000-40597	Capital Outlay - Vehicles	120,000.00	126,154.39	0.00	(6,154.39)	105.13
430-43000-40600	Debt Srv Principal	0.00	46,143.16	5,272.96	(46,143.16)	100.00
430-43000-40610	Debt Srv Interest	0.00	15,912.65	1,622.13	(15,912.65)	100.00
Fund 430 - PW CAPITAL EQUIPMENT FUND:						
	TOTAL REVENUES	140,000.00	139,354.59	65,132.03	645.41	99.54
	TOTAL EXPENDITURES	120,000.00	188,210.20	6,895.09	(68,210.20)	156.84
	NET OF REVENUES & EXPENDITURES:	20,000.00	(48,855.61)	58,236.94	68,855.61	
Fund: 501 TIF 1-1 MISSISSIPPI RIDGE						
501-41000-31010	Current Ad Valorem Taxes	90,000.00	106,371.56	53,161.12	(16,371.56)	118.19
501-41000-36210	Interest Earnings	500.00	0.00	0.00	500.00	0.00
501-41000-40304	Legal Fees	1,000.00	0.00	0.00	1,000.00	0.00
501-41000-40305	Contracted Services	3,000.00	1,665.00	0.00	1,335.00	55.50
501-41000-40437	TIF Payments	81,000.00	89,824.93	0.00	(8,824.93)	110.89
Fund 501 - TIF 1-1 MISSISSIPPI RIDGE:						
	TOTAL REVENUES	90,500.00	106,371.56	53,161.12	(15,871.56)	117.54
	TOTAL EXPENDITURES	85,000.00	91,489.93	0.00	(6,489.93)	107.64
	NET OF REVENUES & EXPENDITURES:	5,500.00	14,881.63	53,161.12	(9,381.63)	
Fund: 502 TIF 2-1 CW RESIDENTIAL SUITES						
502-41000-31010	Current Ad Valorem Taxes	1,500.00	48,051.36	24,001.02	(46,551.36)	3,203.42
502-41000-36210	Interest Earnings	50.00	0.00	0.00	50.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Balance Normal Available 12/31/2025 (Abnormal)	% Bdgt Used
Fund: 502 TIF 2-1 CW RESIDENTIAL SUITES						
502-41000-40304	Legal Fees	500.00	1,463.50	247.50	(963.50)	292.70
502-41000-40305	Contracted Services	1,000.00	3,711.00	46.00	(2,711.00)	371.10
502-41000-40437	TIF Payments	1,350.00	0.00	0.00	1,350.00	0.00
Fund 502 - TIF 2-1 CW RESIDENTIAL SUITES:						
TOTAL REVENUES		1,550.00	48,051.36	24,001.02	(46,501.36)	3,100.09
TOTAL EXPENDITURES		2,850.00	5,174.50	293.50	(2,324.50)	181.56
NET OF REVENUES & EXPENDITURES:		(1,300.00)	42,876.86	23,707.52	(44,176.86)	
Fund: 503 TIF 3-1 CENTRAL MN COLD STRG						
503-41000-31010	Current Ad Valorem Taxes	1,500.00	5,006.29	0.00	(3,506.29)	333.75
503-41000-36210	Interest Earnings	50.00	0.00	0.00	50.00	0.00
503-41000-40304	Legal Fees	500.00	0.00	0.00	500.00	0.00
503-41000-40305	Contracted Services	1,000.00	1,665.00	0.00	(665.00)	166.50
503-41000-40437	TIF Payments	1,350.00	0.00	0.00	1,350.00	0.00
Fund 503 - TIF 3-1 CENTRAL MN COLD STRG:						
TOTAL REVENUES		1,550.00	5,006.29	0.00	(3,456.29)	322.99
TOTAL EXPENDITURES		2,850.00	1,665.00	0.00	1,185.00	58.42
NET OF REVENUES & EXPENDITURES:		(1,300.00)	3,341.29	0.00	(4,641.29)	
Fund: 600 WATER FUND						
600-49400-31300	General Sales and Use Tax	4,500.00	5,984.18	928.28	(1,484.18)	132.98
600-49400-34800	Lease Agreement Proceeds	2,600.00	5,854.06	0.00	(3,254.06)	225.16
600-49400-36100	Special Assessments	2,000.00	4,368.84	2,032.99	(2,368.84)	218.44
600-49400-36210	Interest Earnings	8,000.00	0.00	0.00	8,000.00	0.00
600-49400-36260	Refunds and Reimbursements	0.00	62,318.02	0.00	(62,318.02)	100.00
600-49400-37100	Water Sales	308,300.00	358,394.82	52,945.58	(50,094.82)	116.25
600-49400-37130	Water Meter Sales	10,000.00	3,119.63	189.96	6,880.37	31.20
600-49400-37150	Water Connect/Reconnect Fee	25,000.00	12,500.00	2,500.00	12,500.00	50.00
600-49400-37170	MDS Test Fee	6,500.00	6,892.66	1,152.13	(392.66)	106.04
600-49400-40101	Full-Time Employees Regular	86,450.00	91,867.10	9,304.24	(5,417.10)	106.27
600-49400-40103	Part-Time Employees	5,790.00	3,261.57	354.34	2,528.43	56.33
600-49400-40120	Refunds & Reimbursements	100.00	11.75	0.00	88.25	11.75
600-49400-40121	PERA	6,920.00	7,118.16	724.41	(198.16)	102.86
600-49400-40122	FICA/Medicare withholding	7,060.00	7,221.16	732.48	(161.16)	102.28
600-49400-40123	Operating Supplies	16,000.00	9,473.66	147.94	6,526.34	59.21
600-49400-40131	Employer Paid Health	25,810.00	23,410.56	716.20	2,399.44	90.70
600-49400-40134	Life Insurance Expense	830.00	754.93	0.00	75.07	90.96
600-49400-40150	Software & Support	5,000.00	7,430.80	579.15	(2,430.80)	148.62
600-49400-40151	w/S Locates	300.00	372.64	9.45	(72.64)	124.21
600-49400-40152	Worker s Comp Insurance	3,500.00	3,078.72	670.40	421.28	87.96
600-49400-40182	Bank Fees	1,000.00	1,030.21	0.00	(30.21)	103.02
600-49400-40208	Training and Instruction	1,000.00	350.00	0.00	650.00	35.00
600-49400-40212	Motor Fuels	4,000.00	2,389.94	238.84	1,610.06	59.75
600-49400-40303	Engineering Fees	3,000.00	0.00	0.00	3,000.00	0.00
600-49400-40305	Contracted Services	4,000.00	0.00	0.00	4,000.00	0.00
600-49400-40306	MDS TEST FEE	1,000.00	0.00	0.00	1,000.00	0.00
600-49400-40307	Repair & Maintenance Charges	10,000.00	8,255.02	0.00	1,744.98	82.55
600-49400-40322	Postage	2,700.00	3,094.91	0.00	(394.91)	114.63
600-49400-40345	Sales and Use Tax	4,000.00	5,401.66	0.00	(1,401.66)	135.04
600-49400-40362	Property Ins	3,000.00	3,189.00	0.00	(189.00)	106.30

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 600 WATER FUND						
600-49400-40382	Utilities	15,000.00	15,267.49	0.00	(267.49)	101.78
600-49400-40433	Dues and Subscriptions	2,500.00	9,260.25	1,744.00	(6,760.25)	370.41
600-49400-40590	Capital Outlay - Water Main	50,000.00	0.00	0.00	50,000.00	0.00
600-49400-40598	Capital Outlay - Equipment	15,000.00	47,529.16	0.00	(32,529.16)	316.86
600-49400-40600	Debt Srv Principal	75,000.00	75,000.00	0.00	0.00	100.00
600-49400-40610	Debt Srv Interest	21,613.00	21,612.50	0.00	0.50	100.00
600-49400-40902	Water or WW Testing Fee	400.00	931.57	70.00	(531.57)	232.89
Fund 600 - WATER FUND:						
TOTAL REVENUES		366,900.00	459,432.21	59,748.94	(92,532.21)	125.22
TOTAL EXPENDITURES		370,973.00	347,312.76	15,291.45	23,660.24	93.62
NET OF REVENUES & EXPENDITURES:		(4,073.00)	112,119.45	44,457.49	(116,192.45)	
Fund: 601 SEWER FUND						
601-49450-34953	Charge for Service	26,300.00	21,886.23	2,191.83	4,413.77	83.22
601-49450-36100	Special Assessments	12,000.00	19,939.55	9,209.04	(7,939.55)	166.16
601-49450-36102	SA Surcharge	88,200.00	89,663.91	14,997.70	(1,463.91)	101.66
601-49450-36210	Interest Earnings	5,000.00	0.00	0.00	5,000.00	0.00
601-49450-37201	Sewer Sales - Residential Base	335,700.00	395,898.68	66,162.37	(60,198.68)	117.93
601-49450-37202	Sewer Sales - Commercial Base	115,800.00	118,476.13	19,740.00	(2,676.13)	102.31
601-49450-37203	Sewer Sales - Residential Dmnd	382,000.00	386,788.30	65,836.06	(4,788.30)	101.25
601-49450-37204	Sewer Sales - Commercial Dmnd	283,600.00	209,371.28	34,852.11	74,228.72	73.83
601-49450-37250	Sewer Connect/Reconnect Fee	50,000.00	17,500.00	3,500.00	32,500.00	35.00
601-49450-37260	Sewer Penalty	12,000.00	19,035.00	3,015.00	(7,035.00)	158.63
601-49450-40101	Full-Time Employees Regular	98,830.00	108,893.34	11,475.88	(10,063.34)	110.18
601-49450-40103	Part-Time Employees	11,430.00	11,640.07	850.58	(210.07)	101.84
601-49450-40120	Refunds & Reimbursements	0.00	11.75	0.00	(11.75)	100.00
601-49450-40121	PERA	8,270.00	9,226.37	924.63	(956.37)	111.56
601-49450-40122	FICA/Medicare Withholding	8,440.00	9,162.47	936.37	(722.47)	108.56
601-49450-40123	Operating Supplies	2,000.00	1,914.49	90.93	85.51	95.72
601-49450-40131	Employer Paid Health	27,830.00	26,430.19	818.06	1,399.81	94.97
601-49450-40134	Life Insurance Expense	960.00	908.93	0.00	51.07	94.68
601-49450-40150	Software & Support	3,000.00	7,430.80	579.15	(4,430.80)	247.69
601-49450-40151	W/S Locates	300.00	372.61	9.45	(72.61)	124.20
601-49450-40152	Worker s Comp Insurance	4,000.00	3,792.74	804.48	207.26	94.82
601-49450-40182	Bank Fees	6,000.00	5,833.83	0.00	166.17	97.23
601-49450-40208	Training and Instruction	700.00	373.29	0.00	326.71	53.33
601-49450-40212	Motor Fuels	2,500.00	2,399.00	213.10	101.00	95.96
601-49450-40300	Sewer Usage	436,600.00	495,318.72	0.00	(58,718.72)	113.45
601-49450-40301	Sewer Surcharge	84,000.00	85,850.00	0.00	(1,850.00)	102.20
601-49450-40303	Engineering Fees	500.00	0.00	0.00	500.00	0.00
601-49450-40305	Contracted Services	100.00	0.00	0.00	100.00	0.00
601-49450-40307	Repair & Maintenance Charges	5,000.00	4,349.57	0.00	650.43	86.99
601-49450-40321	Communications	1,000.00	1,955.11	0.00	(955.11)	195.51
601-49450-40322	Postage	3,000.00	3,094.91	0.00	(94.91)	103.16
601-49450-40362	Property Ins	500.00	532.00	0.00	(32.00)	106.40
601-49450-40382	Utilities	5,000.00	5,558.33	0.00	(558.33)	111.17
601-49450-40598	Capital Outlay - Equipment	200,000.00	31,545.19	0.00	168,454.81	15.77
601-49450-40600	Debt Srv Principal	471,000.00	471,000.00	0.00	0.00	100.00
601-49450-40610	Debt Srv Interest	24,390.00	24,385.90	0.00	4.10	99.98
Fund 601 - SEWER FUND:						

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 601 SEWER FUND						
TOTAL REVENUES		1,310,600.00	1,278,559.08	219,504.11	32,040.92	97.56
TOTAL EXPENDITURES		1,405,350.00	1,311,979.61	16,702.63	93,370.39	93.36
NET OF REVENUES & EXPENDITURES:		(94,750.00)	(33,420.53)	202,801.48	(61,329.47)	
Fund: 603 REFUSE/RECYCLE FUND						
603-43200-36100	Special Assessments	1,000.00	3,248.62	1,505.34	(2,248.62)	324.86
603-43200-36210	Interest Earnings	300.00	0.00	0.00	300.00	0.00
603-43200-37190	State Surcharge	8,000.00	9,491.10	1,603.47	(1,491.10)	118.64
603-43200-37300	Refuse (Garbage) Charges	87,600.00	103,252.13	16,783.35	(15,652.13)	117.87
603-43200-40101	Full-Time Employees Regular	4,220.00	3,047.67	459.88	1,172.33	72.22
603-43200-40103	Part-Time Employees	0.00	1,304.60	141.77	(1,304.60)	100.00
603-43200-40121	PERA	320.00	389.92	45.15	(69.92)	121.85
603-43200-40122	FICA/Medicare Withholding	320.00	332.31	45.94	(12.31)	103.85
603-43200-40123	Operating Supplies	560.00	872.01	0.00	(312.01)	155.72
603-43200-40131	Employer Paid Health	400.00	(1.61)	0.00	401.61	(0.40)
603-43200-40134	Life Insurance Expense	40.00	34.54	0.00	5.46	86.35
603-43200-40150	Software & Support	300.00	234.95	181.45	65.05	78.32
603-43200-40345	Sales and Use Tax	9,000.00	8,778.00	0.00	222.00	97.53
603-43200-40383	Sanitation	80,000.00	81,698.25	0.00	(1,698.25)	102.12
603-49500-33600	County Grants and Aids	500.00	0.00	0.00	500.00	0.00
603-49500-36100	Special Assessments	400.00	1,018.74	473.37	(618.74)	254.69
603-49500-36260	Refunds and Reimbursements	0.00	1,431.40	0.00	(1,431.40)	100.00
603-49500-37320	Recycle Fee	32,960.00	34,050.80	5,699.22	(1,090.80)	103.31
603-49500-40101	Full-Time Employees Regular	4,220.00	3,047.63	459.82	1,172.37	72.22
603-49500-40103	Part-Time Employees	0.00	1,304.72	141.77	(1,304.72)	100.00
603-49500-40121	PERA	320.00	389.96	45.15	(69.96)	121.86
603-49500-40122	FICA/Medicare Withholding	320.00	332.35	45.93	(12.35)	103.86
603-49500-40123	Operating Supplies	300.00	207.45	10.91	92.55	69.15
603-49500-40131	Employer Paid Health	400.00	(1.61)	0.00	401.61	(0.40)
603-49500-40134	Life Insurance Expense	40.00	34.54	0.00	5.46	86.35
603-49500-40351	Legal Notices Publishing	0.00	565.50	0.00	(565.50)	100.00
603-49500-40383	Sanitation	30,000.00	28,182.50	0.00	1,817.50	93.94
Fund 603 - REFUSE/RECYCLE FUND:						
TOTAL REVENUES		130,760.00	152,492.79	26,064.75	(21,732.79)	116.62
TOTAL EXPENDITURES		130,760.00	130,753.68	1,577.77	6.32	100.00
NET OF REVENUES & EXPENDITURES:		0.00	21,739.11	24,486.98	(21,739.11)	
Fund: 651 STORM SEWER FUND						
651-43100-33400	State Grants and Aids	0.00	4,644.00	0.00	(4,644.00)	100.00
651-43100-36100	Special Assessments	300.00	754.10	354.69	(454.10)	251.37
651-43100-36210	Interest Earnings	300.00	0.00	0.00	300.00	0.00
651-43100-37280	Storm Sewer Fee	28,000.00	31,392.71	7,866.94	(3,392.71)	112.12
651-43100-40303	Engineering Fees	1,000.00	37,361.00	830.00	(36,361.00)	3,736.10
651-43100-40305	Contracted Services	0.00	450.00	0.00	(450.00)	100.00
651-43100-40307	Repair & Maintenance Charges	3,000.00	0.00	0.00	3,000.00	0.00
651-43100-40351	Legal Notices Publishing	0.00	640.00	0.00	(640.00)	100.00
651-43100-40596	Capital Outlay - Other Impvmts	2,000.00	133,112.60	7,965.63	(131,112.60)	6,655.63
Fund 651 - STORM SEWER FUND:						
TOTAL REVENUES		28,600.00	36,790.81	8,221.63	(8,190.81)	128.64
TOTAL EXPENDITURES		6,000.00	171,563.60	8,795.63	(165,563.60)	2,859.39

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 12/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Activity For 12/31/2025 Increase (Decrease)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 651 STORM SEWER FUND						
NET OF REVENUES & EXPENDITURES:		22,600.00	(134,772.79)	(574.00)	157,372.79	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		6,945,007.00	5,380,689.22	1,262,050.98	1,564,317.78	77.48
TOTAL EXPENDITURES - ALL FUNDS		7,198,718.00	4,779,153.17	334,149.36	2,419,564.83	66.39
NET OF REVENUES & EXPENDITURES:		(253,711.00)	601,536.05	927,901.62	(855,247.05)	

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

APPROVED

Annita M. Smythe, City Administrator

Andra Lawrence Wheeler, Mayor

**CITY OF CLEARWATER
WRIGHT AND STEARNS COUNTIES, MINNESOTA**

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. in the Council Chambers on Monday, January 12, 2026.

The following Council Members were present: Lawrence, Schwinghammer, Crandall, Senn, and Everett.

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ seconded by _____.



**RESOLUTION 2026-02
PRE-AUTHORIZATION OF CLAIMS PAYMENTS**

BE IT RESOLVED that the City Administrator/Clerk/Treasurer or designee is hereby authorized to issue payments drawn of funds of the city for the following expenditures:

all utilities, including electrical, heating, fuel, telephone, water, and sewer; postage; payroll activity; payment of sales taxes; registrations; other miscellaneous taxes; expenses subject to finance charges; and payments required under contracts or that have been otherwise pre-authorized by the City Council.

BE IT FURTHER RESOLVED that the City Council hereby authorizes these payments to be made by electronic funds transfers or wire transfers, if necessary, subject to the following conditions:

- all electronic funds transfers or wire transfers shall be documented in writing and pre-approved by the City Administrator;
- a written confirmation for each transaction shall be obtained; and
- a complete list of all electronic transactions for the month shall be presented to the City Council at each regular city council meeting as part of the claims approval process.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 12th day of January, 2026.

ATTEST:

APPROVED BY:

Annita M. Smythe, City Administrator

Andrea Lawrence Wheeler, Mayor

To: Honorable Mayor Lawrence and Members of the Clearwater City Council

From: Annita Smythe, City Administrator

Date: January 8, 2026

Re: 2025

Year-end Review

Each year, I like to put together a summary of what we worked on during the year. Council members often get asked what the city has been working on and this can provide some talking points. This is intended to be a very high-level summary.

There are many tasks that go into each of the items listed – this is just meant to be an overview. It is also not an exhaustive list of everything we worked on. I wanted to highlight the larger items that take the most time.

Please feel free to ask questions if anyone is unfamiliar with the projects shown.

Development Projects/New Construction

- JCubed Final Plat/CUP/Site Plan/Tax Abatement
- JCubed Development Agreements
- Telcom Rezoning/Site Plan
- Cold Storage Discussions/TIF – Expansion Proposal
- Long Haul Trucking Discussions – Truck Proposal
- Cannabis Proposals
- Scott Miller Site Plan/Plat
- Briggs TIF Note
- Easement Vacation/Lot Combination

Capital Improvements/Purchases

- T.H. 24 Corridor Project – Design and Public Meetings
- Replacement of Lift Station Pump
- Public Works Lighting Project
- Truck Purchase/Replacement
- Spring Street Storm Sewer Project
- Paved Lions Park/Wellhouse Parking Lot
- CSAH 7 Design Project and MOU Wright County
- Depot Park Grant and Planning/Design
- Fencing Repairs/Improvements
- Fire Truck Command Vehicle Purchase
- Security Project
- Digital Document/Scanning Project

- Seal Coating County Rd 75 Trail
- Main Street Overlay Completion
- Native Plantings Project Maintenance

Internal Projects/Studies

- Completing Data Request for Ratings Agency
- Address Telephone Contract Issues
- Facility Planning and Goal Setting Workshop
- Staffing Changes/Officer Changes – FD
- Public Awards – Mayor Essay and Citizen Awards
- New Lions Park Agreement with Lions Club
- Website Contact Renewal
- Updated Job Descriptions – Firefighter, SA Treasurer, PW Maintenance, Accountant
- Step Scale Amendments
- Updated Employment Apps for Law Changes
- Sheriff Contract Amendments
- Special Planning Workshop
- Name a Park Contest
- Replacing SA Treasurer/Filling Vacancy
- IT Contract Changes
- Recruitment/Training Election Judges
- Contract Renewal – SA Director
- Capital Budget Workshop
- Local Sales Tax Extension
- Spring Street Assessments
- Pension Increase for FD
- Utility Rate Study
- Rollout of Paid Family Leave Program
- Staffing Changes/Issue Resolution
- MnDOT Easements
- TO Plastics Discharge Agreement
- Food Shelf Donations

Emergency Management

- Cybersecurity Staff Training
- Flood Control/County Planning
- FEMA Data requests for Clearwater Estates

Ordinance/Policy Updates

- Personnel Policy Amendments/Law Changes

- Amended Utility Policy
- Amended Internal Control Policy
- Community Event Calendar Policy
- EDA Message Board Policy Updates
- FD SOG Policy Amendments
- Amendments to JPA for Sewer Authority
- Amendments to Fencing Ordinance/Vacant Lot
- No Parking Ordinance Amendments
- Lawful Gambling Ordinance Amendment
- Portable Storage Ordinance
- Financial Guarantee Ordinance
- Mobile Food Unit Ordinance
- Chicken Ordinance

Ongoing

- Agenda Packets & Minutes – City Council, Park Commission, Planning Commission, EDA, Fire Commission
- Financial Mgmt – Monthly Claims/Utility Billing/Cash Mgmt
- Payroll Processing and Reports
- Fire Department Annual Report
- Fire Commission Quarterly Calls Reports
- Contract Administration/Renewals (Animal Control, Mosquito, Leases, etc)
- Permits & Licenses – Bldg Permits, Gambling Permits, Special Events, Liquor Licenses
- Posting/Filling of Seasonal and Open Positions
- Annual Clean-up Day
- Annual Budget Process
- Annual Audit
- Annual Reports to State
- Sewer Authority Audit
- Monthly Building Permit Report
- Monthly Park Projects Report
- Code Enforcement/Citizen Concerns Mgmt
- Annual Insurance Renewal
- Annual Workers Comp Audit
- Sewer Authority Agendas/Minutes/Finance/Budget/HR
- Compost Pick-up
- Water/Sewer Testing and Repairs
- Street Patching and Repairs
- Meter Readings
- Park Maintenance

- Snow Removal
- Park Rentals/Calendar Mgmt
- Website/Facebook Updates/Clean-up
- Annual Surveys
- Monthly/Quarterly/Annual Financial Reports
- Lien Certifications
- Staff Training and Performance Reviews
- Data Practices Requests/Data Management

Policy: Firefighter Appeals Certification Review Panel

Any firefighter may formally challenge a certification status or evaluation received during the previous calendar year. This appeal request must be submitted in writing to the current Fire Chief and to the City Administrator within 14 days from the date of the challenged certification. The written request must clearly outline the specific grounds for the challenge and include all necessary supporting documentation.

A **Certification Review Panel** will objectively hear the case, review evidence, and deliver a formal recommendation to the Fire Chief regarding the challenged certification. The Fire Chief shall issue the final, binding determination within ten (10) business days of receiving the Panel's recommendation. The Fire Chief must take into consideration the Panel's recommendation when issuing a final determination, but the Fire Chief is not obligated to follow the recommendation. If the Fire Chief declines to follow the Panel's recommendation, the Fire Chief shall document in writing the reasons backing any final decision.

The **Certification Review Panel** shall be composed of two City Council members and one department Officer randomly selected by the City Administrator. Panel members, following selection, will be advised by the City Administrator as to their responsibilities related to the handling of private personnel information.



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MEMORANDUM

Date: January 5, 2026
To: Honorable Mayor Lawrence-Wheeler and Members of the City Council
City of Clearwater, Minnesota
From: Justin L. Kannas, P.E.
City Engineer
Subject: Spring Street Storm Sewer
City of Clearwater
Project No.: OW1.133427

At the October 13, 2025 City Council meeting, the City Council authorized the preparation of the final assessments for the Spring Street Storm Sewer Improvements Project. Since the project funding includes assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Chapter 429 requirements indicate that a public hearing is required to be held for the project.

If the City Council would like to proceed with assessing a portion of costs to the abutting properties, we recommend that the City Council approve the attached Resolution for Hearing on Proposed Assessments and call for a Public Hearing on February 9th, 2026 at 7:00pm in City Hall. Council shall also determine the proposed interest rate and term length of the proposed assessments.

Please feel free to contact me if you have any questions.
JLK/cas

City of Clearwater
Spring Street Storm Sewer Improvements
Final Assessment Roll
Bolton & Menk Project No. 0W1.133427
01/07/26

NUMBER	PID	Property Owner	Site Address	Mailing Address if Different than Site Address			Corner Lot?	Odd Shaped Lot?	Street Frontage	Assessable Frontage	Storm Assessment	Total Assessment	
									(LF)	(LF)	\$14.20		
1	104-011-002060	JOHN C & SARAH SPENCER	925 SPRING ST		PO BOX 55	CLEARWATER, MN 55320	YES	YES	292	99	\$ 1,406.00	\$1,406.00	
2	104-011-002061	DONNA WILSON	855 SPRING ST			CLEARWATER, MN 55320		YES	103	100	\$ 1,420.00	\$1,420.00	
3	104-011-002070	CARL F CONSTABLE		1810 SEPTEMBER DR		RACINE, WI 53402		YES	87	83	\$ 1,179.00	\$1,179.00	
4	104-011-002071	BERNARD C HILLA & NANCY LYKE-HILLA	845 SPRING ST			CLEARWATER, MN 55320			100	100	\$ 1,420.00	\$1,420.00	
5	104-011-002080	CARL F CONSTABLE	320 WALNUT ST S	1810 SEPTEMBER DR		RACINE, WI 53402	YES		63	63	\$ 894.00	\$894.00	
6	104-037-003020	RUDY MEYER	820 SPRING ST			CLEARWATER, MN 55320			124	124	\$ 1,761.00	\$1,761.00	
7	104-037-003021	LYNN T WEINAND	840 SPRING ST			CLEARWATER, MN 55320			92	92	\$ 1,306.00	\$1,306.00	
8	104-037-003030	ROBERT L HEATON	850 SPRING ST		PO BOX 32	CLEARWATER, MN 55320		YES	165	169	\$ 2,400.00	\$2,400.00	
9	104-037-003060	ROBERT L HEATON		850 SPRING ST	PO BOX 32	CLEARWATER, MN 55320		YES	116	111	\$ 1,576.00	\$1,576.00	
									Totals	1,142	941	\$ 13,362.00	\$ 13,362

**CITY OF CLEARWATER
WRIGHT AND STEARNS COUNTIES, MINNESOTA**

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. in the Council Chambers on Monday, January 12, 2026.

The following Council Members were present: Lawrence, Schwinghammer, Crandall, Senn, and Everett.

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ seconded by _____.

.....

**RESOLUTION 2026-03
CALLING FOR HEARING ON PROPOSED ASSESSMENTS
FOR THE SPRING STREET STORM SEWER IMPROVEMENTS PROJECT
CITY OF CLEARWATER, MINNESOTA**

WHEREAS, by direction from the City Council on October 13, 2025, the City Administrator was directed to prepare a proposed assessment of the cost of the Spring Street Storm Sewer Improvement Project, the improvement of Spring Street from Porter Street to the north end of the Spring Street Cul-de-sac; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in her office for public inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLEARWATER, MINNESOTA:

1. A hearing shall be held at 7:00 p.m. or as soon as possible thereafter on February 9, 2026, in City Hall located at 605 County Road 75 NW, Clearwater, MN, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 12th day of January, 2026.

ATTEST:

APPROVED BY:

Annita M. Smythe, City Administrator

Andrea Lawrence Wheeler, Mayor

Park Commission Open Projects

El Dorado Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Splash Pad	Splash Pad	Planned for install 2026, equipment ready for delivery.	Spring 2026

Veterans Memorial Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Memorial Plan - Phase I	Work with Legion and other community groups to put together a memorial proposal for the new park on corner of CR 75/Main St/Bluff St	Need discussion about granite monuments - contractor not returning calls	Status?
Memorial Plan - Phase II	Landscaping, Plexiglas	Planning in progress - committee meeting being scheduled	Status?

Park Project Proposals - City Council

El Dorado Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Large Pavilion	Install of large pavilion and picnic tables/restrooms/concessions/rental facility/drinking fountain	Project on hold due to costs and input from Park Commission as to desired amenities. Rugby team asked to come back for discussion at future meeting.	TBD
Wiffle Ball Arena		Long-term plans - Not yet approved - estimated cost unknown	TBD
Gaga Ball Arena	Octagon-style corral	Long-term plans - Not yet approved - estimated cost unknown	TBD

Sportman's Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
River Cats Requests	Clay mounds, etc.	Replacement of clay mounds requested by team - funds allocated several years ago, never completed. Team would need to get re-authorization.	TBD
Boulders Around Parking	Replace chain link with boulders, re-use chain link to fence off alcohol use area for ball team, retain service gate for PW	Long-term Plan - Not yet approved - Estimated cost \$12,000 - \$20,000	TBD
Pave Parking Lot	City ordinance requires paving, striping could create additional parking spots for ball games	Long-term Plan - Not yet approved - Estimated cost unknown, PW using ground asphalt from other jobs as filler	TBD
Pavilion Updates	Proposed covered patio area added to existing pavilion - more seating, etc.	Long-term Plan - Not yet approved - Estimated cost unknown	TBD

Spring Street Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Second Mural	Consider second mural on opposite blank wall	5/9/22 - Park Comm to pursue options with schools to do more hand prints on this section	TBD

Community Center

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Community Center	Construct new city Community Center	Project on hold until a future date. No appetite to build the scaled-down version. Some support for the larger versions, but need growth and funding for those options, as cost was close to \$9 million.	TBD

Park Projects - Staff/Maintenance

El Dorado Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Gate Access	Request from rugby team to obtain emergency gate access	PW suggested double-lock system used at Sportsman's Park - team to provide lock	Status?
Shaded Areas	Bleacher/playground canopies	Need to discuss further - concerns about wind, would need posts in ground like pavilions to withstand wind load	On Hold
More Swings	Request from public	locations?	TBD

Sportman's Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
River Cats Requests	Shed	Await final payment from team, estimated \$3,000.	Status?

Riverside Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
River Bank Maintenance		Rcvd feedback from DNR and S&W, rip-rap quote for 9/9 mtg, project placed on hold due to cost and waiting for plans from DNR/Counties for replacing dam	On Hold
Ferry Landing		Erosion - Will DNR let us do anything here?	TBD
Additional Picnic Tables, Grills, Benches		Long-term Plan - Not yet approved - Estimated cost unknown	
Swimming Hole		Await plans from counties/DNR on dam replacement - revisit after that	

Depot Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Memorial Bench	Bench to Honor Vern Scott		On Hold
Park Design	Concept Plan/Use of Grant Funds	CC assigned to staff, planning/quotes in progress	In Progress

Lions Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Fencing	Replace fencing on Porter St side of parking lot	Planning trees for end of parking lot near Porter	Status?
Lions Building Upgrades	Repair/equipment replacements	Staff walk-thru with Lions members following food shelf moving out - list of repairs/upgrades needed: replace door knobs to both sides of kitchen; repair heating/cooling issues in food shelf end of building; replace/repair ceiling tiles wrecked by old roof leaks; add additional chair trollies; order a couple of smaller 6' tables for rental area, restroom updates	Winter 2025
Paved Parking by Rink	Adding additional parking along Porter Street.	Long-term Plan - Not yet approved. The city engineer advised against adding parking in this area due to safety concerns.	TBD

City Trail System

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
I-94 Pedestrian Bridge	Build Ped/bicycle bridge over I94	Included in Phase 1/Bridge Interchange of TH 24 Corridor Project - planned for construction 2026	2026-27
Trail Connections to I-94 Bridge	Connections on either side of I94 to existing trail systems - Hwy 24 (replaces Ash Street?)	Included in Phase 1 and Phase 3 design of TH 24 Corridor project - 2026 construction	2026-27
El Dorado Park to T.H. 24	Connect El Dorado Park to T.H. 24 bridge trail	Awaiting funding availability	TBD
Trail Around El Dorado Park	From past park plans, trail around perimeter of El Dorado Park, include walkway extension over to 10th Street	Plan to include lighting and trees.	On Hold

Gravel Trail	Rough grade a gravel walking path along Mississippi River	Per DNR, not sufficient space/grade to do this. Consider trail options along Main Street side.	TBD
CR 75 Trail Overlay	Overlay of existing CR 75 trail, both sides of CR 75	City responsible for maintenance.	TBD
Great River Regional Trail	Connections to St. Cloud and Monticello as part of the Great River Regional Trail system - the city is a contracted member.	Await direction from Wright County - they have not taken steps to begin this trail.	On Hold

Local Option Sales Tax/Park and Rec Commission

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
LOST Status	Sunset Date 2028	CC wants to move ahead - plan projects list, other requirements for legislative session 2027.	2026/2027
LOST Open House	Open House	Does Park Comm still want to do this?	On Hold
Park and Rec Commission	Establish Park and Rec Commission	2026 budget adds maintenance funds, this would replace existing Park Comm if LOST funding is not extended	TBD

Local Option Sales Tax - Summary 09/15/2025

<u>El Dorado Park</u>		<u>Spring Street Park</u>		<u>Riverside Park</u>		<u>Sportsman's Park</u>		<u>Lions Park</u>	
Planning/Design	(5,202.50)	Playground	(88,511.89)	Grills	(588.44)	Disc Golf Course		Hockey Rink	
Driveway	(480.00)					Land Clearing	(9,322.64)	Equipment	(350.31)
Parking Lot	(84,179.72)	Fencing	(6,155.00)	Equipment Upgrades	(4,246.50)	Equipment	(11,919.93)	Rink	(116,574.67)
Spinner Playground	(304,645.68)	Portable Ice Rink (redeployed to El Dorado)	(4,365.83)	Fish-Theme Playground	(78,152.75)	Ballfield	(36,369.95)	Lighting	(2,196.50)
Basketball Court				Pavilion	(15,280.04)	Ninja-Theme Playground	(103,421.24)	Warming House	(5,118.00)
Hoops	(13,699.94)	Basketball Court	(25,540.00)	Boulder Fencing	(1,771.69)	Storage Building	(15,000.00)	Playground	(205,207.50)
Courts	(51,316.00)					Pavilion	(15,280.04)	Tennis/Pickleball	(41,991.16)
Lighting	(16,227.81)					Bleachers	(7,203.60)	Pavilion	(62,498.64)
Pavilion Shelters	(35,171.71)							Basketball Hoops	(9,199.96)
Ballfield	(388.33)							Basketball Court	(13,800.00)
Fencing	(9,313.15)							Parking Lots	(72,595.00)
Bleachers	(713.84)							Total	(529,531.74)
Rugby Field	(59,295.00)								
Hockey Rink	(11,840.00)								
Splash Pad	-								
Total	(592,473.68)								

<u>Archery Park</u>		<u>Veterans Memorial Park</u>		<u>Community Center</u>		<u>Trails/Pedestrian Bridge</u>	
Targets	(6,836.00)	Trail Connections	(4,745.87)	Design	(3,400.00)	Benches	(5,309.62)
				Land Purchase	(410,524.99)	I94 Pedestrian Bridge	(1,612.50)
Total	(6,836.00)	Total	(4,745.87)	Total	(413,924.99)	County Rd 7 Trail	(13,922.00)
						TH 24 Trail	(4,065.00)
						Total	(24,909.12)

Total Collections to Date	Total Expenditures to Date	Cash Balance
\$4,173,275.75	(\$1,995,550.94)	\$2,177,724.81

City Council Allocations for Projects in Progress

Trails	\$	1,500,000.00
Splash Pad	\$	500,000.00
Total	\$	2,000,000.00

**CITY OF CLEARWATER
WRIGHT AND STEARNS COUNTIES, MINNESOTA**

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. in the Council Chambers on Monday, January 12, 2026.

The following Council Members were present: Lawrence, Schwinghammer, Crandall, Senn, and Everett.

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

**RESOLUTION 2026-01
APPROVING ANNUAL APPOINTMENTS FOR 2026**

WHEREAS, Minnesota Statutes require municipalities to officially declare certain appointments at the first meeting of each year.

NOW THEREFORE, BE IT RESOLVED, that the Clearwater City Council hereby approves the 2026 annual appointments as designated in the attached document entitled 2026 City Council Appointments.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 12th day of January, 2026.

ATTEST:

APPROVED BY:

Annita M. Smythe, City Administrator

Andrea Lawrence Wheeler, Mayor

2026 City Appointments

GENERAL

City Assessor	Wright County Assessor (Daniel Mattson)
City Attorney/Bond Counsel	Kennedy & Graven (David Anderson)
City Engineer	Bolton & Menk (Justin Kannas)
City Planner	Landform Services (John Uphoff)
City Auditor	Bergan KDV (Caroline Stutsman)
Financial Advisor	Northland Securities (Jessica Green)
Building Inspector	Metro West Inspection Services (Michael Rosenau)
Official Depositories	Lake Central Bank & Lake Central Investment Services American Heritage Bank US Bank PMA/4M Fund - LMC
Official Newspaper	Patriot News
Official Kennel/Animal Control	Tri-County Humane Society

COMMITTEE ASSIGNMENTS

Mayor Pro Tem	Kris Crandall
Media Contact	Andrea Lawrence Wheeler
Planning Commission	James Schwinghammer
Park Commission	Nancy Senn
Sewer Authority	Andrea Lawrence Wheeler & Corissa Everett
EDA	Kris Crandall and Nancy Senn
Fire Relief Board of Trustees	Andrea Lawrence Wheeler, Mike Keller, Corissa Everett
Fire Commission	James Schwinghammer, Mike Keller, Annita Smythe
Clear Valley Business Connection	EDA President
Wright County EDA Advisory Group	Kris Crandall
Regional Trail Committee	City Administrator or Designee
Zoning Administrator	City Administrator or Designee
Data Practices Responsible Authority	City Administrator

BOARDS & COMMISSIONS

Planning Commission

James Schwinghammer (Council Liaison)

Vern Scott

Mary Thomes

Vacant

Vacant

Park Commission

Nancy Senn (Council Liaison)

Tom Plaggerman

Rich Petty

Vacant

Vacant

Sewer Authority

Andrea Lawrence Wheeler (Mayor)

Corissa Everett (Council Member)

Clear Lake Mayor

Clear Lake Council Member

Tom Plaggerman (Member-at-Large)

EDA

Kris Crandall (Council Liaison)

Nancy Senn (Council Liaison)

April Vasecka

Jenny Massman

Whitney Fritz

PUBLIC SAFETY

Fire Chief

Mike Keller

Assistant Fire Chief

John Schmidt

Fire Marshal

Brandon Hanebuth

Police Protection

Wright County Sheriff

Emergency Management – Local

Andrea Lawrence Wheeler, Mayor & Mike Keller, Fire Chief

Emergency Management - Regional

Wright County Emergency Mgmt (Seth Hansen)

Weed Inspector

Andrea Lawrence Wheeler, Mayor

Assistant Weed Inspectors

City Staff as designated by City Administrator

To: Honorable Mayor Lawrence and Members of the Clearwater City Council

From: Kimberlie Gramsey, Community Development Specialist

Date: January 7, 2026

Re: Website Platform Comparison and Recommendation – City of Clearwater

The purpose of this memorandum is to provide City Council with a comparison of website platform options and a recommendation regarding the planned update to the City of Clearwater's website.

Background

The update to the City's website is included in the City's capital budget and is intended to create a visually appealing, easy to navigate, and user friendly resource for residents, businesses, and visitors. In addition to improving functionality and design, the project must address compliance with the federal requirement for ADA website accessibility, which will take effect in 2027.

Evaluation Criteria

When comparing website platform options, the primary factors considered were the quality of the final product, ease of use, functionality, implementation timeline, and overall cost.

Vendor Comparisons

- **Catalis**
Catalis offers the ability to deliver an impressive and modern website product by redesigning and enhancing the City's existing system. During the demonstration, Catalis appeared to be the easiest platform to learn, as it utilizes the same dashboard the City currently uses, with additional advanced options. This approach allows for minimal disruption to staff while still achieving a refreshed and modern design. The redesign options are comparable to those offered by other vendors at a lower overall cost.
- **CivicPlus**
CivicPlus provides an intuitive website design platform with real time visual editing capabilities. The City already utilizes CivicPlus services, including Municode Codification for the City Code and CivicReady for alerts and notifications. CivicPlus offers a broad array of integrated services that can be incorporated into a website and has a strong track record, with over 10,000 local government customers and 25 years of experience. The product quality and customer service are considered top tier; however, the pricing reflects this premium level of service.

- **Granicus**

Granicus offers functionality similar to the other platforms reviewed. However, its implementation timeline is the longest of the options considered, and the cost is on the higher end. Based on the demonstrations, the resulting product appears to be average when compared to the price point and extended completion timeframe.

Recommendation

After reviewing all options, staff recommends proceeding with Catalis for the City of Clearwater website update. Catalis provides a cost-effective solution that delivers a high-quality redesign, comparable in appearance and functionality to CivicPlus, while allowing the City to remain with its current vendor and system. This option best balances cost, ease of use, implementation efficiency, and the City's goal of delivering an accessible and user-friendly website for the community.

COMPARE WEBSITE BUILDERS

CATALIS

CIVIC PLUS

GRANICUS

ADA Compliant



Predictive Search



Unlimited Storage



Home Page Searchable Code



PSN Compatible



Forms



Staff Directory



Real View Editing



Templated Pages



Bundle Price



Time Line

4-6 Months

3 Months

9 Months

Catalis is a website update. Civic Plus and Granicus is new website design.

CATALIS

Current Website \$1,314.61

New Rate with Upgraded Website:

Year 1 \$2,200.00

Year 2 \$2,332.00

Year 3 \$2,471.92

Year 4 \$2,620.24

Link to website portfolio [here](#).

ORDER FORM

CUSTOMER INFORMATION

Customer:	City of Clearwater, MN	Phone:	301-558-2428 ext. 102
Primary Contact:	Kimberlie Gramsey kgramsey@clearwatercity.com	Address:	605 County Road 75 Clearwater, MN 55320
System Administrator:	Kimberlie Gramsey kgramsey@clearwatercity.com		
Billing Contact:	Kimberlie Gramsey kgramsey@clearwatercity.com	ACH:	<input type="checkbox"/>
Billing Phone:	301-558-2428 ext. 102	PO Required:	<input type="checkbox"/>
		Tax Exempt:	<input type="checkbox"/>

Catalis Representative: Shawn Arvin | Shawn.Arvin@catalisgov.com | 703-346-5930

TERM

Subscription Start Date: February 1st, 2026
 The Subscription Start Date is the date the Software will be provisioned to the System Administrator. The Initial Term of the Subscription shall begin on the Subscription Start Date and will continue for four (4) years ("Initial Term"). Upon completion of the Initial Term, the Order Form shall automatically be renewed for a subsequent annual twelve (12) month term(s).

BILLING SUMMARY

1. Software Subscription Fees and Recurring Professional Services Fees shall be billed up on the Subscription Start Date and annually in advance thereafter.
2. One-time Professional Services Fees shall be billed upon the execution of this Order.
3. Invoices shall be due and payable within thirty (30) calendar days following invoice by Catalis.
4. Any Recurring Fees will increase annually by the greater six percent (6%) or by the increase in the Consumer Price Index ("CPI") for the prior calendar year.

PRICING

Pricing below is valid through December 31st, 2025. Pricing is subject to change after this date.

1. Software Subscription Fees

	Year 1	Year 2	Year 3	Year 4
Content Management System	\$2,200.00	\$2,332.00	\$2,471.92	\$2,620.24



Annual Subscription				
Total Subscription Fees	\$2,200.00	\$2,332.00	\$2,471.92	\$2,620.24

TERMS AND CONDITIONS

The Agreement contains the following, listed in order of appearance:

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/master-software-subscription-and-services-agreement/>

Schedule A: Software Description and Scope of Use

In the occurrence of a conflict between any of the above with one another, this Order Form shall control.

General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Order Form line items represent estimates based upon initial evaluation of project complexity and duration. The actual time to complete the scope of work may vary. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form.
4. Following adoption of this Order Form, changes to the Statement of Work must be memorialized with a written Amendment or Work Order, without regard to whether the change affects costs, and must be approved in writing by Catalis and the Customer. If the changes impact cost, an estimate of the cost impact shall be included. Any cost for future Professional Services, customizations, modifications, or integrations shall be provided at the Catalis standard hourly services rate. The Statement of Work shall be subject to the terms of this Agreement.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

City of Clearwater, MN

CATALIS PUBLIC WORKS & CITIZEN ENGAGEMENT, LLC:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered; however, it is understood that detailed Functional Specifications will also be available in separate Documentation provided for guidance on product functionality and usage.

Content Management System

WEBSITE SUBSCRIPTION INCLUDES:	
Nightly Backups	Inc.
Content Management Software and Maintenance	Inc.
SSO	Inc.
Administrator Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs	Inc.
AWS North America Hosting	Inc.
SSL Certificates	Inc.
Up to 10 hours of Design Refresh	Inc.
5 hours paid Support (no annual rollover)	Inc.



CivicPlus

302South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-111175-1
11/6/2025 2:54 PM
1/5/2026

Client:
City of Clearwater, MN

Bill To:
CLEARWATER CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	785.323.4713	rjones@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup: https://www.clearwatercity.com/	USD 158.00
1.00	Ultimate Implementation - CivicEngage Central	Ultimate Implementation - CivicEngage Central	USD 14,627.00
200.00	Website Content Development - 1 Page	Content Development - 1 Page	USD 8,000.00
6.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 4,500.00
1.00	Agendas & Minutes Migration - PDF - 100 Meetings	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	USD 850.00
4.00	Alignment Virtual Consulting	Alignment Consulting - Virtual, up to 3 hours	USD 3,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central	USD 4,250.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	USD 1,188.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.clearwatercity.com/	USD 89.00
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: https://www.clearwatercity.com/	USD 75.00

Total Investment - Initial Term	USD 37,337.00
Annual Recurring Services (Subject to Uplift)	USD 6,202.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-111175-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Granicus Proposal for Clearwater, MN

ORDER DETAILS

Prepared By:	Brett Daughtry
Phone:	brett.daughtry@granicus.com
Email:	Q-497454
Order #:	25 Nov 2025
Prepared On:	10 Jan 2026
Expires On:	

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Web - Essentials Package	Milestones - 40/30/30	1 Each	\$16,200.00
OpenCities Security License - Services Setup and Configuration Package	Up Front	1 Hours	\$0.00
SUBTOTAL:			\$16,200.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
OpenCities SaaS License	Annual	1 Each	\$6,804.00
OpenCities Cloud Security License	Annual	1 Each	\$0.00
SUBTOTAL:			\$6,804.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
OpenCities SaaS License	\$7,280.28	\$7,789.90
OpenCities Cloud Security License	\$0.00	\$0.00
SUBTOTAL:	\$7,280.28	\$7,789.90

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:
: [HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/](https://granicus.com/semiannual-updates/)

PRODUCT DESCRIPTIONS

Solution	Description
Granicus Web - Essentials Package	The Essentials package provides a citizen-focused website based on best practices & patterns out-of-the-box using proven pre-configured layouts. This implementation level is recommended for organizations that need a rapid implementation timeline o
OpenCities SaaS License	The Websites & CMS platform allows you to launch modern, easy to use websites that evolve to put the needs of your community at the center. The SaaS License includes: All Websites & CMS out of the box functionality (excluding optional/premium modul "Deployment of Imperva Security and Content Delivery Network (CDN).
OpenCities Cloud Security License	Providing leading caching and security resulting in enhanced protection from malicious attacks. Once configured, it continuously monitors and blocks attacks. With a gl" Setup and configuration of Websites & CMS Imperva License
OpenCities Security License - Services Setup and Configuration Package	

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-497454 dated 25 Nov 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice.
- It is the responsibility of Clearwater, MN to provide applicable exemption certificate(s).
Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Billing Frequency Notes (Milestones - 40/30/30): Payments shall become due and payable as follows: 40% of the total upon signature of this Agreement; 30% of the total upon homepage design approval; and 30% of the total upon go-live.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number:	
Billing Email:		If PO required	
		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-497454 dated 25 Nov 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Clearwater, MN	
Signature:	
Name:	
Title:	
Date:	

**CITY OF CLEARWATER
WRIGHT AND STEARNS COUNTIES, MINNESOTA**

A regular meeting of the City Council of the City of Clearwater, Minnesota, was called to order by Mayor Lawrence at 7:00 p.m. in the Council Chambers on Monday, January 12, 2026.

The following Council Members were present: Lawrence, Schwinghammer, Crandall, Senn, and Everett.

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

**RESOLUTION 2026-04
APPROVING STEP INCREASE**

WHEREAS, City Administrator Annita Smythe recently received a performance review conducted by the City Council; and

WHEREAS, based on the performance review, she is eligible for a step increase in accordance with the city's step scale compensation plan.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the following step increase:

Annita Smythe	Increase to Step 10	Effective 01/13/2026
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Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 12th day of January, 2026.

ATTEST:

APPROVED BY:

Annita M. Smythe, City Administrator

Andrea Lawrence Wheeler, Mayor

2026 Step Scale - Approved 12/08/25 - 3.5% COLA

3% increase between each step for all staff other than Salaried/Mgmt

4% increase between each step for Salaried/Mgmt

POSITION	GRADE LEVEL	STATE WAGE POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
CITY ADMINISTRATOR/SEWER DIRECTOR	12	400	103,663	107,810	112,122	116,607	121,271	126,122	131,167	136,414	141,871	147,546
PUBLIC WORKS SUPERVISOR	8	285	35.20	36.26	37.34	38.46	39.62	40.81	42.03	43.29	44.59	45.93
MAINTENANCE WORKER II	6	250	32.44	33.41	34.42	35.45	36.51	37.61	38.74	39.90	41.09	42.33
ACCOUNTANT	6	250	32.44	33.41	34.42	35.45	36.51	37.61	38.74	39.90	41.09	42.33
COMMUNITY DEVELOPMENT SPECIALIST	5	225	31.32	32.26	33.23	34.22	35.25	36.31	37.40	38.52	39.68	40.87
ACCOUNTING CLERK	5	225	31.32	32.26	33.23	34.22	35.25	36.31	37.40	38.52	39.68	40.87
UTILITY BILLING CLERK	4	200	27.17	27.99	28.82	29.69	30.58	31.50	32.44	33.42	34.42	35.45
MAINTENANCE WORKER I	4	200	27.17	27.99	28.82	29.69	30.58	31.50	32.44	33.42	34.42	35.45
PUBLIC WORKS - PT SEASONAL	2	100	15.59	16.06	16.54	17.04	17.55	18.07	18.62	19.17	19.75	20.34
PAID ON CALL FIREFIGHTERS	n/a	n/a	16.63	Flat rate for all hourly work, officers also have flat stipends								

Salaried

Requirements to be eligible for promotion from Maintenance Worker I to Maintenance Worker II:

- * Minimum of 5 years of service.
- * Must have completed both class D water and sewer licenses.
- * Is competent to act as supervisor in the Public Works Supervisor's absence.
- * Is familiar with and has shown competency in all aspects of Public Works operations including street maintenance and plowing, park maintenance and mowing, equipment maintenance and operation, water operations, and sewer operations, as determined by the Public Works Supervisor.
- * Has received a meets expectations or better on last three performance reviews and at least one exceeds expectations.

Eligibility does not mean automatic promotion - must be recommended for promotion by supervisors based on superior job performance AND have promotion approved by the City Council.

Promotions - find step closest to current salary in new scale then move up one step. If current salary is below step 1 of new scale by 3% or more, then move to step 1 in new scale.

BUILDING PERMITS 2025 MONTHLY REPORT

	ReRoof	Reside	Windows/Doors	Plumbing	Mechanical	Basement Finish	Addition/Alteration	Deck/Porch	Accessory Building	Fence	New Build - Residential	New Build - Commercial	Sign (Permanent)	Other*	TOTAL
JAN			4	2		1				1					8
FEB				3					1	1					5
MAR		1	1		2			1							5
APR	2	1	1	1		1	1	3	2	1		2	1		16
MAY	3	1		1			3		1			1			10
JUN			1	3			2		4			1			11
JUL		1	1	1		2		1	1	1			1		9
AUG	3		1	1	3			1	4						13
SEPT			1				1								2
OCT	3	1	3	2	3		1	2		1			2		18
NOV			2	1		1									4
DEC			1	1	2		2			2					8
Total	11	5	8	15	17	2	8	9	6	14	6	0	4	4	109

*OTHER	
January	
February	
March	
April	Demo
May	
June	
July	Fire Sprinklers. Correction was made as residing project that was submitted as reroof 8/25/25 KAG
August	
September	
October	Solar. Fire Alarm
November	
December	



**Public Health
Department**

3650 Braddock Avenue NE
Suite 2100
Buffalo, MN 55313

Ph: (763) 335-0280
Fax: (763) 682-7701

www.co.wright.mn.us

1/8/2026

Dear Clearwater City Administrator,

I am happy to inform you that the following establishments passed their most recent alcohol compliance check.

Congratulations to:

- Beatty Humphries Post #323
- Clearwater Corners
- Coborn's Liquor #6034
- Flinstones Lounge
- Kwik Trip #104
- Nelson Brothers Restaurant

Unfortunately, the following establishment(s) were not checked due to being closed for the season:

- **Clearwater River Cats**
- **Coborn's #2008 (Little Dukes) – Doesn't Sell**

Safe Communities of Wright County has partnered with Wright County Public Health to offer Responsible Beverage Server Training (RBST) to bar owners, managers, servers, and sellers at alcohol establishments about strategies to avoid illegally selling alcohol to underage youth or intoxicated patrons.

Individual Classes will be held monthly at the Wright County Law Enforcement Center. Go to <https://safecomm.org/rbst-training/> to sign up.

Respectfully,

Terri Burkhart
Wright County Public Health
763-682-7516
Terri.Burkhart@wrightcountymn.gov
Licensing@wrightcountymn.gov