



AGENDA
CLEARWATER PARK COMMISSION MEETING
MONDAY, MAY 12, 2025

- 1. Call to Order and Pledge of Allegiance: 5:30 p.m. at City Hall**
- 2. Oath of Office - Petty**
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 10, 2025 Meeting**
- 5. Public Forum**
- 6. Old Business**
 - a. Splash Pad Project Update**
 - b. Discuss Pavilion Plans**
- 7. New Business**
 - a. Review of "Name a Park" Submissions**
 - b. Other Business**
- 8. Reports**
 - a. Local Option Sales Tax Financial Report**
 - b. Project Status Report**
- 9. Next Meeting Date**
 - a. June 9, 2025 at 5:30 p.m.**
- 10. Adjournment**



OATH OF OFFICE

OATH

State of Minnesota

SS:

Counties of Wright and Stearns

*I, **Rich Petty**, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of **Park Commissioner for the City of Clearwater**, Wright and Stearns Counties, the State of Minnesota, to the best of my judgment and ability.*

Signature

Subscribed and sworn to before me this _____ day of _____ 2025.

*Annita M Smythe
City Administrator/Clerk/Treasurer
City of Clearwater, Minnesota*

**CLEARWATER PARK COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2025**

1. Call to Order: 5:30 p.m. at City Hall

- Member Schindele called the meeting to order at 5:34 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present included Schindele, Senn, and Dufour. Chair Petty was absent. Also present was City Administrator Smythe.

2. Oaths of Office

- This item moved to the next meeting, as Petty is absent.

3. Selection of Officers

- **MOTION** by Schindele to retain Petty as Chair, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.**
- **MOTION** by Senn to name Schindele as Vice Chair, seconded by Dufour, all voted aye. **MOTION CARRIED 3-0.**

4. Approval of Agenda

- **MOTION** by Senn to approve agenda as presented, seconded by Dufour, all voted aye. **MOTION CARRIED 3-0.**

5. Approval of Minutes from December 9, 2024 Meeting

- Smythe explained that there was a question about the authority of Members at the January meeting, as the City Council had not yet met to appoint new members. So, this item is being re-presented so there are no questions later.
- **MOTION** by Senn to re-approve minutes from December 9, 2024 meeting as presented, seconded by Dufour, all voted aye. **MOTION CARRIED 3-0.**

6. Approval of Minutes from January 13, 2025 Meeting

- **MOTION** by Dufour to approve minutes from January 13, 2025 meeting as presented, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.**

7. Public Forum

- None.

8. Old Business

a. Splash Pad Project

i. Design Committee Feedback

- Members discussed the pros and cons of each design and the feedback from the design committee members. Members believe that Option #2 from Flagship covers more of the design committee's priorities than the other two options, including the desire for some shaded areas, ambient lighting at night, and has more overall features.

ii. Water Usage and Maintenance Costs

- Members reviewed the estimated water usage and costs.

iii. Next Steps

- Members discussed the next project steps. Smythe explained that the equipment costs are on state bid, but that the city will need to publicly bid out the installation costs.

- **MOTION** by Dufour to recommend that the City Council go with Option #2 from Flagship, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.**

b. Discuss Pavilion Plan

- Members revisited the pavilion plans and discussed an estimated cost of around \$2 million. Members further discussed options for funding and if there are any wage requirements that would have to be met. Member Dufour will revisit with Mr. Franklin and ask for more information.

9. New Business

a. Review By-laws

- Smythe explained this item is for Members to conduct an annual review of the by-laws to see if any changes are warranted. Members did not have any change requests.

b. Consider Park Sign Purchases

- Smythe gave an overview of the new sign options and price quotes for El Dorado Park. She also suggested considering these for all city parks to create a consistent theme.
- Members preferred the vertical options with trees at the bottom. They selected the one with black lettering but requested that the park name be shown top-down rather than bottom-up. Members like the suggestion for all parks but want to see how the materials hold up first. They suggest adding two in a V-formation for El Dorado Park so the sign is visible from both directions and adding this to the project list for next year for the other parks.
- **MOTION** by Senn to recommend ordering two of the signs from NorthStar, the low quote, with the lettering change noted above, seconded by Dufour, all voted aye. **MOTION CARRIED 3-0.**

c. Other Business

- None.

10. Reports

a. Local Option Sales Tax Financial Report

- There were no questions on the financial reports.

b. Project Status Report

- Member Senn had questions about the lack of updates on the ball field items for Sportsman's Park. She will check with Mr. Carper on these.
- Member Senn noted that the Lions Club may be able to assist with the planned trees/shrubs for the area at the end of the parking lot at the Lions Building.

11. Next Meeting Date

a. April 14, 2025 at 5:30 p.m.

- Next meeting date confirmed for April 14, 2025 at 5:30 p.m.

12. Adjournment

- **MOTION** to adjourn by Senn, seconded by Dufour, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 6:42 p.m.

ATTEST

Annita M. Smythe, City Administrator

Clearwater Pavillion Wright County, MN

Schematic Design Package 01.10.2025

- Site Area:
Total Area Undetermined
- Floor Plan Area:
Enclosed 5,014 SF



Schematic Perspective from South West

Scale: N.T.S



PHASE 2
 New Parking lot
 (38 Total Stalls)
 Access Lane and
 Extended Sidewalk

Preliminary Schematic Site Plan

Scale: 1' = 100'-0" Total Area Undetermined

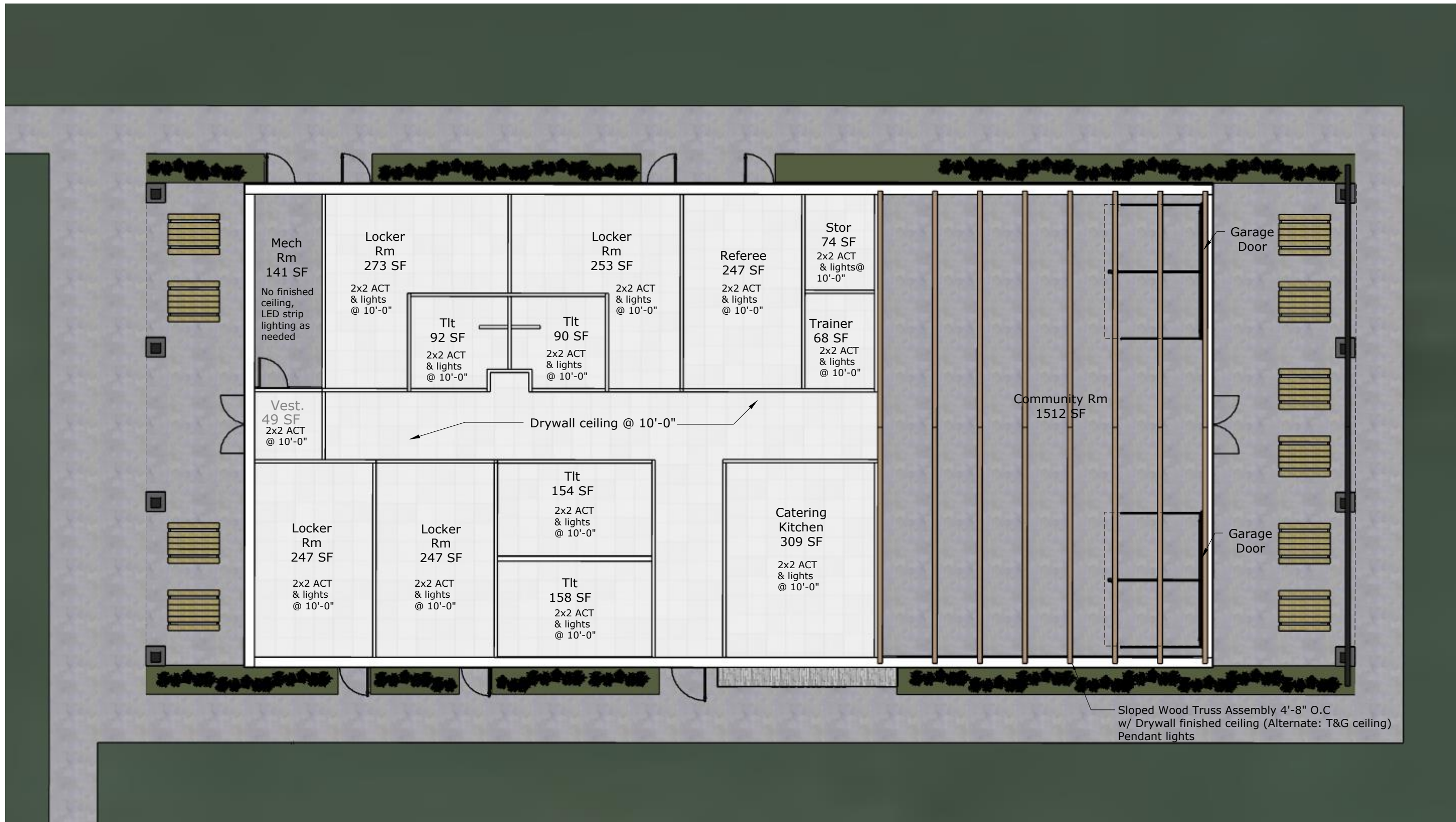




Preliminary Schematic Floor Plan

Scale: 1" = 10'-0" Approx. Enclosed Area: 5,014 sq. ft.

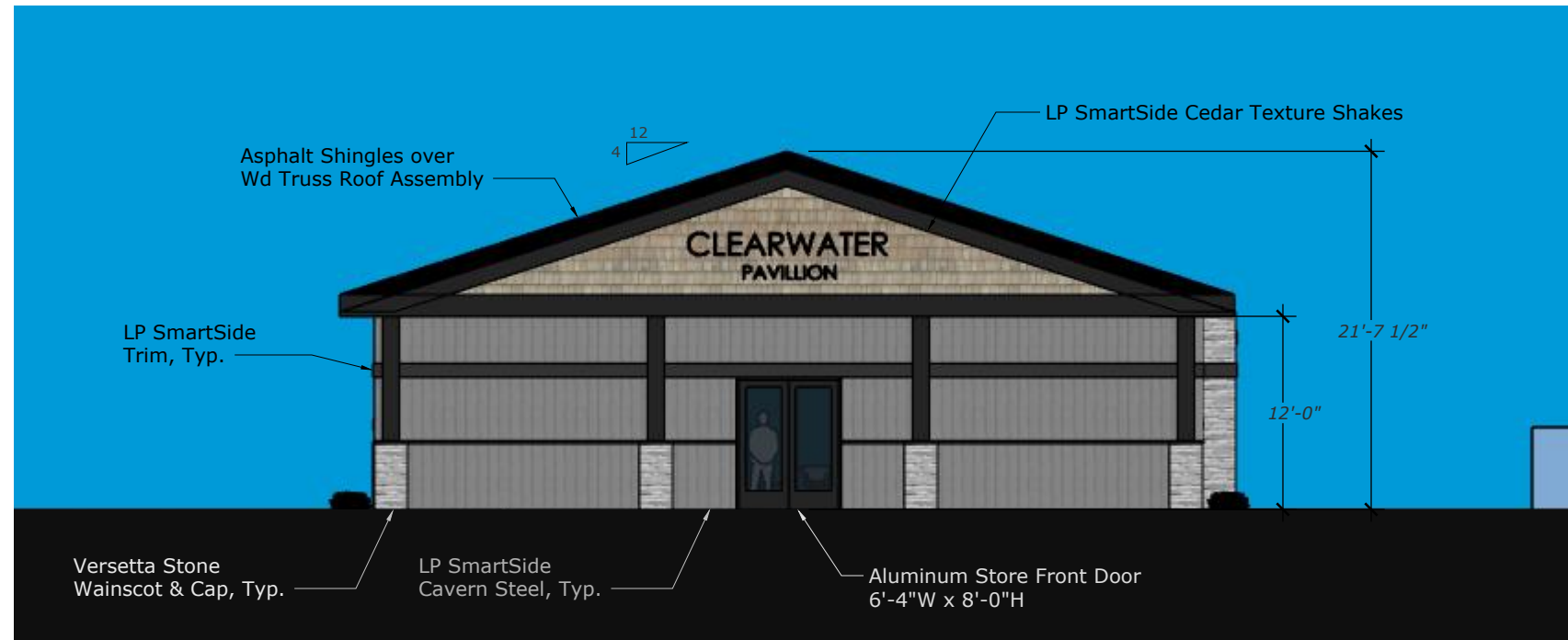




Schematic Reflected Ceiling Plan

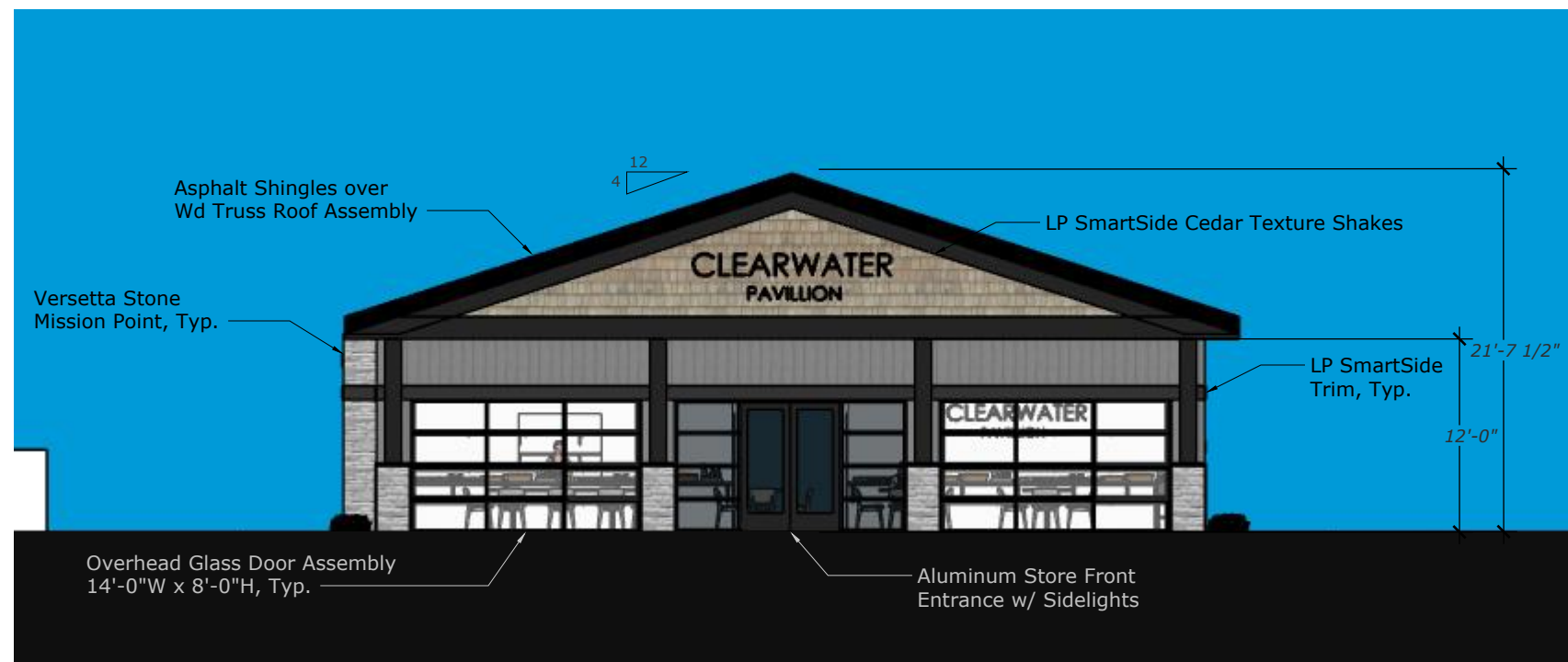
Scale: 1" = 10'-0" Approx. Enclosed Area: 5,014 sq. ft.





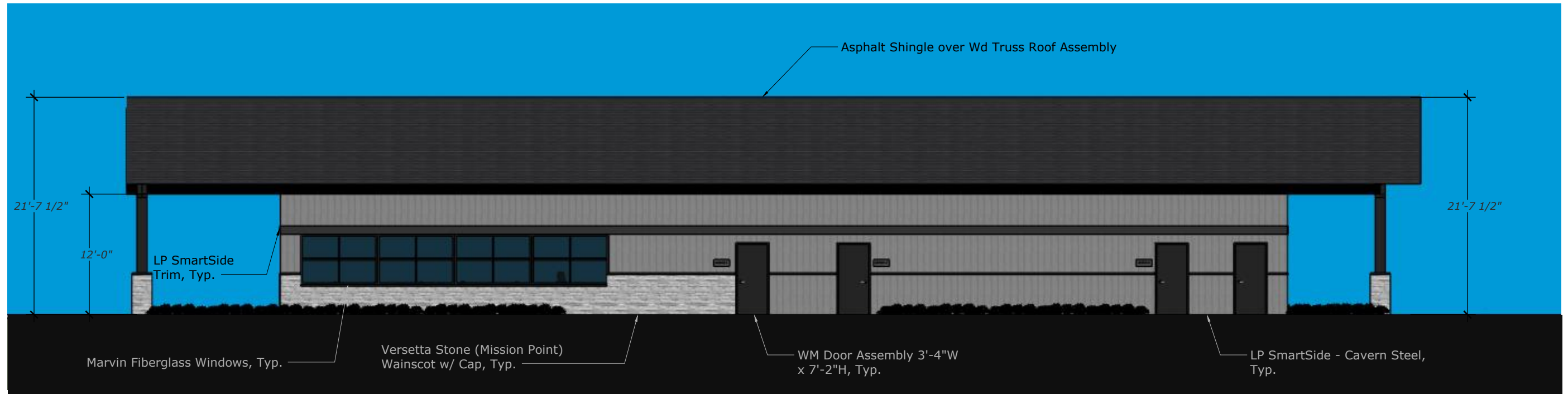
Schematic Elevation - East

Scale: 3/32" = 1'-0"



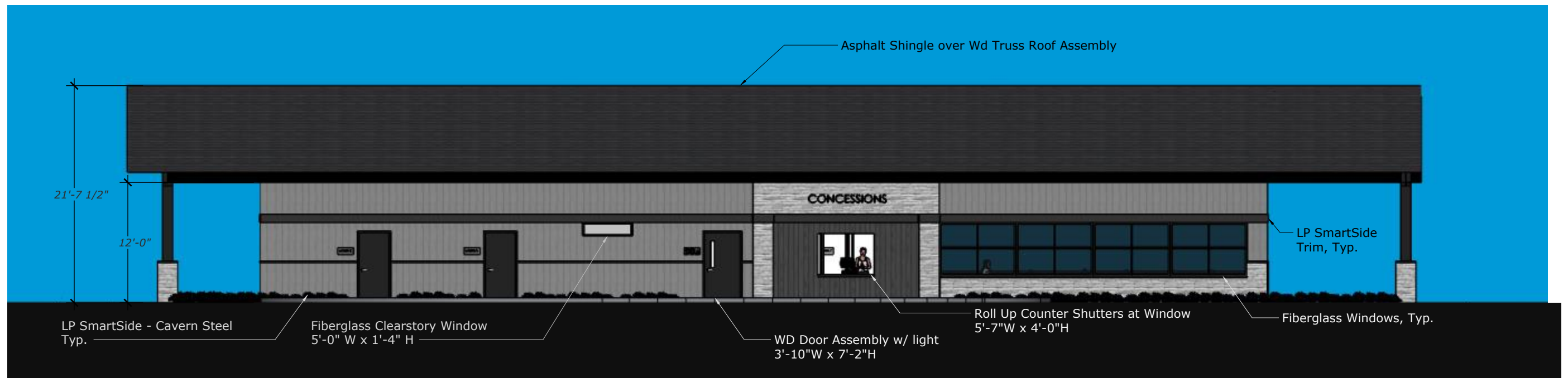
Schematic Elevation - West

Scale: 3/32" = 1'-0"



Schematic Elevation - East

Scale: 3/32" = 1'-0"



Schematic Elevation - West

Scale: 3/32" = 1'-0"



Interior Images: Community Room, Lockers, Prep Kitchen

Scale: N.T.S



Exterior Perspective - 1

Scale: N.T.S



Exterior Perspective - 2

Scale: N.T.S



CLEARWATER

Strong Heritage, Bright Future

Name a Park Contest



The City of Clearwater is thrilled to announce the Name a Park contest and invites residents to submit their most creative park name ideas!

Timeline

01

Submit Idea

Use link to submit your idea for the Name a Park Contest. April 24th deadline

02

Review Process

Staff & Park Commission with review entries and narrow the options down at May 12th Meeting.

03

Voting

Residents are invited to vote on their favorite park name. Vote May 19th - 29th

04

Announce Winner

City Council will announce winner of the Name a Park Contest at June 9th Meeting

Follow Link to Submit Idea



- Residents can also fill out submission form at City Hall.
- Each participant may submit one name only.

Contact Us



320-558-2428



605 CR 75 NW Clearwater MN



clearwatercity.com



kgramsey@clearwatercity.com





Name a Park

Park Naming Contest - Get Creative!

The City of Clearwater is thrilled to announce the Name a Park contest and invites residents to submit their most creative park name ideas!

How to Participate: Submit your creative park name ideas by noon on Thursday, **April 24th**. Residents will vote on the top submissions, so make sure to get involved and have your voice heard!

Important Contest Rules:

- Each participant may submit one name only.
- Please keep it clean and respectful. Submissions with profanity or inappropriate language will not be considered.
- Politically inspired names (including slogans, phrases, or plays on politicians' names) will not be accepted. This contest is meant to be fun and nonpartisan.

Once the submissions are reviewed and approved, City staff and Park Commission Members will invite residents to vote on their favorite name. The name with the most votes will be the winner!

Be sure to follow City of Clearwater MN on Facebook for updates on the contest, along with important city news, safety messages, and more!

Get ready to leave your mark on Clearwater and submit your park name idea today!

The park is at the end of Elm Street on the bank of the Mississippi River. A temporary pavilion will be placed at the park, along with a bench. The decision on the future for this park will be discussed by the Park Commission and City Council at a later date.

* Indicates required question

1. Name a Park Submission *

2. Meaning Behind the Name *

3. Your Email Address *

4. Your Name *

Google Forms

Park Commission Projects

El Dorado Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Rugby Team Shed	Rugby team shed	Rugby team would like a small shed at their cost for supplies. Licensing agreement completed.	Completed
Splash Pad	Splash Pad	Selected Option #2 from Flagship, equipment ordered, working on public bid for installation	In Progress
Large Pavilion	Install of large pavilion and picnic tables/restrooms/concessions/rental facility.	Working on proposal from rugby team.	In Progress
Medium Pavilion		Relocate for splash pad - on PW project list for spring/summer 2025	In Progress
Sign Replacement	Replace Park Entrance Sign	New sign installed.	Completed
Striping Request?	Request from rugby team to stripe parking lot	PW to obtain 2 quotes, ask if team will share costs	TBD
Gate Access	Request from rugby team to obtain emergency gate access	PW suggested double-lock system used ad Sportsman's Park - team to provide lock	TBD
Shaded areas with roofs		Splash pad project includes some shaded areas, moving medium pavilion to new location, will add picnic tables, working on quotes to put canopy over bleachers	TBD
Picnic Tables/benches		in pavilion plans, other locations?	TBD
Water fountains		in large pavilion plans	TBD
More Swings	Request from public	locations?	TBD
Wiffle Ball Arena		Long-term plans - Not yet approved - estimated cost unknown	
Gaga Ball Area	Octagon-style corral	Long-term plans - Not yet approved - estimated cost unknown	

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
Pavilion		Move this to new park on Elm St - less likely to get flooded?	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	

Sportman's Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
River Cats Requests	Clay mounds, etc.	Purchase/install plan in progress; team working with PW to skim infield	Status?
River Cats Requests	Scoreboard	Sign completed; awaiting install by ball team.	Status?
River Cats Requests	Shed	Storage shed for team use is completed, team gear moved in. Cost to be shared 50/50 with city, team has 12 months to pay - Maci will create invoices and bill team	In Progress
Boulders Around Parking	Place boulders around parking lot area similar to Riverside Park, remove chain-link fencing, retain gate for PW service road.	Long-term Plan - Not yet approved - Estimated cost \$12,000	
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	
Pavilion Updates	Proposed covered patio area added to existing pavilion - more seating, etc.	Long-term Plan - Not yet approved - Estimated cost unknown	

Spring Street Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Lighting	Request from CC member to upgrade lights	Working with Xcel on new lights and locations, met with them 3/20/25	In Progress
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

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 pine trees for end of parking lot that is paved. Will get quotes to pave other part by pumphouse/playground and fence off that area.	In Progress
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 trolleys; order a couple of smaller 6' tables for rental area	In Progress
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

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	Awaiting install of granite monuments? Need status from committee	TBD
Memorial Plan - Phase II	Landscaping, Plexiglas	Planning in progress? Need status from committee	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	Grants in progress	TBD
Gravel Trail	Rough grade a gravel walking path along Mississippi River	Utilize existing city-owned property to rough-grade and begin layout of Mississippi River trail to Elm Street property, await feedback from DNR, space/erosion an issue	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.	Met with Wright County, they will schedule follow-up and amend budget for next segment	In progress
Trail Around El Dorado Park	From past park plans, trail around perimeter of El Dorado Park, include walkway extension over to 10th Street		On Hold
Lights/Landscaping El Dorado Trail	Adding lights and trees as part of the perimeter trail project.		On Hold
CR 75 Trail Overlay	Overlay of existing CR 75 trail, both sides of CR 75	Not sure who is responsible - trail agreement seems to indicate Wright County	On Hold

Community Center

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
LOST Status	Sunset Date 2028	Awaiting new requirements from state, would need a new referendum, staff working on project plan for 2026 election cycle	In Progress
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.	On Hold

Park and Rec Commission

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Park and Rec Commission	Establish Park and Rec Commission	2025 budget adds maintenance funds	In Discussion

Elm Street - Name TBD

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Park Naming Contest	Contest to name new city park	City hall staff working on a contest to select name for new park property on Elm Street	In Progress