



AGENDA
CLEARWATER PARK COMMISSION MEETING
MONDAY, AUGUST 11, 2025

- 1. Call to Order and Pledge of Allegiance: 6:00 p.m. at City Hall (note time change!)**
- 2. Approval of Agenda**
- 3. Approval of Minutes from July 14, 2025 Meeting**
- 4. Public Forum**
- 5. Old Business**
 - a. Depot Park Benches**
 - b. Ball Team Canvas Update**
 - c. Ball Team Shed Payment Update**
 - d. Splash Pad Update**
- 6. New Business**
 - a. Schedule LOST Open House**
 - b. Other Business**
- 7. Reports**
 - a. Local Option Sales Tax Financial Report**
 - b. Project Status Report**
- 8. Next Meeting Date**
 - a. September 8, 2025 at 5:30 p.m.**
- 9. Adjournment**

**CLEARWATER PARK COMMISSION
REGULAR MEETING MINUTES
JULY 14, 2025**

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

- Vice Chair 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, Dufour, and Senn. Chair Petty was absent. Also present was City Administrator Smythe.

2. Approval of Agenda

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

3. Approval of Minutes from June 9, 2025 Meeting

- **MOTION** by Dufour to approve minutes from June 9, 2025 meeting as presented, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.**

4. Public Forum

- None.

5. Old Business

- Member Senn asked for an update on the splash pad. Administrator Smythe reported that there were no changes. Equipment is still expected in August and staff are still working on the public bid.

6. New Business

a. Plaque Quotes – Depot Park Bench

- Smythe outlined the plaque quotes obtained by staff and explained there may be other options as well. The city has on hand a bench similar to the memorial bench at Sportsman’s Park that can be used for the honorarium.
- Members debated the benches. Members would like to place two benches of the same style used at Veterans Memorial Park, which were around \$3,400 for two, as they are long-lasting and look nice. Members would like one bench for Vern Scott with the language outlined by staff and a second one honoring Elaine Paumen. Member Schindele will ask former staffer Deb Petty for language suggestions, as she is acquainted with Ms. Paumen. Schindele will also check to confirm pricing hasn’t changed since 2023.
- Members will consider and bring back ideas for the bench styles. The Veterans Park benches have flags, as an example. The manufacturer can customize to fit the city’s needs.

b. 2026 Budget Proposal

- Smythe gave an overview of the draft budgets for the Park and Recreation fund and the Local Option Sales Tax fund, along with an overview of the capital budget for parks. Members did not have any questions. Members to provide Smythe with feedback, if any, prior to August meeting.

c. Other Business

- Members discussed the scoreboard for Sportsman’s Park that is still not installed. Smythe explained that this installation requires a building permit. Staff have been waiting for the plans from the ball team for location and footings. Members discussed the delays and difficulty getting the information. Member Senn will coordinate with the team’s Treasurer to determine the desired location. Members requested that Public Works staff complete the installation once location is marked, using their best judgement as to footing style/type.

7. Reports

a. Local Option Sales Tax Financial Report

- Smythe gave an overview of the financial reports. Members asked if the splash pad had been paid for yet. Smythe will check into this and report back.

b. Project Status Report

- Member Senn reported that the ball team claims the city staff/mowers hit the canvas covering the ballfield mounds and they would like it replaced. Smythe questioned this, as the team has previously reported to the city council that they mow and maintain the field. Smythe would like verification on who caused the damage. Senn will check into this further.
- Members asked if the ball team has paid for their share of the new shed costs. Smythe will check into this.

8. Next Meeting Date

a. August 11, 2025 at 5:30 p.m.

- Next meeting date confirmed for August 11, 2025 at 5:30 p.m.

9. Adjournment

- **MOTION** to adjourn by Dufour, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 6:18 p.m.

ATTEST

Annita M. Smythe, City Administrator

CASH SUMMARY REPORT FOR CITY OF CLEARWATER

From 01/01/2025 to 07/31/2025

FUNDS: 270 - LOCAL OPTION SALES TAX

Fund Description

	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2025
270 LOCAL OPTION SALES TAX	2,012,817.33	164,286.22	26,474.80	2,150,628.75
REPORT TOTALS:	<u>2,012,817.33</u>	<u>164,286.22</u>	<u>26,474.80</u>	<u>2,150,628.75</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 07/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025 Normal (Abnormal)	Activity For 07/31/2025 Increase (Decrease)	Available Balance 07/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 270 LOCAL OPTION SALES TAX						
Account Category: Revenues						
Department: 41000 General Government						
270-41000-31310	Local Sales Tax	275,000.00	161,086.22	0.00	113,913.78	58.58
270-41000-31850	Excise Tax	4,000.00	3,200.00	660.00	800.00	80.00
270-41000-36210	Interest Earnings	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 41000 - General Government		289,000.00	164,286.22	660.00	124,713.78	56.85
Revenues		289,000.00	164,286.22	660.00	124,713.78	56.85
Account Category: Expenditures						
Department: 41000 General Government						
270-41000-40179	Administrative Fees	8,500.00	504.17	0.00	7,995.83	5.93
270-41000-40303	Engineering Fees	5,000.00	0.00	0.00	5,000.00	0.00
270-41000-40305	Contracted Services	5,000.00	653.38	0.00	4,346.62	13.07
270-41000-40596	Capital Outlay - Other Impvmnts	240,000.00	21,359.00	21,359.00	218,641.00	8.90
270-41000-40598	Capital Outlay - Equipment	560,000.00	3,958.25	0.00	556,041.75	0.71
Total Dept 41000 - General Government		818,500.00	26,474.80	21,359.00	792,025.20	3.23
Expenditures		818,500.00	26,474.80	21,359.00	792,025.20	3.23
Fund 270 - LOCAL OPTION SALES TAX:						
TOTAL REVENUES		289,000.00	164,286.22	660.00	124,713.78	56.85
TOTAL EXPENDITURES		818,500.00	26,474.80	21,359.00	792,025.20	3.23
NET OF REVENUES & EXPENDITURES:		(529,500.00)	137,811.42	(20,699.00)	(667,311.42)	

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2025 to 07/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2025			270-00000-10100 Cash				
					BEG. BALANCE		2,012,817.33
01/17/2025	CRD	RCPT	Cash	0000005916	60.00		2,012,877.33
01/27/2025	CRD	RCPT	Cash	0000006088	380.00		2,013,257.33
01/31/2025	CR	RCPT	Cash	0000006693	29,602.98		2,042,860.31
01/31/2025	CR	RCPT	Cash	0000006693		266.43	2,042,593.88
02/26/2025	CRD	RCPT	Cash	0000007283	280.00		2,042,873.88
02/28/2025	CR	RCPT	Cash	0000007808	26,415.85		2,069,289.73
02/28/2025	CR	RCPT	Cash	0000007808		237.74	2,069,051.99
03/13/2025	CRD	RCPT	Cash	0000007629	60.00		2,069,111.99
03/20/2025	CRD	RCPT	Cash	0000007956	360.00		2,069,471.99
03/31/2025	CR	RCPT	Cash	0000009140	28,005.01		2,097,477.00
04/17/2025	CRD	RCPT	Cash	0000008639	40.00		2,097,517.00
04/28/2025	CRD	RCPT	Cash	0000008956	500.00		2,098,017.00
04/30/2025	CR	RCPT	Cash	0000009686	25,915.09		2,123,932.09
05/22/2025	CRD	RCPT	Cash	0000009782	340.00		2,124,272.09
05/31/2025	CR	RCPT	Cash	0000011404	25,547.32		2,149,819.41
06/10/2025	CD	CHK	SUMMARY CD 06/10/2025			4,611.63	2,145,207.78
06/24/2025	CRD	RCPT	Cash	0000010829	500.00		2,145,707.78
06/24/2025	CRD	RCPT	Cash	0000010832	20.00		2,145,727.78
06/30/2025	CR	RCPT	Cash	0000011927	25,599.97		2,171,327.75
07/15/2025	CD	CHK	SUMMARY CD 07/15/2025			21,359.00	2,149,968.75
07/17/2025	CRD	RCPT	Cash	0000011533	120.00		2,150,088.75
07/29/2025	CRD	RCPT	Cash	0000012160	540.00		2,150,628.75
07/31/2025				END BALANCE	164,286.22	26,474.80	2,150,628.75
01/01/2025			270-00000-20200 Accounts Payable				0.00
					BEG. BALANCE		0.00
06/09/2025	AP	INV	SUMMARY AP 06/09/2025			2,250.25	(2,250.25)
06/09/2025	AP	INV	SUMMARY AP 06/09/2025			1,708.00	(3,958.25)
06/09/2025	AP	INV	SUMMARY AP 06/09/2025			653.38	(4,611.63)
06/10/2025	CD	CHK	SUMMARY CD 06/10/2025		4,611.63		0.00
07/15/2025	AP	INV	SUMMARY AP 07/15/2025			21,359.00	(21,359.00)
07/15/2025	CD	CHK	SUMMARY CD 07/15/2025				0.00
07/31/2025				END BALANCE	25,970.63	25,970.63	0.00
01/01/2025			270-00000-25300 Unreserved Fund Balance				(2,012,817.33)
					BEG. BALANCE		(2,012,817.33)
07/31/2025				END BALANCE			(2,012,817.33)
01/01/2025			270-41000-31310 Local Sales Tax				0.00
					BEG. BALANCE		0.00
01/31/2025	CR	RCPT	Local Sales Tax	0000006693		29,602.98	(29,602.98)
02/28/2025	CR	RCPT	Local Sales Tax	0000007808	26,415.85		(56,018.83)
03/31/2025	CR	RCPT	Local Sales Tax	0000009140	28,005.01		(84,023.84)
04/30/2025	CR	RCPT	Local Sales Tax	0000009686	25,915.09		(109,938.93)
05/31/2025	CR	RCPT	Local Sales Tax	0000011404	25,547.32		(135,486.25)
06/30/2025	CR	RCPT	Local Sales Tax	0000011927	25,599.97		(161,086.22)
07/31/2025				END BALANCE		161,086.22	(161,086.22)
01/01/2025			270-41000-31850 Excise Tax				0.00
					BEG. BALANCE		0.00
01/17/2025	CRD	RCPT	Excise Taxes	0000005916		60.00	(60.00)
01/27/2025	CRD	RCPT	Excise Taxes	0000006088	380.00		(440.00)
02/26/2025	CRD	RCPT	Excise Taxes	0000007283	280.00		(720.00)
03/13/2025	CRD	RCPT	Excise Taxes	0000007629	60.00		(780.00)
03/20/2025	CRD	RCPT	Excise Taxes	0000007956	360.00		(1,140.00)
04/17/2025	CRD	RCPT	Excise Taxes	0000008639	40.00		(1,180.00)
04/28/2025	CRD	RCPT	Excise Taxes	0000008956	500.00		(1,680.00)
05/22/2025	CRD	RCPT	Excise Taxes	0000009782	340.00		(2,020.00)
06/24/2025	CRD	RCPT	Excise Taxes	0000010829	500.00		(2,520.00)
06/24/2025	CRD	RCPT	Excise Taxes	0000010832	20.00		(2,540.00)
07/17/2025	CRD	RCPT	Excise Taxes	0000011533	120.00		(2,660.00)
07/29/2025	CRD	RCPT	Excise Taxes	0000012160	540.00		(3,200.00)
07/31/2025				END BALANCE		3,200.00	(3,200.00)
01/01/2025			270-41000-40179 Administrative Fees				0.00
					BEG. BALANCE		0.00
01/31/2025	CR	RCPT	Administrative Fees	0000006693	266.43		266.43
02/28/2025	CR	RCPT	Administrative Fees	0000007808	237.74		504.17
07/31/2025				END BALANCE	504.17		504.17
01/01/2025			270-41000-40305 Contracted Services				0.00
					BEG. BALANCE		0.00
06/09/2025	AP	INV	SUMMARY AP 06/09/2025			653.38	653.38
07/31/2025				END BALANCE		653.38	653.38
01/01/2025			270-41000-40596 Capital Outlay - Other Impvmts				0.00
					BEG. BALANCE		0.00

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2025 to 07/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/15/2025	AP	INV	SUMMARY AP 07/15/2025		21,359.00		21,359.00
07/31/2025				END BALANCE	21,359.00		21,359.00
01/01/2025			270-41000-40598 Capital Outlay - Equipment		BEG. BALANCE		0.00
06/09/2025	AP	INV	SUMMARY AP 06/09/2025		2,250.25		2,250.25
06/09/2025	AP	INV	SUMMARY AP 06/09/2025		1,708.00		3,958.25
07/31/2025				END BALANCE	3,958.25		3,958.25

Park Commission Projects

El Dorado Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Splash Pad	Splash Pad	Selected Option #2 from Flagship, equipment ordered, working on public bid for installation, sent f/up on order to Flagship 7/16/25.	In Progress
Shaded areas with roofs	Bleacher canopies	Splash pad project includes some shaded areas, moving medium pavilion to new location, will add covered picnic tables, working on quotes to put canopy over bleachers	In Progress
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	In Progress
Striping Request	Request from rugby team to stripe parking lot	PW to obtain 2 quotes, ask if team will share costs	In Progress
Large Pavilion	Install of large pavilion and picnic tables/restrooms/concessions/rental facility.	Project on hold due to costs and input from Park Commission as to desired amenities.	On Hold
Rugby Team Shed	Rugby team shed	Rugby team would like a small shed at their cost for supplies. Licensing agreement completed.	Completed
Medium Pavilion		Relocate for splash pad - on PW project list for spring/summer 2025	Completed
Sign Replacement	Replace Park Entrance Sign	New sign installed.	Completed
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>
Repair Broken Swings		equipment on order, expected week of 7/14/25	Completed
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	

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. Pk Comm requested staff complete and use best judgement, do not want to wait on team any longer.	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. City final bills paid Oct 2024, city billed team with due date Oct 2025. Team share of costs approx. \$3,000.	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	Completed
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

Depot Park

<u>Item</u>	<u>Project Description</u>	<u>Status</u>	<u>Est. Completion</u>
Park Naming Contest	Contest to name new city park	Final votes on CC agenda for approval	Completed
Memorial Bench	Bench to Honor Vern Scott	Members discussing bench and honorarium options	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 pine trees for end of parking lot near Porter	Fall 2025
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	Winter 2025
Lions Paving	Paving/stripping lot by pumphouse	Paving lot by pumphouse for more parking, curbing/fencing to prevent drive-thru access	Completed
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. Members asked staff to get clarification. Sent msg to Wright County parks, await response.	On Hold

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.	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	Awaiting new requirements from state, would need a new referendum, staff working on project plan for 2026 election cycle	In Progress
Park and Rec Commission	Establish Park and Rec Commission	2025 budget adds maintenance funds, this would replace existing Park Comm if LOST funding is not extended	In Discussion