AGENDA
CLEARWATER CITY COUNCIL MEETING
MONDAY, NOVEMBER 10, 2025

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**
   a. **Consider Donation Request - Clearwater Food Shelf**

5. **Consent Agenda**
   a. **Claims/Accounts Payable in the Amount of $ 594,670.71**
   b. **Approval of Minutes from 10-13-2025 Regular City Council Meeting**
   c. **Res 2025-50 – Approving 2026 Liquor Licenses**
   d. **Res 2025-51 – Approving Step Increase**
   e. **Res 2025-52 – Approving Step Increase**
   f. **Res 2025-53 – Approving Pension Increase for Fire Department**
   g. **Approval of Final Pay Voucher – Main Street Overlay Project**
   h. **Q3-2025 Quarterly Financial Report**

6. **Old Business**
   a. **Consider Options for Paid Family Leave Program**

7. **New Business**
   a. **Res 2025-54 – Certifying Lien for Unpaid Charges**
   b. **Consider Donation Request from Clearwater Farmer's Market**
   c. **Discussion of 2025 Utility Rate Study**
   d. **Ord 2026-01 – Fee Schedule Ordinance - DRAFT**

8. **Committee Reports**
   a. **Mayor and Council**
   b. **Boards**
   c. **Staff**

9. **Other Business**
   a. **Next Regular Meeting – December 8, 2025 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 November 10, 2025**

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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**
   a. **Consider Donation Request - Clearwater Food Shelf**

5. **Consent Agenda** *(Please see attached Consent Agenda items)*
   a. **Claims/Accounts Payable in the Amount of $ 594,670.71** ***(page 11)***
   b. **Approval of Minutes from 10-13-2025 Regular City Council Meeting** ***(page 23)***
   c. **Res 2025-50 – Approving 2026 Liquor Licenses** ***(page 27)***
   d. **Res 2025-51 – Approving Step Increase** ***(page 28)***
   e. **Res 2025-52 – Approving Step Increase** ***(page 29)***
   f. **Res 2025-53 – Approving Pension Increase for Fire Department** ***(page 30)***
   g. **Approval of Final Pay Voucher – Main Street Overlay Project** ***(page 31)***
   h. **Q3-2025 Quarterly Financial Report** ***(page 34)***

6. **Old Business**
   a. **Consider Options for Paid Family Leave Program** ***(page 44)***
   Please see attached staff memo and materials to help guide the discussion about the new Paid Family Leave program. This was previewed at the meeting in October. The city council needs to make decisions on several items so that the implementation can be completed prior to the January 1 deadline. Please take some time to review the materials prior to the meeting.

7. **New Business**
   a. **Res 2025-54 – Certifying Lien for Unpaid Charges** ***(page 59)***
   Please see attached resolution certifying special assessments for unpaid charges.
   b. **Consider Donation Request from Clearwater Farmer's Market**
   The Clearwater Farmer's Market recently approached the Clearwater EDA to request a donation to assist with their operating costs for the new Farmer's Market. After checking with the city attorney, it was determined that the EDA does not have authority under state law to give donations to a farmer's market. However, the City Council does have authority under Minnesota Statutes 469.191 to give funds to a non-profit organization for "promoting, advertising, improving, or developing the economic and agricultural resources of the city". A loose interpretation of this statute by the city attorney seems to provide authority to assist with a farmer's market, but he suggested confirming that the city's auditors agree. I have a call out to the city auditor and will report back on Monday.
   c. **Discussion of 2025 Utility Rate Study** ***(page 61)***
   Please see attached Utility Rate Study for discussion and feedback. Utility rates set in the fee schedule utilize this tool to assist with planning and projections.

d. **Ord 2026-01 – Fee Schedule Ordinance - DRAFT** ***(page 69)***
Please see attached draft fee schedule ordinance for 2026. This is a draft for review and feedback. The final version will be brought back to the December meeting.

8. **Committee Reports**
   a. **Mayor and Council**
   b. **Boards**
   c. **Staff** ***(page 74)***

9. **Other Business**
   a. **Next Regular Meeting – December 8, 2025 at 7:00 p.m.**

10. **Adjournment**

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up; Medical - Sick Total: 1					
10/05/25 16:06	911 Hang-up; Medical -	2025088557			911
911 Open Line Total: 1					
10/26/25 08:49	911 Open Line	2025095021			911
Abuse Total: 1					
10/10/25 15:15	Abuse	2025090014	Abuse	WP25028416	Phone
Alarm Total: 1					
10/27/25 03:46	Alarm	2025095266			911
Animal Total: 1					
10/07/25 19:54	Animal	2025089195	Suspicious - Circumstances	WP25028159	Phone
Animal - Barking Dog Total: 1					
10/17/25 06:18	Animal - Barking Dog	2025092194	Animal - Barking Dog	WP25029135	Phone
Bomb Threat Total: 1					
10/25/25 19:12	Bomb Threat	2025094860	Suspicious - Circumstances	WP25029949	911
Check Welfare Total: 8					
10/02/25 19:21	Check Welfare	2025087674	Check Welfare	WP25027658	911
10/03/25 20:05	Check Welfare	2025087990	Check Welfare	WP25027755	Phone
10/12/25 14:25	Check Welfare	2025090701	Check Welfare	WP25028656	Phone
10/15/25 06:24	Check Welfare	2025091544	Check Welfare	WP25028923	Phone
10/19/25 17:02	Check Welfare	2025093044	Check Welfare	WP25029376	Phone
10/24/25 17:36	Check Welfare	2025094539	Check Welfare	WP25029856	Phone
10/25/25 11:11	Check Welfare	2025094728			Phone
10/29/25 21:44	Check Welfare	2025096157	Agency Assist	WP25030387	Phone
Check Welfare; Agency Assist Total: 1					
10/25/25 14:33	Check Welfare; Agency	2025094777	Check Welfare	WP25029921	Phone
Citizen Aid Total: 1					
10/31/25 18:30	Citizen Aid	2025096642	Citizen Aid	WP25030548	Phone
Civil Complaint Total: 1					
10/25/25 17:27	Civil Complaint	2025094829	Civil Complaint	WP25029934	Phone
Civil Complaint; Dispatch - CAD - Addressing Problems Total: 1					
10/29/25 16:28	Civil Complaint;	2025096070	Civil Complaint	WP25030356	Phone
Civil Process Total: 7					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/03/25 12:47	Civil Process	2025087854			Officer
10/09/25 09:01	Civil Process	2025089581			Officer
10/14/25 14:32	Civil Process	2025091342			Officer
10/21/25 08:32	Civil Process	2025093481			Officer
10/23/25 11:39	Civil Process	2025094101			Officer
10/23/25 12:43	Civil Process	2025094122			Officer
10/23/25 18:47	Civil Process	2025094258	Civil Process	WCVL25029762	Officer

Commercial General Alarm Total: 1

10/12/25 06:40	Commercial General	2025090612			Phone

Disabled Vehicle Total: 3

10/03/25 16:14	Disabled Vehicle	2025087926			911
10/16/25 18:04	Disabled Vehicle	2025092068			Phone
10/21/25 02:35	Disabled Vehicle	2025093434	Disabled Vehicle	WP25029498	Phone

Domestic Disturbance Total: 4

10/15/25 09:08	Domestic Disturbance	2025091570	Domestic Disturbance	WP25028936	911
10/17/25 16:58	Domestic Disturbance	2025092390	Domestic Disturbance	WP25029194	Officer
10/20/25 21:13	Domestic Disturbance	2025093389	Domestic Disturbance	WP25029484	911
10/22/25 22:01	Domestic Disturbance	2025093986	Civil Complaint	WP25029654	Phone

Dumping Total: 1

10/17/25 09:43	Dumping	2025092243	Dumping	WP25029149	Phone

Fire - Gas Leak Total: 1

10/06/25 21:09	Fire - Gas Leak	2025088941	Fire - Gas Leak	WP25028073	Phone

Fire - Other Total: 1

10/01/25 10:35	Fire - Other	2025087199	Fire - Other	WP25027485	Phone

Fireworks Total: 1

10/25/25 22:25	Fireworks	2025094935	Fireworks	WP25029974	Phone

Harassment Total: 1

10/13/25 05:21	Harassment	2025090888	Harassment	WP25028706	911

Harassment; Medical - Psychiatric - Behavioral Total: 1

10/11/25 20:09	Harassment; Medical -	2025090501	Medical - Psychiatric -	WP25028591	911

Info Total: 1

10/17/25 09:19	Info	2025092236			Phone

Intoxicated Person; Domestic Disturbance Total: 1

10/18/25 18:11	Intoxicated Person;	2025092742	Intoxicated Person	WP25029284	911

Juvenile - Complaint Total: 1

10/09/25 12:29	Juvenile - Complaint	2025089649	Juvenile - Complaint	WP25028301	Phone

Lost - Found Property Total: 3

10/21/25 03:51	Lost - Found Property	2025093440	Lost - Found Property	WP25029499	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/24/25 14:35	Lost - Found Property	2025094477	Lost - Found Property	WP25029833	
10/25/25 13:22	Lost - Found Property	2025094756	Lost - Found Property	WP25029928	

Medical - Bleeding - Lacerations Total: 1

10/18/25 19:48	Medical - Bleeding -	2025092778			911

Medical - Breathing Problems Total: 2

10/03/25 09:46	Medical - Breathing	2025087796			911
10/16/25 06:50	Medical - Breathing	2025091871			911

Medical - Chest Pain Total: 3

10/07/25 09:25	Medical - Chest Pain	2025089040			911
10/17/25 16:36	Medical - Chest Pain	2025092383			Phone
10/20/25 06:02	Medical - Chest Pain	2025093169			Phone

Medical - Fall Under 6 Feet Total: 2

10/03/25 19:59	Medical - Fall Under 6	2025087985			911
10/12/25 19:31	Medical - Fall Under 6	2025090790			911

Medical - Overdose - Poisoning; Medical - Psychiatric - Behavioral Total: 1

10/28/25 03:54	Medical - Overdose -	2025095580	Medical - Psychiatric -	WP25030182	911

Medical - Psychiatric - Behavioral Total: 2

10/09/25 22:31	Medical - Psychiatric -	2025089821	Medical - Psychiatric -	WP25028363	Phone
10/19/25 13:28	Medical - Psychiatric -	2025092988	Medical - Psychiatric -	WP25029351	911

Medical - Sick Total: 2

10/17/25 05:28	Medical - Sick	2025092189			911
10/20/25 10:21	Medical - Sick	2025093224			911

Medical - Unconscious - Fainting Total: 1

10/02/25 14:57	Medical - Unconscious -	2025087587			911

Motorist Aid Total: 1

10/19/25 20:06	Motorist Aid	2025093100			Phone

MVA - Car Deer Total: 1

10/22/25 06:57	MVA - Car Deer	2025093744			Phone

MVA - Injuries Total: 1

10/07/25 06:48	MVA - Injuries	2025088993	MVA - Injuries	WP25028097	911

MVA - No Injuries Total: 4

10/07/25 06:49	MVA - No Injuries	2025088994			911
10/23/25 19:55	MVA - No Injuries	2025094271	MVA - No Injuries	WP25029763	
10/25/25 18:41	MVA - No Injuries	2025094851	MVA - No Injuries	WP25029943	911
10/27/25 17:27	MVA - No Injuries	2025095463	DUI - MVA	WP25030151	911

Neighborhood Dispute Total: 1

10/01/25 18:40	Neighborhood Dispute	2025087348	Neighborhood Dispute	WP25027551	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Off-Road Vehicle Complaint Total: 1					
10/03/25 12:12	Off-Road Vehicle	2025087843	Off-Road Vehicle Complaint	WP25027705	Phone
Parking Total: 1					
10/20/25 10:49	Parking	2025093229	Parking	WP25029427	911
Residential Fire Alarm Total: 1					
10/24/25 04:48	Residential Fire Alarm	2025094359			Phone
SIA Area Watch Total: 2					
10/13/25 21:27	SIA Area Watch	2025091176			
10/25/25 12:37	SIA Area Watch	2025094744			
SIA City Council - City Hall Total: 1					
10/13/25 17:59	SIA City Council - City	2025091100			Officer
SIA Community Engagement Total: 1					
10/31/25 18:57	SIA Community	2025096652			
SIA Door Check Total: 1					
10/20/25 00:54	SIA Door Check	2025093158			
SIA Other Total: 2					
10/08/25 00:50	SIA Other	2025089243			
10/27/25 18:25	SIA Other	2025095489			
Sign - Signal Repair Total: 1					
10/17/25 21:47	Sign - Signal Repair	2025092497			Officer
Stalking Total: 1					
10/18/25 09:04	Stalking	2025092587	Stalking	WP25029243	911
Stolen - Vehicle; Agency Assist Total: 1					
10/25/25 23:12	Stolen - Vehicle;	2025094949	DUI	WP25029980	Phone
Suspicious - Circumstances Total: 4					
10/10/25 11:34	Suspicious -	2025089940	Suspicious - Circumstances	WP25028398	Phone
10/15/25 18:09	Suspicious -	2025091750	Suspicious - Circumstances	WP25028999	Phone
10/17/25 19:12	Suspicious -	2025092445	Suspicious - Person - Vehicle	WP25029205	911
10/20/25 08:09	Suspicious -	2025093193	Suspicious - Circumstances	WP25029414	Phone
Suspicious - Circumstances; Harassment Total: 1					
10/23/25 03:35	Suspicious -	2025094017	Suspicious - Circumstances	WP25029666	Phone
Suspicious - Person - Vehicle Total: 1					
10/10/25 17:35	Suspicious - Person -	2025090073	Suspicious - Person - Vehicle	WP25028444	Phone
Theft - Shoplifting Total: 1					
10/08/25 16:16	Theft - Shoplifting	2025089413	Theft - Shoplifting	WP25028233	
Threats Total: 2					
10/12/25 07:16	Threats	2025090615	Threats	WP25028619	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/19/25 17:27	Threats	2025093048	Threats	WP25029378	Phone

Traffic - Complaint Total: 2

10/03/25 13:38	Traffic - Complaint	2025087867	Traffic - Complaint	WP25027711	Phone
10/15/25 08:34	Traffic - Complaint	2025091564			Phone

Traffic Stop Total: 104

10/03/25 19:19	Traffic Stop	2025087980			Officer
10/03/25 21:12	Traffic Stop	2025088009			Officer
10/03/25 23:45	Traffic Stop	2025088045			Officer
10/03/25 23:51	Traffic Stop	2025088048	Traffic Stop	WP25027774	Officer
10/04/25 00:23	Traffic Stop	2025088053	Traffic Stop	WP25027777	Officer
10/04/25 13:05	Traffic Stop	2025088165			Officer
10/04/25 16:41	Traffic Stop	2025088236	Traffic Stop	WP25027830	Officer
10/04/25 18:20	Traffic Stop	2025088280			Officer
10/04/25 18:31	Traffic Stop	2025088282			Officer
10/04/25 22:33	Traffic Stop	2025088354			Officer
10/05/25 16:02	Traffic Stop	2025088555	Traffic Stop	WP25027937	Officer
10/05/25 18:17	Traffic Stop	2025088597			Officer
10/05/25 19:38	Traffic Stop	2025088615			Officer
10/06/25 01:01	Traffic Stop	2025088674			Officer
10/06/25 03:28	Traffic Stop	2025088686	Traffic Stop	WP25027967	Officer
10/06/25 19:11	Traffic Stop	2025088908	Traffic Stop	WP25028059	Officer
10/06/25 20:08	Traffic Stop	2025088922			Officer
10/06/25 20:31	Traffic Stop	2025088930			Officer
10/07/25 21:28	Traffic Stop	2025089220			Officer
10/07/25 21:46	Traffic Stop	2025089222			Officer
10/07/25 22:24	Traffic Stop	2025089231			Officer
10/08/25 01:44	Traffic Stop	2025089248	Traffic Stop	WP25028174	Officer
10/08/25 14:59	Traffic Stop	2025089385			Officer
10/08/25 15:37	Traffic Stop	2025089398			Officer
10/08/25 15:50	Traffic Stop	2025089404			Officer
10/08/25 20:38	Traffic Stop	2025089488			Officer
10/08/25 20:48	Traffic Stop	2025089492			Officer
10/09/25 18:04	Traffic Stop	2025089750			Officer
10/09/25 19:14	Traffic Stop	2025089769			Officer
10/09/25 19:34	Traffic Stop	2025089774			Officer
10/09/25 19:48	Traffic Stop	2025089778			Officer
10/09/25 21:07	Traffic Stop	2025089798			Officer
10/09/25 22:02	Traffic Stop	2025089812			Officer
10/10/25 19:32	Traffic Stop	2025090120			Officer
10/10/25 20:32	Traffic Stop	2025090155			Officer
10/10/25 23:17	Traffic Stop	2025090227			Officer
10/10/25 23:33	Traffic Stop	2025090229			Officer
10/11/25 18:10	Traffic Stop	2025090440	Traffic Stop	WP25028567	Officer
10/11/25 18:39	Traffic Stop	2025090453	Drugs	WP25028576	Officer
10/12/25 20:27	Traffic Stop	2025090808			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/12/25 20:46	Traffic Stop	2025090815			Officer
10/12/25 21:45	Traffic Stop	2025090832			Officer
10/12/25 22:15	Traffic Stop	2025090840	Drugs	WP25028700	Officer
10/13/25 11:24	Traffic Stop	2025090978			Officer
10/13/25 19:02	Traffic Stop	2025091124			Officer
10/13/25 20:14	Traffic Stop	2025091152			Officer
10/14/25 12:53	Traffic Stop	2025091321	Traffic Stop	WP25028857	Officer
10/14/25 14:06	Traffic Stop	2025091334			Officer
10/14/25 19:07	Traffic Stop	2025091430			Officer
10/14/25 20:55	Traffic Stop	2025091472			Officer
10/14/25 22:43	Traffic Stop	2025091494	Traffic Stop	WP25028913	Officer
10/15/25 14:18	Traffic Stop	2025091657	Traffic Stop	WP25028966	Officer
10/15/25 14:23	Traffic Stop	2025091660	Traffic Stop	WP25028967	Officer
10/15/25 14:33	Traffic Stop	2025091662			Officer
10/15/25 14:51	Traffic Stop	2025091667	Traffic Stop	WP25028970	Officer
10/16/25 22:29	Traffic Stop	2025092147	Warrant - Arrest	WP25029119	Officer
10/17/25 13:05	Traffic Stop	2025092305			Officer
10/17/25 18:16	Traffic Stop	2025092425			Officer
10/18/25 00:35	Traffic Stop	2025092543			Officer
10/18/25 01:26	Traffic Stop	2025092551			Officer
10/18/25 18:08	Traffic Stop	2025092739			Officer
10/18/25 18:55	Traffic Stop	2025092760	Warrant - Arrest	WP25029290	Officer
10/18/25 21:18	Traffic Stop	2025092811			Officer
10/18/25 22:35	Traffic Stop	2025092840			Officer
10/18/25 23:43	Traffic Stop	2025092858			Officer
10/19/25 00:16	Traffic Stop	2025092864			Officer
10/19/25 00:45	Traffic Stop	2025092875	Traffic Stop	WP25029316	Officer
10/19/25 17:28	Traffic Stop	2025093049	Traffic Stop	WP25029379	Officer
10/19/25 18:45	Traffic Stop	2025093075			Officer
10/19/25 20:39	Traffic Stop	2025093111			Officer
10/19/25 20:44	Traffic Stop	2025093113			Officer
10/20/25 19:30	Traffic Stop	2025093364			Officer
10/20/25 19:33	Traffic Stop	2025093365	Traffic Stop	WP25029479	Officer
10/20/25 20:25	Traffic Stop	2025093376			Officer
10/21/25 02:27	Traffic Stop	2025093433			Officer
10/21/25 11:09	Traffic Stop	2025093528			Officer
10/21/25 19:12	Traffic Stop	2025093672			Officer
10/22/25 18:09	Traffic Stop	2025093936			Officer
10/22/25 20:21	Traffic Stop	2025093967			Officer
10/23/25 20:32	Traffic Stop	2025094286			Officer
10/23/25 21:53	Traffic Stop	2025094317	Traffic Stop	WP25029781	Officer
10/24/25 03:57	Traffic Stop	2025094355			Officer
10/24/25 21:59	Traffic Stop	2025094617	Drugs	WP25029881	Officer
10/24/25 22:31	Traffic Stop	2025094631			Officer
10/25/25 15:46	Traffic Stop	2025094802			Officer
10/25/25 21:55	Traffic Stop	2025094918			Officer
10/25/25 22:03	Traffic Stop	2025094922			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/26/25 11:26	Traffic Stop	2025095053			Officer
10/26/25 14:50	Traffic Stop	2025095117			Officer
10/27/25 16:37	Traffic Stop	2025095449	Traffic Stop	WP25030145	Officer
10/27/25 20:31	Traffic Stop	2025095527			Officer
10/28/25 15:05	Traffic Stop	2025095691			Officer
10/28/25 18:09	Traffic Stop	2025095775			Officer
10/29/25 06:18	Traffic Stop	2025095879			Officer
10/29/25 22:40	Traffic Stop	2025096165			Officer
10/30/25 16:38	Traffic Stop	2025096346			Officer
10/30/25 22:19	Traffic Stop	2025096438	Traffic Stop	WP25030477	Officer
10/30/25 23:46	Traffic Stop	2025096451			Officer
10/31/25 16:45	Traffic Stop	2025096621	Traffic Stop	WP25030544	Officer
10/31/25 20:41	Traffic Stop	2025096684			Officer
10/31/25 20:47	Traffic Stop	2025096687			Officer
10/31/25 20:54	Traffic Stop	2025096689	Traffic Stop	WP25030565	Officer
10/31/25 22:39	Traffic Stop	2025096719	Traffic Stop	WP25030574	Officer
10/31/25 23:22	Traffic Stop	2025096734			Officer

Training Total: 1

10/21/25 10:24	Training	2025093511			

Trespass Total: 1

10/13/25 12:39	Trespass	2025091008	Trespass	WP25028754	Phone

Warrant - Arrest Total: 1

10/20/25 15:19	Warrant - Arrest	2025093305	Warrant - Arrest	WSIU25029453	Officer

Total Records: 199

CASH SUMMARY REPORT FOR CITY OF CLEARWATER

From 01/01/2025 to 10/31/2025
BANKS: GEN, PTCA
FUNDS: 100, 200, 230, 240, 250 (22 more)

Fund	Description	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 10/31/2025
100	GENERAL FUND	1,234,643.49	985,754.25	1,260,752.10	959,645.64
200	PARK DEDICATION FEE	29,188.26	0.00	0.00	29,188.26
230	FIRE AND RESCUE	222,107.20	269,569.50	256,805.95	234,870.75
240	PARKS AND RECREATION	1,351.03	121,634.08	146,560.73	(23,575.62)
250	ECONOMIC DEV. AUTHORITY	305,535.19	37,974.83	55,943.88	287,566.14
260	SMALL CITIES AID	0.00	9,895.00	0.00	9,895.00
270	LOCAL OPTION SALES TAX	2,012,817.33	255,594.27	29,265.42	2,239,146.18
315	GO IMP BOND 2015A	148,887.52	68,879.96	16,512.50	201,254.98
316	GO IMP BOND 2019A	113,256.82	37,074.24	70,050.00	80,281.06
317	GO EQUIP CERT 2020A	18,318.83	52,580.88	3,042.50	67,857.21
400	GENERAL CAPITAL FUND	82,982.38	36,014.36	25,511.43	93,485.31
415	STREET CAPITAL FUND	69,410.41	79,570.87	3,020.34	145,960.94
418	TH 24 CORRIDOR PROJECT	(72,627.57)	356,893.50	78,839.00	205,426.93
420	FIRE CAPITAL FUND	145,091.63	41,904.35	23,312.89	163,683.09
421	FIRE TRUCK CAPITAL FUND	406,670.16	0.00	0.00	406,670.16
425	DEVELOPER ESCROW FUND	(52,037.45)	75,820.95	30,948.25	(7,164.75)
430	PW CAPITAL EQUIPMENT FUND	605,610.64	81,117.65	132,782.11	553,946.18
501	TIF 1-1 MISSISSIPPI RIDGE	57,137.96	53,210.44	91,489.93	18,858.47
502	TIF 2-1 CW RESIDENTIAL SUITES	0.00	24,050.34	4,826.00	19,224.34
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	398,413.39	279,628.71	1,270,026.54
601	SEWER FUND	881,054.94	1,034,002.41	1,192,544.66	722,512.69
603	REFUSE/RECYCLE FUND	31,137.58	123,583.64	118,021.46	36,699.76
651	STORM SEWER FUND	19,688.51	28,749.23	161,722.97	(113,285.23)
	REPORT TOTALS:	7,411,466.72	4,177,294.43	3,983,245.83	7,605,515.32

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 100 GENERAL FUND						
100-41000-31010	Current Ad Valorem Taxes	608,190.00	344,982.30	0.00	263,207.70	56.72
100-41000-32000	Liquor Licenses	11,000.00	9,960.00	9,960.00	1,040.00	90.55
100-41000-32075	Cable Franchise Fee	11,000.00	8,967.74	838.43	2,032.26	81.52
100-41000-32180	Other Licenses/Permits	7,000.00	3,830.00	240.00	3,170.00	54.71
100-41000-32210	Building Permits	85,000.00	22,966.35	1,857.85	62,033.65	27.02
100-41000-32220	Rental Licenses	500.00	2,625.00	75.00	(2,125.00)	525.00
100-41000-33400	State Grants and Aids	15,000.00	0.00	0.00	15,000.00	0.00
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	11,965.78	809.80	18,034.22	39.89
100-41000-34107	Assessment Search Fees	1,000.00	975.00	25.00	25.00	97.50
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	32,182.95	400.00	(182.95)	100.57
100-41000-36100	Special Assessments	500.00	2,193.53	0.00	(1,693.53)	438.71
100-41000-36210	Interest Earnings	10,600.00	192,995.84	0.00	(182,395.84)	1,820.72
100-41000-36260	Refunds and Reimbursements	0.00	10,649.88	0.00	(10,649.88)	100.00
100-41000-37190	State Surcharge	5,000.00	1,062.00	53.00	3,938.00	21.24
100-41000-39321	Fines / Fees	8,000.00	19,103.19	0.00	(11,103.19)	238.79
100-41000-40120	Refunds & Reimbursements	2,500.00	1,755.00	180.00	745.00	70.20
100-41000-40123	Operating Supplies	10,000.00	7,831.99	2,001.84	2,168.01	78.32
100-41000-40126	Rental/Lease	200.00	0.00	0.00	200.00	0.00
100-41000-40150	Software & Support	8,000.00	4,512.80	37.23	3,487.20	56.41
100-41000-40182	Bank Fees	1,500.00	758.52	51.38	741.48	50.57
100-41000-40205	Taxes and Assessments	5,000.00	11,232.88	283.50	(6,232.88)	224.66
100-41000-40305	Contracted Services	20,000.00	23,281.85	2,517.19	(3,281.85)	116.41
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	4,437.46	385.66	562.54	88.75
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	1,578.00	126.00	4,922.00	24.28
100-41000-40382	Utilities	6,000.00	4,837.02	356.06	1,162.98	80.62
100-41000-40433	Dues and Subscriptions	3,500.00	15,668.50	3,150.00	(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	6,475.00	(2,550.00)	113.60
100-41110-40120	Refunds & Reimbursements	1,200.00	1,200.00	300.00	0.00	100.00
100-41110-40122	FICA/Medicare Withholding	1,530.00	1,629.47	495.35	(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	69.72	331.11	33.78
100-41400-40101	Full-Time Employees Regular	143,870.00	124,871.68	9,690.80	18,998.32	86.79
100-41400-40103	Part-Time Employees	14,480.00	15,495.49	1,397.24	(1,015.49)	107.01
100-41400-40121	PERA	11,880.00	11,439.21	830.69	440.79	96.29
100-41400-40122	FICA/Medicare Withholding	12,120.00	10,714.16	846.15	1,405.84	88.40
100-41400-40131	Employer Paid Health	28,430.00	32,379.78	3,220.99	(3,949.78)	113.89
100-41400-40134	Life Insurance Expense	1,500.00	1,268.38	122.91	231.62	84.56
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	895.23	81.34	604.77	59.68
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	737.00	0.00	(737.00)	100.00
100-41410-40122	FICA/Medicare Withholding	0.00	56.39	0.00	(56.39)	100.00
100-41410-40123	Operating Supplies	0.00	2,939.00	0.00	(2,939.00)	100.00

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 100 GENERAL FUND						
100-41410-40307	Repair & Maintenance Charges	500.00	0.00	0.00	500.00	0.00
100-41410-40331	Travel Expenses	0.00	32.90	0.00	(32.90)	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	11,477.25	788.00	8,522.75	57.39
100-41700-40303	Engineering Fees	15,000.00	4,769.50	166.00	10,230.50	31.80
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	0.00	0.00	3,000.00	0.00
100-41910-40122	FICA/Medicare Withholding	230.00	0.00	0.00	230.00	0.00
100-41910-40311	Recording Fee	500.00	0.00	0.00	500.00	0.00
100-41910-40313	City Planner Fees	3,000.00	866.50	866.50	2,133.50	28.88
100-41910-40353	Ordinance Publication	1,000.00	140.80	0.00	859.20	14.08
100-42100-40305	Contracted Services	340,000.00	287,185.04	0.00	52,814.96	84.47
100-42400-40305	Contracted Services	50,000.00	88,416.42	8,846.80	(38,416.42)	176.83
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	147,961.77	13,361.52	24,828.23	85.63
100-43100-40121	PERA	12,960.00	10,909.91	963.74	2,050.09	84.18
100-43100-40122	FICA/Medicare Withholding	13,200.00	11,192.98	1,010.65	2,007.02	84.80
100-43100-40123	Operating Supplies	20,000.00	12,261.47	277.78	7,738.53	61.31
100-43100-40131	Employer Paid Health	60,970.00	46,073.96	4,605.04	14,896.04	75.57
100-43100-40134	Life Insurance Expense	2,000.00	1,350.82	135.09	649.18	67.54
100-43100-40135	Physicals / Drug Testing	300.00	570.00	0.00	(270.00)	190.00
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	8,497.55	204.73	2,502.45	77.25
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	5,712.93	394.08	(712.93)	114.26
100-43100-40307	Repair & Maintenance Charges	25,000.00	10,761.08	1,607.63	14,238.92	43.04
100-43100-40321	Communications	3,000.00	2,173.26	218.76	826.74	72.44
100-43100-40327	Street Patching & Sweeping	10,000.00	18,605.08	1,035.08	(8,605.08)	186.05
100-43100-40382	Utilities	33,000.00	27,244.02	2,121.53	5,755.98	82.56
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	21,760.99	2,069.07	2,239.01	90.67
100-45200-40305	Contracted Services	2,500.00	2,006.48	181.68	493.52	80.26
100-45200-40382	Utilities	6,500.00	4,555.58	523.67	1,944.42	70.09
100-49100-40152	Worker s Comp Insurance	17,000.00	12,534.92	0.00	4,465.08	73.73
100-49100-40361	General Liability Ins	9,500.00	8,205.00	8,205.00	1,295.00	86.37
100-49100-40362	Property Ins	12,000.00	12,758.00	12,758.00	(758.00)	106.32
100-49100-40363	Automotive Ins	1,800.00	1,978.00	1,978.00	(178.00)	109.89
Fund 100 - GENERAL FUND:						
TOTAL REVENUES		1,284,010.00	893,770.14	14,259.08	390,239.86	69.61
TOTAL EXPENDITURES		1,284,010.00	1,173,651.00	94,937.40	110,359.00	91.41
NET OF REVENUES & EXPENDITURES:		0.00	(279,880.86)	(80,678.32)	279,880.86	
Fund: 230 FIRE AND RESCUE						
230-42200-31010	Current Ad Valorem Taxes	151,647.00	80,684.39	0.00	70,962.61	53.21
230-42200-33400	State Grants and Aids	0.00	13,236.00	0.00	(13,236.00)	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	51,193.46	0.00	46,518.54	52.39
230-42200-34959	Fire Contracts - CW Twnshp	104,691.00	54,811.77	0.00	49,879.23	52.36

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 230 FIRE AND RESCUE						
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	73,702.86	16,123.86	2,797.14	96.34
230-42200-40101	Full-Time Employees Regular	6,900.00	5,712.30	507.66	1,187.70	82.79
230-42200-40120	Refunds & Reimbursements	3,000.00	1,083.85	120.00	1,916.15	36.13
230-42200-40121	PERA	500.00	492.28	101.96	7.72	98.46
230-42200-40122	FICA/Medicare Withholding	6,400.00	6,074.66	1,272.27	325.34	94.92
230-42200-40123	Operating Supplies	38,000.00	26,175.33	294.99	11,824.67	68.88
230-42200-40124	Fire Relief	13,000.00	14,500.00	13,000.00	(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	1,563.39	156.28	451.61	77.59
230-42200-40134	Life Insurance Expense	50.00	43.60	4.36	6.40	87.20
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	5,746.11	0.00	2,253.89	71.83
230-42200-40208	Training and Instruction	17,000.00	14,303.43	710.18	2,696.57	84.14
230-42200-40209	Medical Training	7,500.00	4,050.25	750.00	3,449.75	54.00
230-42200-40212	Motor Fuels	4,500.00	3,114.04	306.98	1,385.96	69.20
230-42200-40305	Contracted Services	1,000.00	520.00	52.00	480.00	52.00
230-42200-40307	Repair & Maintenance Charges	15,000.00	5,733.82	538.03	9,266.18	38.23
230-42200-40321	Communications	1,000.00	2,359.00	60.20	(1,359.00)	235.90
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	3,296.00	(296.00)	109.87
230-42200-40382	Utilities	5,000.00	3,984.14	264.06	1,015.86	79.68
230-42200-40433	Dues and Subscriptions	1,000.00	969.50	225.00	30.50	96.95
230-42200-40598	Capital Outlay - Equipment	0.00	13,460.72	1,542.12	(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	202,235.62	0.00	187,614.38	51.88
TOTAL EXPENDITURES		389,850.00	189,480.28	39,325.95	200,369.72	48.60
NET OF REVENUES & EXPENDITURES:		0.00	12,755.34	(39,325.95)	(12,755.34)	
Fund: 240 PARKS AND RECREATION						
240-45300-31010	Current Ad Valorem Taxes	90,430.00	48,056.48	0.00	42,373.52	53.14
240-45300-31300	General Sales and Use Tax	0.00	373.12	32.68	(373.12)	100.00
240-45300-31310	Local Sales Tax	0.00	26.93	2.35	(26.93)	100.00
240-45300-31311	Wright County Sales Tax	0.00	26.93	2.35	(26.93)	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	61,000.00	0.00	(61,000.00)	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	5,126.98	400.00	(2,126.98)	170.90
240-45300-39323	Rental/Lease Agreement	3,000.00	5,423.64	475.00	(2,423.64)	180.79
240-45300-40100	Wages and Salaries (GENERAL)	3,000.00	0.00	0.00	3,000.00	0.00
240-45300-40103	Part-Time Employees	23,410.00	45,134.78	5,369.36	(21,724.78)	192.80
240-45300-40122	FICA/Medicare Withholding	2,020.00	2,746.09	410.75	(726.09)	135.95
240-45300-40123	Operating Supplies	7,000.00	2,772.72	278.23	4,227.28	39.61
240-45300-40152	Worker s Comp Insurance	1,800.00	1,253.39	0.00	546.61	69.63
240-45300-40212	Motor Fuels	2,000.00	1,554.42	8.74	445.58	77.72
240-45300-40305	Contracted Services	7,000.00	5,995.00	522.00	1,005.00	85.64
240-45300-40307	Repair & Maintenance Charges	15,000.00	24,474.52	5,198.32	(9,474.52)	163.16

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 240 PARKS AND RECREATION						
240-45300-40321	Communications	1,700.00	1,459.94	146.21	240.06	85.88
240-45300-40345	Sales and Use Tax	0.00	340.98	43.98	(340.98)	100.00
240-45300-40362	Property Ins	23,000.00	24,452.00	24,452.00	(1,452.00)	106.31
240-45300-40382	Utilities	10,000.00	6,574.35	598.96	3,425.65	65.74
240-45300-40383	Sanitation	4,500.00	3,855.56	270.00	644.44	85.68
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	4,220.00	0.00	(4,220.00)	100.00
240-45300-40906	Contractual Reimb Fine/Fee	3,000.00	4,526.98	400.00	(1,526.98)	150.90
Fund 240 - PARKS AND RECREATION:						
TOTAL REVENUES		103,430.00	121,034.08	912.38	(17,604.08)	117.02
TOTAL EXPENDITURES		103,430.00	145,960.73	37,698.55	(42,530.73)	141.12
NET OF REVENUES & EXPENDITURES:		0.00	(24,926.65)	(36,786.17)	24,926.65	
Fund: 250 ECONOMIC DEV. AUTHORITY						
250-41200-31010	Current Ad Valorem Taxes	71,390.00	37,834.83	0.00	33,555.17	53.00
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	0.00	0.00	3,000.00	0.00
250-41200-40101	Full-Time Employees Regular	22,660.00	18,654.27	1,127.62	4,005.73	82.32
250-41200-40121	PERA	1,700.00	1,393.08	83.97	306.92	81.95
250-41200-40122	FICA/Medicare Withholding	1,960.00	1,420.94	85.65	539.06	72.50
250-41200-40123	Operating Supplies	1,000.00	247.05	39.22	752.95	24.71
250-41200-40131	Employer Paid Health	2,840.00	9,090.80	897.15	(6,250.80)	320.10
250-41200-40134	Life Insurance Expense	330.00	287.96	26.17	42.04	87.26
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	1,980.00	80.00	8,020.00	19.80
250-41200-40331	Travel Expenses	1,000.00	267.99	58.80	732.01	26.80
250-41200-40340	Advertising/Marketing	4,000.00	381.63	77.95	3,618.37	9.54
250-41200-40351	Legal Notices Publishing	500.00	0.00	0.00	500.00	0.00
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	20,000.00	0.00	0.00	100.00
Fund 250 - ECONOMIC DEV. AUTHORITY:						
TOTAL REVENUES		74,490.00	37,974.83	0.00	36,515.17	50.98
TOTAL EXPENDITURES		74,490.00	55,943.88	2,476.53	18,546.12	75.10
NET OF REVENUES & EXPENDITURES:		0.00	(17,969.05)	(2,476.53)	17,969.05	
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	252,733.57	0.00	22,266.43	91.90
270-41000-31850	Excise Tax	4,000.00	4,360.00	420.00	(360.00)	109.00
270-41000-36210	Interest Earnings	10,000.00	0.00	0.00	10,000.00	0.00

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 270 LOCAL OPTION SALES TAX						
270-41000-40179	Administrative Fees	8,500.00	2,274.59	0.00	6,225.41	26.76
270-41000-40303	Engineering Fees	5,000.00	2,519.50	2,519.50	2,480.50	50.39
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	257,093.57	420.00	31,906.43	88.96
TOTAL EXPENDITURES		818,500.00	30,764.72	2,519.50	787,735.28	3.76
NET OF REVENUES & EXPENDITURES:		(529,500.00)	226,328.85	(2,099.50)	(755,828.85)	
Fund: 315 GO IMP BOND 2015A						
315-47000-31010	Current Ad Valorem Taxes	93,004.00	49,509.20	0.00	43,494.80	53.23
315-47000-36100	Special Assessments	30,922.00	19,370.76	0.00	11,551.24	62.64
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	0.00	0.00	85,000.00	0.00
315-47000-40610	Debt Srv Interest	33,025.00	16,512.50	0.00	16,512.50	50.00
315-47000-40620	Fiscal Agent s Fees	495.00	0.00	0.00	495.00	0.00
Fund 315 - GO IMP BOND 2015A:						
TOTAL REVENUES		124,926.00	68,879.96	0.00	56,046.04	55.14
TOTAL EXPENDITURES		118,520.00	16,512.50	0.00	102,007.50	13.93
NET OF REVENUES & EXPENDITURES:		6,406.00	52,367.46	0.00	(45,961.46)	
Fund: 316 GO IMP BOND 2019A						
316-47000-31010	Current Ad Valorem Taxes	54,358.00	28,938.36	0.00	25,419.64	53.24
316-47000-36100	Special Assessments	19,194.00	8,135.88	0.00	11,058.12	42.39
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	45,000.00	0.00	100.00
316-47000-40610	Debt Srv Interest	25,050.00	25,050.00	12,525.00	0.00	100.00
Fund 316 - GO IMP BOND 2019A:						
TOTAL REVENUES		74,052.00	37,074.24	0.00	36,977.76	50.07
TOTAL EXPENDITURES		70,050.00	70,050.00	57,525.00	0.00	100.00
NET OF REVENUES & EXPENDITURES:		4,002.00	(32,975.76)	(57,525.00)	36,977.76	
Fund: 317 GO EQUIP CERT 2020A						
317-47000-31010	Current Ad Valorem Taxes	98,789.00	52,580.88	0.00	46,208.12	53.23
317-47000-36210	Interest Earnings	200.00	0.00	0.00	200.00	0.00
317-47000-40600	Debt Srv Principal	88,000.00	0.00	0.00	88,000.00	0.00
317-47000-40610	Debt Srv Interest	6,085.00	3,042.50	0.00	3,042.50	50.00
Fund 317 - GO EQUIP CERT 2020A:						
TOTAL REVENUES		98,989.00	52,580.88	0.00	46,408.12	53.12
TOTAL EXPENDITURES		94,085.00	3,042.50	0.00	91,042.50	3.23
NET OF REVENUES & EXPENDITURES:		4,904.00	49,538.38	0.00	(44,634.38)	
Fund: 400 GENERAL CAPITAL FUND						
400-41000-31010	Current Ad Valorem Taxes	68,000.00	36,014.36	0.00	31,985.64	52.96
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
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:						

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 400 GENERAL CAPITAL FUND						
TOTAL REVENUES		2,068,800.00	36,014.36	0.00	2,032,785.64	1.74
TOTAL EXPENDITURES		2,030,000.00	25,511.43	0.00	2,004,488.57	1.26
NET OF REVENUES & EXPENDITURES:		38,800.00	10,502.93	0.00	28,297.07	
Fund: 410 PARK CAPITAL FUND						
410-45300-31010	Current Ad Valorem Taxes	40,000.00	0.00	0.00	40,000.00	0.00
410-45300-40596	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	0.00	0.00	40,000.00	0.00
TOTAL EXPENDITURES		40,000.00	0.00	0.00	40,000.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	0.00	0.00	0.00	
Fund: 415 STREET CAPITAL FUND						
415-43100-40303	Engineering Fees	0.00	3,020.34	219.00	(3,020.34)	100.00
415-43100-40591	Capital Outlay - Streets	10,000.00	0.00	0.00	10,000.00	0.00
415-47000-31010	Current Ad Valorem Taxes	150,000.00	79,570.87	0.00	70,429.13	53.05
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	79,570.87	0.00	71,929.13	52.52
TOTAL EXPENDITURES		10,000.00	3,020.34	219.00	6,979.66	30.20
NET OF REVENUES & EXPENDITURES:		141,500.00	76,550.53	(219.00)	64,949.47	
Fund: 418 TH 24 CORRIDOR PROJECT						
418-41000-36230	Contributions/Donations/Grants	0.00	319,482.00	0.00	(319,482.00)	100.00
418-41000-40303	Engineering Fees	0.00	41,427.50	(10,603.00)	(41,427.50)	100.00
Fund 418 - TH 24 CORRIDOR PROJECT:						
TOTAL REVENUES		0.00	319,482.00	0.00	(319,482.00)	100.00
TOTAL EXPENDITURES		0.00	41,427.50	(10,603.00)	(41,427.50)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	278,054.50	10,603.00	(278,054.50)	
Fund: 419 CSAH 7 PROJECT						
419-43100-40303	Engineering Fees	0.00	37,411.50	37,411.50	(37,411.50)	100.00
Fund 419 - CSAH 7 PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	37,411.50	37,411.50	(37,411.50)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(37,411.50)	(37,411.50)	37,411.50	
Fund: 420 FIRE CAPITAL FUND						
420-42220-31010	Current Ad Valorem Taxes	32,000.00	16,904.35	0.00	15,095.65	52.83
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	7,285.89	34,714.11	17.35
Fund 420 - FIRE CAPITAL FUND:						
TOTAL REVENUES		83,500.00	41,904.35	0.00	41,595.65	50.18
TOTAL EXPENDITURES		42,000.00	23,312.89	7,285.89	18,687.11	55.51

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 420 FIRE CAPITAL FUND						
NET OF REVENUES & EXPENDITURES:		41,500.00	18,591.46	(7,285.89)	22,908.54	
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	72,659.95	0.00	(72,659.95)	100.00
425-41000-40303	Engineering Fees	0.00	11,140.50	1,095.00	(11,140.50)	100.00
425-41000-40304	Legal Fees	0.00	7,487.50	(693.50)	(7,487.50)	100.00
425-41000-40305	Contracted Services	0.00	1,750.00	(2,000.00)	(1,750.00)	100.00
425-41000-40313	City Planner Fees	0.00	6,989.25	4,889.00	(6,989.25)	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	72,659.95	0.00	(72,659.95)	100.00
TOTAL EXPENDITURES		0.00	27,787.25	3,290.50	(27,787.25)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	44,872.70	(3,290.50)	(44,872.70)	
Fund: 430 PW CAPITAL EQUIPMENT FUND						
430-41000-31010	Current Ad Valorem Taxes	140,000.00	74,222.56	0.00	65,777.44	53.02
430-43000-40597	Capital Outlay - Vehicles	120,000.00	77,621.39	0.00	42,378.61	64.68
430-43000-40600	Debt Srv Principal	0.00	35,634.33	5,199.04	(35,634.33)	100.00
430-43000-40610	Debt Srv Interest	0.00	12,631.30	1,696.05	(12,631.30)	100.00
Fund 430 - PW CAPITAL EQUIPMENT FUND:						
TOTAL REVENUES		140,000.00	74,222.56	0.00	65,777.44	53.02
TOTAL EXPENDITURES		120,000.00	125,887.02	6,895.09	(5,887.02)	104.91
NET OF REVENUES & EXPENDITURES:		20,000.00	(51,664.46)	(6,895.09)	71,664.46	
Fund: 501 TIF 1-1 MISSISSIPPI RIDGE						
501-41000-31010	Current Ad Valorem Taxes	90,000.00	53,210.44	0.00	36,789.56	59.12
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	53,210.44	0.00	37,289.56	58.80
TOTAL EXPENDITURES		85,000.00	91,489.93	0.00	(6,489.93)	107.64
NET OF REVENUES & EXPENDITURES:		5,500.00	(38,279.49)	0.00	43,779.49	
Fund: 502 TIF 2-1 CW RESIDENTIAL SUITES						
502-41000-31010	Current Ad Valorem Taxes	1,500.00	24,050.34	0.00	(22,550.34)	1,603.36
502-41000-36210	Interest Earnings	50.00	0.00	0.00	50.00	0.00
502-41000-40304	Legal Fees	500.00	1,161.00	1,161.00	(661.00)	232.20
502-41000-40305	Contracted Services	1,000.00	3,665.00	2,000.00	(2,665.00)	366.50
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:						

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 502 TIF 2-1 CW RESIDENTIAL SUITES						
TOTAL REVENUES		1,550.00	24,050.34	0.00	(22,500.34)	1,551.63
TOTAL EXPENDITURES		2,850.00	4,826.00	3,161.00	(1,976.00)	169.33
NET OF REVENUES & EXPENDITURES:		(1,300.00)	19,224.34	(3,161.00)	(20,524.34)	
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	5,055.90	507.15	(555.90)	112.35
600-49400-34800	Lease Agreement Proceeds	2,600.00	5,403.60	3,376.53	(2,803.60)	207.83
600-49400-36100	Special Assessments	2,000.00	2,335.85	0.00	(335.85)	116.79
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	53,023.01	0.00	(53,023.01)	100.00
600-49400-37100	Water Sales	308,300.00	305,373.07	30,078.64	2,926.93	99.05
600-49400-37130	Water Meter Sales	10,000.00	2,929.67	94.98	7,070.33	29.30
600-49400-37150	Water Connect/Reconnect Fee	25,000.00	10,000.00	0.00	15,000.00	40.00
600-49400-37170	MDS Test Fee	6,500.00	5,738.60	576.72	761.40	88.29
600-49400-40101	Full-Time Employees Regular	86,450.00	73,757.09	7,072.82	12,692.91	85.32
600-49400-40103	Part-Time Employees	5,790.00	2,671.88	240.90	3,118.12	46.15
600-49400-40120	Refunds & Reimbursements	100.00	11.75	0.00	88.25	11.75
600-49400-40121	PERA	6,920.00	5,829.17	535.76	1,090.83	84.24
600-49400-40122	FICA/Medicare Withholding	7,060.00	5,801.33	555.26	1,258.67	82.17
600-49400-40123	Operating Supplies	16,000.00	7,634.71	10.00	8,365.29	47.72
600-49400-40131	Employer Paid Health	25,810.00	20,395.21	2,039.02	5,414.79	79.02
600-49400-40134	Life Insurance Expense	830.00	686.30	68.63	143.70	82.69
600-49400-40150	Software & Support	5,000.00	6,851.65	0.00	(1,851.65)	137.03
600-49400-40151	W/S Locates	300.00	306.49	18.22	(6.49)	102.16
600-49400-40152	Worker s Comp Insurance	3,500.00	2,408.32	0.00	1,091.68	68.81
600-49400-40182	Bank Fees	1,000.00	929.61	96.56	70.39	92.96
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	2,151.10	315.55	1,848.90	53.78
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	7,966.35	4,711.11	2,033.65	79.66
600-49400-40322	Postage	2,700.00	3,094.91	500.00	(394.91)	114.63
600-49400-40345	Sales and Use Tax	4,000.00	4,890.66	520.02	(890.66)	122.27
600-49400-40362	Property Ins	3,000.00	3,189.00	3,189.00	(189.00)	106.30
600-49400-40382	Utilities	15,000.00	15,267.49	2,171.76	(267.49)	101.78
600-49400-40433	Dues and Subscriptions	2,500.00	7,516.25	23.00	(5,016.25)	300.65
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	37,419.73	14,651.40	(22,419.73)	249.46
600-49400-40600	Debt Srv Principal	75,000.00	40,000.00	0.00	35,000.00	53.33

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 600 WATER FUND						
600-49400-40610	Debt Srv Interest	21,613.00	14,456.25	0.00	7,156.75	66.89
600-49400-40902	Water or WW Testing Fee	400.00	791.57	84.45	(391.57)	197.89
Fund 600 - WATER FUND:						
TOTAL REVENUES		366,900.00	389,859.70	34,634.02	(22,959.70)	106.26
TOTAL EXPENDITURES		370,973.00	264,376.82	36,803.46	106,596.18	71.27
NET OF REVENUES & EXPENDITURES:		(4,073.00)	125,482.88	(2,169.44)	(129,555.88)	
Fund: 601 SEWER FUND						
601-49450-34953	Charge for Service	26,300.00	17,502.57	2,191.83	8,797.43	66.55
601-49450-36100	Special Assessments	12,000.00	10,730.51	0.00	1,269.49	89.42
601-49450-36102	SA Surcharge	88,200.00	74,641.36	7,507.44	13,558.64	84.63
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	329,653.47	33,109.82	6,046.53	98.20
601-49450-37202	Sewer Sales - Commercial Base	115,800.00	98,736.13	9,870.00	17,063.87	85.26
601-49450-37203	Sewer Sales - Residential Dmnd	382,000.00	320,828.18	32,957.85	61,171.82	83.99
601-49450-37204	Sewer Sales - Commercial Dmnd	283,600.00	174,519.17	19,762.64	109,080.83	61.54
601-49450-37250	Sewer Connect/Reconnect Fee	50,000.00	14,000.00	0.00	36,000.00	28.00
601-49450-37260	Sewer Penalty	12,000.00	16,020.00	1,680.00	(4,020.00)	133.50
601-49450-40101	Full-Time Employees Regular	98,830.00	87,268.36	8,415.91	11,561.64	88.30
601-49450-40103	Part-Time Employees	11,430.00	10,224.68	578.19	1,205.32	89.45
601-49450-40120	Refunds & Reimbursements	0.00	11.75	0.00	(11.75)	100.00
601-49450-40121	PERA	8,270.00	7,611.62	661.82	658.38	92.04
601-49450-40122	FICA/Medicare Withholding	8,440.00	7,410.92	683.61	1,029.08	87.81
601-49450-40123	Operating Supplies	2,000.00	1,255.77	0.00	744.23	62.79
601-49450-40131	Employer Paid Health	27,830.00	23,011.80	2,300.88	4,818.20	82.69
601-49450-40134	Life Insurance Expense	960.00	826.30	82.63	133.70	86.07
601-49450-40150	Software & Support	3,000.00	6,851.65	0.00	(3,851.65)	228.39
601-49450-40151	W/S Locates	300.00	306.46	18.23	(6.46)	102.15
601-49450-40152	Worker s Comp Insurance	4,000.00	2,988.26	0.00	1,011.74	74.71
601-49450-40182	Bank Fees	6,000.00	5,263.77	547.19	736.23	87.73
601-49450-40208	Training and Instruction	700.00	373.29	0.00	326.71	53.33
601-49450-40212	Motor Fuels	2,500.00	2,185.90	176.51	314.10	87.44
601-49450-40300	Sewer Usage	436,600.00	418,286.28	0.00	18,313.72	95.81
601-49450-40301	Sewer Surcharge	84,000.00	71,490.00	0.00	12,510.00	85.11
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	4,241.58	0.00	758.42	84.83
601-49450-40321	Communications	1,000.00	1,772.34	181.72	(772.34)	177.23
601-49450-40322	Postage	3,000.00	3,094.91	500.00	(94.91)	103.16
601-49450-40362	Property Ins	500.00	532.00	532.00	(32.00)	106.40
601-49450-40382	Utilities	5,000.00	5,484.16	1,260.40	(484.16)	109.68
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:						
TOTAL REVENUES		1,310,600.00	1,056,631.39	107,079.58	253,968.61	80.62
TOTAL EXPENDITURES		1,405,350.00	1,187,422.89	15,939.09	217,927.11	84.49
NET OF REVENUES & EXPENDITURES:		(94,750.00)	(130,791.50)	91,140.49	36,041.50	
Fund: 603 REFUSE/RECYCLE FUND						

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 603 REFUSE/RECYCLE FUND						
603-43200-36100	Special Assessments	1,000.00	1,743.28	0.00	(743.28)	174.33
603-43200-36210	Interest Earnings	300.00	0.00	0.00	300.00	0.00
603-43200-37190	State Surcharge	8,000.00	7,884.34	801.28	115.66	98.55
603-43200-37300	Refuse (Garbage) Charges	87,600.00	86,196.07	8,454.32	1,403.93	98.40
603-43200-40101	Full-Time Employees Regular	4,220.00	2,315.29	272.50	1,904.71	54.86
603-43200-40103	Part-Time Employees	0.00	1,068.70	96.35	(1,068.70)	100.00
603-43200-40121	PERA	320.00	317.27	27.67	2.73	99.15
603-43200-40122	FICA/Medicare Withholding	320.00	258.38	28.16	61.62	80.74
603-43200-40123	Operating Supplies	560.00	762.51	502.55	(202.51)	136.16
603-43200-40131	Employer Paid Health	400.00	(1.61)	0.00	401.61	(0.40)
603-43200-40134	Life Insurance Expense	40.00	31.40	3.14	8.60	78.50
603-43200-40150	Software & Support	300.00	53.50	0.00	246.50	17.83
603-43200-40345	Sales and Use Tax	9,000.00	7,967.00	809.00	1,033.00	88.52
603-43200-40383	Sanitation	80,000.00	74,112.71	8,755.37	5,887.29	92.64
603-49500-33600	County Grants and Aids	500.00	0.00	0.00	500.00	0.00
603-49500-36100	Special Assessments	400.00	545.37	0.00	(145.37)	136.34
603-49500-36260	Refunds and Reimbursements	0.00	904.40	0.00	(904.40)	100.00
603-49500-37320	Recycle Fee	32,960.00	28,338.57	2,847.03	4,621.43	85.98
603-49500-40101	Full-Time Employees Regular	4,220.00	2,315.35	272.50	1,904.65	54.87
603-49500-40103	Part-Time Employees	0.00	1,068.80	96.36	(1,068.80)	100.00
603-49500-40121	PERA	320.00	317.31	27.67	2.69	99.16
603-49500-40122	FICA/Medicare Withholding	320.00	258.43	28.16	61.57	80.76
603-49500-40123	Operating Supplies	300.00	61.39	0.00	238.61	20.46
603-49500-40131	Employer Paid Health	400.00	(1.61)	0.00	401.61	(0.40)
603-49500-40134	Life Insurance Expense	40.00	31.40	3.14	8.60	78.50
603-49500-40351	Legal Notices Publishing	0.00	565.50	565.50	(565.50)	100.00
603-49500-40383	Sanitation	30,000.00	25,607.66	2,574.84	4,392.34	85.36
Fund 603 - REFUSE/RECYCLE FUND:						
TOTAL REVENUES		130,760.00	125,612.03	12,102.63	5,147.97	96.06
TOTAL EXPENDITURES		130,760.00	117,109.38	14,062.91	13,650.62	89.56
NET OF REVENUES & EXPENDITURES:		0.00	8,502.65	(1,960.28)	(8,502.65)	
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	399.41	0.00	(99.41)	133.14
651-43100-36210	Interest Earnings	300.00	0.00	0.00	300.00	0.00
651-43100-37280	Storm Sewer Fee	28,000.00	23,512.76	3,937.97	4,487.24	83.97
651-43100-40303	Engineering Fees	1,000.00	35,425.50	11,795.50	(34,425.50)	3,542.55
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	125,146.97	36,351.72	(123,146.97)	6,257.35
Fund 651 - STORM SEWER FUND:						
TOTAL REVENUES		28,600.00	28,556.17	3,937.97	43.83	99.85
TOTAL EXPENDITURES		6,000.00	161,662.47	48,147.22	(155,662.47)	2,694.37
NET OF REVENUES & EXPENDITURES:		22,600.00	(133,106.30)	(44,209.25)	155,706.30	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		6,945,007.00	3,987,318.77	173,345.66	2,957,688.23	57.41
TOTAL EXPENDITURES - ALL FUNDS		7,198,718.00	3,798,316.03	397,095.59	3,400,401.97	52.76

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
NET OF REVENUES & EXPENDITURES:		(253,711.00)	189,002.74	(223,749.93)	(442,713.74)	

CLEARWATER CITY COUNCIL MEETING MINUTES
REGULAR CITY COUNCIL MEETING
OCOTBER 13, 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, October 13, 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, and Everett. Council Member Senn arrived at 7:12 p.m. Also present were members of the public, staff, and guests.

2. **Approval of Agenda**

- **MOTION** by Schwinghammer to approve Agenda as presented, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

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

- Deputy Marschel gave the sheriff's report, which included updates about an incident at the Travel Plaza that requires a response from several agencies and a recent arrest involving drugs and weapons. Marschel stated that most incidents do not involve local residents but people passing through the area.
- Member Everett asked about a car accident on County Road 75. Marschel did not have details about that item. Fire Captain Repke who was in attendance stated that there were no major injuries in that incident.

4. **Public Forum**

- None.

5. **Consent Agenda**
   a. **Claims/Accounts Payable in the Amount of $ 383,397.41**
   b. **Approval of Minutes from 09-08-2025 Regular City Council Meeting**
   c. **Approval of Sewer Authority Director Contract Renewal**
   d. **Res 2025-48 – Approving Hire of Seasonal Worker**
   e. **Res 2025-49 – Approving New Hire for Fire Department**
   f. **Approval of Pay Voucher #2 – Spring Street Storm Sewer Project**
   g. **Ord 2025-08 – Amending Chicken Ordinance**

- **MOTION** by Crandall to approve Consent Agenda as presented, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

6. **Old Business**
   a. **Consider Options for Splash Pad Installation**
   - Smythe gave an overview of the cost estimate for installation under a state bid contract, along with three proposed add-on options for a special base surface, colorized concrete, or canvas shade features. The Park Commission recommends accepting the state bid contract along with the colorized concrete and rejecting the other two options.

Council Member Senn arrived at 7:12 p.m. and joined the splash pad discussion in progress.

   - Members discussed the add-on options.

- Members agreed the base surface add-on, at an estimated cost over $100,000, is simply too expensive.
- Members also agreed that staff could probably create the shaded areas at a lower cost and would match other park amenities.
- Members like the idea of the colorized concrete, however, are concerned about the costs of repairs, as special concrete batches would need to be made for repairs.

– **MOTION** by Lawrence to authorize the state bid contract for installation and reject the three add-on options, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.**

7. New Business

a. Fire Relief Association – Jim Repke

– Fire Relief President Jim Repke outlined the request to raise the fire department pension benefit to $3,000 per year of qualified service from the current $2,000. He shared a handout outlining several cost options and the impact to the city's required contribution. Based on the cost estimates, the city does not currently have a required contribution and would not expect to have one at the $3,000 benefit level. Smythe noted that the city has not had a required contribution for many years and that the department is below the benefit levels of others in the region.

– **MOTION** by Lawrence to authorize the increase to $3,000, seconded by Senn, all voted aye. **MOTION CARRIED.**

– Repke noted that the state will need a resolution from the City Council to make this change. Smythe will bring a resolution to the next meeting.

b. Authorization for Fire Department Pension Contribution

– Smythe explained that the budget had been increased to $13,000 for the voluntary contribution to the fire department pension. Staff are requesting authorization to make this payment.

– **MOTION** by Crandall to approve pension payment of $13,000 to PERA, seconded by Everett, all voted aye. **MOTION CARRIED.**

c. Ord 2025-05 – Portable Storage Units

– Smythe explained that the Planning Commission held a public hearing on this proposed ordinance but did not make a recommendation. The motion to approve failed for a lack of a second. Members discussed the potential uses of storage units in residential areas and the concerns about property values and aesthetics.

– **MOTION** to approve by Schwinghammer, seconded by Crandall, all voted aye. **MOTION CARRIED.**

d. Ord 2025-06 – Financial Guarantees

– Smythe noted that the Planning Commission held a public hearing on this proposed ordinance and recommended approval.

– **MOTION** to approve by Lawrence, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

e. Ord 2025-07 – Mobile Food Units

– Smythe noted that the Planning Commission recommended approval.

– **MOTION** to approve by Lawrence, seconded by Senn, all voted aye. **MOTION CARRIED.**

f. Discussion Items

i. Local Option Sales Tax Extension

– Smythe outlined the new legislative process and deadlines. Members agreed to pursue this as a 2027 project.

ii. Spring Street Assessments

– Smythe asked if the City Council wants to move forward with assessments for the Spring Street stormwater improvements. Members' consensus was to move forward.

iii. Food Shelf Escrow Fee Dispute

- Smythe explained the food shelf is disputing an escrow bill as their contractor reached out to a city consultant without authorization by the food shelf. Members' consensus was that the food shelf is still responsible for the bill and should pursue the contractor for reimbursement.

iv. Lions Pavilion Suggestion

- Smythe explained that the city had received a complaint about how noisy the rental facility is at Lions Park and asked if the Council would like to pursue options for sound panels. Members' consensus was to look at some artistic options and bring back cost estimates.

v. Request to Consider Sale of Huber Ave Property

- Smythe informed the Council that the city had received a letter from a realtor expressing interest in purchasing the city-owned land on Huber Avenue. Members would like more information, such as amount of land desired, price, planned use of the property. Staff will research further.

vi. License Fee Waiver

- Staff received a request from a resident, along with documentation, to waive the animal license fee for a service dog. The fee amount is $10.
- **MOTION** to approve fee waiver by Lawrence, seconded by Everett, all voted aye. **MOTION CARRIED.**

8. Committee Reports

a. Mayor and Council

- Mayor Lawrence asked if any Members were interested in having a table at the Trunk or Treat event on October 25. Members Crandall and Everett stated they could attend with Mayor Lawrence.

b. Boards

- Fire Relief Board – Met in September, update already provided by Mr. Repke.
- Sewer Authority – Did not meet.
- EDA – Meets next week.
- Planning Commission – Met to discuss and hold public hearings for ordinances considered earlier in the meeting.
- Park Commission – Met and discussed the splash pad installation options, plans for Phase II of Veterans Memorial Park, received an update on Depot Park design in progress, and discussed the Local Option Sales Tax future plan.

c. Staff

- Smythe reported that a city resident has asked the city council to reconsider the accessory building ordinance, which limits residential properties to two accessory uses per property. The resident has a large lot and would like the council to consider an ordinance that uses an area coverage ratio like other cities use instead of a flat number regardless of the size of the lot. Member Everett stated she believes Monticello uses an area ratio. Members were willing to consider this change and asked staff to work with the Planning Commission to develop a draft text amendment to the accessory ordinance.
- Smythe stated that staff were asking about the security deposit required from renters of city facilities and its purpose. Members noted that it acts as a deterrent for damage and would cover any cleaning charges, if needed. Members would like to keep it in the fee schedule.
- Smythe updated on the state's new Paid Family Leave program that is effective January 1:
    - She noted that regulations for this new law have not yet been issued by the state. Based on available information from the League of Minnesota Cities (LMC), the city will need to adopt a policy governing the plan.

- The city has the option to cover 100% of the required contributions under the program or have staff contribute up to 50% via payroll deductions. If the city covers 100%, the difference would be taxable income to the staff.
- The program will function similar to the workers' compensation program, with employers deducting employees' share from paychecks and submitting both the employee and employer contributions to the state.
- Updates to the city's payroll system will also be needed in order to comply with the new law.
- The city budget currently includes 100% of the costs because the City Council did not have time to review this before the preliminary levy was due.
- Members had several questions that are still unknown items. Member Everett stated that she will be attending a class on this soon and will have more information on the topic at the next meeting. She suggested revisiting then.
- Mayor Lawrence suggested keeping the program at 100% city cost for now so payroll systems could be updated, then modifying if the City Council changes their mind once more information is obtained.

– Members discussed a written staff complaint sent confidentially to Members regarding a recent incident involving inappropriate conduct by a board member. After discussion, Members appointed Members Crandall and Everett to sit on a committee with a staff member to review applicable city policies and develop a plan for addressing with the board member. Members stated there should be a warning given with the potential for removal from the board if the conduct is not addressed by the board member.

9. Other Business

a. Next Regular Meeting – November 10, 2025 at 7:00 p.m.

b. Reminder – Special Election November 4, 2025

– Next meeting date confirmed.

10. Adjournment

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

– Meeting adjourned at 8:25 p.m.

ATTEST

_____

Annita M. Smythe, City Administrator

APPROVED

_____

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. on Monday, November 10, 2025 in the Council Chambers.

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 2025-50
APPROVING 2026 LIQUOR LICENSES

WHEREAS, the City Administrator of the City of Clearwater, Minnesota, acting on behalf of the City Council as Local Liquor Licensing Authority, reviewed the establishments in the table below for the 2026 Liquor Licenses shown:

Licensee	Wine/Beer	Off Sale	On Sale	Sunday	Club	3.2% On Sale
American Legion 323				X	X	
Brothers and One Inc.		X	X	X		
Clearwater River Cats						X
Coborn's Inc.		X				
Coborn's Liquor		X				
CTP, Inc.			X	X		
Kwik Trip Inc.		X				
LTWIG Inc.		X	X	X		

NOW, THEREFORE, BE IT RESOLVED by the Clearwater City Council that the 2026 liquor licenses are hereby approved and may be issued upon meeting all city, county, and state requirements.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 10th day of November, 2025.

ATTEST: APPROVED BY:

_____ _____
Annita M. Smythe, City Administrator Andrea 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, November 10, 2025.

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 2025-51
APPROVING STEP INCREASE

WHEREAS, Community Development Specialist Kimberlie Gramsey recently received a performance review; 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:

Kimberlie Gramsey	Increase to Step 2	Effective 11/04/2025

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 10th day of November, 2025.

ATTEST: APPROVED BY:

_____ _____
Annita M. Smythe, City Administrator Andrea 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, November 10, 2025.

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 2025-52
APPROVING STEP INCREASE

WHEREAS, Maintenance Worker II Abraham Knowles recently received a performance review; and

WHEREAS, based on the performance review, he 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:

Abraham Knowles	Increase to Step 3	Effective 12/03/2025

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 10th day of November, 2025.

ATTEST: APPROVED BY:

_____ _____
Annita M. Smythe, City Administrator Andrea 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, November 10, 2025.

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 2025-53
OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS
WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of Clearwater, Minnesota, hereby ordains as follows:

WHEREAS, the City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, the City requested and obtained a cost analysis for increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS, the City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS, the City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

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

1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the $3,000.00 benefit level per year of service, effective January 1, 2026; and

2) The City Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Council members voting in favor:
Opposed or Abstained:

Adopted by the City Council this 10th day of November, 2025.

ATTEST: APPROVED BY:

_____ _____
Annita M. Smythe, City Administrator Andrea Lawrence Wheeler, Mayor

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

September 30, 2025

Annita Smythe, City Administrator
City of Clearwater
605 County Rd 75 NW
PO Box 9
Clearwater, MN 55320

RE: Main Street Overlay Project
Clearwater, Minnesota
BMI Project No: 0W1.134431

Dear Annita,

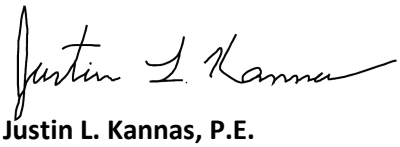
Please find enclosed Final Pay Application for the above referenced project. The Pay Application is for work that was completed through August 13, 2025.

I have reviewed the Pay Application and recommend payment be made in the amount shown. If you agree, please sign all copies of the Pay Estimate and return to the Contractor with payment and to me for our files.

If you have any questions on the above, please call.

Sincerely,

Bolton & Menk, Inc.



Justin L. Kannas, P.E.
City Engineer

JLK/cas
Enclosures

OK, AH 8-27-25

Contractor's Application for Payment

Owner:	City of Clearwater	**Owner's Project No.:**	
Engineer:	Bolton & Menk, Inc.	**Engineer's Project No.:**	0W1.134431
Contractor:	Knife River Corporation - North Central	**Agency's Project No.:**	
Project:	Main Street Overlay Project		
Contract:	Main Street Overlay Project		
Application No.:	FINAL	**Application Date:**	8/13/2025
Application Period:	**From** 9/23/2024	**to**	8/13/2025

1. Original Contract Price		$ 223,910.00
2. Net change by Change Orders		$ -
3. Current Contract Price (Line 1 + Line 2)		$ 223,910.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 209,852.75
5. Retainage		
a. _____ X	$ 209,852.75 Work Completed	$ -
b. _____ X	$ - Stored Materials	$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ -
6. Amount eligible to date (Line 4 - Line 5.c)		$ 209,852.75
7. Less previous payments		$ 199,360.11
8. Amount due this application		$ 10,492.64
9. Balance to finish, including retainage (Line 3 - Line 4)		$ -

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and
(4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Knife River Corporation - North Central

Signature: Jerome F Emmerich II **Date:** 9-12-25

Name: Jerome F Emmerich II **Title:** Vice President

Recommended by Engineer		**Approved by Owner**	
By:	Justin L Kannas	**By:**	
Name:	Justin L. Kannas, PE	**Name:**	
Title:	City Engineer	**Title:**	
Date:	9/15/2025	**Date:**	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Clearwater
Engineer:	Bolton & Menk, Inc.
Contractor:	Knife River Corporation - North Central
Project:	Main Street Overlay Project
Contract:	Main Street Overlay Project

Owner's Project No.:
Engineer's Project No.: 0W1.134431
Agency's Project No.:

Application No.: FINAL **Application Period:** From 09/23/24 to 08/13/25 **Application Date:** 08/13/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K
		Contract Information				Previous Estimate		Work Completed				
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)
	Original Contract											
1	MOBILIZATION	1.00	LUMP SUM	27,000.00	27,000.00	1.00	27,000.00	1.00	27,000.00		27,000.00	100%
2	REMOVE CURB AND GUTTER	255.00	LIN FT	11.00	2,805.00	282.00	3,102.00	282.00	3,102.00		3,102.00	111%
3	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	10.00	SQ YD	30.00	300.00		-	-	-		-	
4	MILL BITUMINOUS SURFACE (1.5")	15,585.00	SQ YD	2.10	32,728.50	14,618.00	30,697.80	14,618.00	30,697.80		30,697.80	94%
5	BITUMINOUS STREET PATCH	330.00	SQ YD	26.00	8,580.00	250.00	6,500.00	250.00	6,500.00		6,500.00	76%
6	BITUMINOUS DRIVEWAY PATCH	10.00	SQ YD	160.00	1,600.00		-	-	-		-	
7	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1,455.00	TON	71.00	103,305.00	1,399.00	99,329.00	1,399.00	99,329.00		99,329.00	96%
8	CONCRETE CURB & GUTTER DESIGN D418	85.00	LIN FT	41.00	3,485.00	85.00	3,485.00	85.00	3,485.00		3,485.00	100%
9	CONCRETE CURB & GUTTER DESIGN B618	170.00	LIN FT	45.25	7,692.50	197.00	8,914.25	197.00	8,914.25		8,914.25	116%
10	CONSTRUCT DRAINAGE STRUCTURE, DESIGN R-1	7.30	LIN FT	700.00	5,110.00	11.90	8,330.00	11.90	8,330.00		8,330.00	163%
11	CONSTRUCT DRAINAGE STRUCTURE, DESIGN SPECIAL	2.00	EACH	5,000.00	10,000.00	1.00	5,000.00	1.00	5,000.00		5,000.00	50%
12	ADJUST CATCH BASIN CASTING	4.00	EACH	300.00	1,200.00	3.00	900.00	3.00	900.00		900.00	75%
13	CASTING ASSEMBLY (STORM)	4.00	EACH	750.00	3,000.00	2.00	1,500.00	2.00	1,500.00		1,500.00	50%
14	ADJUST GATE VALVE BOX	16.00	EACH	150.00	2,400.00		-	-	-		-	
15	TRAFFIC CONTROL	1.00	LUMP SUM	5,000.00	5,000.00	1.00	5,000.00	1.00	5,000.00		5,000.00	100%
16	COMMON TOPSOIL BORROW (LV)	10.00	CU YD	50.00	500.00	8.00	400.00	8.00	400.00		400.00	80%
17	TURF ESTABLISHMENT (HYDRAULIC BONDED FIBER MATRIX)	65.00	SQ YD	11.00	715.00	113.00	1,243.00	113.00	1,243.00		1,243.00	174%
18	4" SOLID LINE (WHITE EPOXY)	6,160.00	LIN FT	0.55	3,388.00	6,124.00	3,368.20	6,124.00	3,368.20		3,368.20	99%
19	4" SOLID DOUBLE LINE (YELLOW EPOXY)	2,890.00	LIN FT	1.10	3,179.00	2,945.00	3,239.50	2,945.00	3,239.50		3,239.50	102%
20	12" SOLID LINE (WHITE EPOXY)	22.00	LIN FT	26.00	572.00	19.00	494.00	19.00	494.00		494.00	86%
21	PAVEMENT MESSAGE (WHITE EPOXY)	9.00	EACH	150.00	1,350.00	9.00	1,350.00	9.00	1,350.00		1,350.00	100%
	Original Contract Totals				$ 223,910.00		$ 209,852.75		$ 209,852.75	$ -	$ 209,852.75	94%

3rd Quarter Report

As of September 30th, 2025




Prepared by: Maci Hill
10/27/2025

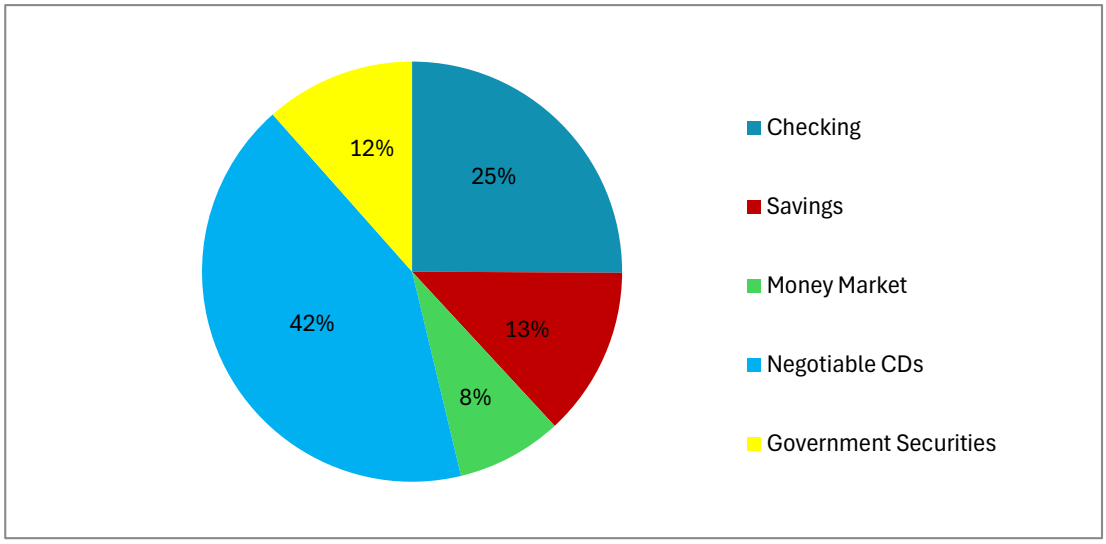
Cash & Investments

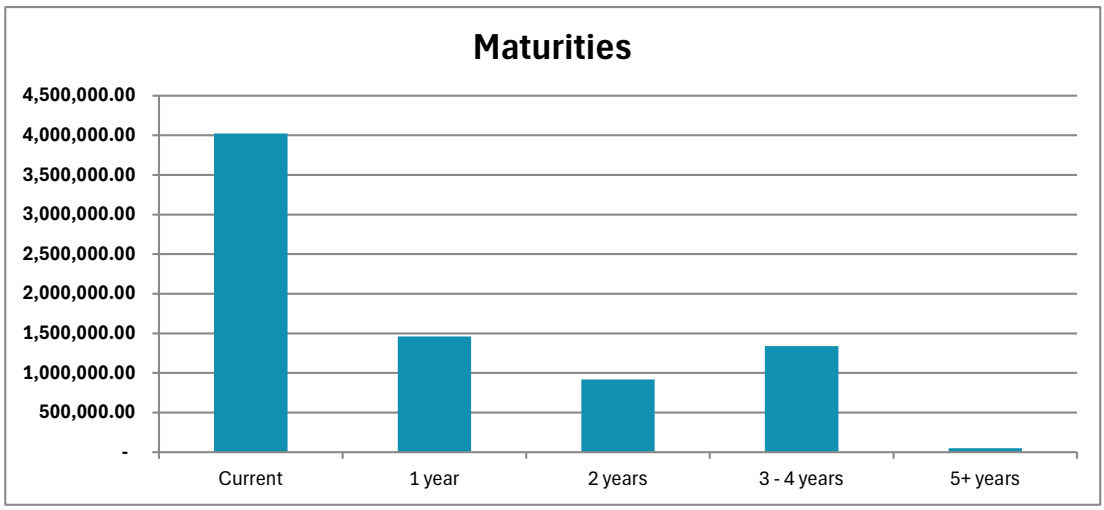
The city's cash and investment balances are as follows:

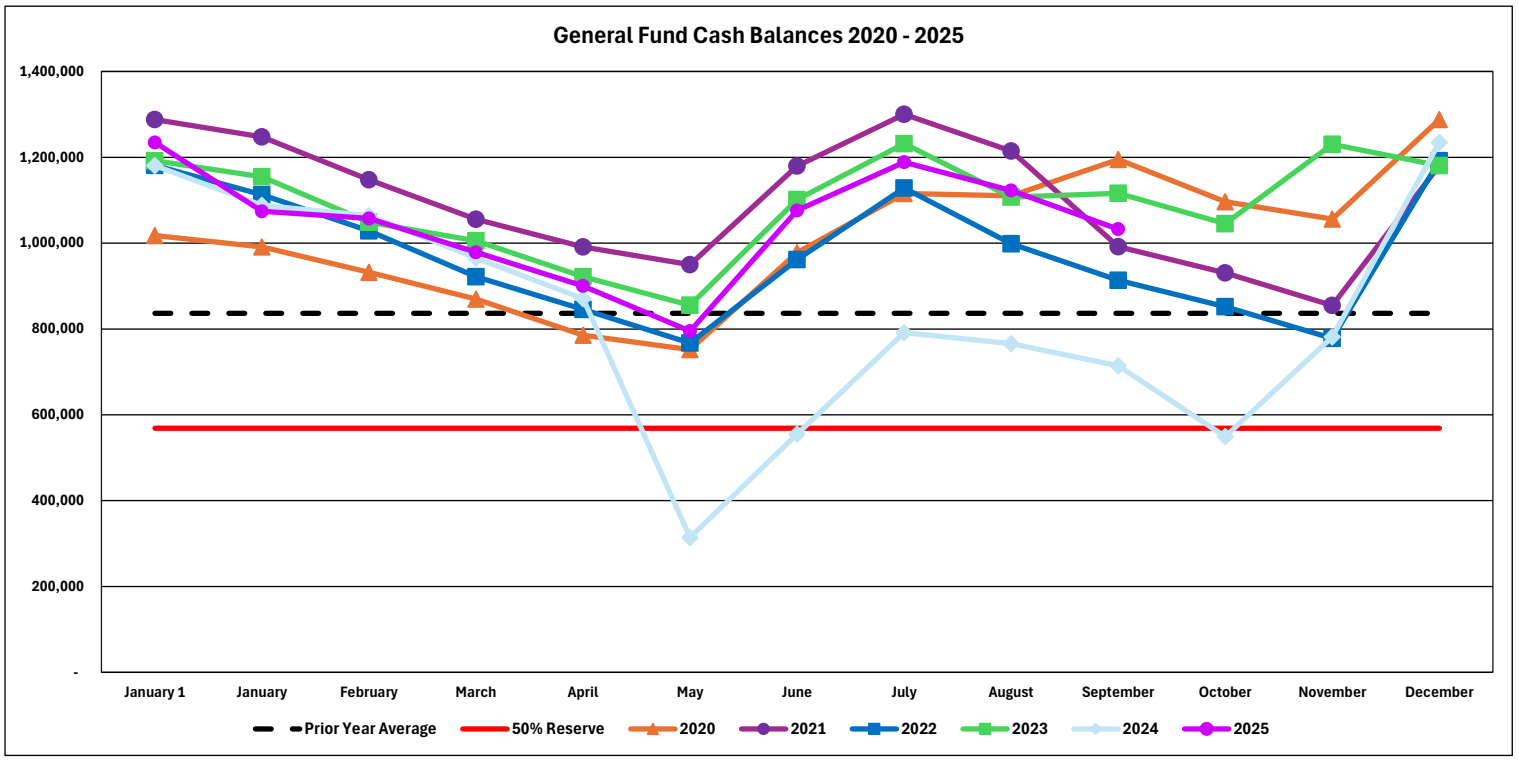
	Prior Year End 12/31/2024	Current Quarter 9/30/2025	Increase/ (Decrease)
Checking and Savings	2,764,958.13	2,969,356.86	204,398.73
Investments (at market value)	4,646,508.59	4,819,445.55	172,936.96
Total Cash & Investments	**7,411,466.72**	**7,788,802.41**	**377,335.69**

By Investment Type

Checking	1,757,758.45	1,953,840.19	196,081.74
Savings	1,007,199.68	1,015,516.67	8,316.99
Money Market	544,869.16	633,324.28	88,455.12
Negotiable CDs	3,218,419.93	3,286,868.27	68,448.34
Government Securities	883,219.50	899,253.00	16,033.50
Total Cash & Investments	**7,411,466.72**	**7,788,802.41**	**377,335.69**







General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget	
Revenues				
Taxes	$ 456,143	$ 344,982	75.6 %	↓
Special Assessments	375	2,194	584.9	↑
Cable franchise fees	8,250	8,129	98.5	→
Licenses and permits	100,125	38,404	38.4	↓
Library	-	2,000	-	↑
Intergovernmental	351,540	227,311	64.7	↓
Charges for services	28,875	33,742	116.9	↑
Fines and forfeitures	6,000	19,103	318.4	↑
Interest on Investments	7,950	192,996	2,427.6	↑
Sale of Fixed Assets	-	-	-	
Miscellaneous revenue	3,750	10,650	284.0	↑
	$ 963,008	$ 879,511	91.3 %	→

	YTD Budget	YTD Actual	Percent of YTD Budget	
Expenditures				
General government	$ 86,025	$ 80,201	93.2 %	→
City Council	16,860	17,955	106.5	→
City Hall	168,210	184,480	109.7	→
Elections	375	3,765	1,004.1	↓
Assessor	11,250	14,095	125.3	↓
Accounting/Auditing	27,000	46,510	172.3	↓
Legal Services	15,000	10,689	71.3	↑
Engineering	11,250	4,604	40.9	↑
Mosquito Control	22,500	33,418	148.5	↓
Planning and Zoning	5,798	141	2.4	↑
Sheriff	255,000	287,185	112.6	↓
Building Inspection	37,500	79,570	212.2	↓
Animal Control	600	-	-	↑
PW Maintenance	279,915	277,964	99.3	→
Library	25,500	25,601	100.4	→
Insurance	30,225	12,535	41.5	↑
	$ 993,008	$ 1,078,714	108.6 %	→

Key

↑ Varies more than 10% than budget positively
↓ Varies more than 10% than budget negatively
→ Within 10% of budget

Current short-term rates being offered by financial institutions are very low as evidenced by the table of the U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields

Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
12/31/2014	0.03	0.04	0.12	0.25	0.67	1.10	1.65	1.97	2.17
12/31/2015	0.14	0.16	0.49	0.64	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
12/29/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.86	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
06/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
09/29/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/29/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
03/28/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20	4.20
06/28/2024	5.47	5.48	5.33	5.09	4.71	4.52	4.33	4.33	4.36
09/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67	3.81
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48	4.58
03/31/2025	4.38	4.32	4.23	4.03	3.89	3.89	3.96	4.09	4.23
06/30/2025	4.28	4.41	4.29	3.96	3.72	3.68	3.79	3.98	4.24
09/30/2025	4.2	4.02	3.83	3.68	3.6	3.61	3.74	3.93	4.16

Source: Department of the Treasury

City of Clearwater, Minnesota

Statement of Revenue and Expenditures -
Budget to Actual -
General Fund (Unaudited)
For the Three Months Ended September 30, 2025

	Annual Budget	Budget through Current Qtr	Actual through Current Qtr	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through Current Qtr	
Revenues						
Taxes	$ 608,190	$ 456,143	$ 344,982	$ (111,160)	75.6	*
Special assessments	500	375	2,194	1,819	584.9	*
Cable franchise fees	11,000	8,250	8,129	(121)	98.5	
Licenses and permits	133,500	100,125	38,404	(61,721)	38.4	1
Library	-	-	2,000	2,000	-	
Intergovernmental	468,720	351,540	227,311	(124,229)	64.7	*
Charges for services	38,500	28,875	33,742	4,867	116.9	
Fines and forfeitures	8,000	6,000	19,103	13,103	318.4	
Interest on investments	10,600	7,950	192,996	185,046	2,427.6	2
Sale of Fixed Assets	-	-	-	-	-	
Miscellaneous Revenue	5,000	3,750	10,650	6,900	284.0	
Total Revenues	$ 1,284,010	$ 963,008	$ 879,511	$ (83,496)	91.3	
Expenditures						
General government	114,700	86,025	80,201	5,824	93.2	
City Council	22,480	16,860	17,955	(1,095)	106.5	
City Hall	224,280	168,210	184,480	(16,270)	109.7	
Elections	500	375	3,765	(3,390)	-	
Assessor	15,000	11,250	14,095	(2,845)	125.3	
Accounting/Auditing	36,000	27,000	46,510	(19,510)	172.3	3
Legal Services	20,000	15,000	10,689	4,311	71.3	
Engineering	15,000	11,250	4,604	6,647	40.9	
Mosquito control	30,000	22,500	33,418	(10,918)	148.5	
Planning and zoning	7,730	5,798	141	5,657	2.4	
Sheriff	340,000	255,000	287,185	(32,185)	112.6	4
Building Inspection	50,000	37,500	79,570	(42,070)	212.2	5
Animal control	800	600	-	600	-	
PW Maintenance	373,220	279,915	277,964	1,951	99.3	
Library	34,000	25,500	25,601	(101)	100.4	
Insurance	40,300	30,225	12,535	17,690	41.5	6
Total Expenditures	$ 1,324,010	$ 993,008	$ 1,078,714	$ (85,706)	108.6	
Excess Revenues (Expenditures)	$ (40,000.00)	$ (30,000.00)	$ (199,202.54)	$ (169,202.54)		

* Property taxes, assessments, and local government aids (LGA) are only paid twice a year

Item Explanation of items percentage received/expended less than 80% or greater than 120% AND $ variance greater than $15,000.

1) Lower than average amount of building permits issued through Q1, Q2 & Q3

2) Large positive market value changes for Q1 through Q3. Applies to all funds and gets allocated at year end.

3) Auditing fees annually paid in Q1/Q2. Higher than normal due to extra work on new system conversion.

4) Fines and patrol services from FY24-Q4 were paid in FY25-Q1, keeping us over budget into Q3.

5) Large Commercial Property finaled from FY24 and payable in FY25

6) Timing issue - Insurance paid for later in year

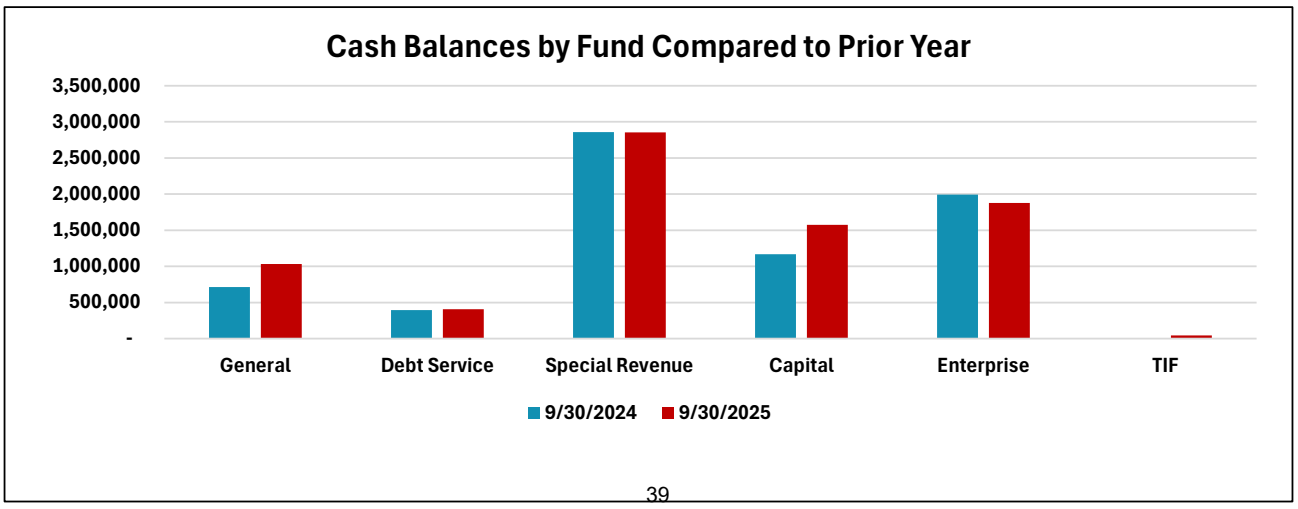
City of Clearwater, Minnesota

Unaudited Cash Balances by Fund

September 30, 2024 - June 30, 2025 - September 30, 2025

	Fund	Balance 9/30/2024	Balance 6/30/2025	Balance 9/30/2025	QTD Change 6/30/2025	
100	General Fund	$ 714,094	1,076,225	1,032,765	(43,460)	
200	Park Dedication Fee	28,598	29,188	29,188	-	
230	Fire and Rescue	250,486	256,248	274,196	17,947	
240	Parks and Recreation	(23,149)	61,303	13,211	(48,092)	
250	Economic Dev. Authority	280,340	300,891	290,043	(10,848)	
260	Small Cities Aid	28,057	-	9,895	9,895	
270	Local Option Sales Tax	2,290,680	2,171,328	2,241,246	69,918	1
315	GO Improvement Bond 2015	196,602	197,753	201,255	3,502	
316	GO Improvement Bond 2019	136,589	137,806	137,806	-	
317	GO Equip Cert 2020A	60,993	67,857	67,857	-	
400	General Capital Fund	71,084	100,997	93,485	(7,511)	
415	Streets Capital	186,554	146,180	146,180	-	
416	SE Area Project	-	-	-	-	
418	T.H. 24 Corridor Project	(55,302)	(49,016)	194,824	243,840	2
420	Fire Capital Fund	101,243	186,996	170,969	(16,027)	
421	Fire Truck Capital Fund	308,444	406,670	406,670	-	
425	Developer Escrow Fund	3,319	5,450	(3,874)	(9,324)	
430	Public Works Capital Fund	556,484	638,463	560,841	(77,621)	3
501	TIF 1-1 Mississippi Ridge	10,837	68,413	18,858	(49,554)	
502	TIF 2-1 CW Residential Suites	(1,050)	24,050	22,385	(1,665)	
503	TIF 3-1 Central Mn Cold Storage	(400)	5,006	3,341	(1,665)	
600	Water Fund	1,148,012	1,223,457	1,269,349	45,893	
601	Sewer Fund	800,600	1,001,833	635,350	(366,484)	4
603	Refuse (Garbage) Fund	29,289	37,090	38,275	1,185	
651	Storm Sewer	15,359	25,714	(65,314)	(91,028)	5
	Total	**7,137,763**	**8,119,904**	**7,788,802**	**(331,102)**	

Item	Explanation of changes with a $ variance greater than $50,000
1)	Received Sales Tax Payments
2)	MOU Agreement First Half Payment
3)	Purchase of Public Works Truck
4)	Paid GO Sewer Revenue Note in July
5)	Spring Street Project



City of Clearwater, Minnesota

Statement of Revenue and Expenditures -

Budget to Actual -

Water Fund (Unaudited)

For the Three Months Ended September 30, 2025

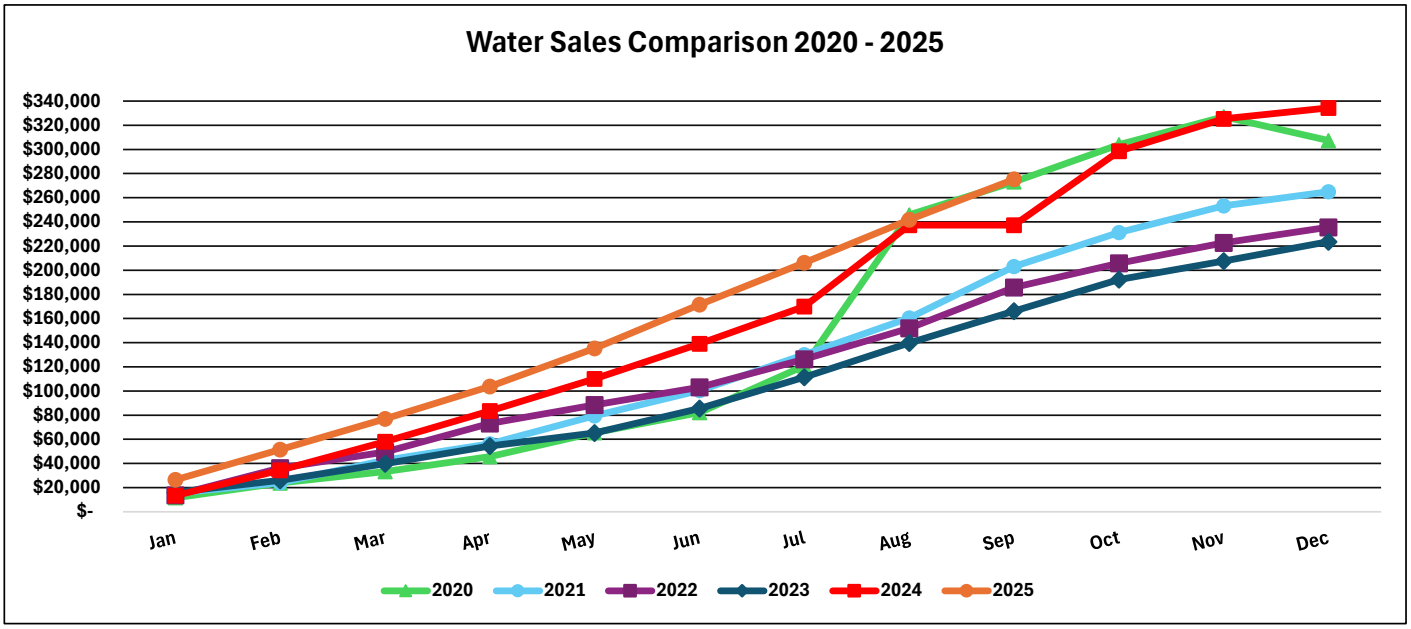
	Annual Budget	Budget Through Current Qtr	Actual Through Current Qtr	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through Current Qtr	
Revenues						
Charges for Services	$ 318,300	$ 238,725	$ 278,129	$ 39,404	116.5	
Connect Fees	25,000	18,750	10,000	(8,750)	53.3	
Interest Earnings	8,000	6,000	-	(6,000)	-	
Miscellaneous	15,600	11,700	67,097	55,397	573.5	1
Total Revenues	$ 366,900	$ 275,175	$ 355,226	$ 80,051	129.1	
Expenses						
Salaries and benefits	$ 136,460	$ 102,345	$ 106,484	$ (4,139)	104.0	
Supplies	18,700	14,025	10,220	3,805	72.9	
Other services and charges	54,200	40,650	33,646	7,004	82.8	
Capital Outlay	65,000	48,750	22,768	25,982	46.7	2
Bond Payment	75,000	56,250	40,000	16,250	71.1	3
Bond Interest	21,613	16,210	14,456	1,754	89.2	
Total Expenses	$ 370,973	$ 278,230	$ 227,573	$ 50,656	81.8	
Excess Revenues Over (Under) Expenses	(4,073)	(3,055)	127,652	130,707		

Item Explanation of items percentage changed less than 80% or greater than 120% AND $ variance greater than $15,000.

1) Second PFAS settlement payment received

2) Budgeted Capital Expenditures not made

3) NE Street Project Water Portion bond payment not due until December



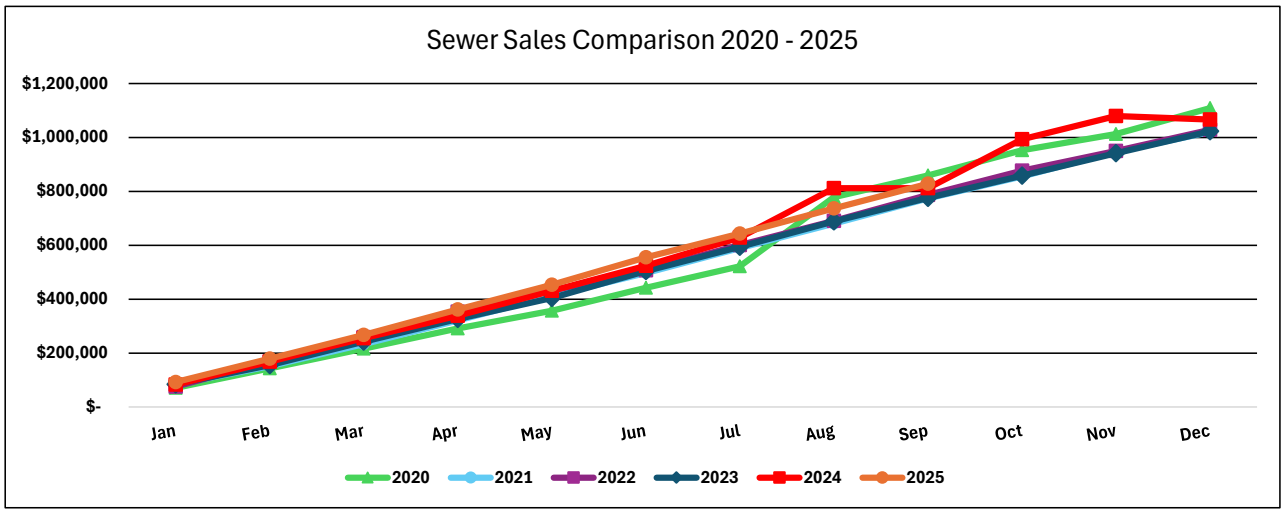
City of Clearwater, Minnesota

Statement of Revenue and Expenditures -
Budget to Actual -
Sewer Fund (unaudited)
For the Three Months Ended September 30, 2025

	Annual Budget	Budget Through Current Qtr	Actual Through Current Qtr	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through Current Qtr	
Revenues						
Charges for Services	$ 1,243,600	$ 932,700	$ 924,821	$ (7,879)	99.2	
Connect Fees	50,000	37,500	14,000	(23,500)	37.3	1
Interest Income	5,000	3,750	-	(3,750)	-	
Special Assessments	12,000	9,000	10,731	1,731	119.2	
Total Revenues	$ 1,310,600	$ 982,950	$ 949,552	$ (33,398)	96.6	
Expenses						
Sewer Usage	$ 520,600	$ 390,450	$ 489,776	$ (99,326)	125.4	2
Salaries and benefits	156,460	117,345	124,016	(6,671)	105.7	
Supplies	5,000	3,750	3,851	(101)	102.7	
Other services and charges	13,400	10,050	15,456	(5,406)	153.8	
Repair and maintenance	5,000	3,750	4,242	(492)	113.1	
Utilities	5,000	3,750	4,224	(474)	112.6	
Capital Outlay	200,000	150,000	31,545	118,455	21.0	3
Insurance	4,500	3,375	2,988	387	88.5	
Bond Principal	471,000	353,250	471,000	(117,750)	133.3	4
Bond Interest	24,390	18,293	24,386	(6,093)	133.3	
Total Expenses	$ 1,405,350	$ 1,054,013	$ 1,171,484	$ (117,471)	111.1	
Excess Revenues Over (Under) Expenses	$ (94,750)	$ (71,063)	$ (221,932)	$ (150,869)		

Item Explanation of items percentage received/expended less than 80% or greater than 120% and $ variance greater than $15,000.

1) Lower than average new construction resulting in lower than average connect fees
2) Paid two months that was carried over from FY24-Q4 keeping us over budget
3) Budgeted Capital Expenditures not made yet
4) Bond Payment made in July - 2008A GO Sewer Revenue Note



City of Clearwater, Minnesota

Statement of Revenue and Expenditures -

Budget to Actual -

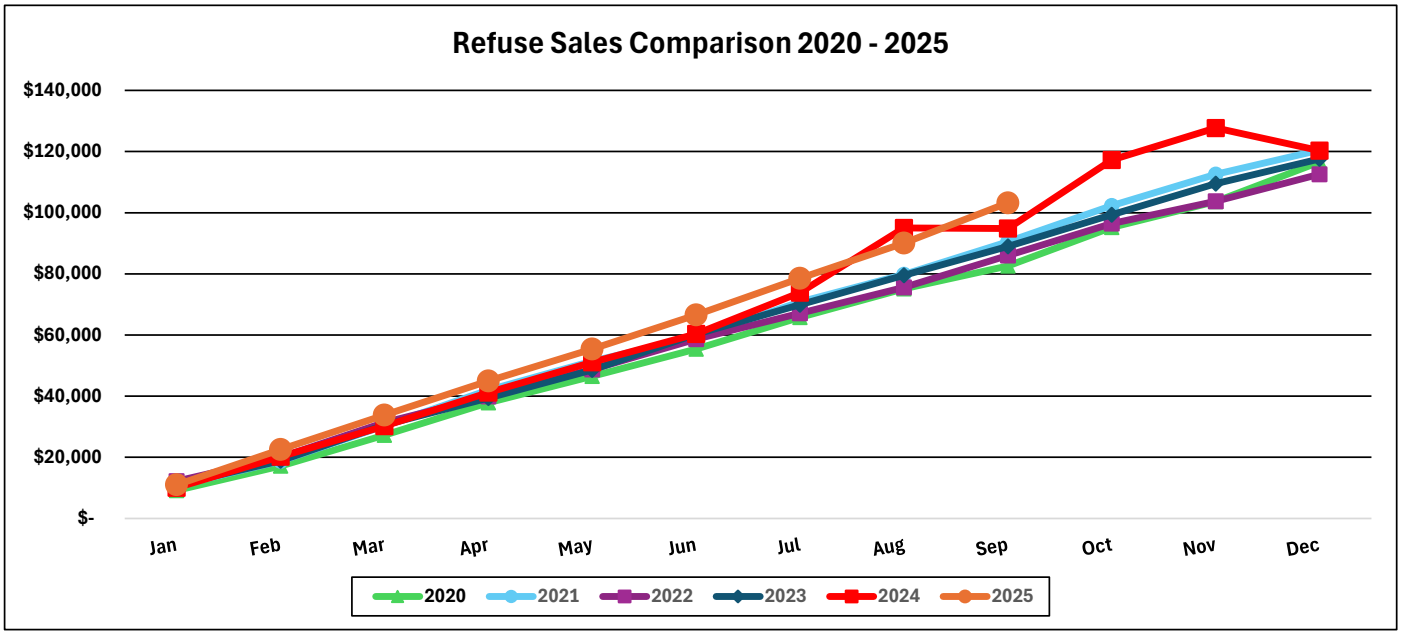
Refuse Fund (Unaudited)

For the Three Months Ended September 30, 2025

	Annual Budget	Budget Through Current Qtr	Actual Through Current Qtr	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through Current Qtr
Revenues					
Charges for Services	$ 120,560	$ 90,420	$ 103,233	$ 12,813	114.2
Interest Earnings	300	225	-	(225)	-
Intergovernmental	8,500	6,375	7,083	708	111.1
Special Assessments	1,400	1,050	2,289	1,239	218.0
Miscellaneous	-	-	904	904	-
Total Revenues	130,760	98,070	113,509	15,439	115.7
Expenses					
Salaries and benefits	$ 10,600	$ 7,950	$ 7,123	$ 827	89.6
Supplies	860	645	321	324	49.8
Refuse & Recycling Charges	119,000	89,250	95,548	(6,298)	107.1
Other services and charges	300	225	54	172	23.8
Total Expenses	130,760	98,070	103,046	(4,976)	105.1
Excess Revenues Over (Under) Expenses	$ -	$ -	$ 10,463	$ 10,463	

Item Explanation of items percentage received/expended less than 80% or greater than 120% and $ variance greater than $15,000.

None



City of Clearwater, Minnesota

Statement of Revenue and Expenditures -

Budget to Actual -

Storm Water Fund (Unaudited)

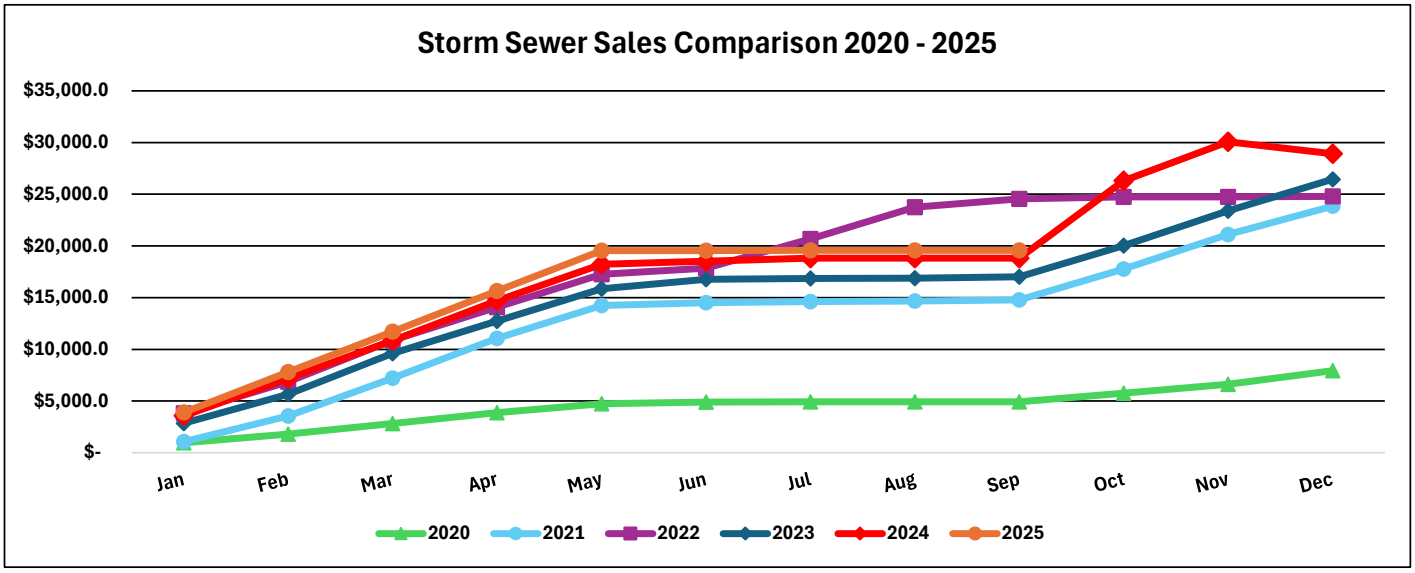
For the Three Months Ended September 30, 2025

	Annual Budget	Budget Through Current Qtr	Actual Through Current Qtr	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget through Current Qtr	
Revenues						
Charges for Services	$ 28,000	$ 21,000	$ 19,575	$ (1,425)	93.2	
Interest Earnings	300	225	-	(225)	-	
Special Assessments	300	225	399.4	174	177.5	
Total Revenues	28,600	21,450	19,974	(1,476)	93.1	
Expenses						
Other services and charges	$ 4,000	$ 3,000	$ 24,720	$ (21,720)	824.0	1
Capital Outlay	2,000	1,500	88,795.3	(87,295)	5,919.7	2
Total Expenses	6,000	4,500	113,515	(109,015)	2,522.6	
Excess Revenues Over (Under) Expenses	$ 22,600	$ 16,950	$ (93,541)	$ (110,491)		

Explanation of items percentage received/expended less than 80% or greater than 120% and $ variance greater than $5,000.

1) Engineering Fees for the Spring Street Storm Sewer Project

2) Spring Street Project



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

From: Annita Smythe, City Administrator

Date: November 10, 2025

Re: Minnesota Paid Family Leave

Background

The state of Minnesota recently adopted a new law creating a Paid Family Leave program effective January 1, 2026. The first premiums will be paid following 1st quarter 2026. The program requires all employers, with a few very limited exceptions, to participate in the program. The City of Clearwater is required to participate. All employees are covered under the program – full-time, part-time, temporary or seasonal employees, paid-on-call firefighters, and election judges. We are unclear whether elected officials are covered, but do not believe they are, as they are generally not considered employees. We will get clarification from the city attorney on this before the program begins. I have attached a flyer from the state which provides a summary of key aspects of the new law.

To get ready for implementation, the City Council needs to make decisions about certain aspects of the program so that staff can complete programming changes to our payroll system.

Required Input

The City Council needs to make decisions about the following items:

1) **Premiums** - Employers are required to cover at least 50% of the program premiums but may cover more. We need a decision on what level of premiums the city will cover and what level will be payroll-deducted from employee paychecks. The premium rate for 2026 is 0.88% of wages, with a maximum of 0.44% that can be charged to employee accounts.

2) **Supplemental Payments** – The program only replaces part of an employee's wages. The law allows employers to decide if they will allow supplemental payments. Supplemental payments allow staff to make up the difference between the Paid Family Leave benefits and their regular wages by utilizing other leave programs, such as PTO. If allowed, employees can use other leave programs to "top off" their Paid Family Leave benefits. If supplemental payments are allowed, city staff would need to administer this part of the program. If the city does not allow supplemental benefits, employees would need to choose to either use regular leave to receive their full wages or the Paid Family Leave program and only receive partial wage replacement.

3) **Intermittent Leave** – Employees can take Paid Family Leave under the program in intermittent chunks of time or all at once. The employer gets to decide what the shortest block of time is that can be taken under the program. The city's current benefits such as PTO are allowed to be taken in 15-minute increments, but the city can choose to do something different for this program.

4) **Extended Leave** – Employees under the program may take up to 12 weeks of Paid Family Leave per year. If they meet certain requirements, that could be increased to 20 weeks. Employers can decide if the additional 8 weeks can be taken intermittently or must be used in a single block.

5) **Current Programs** – The city can add Paid Family Leave as an additional leave program or can modify other leave programs so that they are replaced with Paid Family Leave. For example, the

city currently provides a parental leave program. Since employees can use Paid Family Leave in the same or similar circumstances as parental leave, the city could decide to coordinate overlapping programs or leave them in place. The city also needs to decide if these programs will run concurrently if used by an employee. I have attached the section from the personnel policy which governs the city's current leave programs for your review.

Resources

While I have included a basic summary of the program, there is more detailed information that can be found on Minnesota DEED's website. Please visit *https://mn.gov/deed/paidleave/* for more information about this program.

The League of Minnesota Cities also has a section of FAQs on their website *https://www.lmc.org/resources/paid-family-and-medical-leave-law-faqs/.*

Recommendations

Given the many new leave programs that have been implemented the last few years, I think it makes sense for the City Council to consider modifications to its leave programs. We are a small employer. With Paid Family Leave, ESSL, PTO, Compensatory Time, and other leave programs, it will continue to be more difficult to keep people in the office, leaving us short-staffed at times. I do not believe employees would be supportive of losing benefits, but given the new benefits being gained, I feel like this is an appropriate time to review programs and coordinate those that overlap. I also learned recently that several of our nearby cities have moved to lower caps and payouts of Compensatory Time to help limit costs and staffing shortages. This may also be something to consider.

My general recommendation would be to make decisions on the key aspects of the Paid Family Leave program so that we can timely implement things prior to the January 1 deadline, then conduct a workshop early in 2026 to review all leave programs. Employees could be invited to give feedback during the discussion.

Respectfully,

Annita M. Smythe, City Administrator

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is $1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov

This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

MINNESOTA PAID LEAVE

Minnesota Paid Leave | 180 E 5th St Suite 1200 | Saint Paul, MN 55101

7/2025

TERMINATION OF EMPLOYMENT
If an employee has received benefits under this policy and leaves employment with the City either voluntarily or involuntarily, the employee shall reimburse the City for funds used based on the following schedule:

- termination 1 year or less after completion -100%;
- termination between 1-2 years after completion - 50%; or
- termination after 2 years - 0%.

PROHIBITION OF MULTIPLE REIMBURSEMENTS
The City will not reimburse employees for expenses reimbursed or otherwise funded under scholarship, grant, performance pay or some other education system or program, e.g., GI Bill.

WORK SCHEDULE PRIORITY
The courses should be attended outside of normal working hours. If feasible, the City of Clearwater may attempt to accommodate a flexible work schedule so employees may have the opportunity to attend classes. Any work schedule arrangements must be approved by your supervisor.

1800.10 HOLIDAYS

The city observes the following official holidays for all regular full-time, part-time employees, and seasonal employees:

New Year's Day	Independence Day	Christmas Day
Martin Luther King, Jr. Day	Labor Day	1 Floating Holiday
Presidents Day	Veterans Day	(in lieu of Indigenous People's
Memorial Day	Thanksgiving Day	Day)
Juneteenth Holiday	Christmas Eve	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities that are open on Friday, or Thursday for city operations/facilities closed on Fridays. To avoid confusion, all holidays will be announced in advance.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time and seasonal employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the city may request either PTO or unpaid leave for such time off.

1800.11 LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation

absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Earned Sick and Safe Leave

Earned Sick and Safe Leave (ESSL) is paid time off earned at one hour of Earned Sick and Safe Leave for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city.

Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (1/4 hour) for the following circumstances:

- An employee's own:
    - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness
    - injury or health condition
    - Need for preventative care
    - Closure of the employee's place of business due to weather or other public emergency
    - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
    - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
        - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
        - Obtain services from a victim services organization
        - Obtain psychological or other counseling
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
    - With mental or physical illness, injury or other health condition
    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
    - Who needs preventative medical or health care
    - Whose school or place of care has been closed due to weather or other public emergency
    - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease

- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

Carry Over of Earned Sick and Safe Leave

Employees are eligible for carryover of accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carryover hours shall not exceed 80 hours.

Retaliation Prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Benefits and Return to Work Protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Paid Time Off (PTO)

Paid Time Off (PTO) replaces individual sick leave, vacation leave, and funeral leave plans and combines them into a single benefit program. PTO does not replace city observed holidays, jury duty, military leave, court leave, or other leave programs. Employees accrue PTO based on length of service with the city. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

PTO can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

Eligibility

All regular full-time or part-time employees are eligible to accrue PTO. Firefighters and temporary/ seasonal employees are not eligible. PTO will not accrue during unpaid leaves.

Accrual Rate

Unless otherwise negotiated in an employment contract, PTO is accrued based on employment status and years of service. PTO begins accruing on the first day of employment. PTO is accrued on a pro-rated monthly basis throughout the year and is credited as shown below. PTO balances are tracked in the payroll system and shown on employee pay stubs.

Regular full-time employees accrue PTO as follows:

Service Credited	Accrual Rate
Date of hire	None
End of Training Period (90 days)	40 hours
1st Anniversary	80 hours
2nd Anniversary	120 hours
3rd through 5th Anniversary	160 hours
6th through 10th Anniversary	200 hours
11th and Subsequent Anniversaries	240 hours

Regular part-time employees who worked an average of 20 hours or more over the previous year accrue PTO as follows:

Service Credited	Accrual Rate
Date of Hire	None
End of Probationary Period (90 days)	10 hours
1st Anniversary	20 hours
2nd Anniversary	30 hours

3rd through 5th Anniversary	40 hours
6th through 10th Anniversary	50 hours
11th and Subsequent Anniversaries	60 hours

Regular part-time employees who work an average of less than 20 hours over the previous year will not accrue PTO.

The maximum amount of PTO that can be carried over each year is 240 hours. Any accrued amounts exceeding this cap may be paid out in accordance with the PTO Conversion policy outlined below, if eligible. Amounts exceeding this cap that are not eligible for conversion will be forfeited. Employees are encouraged to use their accrued PTO to keep balances below the cap.

Use of PTO

All PTO must be fully earned and accrued before it can be taken.

PTO can be used for any reason subject to request and approval procedures. As with all paid time off programs, approval will be based on the needs of the city. The city reserves the right to deny requested use of PTO if it will interfere with city operations or adversely affect coverage of job and staffing requirements. Whenever possible, employees' requests for PTO will be accommodated.

PTO time off requests should be completed in writing and given to the employee's supervisor for approval at least one week prior to the leave date, unless the PTO is being used for medical/health reasons. If using PTO for health reasons, a written request should be submitted as soon as possible following the absence or upon return to work, whichever is sooner. PTO may be used in conjunction with holiday pay to extend the time off or reduce the number of PTO hours used.

PTO Conversion

PTO accruals exceeding the annual cap amount may be converted to a cash payment on an hour-for-hour basis annually in accordance with the following conditions. Up to 60% of the annual leave balance, not to exceed one hundred twenty (120) hours, may be converted to cash each year provided the employee has used at least 30% of his/her annual accrual during the current year.

The converted leave will be paid at the regular hourly rate as of the payment date. Regular hourly rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

Fire PTO

Individuals employed to a regular position for the city who also serve on the Clearwater Fire Department shall be eligible for Fire PTO. The regular position shall be considered the primary position for purposes of administering this benefit.

Eighty (80) hours of paid time off will be available annually on the first of the year for eligible full-time employees or a pro-rated number of hours for part-time employees. The Fire PTO is a "use it or lose it" benefit. Any unused hours at the end of a calendar year will be forfeited. Unused hours will not be paid out at year-end, termination, or retirement, and may not be converted into the 457 deferred compensation plan.

Fire PTO is available for eligible employees to use when called away from their primary employment in order to serve the needs of the Clearwater Fire Department. The Fire PTO may only be used during the regularly scheduled work hours of the employee's primary position.

The employee is required to document the use of Fire PTO on their timesheet for their primary position. Additionally, the employee will document the total time spent away from their primary position to serve the fire department.

Compensatory Time
Employees have the option to accrue Compensatory Time in lieu of being paid overtime. Compensatory Time is accrued at a rate of 1.5 times the regular pay rate. For example, if an employee earns 4 hours of overtime pay, and chooses to take it as Compensatory Time, the employee would have 6 hours of Compensatory Time credited. Compensatory Time is tracked in the payroll system and is shown on employee pay stubs.

Compensatory Time may be used within the same guidelines as use of PTO. Employees must specify on their timesheet if using either Compensatory Time or PTO when taking time off.

The maximum amount of Compensatory Time that can be accrued is 80 hours. Any overtime earned once the cap is reached will be paid out.

Returning to Work After a Medical Absence
After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.
Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.

Severance Pay
Employees leaving the city in good standing will receive 100 percent of their accrued PTO, ESSL, and compensatory time as compensation (applicable taxes will be withheld).

Funeral Leave
Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's PTO balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Unpaid Leave
Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued PTO and compensatory time prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator.

Military Leave
State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year. City compensation is in addition to the military pay for these 15 days, as per MN Attorney General's Opinion.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the city. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota.

Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.
The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use PTO leave while on Civil Air Patrol Leave but are not required to do so.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued PTO or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the city of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The city may request verification that supports the employee's reason for being absent from the workplace.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment. Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Paid Parental Leave Policy

Introduction

In recognition of the importance of family and work life integration, it is the policy of the City of Clearwater to provide paid and unpaid parental leave benefits to benefit-earning employees due to the birth of an employee's child or the placement within an employee's home of an adopted child. This policy does not apply to foster parents.

Purpose

To provide parents of all genders time to bond with newborn children or newly-adopted children in hopes of setting children up for long term health and wellbeing.

Policy

This policy applies to all full-time eligible benefit-earning City employees who have been employed by the City and are benefit earning for a minimum of one continuous year (12 months). This policy is separate and distinct from any other City benefit.

Paid parental leave will be provided to regular benefit-earning employees (regardless of gender) who meet eligibility requirements, as described above, and who become biological or adoptive parents in conjunction with childbirth or adoptions occurring on or after February 25, 2019. Surrogate mothers and sperm or egg donors are excluded from coverage.

The paid parental leave benefit provides 100% of the employee's regular base wage for regularly scheduled work hours, for up to 10 working days (or 80 hours). The benefit becomes available on the employee's first scheduled work day after the baby's birth or placement for adoption and will continue to be available for 6 months. Any unused time remaining after 6 months will be forfeited. Multiple births or adoptions (i.e. twins, triplets), medical conditions, and/or other circumstances will not increase the length of paid leave granted. For the purpose of this benefit, holidays will not be counted as a regularly scheduled work day and will not be included in the 10 work day (80 hours) count. Employer benefit contributions and leave accruals continue during paid parental leave. However, accruals shall not exceed policy or contractual maximums allowed for each respective leave. Paid parental leave will run concurrently with FMLA, MN Parental Leave and/or Short Term Disability and does not extend the length of these leaves or programs.

Unpaid parental leave will also be provided to eligible employees in accordance with the MN Parental Leave Act. Unpaid parental leave must be taken within 6 months of a child's birth or adoption and eligible employees can choose when the leave will begin. The maximum amount of parental leave (including both paid and unpaid leave) is 12 weeks.

Eligible employees intending to use paid parenting leave must submit a request form to the City Administrator before the anticipated birth or adoption of the child and, preferably, with FMLA (and, if applicable, Short Term Disability insurance) paperwork. In no event will the combination of FMLA and parental leave exceed 12 weeks duration (480 hours) count. The employee shall be returned to the position that the employee vacated at the commencement of leave or to a position of like status and pay.

Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least XX [30] days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.
Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying).
For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Effective July 1, 2023, the city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Administrative Leave
Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city administrator with the approval of the city council.

Adoptive Parents
Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave
Effective July 1, 2023, any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Bone Marrow/Organ Donation Leave
Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Effective July 1, 2023, an employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Elections / Voting
An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.
Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.
The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. Effective July 1, 2023, employees may be absent from work for the time necessary to vote to include voting during the period allowed for voting in person before election day.

Delegates to Party Conventions
An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

Regular Leave without Pay
The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the city council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the city council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or PTO. Employees who are working reduced hours while on this type of leave will receive holiday pay on a pro-rated basis and will accrue PTO based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all PTO unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the city council.

Family and Medical Leave Act (FMLA)
Please contact the city administrator for information about your rights under FMLA.

Reasonable Work Time for Nursing Mothers
Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.
The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.
An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Light Duty/Modified Duty Assignment
This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. This policy is handled on a case-by-case basis.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks.
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

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 6:00 p.m. in the Council Chambers on Monday, November 10, 2025.

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 2025-54
CERTIFYING LIEN FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed liens for unpaid charges for municipal fees, fines, and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW, THEREFORE, BE IT RESOLVED, by the Clearwater City Council as follows:

1) Such proposed lien for unpaid charges, a copy of which is attached as Exhibit A and made a part hereof, is hereby accepted and shall constitute the liens against the lands named herein.

2) The owner of the property so assessed may, at any time prior to certification of the lien to Wright County, pay the whole of the lien on such property, including the certification fee as established in the current fee schedule.

3) City staff shall transmit a certified copy of this lien roll to Wright County in accordance with the county's processes and procedures to be extended on the proper tax lists of the county and such liens shall be collected and paid over in the same manner as property taxes.

Council members voting in favor:

Opposed or Abstained:

Adopted by the City Council this 10th day of November, 2025.

ATTEST: APPROVED BY:

_____ _____
Annita M. Smythe, City Administrator Andrea Lawrence Wheeler, Mayor

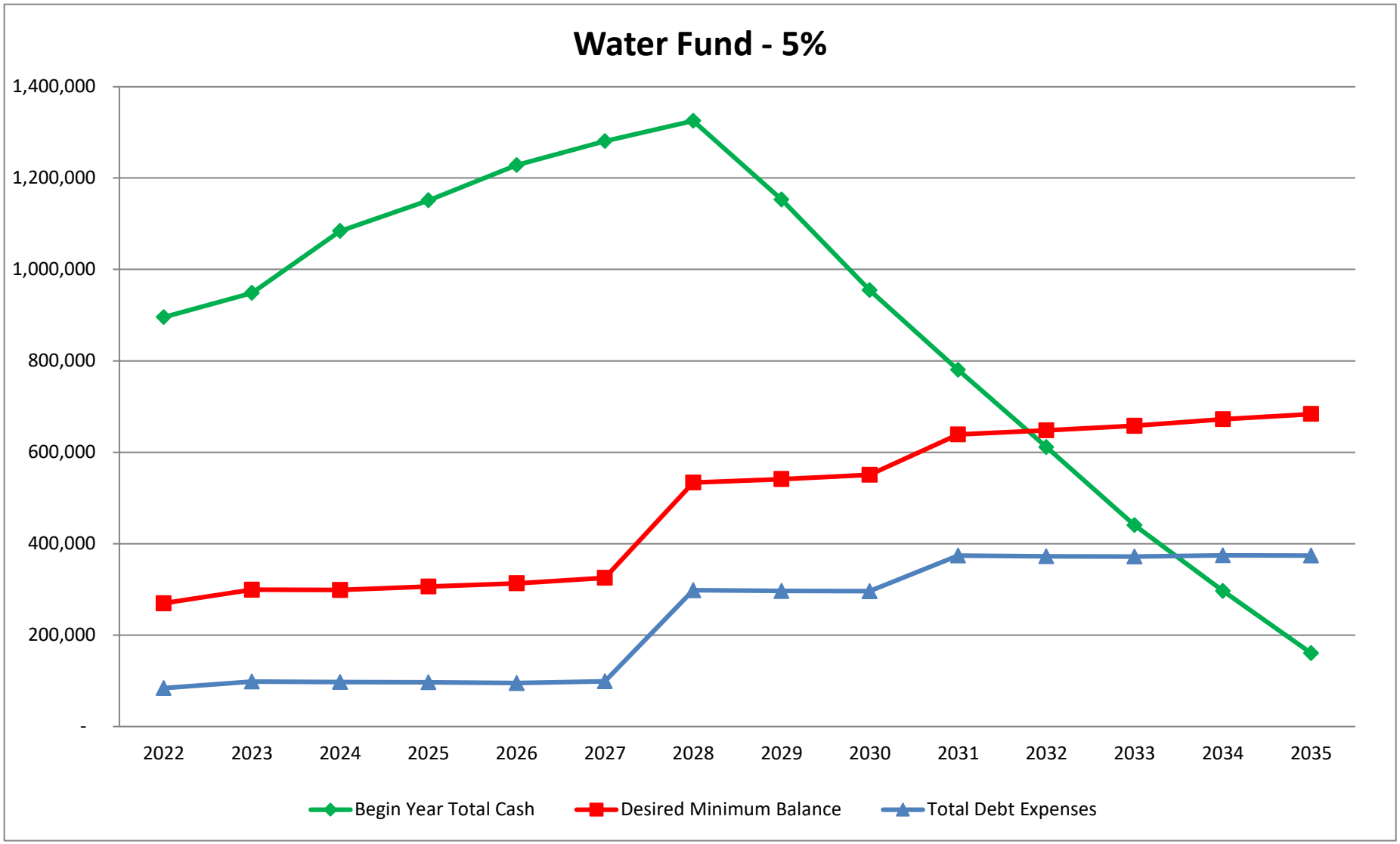
Parcel ID Number	Calcualtion Amount	Certified Amount
104-010-005062	$ 789.68	$ 864.68
104-037-003090	$ 143.03	$ 218.03
104-013-001050	$ 656.62	$ 731.62
104-012-002030	$ 168.21	$ 243.21
104-010-014060	$ 827.72	$ 902.72
104-037-003120	$ 1,179.55	$ 1,254.55
104-010-020060	$ 975.68	$ 1,050.68
104-037-002010	$ 1,974.55	$ 2,049.55
104-010-020081	$ 1,302.51	$ 1,377.51
104-028-004170	$ 886.95	$ 961.95
104-032-004050	$ 1,310.21	$ 1,385.21
104-032-008040	$ 555.81	$ 630.81
104-032-008010	$ 1,013.57	$ 1,088.57
104-032-004100	$ 11.76	$ 86.76
104-028-003280	$ 292.80	$ 367.80
104-028-005050	$ 649.00	$ 724.00
104-028-001210	$ 636.05	$ 711.05
104-026-002080	$ 339.25	$ 414.25
104-032-004030	$ 909.25	$ 984.25
104-032-004010	$ 296.82	$ 371.82
104-019-004020	$ 689.99	$ 764.99
104-032-006040	$ 1,475.32	$ 1,550.32
104-038-003030	$ 8.60	$ 83.60
104-038-006300	$ 1,034.66	$ 1,109.66
Total:	$ 18,127.59	$ 19,927.59

Letters sent 10-1-25

Certification fee: $75.00

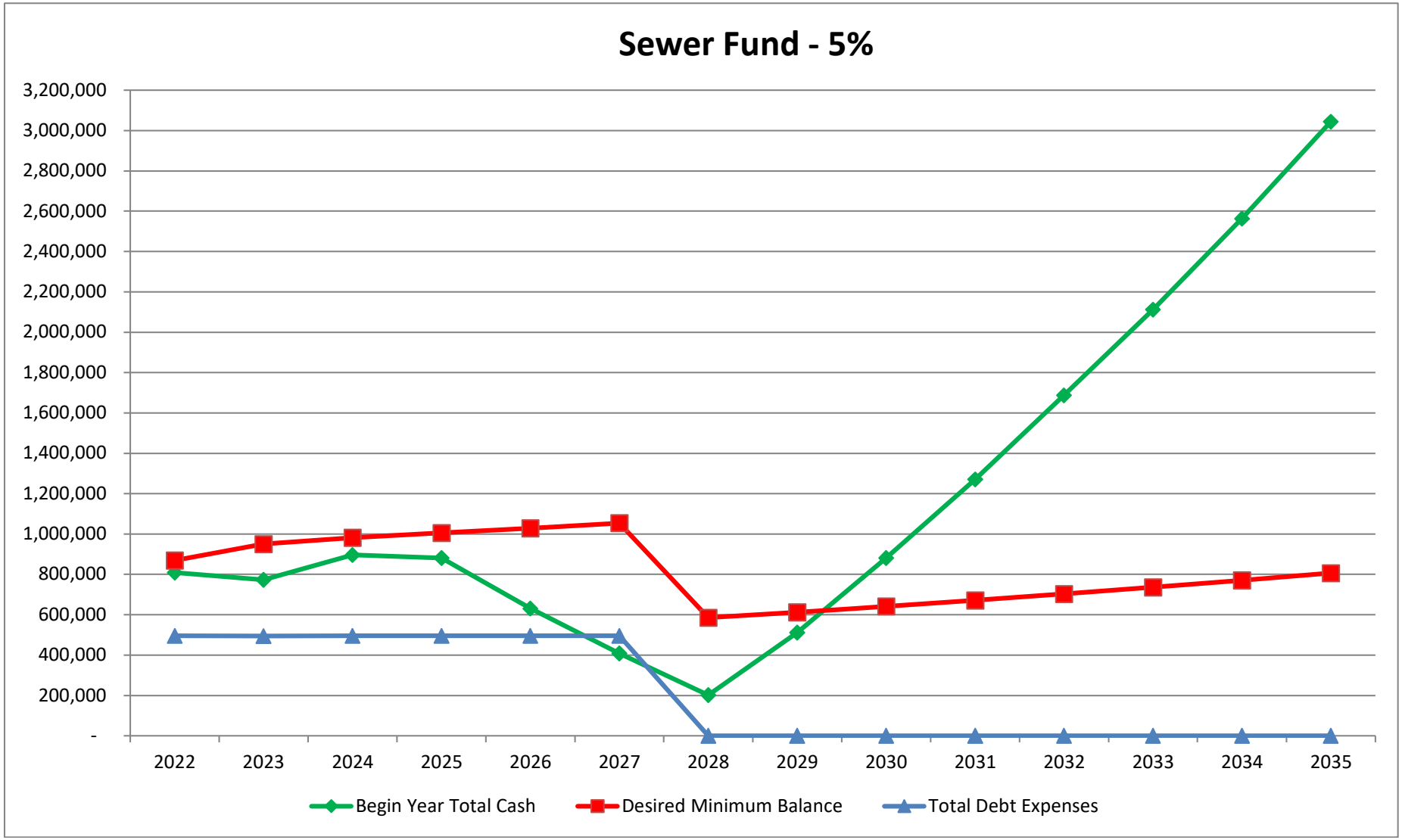
WATER FUND ANALYSIS

					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Begin Year Total Cash					**$ 895,515**	**$ 948,748**	**$ 1,084,028**	**$ 1,151,242**	**$ 1,228,560**	**$ 1,280,738**	**$ 1,325,393**	**$ 1,153,108**	**$ 954,621**	**$ 780,481**	**$ 611,104**	**$ 440,765**	**$ 296,432**	**$ 160,618**
Actual/Forecast Annual Water Usage Residential					61,922,822	56,189,037	53,781,342	54,009,713	54,180,991	54,352,269	54,523,547	54,694,826	54,866,104	55,037,382	55,208,660	55,379,938	55,551,216	55,722,494
Actual/Forecast Annual Water Usage Commercial					18,808,480	18,818,866	16,024,305	16,167,635	16,167,635	16,167,635	16,224,967	16,224,967	16,224,967	16,282,299	16,282,299	16,282,299	16,339,631	16,339,631
Actual/Forecast Base Fee Residential Units	Assumes 3/yr, adj. for projects in progress				890	938	942	946	949	952	955	958	961	964	967	970	973	976
Actual/Forecast Base Fee Commercial Units	Assumes 1 new every 3 years				269	277	280	282	282	282	283	283	283	284	284	284	285	285
Projected New Connections During Year					11	47	3	3	3	3	3	3	3	3	3	3	3	3
Water Pumped per MPARS Report					82,065,000	76,354,000	71,256,000											
Unbilled Amount					1,333,698	1,346,097	1,450,353											
Unbilled Percentage					2%	2%	2%											
Rates																		
Water Usage Charge - Residential	Assumes 5% increase				$1.60	$1.70	$1.80	$2.00	$2.10	$2.20	$2.30	$2.40	$2.50	$2.60	$2.70	$2.80	$2.90	$3.00
Water Usage Charge - Commercial	Assumes 5% increase				$1.60	$1.70	$1.80	$2.00	$2.10	$2.20	$2.30	$2.40	$2.50	$2.60	$2.70	$2.80	$2.90	$3.00
Base Fee Residential	Assumes 5% increase				$5.90	$6.20	$15.00	$15.00	$15.80	$16.60	$17.40	$18.30	$19.20	$20.20	$21.20	$22.30	$23.40	$24.60
Base Fee Commercial	Assumes 5% increase				$5.90	$6.20	$15.00	$15.00	$15.80	$16.60	$17.40	$18.30	$19.20	$20.20	$21.20	$22.30	$23.40	$24.60
Water Access Charge (WAC)	Assumes flat increase every 5 years				$2,500	$2,500	$2,500	$2,500	$3,000	$3,000	$3,000	$3,000	$3,000	$3,500	$3,500	$3,500	$3,500	$3,500
OPERATIONS																		
Operating Revenues																		
Actual					210,384	241,397	347,612											
Forecast Water Usage Revenue								140,355	147,732	155,144	162,722	170,208	177,728	185,431	193,026	200,654	208,483	216,186
Forecast Water Meter Revenue (Monthly Base Fee)								221,040	233,398	245,813	258,494	272,524	286,618	302,515	318,254	335,570	353,246	372,247
Subtotal Operating Revenues					**$210,384**	**$241,397**	**$347,612**	**$361,395**	**$381,130**	**$400,957**	**$421,216**	**$442,731**	**$464,345**	**$487,946**	**$511,280**	**$536,225**	**$561,730**	**$588,434**
Operating Expenditures																		
Actual/Forecast Expenditures	Assumes 5% Increase				175,306	194,409	186,923	196,269	206,083	216,387	227,206	238,566	250,495	263,019	276,170	289,979	304,478	319,702
Subtotal Operating Expenditures					**$175,306**	**$194,409**	**$186,923**	**$196,269**	**$206,083**	**$216,387**	**$227,206**	**$238,566**	**$250,495**	**$263,019**	**$276,170**	**$289,979**	**$304,478**	**$319,702**
Net Cash Flow from Operations					**$35,078**	**$46,988**	**$160,689**	**$165,126**	**$175,047**	**$184,570**	**$194,010**	**$204,165**	**$213,851**	**$224,927**	**$235,110**	**$246,246**	**$257,252**	**$268,732**
CAPITAL & FINANCING ACTIVITIES																		
Non-Operating Revenues:																		
Connection Fees	Based on anticipated new connections				20,000	137,500	35,000	7,500	9,000	9,000	9,000	9,000	9,000	10,500	10,500	10,500	10,500	10,500
Investment Income	Assumes None				(9,254)	14,718	22,982	0	0	0	0	0	0	0	0	0	0	0
Taxes, Intergovernmental, and Other	Assumes 3% increase				109,624	86,052	15,830	16,305	16,794	17,298	17,817	18,351	18,902	19,469	20,053	20,655	21,274	21,912
Debt Issuance and Operating Transfers	Assumes None				277,011	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Non-Operating Revenues					**$397,381**	**$238,270**	**$73,812**	**$23,805**	**$25,794**	**$26,298**	**$26,817**	**$27,351**	**$27,902**	**$29,969**	**$30,553**	**$31,155**	**$31,774**	**$32,412**
Expenses:																		
System Depreciation	Assumes 3% Increase				97,959	103,765	108,389	111,641	114,990	118,440	121,993	125,653	129,422	133,305	137,304	141,423	145,666	150,036
Capital Outlay (CIP/CEP)	CIP Plan				295,079	51,548	70,235	15,000	53,500	67,500	95,000	133,500	120,000	50,000	63,500	50,000	50,000	50,000
Subtotal Capital Improvements					**$393,038**	**$155,313**	**$178,624**	**$126,641**	**$168,490**	**$185,940**	**$216,993**	**$259,153**	**$249,422**	**$183,305**	**$200,804**	**$191,423**	**$195,666**	**$200,036**
Debt Expenses:																		
Interfund Loan Payments	None				0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIP Projects and Debt Service	**Cost**	**Year Issued**	**Term**	**Rate**														
G.O. Bonds 2015A - Water Portion	$ 780,000	2015	20	3.00%	52,463	51,413	50,363	49,313	48,263	52,213	51,013	49,813	48,613	52,413	51,063	49,713	53,250	51,625
I94 Watermain Loop	$ 1,060,350	2021	20	1.00%	31,685	47,017	46,690	47,300	46,900	46,500	47,100	46,690	47,280	46,860	46,440	47,020	46,590	47,160
Anticipated Future Bonds	$ 3,000,000	Well #5			0	0	0	0	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Anticipated Future Bonds	$ 1,000,000	Water Tower #3			0	0	0	0	0	0	0	0	0	75,000	75,000	75,000	75,000	75,000
Subtotal Debt Expenses					**$84,147**	**$98,430**	**$97,053**	**$96,613**	**$95,163**	**$98,713**	**$298,113**	**$296,503**	**$295,893**	**$374,273**	**$372,503**	**$371,733**	**$374,840**	**$373,785**
Net Non-Operating Gain/Loss					**($79,804)**	**($15,473)**	**($201,865)**	**($199,448)**	**($237,858)**	**($258,354)**	**($488,288)**	**($528,304)**	**($517,413)**	**($527,608)**	**($542,753)**	**($532,001)**	**($538,732)**	**($541,408)**
Total Profit (Loss) for year (including Depreciation)					**($44,726)**	**$31,515**	**($41,176)**	**($34,323)**	**($62,811)**	**($73,784)**	**($294,279)**	**($324,139)**	**($303,562)**	**($302,681)**	**($307,644)**	**($285,755)**	**($281,480)**	**($272,676)**
Net Change in Cash					**$53,233**	**$135,280**	**$67,214**	**$77,318**	**$52,179**	**$44,655**	**($172,286)**	**($198,486)**	**($174,140)**	**($169,377)**	**($170,340)**	**($144,332)**	**($135,814)**	**($122,641)**
Actual/Forecasted Year-End Total Current Cash					**$948,748**	**$1,084,028**	**$1,151,242**	**$1,228,560**	**$1,280,738**	**$1,325,393**	**$1,153,108**	**$954,621**	**$780,481**	**$611,104**	**$440,765**	**$296,432**	**$160,618**	**$37,978**
Desired Minimum Balance	50% of budget exp + Deprec + Debt				**$269,759**	**$299,399**	**$298,903**	**$306,388**	**$313,194**	**$325,345**	**$533,708**	**$541,438**	**$550,562**	**$639,087**	**$647,892**	**$658,145**	**$672,745**	**$683,672**


Water Fund - 5%
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
-
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
Begin Year Total Cash
Desired Minimum Balance
Total Debt Expenses

SEWER FUND ANALYSIS

					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Begin Year Total Cash					**$ 809,043**	**$ 773,545**	**$ 896,318**	**$ 881,055**	**$ 631,091**	**$ 407,943**	**$ 201,663**	**$ 511,481**	**$ 881,664**	**$ 1,271,552**	**$ 1,688,118**	**$ 2,112,440**	**$ 2,562,989**	**$ 3,043,681**
Actual/Forecast Annual Wastewater Usage Residential					31,617,424	30,687,362	31,220,117	31,336,054	31,435,428	31,534,803	31,634,177	31,733,551	31,832,926	31,932,300	32,031,674	32,131,049	32,230,423	32,329,798
Actual/Forecast Annual Wastewater Usage Commercial					16,028,610	15,132,760	13,073,029	13,213,097	14,240,264	14,240,264	14,286,953	14,286,953	14,286,953	14,333,643	14,333,643	14,333,643	14,380,332	14,380,332
Actual/Forecast Base Fee Residential Units	Increase based on Projected New Connections				891	939	943	946	949	952	955	958	961	964	967	970	973	976
Actual/Forecast Base Fee Commercial Units	Assumes 1 new every 3 years				269	277	280	283	305	305	306	306	306	307	307	307	308	308
Projected New Connections During Year					11	47	3	3	3	3	3	3	3	3	3	3	3	3
Rates																		
Sewer Usage Charge - Residential	Assumes 5% Increase				$10.50	$11.00	$11.60	$12.00	$12.60	$13.20	$13.90	$14.60	$15.30	$16.10	$16.90	$17.70	$18.60	$19.50
Sewer Usage Charge - Commercial	Assumes 5% Increase				$14.70	$15.40	$16.20	$17.00	$17.90	$18.80	$19.70	$20.70	$21.70	$22.80	$23.90	$25.10	$26.40	$27.70
Sewer Surcharge per account	Assumes 5% Increase				$10.00	$10.50	$10.50	$10.50	$11.00	$11.60	$12.20	$12.80	$13.40	$14.10	$14.80	$15.50	$16.30	$17.10
Base Fee Residential	Assumes 5% Increase				$31.50	$33.10	$35.00	$35.00	$36.80	$38.60	$40.50	$42.50	$44.60	$46.80	$49.10	$51.60	$54.20	$56.90
Base Fee Commercial	Assumes 5% Increase				$31.50	$33.10	$35.00	$35.00	$36.80	$38.60	$40.50	$42.50	$44.60	$46.80	$49.10	$51.60	$54.20	$56.90
Sewer Access Charge (SAC)	Assumes flat increase every 5 years				$3,500	$3,500	$3,500	$3,500	$4,000	$4,000	$4,000	$4,000	$4,000	$4,500	$4,500	$4,500	$4,500	$4,500
OPERATIONS																		
Operating Revenues																		
Actual					1,042,700	1,158,208	1,215,907											
Forecast Sewer Usage Revenue								600,655	650,987	683,976	721,168	759,050	797,071	840,917	883,909	928,494	979,127	1,028,766
Forecast Meter Revenue (Monthly Base Fee)								516,180	553,766	582,242	612,846	644,640	678,098	713,794	750,641	790,718	833,162	876,715
Subtotal Operating Revenues					**$1,042,700**	**$1,158,208**	**$1,215,907**	**$1,116,835**	**$1,204,754**	**$1,266,219**	**$1,334,014**	**$1,403,690**	**$1,475,169**	**$1,554,711**	**$1,634,550**	**$1,719,212**	**$1,812,289**	**$1,905,481**
Operating Expenditures																		
Actual/Budget/Forecast Expenditures	Assumes 5% Increase				580,839	745,141	811,346	851,913	894,509	939,234	986,196	1,035,506	1,087,281	1,141,645	1,198,728	1,258,664	1,321,597	1,387,677
Subtotal Operating Expenditures					**$580,839**	**$745,141**	**$811,346**	**$851,913**	**$894,509**	**$939,234**	**$986,196**	**$1,035,506**	**$1,087,281**	**$1,141,645**	**$1,198,728**	**$1,258,664**	**$1,321,597**	**$1,387,677**
Net Cash Flow from Operations					**$461,861**	**$413,067**	**$404,561**	**$264,922**	**$310,245**	**$326,984**	**$347,818**	**$368,184**	**$387,888**	**$413,065**	**$435,823**	**$460,548**	**$490,692**	**$517,804**
CAPITAL & FINANCING ACTIVITIES																		
Non-Operating Revenues:																		
Connection Fees	Based on anticipted new connections				28,000	192,500	59,500	10,500	12,000	12,000	12,000	12,000	12,000	13,500	13,500			
Investment Income					(7,545)	12,170	18,645	0	0	0	0	0	0	0	0	0	0	0
Taxes, Intergovernmental, and Other					0	0	2	0	0	0	0	0	0	0	0	0	0	0
Debt Issuance and Operating Transfers					4,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Non-Operating Revenues					**$24,455**	**$204,670**	**$78,147**	**$10,500**	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$13,500**	**$13,500**	**$0**	**$0**	**$0**
Expenses:																		
System Depreciation	Assumes 3% Increase				82,677	82,408	81,844	84,299	86,828	89,433	92,116	94,880	97,726	100,658	103,678	106,788	109,991	113,291
Capital Outlay (CIP/CEP)					26,247	0	2,728	30,000	50,000	50,000	50,000	10,000	10,000	10,000	25,000	10,000	10,000	10,000
Subtotal Capital Improvements					**$108,924**	**$82,408**	**$84,572**	**$114,299**	**$136,828**	**$139,433**	**$142,116**	**$104,880**	**$107,726**	**$110,658**	**$128,678**	**$116,788**	**$119,991**	**$123,291**
Debt Expenses:																		
Interfund Loan Payments	None				0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIP Projects and Debt Service	**Est. Proj. Cost**	**Bonding Year**	**Term**	**Interest Rate**														
G.O. PFA Sewer Revenue Note	$ 7,700,145	2008	20	1.70%	495,567	494,964	495,243	495,386	495,393	495,264	0	0	0	0	0	0	0	0
Anticipated Future Bonds	None				0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Debt Expenses					**$495,567**	**$494,964**	**$495,243**	**$495,386**	**$495,393**	**$495,264**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Net Non-Operating Gain/Loss					**($580,036)**	**($372,702)**	**($501,668)**	**($599,185)**	**($620,221)**	**($622,698)**	**($130,116)**	**($92,880)**	**($95,726)**	**($97,158)**	**($115,178)**	**($116,788)**	**($119,991)**	**($123,291)**
Total Profit (Loss) for year (including Depreciation)					**($118,175)**	**$40,365**	**($97,107)**	**($334,263)**	**($309,977)**	**($295,713)**	**$217,702**	**$275,304**	**$292,162**	**$315,908**	**$320,645**	**$343,761**	**$370,700**	**$394,513**
Net Change in Cash					**($35,498)**	**$122,773**	**($15,263)**	**($249,964)**	**($223,148)**	**($206,280)**	**$309,818**	**$370,184**	**$389,888**	**$416,565**	**$424,323**	**$450,548**	**$480,692**	**$507,804**
Actual/Forecasted Year-End Total Current Cash					**$773,545**	**$896,318**	**$881,055**	**$631,091**	**$407,943**	**$201,663**	**$511,481**	**$881,664**	**$1,271,552**	**$1,688,118**	**$2,112,440**	**$2,562,989**	**$3,043,681**	**$3,551,485**
Desired Minimum Balance	50% of budget exp + Deprec + Debt				**$868,663**	**$949,943**	**$982,760**	**$1,005,642**	**$1,029,476**	**$1,054,315**	**$585,214**	**$612,633**	**$641,367**	**$671,480**	**$703,041**	**$736,120**	**$770,790**	**$807,130**


Sewer Fund - 5%
3,200,000
3,000,000
2,800,000
2,600,000
2,400,000
2,200,000
2,000,000
1,800,000
1,600,000
1,400,000
1,200,000
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800,000
600,000
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200,000
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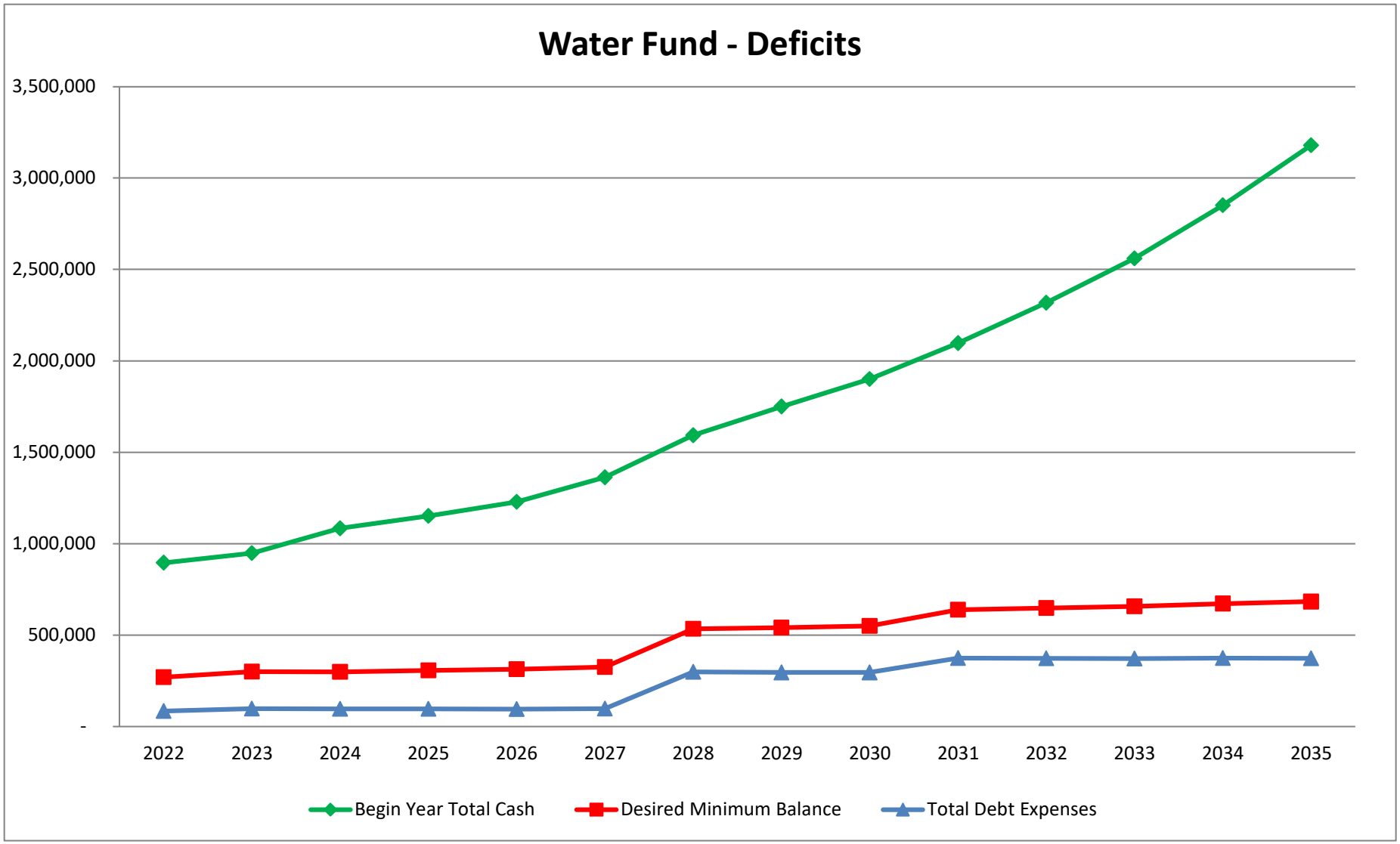
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
Begin Year Total Cash
Desired Minimum Balance
Total Debt Expenses

WATER FUND ANALYSIS

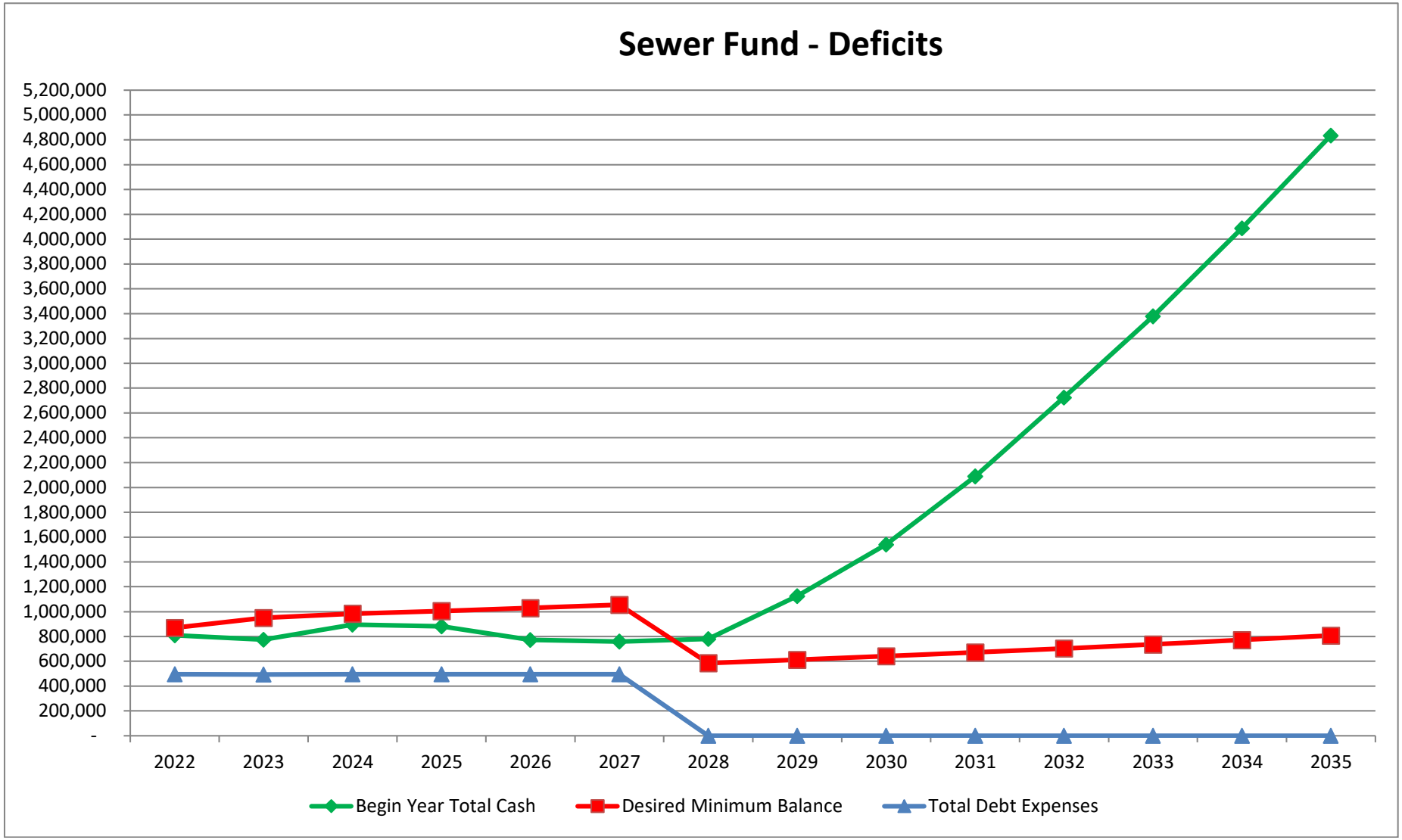
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Begin Year Total Cash	**$ 895,515**	**$ 948,748**	**$ 1,084,028**	**$ 1,151,242**	**$ 1,228,502**	**$ 1,363,235**	**$ 1,593,304**	**$ 1,750,940**	**$ 1,901,298**	**$ 2,097,215**	**$ 2,318,158**	**$ 2,560,347**	**$ 2,851,673**	**$ 3,179,052**
Actual/Forecast Annual Water Usage Residential	61,922,822	56,189,037	53,781,342	54,009,713	54,180,991	54,352,269	54,523,547	54,694,826	54,866,104	55,037,382	55,208,660	55,379,938	55,551,216	55,722,494
Actual/Forecast Annual Water Usage Commercial	18,808,480	18,818,866	16,024,305	16,138,764	15,223,090	15,280,319	15,280,319	15,280,319	15,337,549	15,337,549	15,337,549	15,394,779	15,394,779	15,394,779
Actual/Forecast Base Fee Residential Units (Assumes 3/yr, adj. for projects in progress)	890	938	942	946	949	952	955	958	961	964	967	970	973	976
Actual/Forecast Base Fee Commercial Units (Assumes 1 new every 3 years)	269	277	280	282	266	267	267	267	268	268	268	269	269	269
Projected New Connections During Year	11	47	3	3	3	3	3	3	3	3	3	3	3	3
Water Pumped per MPARS Report	82,065,000	76,354,000	71,256,000											
Unbilled Amount	1,333,698	1,346,097	1,450,353											
Unbilled Percentage	2%	2%	2%											
Rates														
Water Usage Charge - Residential (Assumes 5% increase/adj for deficits)	$1.60	$1.70	$1.80	$2.00	$3.00	$4.00	$5.50	$5.80	$6.10	$6.40	$6.70	$7.00	$7.40	$7.80
Water Usage Charge - Commercial (Assumes 5% increase/adj for deficits)	$1.60	$1.70	$1.80	$2.00	$3.50	$5.00	$6.50	$6.80	$7.10	$7.50	$7.90	$8.30	$8.70	$9.10
Base Fee Residential (Assumes 5% increase/adj for deficits)	$5.90	$6.20	$15.00	$15.00	$17.00	$20.00	$24.00	$25.20	$26.50	$27.80	$29.20	$30.70	$32.20	$33.80
Base Fee Commercial (Assumes 5% increase/adj for deficits)	$5.90	$6.20	$15.00	$15.00	$17.00	$20.00	$24.00	$25.20	$26.50	$27.80	$29.20	$30.70	$32.20	$33.80
Water Access Charge (WAC) (Assumes flat increase every 5 years)	$2,500	$2,500	$2,500	$2,500	$3,000	$3,000	$3,000	$3,000	$3,000	$3,500	$3,500	$3,500	$3,500	$3,500
OPERATIONS														
Operating Revenues														
Actual	210,384	241,397	347,612											
Forecast Water Usage Revenue				140,297	215,824	293,811	399,202	421,136	443,580	467,271	491,065	515,436	545,014	574,728
Forecast Water Meter Revenue (Monthly Base Fee)				221,040	247,860	292,560	351,936	370,440	390,822	410,995	432,744	456,448	479,909	504,972
Subtotal Operating Revenues	**$210,384**	**$241,397**	**$347,612**	**$361,337**	**$463,684**	**$586,371**	**$751,138**	**$791,576**	**$834,402**	**$878,266**	**$923,809**	**$971,884**	**$1,024,922**	**$1,079,700**
Operating Expenditures														
Actual/Forecast Expenditures (Assumes 5% Increase)	175,306	194,409	186,923	196,269	206,083	216,387	227,206	238,566	250,495	263,019	276,170	289,979	304,478	319,702
Subtotal Operating Expenditures	**$175,306**	**$194,409**	**$186,923**	**$196,269**	**$206,083**	**$216,387**	**$227,206**	**$238,566**	**$250,495**	**$263,019**	**$276,170**	**$289,979**	**$304,478**	**$319,702**
Net Cash Flow from Operations	**$35,078**	**$46,988**	**$160,689**	**$165,068**	**$257,601**	**$369,984**	**$523,932**	**$553,010**	**$583,907**	**$615,247**	**$647,638**	**$681,905**	**$720,445**	**$759,998**
CAPITAL & FINANCING ACTIVITIES														
Non-Operating Revenues:														
Connection Fees (Based on anticipated new connections)	20,000	137,500	35,000	7,500	9,000	9,000	9,000	9,000	9,000	10,500	10,500	10,500	10,500	10,500
Investment Income (Assumes None)	(9,254)	14,718	22,982	0	0	0	0	0	0	0	0	0	0	0
Taxes, Intergovernmental, and Other (Assumes 3% increase)	109,624	86,052	15,830	16,305	16,794	17,298	17,817	18,351	18,902	19,469	20,053	20,655	21,274	21,912
Debt Issuance and Operating Transfers (Assumes None)	277,011	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Non-Operating Revenues	**$397,381**	**$238,270**	**$73,812**	**$23,805**	**$25,794**	**$26,298**	**$26,817**	**$27,351**	**$27,902**	**$29,969**	**$30,553**	**$31,155**	**$31,774**	**$32,412**
Expenses:														
System Depreciation (Assumes 3% Increase)	97,959	103,765	108,389	111,641	114,990	118,440	121,993	125,653	129,422	133,305	137,304	141,423	145,666	150,036
Capital Outlay (CIP/CEP) (CIP Plan)	295,079	51,548	70,235	15,000	53,500	67,500	95,000	133,500	120,000	50,000	63,500	50,000	50,000	50,000
Subtotal Capital Improvements	**$393,038**	**$155,313**	**$178,624**	**$126,641**	**$168,490**	**$185,940**	**$216,993**	**$259,153**	**$249,422**	**$183,305**	**$200,804**	**$191,423**	**$195,666**	**$200,036**
Debt Expenses:														
Interfund Loan Payments (None)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CIP Projects and Debt Service	**Cost**	**Year Issued**	**Term**	**Rate**										
G.O. Bonds 2015A - Water Portion	$ 780,000	2015	20	3.00%	52,463	51,413	50,363	49,313	48,263	52,213	51,013	49,813	48,613	52,413	51,063	49,713	53,250	51,625
I94 Watermain Loop	$ 1,060,350	2021	20	1.00%	31,685	47,017	46,690	47,300	46,900	46,500	47,100	46,690	47,280	46,860	46,440	47,020	46,590	47,160
Anticipated Future Bonds	$ 3,000,000	Well #5			0	0	0	0	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Anticipated Future Bonds	$ 1,000,000	Water Tower #3			0	0	0	0	0	0	0	0	0	75,000	75,000	75,000	75,000	75,000
Subtotal Debt Expenses					**$84,147**	**$98,430**	**$97,053**	**$96,613**	**$95,163**	**$98,713**	**$298,113**	**$296,503**	**$295,893**	**$374,273**	**$372,503**	**$371,733**	**$374,840**	**$373,785**
Net Non-Operating Gain/Loss	**($79,804)**	**($15,473)**	**($201,865)**	**($199,448)**	**($237,858)**	**($258,354)**	**($488,288)**	**($528,304)**	**($517,413)**	**($527,608)**	**($542,753)**	**($532,001)**	**($538,732)**	**($541,408)**
Total Profit (Loss) for year (including Depreciation)	**($44,726)**	**$31,515**	**($41,176)**	**($34,380)**	**$19,743**	**$111,630**	**$35,643**	**$24,706**	**$66,494**	**$87,638**	**$104,885**	**$149,904**	**$181,713**	**$218,590**
Net Change in Cash	**$53,233**	**$135,280**	**$67,214**	**$77,260**	**$134,733**	**$230,069**	**$157,636**	**$150,359**	**$195,916**	**$220,943**	**$242,189**	**$291,327**	**$327,379**	**$368,626**
Actual/Forecasted Year-End Total Current Cash	**$948,748**	**$1,084,028**	**$1,151,242**	**$1,228,502**	**$1,363,235**	**$1,593,304**	**$1,750,940**	**$1,901,298**	**$2,097,215**	**$2,318,158**	**$2,560,347**	**$2,851,673**	**$3,179,052**	**$3,547,678**
Desired Minimum Balance (50% of budget exp + Deprec + Debt)	**$269,759**	**$299,399**	**$298,903**	**$306,388**	**$313,194**	**$325,345**	**$533,708**	**$541,438**	**$550,562**	**$639,087**	**$647,892**	**$658,145**	**$672,745**	**$683,672**


Water Fund - Deficits
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
-
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
Begin Year Total Cash
Desired Minimum Balance
Total Debt Expenses

SEWER FUND ANALYSIS

					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Begin Year Total Cash					**$ 809,043**	**$ 773,545**	**$ 896,318**	**$ 881,055**	**$ 772,401**	**$ 758,819**	**$ 779,275**	**$ 1,124,941**	**$ 1,540,005**	**$ 2,089,964**	**$ 2,723,887**	**$ 3,378,815**	**$ 4,087,031**	**$ 4,835,196**
Actual/Forecast Annual Wastewater Usage Residential					31,617,424	30,687,362	31,220,117	31,319,439	31,418,760	31,518,082	31,617,404	31,716,725	31,816,047	31,915,369	32,014,690	32,114,012	32,213,334	32,312,656
Actual/Forecast Annual Wastewater Usage Commercial					16,028,610	15,132,760	13,073,029	12,713,633	11,949,917	11,994,841	11,994,841	11,994,841	12,039,766	12,039,766	12,039,766	12,084,690	12,084,690	12,084,690
Actual/Forecast Base Fee Residential Units	Increase based on Projected New Connections				891	939	943	946	949	952	955	958	961	964	967	970	973	976
Actual/Forecast Base Fee Commercial Units	Assumes 1 new every 3 years				269	277	291	283	266	267	267	267	268	268	268	269	269	269
Projected New Connections During Year					11	47	3	3	3	3	3	3	3	3	3	3	3	3
Rates																		
Sewer Usage Charge - Residential	Assumes 5% increase/adj for deficits				$10.50	$11.00	$11.60	$12.00	$15.00	$18.00	$18.90	$19.80	$20.80	$21.80	$22.90	$24.00	$25.20	$26.50
Sewer Usage Charge - Commercial	Assumes 5% increase/adj for deficits				$14.70	$15.40	$16.20	$17.00	$20.00	$23.00	$24.20	$25.40	$26.70	$28.00	$29.40	$30.90	$32.40	$34.00
Sewer Surcharge per account	Assumes 5% increase/adj for deficits				$10.00	$10.50	$10.50	$10.50	$11.00	$11.00	$11.60	$12.20	$12.80	$13.40	$14.10	$14.80	$15.50	$16.30
Base Fee Residential	Assumes 5% increase/adj for deficits				$31.50	$33.10	$35.00	$35.00	$38.00	$41.00	$43.10	$45.30	$47.60	$50.00	$52.50	$55.10	$57.90	$60.80
Base Fee Commercial	Assumes 5% increase/adj for deficits				$31.50	$33.10	$35.00	$35.00	$38.00	$41.00	$43.10	$45.30	$47.60	$50.00	$52.50	$55.10	$57.90	$60.80
Sewer Access Charge (SAC)	Assumes flat increase every 5 years				$3,500	$3,500	$3,500	$3,500	$4,000	$4,000	$4,000	$4,000	$4,000	$4,500	$4,500	$4,500	$4,500	$4,500
OPERATIONS																		
Operating Revenues																		
Actual					1,042,700	1,158,208	1,215,907											
Forecast Sewer Usage Revenue								591,965	710,280	843,207	887,844	932,660	983,236	1,032,868	1,087,106	1,144,153	1,203,320	1,267,165
Forecast Meter Revenue (Monthly Base Fee)								516,180	554,040	599,748	632,018	665,910	702,005	739,200	778,050	819,227	862,942	908,352
Subtotal Operating Revenues					**$1,042,700**	**$1,158,208**	**$1,215,907**	**$1,108,145**	**$1,264,320**	**$1,442,955**	**$1,519,862**	**$1,598,570**	**$1,685,240**	**$1,772,068**	**$1,865,156**	**$1,963,380**	**$2,066,262**	**$2,175,517**
Operating Expenditures																		
Actual/Budget/Forecast Expenditures	Assumes 5% Increase				580,839	745,141	811,346	851,913	894,509	939,234	986,196	1,035,506	1,087,281	1,141,645	1,198,728	1,258,664	1,321,597	1,387,677
Subtotal Operating Expenditures					**$580,839**	**$745,141**	**$811,346**	**$851,913**	**$894,509**	**$939,234**	**$986,196**	**$1,035,506**	**$1,087,281**	**$1,141,645**	**$1,198,728**	**$1,258,664**	**$1,321,597**	**$1,387,677**
Net Cash Flow from Operations					**$461,861**	**$413,067**	**$404,561**	**$256,232**	**$369,811**	**$503,720**	**$533,666**	**$563,064**	**$597,959**	**$630,423**	**$666,428**	**$704,716**	**$744,664**	**$787,840**
CAPITAL & FINANCING ACTIVITIES																		
Non-Operating Revenues:																		
Connection Fees	Based on anticipted new connections				28,000	192,500	59,500	10,500	12,000	12,000	12,000	12,000	12,000	13,500	13,500	13,500	13,500	13,500
Investment Income					(7,545)	12,170	18,645	0	0	0	0	0	0	0	0	0	0	0
Taxes, Intergovernmental, and Other					0	0	2	0	0	0	0	0	0	0	0	0	0	0
Debt Issuance and Operating Transfers	interfund loans				4,000	0	0	150,000	150,000	50,000	(150,000)	(150,000)	(50,000)	0	0	0	0	0
Subtotal Non-Operating Revenues					**$24,455**	**$204,670**	**$78,147**	**$160,500**	**$162,000**	**$62,000**	**-$138,000**	**-$138,000**	**-$38,000**	**$13,500**	**$13,500**	**$13,500**	**$13,500**	**$13,500**
Expenses:																		
System Depreciation	Assumes 3% Increase				82,677	82,408	81,844	84,299	86,828	89,433	92,116	94,880	97,726	100,658	103,678	106,788	109,991	113,291
Capital Outlay (CIP/CEP)					26,247	0	2,728	30,000	50,000	50,000	50,000	10,000	10,000	10,000	25,000	10,000	10,000	10,000
Subtotal Capital Improvements					**$108,924**	**$82,408**	**$84,572**	**$114,299**	**$136,828**	**$139,433**	**$142,116**	**$104,880**	**$107,726**	**$110,658**	**$128,678**	**$116,788**	**$119,991**	**$123,291**
Debt Expenses:																		
Interfund Loan Payments	None				0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIP Projects and Debt Service	**Est. Proj. Cost**	**Bonding Year**	**Term**	**Interest Rate**														
G.O. PFA Sewer Revenue Note	$ 7,700,145	2008	20	1.70%	495,567	494,964	495,243	495,386	495,393	495,264	0	0	0	0	0	0	0	0
Anticipated Future Bonds	None				0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Debt Expenses					**$495,567**	**$494,964**	**$495,243**	**$495,386**	**$495,393**	**$495,264**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Net Non-Operating Gain/Loss					**($580,036)**	**($372,702)**	**($501,668)**	**($449,185)**	**($470,221)**	**($572,698)**	**($280,116)**	**($242,880)**	**($145,726)**	**($97,158)**	**($115,178)**	**($103,288)**	**($106,491)**	**($109,791)**
Total Profit (Loss) for year (including Depreciation)					**($118,175)**	**$40,365**	**($97,107)**	**($192,953)**	**($100,411)**	**($68,977)**	**$253,550**	**$320,185**	**$452,233**	**$533,265**	**$551,250**	**$601,428**	**$638,173**	**$678,049**
Net Change in Cash					**($35,498)**	**$122,773**	**($15,263)**	**($108,654)**	**($13,582)**	**$20,456**	**$345,666**	**$415,064**	**$549,959**	**$633,923**	**$654,928**	**$708,216**	**$748,164**	**$791,340**
Actual/Forecasted Year-End Total Current Cash					**$773,545**	**$896,318**	**$881,055**	**$772,401**	**$758,819**	**$779,275**	**$1,124,941**	**$1,540,005**	**$2,089,964**	**$2,723,887**	**$3,378,815**	**$4,087,031**	**$4,835,196**	**$5,626,536**
Desired Minimum Balance	50% of budget exp + Deprec + Debt				**$868,663**	**$949,943**	**$982,760**	**$1,005,642**	**$1,029,476**	**$1,054,315**	**$585,214**	**$612,633**	**$641,367**	**$671,480**	**$703,041**	**$736,120**	**$770,790**	**$807,130**


Sewer Fund - Deficits
5,200,000
5,000,000
4,800,000
4,600,000
4,400,000
4,200,000
4,000,000
3,800,000
3,600,000
3,400,000
3,200,000
3,000,000
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400,000
200,000
-
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
Begin Year Total Cash
Desired Minimum Balance
Total Debt Expenses

ORDINANCE NO. ~~2025~~ 2026-01

effective January 1, ~~2025~~ 2026

FEE SCHEDULE FOR ~~2025~~ 2026

The City Council of the City of Clearwater, Wright and Stearns Counties, Minnesota does ordain as follows:

FEE SCHEDULE

ADMINISTRATIVE FEES

Affidavit of Candidacy		$2.00	
Certification of Delinquent Charges		$75.00	
Copies	Per Page	$0.25	
Faxes	Each	$3.00	
Insufficient Funds (Returned Payments)		$20.00	
Special Meeting of a Board/Commission	Per Meeting	$300.00	
Special Meeting of the City Council	Per Meeting	$600.00	
Special Assessment Searches	Each PID or Address	$25.00	
Official Utility Reports	Each PID or Address	$25.00	
EDA Message Board	Per Slide Per Week	~~$35.00~~	$10.00
EDA Message Board	Per Slide Per Month	$35.00	
~~Maps~~	~~Each~~	~~$3.00~~	
Postage		Prevailing Rate	
Consultant Billing Rate		Contracted Rate	
Employee Billing Rate		Hourly Rate + Fringe Benefits	

City Publications - No Charge for Electronic Copies, if available

~~Adopted Budget Report~~		~~$12.00~~
Audited Financial Reports		$20.00
Comprehensive Plan		$30.00
Code of Ordinances		actual cost
Subdivision Ordinance		actual cost
Zoning Ordinance		actual cost

FIRE DEPARTMENT

False Alarms (within a 12 month period)

1st - 2nd False Alarm		$0.00
3rd False Alarm		$100.00
Each Additional Alarm		Previous Charge Plus Additional $50.00

Illegal Burns

Small in Nature - As determined by the Fire Chief		$100.00
Large in Nature - As determined by the Fire Chief		Actual Cost

Charges for Emergency Response Services

Apparatus:	Staff Allocated Rate Per Hour:	
Engine	Up to 4 Personnel	$275.00
Ladder / Aerial	Up to 4 Personnel	$275.00
Water Tender	Up to 2 Personnel	$200.00
Heavy Rescue / Rescue / Ambulance	Up to 2 Personnel	$185.00
Command Vehicle / Utility Truck / Grass Truck	Up to 2 Personnel	$85.00
ATV / UTV with water tank	Up to 2 Personnel	$50.00
	Extra Personnel	$15/hour

PARKS & RECREATION

Lions Park Pavilion		
Both Meeting Rooms and Kitchen (Resident) (+ tax)		$75.00
Both Meeting Rooms and Kitchen (Non-Resident) (+ tax)		$100.00
Security Deposit (Refunded upon verification of no damage and cleaned)		$100.00
Eldorado Park		
Field Reservation	Single Date (Resident/Non-Resident)	$35.00
	Per Season Application Fee (Resident)	$75.00
	Per Season Application Fee (Non-Resident)	$100.00
Sportsman's Park Pavilion		
Pavilion Rental - Concession Area included (Resident)		$50.00
Pavilion Rental - Concession Area included (Non-Resident)		$75.00
Security Deposit (Refunded upon verification of no damage and cleaned)		$100.00
Field/Course Reservation	Single Date - Field/Course Only (Resident/Non-Resident)	$35.00
(includes pavilion at no extra cost)	Per Season Application Fee - Pavilion included (Resident)	$75.00
	Per Season Application Fee - Pavilion included (Non-Resident)	$100.00
All Other Park/Field/Course/Amenity Rental		
Tennis Court, Disc Golf Course,	Single Date (Resident/Non-Resident)	$35.00
Hockey Rink, Ball Field	Per Season Application Fee (Resident)	$75.00
	Per Season Application Fee (Non-Resident)	$100.00

**Rental fees and accompanying damage deposit requirements will be waived for use of city facilities by other government agencies whose use has been requested and pre-approved by the city administrator or designee. Use by government agencies will be allowed when the facility has not already been reserved by a paying customer.*

CODE ENFORCEMENT

Dog- At-Large Capture (within a calendar year) - only if referred/approved by staff - no resident pick-up		
1st Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	$100.00
2nd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	$150.00
3rd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	$200.00
Fire Marshall		
Initial Inspection of Fire Code Violation		$0.00
1st Follow Up Inspection		$100.00
2nd Follow Up Inspection		$200.00
3rd Follow Up Inspection		$300.00
Nuisance Abatement		
Actual Cost Incurred by the City	Each violation plus actual costs if court action initiated	$100.00
Administrative Fines - Code Violations		$100.00
Liquor Violations (occuring within the preceding three-year period)		
1st Violation		$750.00
2nd Violation		$1,500.00
3rd Violation	Suspension of License for 30 days	Suspension
Weed Violations/Lawn Maintenance - per parcel	Includes $20 Administration Fee	$120.00
Snow Removal from Sidewalks - per parcel	Includes $20 Administration Fee	$120.00

PERMITS & LICENSES

Animal License (Dogs or Chickens)	Life Time License	$10.00
	Replacement Tag	$10.00
Transient Merchant/Peddler License	Per Person, 1-7 days	$25.00
Liquor Licenses		
On-Sale Intoxicating - Annual		$3,000.00
On-Sale Wine - Annual		$300.00
On-Sale Sunday - Annual		$200.00
On-Sale Beer - Annual		$100.00
On-Sale Club		Per Mn Statutes
Off-Sale Intoxicating - Annual		$100.00
Off-Sale 3.2% Malt Liquor - Annual		$25.00
Temporary Malt Liquor License (1-4 Day Event)		$50.00
Background Investigation Fee	Annually	$100.00
Temporary 3.2% License		$50.00
Rental Housing Registration	Annual	$75.00
Failure to Register/Late Registration	Per Property	$150.00
Re-inspection Fee (each subsequent reinspection) (paid by property owner)		$10/bldg + $50/unit
Adult-Oriented Business (Principal Activity) Annually		$1,000.00
Adult-Oriented Business (Accessory Activity) Annually		$500.00
Right-of-Way Permit (Obstruction, Excavation, other)	Per Occurence	$150.00
Special Event Permit		$25.00
Golf Cart/Specialty Vehicle Permit	Per Cart - expires 3 years after issuance	$35.00
Mobile Food Unit - Annual Permit	Application Fee	$100.00
	Per Day each day past 21 days	$7.00
Gambling - Temporary Permit		$25.00
Gambling - Lawful Gambling Annual Permit		$50.00
Sign Permit - Temporary	Per Permit/Event - Valid for 40 days	$10.00
Accessory Structures	Under 200 square feet	$50.00
Fence Permits	Under 7 feet in height	$50.00

Building Permits

Sign Permits (Not Temporary)	Per the 1997 UBC Fee Schedule
Lead Certification	$5.00
Residential Maintenance Permits (includes $1.00 state surcharge)	
Re-roof, Re-side, Window/Door replacement (existing openings)	$50.00
Plumbing (water heater/softener replacement, 2nd water meter)	$50.00
Mechanical (Furnace or A/C replacement)	$50.00
Commercial/Non-residential Maintenance Permits	Per the 1997 UBC Fee Schedule Plus Plan Review
Building Permit Fees	Per the 1997 UBC Fee Schedule
Plan Review Fees	65% of Building Permit Fee
Building Permit Violations - Failure to Pull	Double the actual permit fee
Residential New Construction Permits	Per the 1997 UBC Fee Schedule Plus Fees Below
Plumbing Permit	$30 plus $8 per add'l fixture
Plumbing - Remodel of waste/vent only	1.5% of the valuation of work performed
Fuel-Gas Piping Permit	$30 plus $6 per add'l opening
Heating, Ventilation, and Air Conditioning Permit	$30 plus $8 per add'l fixture
Sewer & Water Permit	$50.00
Other Building Official Fees	
Inspections	$95 per hour
Re-inspections	$50.00
Site inspections	$95 per hour
Misc/Special Services	$95 per hour
Permit Expiration	180 days after issuance

Public Utilities/Public Services

Water Rates

Monthly Charges

Base Fee per Equivalent Residential Unit		~~$15.00~~	$15.80
Metered Usage - Residential	Per 1,000 Gallons up to 9,999 Gallons	~~$2.00~~	$2.10
Metered Usage - Residential	Per 1,000 Gallons over 9,999 Gallons	~~$2.50~~	$2.65
Metered Usage - Commercial	Per 1,000 Gallons up to 9,999 Gallons	~~$2.00~~	$2.10
Metered Usage - Commercial	Per 1,000 Gallons over 9,999 Gallons	~~$2.50~~	$2.65

Other Charges

Water Access Charge (WAC)		~~$2,500.00~~	$3,000.00
Water Trunk Fee		$2,000.00	
Unauthorized Hydrant Usage		~~$100.00~~	$125.00
Hydrant Demand Charges (Per 1,000 gallons)		~~$10.00~~	$10.50
Disconnect Fee / Re-connect Fee (At Curb Stop)		~~$50.00~~	$50.00
Requested Meter Accuracy Test (Refer to Policy)		Actual Cost	
Minnesota Department of Health Test Fee		Prevailing Rate	
Water Meter/Radio Read		Actual Cost	

Sanitary Sewer

Monthly Charges

Base Fee per Equivalent Residential Unit		~~$35.00~~	$36.80
Sewer Surcharge per account		~~$10.50~~	$11.00
Residential Flow Charges	Per 1,000 Gallons	~~$12.00~~	$12.60
Commercial & Industrial Flow Charges	Per 1,000 Gallons	~~$17.00~~	$17.90

Other Charges

Sewer Access Charge (SAC)		~~$3,500.00~~	$4,000.00
Sewer Trunk Fee		$2,000.00	

Refuse & Recycling

Refuse	32 Gallon Can / Monthly	~~$11.50~~	$12.10
Refuse	64 Gallon Can / Monthly	~~$15.00~~	$15.75
Refuse	96 Gallon Can / Monthly	~~$17.00~~	$17.85
Recycling	Per Month	~~$5.50~~	$5.80
Bulk Pick-up		actual cost	
Garbage Tags (extra bags)	Per Bag	$4.00	

Storm Sewer

Per Utility Account	During winter months (Sep - Apr)	~~$5.50~~	$6.00

Mosquito Control

During summer months (May - Aug) $11.00

Late Payment Fee

Monthly, per account $15.00

In addition to the charges outlined below, the applicant will reimburse the city for all outside legal, engineering, planning, and/or other administrative expenses related to the application. The initial escrow amounts shown will be used to cover these costs. If the costs exceed the initial escrow amount, the applicant will be billed for the additional expenses. Any unused escrow funds will be returned to the applicant upon completion of the project. ***Unpaid invoices for consultants' fees may become a lien against the property if left unpaid after attempts to invoice and collect.***

	Initial Escrow (refundable if not used)	Application Fee (non-refundable)
PLANNING & ZONING		
Administrative Permit		$50.00
(includes fence permits issued OTC, or accessory permits, or simple lot splits or combinations that involve two lots, do not involve easements, and do not require consultants' time)		
Conditional Use Permit Application	$2,000	$400.00
Interim Use Permit Application	$2,000	$400.00
Variance Application	$2,000	$400.00
Wetland Application		actual cost
Easement Vacation	$2,000	$400.00
Rezoning Application	$2,000	$400.00
Concept Plan (Site Plan Review)	$2,000	$400.00
Street/Alley Vacation Request	$2,000	$400.00
SUBDIVISION		
Minor Subdivision/Lot Split/Lot Combination	$1,000	$200.00
(any land adjustments that involve more than 2 lots, or modify easements, or otherwise requires consultants' time)		
Preliminary Plat	$5,000	$500.00
Final Plat	$5,000	$500.00
Park Dedication Fees - General	Per Subdivision Ordinance	
Park Dedication Fees - Sunrise Crest	Per lot per development agreement	$400.00
	To be paid at the time that the building permit is issued	
OTHER DEVELOPMENT/SPECIAL REQUESTS		
Annexation Petition	$1,000	$100.00
Comprehensive Plan Amendment	$1,000	$400.00
Ordinance Text Amendment	$1,000	$400.00
TIF (Tax Increment Financing)	$12,000	$100.00
Tax Abatement	$6,500	$100.00

This ordinance is effective January 1, ~~2025~~ 2026 following adoption and summary publication.

Adopted this ~~9~~ 8th day of December, ~~2024~~ 2025

ATTEST:

APPROVED:

_____

Annita M. Smythe, City Administrator

_____

Andrea Lawrence Wheeler, Mayor

City Of CLEARWATER
Strong Heritage, Bright Future

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															0
DEC															0
Total	11	5	7	12	14	2	5	9	6	14	4	0	4	4	97

*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	

Park Commission Projects

El Dorado Park

Item	Project Description	Status	Est. Completion
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	In Progress
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
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.	On Hold
Splash Pad	Splash Pad	Planned for install 2026, equipment ready for delivery.	Spring 2026
Striping Request	Request from rugby team to stripe parking lot	Quotes obtained, work schedule in progress	Completed
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
More Swings	Request from public	locations?	TBD
Wiffle Ball Arena		Long-term plans - Not yet approved - estimated cost unknown	
Gaga Ball Arena	Octagon-style corral	Long-term plans - Not yet approved - estimated cost unknown	

Riverside Park

Item	Project Description	Status	Est. Completion
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

Item	Project Description	Status	Est. Completion
River Cats Requests	Shed	Await final payment from team, estimated $3,000.	In Progress
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.	Completed
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	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, PW using ground asphalt from other jobs as filler	
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

Item	Project Description	Status	Est. Completion
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

Item	Project Description	Status	Est. Completion
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
Park Design	Concept Plan/Use of Grant Funds	CC assigned to staff, planning/quotes in progress	In Progress

Lions Park

Item	Project Description	Status	Est. Completion
Fencing	Replace fencing on Porter St side of parking lot	Planning 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 trollies; order a couple of smaller 6' tables for rental area, restroom updates	Winter 2025
Lions Paving	Paving/striping 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

Item	Project Description	Status	Est. Completion
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	In Progress
Memorial Plan - Phase II	Landscaping, Plexiglas	Planning in progress - committee meeting being scheduled	Spring 2026

City Trail System

Item	Project Description	Status	Est. Completion
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
CR 75 Trail Crack Fill/Sealcoat		This trail is not part of the Great River Regional Trail, per Wright County staff. City responsible for maintenance.	Completed
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

Community Center

Item	Project Description	Status	Est. Completion
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

Item	Project Description	Status	Est. Completion
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

GREAT RIVER REGIONAL LIBRARY

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OCT 2 1 2025

October 17, 2025

City Administrator Annita Smythe

605 County Road 75, PO Box 9
Clearwater, MN 55320

Dear City Administrator Smythe,

The Great River Regional Library Board of Trustees is pleased to announce that Brandi Canter has been named its new Executive Director. In her role, Brandi will provide strategic direction and align library resources with community needs.

Brandi is no stranger to Great River Regional Library (GRRL), as she has been with the library system since 2001. The Royalton Public Library started as her home base as the Library Services Coordinator there until 2009. She has since advanced in leadership positions within the library system. Her first day in the Executive Director role was Monday, October 13.

You are invited to join us for Espresso with the Executive Director, a meet-and-greet opportunity, on November 20 from 1:00 to 3:00 p.m. at the St. Cloud Public Library in the Bremer Community Room. Come celebrate a new library chapter with us, congratulate Brandi on her new role, and enjoy some afternoon espresso together!

On behalf of GRRL, thank you again for your continued support of library service. As always, we welcome your input. Should you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Breanne Fruth

Breanne Fruth
Communications and Development Coordinator

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