

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
JANUARY 21, 2025**

**Call to Order: 8:02 a.m. at City Hall**

**Roll Call**

- President Crandall called the Clearwater EDA to order Tuesday, January 21, 2025, at 8:02 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann and Senn. Members Vasecka and Weatherly were absent. Also present was City Administrator Smythe and Community Development Specialist Gramsey. A quorum was present.

**1. Oaths of Office**

- Crandall requested this item be moved to next agenda due to new members' absences.

**2. Election of Officers**

- **MOTION** by Massmann to retain Crandall as President, seconded by Senn, all voted aye. **Motion carried 3-0.**
- **MOTION** by Crandall to retain Massmann as Vice President, seconded by Senn, all voted aye. **Motion carried 3-0.**

**3. Approval of Agenda**

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

**4. Consent Agenda**

**a. Approval of Minutes from November 19, 2024 Meeting**

**b. Financial Reports**

- **MOTION** by Massmann to approve the Consent Agenda as presented, seconded by Crandall, all voted aye. **MOTION CARRIED 3-0.**

**5. Old Business**

**a. Holiday Business Social Review**

- EDA members provided feedback on the December Holiday Business Social. There is interest in continuing as an annual event.
- Members suggested sending out a Save the Date card earlier in addition to the holiday cards, noting that earlier notice may result in improved attendance. Gramsey suggested hand-delivering invitations to provide a personal touch and hopefully encourage more businesses to attend. Although local legislators at the state and county level did not attend, we will extend an invitation again next year.

**b. Frontage Road Discussion**

- Crandall updated on the T.H. 24 project design changes, reflecting the city council's voting down phase 2 of the project. The new design from MnDot impacts the Ash Street crossing near Holiday.
- Crandall shared that he has reached out to businesses affected by the latest updates from MnDot to discuss frontage road options. There is concern from a business owner Thiesen from Flinstones regarding the lack of parking in the front of his business if a frontage road is put in.

- Crandall suggested that EDA members continue to work on possible solutions. Members were in favor.
- Smythe suggested pursuing the issue of parking as a first step.

## 6. New Business

### a. Clear Valley Business Connections annual dues \$75.00

- **MOTION** by Massmann to pay annual dues to Clear Valley Business Connection, seconded by Senn, all voted aye. **Motion carried 3-0.**

### b. Food Shelf requesting donation

- Crandall updated that the City Council has donated \$10,000 to offset the cost of construction. Crandall is suggesting the EDA match the donation.
- Smythe stated that the city has asked the Food Shelf to pursue a second quote for the stormwater improvements. The city engineer sent a message to the Food Shelf engineer noting options to reduce costs. It was also noted that there is a large portion of the quote which includes the hauling away of excess material. Staff could remove the excess material and potentially save half the cost.
- Member Massman questioned the EDA's authority to donate and whether this would set a precedent with other businesses. Smythe explained that governments are generally not allowed to donate to non-profits, but that the food shelf meets an exception under state law.
- Member Massman questioned where the funds would come from. Smythe explained that this item was not in the budget, however, noted the EDA has a surplus cash balance that is being accumulated for future financial programs.
- **MOTION** by Crandall to match donation of \$10,000 for the Food Shelf, seconded by Massman, all voted aye. **Motion carried 3-0.**

### c. Revisit EDA By-laws

- Members reviewed the by-laws and did not request any changes.

### d. 2025 EDA Project Goals

- EDA members discussed updates to the 2025 EDA Project Goals list from 2024.
- Gramsey noted there are three signs pending placement / permissions.
- Members requested the Business Retention and Expansion (BRE) visits to continue. Collaborate with Wright County Economic Development Partnership Staff as needed.
- Gramsey noted Whitebox has completed the Business Spotlight Article for Purple Prairie Botanicals. Crandall recommended the Food Shelf for the next Business Spotlight article and to highlight the grand opening of the new facility.
- EDA members discussed the community guide pages. EDA members would like to highlight the projects being done and the Business Spotlight articles.
- **MOTION** by Massmann to approve purchase of a full page in the community guide, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.**
- EDA agreed they would like to continue Small Business Saturday.
- EDA agreed they would like to continue with Business Social.
- EDA would like to keep Housing Improvement Programs as a goal for 2025 and work towards completing a block grant application for 2026.

### e. Community Event Calendar

- Gramsey suggested incorporating a Community Event Calendar on the EDA Website. A policy is needed to guide the process for businesses to submit events. Smythe stated she would request a draft from the city attorney.

7. Reports

a. Staff Report

- Gramsey shared the Website Traffic Overview.

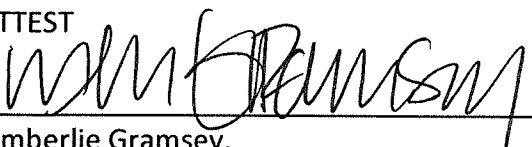
8. Next Meeting Date

a. Next EDA Meeting – February 18, 2025

9. Adjournment

- **MOTION** to adjourn by Massmann, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 8:35 a.m.

ATTEST



Kimberlie Gramsey,  
Community Development Specialist

APPROVED



Kris Crandall  
EDA President

