

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
APRIL 21, 2026**

**1. Call to Order: 8:01 a.m. at City Hall**

**Roll Call**

- President Crandall called the Clearwater EDA to order Tuesday, April 17, 2026, at 8:01 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann, and Senn. Members Vasecka and Fritz were absent. A quorum was present. Also present was City Administrator Smythe and Community Development Specialist Gramsey. Missy Meidinger from Wright County Economic Development Partnership (WCEDP) attended online.

**2. Approval of Agenda**

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

**3. Consent Agenda**

**a. Approval of Minutes from March 17, 2026 Meeting**

**b. Financial Reports**

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

**4. Old Business**

**a. EDA Programs**

- Gramsey reported Tri-CAP reviews and updated transportation routes annually. Stated that a route between Clearwater and St. Cloud could be considered if there is a need. Residents would need to make regular ride requests to establish this need, and some requests may be denied until a route is implemented.
- Crandall suggested creating a survey to verify if there is a transportation need. The data would help verify demand and could be shared with Tri-CAP to support potential service considerations.
- Senn recommended the EDA participate with the Business Expo on May 3, 2026. The EDA discussed potential presentation materials and preparation needs. The EDA determined that two weeks is insufficient time to adequately prepare a professional presentation.
- Smythe suggested distributing paper copies of the transportation survey through community contacts. Proposed locations included apartment complexes, the Estates, Food Shelf and local churches to better reach individuals who may have a need for transportation services.
- Massmann recommended sharing the survey via newspaper.
- Crandall shared additional programs for consideration would be a micro-grant. He described the program as a Business Curbside and Digital Appeal Grant, with awards ranging from \$1,000 to \$5,000 and a required one-to-one match. Eligible uses discussed included new signage, website improvements, lighting or security enhancements.
- The EDA also discussed leveraging MN DEED programs, which offer resources for business financing, training and development. Additional concepts include a childcare facility or a rent-a-space subsidy program which would establish shared workspace for tenants.
- Smythe stated redevelopment and housing rehabilitation are programs within the EDA's authority to undertake.

- Crandall stated he would like draft on redevelopment and housing rehabilitation, the micro-grant and office space.

**b. Vinyl Welcome Sign**

- Board approved license agreement to be sent to Long Haul for Welcome Sign on County Road 75 – east end.
- Suggestion was given to place County Road 7 sign in the storm water pond area on the corner of Huber Avenue. Board was in agreement.
- Smythe stated there has been discussion with Central Minnesota Cold Storage regarding sign placement on T.H. 24 – south location.

**5. New Business**

**a. Zoom Tour**

- Board members reviewed an interactive virtual tour offered by WCEDP as a tool to highlight the community. It was noted this could be used to provide updates with T.H. 24 during construction. The WCEDP application cost is \$500; however, Gramsey indicated she may be able to create a similar product using Google Maps at no charge.
- Members expressed interest in using Google Maps to create a version of zoom tour.

**b. Website .gov**

- Gramsey reported the city website will transition to a .gov domain and will include an updated design.
- Discussion on EDA site traffic and cost justification of maintaining both a City website and a separate EDA website, particularly in relation to ADA compliance regulations.
- Smythe stated she will verify with the City Attorney whether the City website could include an EDA page for promoting local businesses.

**6. Reports**

**a. WCEDP Report**

- Ms. Meidinger provided update on meeting of City Administrators and suggested scheduling meeting with staff to discuss EDA programs to see where WCEDP can combine opportunities.
- Business list has been provided to Clear Valley Business Connection and could be shared with the city as well.

**b. Staff Report**

- Gramsey stated Garage Sale flyers are available to share with businesses. Registration opens on May 11<sup>th</sup>.
- Smythe reported that meetings have been held with several potential businesses that have expressed interest in locating in Clearwater. Businesses wish to remain confidential at this time.

**7. Next Meeting Date**

**a. Next EDA Meeting – May 19<sup>th</sup>, 2026**

**8. Adjournment**

- **MOTION** to adjourn by Massmann, seconded by Senn, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 8:50 a.m.

ATTEST

APPROVED

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Kimberlie Gramsey,  
Community Development Specialist

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Kris Crandall  
EDA President

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