

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
MAY 20, 2025**

**Call to Order: 8:00 a.m. at City Hall**

**Roll Call**

- President Crandall called the Clearwater EDA to order Tuesday, May 20, 2025, at 8:00 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann, Vasecka, and Weatherly. Member Senn was absent. A quorum was present. Also present was Community Development Specialist Kimberlie Gramsey.

**1. Approval of Agenda**

- Massmann requested to add discussion of EDA Message Board Fee Waiver and EDA Website Comments as New Business.
- **MOTION** by Massmann to approve the Agenda with the additions to item 4, seconded by Vasecka, all voted aye. **MOTION CARRIED 4-0.**

**2. Consent Agenda**

- a. **Approval of Minutes from April 15, 2025 Meeting**
- b. **Financial Reports**

- **MOTION** by Massmann to approve the Consent Agenda as presented, seconded by Vasecka, all voted aye. **MOTION CARRIED 4-0.**

**3. Old Business**

**a. Frontage Road / Lot Discussion**

- Crandall gave an update on the May 15<sup>th</sup> T.H. 24 Business Workshop.
  - There were six local businesses present.
  - There was good, pleasant discussion and a lot of ideas shared.
  - Crandall stated he would like to meet with Annita Smythe City Administrator and Justin Kannas City Engineer to discuss options of what can be done and then present information to the EDA.
  - Crandall stated there are businesses who stated they plan on contacting their attorneys if needs are not met.
  - Crandall updated that T.O. Plastics has shared a map depicting the suggestions for their section of T.H. 24.
  - During the T.H. 24 Business Workshop there was a discussion about the City of Buffalo's roundabout by Perkins, painting a line on Smith to indicate do not block the intersection, and more signage.
- Gramsey stated the recommendation was brought to the businesses to do a social media push to educate how to access their businesses and request Clear Valley Business Connection to share the information as well.
- Tom Plaggerman with Parts City Auto arrived at 8:06. Crandall provided a recap of what had been discussed.

**b. Community Event Calendar**

- Gramsey presented the Community Event Calendar Policy from the City Attorney.

- **MOTION** by Massmann to approve the Community Event Calendar Policy, seconded by Vasecka, all voted aye. **MOTION CARRIED 4-0.**

**c. Vinyl Sign Update**

- Gramsey stated Jason Michels with Long Haul Trucking is inquiring if the city could draft a licensing agreement instead of an easement.
- Advised there will be additional cost if we decide to have the City Attorney draft a licensing agreement.
- Crandall stated he would like to discuss the matter with City Administrator prior to making any decision.

**4. New Business**

**a. EDA Message Board Fee Waiver Request – Clearwater Farmer’s Market**

- Massmann stated she received a request from Lori Johnson with the Clearwater Farmer’s Market to waive the fee for the EDA Message Board. Stated Johnson proposes to make the first week payment and then requests that the EDA donate the rest of the weeks through June, July and August. The slide would run for a total of 12 weeks.
- Discussion was had about approval of one payment per month.
- Plaggerman suggested package deal. Crandall requested staff look into what a package deal would look like.
- **MOTION** by Massmann to approve the fee waiver request for the month of June and Board will discuss further the remaining requests, seconded by Vasecka, all voted aye. **MOTION CARRIED 4-0**

**b. EDA Website Comments**

- Massmann stated Johnson would like to verify that Root of Wellness is listed on the EDA Website Business Directory.
- Massmann also reported that Johnson stated there is a picture of the Clear Valley Business Connections but not an explanation of who they are.
- Johnson also would like to note that the Archery Park is not listed on the website.
- Gramsey stated she would look into the concerns.

**5. Reports**

**a. WCEDP Report**

**b. Staff Report**

**i. Website Updates**

- Gramsey reported that the EDA Website stats for the month are listed on page 15 for review.

**ii. Business Spotlight**

- June Business Spotlight will feature Taco Gringo posting on June 2<sup>nd</sup>.

**iii. Earth Day Clean Up**

- Gramsey reported per the recommendation of Councilman Crandall, an Earth Day Clean Up initiative was organized across the parks in Clearwater.
- Girl Scout Troop 593 of Clearwater, Farside 4H and Pack 3094 participated in the event.
- The clubs were given a certificate as a sign of appreciation for their work and treats were donated by Coborn’s.

– **Side Discussion**

- Member Crandall recommended that board members share Facebook posts related to EDA.
- Crandall stated the conversation around Clean-up day being spring or fall was a big topic.
- Vasecka agreed that the conversation around City wide garage sale date was a big issue on social media as well.
- Gramsey stated that the city of Elk River does a Citywide Garage Sale and the city provides a map and information regarding the date. Gramsey inquired if this is something that the EDA would like the staff to work on in the future.
- Board members agreed they would like staff to work on promoting Citywide Garage Sale next year.

**6. Next Meeting Date**

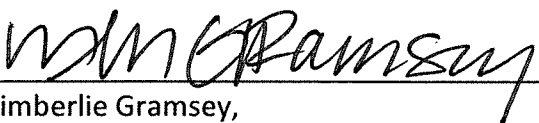
**a. Next EDA Meeting – July 15, 2025**

- Next meeting date confirmed for July 15, 2025 at 8:00 a.m.
  
- **EDA Message Board Fee Waiver Request – Clearwater Farmer’s Market**
  - As there will be no meeting in June Massman requested the board revisit the request to waive the fee for the Clearwater Farmer’s Market.
- **MOTION** by Massmann to require one payment per month from organization and approves the fee waiver request for the remaining weeks for the month of June and July. The board will discuss further the remaining requests, seconded by Vasecka, all voted aye. **MOTION CARRIED 4-0**

**7. Adjournment**

- **MOTION** to adjourn by Massmann, seconded by Weatherly, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 8:23 a.m.

ATTEST



Kimberlie Gramsey,  
Community Development Specialist

APPROVED



Kris Crandall  
EDA President