

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
AUGUST 19, 2025**

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

**Roll Call**

- President Crandall called the Clearwater EDA to order Tuesday, August 19, 2025, at 8:00 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann, Vasecka and Weatherly. Member Senn arrived at 8:02 a.m. A quorum was present. Also present was Community Development Specialist Kimberlie Gramsey and Missy Meidinger from Wright County Economic Development Partnership (WCEDP).

**1. Approval of Agenda**

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

**2. Consent Agenda**

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

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

**3. Old Business**

**a. T.H. 24 Accommodations**

- Gramsey stated the “Do Not Block Intersection” signage has been ordered for Smith Street and Nelson Drive.
- Gramsey noted that Smythe will be coordinating with MNDOT on the installation of signage for T.H. 24. It is anticipated that the signage installation will align with the broader T.H. 24 project timeline.
- Crandall stated he would like to see progress on implementation of directional signage for the frontage roads as this can be done in house.

*Member Senn arrived at 8:02 a.m. and joined the meeting in progress.*

**b. Vinyl Sign Update**

- Gramsey provided review of the item. Jason Michels with Long Haul Trucking is inquiring if the city could draft a licensing agreement instead of an easement for the city welcome sign. A motion passed at previous meeting approved \$400.00 for a licensing agreement. According to the City Attorney, the cost of the licensing agreement is expected to remain under \$500.00.
- **MOTION** by Massmann to approve \$500.00 for licensing agreement, seconded by Senn, all voted aye. **MOTION CARRIED 5-0.**

**c. EDA Message Board Waiver Request**

- Gramsey reviewed the criteria other cities use for fee waivers.
- Discussion on what a policy would look like.
- Meidinger reiterated the recommendation made by Vasecka last month that, if the fee is waived, the company should list the EDA as a sponsor for the event.

- Gramsey suggested checking with Smythe to verify if the city can be listed as a sponsor for events, or if there are any legal limitations associated with doing so.

#### 4. New Business

##### a. Small Business Saturday – November 29, 2025

- Members reviewed the greeting card options and selected #6, the card featuring the aerial view of the City of Clearwater with Happy Holidays footer. Staff were directed to order the cards to have for signing at an upcoming meeting. There are still 100 Small Business Saturday stickers remaining, which will be included with the greeting card.

##### b. Business Social Invite

- Members decided on December 9<sup>th</sup> from 8-9 am for the Social, with staff arriving at 7:30 am for setup. Staff will work on obtaining quotes for refreshments. Last year, the invite was inserted into a holiday flyer template that included recognition of our sponsor. If refreshments are donated this year, the donor will also be listed as a sponsor on the flyer.

#### 5. Reports

##### a. WCEDP Report

- Enterprise Academy will begin September 11<sup>th</sup>, 2025. 12-week foundational business course for entrepreneurs.
- October 1<sup>st</sup>, 2025 Minnesota Department of Employment and Economic Development will be hosting a Paid Leave Act seminar.
- Meidinger stated the need for childcare facilities in Wright County is high. Stated if there is anyone interested in starting a childcare facility to reach out to WCEDP.

##### b. Staff Report

###### i. Website Updates

- Gramsey reported that the EDA Website statistics for the month are listed on page 26 for review.

###### ii. Business Spotlight

- September Business Spotlight will feature Long Haul.

###### iii. Business Retention/Expansion Visit (BRE)

- Gramsey reported there is a BRE visit scheduled for September 12<sup>th</sup> with TO Plastics.
- Gramsey requested feedback from the board regarding potential attendees for the upcoming BRE visit. Expressed concern about maintaining a setting in which the business feels comfortable sharing openly and recommended keeping the group small.
- Crandall suggested including language that allows the business to indicate how many additional attendees they are comfortable having present during the visit.
- Gramsey presented the WCEDP questionnaire and requested feedback from the board on if they would like any additional questions added.
- Crandall stated he would like to see a question added asking, “What are your business’s successes?”
- Massman noted that there are currently two questions: "What problems do you have that you would like help with?" and "Is there anything that the partnership can do for you?" Suggested combining them into a single question.

###### iv. Development Updates

- Gramsey stated Jason Michels with Long Haul Trucking attended the Planning Meeting July 21, 2025. Presented a proposal for a site improvement project involving the development

of 500 paid overnight parking spaces available for lease. Informed the Board that the meeting minutes are available online for review if they would like more details.

**6. Next Meeting Date**

**a. Next EDA Meeting – September 16, 2025**

- Next meeting date confirmed for September 16, 2025 at 8:00 a.m.

**7. Adjournment**

- **MOTION** to adjourn by Massmann, seconded by Weatherly, all voted aye. **MOTION CARRIED 5-0.** Meeting adjourned at 8:45 a.m.

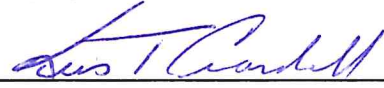
ATTEST



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Kimberlie Gramsey,  
Community Development Specialist

APPROVED



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Kris Crandall  
EDA President