

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
SEPTEMBER 16, 2025**

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

Roll Call

- President Crandall called the Clearwater EDA to order Tuesday, September 16, 2025, at 8:00 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann and Vasecka. Members Senn and Weatherly were absent. A quorum was present. Also present was City Administrator Annita Smythe, Community Development Specialist Kimberlie Gramsey, and a member of the public.

1. Approval of Agenda

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

2. Consent Agenda

- a. **Approval of Minutes from August 19, 2025, Meeting**
- b. **Financial Reports**

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

3. Old Business

a. T.H. 24 Accommodations

- Gramsey reported that the “Do Not Block Intersection” signs have been received. Requested verification of the appropriate placement for the signage on Smith Street and Nelson Drive.
- Smythe stated MNDOT will put up business access directional signage in coordination with the T.H. 24 project but they will not put up signs that will have specific business names.
- Crandall requested similar directional signage be installed within the city to improve traffic flow. Suggested placing an “Access to CR 75” and “Business Access” sign be placed at the end of Smith Street, and an “Access to CR 75” sign on Nelson Dr along with the “Do Not Block Intersection” sign.
- Crandall inquired whether street striping would be added in conjunction with the installation of the “Do Not Block Intersection” signs to clearly indicate the areas where vehicles should not stop. Smythe stated striping is contracted out and would suggest the project be done with a larger project to cut down the cost.

b. Vinyl Sign Update

- Gramsey stated the licensing agreement for the city welcome sign has been sent to Jason Michels with Long Haul Trucking.

c. EDA Message Board Waiver Request

- Gramsey provided review of the topic. Previously discussed if the fee is waived, the company should list the EDA as a sponsor for the event. The recommendation was to check 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.
- Smythe stated the city is unable to be a sponsor or donate money, per statutory restrictions.
- Further discussion was conducted about fee waivers and parameters for waiving fees. Staff suggest objective criteria showing a public purpose be established.
- The discussion was tabled and will be revisited at the next meeting.

d. Small Business Saturday – November 29, 2025

- Cards ready for signatures.

e. Business Social Invite

- Holiday Flyer has been updated with Travel Plaza as a sponsor as they have agreed to donate refreshments again this year.
- Event scheduled for December 9th mailing the invite out 2 to 3 weeks prior.
- Smythe suggested next year discussing the option of moving the time of the Business Social in the hopes of getting more attendees.

4. New Business

a. Driving Economic Growth Through Policy Reform

- Crandall shared notes from Monticello Chamber's event.

5. Reports

a. WCEDP Report

b. Staff Report

i. Website Updates

- Gramsey reported that the EDA Website statistics for the month are listed on page 21 for review.

ii. Business Spotlight

- September Business Spotlight features Long Haul Trucking.
- Reviewed list of Businesses and discussed upcoming Spotlight options.

iii. Business Retention/Expansion Visit (BRE)

- BRE visit was completed on September 12th with TO Plastics.
- Gramsey provided overview of continued success and current needs and concerns.

iv. Development Updates

- Smythe stated developers for the Cold Storage have met with staff and are in discussions for a possible Phase II of the project.
- Application has been received from Scott Miller to build on Parcel ID 104-026-000010.

6. Next Meeting Date

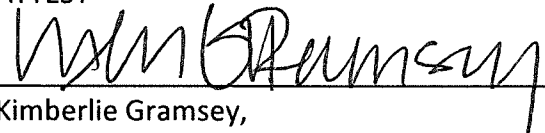
a. Next EDA Meeting – October 21, 2025

- Next meeting date confirmed for October 21, 2025 at 8:00 a.m.

7. Adjournment

- **MOTION** to adjourn by Massmann, seconded by Vasecka, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 8:45 a.m.

ATTEST



Kimberlie Gramsey,
Community Development Specialist

APPROVED



Kris Crandall
EDA President