



**Regular Meeting – October 15, 2024
Council Chambers**

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

- 1. Approval of Agenda**
- 2. Consent Agenda**
 - a. Approval of Minutes from September 17, 2024 Meeting**
 - b. Financial Reports**
- 3. Old Business**
 - a. Staffing Update**
 - b. Consider Consulting Services – Whitebox Marketing**
 - c. Small Business Saturday Update**
 - d. Business Social Invite**
- 4. New Business**
 - a. Request for Funding – Trunk or Treat**
 - b. Other Business**
- 5. Reports**
 - a. Staff Report**
- 6. Next Meeting Date**
 - a. Next EDA Meeting – November 19, 2024**
- 7. Adjournment**

To: Honorable Members of the Clearwater EDA
From: Annita Smythe, City Administrator
Re: October 15, 2024 EDA Meeting

1. Approval of Agenda

2. Consent Agenda

- a. **Approval of Minutes from September 17, 2024 Meeting (page 3)**
- b. **Financial Reports (page 5)**

Please contact me prior to the meeting with questions so I have time to research.

3. Old Business

a. Staffing Update

The City Council will consider the hire of Kimberlie Gramsey on Monday for the vacant Community Development Specialist position. EDA Members Crandall and Massmann were part of the interview committee for the position finalists.

b. Consider Consulting Services – Whitebox Marketing

Member Crandall and I met with Tia Anderson from Whitebox Marketing about assisting with temporary services while the new staff member gets up to speed. We suggested assistance with Business Spotlight articles, some website updates, and possible assistance with social media and the digital message board. I hope to have a quote for your consideration at the meeting.

c. Small Business Saturday Update (page 12)

The cards and stickers have arrived and will be available for your signatures at the meeting. If you would like to sign before then, please stop by city hall.

d. Business Social Invite (page 14)

Attached is the draft business social invite, along with a copy of last year's flyer. Last year, the invite language was inserted into a holiday flyer template that included recognition of our sponsor. Our new staff can work on obtaining price quotes for refreshments and can work on the flyer insert before we send the thank you cards with the invitations.

4. New Business

a. Request for Funding – Trunk or Treat

Coborn's reached out wanting to partner with the city on a "trunk or treat" event for families/children prior to Halloween. The Fire Relief Association has agreed to partner with Coborn's to host the event. They are requesting that the EDA assist with some of the funding needed for supply purchases in the amount of \$500.

b. Other Business

5. Reports

This section is for WCEDP, staff, or board member reports, if any.

a. Staff Report

6. Next Meeting Date

- a. **Next EDA Meeting – November 19, 2024**

7. Adjournment

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
SEPTEMBER 17, 2024**

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

Roll Call

- President Crandall called the Clearwater EDA to order Tuesday, September 17, 2024, at 8:00 a.m. in the Council Chambers. EDA Members present were Crandall, Schwinghammer, Johnson, and Massmann. Also present was City Administrator Smythe. A quorum was present.
- President Crandall alerted Members that he had been appointed to the City Council, which would have resulted in three City Council members on the board, which is not permitted. So, Mayor Lawrence has stepped down from the EDA. Members would like to run an ad in the paper for the open board position.

1. Approval of Agenda

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

2. Consent Agenda

a. Approval of Minutes from August 20, 2024 Meeting

b. Financial Reports

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

3. Old Business

a. Small Business Saturday – November 30, 2024

- Members reviewed the greeting/thank you card options and selected option #2, the black background with gold/silver foil snowflakes. Staff were directed to order the cards to have for signing at the October meeting.
- Members would like to re-order the stickers used last year and just update the December social invite. The invites, along with the stickers, will be placed in the cards prior to mailing.

b. Consider Consulting Services Quote

- Crandall explained that he spoke to Whitebox marketing, but they needed a scope of services before they could provide a quote.
- Members discussed the proposed services. After discussion, it was determined that a quote for assistance with Business Spotlight articles would be helpful. Members asked staff to connect with the vendor and share copies of existing articles to obtain a quote for the next meeting.

4. New Business

a. Other Business

- Johnson reported that the Planning Commission recommended approval of a proposed preliminary plat which will create 6 new commercial building lots. She stated the developer had concerns about the road costs. Smythe stated they could look into options at the state for assistance and would discuss offline.
- Members discussed the proposed cannabis ordinance that was recommended for approval by the Planning Commission, and its impact to local businesses.

5. Reports

a. Staff Report

- Member Johnson expressed concern that the Planning Commission voted against a proposed ordinance that would allow fencing on vacant lots. She did not understand the opposition, given that there are very few vacant lots in town, per the housing study.
- Smythe updated that WCEDP is still waiting to see what Wright County plans to fund next year. The WCEDP board has decided to not fill the position vacated by Jolene Foss but will be scaling back and adding new duties to the remaining staff.
- Smythe updated on the meeting she and Mayor Lawrence had with Coborn’s to discuss their concerns about the T.H. 24 project. They would like the city to continue to push for a left turn land from T.H. 24 to Smith Street in the proposed design.
- Smythe noted there was an inquiry from a party interested in acquiring T&R Meats. They were asking about options for expanding in the area. They also asked about any city financial assistance programs, which are presently limited to tax abatement or tax increment financing (TIF).

5. Next Meeting Date

a. Next EDA Meeting – October 15, 2024

- Next EDA Meeting will be October 15, 2024, at 8:00 a.m. at City Hall.

6. Adjournment

- **MOTION** to adjourn by Massmann, seconded by Schwinghammer, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 8:39 a.m.

ATTEST

APPROVED

Annita M. Smythe, City Administrator

Kris Crandall, EDA President

CASH SUMMARY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

FUNDS: 250 - ECONOMIC DEV. AUTHORITY

Fund Description

	Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 09/30/2024
250 ECONOMIC DEV. AUTHORITY	299,886.56	31,479.05	51,804.75	279,560.86
REPORT TOTALS:	<u>299,886.56</u>	<u>31,479.05</u>	<u>51,804.75</u>	<u>279,560.86</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 09/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 250 ECONOMIC DEV. AUTHORITY						
Account Category: Revenues						
Department: 41200 Economic Development Authority						
250-41200-31010	Current Ad Valorem Taxes	57,400.00	29,680.57	0.00	27,719.43	51.71
250-41200-34953	Charge for Service	0.00	772.50	0.00	(772.50)	100.00
250-41200-36210	Interest Earnings	0.00	0.00	0.00	0.00	0.00
250-41200-37310	Penalties	0.00	0.00	0.00	0.00	0.00
250-41200-39350	EDA Loan Repayments	0.00	0.00	0.00	0.00	0.00
Total Dept 41200 - Economic Development Authority		57,400.00	30,453.07	0.00	26,946.93	53.05
Revenues		57,400.00	30,453.07	0.00	26,946.93	53.05
Account Category: Expenditures						
Department: 41200 Economic Development Authority						
250-41200-40100	Wages and Salaries (GENERAL)	3,000.00	300.00	0.00	2,700.00	10.00
250-41200-40101	Full-Time Employees Regular	23,800.00	16,727.23	0.00	7,072.77	70.28
250-41200-40121	PERA	1,800.00	1,236.29	0.00	563.71	68.68
250-41200-40122	FICA/Medicare Withholding	1,800.00	1,244.42	0.00	555.58	69.13
250-41200-40123	Operating Supplies	700.00	0.00	0.00	700.00	0.00
250-41200-40131	Employer Paid Health	3,800.00	1,743.96	3.55	2,056.04	45.89
250-41200-40134	Life Insurance Expense	300.00	214.38	0.00	85.62	71.46
250-41200-40137	Signs & Sign Materials	0.00	0.00	0.00	0.00	0.00
250-41200-40150	Software & Support	2,000.00	227.16	0.00	1,772.84	11.36
250-41200-40152	Worker s Comp Insurance	0.00	0.00	0.00	0.00	0.00
250-41200-40182	Bank Fees	0.00	0.00	0.00	0.00	0.00
250-41200-40208	Training and Instruction	2,000.00	0.00	0.00	2,000.00	0.00
250-41200-40303	Engineering Fees	500.00	436.50	0.00	63.50	87.30
250-41200-40304	Legal Fees	500.00	0.00	0.00	500.00	0.00
250-41200-40305	Contracted Services	10,000.00	19,600.00	0.00	(9,600.00)	196.00
250-41200-40323	Website	0.00	0.00	0.00	0.00	0.00
250-41200-40331	Travel Expenses	1,000.00	0.00	0.00	1,000.00	0.00
250-41200-40340	Advertising/Marketing	4,000.00	1,636.80	0.00	2,363.20	40.92
250-41200-40351	Legal Notices Publishing	500.00	0.00	0.00	500.00	0.00
250-41200-40433	Dues and Subscriptions	1,700.00	1,297.00	0.00	403.00	76.29
250-41200-40596	Capital Outlay - Other Impvmts	0.00	6,573.63	0.00	(6,573.63)	100.00
250-41200-40650	Loan Fund Distribution	0.00	0.00	0.00	0.00	0.00
250-41200-40720	Operating Transfers	0.00	0.00	0.00	0.00	0.00
250-41200-40721	Contributions to Enterprise	0.00	0.00	0.00	0.00	0.00
Total Dept 41200 - Economic Development Authority		57,400.00	51,237.37	3.55	6,162.63	89.26
Expenditures		57,400.00	51,237.37	3.55	6,162.63	89.26
Fund 250 - ECONOMIC DEV. AUTHORITY:						
TOTAL REVENUES		57,400.00	30,453.07	0.00	26,946.93	
TOTAL EXPENDITURES		57,400.00	51,237.37	3.55	6,162.63	
NET OF REVENUES & EXPENDITURES:		0.00	(20,784.30)	(3.55)	20,784.30	

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2024			250-0000-10100 Cash				299,886.56
					BEG. BALANCE		
01/03/2024	CD	IMPT	VISION PREMIUM DEC23 ST		48	1.77	299,884.79
01/03/2024	PR	IMPT	Labor Distribution	1		990.82	298,893.97
01/03/2024	PR	IMPT	Labor Distribution	1	990.82		299,884.79
01/03/2024	PR	IMPT	Labor Distribution	1		990.82	298,893.97
01/11/2024	PR	IMPT	Labor Distribution	1		322.95	298,571.02
01/17/2024	PR	IMPT	Labor Distribution	1		1,020.67	297,550.35
01/18/2024	CD	IMPT	LIFE INS. PREMIUM JAN24 ST	1		26.79	297,523.56
01/18/2024	CD	IMPT	JAN24 DENTAL PREMIUM ST	2		15.37	297,508.19
01/31/2024	CR	IMPT	2023 Tax True-up - JAN 24	1	193.07		297,701.26
01/31/2024	CD	IMPT	HEALTH INS. PREMIUM FEB24 ST	16		200.63	297,500.63
01/31/2024	CD	IMPT	EDA FARMERS MARKET MEETING LIONS	31		80.90	297,419.73
01/31/2024	CD	IMPT	EDA OPEN HOUSE LIONS	31		80.90	297,338.83
01/31/2024	CD	IMPT	TRENCH AND WIRE SIGN	7		3,198.63	294,140.20
01/31/2024	CD	IMPT	2024 DUES	29		822.00	293,318.20
01/31/2024	PR	IMPT	Labor Distribution	1		1,049.11	292,269.09
02/05/2024	CD	IMPT	VISION PREMIUM JAN24 ST	22		1.76	292,267.33
02/05/2024	CD	IMPT	EDA HOUSING STUDY	20		19,600.00	272,667.33
02/14/2024	PR	IMPT	Labor Distribution	1		1,020.69	271,646.64
02/21/2024	CD	IMPT	WIX EDA WEBSITE RENEWAL	1		192.00	271,454.64
02/21/2024	CD	IMPT	FEB24 DENTAL PREMIUM ST	8		15.37	271,439.27
02/21/2024	CD	IMPT	FEB24 LIFE INS. PREMIUM ST	9		26.80	271,412.47
02/28/2024	PR	IMPT	Labor Distribution	1		1,020.67	270,391.80
02/29/2024	CD	IMPT	HEALTH INS. PREMIUM MAR24 ST	13		200.63	270,191.17
03/04/2024	CD	IMPT	VISION PREMIUM FEB24 ST	19		1.79	270,189.38
03/13/2024	PR	IMPT	Labor Distribution	1		1,034.91	269,154.47
03/25/2024	CD	IMPT	HEALTH INS PREMIUM APR24 ST	14		200.63	268,953.84
03/27/2024	PR	IMPT	Labor Distribution	1		1,020.69	267,933.15
03/31/2024	CD	IMPT	MAR24 DENTAL PREMIUM ST	4		15.37	267,917.78
03/31/2024	CD	IMPT	MAR24 LIFE INS. PREMIUM ST	5		26.80	267,890.98
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7		35.16	267,855.82
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7		35.16	267,820.66
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7	35.16		267,855.82
04/01/2024	CD	IMPT	APR24 Life Ins Premium ST	3		26.80	267,829.02
04/01/2024	CD	IMPT	APR24 Dental Premium ST	4		15.37	267,813.65
04/01/2024	CD	IMPT	VISION PREMIUM MAR24 ST	28		1.78	267,811.87
04/01/2024	CD	IMPT	CVBC EDA DUES	1		75.00	267,736.87
04/10/2024	PR	IMPT	Labor Distribution	1		1,020.69	266,716.18
04/24/2024	PR	IMPT	Labor Distribution	1		1,034.91	265,681.27
04/30/2024	CD	IMPT	MAY24 Health Insurance Premium ST	37		200.63	265,480.64
05/01/2024	CD	IMPT	Vision Premium APR24 ST	35		1.78	265,478.86
05/01/2024	CD	IMPT	Welcome to Clearwater Signs Package E	38		3,375.00	262,103.86
05/06/2024	CD	IMPT	Half Page Silver Ad May 2024	54		1,475.00	260,628.86
05/08/2024	CD	IMPT	MAY24 Dental Premium ST	3		15.37	260,613.49
05/08/2024	CD	IMPT	MAY24 Life Ins Premium ST	4		26.80	260,586.69
05/08/2024	PR	IMPT	Labor Distribution	1		1,020.67	259,566.02
05/13/2024	CD	IMPT	JUN24 Health Insurance Premium ST	11		200.63	259,365.39
05/22/2024	PR	IMPT	Labor Distribution	1		1,020.69	258,344.70
06/01/2024	CD	IMPT	JUN24 Vision Premium ST	36		1.78	258,342.92
06/03/2024	GJ	JE	Business View Magazine Ad	46	737.50		259,080.42
06/04/2024	CD	IMPT	JUN24 Dental Premium ST	18		15.37	259,065.05
06/04/2024	CD	IMPT	JUN24 Life Ins Premium ST	19		26.80	259,038.25
06/05/2024	PR	IMPT	Labor Distribution	1		1,020.67	258,017.58
06/11/2024	CR	IMPT	Charge for Service EDA	-20252	35.00		258,052.58
06/19/2024	PR	IMPT	Labor Distribution	1		1,020.69	257,031.89
06/24/2024	CD	IMPT	July24 Health Insurance Premium ST	11		200.63	256,831.26
06/30/2024	CR	IMPT	2024 Tax Settlement JUN	1	29,487.50		286,318.76
07/01/2024	CD	IMPT	General Engineering	6		342.00	285,976.76
07/01/2024	CD	IMPT	General Engineering	6		94.50	285,882.26
07/02/2024	CD	IMPT	2024 Pledge	27		400.00	285,482.26
07/03/2024	PR	IMPT	Labor Distribution	1		1,020.69	284,461.57
07/17/2024	PR	IMPT	Labor Distribution	1		1,020.67	283,440.90
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			620.28	282,820.62
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			630.37	282,190.25
07/31/2024	CD	CHK	SUMMARY CD 07/31/2024			592.13	281,598.12
08/07/2024	CD	CHK	SUMMARY CD 08/07/2024			1.77	281,596.35
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			624.04	280,972.31
08/14/2024	CD	CHK	SUMMARY CD 08/14/2024			403.74	280,568.57
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			313.18	280,255.39
08/28/2024	CD	CHK	SUMMARY CD 08/28/2024			195.63	280,059.76
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668		206.80	279,852.96
08/29/2024	CD	CHK	SUMMARY CD 08/29/2024			45.77	279,807.19
08/31/2024	CD	CHK	SUMMARY CD 08/31/2024			242.78	279,564.41
09/10/2024	CD	CHK	SUMMARY CD 09/10/2024			3.55	279,560.86
09/30/2024				END BALANCE	31,479.05	51,804.75	279,560.86

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2024			250-0000-20200 Accounts Payable				0.00
						BEG. BALANCE	
06/18/2024	AP	INV	LINCOLN NATIONAL LIFE INSURANC	4714168061		26.80	(26.80)
07/01/2024	AP	INV	SUMMARY AP 07/01/2024			15.36	(42.16)
07/08/2024	AP	INV	SUMMARY AP 07/08/2024			1.77	(43.93)
07/11/2024	AP	INV	SUMMARY AP 07/11/2024			200.63	(244.56)
07/31/2024	AP	INV	Remittance Check	REMIT		43.04	(287.60)
07/31/2024	AP	INV	Remittance Check	REMIT		67.84	(355.44)
07/31/2024	AP	INV	Remittance Check	REMIT		198.46	(553.90)
07/31/2024	AP	INV	Remittance Check	REMIT		40.00	(593.90)
07/31/2024	CD	CHK	SUMMARY CD 07/31/2024		592.13		(1.77)
08/07/2024	CD	CHK	SUMMARY CD 08/07/2024		1.77		0.00
08/14/2024	AP	INV	Remittance Check	REMIT		42.45	(42.45)
08/14/2024	AP	INV	Remittance Check	REMIT		125.33	(167.78)
08/14/2024	AP	INV	Remittance Check	REMIT		195.96	(363.74)
08/14/2024	AP	INV	Remittance Check	REMIT		40.00	(403.74)
08/14/2024	CD	CHK	SUMMARY CD 08/14/2024		403.74		0.00
08/28/2024	AP	INV	Remittance Check	REMIT		16.41	(16.41)
08/28/2024	AP	INV	Remittance Check	REMIT		62.24	(78.65)
08/28/2024	AP	INV	Remittance Check	REMIT		76.98	(155.63)
08/28/2024	AP	INV	Remittance Check	REMIT		40.00	(195.63)
08/28/2024	CD	CHK	SUMMARY CD 08/28/2024		195.63		0.00
08/29/2024	AP	INV	Remittance Check	REMIT		8.87	(8.87)
08/29/2024	AP	INV	Remittance Check	REMIT		36.90	(45.77)
08/29/2024	CD	CHK	SUMMARY CD 08/29/2024		45.77		0.00
08/29/2024	AP	INV	SUMMARY AP 08/29/2024			15.36	(15.36)
08/29/2024	AP	INV	SUMMARY AP 08/29/2024			200.63	(215.99)
08/29/2024	AP	INV	SUMMARY AP 08/29/2024			26.79	(242.78)
08/31/2024	CD	CHK	SUMMARY CD 08/31/2024		242.78		0.00
09/05/2024	AP	INV	SUMMARY AP 09/05/2024			1.77	(1.77)
09/05/2024	AP	INV	SUMMARY AP 09/05/2024			1.78	(3.55)
09/10/2024	CD	CHK	SUMMARY CD 09/10/2024		3.55		0.00
09/30/2024				END BALANCE	1,485.37	1,485.37	0.00
01/01/2024			250-0000-21701 Federal withholding				0.00
						BEG. BALANCE	
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			64.34	(64.34)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			66.16	(130.50)
07/31/2024	AP	INV	Remittance Check	REMIT	66.16		(64.34)
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			65.12	(129.46)
08/14/2024	AP	INV	Remittance Check	REMIT	65.12		(64.34)
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			15.10	(79.44)
08/28/2024	AP	INV	Remittance Check	REMIT	15.10		(64.34)
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668		1.00	(65.34)
08/29/2024	AP	INV	Remittance Check	REMIT	1.00		(64.34)
09/30/2024				END BALANCE	147.38	211.72	(64.34)
01/01/2024			250-0000-21702 State withholding				0.00
						BEG. BALANCE	
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			42.06	(42.06)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			43.04	(85.10)
07/31/2024	AP	INV	Remittance Check	REMIT	43.04		(42.06)
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			42.45	(84.51)
08/14/2024	AP	INV	Remittance Check	REMIT	42.45		(42.06)
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			16.41	(58.47)
08/28/2024	AP	INV	Remittance Check	REMIT	16.41		(42.06)
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668		8.87	(50.93)
08/29/2024	AP	INV	Remittance Check	REMIT	8.87		(42.06)
09/30/2024				END BALANCE	110.77	152.83	(42.06)
01/01/2024			250-0000-21703 FICA Tax withholding				0.00
						BEG. BALANCE	
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			105.28	(105.28)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			107.24	(212.52)
07/31/2024	AP	INV	Remittance Check	REMIT	107.24		(105.28)
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			106.04	(211.32)
08/14/2024	AP	INV	Remittance Check	REMIT	106.04		(105.28)
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			50.16	(155.44)
08/28/2024	AP	INV	Remittance Check	REMIT	50.16		(105.28)
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668		29.10	(134.38)
08/29/2024	AP	INV	Remittance Check	REMIT	29.10		(105.28)
09/30/2024				END BALANCE	292.54	397.82	(105.28)
01/01/2024			250-0000-21704 PERA				0.00
						BEG. BALANCE	
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			123.86	(123.86)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			126.63	(250.49)
07/31/2024	AP	INV	Remittance Check	REMIT	67.84		(182.65)
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			125.33	(307.98)

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
08/14/2024	AP	INV	Remittance Check	REMIT	125.33		(182.65)
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			62.24	(244.89)
08/28/2024	AP	INV	Remittance Check	REMIT	62.24		(182.65)
09/30/2024				END BALANCE	255.41	438.06	(182.65)
01/01/2024			250-00000-21705 Employee Supp Retirement Contr				0.00
				BEG. BALANCE			0.00
07/31/2024	PRR	JE	Trans Remit Bal - DC POST	00000003		40.00	(40.00)
07/31/2024	AP	INV	Remittance Check	REMIT	40.00		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			40.00	(40.00)
08/14/2024	AP	INV	Remittance Check	REMIT	40.00		0.00
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			40.00	(40.00)
08/28/2024	AP	INV	Remittance Check	REMIT	40.00		0.00
09/30/2024				END BALANCE	120.00	120.00	0.00
01/01/2024			250-00000-21709 Medicare				0.00
				BEG. BALANCE			0.00
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			24.62	(24.62)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			25.06	(49.68)
07/31/2024	AP	INV	Remittance Check	REMIT	25.06		(24.62)
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			24.80	(49.42)
08/14/2024	AP	INV	Remittance Check	REMIT	24.80		(24.62)
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024			11.72	(36.34)
08/28/2024	AP	INV	Remittance Check	REMIT	11.72		(24.62)
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668		6.80	(31.42)
08/29/2024	AP	INV	Remittance Check	REMIT	6.80		(24.62)
09/30/2024				END BALANCE	68.38	93.00	(24.62)
01/01/2024			250-00000-25300 Unreserved Fund Balance				(299,886.56)
				BEG. BALANCE			(299,886.56)
09/30/2024				END BALANCE			(299,886.56)
01/01/2024			250-41200-21705 Employee Supp Retirement Contr				0.00
				BEG. BALANCE			0.00
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			39.65	(39.65)
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			40.00	(79.65)
07/31/2024	PRR	JE	Trans Remit Bal - DC POST	00000003	40.00		(39.65)
09/30/2024				END BALANCE	40.00	79.65	(39.65)
01/01/2024			250-41200-31010 Current Ad Valorem Taxes				0.00
				BEG. BALANCE			0.00
01/31/2024	CR	IMPT	2023 Tax True-up - JAN 24	1		193.07	(193.07)
06/30/2024	CR	IMPT	2024 Tax Settlement JUN	1		29,487.50	(29,680.57)
09/30/2024				END BALANCE		29,680.57	(29,680.57)
01/01/2024			250-41200-34953 Charge for Service				0.00
				BEG. BALANCE			0.00
06/03/2024	GJ	JE	Business View Magazine Ad	46		737.50	(737.50)
06/11/2024	CR	IMPT	Charge for Service EDA	-20252		35.00	(772.50)
09/30/2024				END BALANCE		772.50	(772.50)
01/01/2024			250-41200-40100 wages and salaries (GENERAL)				0.00
				BEG. BALANCE			0.00
01/11/2024	PR	IMPT	Labor Distribution	1	300.00		300.00
09/30/2024				END BALANCE	300.00		300.00
01/01/2024			250-41200-40101 Full-Time Employees Regular				0.00
				BEG. BALANCE			0.00
01/03/2024	PR	IMPT	Labor Distribution	1		863.13	(863.13)
01/03/2024	PR	IMPT	Labor Distribution	1	863.13		0.00
01/03/2024	PR	IMPT	Labor Distribution	1	863.13		863.13
01/17/2024	PR	IMPT	Labor Distribution	1	889.05		1,752.18
01/31/2024	PR	IMPT	Labor Distribution	1	913.75		2,665.93
02/14/2024	PR	IMPT	Labor Distribution	1	889.06		3,554.99
02/28/2024	PR	IMPT	Labor Distribution	1	889.05		4,444.04
03/13/2024	PR	IMPT	Labor Distribution	1	901.40		5,345.44
03/27/2024	PR	IMPT	Labor Distribution	1	889.06		6,234.50
04/10/2024	PR	IMPT	Labor Distribution	1	889.06		7,123.56
04/24/2024	PR	IMPT	Labor Distribution	1	901.40		8,024.96
05/08/2024	PR	IMPT	Labor Distribution	1	889.05		8,914.01
05/22/2024	PR	IMPT	Labor Distribution	1	889.06		9,803.07
06/05/2024	PR	IMPT	Labor Distribution	1	889.05		10,692.12
06/19/2024	PR	IMPT	Labor Distribution	1	889.06		11,581.18
07/03/2024	PR	IMPT	Labor Distribution	1	889.06		12,470.24
07/17/2024	PR	IMPT	Labor Distribution	1	889.05		13,359.29
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024			889.06	14,248.35
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024			904.51	15,152.86
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			895.22	16,048.08

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024		444.53		16,492.61
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668	234.62		16,727.23
09/30/2024				END BALANCE	17,590.36	863.13	16,727.23
01/01/2024			250-41200-40121 PERA				0.00
					BEG. BALANCE		0.00
01/03/2024	PR	IMPT	Labor Distribution	1		64.73	(64.73)
01/03/2024	PR	IMPT	Labor Distribution	1	64.73		0.00
01/03/2024	PR	IMPT	Labor Distribution	1	64.73		64.73
01/17/2024	PR	IMPT	Labor Distribution	1	66.67		131.40
01/31/2024	PR	IMPT	Labor Distribution	1	68.52		199.92
02/14/2024	PR	IMPT	Labor Distribution	1	66.68		266.60
02/28/2024	PR	IMPT	Labor Distribution	1	66.67		333.27
03/13/2024	PR	IMPT	Labor Distribution	1	67.61		400.88
03/27/2024	PR	IMPT	Labor Distribution	1	66.68		467.56
04/10/2024	PR	IMPT	Labor Distribution	1	66.68		534.24
04/24/2024	PR	IMPT	Labor Distribution	1	67.61		601.85
05/08/2024	PR	IMPT	Labor Distribution	1	66.67		668.52
05/22/2024	PR	IMPT	Labor Distribution	1	66.68		735.20
06/05/2024	PR	IMPT	Labor Distribution	1	66.67		801.87
06/19/2024	PR	IMPT	Labor Distribution	1	66.68		868.55
07/03/2024	PR	IMPT	Labor Distribution	1	66.67		935.22
07/17/2024	PR	IMPT	Labor Distribution	1	66.67		1,001.89
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024		66.08		1,067.97
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024		67.84		1,135.81
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		67.14		1,202.95
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024		33.34		1,236.29
09/30/2024				END BALANCE	1,301.02	64.73	1,236.29
01/01/2024			250-41200-40122 FICA/Medicare withholding				0.00
					BEG. BALANCE		0.00
01/03/2024	PR	IMPT	Labor Distribution	1		62.96	(62.96)
01/03/2024	PR	IMPT	Labor Distribution	1	62.96		0.00
01/03/2024	PR	IMPT	Labor Distribution	1	62.96		62.96
01/11/2024	PR	IMPT	Labor Distribution	1	22.95		85.91
01/17/2024	PR	IMPT	Labor Distribution	1	64.95		150.86
01/31/2024	PR	IMPT	Labor Distribution	1	66.84		217.70
02/14/2024	PR	IMPT	Labor Distribution	1	64.95		282.65
02/28/2024	PR	IMPT	Labor Distribution	1	64.95		347.60
03/13/2024	PR	IMPT	Labor Distribution	1	65.90		413.50
03/27/2024	PR	IMPT	Labor Distribution	1	64.95		478.45
04/10/2024	PR	IMPT	Labor Distribution	1	64.95		543.40
04/24/2024	PR	IMPT	Labor Distribution	1	65.90		609.30
05/08/2024	PR	IMPT	Labor Distribution	1	64.95		674.25
05/22/2024	PR	IMPT	Labor Distribution	1	64.95		739.20
06/05/2024	PR	IMPT	Labor Distribution	1	64.95		804.15
06/19/2024	PR	IMPT	Labor Distribution	1	64.95		869.10
07/03/2024	PR	IMPT	Labor Distribution	1	64.96		934.06
07/17/2024	PR	IMPT	Labor Distribution	1	64.95		999.01
07/17/2024	PR	CHK	SUMMARY PR 07/17/2024		64.95		1,063.96
07/31/2024	PR	CHK	SUMMARY PR 07/31/2024		66.15		1,130.11
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		65.42		1,195.53
08/28/2024	PR	CHK	SUMMARY PR 08/28/2024		30.94		1,226.47
08/29/2024	PR	CHK	Trottier, Stephanie R	DD2668	17.95		1,244.42
09/30/2024				END BALANCE	1,307.38	62.96	1,244.42
01/01/2024			250-41200-40131 Employer Paid Health				0.00
					BEG. BALANCE		0.00
01/03/2024	CD	IMPT	VISION PREMIUM DEC23 ST	48	1.77		1.77
01/18/2024	CD	IMPT	JAN24 DENTAL PREMIUM ST	2	15.37		17.14
01/31/2024	CD	IMPT	HEALTH INS. PREMIUM FEB24 ST	16	200.63		217.77
02/05/2024	CD	IMPT	VISION PREMIUM JAN24 ST	22	1.76		219.53
02/21/2024	CD	IMPT	FEB24 DENTAL PREMIUM ST	8	15.37		234.90
02/29/2024	CD	IMPT	HEALTH INS. PREMIUM MAR24 ST	13	200.63		435.53
03/04/2024	CD	IMPT	VISION PREMIUM FEB24 ST	19	1.79		437.32
03/25/2024	CD	IMPT	HEALTH INS PREMIUM APR24 ST	14	200.63		637.95
03/31/2024	CD	IMPT	MAR24 DENTAL PREMIUM ST	4	15.37		653.32
04/01/2024	CD	IMPT	APR24 Dental Premium ST	4	15.37		668.69
04/01/2024	CD	IMPT	VISION PREMIUM MAR24 ST	28	1.78		670.47
04/30/2024	CD	IMPT	MAY24 Health Insurance Premium ST	37	200.63		871.10
05/01/2024	CD	IMPT	Vision Premium APR24 ST	35	1.78		872.88
05/08/2024	CD	IMPT	MAY24 Dental Premium ST	3	15.37		888.25
05/13/2024	CD	IMPT	JUN24 Health Insurance Premium ST	11	200.63		1,088.88
06/01/2024	CD	IMPT	JUN24 Vision Premium ST	36	1.78		1,090.66
06/04/2024	CD	IMPT	JUN24 Dental Premium ST	18	15.37		1,106.03
06/24/2024	CD	IMPT	July24 Health Insurance Premium ST	11	200.63		1,306.66
07/01/2024	AP	INV	SUMMARY AP 07/01/2024		15.36		1,322.02
07/08/2024	AP	INV	SUMMARY AP 07/08/2024		1.77		1,323.79

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2024 to 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/11/2024	AP	INV	SUMMARY AP 07/11/2024		200.63		1,524.42
08/29/2024	AP	INV	SUMMARY AP 08/29/2024		15.36		1,539.78
08/29/2024	AP	INV	SUMMARY AP 08/29/2024		200.63		1,740.41
09/05/2024	AP	INV	SUMMARY AP 09/05/2024		1.77		1,742.18
09/05/2024	AP	INV	SUMMARY AP 09/05/2024		1.78		1,743.96
09/30/2024				END BALANCE	1,743.96		1,743.96
01/01/2024			250-41200-40134 Life Insurance Expense			BEG. BALANCE	0.00
01/18/2024	CD	IMPT	LIFE INS. PREMIUM JAN24 ST	1	26.79		26.79
02/21/2024	CD	IMPT	FEB24 LIFE INS. PREMIUM ST	9	26.80		53.59
03/31/2024	CD	IMPT	MAR24 LIFE INS. PREMIUM ST	5	26.80		80.39
04/01/2024	CD	IMPT	APR24 Life Ins Premium ST	3	26.80		107.19
05/08/2024	CD	IMPT	MAY24 Life Ins Premium ST	4	26.80		133.99
06/04/2024	CD	IMPT	JUN24 Life Ins Premium ST	19	26.80		160.79
06/18/2024	AP	INV	LINCOLN NATIONAL LIFE INSURANC	4714168061	26.80		187.59
08/29/2024	AP	INV	SUMMARY AP 08/29/2024		26.79		214.38
09/30/2024				END BALANCE	214.38		214.38
01/01/2024			250-41200-40150 Software & Support			BEG. BALANCE	0.00
02/21/2024	CD	IMPT	WIX EDA WEBSITE RENEWAL	1	192.00		192.00
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7	35.16		227.16
09/30/2024				END BALANCE	227.16		227.16
01/01/2024			250-41200-40303 Engineering Fees			BEG. BALANCE	0.00
07/01/2024	CD	IMPT	General Engineering	6	94.50		94.50
07/01/2024	CD	IMPT	General Engineering	6	342.00		436.50
09/30/2024				END BALANCE	436.50		436.50
01/01/2024			250-41200-40305 Contracted Services			BEG. BALANCE	0.00
02/05/2024	CD	IMPT	EDA HOUSING STUDY	20	19,600.00		19,600.00
09/30/2024				END BALANCE	19,600.00		19,600.00
01/01/2024			250-41200-40323 Website			BEG. BALANCE	0.00
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7		35.16	(35.16)
03/31/2024	CD	IMPT	GO DADDY WEBSITE DOMAIN	7	35.16		0.00
09/30/2024				END BALANCE	35.16	35.16	0.00
01/01/2024			250-41200-40340 Advertising/Marketing			BEG. BALANCE	0.00
01/31/2024	CD	IMPT	EDA FARMERS MARKET MEETING LIONS	31	80.90		80.90
01/31/2024	CD	IMPT	EDA OPEN HOUSE LIONS	31	80.90		161.80
05/06/2024	CD	IMPT	Half Page Silver Ad May 2024	54	1,475.00		1,636.80
09/30/2024				END BALANCE	1,636.80		1,636.80
01/01/2024			250-41200-40433 Dues and Subscriptions			BEG. BALANCE	0.00
01/31/2024	CD	IMPT	2024 DUES	29	822.00		822.00
04/01/2024	CD	IMPT	CVBC EDA DUES	1	75.00		897.00
07/02/2024	CD	IMPT	2024 Pledge	27	400.00		1,297.00
09/30/2024				END BALANCE	1,297.00		1,297.00
01/01/2024			250-41200-40596 Capital Outlay - Other Impvmts			BEG. BALANCE	0.00
01/31/2024	CD	IMPT	TRENCH AND WIRE SIGN	7	3,198.63		3,198.63
05/01/2024	CD	IMPT	welcome to Clearwater Signs Package E	38	3,375.00		6,573.63
09/30/2024				END BALANCE	6,573.63		6,573.63



WE ARE
grateful
FOR YOUR
business.

WITH THANKS,
*Clearwater Economic
Development Authority*

There is no time more fitting to say

"Thank You"

*and to wish you a Happy Holiday Season
and a New Year of health, happiness and prosperity*

Best Wishes for a successful 2025!



Greetings from the Clearwater EDA!

We are excited to extend an invitation to you and your business to join us for a local Business Social hosted by the Clearwater Economic Development Authority (EDA). This event is an opportunity to connect with the EDA board members and network with fellow local businesses.

Business Social Details:

Tuesday, December 10, 2024

8:00 - 9:00 a.m.

Lions Park Pavilion, 1100 Porter St., Clearwater, MN 55320

Refreshments and holiday cheer will be provided!

The Clearwater EDA is dedicated to promoting local economic growth and supporting businesses of all sizes. We believe that by fostering collaboration, sharing knowledge, and building strong relationships, we can enhance the well-being of our community.

Please RSVP by December 3rd so we can ensure that we have enough refreshments for all our valued guests. You can confirm your attendance by contacting Kimberlie Gramsey, Community Development Specialist, at kgramsey@clearwatercity.com or 320-558-2428 with the number of guests who plan to attend.

We look forward to your presence at the Business Social event. Please share this open invitation with any other interested businesses within the City of Clearwater who may not yet be on the city's business registration list. Together, we can strengthen the bonds that make Clearwater, Minnesota, such a great place to live and work.

Thank you for your commitment to our community, and we eagerly anticipate your presence at this event.

Clearwater EDA