



**AGENDA**  
**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING**  
**TUESDAY, FEBRUARY 17, 2026**

- 1. Call to Order: 8:00 a.m. at City Hall**
- 2. Election of Officers**
- 3. Approval of Agenda**
- 4. Consent Agenda**
  - a. Approval of Minutes from January 20, 2026 Meeting**
  - b. Financial Reports**
- 5. Old Business**
  - a. Holiday Business Social 2026**
  - b. Shop Clearwater Passport**
  - c. EDA Programs**
- 6. New Business**
- 7. Reports**
  - a. WCEDP Report**
  - b. Staff Report**
- 8. Next Meeting Date**
  - a. Next EDA Meeting – March 17<sup>th</sup>, 2026**
- 9. Adjournment**

**To: Honorable Members of the Clearwater EDA**  
**From: Annita Smythe, City Administrator and Kimberlie Gramsey, Community Development Specialist**  
**Re: February 17, 2026 EDA Meeting**

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1. Call to Order: 8:00 a.m. at City Hall
2. Election of Officers
3. Approval of Agenda
4. Consent Agenda
  - a. Approval of Minutes from January 20, 2026 Meeting (*page 3*)
  - b. Financial Reports (*page 5*)  
*Please contact me prior to the meeting with questions so I have time to research.*
5. Old Business
  - a. Holiday Business Social 2026
  - b. Shop Clearwater Passport
  - c. EDA Programs  
*Discuss goals and verify program alignment*
6. New Business
7. Reports  
*This section is for WCEDP, staff, or board member reports, if any.*
  - a. WCEDP Report
  - b. Staff Report  
*Review stats from EDA Website (*page 9*)*
8. Next Meeting Date
  - a. Next EDA Meeting – March 17<sup>th</sup>, 2026
9. Adjournment

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
JANUARY 20, 2026**

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

**Roll Call**

- President Crandall called the Clearwater EDA to order Tuesday, January 20, 2026, at 8:00 a.m. in the Council Chambers. EDA Members present were Crandall, Massmann, Vasecka, and Fritz. Member Senn was absent. Also present was Community Development Specialist Gramsey. A quorum was present.

**1. Election of Officers**

- **MOTION** by Massmann to retain Crandall as President, seconded by Vasecka, all voted aye.  
**Motion carried 4-0.**

**2. Approval of Agenda**

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

**3. Consent Agenda**

**a. Approval of Minutes from October 21, 2025 Meeting**

**b. Financial Reports**

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

**4. Old Business**

**a. Holiday Business Social Review**

- EDA members provided feedback on the December Holiday Business Social. Discussion focused on potential adjustments to increase participation, including changing the event time to better accommodate local businesses and considering alternative locations to highlight and promote businesses within the community.
- Crandall requested staff contact the food shelf to discuss the possibility of hosting the Holiday Business Social in their conference room.
- Members agreed to keep the current social time and revisit the possibility of adjusting the event time in the future.

**5. New Business**

**a. Clear Valley Business Connections annual dues \$75.00**

- **MOTION** by Fritz to pay annual dues to Clear Valley Business Connection, seconded by Crandall, all voted aye. **Motion carried 4-0.**

**b. Revisit EDA By-laws**

- Members reviewed the by-laws and did not request any changes.

**c. 2026 EDA Project Goals**

- EDA members discussed updates to the 2026 EDA Project Goals list from 2025.
- Crandall expressed interest in establishing programs to support local businesses, including exploring options such as a small business revolving loan program or a business beautification initiative. Stated he would like staff to present options outlining potential programs or initiatives that could be implemented.

- Gramsey noted Business Spotlights have been selected for the spring, summer and fall.
- Crandall suggested hosting an EDA sponsored winter medallion hunt as a promotional activity to encourage visits to local businesses.
- Gramsey noted there are three signs pending placement / permissions. Massmann requested that staff make an additional attempt to contact landowners to obtain the necessary approvals and, if no response is received, to determine alternative options for consideration.

**6. Reports**

**a. WCEDP Report**

**b. Staff Report**

- Gramsey shared the Website Traffic Overview.

**7. Next Meeting Date**

**a. Next EDA Meeting – February 17, 2026**

**8. Adjournment**

- **MOTION** to adjourn by Massmann, seconded by Fritz, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 8:25 a.m.

ATTEST

APPROVED

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Kimberlie Gramsey,  
Community Development Specialist

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Kris Crandall  
EDA President

CASH SUMMARY REPORT FOR CITY OF CLEARWATER

From 01/01/2026 to 02/10/2026

FUNDS: 250 - ECONOMIC DEV. AUTHORITY

Fund Description	Beginning Balance 01/01/2026	Total Debits	Total Credits	Ending Balance 02/10/2026
250 ECONOMIC DEV. AUTHORITY	319,405.38	0.00	3,181.40	316,223.98
REPORT TOTALS:	<u>319,405.38</u>	<u>0.00</u>	<u>3,181.40</u>	<u>316,223.98</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLEARWATER

Balance As of 02/28/2026

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Normal (Abnormal)	Activity For 02/28/2026 Increase (Decrease)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgtd Used
<b>Fund: 250 ECONOMIC DEV. AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 41200 Economic Development Authority</b>						
250-41200-31010	Current Ad Valorem Taxes	76,950.00	0.00	0.00	76,950.00	0.00
250-41200-34953	Charge for Service	100.00	0.00	0.00	100.00	0.00
250-41200-36210	Interest Earnings	5,500.00	0.00	0.00	5,500.00	0.00
Total Dept 41200 - Economic Development Authority		82,550.00	0.00	0.00	82,550.00	0.00
Revenues		82,550.00	0.00	0.00	82,550.00	0.00
<b>Account Category: Expenditures</b>						
<b>Department: 41200 Economic Development Authority</b>						
250-41200-40100	Wages and Salaries (GENERAL)	3,000.00	0.00	0.00	3,000.00	0.00
250-41200-40101	Full-Time Employees Regular	24,160.00	1,854.39	0.00	22,305.61	7.68
250-41200-40121	PERA	1,810.00	138.48	0.00	1,671.52	7.65
250-41200-40122	FICA/Medicare Withholding	2,080.00	141.24	0.00	1,938.76	6.79
250-41200-40131	Employer Paid Health	11,810.00	984.44	0.00	10,825.56	8.34
250-41200-40132	MN Paid Family/Medical Leave	240.00	8.12	0.00	231.88	3.38
250-41200-40134	Life Insurance Expense	320.00	26.17	0.00	293.83	8.18
250-41200-40150	Software & Support	300.00	0.00	0.00	300.00	0.00
250-41200-40208	Training and Instruction	500.00	0.00	0.00	500.00	0.00
250-41200-40303	Engineering Fees	500.00	0.00	0.00	500.00	0.00
250-41200-40304	Legal Fees	500.00	0.00	0.00	500.00	0.00
250-41200-40305	Contracted Services	5,000.00	0.00	0.00	5,000.00	0.00
250-41200-40331	Travel Expenses	500.00	44.80	0.00	455.20	8.96
250-41200-40340	Advertising/Marketing	3,730.00	0.00	0.00	3,730.00	0.00
250-41200-40351	Legal Notices Publishing	100.00	0.00	0.00	100.00	0.00
250-41200-40433	Dues and Subscriptions	2,000.00	0.00	0.00	2,000.00	0.00
250-41200-40596	Capital Outlay - Other Impvmts	6,000.00	0.00	0.00	6,000.00	0.00
250-41200-40650	Loan Fund Distribution	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 41200 - Economic Development Authority		82,550.00	3,197.64	0.00	79,352.36	3.87
Expenditures		82,550.00	3,197.64	0.00	79,352.36	3.87
<b>Fund 250 - ECONOMIC DEV. AUTHORITY:</b>						
TOTAL REVENUES		82,550.00	0.00	0.00	82,550.00	0.00
TOTAL EXPENDITURES		82,550.00	3,197.64	0.00	79,352.36	3.87
NET OF REVENUES & EXPENDITURES:		0.00	(3,197.64)	0.00	3,197.64	

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2026 to 02/10/2026

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2026			<b>250-0000-10100 Cash</b>		BEG. BALANCE		319,405.38
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			741.84	318,663.54
01/14/2026	CD	CHK	SUMMARY CD 01/14/2026			310.41	318,353.13
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			802.79	317,550.34
01/28/2026	CD	CHK	SUMMARY CD 01/28/2026			315.75	317,234.59
01/31/2026	CD	CHK	SUMMARY CD 01/31/2026			1,010.61	316,223.98
02/10/2026				END BALANCE		3,181.40	316,223.98
01/01/2026			<b>250-0000-20200 Accounts Payable</b>		BEG. BALANCE		280.98
01/14/2026	AP	INV	Remittance Check	REMIT		33.79	247.19
01/14/2026	AP	INV	Remittance Check	REMIT		128.43	118.76
01/14/2026	AP	INV	Remittance Check	REMIT		148.19	(29.43)
01/14/2026	CD	CHK	SUMMARY CD 01/14/2026		310.41		280.98
01/28/2026	AP	INV	Remittance Check	REMIT		34.38	246.60
01/28/2026	AP	INV	Remittance Check	REMIT		130.07	116.53
01/28/2026	AP	INV	Remittance Check	REMIT		151.30	(34.77)
01/28/2026	CD	CHK	SUMMARY CD 01/28/2026		315.75		280.98
01/31/2026	AP	INV	SUMMARY AP 01/31/2026			60.30	220.68
01/31/2026	AP	INV	SUMMARY AP 01/31/2026			924.14	(703.46)
01/31/2026	AP	INV	SUMMARY AP 01/31/2026			26.17	(729.63)
01/31/2026	CD	CHK	SUMMARY CD 01/31/2026		1,010.61		280.98
02/10/2026				END BALANCE	1,636.77	1,636.77	280.98
01/01/2026			<b>250-0000-21701 Federal withholding</b>		BEG. BALANCE		(4.57)
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			7.85	(12.42)
01/14/2026	AP	INV	Remittance Check	REMIT	7.85		(4.57)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			9.16	(13.73)
01/28/2026	AP	INV	Remittance Check	REMIT	9.16		(4.57)
02/10/2026				END BALANCE	17.01	17.01	(4.57)
01/01/2026			<b>250-0000-21702 State withholding</b>		BEG. BALANCE		(30.83)
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			33.79	(64.62)
01/14/2026	AP	INV	Remittance Check	REMIT	33.79		(30.83)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			34.38	(65.21)
01/28/2026	AP	INV	Remittance Check	REMIT	34.38		(30.83)
02/10/2026				END BALANCE	68.17	68.17	(30.83)
01/01/2026			<b>250-0000-21703 FICA Tax withholding</b>		BEG. BALANCE		(103.92)
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			113.74	(217.66)
01/14/2026	AP	INV	Remittance Check	REMIT	113.74		(103.92)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			115.20	(219.12)
01/28/2026	AP	INV	Remittance Check	REMIT	115.20		(103.92)
02/10/2026				END BALANCE	228.94	228.94	(103.92)
01/01/2026			<b>250-0000-21704 PERA</b>		BEG. BALANCE		(117.34)
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			128.43	(245.77)
01/14/2026	AP	INV	Remittance Check	REMIT	128.43		(117.34)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			130.07	(247.41)
01/28/2026	AP	INV	Remittance Check	REMIT	120.78		(126.63)
01/28/2026	AP	INV	Remittance Check	REMIT	9.29		(117.34)
02/10/2026				END BALANCE	258.50	258.50	(117.34)
01/01/2026			<b>250-0000-21709 Medicare</b>		BEG. BALANCE		(24.32)
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			26.60	(50.92)
01/14/2026	AP	INV	Remittance Check	REMIT	26.60		(24.32)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			26.94	(51.26)
01/28/2026	AP	INV	Remittance Check	REMIT	26.94		(24.32)
02/10/2026				END BALANCE	53.54	53.54	(24.32)
01/01/2026			<b>250-0000-21713 Paid Family Leave</b>		BEG. BALANCE		0.00
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026			8.06	(8.06)
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026			8.18	(16.24)
02/10/2026				END BALANCE		16.24	(16.24)
01/01/2026			<b>250-0000-25300 Unreserved Fund Balance</b>		BEG. BALANCE		(305,535.19)
02/10/2026				END BALANCE			(305,535.19)
01/01/2026			<b>250-41200-40101 Full-Time Employees Regular</b>		BEG. BALANCE		0.00
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026		917.31		917.31

GL ACTIVITY REPORT FOR CITY OF CLEARWATER

From 01/01/2026 to 02/10/2026

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026		937.08		1,854.39
02/10/2026				END BALANCE	1,854.39		1,854.39
01/01/2026			<b>250-41200-40121 PERA</b>		BEG. BALANCE		0.00
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026		68.80		68.80
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026		69.68		138.48
02/10/2026				END BALANCE	138.48		138.48
01/01/2026			<b>250-41200-40122 FICA/Medicare Withholding</b>		BEG. BALANCE		0.00
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026		70.17		70.17
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026		71.07		141.24
02/10/2026				END BALANCE	141.24		141.24
01/01/2026			<b>250-41200-40131 Employer Paid Health</b>		BEG. BALANCE		0.00
01/31/2026	AP	INV	SUMMARY AP 01/31/2026		60.30		60.30
01/31/2026	AP	INV	SUMMARY AP 01/31/2026		924.14		984.44
02/10/2026				END BALANCE	984.44		984.44
01/01/2026			<b>250-41200-40132 MN Paid Family/Medical Leave</b>		BEG. BALANCE		0.00
01/14/2026	PR	CHK	SUMMARY PR 01/14/2026		4.03		4.03
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026		4.09		8.12
02/10/2026				END BALANCE	8.12		8.12
01/01/2026			<b>250-41200-40134 Life Insurance Expense</b>		BEG. BALANCE		0.00
01/31/2026	AP	INV	SUMMARY AP 01/31/2026		26.17		26.17
02/10/2026				END BALANCE	26.17		26.17
01/01/2026			<b>250-41200-40331 Travel Expenses</b>		BEG. BALANCE		0.00
01/28/2026	PR	CHK	SUMMARY PR 01/28/2026		44.80		44.80
02/10/2026				END BALANCE	44.80		44.80

Period: January 11 - February 09, 2026

Blog Posts Over Time

Measure: Post views



### Top traffic sources



### New vs returning visitors



Traffic Over Time

Measure: Site sessions

