

MEETING MINUTES

CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday
January 7, 2019
12:00 Noon

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Chip Goeman, Robert Schwitters, Chad Forkrud, Gary Nelson, and Windy Block

Members absent: James Thein and Rhonda Pieper (excused)

Staff present: None

Others present: Sam Peterson (Clara City Herald) and Michael Amborn, P.E. (Rodeberg & Berryman, Inc.)

1. Call to Order—*By President Chip Goeman at 12:01 P.M. A Quorum was declared as being present.*

1. (A) Reorganization and election of 2019 EDA Officers—*President Goeman declared nominations to be open and requested nominations for the following officers below.*

1. President – *Chip Goeman is the current incumbent.*
2. Vice President – *Robert Schwitters is the current incumbent.*
3. Treasurer – *The City Clerk's Office.*
4. Secretary - *Per the EDA Bylaws, the City Administrator serves in this position.*

M/S/P 5-0 (Nelson/Forkrud) to close all nominations and to cast a unanimous ballot for the current officers as seated, such including Chip Goeman as President, Robert Schwitters as Vice President, and the City Administrator/Clerk Windy Block as the Secretary/Treasurer.

2. Additions/Deletions/Modifications/Approval of Agenda

Action taken: Upon requesting any additions, deletions, or modifications to the draft Agenda and receiving none, President Goeman, without objection, declared the Meeting Agenda to be approved as presented.

3. Approval of Minutes

3. (A) Regular Meeting Minutes for December 10, 2018.

Action taken: M/S/P 5-0 (Nelson/Forkrud) to approve the Meeting Minutes for the regular EDA Meeting held on December 10, 2018, as presented.

4. Communications/Notices—*None.*

5. Reports from Officers and Committees

5. (A) Financial Report—*Block reported that there is approximately \$92,000 in the EDA’s Money Market Account and the same dollar amount of receivables under the TIF 4-1 Project as had been reported out at the last meeting.*

5. (B) Loan Servicing Requests, if any—*Staff reported that there were no such loan servicing requests to be considered.*

6. Reports from Staff and Administrative Officers

6. (A) Consideration of receiving an update on items of interest to the EDA as offered by staff.

Action taken: *Block reviewed the January 2019 Report as authored by Gene Wenstrom and answered questions in light of the excused absence of Mr. Wenstrom. This was informational only and no official action was taken nor requested.*

7. General Business

7. (A) Consideration of accepting an invitation from Superintendent Sherri Broderius regarding the upcoming “MACCRAY STRATEGIC PLANNING” session as sponsored by the MACCRAY School District No. 2180. While Ms. Broderius was unable to be at the EDA Meeting due to a schedule conflict, she wants the EDA Commissioners to attend this session as described on the attached invitation for the MACCRAY Strategic Planning session as scheduled for Thursday, January 17, 2019, 5:30 p.m. at the High School Cafeteria.

Action taken: *Commissioner Block encouraged all members to attend this planning session.*

7. (B) Consideration of a Memorandum on the 2018 Housing Study – Infrastructure Availability, dated November 8, 2018, as authored by Michael Amborn, P.E., Rodeberg & Berryman, Inc., providing a somewhat high-level overview of some of the projected development costs as may be associated with the development of each of four main areas of the community that have been identified for possible future housing development. Mr. Amborn was present and reviewed his findings. The four major sites included: 1) Parcel No. 30-806-3200, as owned by William & Marsha DuHoux; 2) Parcel No. 14-012-4200, as owned by Margaret Ann Condon Real Estate Trust; 3) Parcel No. 11-007-1100, as owned by Douglas Klinghagen Life Estate; and 4) Parcel no. 30-807-4100, as owned by Daniel D. & Rhonda K. Pieper.

Action taken: *This was informational with discussion being held only. As such, no formal action was taken nor requested.*

7. (C) Consideration of receiving an update on the EDA’s desire to contract with the Southwest MN Housing Partnership for predevelopment services with regard to housing and the possibility for the redevelopment of the former Junior High School building.

Action taken: *Block reported that the Agreement has been executed by both parties and that work is about to begin.*

7. (D) Consideration of approving the 2019 Regular Meeting Schedule for the EDA.

Action taken: *By unanimous consensus of the members, the Regular Meeting Schedule for 2019 was approved as presented.*

7. (E) Consideration of recommending to the City Council that the City and EDA jointly acknowledge and accept the donation as offered by Hanson Communications, Inc., the Donor, for the Donor’s providing, without cost to the City or the EDA, the professional services of Gene Wenstrom as an economic development consultant to the City/EDA for Calendar Year 2019.

Action taken: M/S/P 5-0 (Schwitters/Forkrud) to recommend to the City Council that it acknowledge and accept the donation as offered by Hanson Communications, Inc. for its providing, without cost to the City or EDA, the professional services of Gene Wenstrom as an economic development consultant to the City/EDA for Calendar Year 2019.

8. Announcements—President Goeman reminded the Commissioners of the following:

8. (A) Regular meeting of the EDA on **Monday, February 11, 2019, 12:00 Noon**, at City Hall.

9. Adjournment—M/S/P 5-0 (Schwitters/Nelson) to adjourn the Meeting. Upon recognizing the passage of the motion, President Goeman declared this meeting of the EDA to be adjourned as of 1:02 p.m.

APPROVED ON: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator