

MEETING MINUTES

CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday
January 8, 2018
12:00 Noon

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: Chad Forkrud, James Thein, and Rhonda Pieper

Staff present: Gene Wenstrom

Others: Josie Oliver (Clara City Herald) and Mike Stordahl (Care Center)

1. Call to Order—*By Vice President Chip Goeman at 12:00 Noon. A Quorum of the members of the EDA Board was declared to be present.*

1. (A) *The Oath of Office was administered by Administrator Block for Commissioner Chip “William” Goeman who has been reappointed by Mayor Sparks with the affirmation of the City Council to a 5-year term as an EDA Commissioner, such term ending in January 2023.*

1. (B) The Chair called for the election of EDA Officers for 2018, such including:

1. President – *Nelson nominated William “Chip” Goeman for President.*

Action taken: *M/S/P 4-0 (Nelson/Schwitters) to direct that the nominations for President be closed and that a unanimous ballot be cast for Chip Goeman as the EDA President for 2018.*

2. Vice President – *Nelson nominated Robert Schwitters for Vice President.*

Action taken: *M/S/P 4-0 (Block/Nelson) to direct that the nominations for Vice President be closed and that a unanimous ballot be cast for Robert Schwitters as the EDA Vice President for 2018.*

3. Treasurer – *Chair Goeman announced that by the EDA By-Laws the position of Treasurer is to be fulfilled by the City Clerk’s Office.*

4. Secretary – *Chair Goeman announced that per the EDA Bylaws, the position of Secretary is to be fulfilled by the City Administrator.*

2. Additions/Deletions/Modifications/Approval of Agenda

Action taken: Upon requesting as to whether or not there were any changes or modifications to be offered to the draft Agenda and hearing none, Chair Goeman, without objection, declared the Agenda for this meeting to be approved as it had been presented in draft form.

3. Approval of Minutes

3. (A) Regular Meeting Minutes for December 11, 2017.

Action taken: M/S/P 4-0 (Nelson/Schwitters) to approve the Meeting Minutes from the regular EDA Meeting of December 11, 2017.

4. Communications/Notices—Chairman Goeman highlighted each of the following communications and stated that no action was requested nor recommended.

4. (A) Letter from Ehlers, Inc., dated December 21, 2017, providing a written municipal advisor client disclosure with the Clara City EDA pursuant to MSRB Rule G-42.

4. (B) Letter from Ehlers, Inc., dated December 20, 2017, alerting the EDA/City about a potential refunding of existing bonds.

4. (C) Memorandum from Staff, dated January 4, 2018, regarding a looming issue regarding certain charges as have been incurred by Dooley's Natural Gas, LLC (DNG).

5. Reports from Officers and Committees

5. (A) Financial Report—***Block informed the Board that as of December 31, 2017, there was \$<62,000> in the EDA's Checking Account and \$16,000 in the EDA's Money Market Account.***

5. (B) Loan Servicing Requests, if any—***Wenstrom reported that Sonja Günther was exploring whether or not the EDA would be interested in exchanging her empty building for total forgiveness of her remaining loan balance. The Chair requested that this subject be tabled until the next Regular EDA Meeting in February 2018 in order to allow Mr. Wenstrom to secure greater details, including a written offer from Günther.***

6. Reports from Staff and Administrative Officers

6. (A) Consideration of receiving and discussing the monthly update on items of interest to the EDA as authored by Consultant Gene Wenstrom.

Action taken: Wenstrom reviewed his January 2018 Report. This was informational only and no action was requested nor taken.

7. General Business

7. (A) Consideration of approving the revised schedule of rents and service charges for the Assisted Living Facility as recommended by the Care Center Administrator and the Care Center Subcommittee. The proposed schedule of rents and service charges was presented and explained by Care Center Administrator Michael Stordahl.

Action taken: M/S/P 4-0 (Nelson/Schwitters) to approve, as based upon the presentation by Stordahl and the recommendation of the Subcommittee, the immediate implementation of the revised schedule of rents and service charges for the Assisted Living Center, such increases averaging about 3%.

7. (B) Consideration of receiving an update on the Comprehensive Housing Study.

Action taken: Staff reported that the process was in its early stages and would initially involve a series of interviews of local residents by the housing study consultant. Gary Nelson indicated that he would be willing to be interviewed as a sample single family homeowner. No action was taken nor requested.

7. (C) Consideration of making and approving a recommendation to the City Council regarding the offer of a gift to the City/EDA from the Clara City Telephone Company (the Donor) of the payment for economic development services for the EDA/City in 2018 in the form of Gene Wenstrom. Staff presented a summary of the proposed gift, stating that Mr. Wenstrom would be retained as an employee by the Telephone Company and that his services would be heretofore gifted to the City for a continuation of his past work as an economic development specialist for the City. The overall tone of the testimony given by the Commissioners was very positive and appreciative.

Action taken: M/S/P 4-0 (Schwitters//Nelson) to encourage, subsequent to the staff completing its due diligence review of any possible legal concerns via the City Attorney, the City Council's review and passage of a resolution accepting the offered gift from the Clara City Telephone Co. of the services of Gene Wenstrom as an economic development specialist for the City of Clara City and EDA without cost to the City/EDA.

8. Announcements—Chairman Goeman reminded the Commissioners of the next meeting on:

8. (A) Monday, February 12, 2018, 12:00 Noon, at the City Hall.

9. Adjournment—Upon recognizing that there was no additional business to be considered, M/S/P 4-0 (Schwitters/Nelson) to adjourn this meeting of the EDA. As such Chairman Goeman declared the Meeting to be adjourned at 1:01 P.M.

APPROVED ON: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator