

MEETING MINUTES

CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday
February 12, 2018
12:00 Noon

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Chip Goeman, Robert Schwitters, James Thein, Rhonda Pieper, Chad Forkrud, and Windy Block

Members absent: Gary Nelson (excused)

Staff present: Gene Wenstrom, Judy Gosseling

Others present: Jeffrey Lopez (Chippewa County Commissioner) and Josie Oliver (Clara City Herald)

1. Call to Order—*By Chairman Chip Goeman at 12:00 Noon and he declared a Quorum to be present.*

2. Additions/Deletions/Modifications/Approval of Agenda

***Action taken:** Upon receiving no requests or suggestions for changes to the draft agenda, Chairman Goeman declared, without objection, that the draft agenda was adopted as the permanent Agenda for this meeting.*

3. Approval of Minutes

3. (A) Regular Meeting Minutes for January 8, 2018.

***Action taken:** M/S/P 6-0 (Schwitters/Pieper) to approve the Meeting Minutes of the January 8, 2018 Regular EDA Meeting as presented.*

4. Communications/Notices—*None.*

5. Reports from Officers and Committees

5. (A) Financial Report—*None.*

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

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 “February 2018 Report” and answered questions regarding the same. This was informational only and no action was requested nor taken.*

7. General Business

7. (A) Consideration of receiving and approving an offer from Sonja Giinther which would have Sonja transferring her rights of ownership of the vacant building at 221 1st Ave. SE, Clara City to the EDA in exchange for the EDA’s completely extinguishing her existing business loan, which as of January 18, 2018 shows a total amount due of \$5,576.05. Wenstrom reviewed the request. Judy Gosseling, Finance Director, pointed out that there were also delinquent personal property taxes that are due and payable.

Action taken: *M/S/P 6-0 (Forkrud/Thein) to acknowledge the offer of Sonja Giinther as outlined above and to respond via Gene Wenstrom that the EDA declines the offer as presented.*

7. (B) Consideration of receiving an update on the progress being made with the Comprehensive Housing Study. Block briefly updated the Board on the process and timeline that is anticipated with this Study, especially noting the 20 local residents that are being interviewed as a part of it.

Action taken: *This was informational only and, as such, no action was requested nor taken.*

7. (C) Consideration of reviewing the unaudited Income and Balance Sheet of the operation of the Assisted Living Facility for calendar year ending 12/31/2017. This document has been prepared by Judy Gosseling, City Finance Director, utilizing the revenue and expenditure data from the City’s financial reporting system, which in turn is largely based on information that has been provided throughout the year by Care Center staff who are assigned to the operations of the Assisted Living Facility. Ms. Gosseling presented the report and answered questions.

Action taken: *In recognition of the absence of Michael Stordahl, the Chair directed that this Agenda Item be placed once again on the Agenda for the March 12, 2018 EDA Meeting and that Mr. Stordahl be invited to that meeting for further discussion of the financial statement and any other items of importance regarding the Assisted Living Facility.*

8. Announcements—*Chairman Goeman reminded the members of the following meeting:*

8. (A) The next regular meeting of the EDA is scheduled for Monday, March 12, 2018, 12:00 Noon, at the City Hall.

9. Adjournment—*Upon recognizing that there was no additional business to be considered, it was moved by Thein and seconded by Forkrud to adjourn the Meeting. The motion was passed 6-0 and Goeman declared the meeting to be adjourned as of 12:38 p.m.*

APPROVED ON: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator