

# MEETING MINUTES

## CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday  
March 11, 2019  
12:00 Noon

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Robert Schwitters, James Thein, Rhonda Pieper, Gary Nelson, Chad Forrud, and Windy Block

Members absent: Chip Goeman

Staff present: None.

Others present: Sam Peterson (Clara City Herald) and Sherri Broderius (Superintendent of MACCRAY Schools)

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1. Call to Order—*By Vice President Robert Schwitters at 12:05 P.M. A Quorum of the EDA Board was declared as being present.*

2. Additions/Deletions/Modifications/Approval of Agenda

***Action taken:** Upon making a request for additions or deletions to the draft agenda and receiving none, Chair Schwitters declared, without objection, that the Meeting Agenda was approved as presented.*

3. Approval of Minutes

3. (A) Regular Meeting Minutes for February 11, 2019.

***Action taken:** M/S/P 6-0 (Forkrud/Pieper) to approve the Meeting Minutes for the regular February 11, 2019 EDA Meeting as presented.*

4. Communications/Notices

4. (A) Employment information from DEED for the Southwest Region—*Block highlighted the value of this particular economic development resource and encouraged some research by all.*

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported that the cash position had increased approximately \$10,000 from the prior month.*

5. (B) Loan Servicing Requests, if any—*Staff reported that there were none to be considered.*

6. Reports from Staff and Administrative Officer

***Action taken:*** *In the excused absence of Director Gene Wenstrom, Block summarized the topics as reported in the March 2019 Report as drafted by Gene Wenstrom. Questions were asked and answers given. No official action was requested nor taken.*

7. General Business

7. (A) Consideration of receiving updated information from Superintendent of MACCRAY Schools Sherri Bolderius regarding the long-range planning activities for the MACCRAY School District No. 2180, and also an update on the evolution of the CEO Training Program.

***Action taken:*** *Ms. Bolderius reported on the successful launch of the CEO Program recently at the facilities of Citizens Alliance Bank in Clara City. There were about 18 attendees who formed a solid support base for the core group of 4-5 key active supporters. She also gave a brief summary of the 2019 MACCRAY School District Survey results and alerted members to the upcoming School Board working session on March 19<sup>th</sup>. No official action was requested nor taken.*

7. (B) Consideration of approving the execution of a Voluntary Surrender Agreement with Sonja Giinther, regarding her outstanding and delinquent loans with the EDA.

***Action taken:*** *Staff reviewed the proposed agreement and noted that the anticipated signed agreement by the borrower had not yet been received, thus prompting the recommendation for a tabling of this issue until the next regular meeting. As such, M/S/P 6-0 (Forkrud/Thein) to table, due to the lack of the EDA's having received a signed document back from the borrower, any further consideration of this issue until the next regular EDA Meeting on April 8, 2019.*

7. (C) Consideration of developing a response to an offer, dated February 28, 2019, from Massoud Kazemzadeh, PhD, Kay's Processing, for his purchase of the City's interest in Parcel 30-140-1405, so that Kay's Processing could then "evaluate the possible usage of this land."

***Action taken:*** *Following a discussion of the request and a review of the EDA's economic development interests and investment in this parcel, it was the consensus of the Commissioners to direct staff to communicate to Massoud Kazemzadeh, PhD, the EDA's commitment to collaboratively working with Kay's Processing for the successful expansion of their company once all plans have been finalized and committed to in support of such business expansion.*

7. (D) Consideration of receiving an update with regard to the tour on Monday, March 5, 2019, of the former Junior High School Building as taken by representatives of the Southwest Minnesota Housing Partnership (SWMHP) in the performance of their contractual duties with the EDA. Gary Nelson and Windy Block assisted with the tour. Staff provided the Commissioners with a Staff Report, dated March 11, 2019, which summarized the City's observations from the site visit on March 5, 2019, by professional evaluators from the Southwest Minnesota Housing Partnership and city staff. It was noted that substantial vandalism and water damage had been observed!

***Action taken:*** *Inasmuch as this Agenda Item was intended to be informational only, there was no official action either requested nor taken.*

8. Announcements—Chair Schwitters reminded the Commissioners of the next regular meeting of the EDA as scheduled for Monday, April 8, 2019, 12:00 Noon

9. Adjournment—M/S/P 6-0 (Thein/Nelson) to adjourn the meeting at 1:11 P.M. Meeting adjourned.

**APPROVED ON:** \_\_\_\_\_  
Date

**ATTEST:** \_\_\_\_\_  
Winthro C. Block, City Administrator