

# MEETING MINUTES

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

**Monday**  
**March 12, 2018**  
**12:00 Noon**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Robert Schwitters, James Thein, Gary Nelson, Windy Block, and Rhonda Pieper (12:11 pm)

Members absent: Chad Forkrud (excused) and Chip Goeman (excused)

Staff present: Gene Wenstrom (ED Consultant) and Michael Stordahl (Care Center)

Others present: Josie Oliver (Clara City Herald), Jeffrey Lopez (Chippewa County Commissioner), and Sherri Broderius (Interim I.S.D. #2180 Superintendent)

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1. Call to Order—*By Vice President Robert Schwitters at 12:06 P.M. A Quorum was declared present.*

1. (A) Oath of Office for Chad Forkrud who has been reappointed to the EDA Board by Mayor Sparks with the affirmation of the City Council for a five-year term, ending January 2023—*This item was declared, due to Forkrud's absence, to be postponed until the next meeting.*

2. Additions/Deletions/Modifications/Approval of Agenda

***Action taken:** M/S/P 4-0 (Thein/Nelson) to approve the Agenda for this meeting as presented.*

3. Approval of Minutes

3. (A) Regular Meeting Minutes for February 12, 2018.

***Action taken:** M/S/P 4-0 (Thein/Nelson) to approve the Meeting Minutes from the Regular Meeting of February 12, 2018 as presented.*

4. Communications/Notices—*None.*

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported that there is currently a deficit in the EDA's Money Market Account of approximately \$<40,000>.*

5. (B) Loan Servicing Requests, if any—*Staff reported that there were no other requests beyond the upcoming report under Agenda Item No. 7 (B).*

6. Reports from Staff and Administrative Officers

6. (A) Consideration of the update by Gene Wenstrom, Economic Development Consultant.

***Action taken:*** *Wenstrom reviewed his “March 2018 Report” and answered questions regarding the same. This was informational only and no formal action was requested nor taken.*

*Commissioner Rhonda Pieper arrived at 12:11 p.m. and assumed her seat at the meeting table.*

7. General Business

7. (A) Consideration of reviewing the unaudited Income and Balance Sheet of the operation of the Assisted Living Facility for calendar year ending 12/31/2017. Michael Stordahl, Care Center Administrator, made the presentation, and also provided the 2017 occupancy and advertising results for the discussion. Stordahl opined that the key to greater profitability is through the decreasing of the occupancy rate, which is currently at 21% for 2017.

***Action taken:*** *M/S/P 5-0 (Thein/Pieper) to acknowledge the receipt of the unaudited Annual Financial Statement for the Assisted Living Center, period ending December 31, 2017, and the occupancy information for the Year End 2017, as presented by Stordahl.*

7. (B) Consideration of receiving an update regarding Sonja Giinther and her outstanding loan obligation to the EDA/City from her former business activity called “Sugar & Spice” and her resulting vacant building at 221 1<sup>st</sup> Ave. SE, Clara City. Wenstrom reported that Giinther is in negotiations with an unknown party for the building and still has the large trailer available for sale. Thein requested the contact information for Giinther inasmuch as he thought he might have a buyer for the trailer. Wenstrom reminded all that the trailer has a UCC filing on it by the EDA.

***Action taken:*** *This was informational only, and as such, no formal action was taken.*

7. (C) Consideration of welcoming and meeting with Sherri Broderius, Interim Superintendent for MACRRAY School District No. 2180. Ms. Broderius shared the following items: a brief review of her background and professional goals; the status of I.S.D.#280’s search for a Superintendent; and the latest on plans for another referendum on the configuration of educational facilities. She also touched on: her desire to incubate board-member relationships; the successful attainment of nursing services through programs such as Countryside Public Health and Kandiyohi County Nursing; her goal for making ISD # 2180 a center of the educational world; and the impact of the upcoming Food Service Audit. She expressed her hope of returning soon for her sharing of any additional information she might gain soon regarding the possibility for an upcoming construction referendum. The Chairman embraced her offer and thanked her for her presentation.

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

8. Announcements—*Chair Schwitters reminded the Board of the following meeting:*

8. (A) The EDA’s next regular meeting is Monday, April 9, 2018, 12:00 Noon, at the City Hall.

9. Adjournment—*Upon observing that there was no additional business to be considered, it was M/S/P 5-0 (Nelson/Thein) to adjourn the meeting. Following the vote, Chair Schwitters declared the Meeting to be adjourned as of 1:12 p.m.*

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

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