

MEETING MINUTES

CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday
April 8, 2019
12:00 Noon

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

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

Members absent: James Thein, Chad Forkrud (excused), and Rhonda Pieper (excused)

Staff present: Gene Wenstrom

Others present: James Arentson, Architect (SWMHP), Jeffrey Lopez (Chippewa County Commissioner), Tom Cherveney (Willmar Tribune), Sam Peterson (Clara City Herald), and Sherri Broderius (Supt. Of MACCRAY Public School District #2180)

1. Call to Order—*By President Chip Goeman at 12:03 p.m. A Quorum was declared as being present.*

2. Additions/Deletions/Modifications/Approval of Agenda

Action taken: *Upon making a call for any additions/deletions/modifications to the draft Agenda and receiving none, President Goeman declared, without objection, that the Meeting Agenda was approved as presented.*

3. Approval of Minutes

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

Action taken: *M/S/P 4-0 (Schwitters/Nelson) to approve the Minutes for the regular EDA Meeting held on Monday, March 11, 2019, as presented.*

4. Communications/Notices

4. (A) Introduction of Annette Sietsema, RN, Manager of the Assisted Living Facility—***Jim Flaherty, Interim Administrator for the Care Center, introduced Ms. Sietsema, who then gave a brief introduction of her background and review of her professional work assignment for the Assisted Living facility.***

5. Reports from Officers and Committees

5. (A) Financial Report—***Staff reported that as of March 31, 2019, there was \$97,000 in the EDA's Money Market Savings Account.***

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

6. Reports from Staff and Administrative Officers

6. (A) Consideration of receiving an update on items of interest to the EDA as offered by Gene Wenstrom, Economic Development Consultant in his April 2019 Report. Guest Jeffrey Lopez also offered some informational perspective from the County Board on healthy exercise and day care needs as identified by the Chippewa County-Montevideo Hospital Board.

Action taken: *Inasmuch as this was reporting and informational only, there was no action neither requested nor taken.*

7. General Business

7. (A) Consideration of receiving updated information from Superintendent of MACCRAY Schools Sherri Bolderius regarding ongoing planning activities for the MACCRAY School District No. 2180. Ms. Bolderius reported on the excellent progress being made in the launching of the CEO Program and that they are looking to add a unique component to this cohort's plan that will include the DEED data base and resources. She also indicated that the school leadership team will be meeting with State of Minnesota regarding rural issues in education.

Action taken: *Inasmuch as this was informational reporting only, there was no official action neither requested nor taken.*

7. (B) Consideration of “*taking from the table*” and approving the execution of a Voluntary Surrender Agreement between the EDA/City and Sonja Giinther, regarding her outstanding and delinquent loan with the EDA. Staff reported that Sonja Giinther has now executed the document and urged the Board to consider doing the same.

Action taken: *M/S/P 4-0 (Nelson/Schwitters) to take the previously tabled Voluntary Surrender Agreement between the EDA/City and Sonja Giinther from the table and place it before the Board for continued consideration.*

Action taken: *M/S/P 4-0 (Schwitters/Nelson) to authorize the EDA officers to execute the Voluntary Surrender Agreement between the EDA/City and Sonja Giinther, thereby eliminating any remaining debt owed the EDA/City by Sonja Giinther from the EDA Loan to Sonja Giinther for the Sugar and Spice business operations and placing ownership of the outstanding collateral into the hands of the EDA/City.*

7. (C) Consideration of approving the development and implementation of a trial Repair & Improvement Program for the Downtown Business District in Clara City, by allocating \$10,000 in 2019 to a fund which is to be used as the City's Match for four or more projects in 2019 in the maximum amount of \$2,500 of match funds per project. Staff explained how the loan program would operate. They also presented the first application for assistance in the form of a quote for gutter and roof drain improvements by West Central Roofing of Willmar, MN for the Tholen Building, 115 N. Main St., Clara City, as owned by Wayne Schwitters, in the amount of \$3,389.51.

Action taken: *M/S/P 4-0 (Nelson/Schwitters) to approve the implementation of the Repair & Improvement Program for the Downtown Business District as outlined by staff with a \$10,000 deposit for program match to be made by the EDA for the Fiscal Year 2019.*

Action taken: *M/S/P 4-0 (Schwitters/Nelson) to approve the first loan program application as submitted by Wayne Schwitters, 910 11th St. SW, Willmar, MN 56201, for a \$2,500 matching loan for a \$3,389.51 gutter and roof drain improvement project as proposed by West Central Roofing, 4030 Hwy 71 NE, Willmar, MN 56201, for the Tholen Building, 115 N. Main St., Clara City, MN 56222, such approval to include an applicant/owner cash input of \$889.51.*

7. (D) Consideration of receiving a Redevelopment Feasibility Analysis of the former Junior High School Property as prepared by the Construction Services Department of the Southwest Minnesota Housing Partnership (SWMHP) in the performance of their contractual duties with the EDA. James Arentson, Architect AIA, LEED AP, presented his authored report entitled “Redevelopment Feasibility Analysis Junior High School Property in Clara City, Minnesota,” dated April 5, 2019. There was a walkthrough of the entire report with questions and answers throughout.

Action taken: Inasmuch as this was informative only with a fair amount of member discussion, there was no action requested nor taken. The consensus of the members was to take the report under consideration for future work and consideration of this property and in the development of future housing strategies.

8. **Announcements**—Chair Goeman reminded the Commissioners of the following:

8. (A) The next regular meeting of the EDA will be on *Monday, May 13, 2019, 12:00 Noon.*

9. **Adjournment**—*M/S/P 4-0 (Nelson/Schwitters) to adjourn this meeting. Upon recognizing the passage of the motion, Chair Goeman declared this meeting to be adjourned as of 1:28 P.M.*

APPROVED ON: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator