

MEETING MINUTES

CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY (EDA) REGULAR MEETING

Monday
April 9, 2018
12:00 Noon

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Chip Goeman, Chad Forkrud, Gary Nelson, Rhonda Pieper (12:11 P.M.), and Windy Block

Members absent: Robert Schwitters and James Thein

Staff present: Gene Wenstrom (Director) and Judy Gosseling (Finance Director)

Others present: Josie Oliver (Clara City Herald), Jeffrey Lopez (Chippewa County Commissioner), and Kim Wood (Police Chief)

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

1. (A) Oath of Office for Chad Forkrud who has been reappointed by Mayor Sparks with the concurrence of the City Council—*City Administrator Block administered the Oath of Office to Mr. Forkrud as an EDA Commissioner for a 5-year term ending January 2023.*

2. Additions/Deletions/Modifications/Approval of Agenda

Action taken: *President Goeman declared, without objection, that the Meeting Agenda be approved as presented with the addition of Agenda Item No. 7 (D) Consideration of making recommendations with regard to certain adjustments that will be contemplated on April 10th by the City Council to the EDA's Inventory, such to be effective 12/31/2017.*

3. Approval of Minutes

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

Action taken: *M/S/P 5-0 (Nelson, Forkrud) to approve the Meeting Minutes of the March 12, 2018 Regular EDA Meeting as presented.*

4. Communications/Notices—*None.*

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported that the balance was slowly improving.*

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

6. Reports from Staff and Administrative Officers

Commissioner Rhonda Pieper arrived at 12:11 P.M. and assumed her seat at the EDA's table.

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

Action taken: *Gene Wenstrom, EDA Director, reviewed his April 2018 Report for the Commissioners and answered their questions. This was informational only and no official action was requested nor taken.*

7. General Business

7. (A) Consideration of advertising opportunity in the Clara City Herald. Staff provided a color rendition of the advertisement that was developed for publication in this week's issue of the Clara City Herald.

Action taken: *M/S/P 5-0 (Pieper/Forkrud) to approve the draft mockup of the advertisement which has been designed for publication in the Clara City Herald the week of April 11th, highlighting the primary efforts of the EDA and City in stimulating Economic Development.*

7. (B) Consideration of receiving an update on the pending release of the Housing Study as being prepared by Community Partners Research, Inc., Faribault, MN.

Action taken: *Staff announced that a Special Meeting of the Planning Commission has been established for Wednesday, April 18, 6:00 P.M., at the City Hall for the receipt of the initial draft of the Housing Study which is being prepared by Community Partners Research, Inc. of Faribault, MN. All persons were encouraged, if interested and having the time available, to attend this Special Meeting inasmuch as it is a Public Meeting. No action was requested nor taken.*

7. (C) Consideration of additional discussion regarding the establishing of land prices for the properties that the EDA/City own or have under control for future economic development work.

Action taken: *Following discussion, the Chair noted that it was the consensus of the Directors that staff prepare the actual costs of each property on a square foot basis for continued discussion of this subject and that a right of first purchase option from Dwayne and LaVonne Koenen be explored regarding the eight (8) acre parcel of farm land immediately to the east of the current South Hawk Creek Business Park area.*

7. (D) Consideration of recommending certain strategies to the City Council with regard to the necessary adjustment of the EDA's Inventory as associated with certain project activities in Tax Increment Financing (TIF) District No. 4-1, Block 1. Staff distributed a Staff Memorandum, drafted April 9, 2018, and Judy Gosseling, Finance Director, explained its intent and content. Questions were also answered by Gosseling.

Action taken: *M/S/P 5-0 (Forkrud/Block) to recommend to the City Council that the EDA and the City split evenly the \$386,064.11 of acquisition and demolition costs for PIN Nos. 30-130-2460 (Rhode's Family Food Store), 30-130-2450 (Forstrom Investments, Inc.), and 30-130-2440 (Clara City Electric, Inc.) under TIF District No. 4-1, Block 1, as detailed in "Option B" of the Staff Memorandum, drafted April 9, 2018.*

8. Announcements—*Chair Goeman reminded the Commissioners of the next regular meeting of the EDA as scheduled for Monday, May 7, 2018, 12:00 Noon, at the City Hall.*

9. Adjournment—*Upon recognizing that there was no other business to be considered, M/S/P 5-0 (Nelson/Pieper) to adjourn this EDA Meeting. President Goeman, upon recognizing the passage of the motion, declared the Meeting to adjourn as of 12:54 P.M.*

APPROVED ON: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator