

MEETING MINUTES

CLARA CITY
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
REGULAR MEETING

Monday
August 7, 2017
12:00 Noon

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

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

Members absent: None

Staff present: Gene Wenstrom and Michael Stordahl

Others present: Josie Oliver (Clara City Herald)

1. Call to Order—*By President Chad Forkrud at 12:01 P.M., who then declared a Quorum to be present.*

2. Additions/Deletions/Modifications/Approval of Agenda

***Action taken:** M/S/P 7-0 (Schwitters/Goeman) to amend the draft Agenda with the addition of the following items, including: No. 4 (A) Legal Notice, dated July 13, 2017, from Anderson, Larson, Saunders, Klaassen, and Dahlager, PLLP concerning a City of Clara City Public Record Request by an unidentified client of that law firm for EDA financial data over the last 24 months; and No. 5 (B-1) Approval for the receipt of an auction settlement amount of \$2,521.78 which is to be applied to the outstanding loan balance as due from Sugar and Spice.*

***Action taken:** M/S/P 7-0 (Goeman/Nelson) to approve the Agenda for this meeting as amended immediately above.*

3. Approval of Minutes

3. (A) Regular Meeting Minutes for July 10, 2017

***Action taken:** M/S/P 7-0 (Thein/Schwitters) to approve the Meeting Minutes for the Regular Meeting of July 10, 2017, as presented.*

4. Communications/Notices—*Informational only, no action taken.*

4. (A) Receipt of Legal Notice, dated July 13, 2017, from Anderson, Larson, Saunders, Klaassen, and Dahlager, PLLP concerning a City of Clara City Public Record Request by an unidentified client of that law firm for EDA financial data over the last 24 months.

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported that there was still a negative cash balance in the EDA Money market fund due to costs associated with prior investments.*

5. (B) Loan Servicing Requests—*Staff reported that there were no new loan servicing requests to be considered, noting that a loan payment had been received on a loan previously approved for temporary repayment suspension and to be considered under Agenda Item No. 5. (B-1).*

1. Approval for validating the receipt of a net auction settlement amount of \$2,521.78 from AcesBid.com on behalf of Sugar and Spice which is to be applied to the outstanding loan balance as due from Sugar and Spice to the EDA.

Action taken: *M/S/P 7-0 (Schwitters/Nelson) to acknowledge the receipt of \$2,521.78 via a check from AcesBid.com on behalf of Sugar and Spice and to authorize staff to sign and return the receipt form to AcesBid.com and to credit this payment against the outstanding loan balance of Sugar and Spice.*

6. Reports from Staff and Administrative Officers

6. (A) Consideration of receiving and discussing the monthly update(s) on items of interest to the EDA as authored by Consultant Gene Wenstrom.

Action taken: *Wenstrom reviewed his August 2017 Report, providing some highlights and insight into the online bidding process that was used by Sugar and Spice and reviewed his recent attendance at a Southern Minnesota Bankers Lunch and Learn event in Granite Falls. This was informational only and no action was requested or taken.*

7. General Business

7. (A) Consideration of receiving and approving the 2nd Quarter Report (April – June 2017) for the financial performance of the Clara City Assisted Living Center, as prepared and reported on by Michael Stordahl, Care Center Administrator. Stordahl reported that since January 2017, the Assisted Living Facility had endured seven (7) deaths and 16 overall discharges, all of which has made for a somewhat difficult financial period. He also informed them that the current census shows that there are 17 of 24 units rented with one units housing two adult clients.

Action taken: *M/S/P 7-0 (Thein/Pieper) to acknowledge the 2nd Quarter (ending June 30, 2017) Financial Report for the Assisted Living Facility as presented by Michael Stordahl, and such report revealing operating revenues for the first 6 months of 0\$381,752 and operating expenses of \$301,690 for a total operating income of \$80,062, which when calculated with the depreciation and bond interest of \$93,838, results in a <\$13,776> loss for the plan year and a total fund balance of <\$338,038>.*

7. (B) Consideration of endorsing the recommendation of the Planning Commission to the City Council for the granting of permission to proceed with the issuance of a Request for Qualification and Proposal (RFQ&P) to conduct a comprehensive housing study for the City of Clara City. The draft document from the Planning Commission was reviewed.

Action taken: *M/S/P 7-0 (Goeman/Thein) to authorize the EDA's endorsement of the recommendation from the Planning Commission to the City Council that the Planning Commission be granted permission to proceed with the issuance of a request for Qualification and Proposal (RFQ&P) which will solicit a qualified firm to conduct a comprehensive housing study for the City of Clara City.*

7. (C) Consideration of accepting an invitation from Massoud Kazemzadeh on behalf of Kay's Naturals and Kay's Processing for a tour of their plant and its recently upgraded manufacturing facilities. The invite is for a group tour of the manufacturing facility on the day of the Boards next regular monthly meeting on Monday, September 11th.

Action taken: Following discussion of the merits of such an activity, it was the consensus of the EDA Board members to accept the invitation from Massoud Kazemzadeh for a tour of the Kay's Naturals and Kay's Processing manufacturing facilities and to suggest to him that the tour should be arranged such so as to precede the EDA Regular Meeting on that day at 11:00 A.M.

8. Announcements—Chairman Forkrud reminded the members of the following:

8. (A) The next Regular Meeting of the EDA--Monday, September 11, 2017, 12:00 Noon, City Hall.

9. Adjournment—Upon recognizing that there was no additional business to be considered, it was M/S/P 7-0 (Goeman/Nelson) to adjourn the meeting. Chairman Forkrud declared the meeting to be adjourned as of 12:52 p.m.

APPROVED: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator