

MEETING MINUTES

CLARA CITY
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
REGULAR MEETING

Tuesday
October 10, 2017
12:00 Noon

CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA

Members present: Chad Forkrud, Chip Goeman, James Thein, Gary Nelson (12:39 p.m.), and Windy Block

Members absent: Robert Schwitters (excused) and Rhonda Pieper (excused)

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

Others present: Josie Oliver (Clara City Herald) and Jeff Lopez (Chippewa County Commissioner)

1. Call to Order—*By President Chad Forkrud at 12:01 p.m. He also a declared a Quorum of the EDA Board as being present.*

2. Additions/Deletions/Modifications/Approval of Agenda

Action taken: M/S/P 4-0 (Thein/Goeman) to approve the Meeting Agenda as presented.

3. Approval of Minutes

3. (A) Regular Meeting Minutes for September 11, 2017.

Action taken: M/S/P 4-0 (Goeman/Thein) to approve the Meeting Minutes for September 11, 2017, as presented.

4. Communications/Notices—*No action needed.*

4. (A) EDA Ad in the fall home improvement section of the Clara City Herald—A colored copy of the advertisement was presented for the Board's review.

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported. No action requested nor taken.*

5. (B) Loan Servicing Requests, if any—*Staff reported that there are no new requests.*

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 October 2017 Report which included: 1) the providing of some insights as to the various economic benefits to the community which are brought about with the addition of new housing choices; the progress being made by the owner of Sugar and Spice in liquidating their business assets; and some details about new manufacturing opportunities for Kay's Processing. This was informational only and no action was requested nor taken.*

7. General Business

7. (A) Consideration of receiving and approving the 3rd Quarter Report (July – September 2017) regarding the financial performance of the Clara City Assisted Living Center, as prepared and reported on by Michael Stordahl, Care Center Administrator.

Action taken: *Mr. Stordahl presented his report, stating that the balance sheet showed a year to date income loss through the Third Quarter (09/30/2017) of \$(40,274). He reported that six (6) vacancies were having a very negative impact on the Assisted Living facility's financial bottom-line and highlighted the Care Center's plans to pursue more aggressive advertising of the facility over the next few months. He also answered questions regarding the possibility of expanding the facilities memory care component; the facilities market position versus other area communities; the impact of the newly implemented Prairie Five Rides program; and the overall usage of long-term care insurance by clients of the facility. By consensus, the report was accepted as presented and recommended for consideration by the City Council.*

Note: *Commissioner Nelson arrived at the meeting at 12:39 p.m. and assumed his seat.*

7. (B) Consideration (continued) of developing a marketing plan for attracting new manufacturing and/or industrial business to the evolving South Hawk Creek Business Park. A discussion of some possible alternatives was conducted.

Action taken: *Alternatives discussed included: 1) to do it internally, 2) to contract it out to a professional agency, and 3) to do nothing and wait for good fortune to happen. Following the discussion, Chairman Forkrud, with the support of the other Commissioners, directed staff to put together some marketing alternatives for the continued consideration by the EDA Board at the next meeting.*

8. Announcements—*Chairman Forkrud reminded the Commissioners of the following:*

8. (A) The next Regular Meeting of the EDA—Monday, November 13, 2017, 12:00 Noon

9. Adjournment—*Upon recognizing no additional business to be considered, it was M/S/P 5-0 (Nelson/Thein) to adjourn this meeting of the EDA. Chairman Forkrud acknowledged the approval of the motion and declared the meeting to be adjourned as of 12:42 p.m.*

APPROVED: _____ ATTEST: _____
Date Winthro C. Block, City Administrator