

# MEETING MINUTES

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

**Monday**  
**December 10, 2018**  
**12:00 Noon**

### CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Chip Goeman, James Thein, Gary Nelson, Rhonda Pieper, and Windy Block

Members absent: Robert Schwitters and Chad Forkrud (excused)

Staff present: Gene Wenstrom

Others present: Sam Peterson (Clara City Herald), Sherri Broderius (Superintendent of #2180 Schools), and Jeff Lopez (Chippewa County Commissioner)

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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 request for any additions, deletions, or modifications to the draft Agenda and hearing none, President Goeman declared, without objection, that the Agenda for this Meeting was approved as presented.*

3. Approval of Minutes

3. (A) Regular Meeting Minutes for November 13, 2018.

***Action taken:** M/S/P 5-0 (Nelson/Pieper) to approve the Meeting Minutes for the regular meeting held on November 13, 2018, as presented.*

4. Communications/Notices

4. (A) Invitation to attend a “Best Wishes Program” at the Clara City Care Center from 2-4 pm on Tuesday, December 18, 2018, in honor of Michael Stordahl who is ending his service with Clara City in order to become the next Administrator at the Good Shepherd Community Nursing Home in Sauk Rapids—*Block highlighted details of the invitation and urged all to attend.*

5. Reports from Officers and Committees

5. (A) Financial Report—*Staff reported that, as of November 30, 2018, the EDA’s Money Market Account had a balance of \$17,616.33 and receivables due from TIF 4-1 and loan activities of \$685,757.85.*

5. (B) Loan Servicing Requests—*Staff reported that there were no such requests 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 staff—*Gene Wenstrom presented his December 2018 Report and answered questions regarding same.*

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

7. General Business

7. (A) Consideration of receiving information from Superintendent Sherri Broderius regarding the proposed implementation of a “CEO Program” under the cohort leadership of MACCRAY School District No. 2180, RCW School District, KMS School District, and a couple of area businesses. They are targeting the year 2020 to be up and running with a goal of securing a \$50,000 LYFT Grant. She invited the Commissioners to consider being a part of the project. She also shared some thoughts about the question that is still on the table following the defeat of the construction referendum this fall, “What next?” She indicated that the School District will be contracting with a professional polling company for the interviewing of some 400 households regarding their independent thoughts and opinions as to what facility and educational programming enhancements that residents of the MACCRAY School District may be wanting in the future. Those results will then form an important part of a data base for continued strategic planning by the School District.

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

7. (B) Consideration of receiving a proposal from Kristie Blankenship and Rick Goodemann of the Southwest Minnesota Housing Partnership (SWMHP) regarding the costs as may be associated with a feasibility study for the rehabilitation of the old Junior High School Building, and other housing planning services. Staff distributed copies of the proposed agreement and highlighted the major costs which included \$3,500 for predevelopment housing services and \$6,500 for a feasibility analysis regarding the rehabilitation of the old Junior High School Building.

***Action taken:*** *M/S/P 5-0 (Thein/Pieper) to authorize its officers to execute the Agreement for Predevelopment Services Between the Clara City EDA and the Southwest Minnesota Housing Partnership as presented.*

7. (C) Consideration of a memorandum from the City Engineer providing a very high-level overview of some of the projected utility costs as may be associated with the development of each of four main areas of the community that have been identified for possible future housing development. Staff reviewed a Memorandum as produced by the City’s Consulting Engineer, Michael Amborn, dated November 8, 2018, which detailed some of the issues of infrastructure availability regarding certain housing recommendations from the 2018 Housing Study.

***Action taken:*** *This was informational only and no formal action was requested nor taken.*

7. (D) Consideration of future strategies with regard to the Final Plat that has now been officially recorded for the South Hawk Creek Business Park subdivision. Staff provided information regarding the formal recording of the Plat for the South Hawk Creek Business Park.

***Action taken:*** *This was informational only and no formal action was requested nor taken.*

8. Announcements—*President Goeman reminded the Commissioners that the next regular meeting of the EDA is scheduled for Monday, January 7, 2019, 12:00 Noon, at the City Hall.*

9. Adjournment—*Upon a request for a motion by President Goeman, M/S/P 5-0 (Thein/Nelson) to adjourn the meeting. Upon recognizing the passage of the motion, President Goeman declared the Meeting to be officially adjourned as of 12:50 p.m.*