

MEETING MINUTES

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

**Monday
December 11, 2017
12:00 Noon**

**CITY HALL COUNCIL CHAMBERS
CLARA CITY, MINNESOTA**

Members present: Chip Goeman (12:24 p.m.), James Thein, Robert Schwitters, Gary Nelson, Rhonda Pieper, Windy Block

Members absent: Chad Forkrud (excused)

Staff present: Gene Wenstrom

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

1. Call to Order—*By Temporary Chair Block at 12:04 p.m. A Quorum was declared as being present.*

2. Additions/Deletions/Modifications/Approval of Agenda

***Action taken:* M/S/P 5-0 (Thein/Nelson) to approve the Agenda as presented.**

3. Approval of Minutes

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

***Action taken:* M/S/P 5-0 (Thein/Pieper) to approve the Meeting Minutes for the October 10, 2017 Regular Meeting as presented.**

3. (B) Meeting Notes from November 13, 2017.

***Action taken:* M/S/P 5-0 (Nelson/Thein) to acknowledge the receipt of the Meeting Notes for the unofficial EDA meeting as had been scheduled for November 13, 2017, noting that there had not been a Quorum present for that meeting.**

4. Communications/Notices—*None.*

5. Reports from Officers and Committees

5. (A) Financial Report—*None.*

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

6. Reports from Staff and Administrative Officers—*None.*

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 presented his November – December 2017 Report and reviewed the subjects therein, such including: the Almich’s Grocery Store, Prairie Park Place, Kay’s Naturals, DEED Reports, Sugar and Spice, the former Swift Manufacturing facility, and Hex Clothing. This was informational only and no action was requested nor taken.*

Commissioner Chip Goeman arrived at 12:24 p.m. and assumed his seat at the table.

7. General Business

7. (A) Consideration of receiving an update from Chippewa County Commissioner Jeffrey Lopez regarding the future of the Auditor’s Office in view of the upcoming resignation of Current Auditor Jon Clauson.

Action taken: *Commissioner Lopez reported on the upcoming special election, which, if approved by the voters in a mail-in ballot type of election in January-February 2018, would enable the Chippewa County Board of Commissioners thereafter to qualify and appoint the best available candidate for each of the Auditor’s and Recorder’s positions. He encouraged the EDA members to support this election opportunity. He further indicated that in the interim period, a Michelle May has previously been interviewed by the Chippewa County Board and has been deemed to be worthy and qualified for appointment as the interim County Auditor. This was informational only and no specific action was requested nor taken.*

7. (B) Consideration of reviewing the three responses which the Planning Commission has selected as finalists in response to the City’s Request for Qualification and Proposal (RFQ&P) for the conducting of a moderately comprehensive housing study for the City of Clara city and the immediate applicable area. The EDA Board: 1) reviewed each of the three proposals, 2) ranked all three in order of preference, and 3) selected the top two (2) proposals for forwarding to the City Council. The three proposals that were reviewed and rated included:

- Tangible Consulting Services of Minneapolis, MN = \$9,500
- Widseth, Smith, Nolting of Rochester, MN = \$9,800
- Community Partners Research, Inc of Faribault, MN = \$8,900

Action taken: *M/S/P 6-0 (Schwitters/Goeman) to recommend, as based upon the review and unanimous consensus of the EDA Board, that the City Council fully consider retaining one of the following 2 firms for purposes of conducting a comprehensive Housing Study, such qualified responding firms found, in order of their qualification, to be (#1) Community Partners Research, Inc. of Faribault, MN at a quoted cost of \$8,900 and (#2) Widseth Smith Nolting of Rochester, MN at a quoted cost of \$9,800.*

7. (C) Consideration (continued) of developing a marketing plan for attracting new manufacturing and/or industrial business to the evolving South Hawk Creek Business Park.

Action taken: *Staff updated the Board and no action was requested nor taken.*

8. Announcements—*Vice Chair Goeman reminded the Board of the next Regular Meeting of the EDA which is scheduled for Monday, January 8, 2018, 12:00 Noon, at the City Hall.*

9. Adjournment—*Upon recognizing that there was no additional business to be considered, it was M/S/P 6-0 (Nelson/Goeman) to adjourn the meeting at 12:54 P.M.*

APPROVED: _____
Date

ATTEST: _____
Winthro C. Block, City Administrator