

Agenda

6:00 PM / EDA Regular Meeting

Monday, February 26, 2024

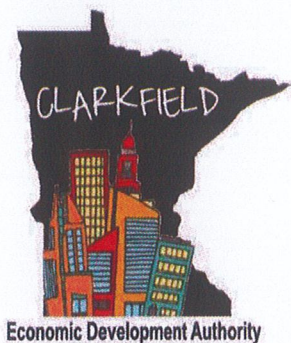
City Hall Meeting Room

904 10th Avenue Clarkfield, MN 56223

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITION TO AGENDA
4. PUBLIC COMMENTS
5. APPROVAL OF MINUTES
 - a. 1-22-2024
6. APPROVAL OF BILLS
7. LOANS/APARTMENTS
 - a. Director's Report
8. ALL OTHER BUSINESS
 - a. Industrial Park Land Sale
9. IDEAS & UPDATES
 - a. Committee Reports
 - b. Storage Unit Update
 - c. Metal Shop Update
 - d. EDA Handbook Update
10. ADJOURNMENT

The public is strongly encouraged to submit WRITTEN testimony/comments to info@clarkfield.org. Written comments may be submitted up until 4 p.m. the day of the meeting to be included as part of the public record for that meeting.

Reminder – Addressing the EDA Board of Directors: Those wishing to speak should wait to be acknowledged by the Board President and comments should be on the topic being discussed. Public Comment time frame is limited to 3 minutes per individual. Data Privacy Rules and Open Meeting Laws are in effect and personal attacks will not be allowed.



Minutes

6:00 PM / EDA Regular Meeting

Monday, January 22, 2024

City Hall Meeting Room

904 10th Avenue Clarkfield, MN 56223

A public hearing of the Clarkfield EDA was called to order at 6:00 PM.

Board members in attendance: Kevin Kaatz, Lisa Tilney, Brenda Risa, Sue Fritz, Darrin Johnson, Jerry Kaupang.

Staff: Tammy Thostenson.

Citizens: Craig Giles, Erik Gniffke.

1) CALL TO ORDER – PUBLIC HEARING – SALE OF PROPERTY

a) Sale of 4.81 acres of land in the Clarkfield Industrial Park

b) Terms of Sale

i) Public Comments

No Comments

ii) Board Discussion

The Board openly discussed with Mr. Gniffke terms on the sale of the land. Ultimately settling on \$4,000.00 per acre and the stipulations that the Clarkfield EDA has right of first refusal if he ever decided to sell the property and that he must maintain a business on the property not just farming it.

2) Adjourn Public Hearing

Motion to adjourn public meeting Risa, Kaupang

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

Public Hearing closed at 6:18 PM

3) CALL TO ORDER – REGULAR MEETING

4) PLEDGE OF ALLEGIANCE

5) ADDITION TO AGENDA

a) Remove resolution 11b 2024-2 that still needs to be written up by the city attorney.

Motion to adopted agenda with changes Tilney, Risa

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

6) ANNUAL DESIGNATIONS

a) President

Brenda Risa nominates Sue Fritz

No other nominations

Board vote

Kaupang aye, Johnson aye, Fritz no vote, Risa aye, Tilney aye, Kaatz aye.

Fritz elected as EDA President

b) Vice President

Sue Fritz nominates Brenda Risa

No other nominations

Kaupang aye, Johnson aye, Fritz aye, Risa aye, Tilney aye, Kaatz aye.

Risa was elected as EDA VP.

Darrin asked if there are any rules about the council reps on the EDA being elected to the EDA President or Vice President positions. No one was sure Sue would look into it.

c) Board Terms

d) Committee Assignments

Risa suggested that we keep it the same as last year

Budget – Darrin, Sue.

Apartment- Jerry, Kevin.

Business Retention – Brenda, Lisa.

7) PUBLIC COMMENTS

No comments

8) APPROVAL OF MINUTES

a) 11/27/2023

b) 12/05/2023

Risa motioned to approve both the November and December minutes; Tilney seconded.

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

9) APPROVAL OF BILLS

Current Period: January 2024

Payments Batch 011824 AP EDA

\$45,793.99

Refer 0 CLARKFIELD ACE HOME AND HAR

Cash Payment	E 603-00000-42000	Supplies	FILTERS FOR WATERTOWER APTS	\$26.36
Invoice	2439			
Cash Payment	E 603-00000-42000	Supplies	FILTERS FOR CARECENTER APTS	\$46.72
Invoice	2438			
Cash Payment	E 603-00000-42000	Supplies	APPLIANCE BULB	\$2.99
Invoice	2469			
Cash Payment	E 603-00000-42000	Supplies	Ace 9-Volt Alkaline Batteries 4 pk Carded	\$9.99
Invoice	2471			
Cash Payment	E 603-00000-42000	Supplies	Tank to Bowl Bolts	\$28.17
Invoice	2562			
Cash Payment	E 603-00000-42000	Supplies	PVC Toilet Supply Line	\$0.90
Invoice	2562 sp			
Cash Payment	E 603-00000-42000	Supplies	Pivot bolts	\$16.77
Invoice	2439			

Transaction Date	1/18/2024	EDA Checking 603	10153	Total	\$131.90
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Refer 0 FIRST INDEPENDENT BANK

Cash Payment	E 603-00000-46100	Interest	2017 B Housing Bond Interest Payment	\$3,869.25
Invoice	2017B			
Cash Payment	E 603-00000-46000	Principal	2017 B Housing Bond Principal	\$41,000.00
Invoice	2017B			

Transaction Date	1/18/2024	EDA Checking 603	10153	Total	\$44,869.25
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Refer 0 Great Plains Natural Gas

Cash Payment	E 603-00000-43800	Utility Services	708 13th Ave Apt 4	\$11.04
Invoice	5609 3			

Transaction Date	1/18/2024	EDA Checking 603	10153	Total	\$11.04
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Refer 0 MENARDS-MARSHALL

Cash Payment	E 603-00000-42000	Supplies	White Top-Freezer Refrigerator Apt 4 804 5th st	\$729.00
Invoice	17348			

Transaction Date	1/18/2024	EDA Checking 603	10153	Total	\$729.00
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Refer 0 SCS PLUMBING & HEATING

Cash Payment	E 603-00000-42000	Supplies	Relief valve 800 5th st Apt 8	\$52.80
Invoice	1775			

Transaction Date	1/18/2024	EDA Checking 603	10153	Total	\$52.80
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Fund Summary

	10153 EDA Checking 603
603 EDA Housing Operations Account	\$45,793.99
	\$45,793.99

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$45,793.99
Total	\$45,793.99

Motion to approve the bills Risa, Kaupang.

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

10) LOANS/APARTMENTS

a) Directors Financial Report

- **Apartment Report**

- Occupancy 15/16
 - 14/16 renters are paying on time.
 - 8 currently on the waiting list.

- **EDA Admin Fund #240. YTD**

- Revenue - \$0
- Expenses – \$0

- **EDA Revolving Loan Fund #245.**

- Handeland Chiropractic Loan - \$20,410.50
 - Monthly Payment: \$357.75
 - Loan Balance: \$11,373.59
 - Comments: On Time.
- Bailey's Custom Cap Loan - \$18,872.30 (as of the 2018 signed adjustment)
 - Monthly Payment: \$100
 - Loan Balance: \$14,522.00
 - Comments: Last payment 8/2023

- **EDA Apartment Fund #603. YTD**

- Revenue - \$8,190.00
- Expenses - \$45,793.99

- **EDA Checking Account Balance.**

- \$ 106,137.80

- **2023 Recap**

Fund 240

Revenue -\$5,230.00

Expenses - \$2,189.96

Fund 603

Revenue - \$102,594.84

Expenses - \$66,117.92

Darrin – At what point do we do something about the delinquent loan payments.

The board openly discussed what to do about the delinquent loan payments from the old hospital owner. The consensus was to have a conversation with the owner to explore options on how to rectify the situation.

Sue asked the board to try to work on some of this before the next meeting in February.

Darrin asked what the Bank account balance has to be for us to start considering giving loans?

The board discussed the EDA policies regarding giving out loans.

Sue - it would be a good idea to make a new policy for how much we can loan out.

11) ALL OTHER BUSINESS

a) Resolution 2024-1 Authorizing Signatures

Sue read resolution 2024-1

Motion to accept Resolution 2024-1 Johnson, Kaupang

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

~~b) Resolution 2024-2 Land Sale~~

12) IDEAS & UPDATES

a) MN Historical Society Grant for the Miller Building.

-We got the grant and were still moving forward because we're going to see if the building could be considered Historical. We talked to Tim & Betsy they were fine with that.

b) Rural Capacity Program: Commercial Exterior Improvement Grant/Loans

Sue updated the board on the grant that Jon had put in for from CEDA.

c) Prairie Waters Guidebook

Sue – Jon had put out an email asking for suggestions on how to change Clarkfield page in the guidebook and he didn't receive that many responses.

He did write a new description.

The consensus was that it was well written.

d) Larson Drug Gutter Update.

Schmidt Roofing ghosted Jon, Jon approached Wyatt Risa about spray foaming the gap underneath the gutter system he said it was too cold and would have to wait until spring.

The money for the gutter system would come out of the grant from the CACF. The EDA would also put up to \$7000 to fix the problem.

Darrin brought up the Cafe closing. Has anybody spoken with her? No.

If there is an empty building with a nice kitchen maybe we could look I to getting somebody else in there.

Brenda mentioned a man in town who does some cooking and catering.

13) ADJOURNMENT

Motion to adjourn the meeting Johnson, Kaupang

Yes- Kaatz, Tilney, Risa, Fritz, Johnson, Kaupang

No-

Motion passes

Meeting adjourned at 6:57 PM

CITY OF CLARKFIELD

02/23/24 9:19 AM

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Payments

Current Period: February 2024

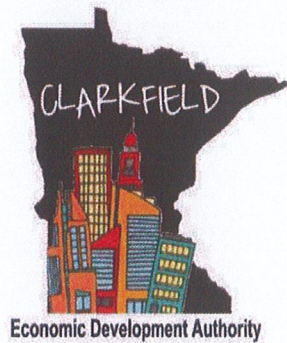
Payments Batch 021624 AP EDA \$1,904.71

Refer	0 CLARKFIELD ACE HOME AND HAR				
Cash Payment	E 603-00000-43350	Apartment Mainten	4 AIR FILTERS APT 905 11TH AVE		\$19.77
Invoice	4845				
Cash Payment	E 603-00000-43350	Apartment Mainten	4 AIR FILTERS APT 804 5TH ST		\$19.77
Invoice	4846				
Cash Payment	E 603-00000-43350	Apartment Mainten	4 AIR FILTERS APT 800 5TH ST		\$19.77
Invoice	4847				
Cash Payment	E 603-00000-43350	Apartment Mainten	4 AIR FILTERS APT 708 13TH AVE		\$19.77
Invoice	4848				
Cash Payment	E 603-00000-42000	Supplies	RETURN BOLTS		-\$5.00
Invoice	4844				
Transaction Date	2/23/2024	EDA Checking 603	10153	Total	\$74.08
Refer	0 Great Plains Natural Gas				
Cash Payment	E 603-00000-43800	Utility Services	800 5TH ST APT 8		\$62.63
Invoice	7845 7				
Transaction Date	2/23/2024	EDA Checking 603	10153	Total	\$62.63
Refer	0 SCHMIDT ROOFING				
Cash Payment	E 603-00000-43350	Apartment Mainten	SNOW GUARDS		\$1,768.00
Invoice	23455				
Transaction Date	2/16/2024	EDA Checking 603	10153	Total	\$1,768.00

Fund Summary

	10153 EDA Checking 603	
603 EDA Housing Operations Account	\$1,904.71	
	<u>\$1,904.71</u>	

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	<u>\$1,904.71</u>
Total	\$1,904.71



EDA Director's Report February 26, 2024

- **Apartment Report**
 - Occupancy 15/16
 - 16/16 renters are paying on time.
 - 8 currently on the waiting list.
 - If the top person on the waiting list doesn't get back to me by the end of the month I am moving on to second person.
- **EDA Admin Fund #240. YTD**
 - Revenue - \$0
 - Expenses – \$0
- **EDA Revolving Loan Fund #245.**
 - Handeland Chiropractic Loan - \$20,410.50
 - Monthly Payment: \$357.75
 - Loan Balance: \$11,015.84
 - Comments: On Time.
 - Bailey's Custom Cap Loan - \$18,872.30 (as of the 2018 signed adjustment)
 - Monthly Payment: \$100
 - Loan Balance: \$14,522.00
 - Comments: Last payment 8/2023
- **EDA Apartment Fund #603. YTD**
 - Rent - \$19,162.00 Late Payments - \$200.00
 - Total Revenue **\$19,362.00**
 - Bond Payment - \$ 44,869.25
 - Total Expenses - **\$ 45,793.99**
- **EDA Checking Account Balance.**
 - \$ 70,907.51
 - Last meeting the Bond payment had come out of Banyon but hadn't been cashed yet this is the balance after the bond payment.



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Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435

EDA Update	
Subject	Land Sale & Updates
From	Executive Director – Jonathan Pierce
Meeting Date	February 26, 2024

EDA Board,

- I have emailed the details of the land sale to Nelson, Oyen, & Torvik to get the contract written up. I am still waiting on that to be completed.
- I have emailed Mr. Gatchell regarding the storage units in the industrial park and I am currently waiting on a response.
- A couple of months ago Glenn Bartos came to my office and informed me that he had purchased the old telephone switchboard building behind FM bank and will be putting in some sort of business. He said he may still be interested in buying some land in the Industrial Park maybe in the next couple of years. I had let Sue know about this when it happened but thought I should address this publicly due to questions about this coming up at a council meeting recently.
- The Minnesota Economic Development Foundation has updated the EDA Handbook from the 2012 edition to the 2024 edition. I have emailed you all a copy for future reference.