



Workshop
6:00 PM EDA / Council Workshop
Monday, April 22nd, 2024
City Hall Meeting Room
904 10th Avenue Clarkfield, MN 56223

Workshop Session of the Clarkfield City Council & the Clarkfield EDA

Discussion Subjects

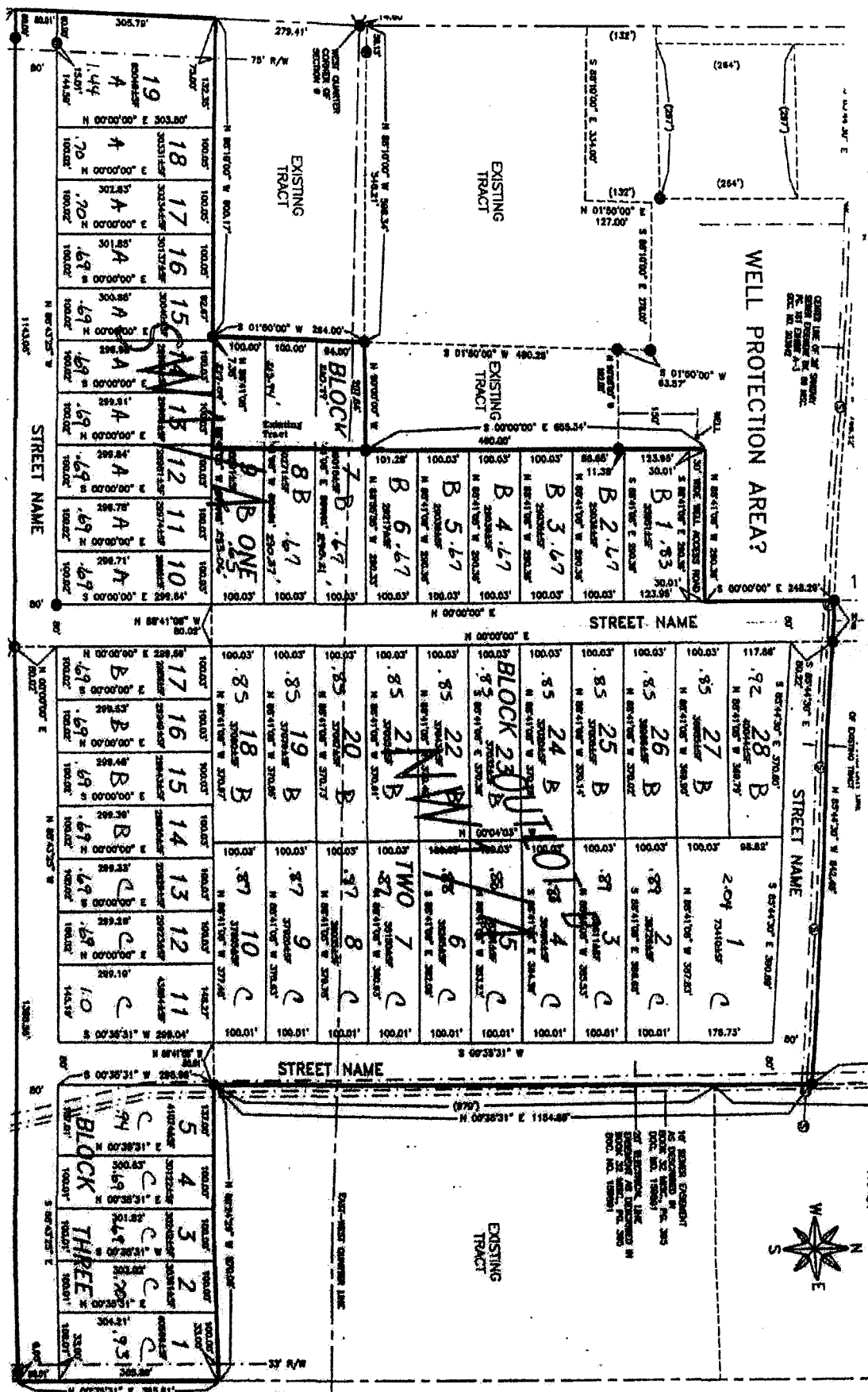
EDA Industrial Park Sale

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.

Industrial Park Lot Pricing

Size	Number of Units	Price per Acre "C" \$4,500	Price per Acre "B" \$5,500	Price per Acre "A" \$6,500	
1.44	A acres				
0.70	A acres			\$9,360	\$9,360
0.69	A acres			\$4,550	\$9,100
0.92	B acres			\$4,485	\$31,395
0.85	B acres		\$5,060		
0.83	B acres		\$4,675		
0.69	B acres		\$4,565		
0.67	B acres		\$3,795		
0.65	B acres		\$3,685		
2.04	C acres	\$9,180	\$3,575		
1.00	C acres	\$4,500			
0.94	C acres	\$4,230			
0.93	C acres	\$4,185			
0.89	C acres	\$4,005			
0.88	C acres	\$3,960			
0.87	C acres	\$3,915			
0.70	C acres	\$3,150			
0.69	C acres	\$3,105			
52		\$67,005	\$108,515		\$49,855
					\$225,375



WELL PROTECTION AREA?

STREET NAME

STREET NAME

STREET NAME



BE BOUND EXHIBIT
AS SHOWN IN
BOOK 22, PAGE 203
OF RECORD, LAM
COUNTY, MISSISSIPPI
BOOK 22, PAGE 203

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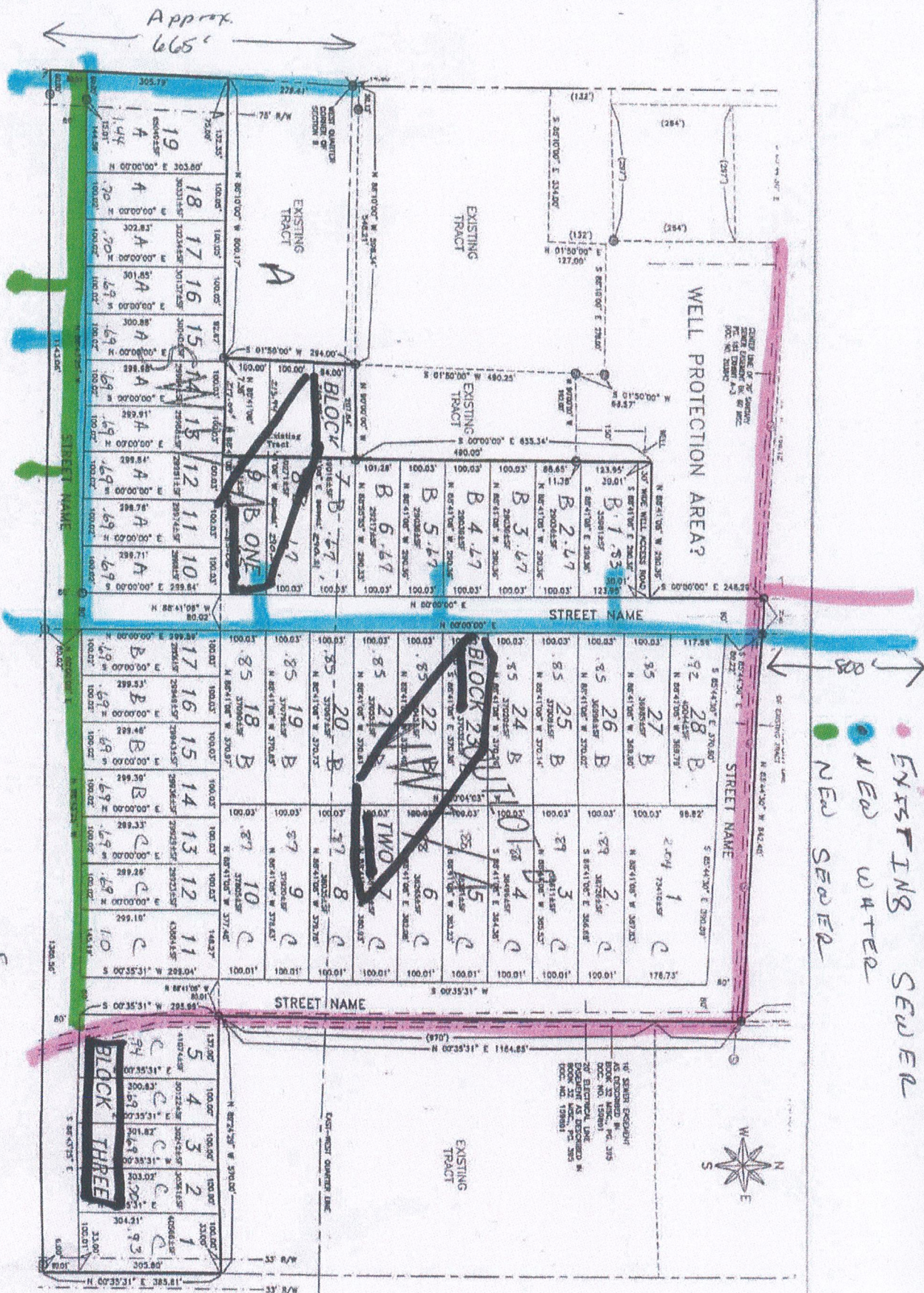
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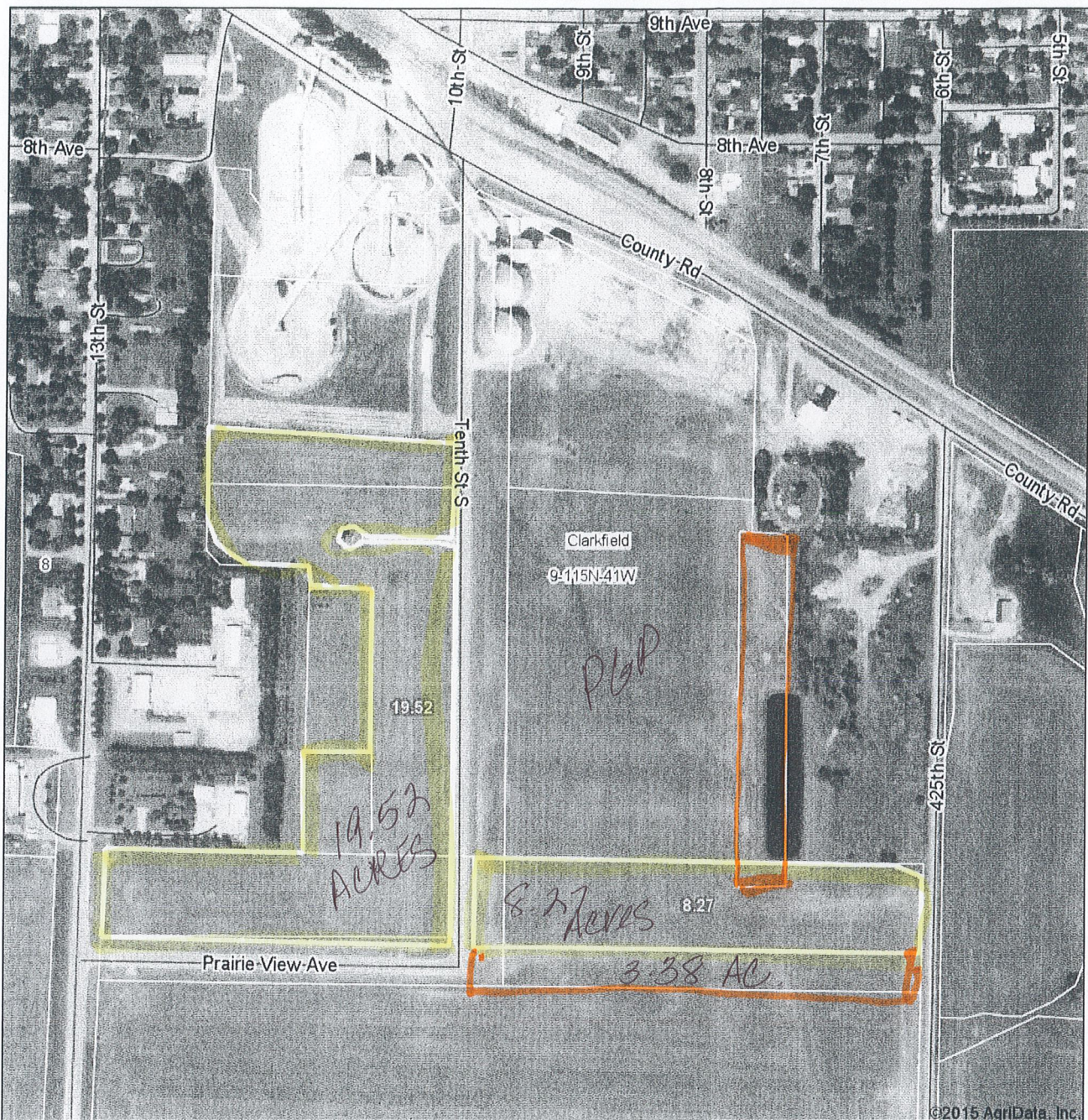
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Aerial Map



map center: 44° 47.1108', 95° 48.1802'

scale: 5450

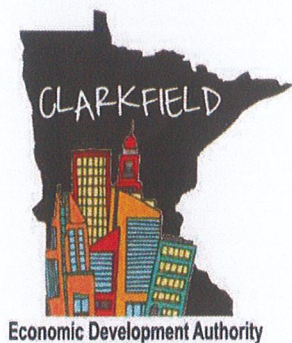
Maps Provided By:
 **surety**
 CUSTOMIZED ONLINE MAPPING
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9-115N-41W
Yellow Medicine County
Minnesota



4/10/2015

Field borders provided by Farm Service Agency as of 5/21/2008. Aerial photography provided by Aerial Photography Field Office.



Agenda

6:00 PM / EDA Regular Meeting

Monday April 22nd, 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. 2-26-2024
6. APPROVAL OF BILLS
7. LOANS/APARTMENTS
 - a. Director's Report
8. ALL OTHER BUSINESS
 - a. CEDA Grant Update
 - b. R&G Construction - Land Rent
 - c. Apartment Appliance Replacement
 - d. Bailey's Discussion – Business Committee Report
9. IDEAS & UPDATES
 - a. Committee Reports
 - b. MNHS Update
 - c. LOIS update
 - d. EDA taxes
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.

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Minutes

6:00 PM / EDA Regular Meeting

Monday, February 26, 2024

City Hall Meeting Room

904 10th Avenue Clarkfield, MN 56223

A regular meeting of the Clarkfield EDA was called to order at 6:01 PM.

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

Staff: Jonathan Pierce

Public: Paul Anspach, Dale Stringer Jr., Craig Giles.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADDITION TO AGENDA

Add 9e – CEDA Grant update

Motion to approve agenda with additions Brenda, Darrin

Yes – Kevin, Brenda, Sue, Darrin, Jerry

No-

Motion Passes

4. PUBLIC COMMENTS

Paul Anspach – asked about windows needing repair at the apartment complex, asked about EDA minutes being posted to the website. Jonathan - I will look into the window thing and the Minutes have been posted to the website through December of 2023.

Craig asked about the dishwasher in the apartment complex being replaced. Jonathan – I instructed public works to replace that last week.

5. APPROVAL OF MINUTES

a. 1-22-2024

Motion to approve the minutes Brenda, Jerry

Yes – Kevin, Brenda, Sue, Darrin, Jerry

No-

Motion Passes

6. APPROVAL OF BILLS

Motion to approve the Jerry, Darrin

Yes – Kevin, Brenda, Sue, Darrin, Jerry

No-

Motion Passes

Refer	0 CLARKFIELD ACE HOME AND HAR			
Cash Payment	E 603-00000-43350	Apartment Maintenan	4 AIR FILTERS APT 905 11TH AVE	\$19.77
Invoice	4845			
Cash Payment	E 603-00000-43350	Apartment Maintenan	4 AIR FILTERS APT 804 5TH ST	\$19.77
Invoice	4846			
Cash Payment	E 603-00000-43350	Apartment Maintenan	4 AIR FILTERS APT 800 5TH ST	\$19.77
Invoice	4847			
Cash Payment	E 603-00000-43350	Apartment Maintenan	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 Maintenan	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	\$1,904.71
Total	<u>\$1,904.71</u>

7. LOANS/APARTMENTS

- a. Director's Report
- **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.
 - Update - (Her son in law came in and picked up another background check.)
- **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 fees - \$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.

8. ALL OTHER BUSINESS

- a. Industrial Park Land Sale
 - 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.

Update - (Jon - I received a reply from Janice late Friday evening after I had left for the day asking if we had done a public hearing I informed her we had this morning.)

Sue – I had hoped to do the signing at this meeting, but we will have to do them sometime between now and the next meeting.

9. IDEAS & UPDATES

- a. Committee Reports
 - i. *Apartment Committee*

Sue - asked the apartment committee about how long the EDA should wait for someone on the waiting list before they move on to the next person.

Consensus was about a month seems fair.
 - ii. *Budget Committee*

Darrin commented about the invoices payables especially the EDA only meets once per month the checks are not cut until after the meeting. What is the purpose of getting the bills approved as long as the office is staying inside the budget. Sue explained that the auditors like to see a check and balance system. Jon is the treasurer and Tammy is the assistant treasurer. That being said the state sets the agenda format, but it doesn't necessarily mean we have to wait to pay bills. So as long as the bills get reported to the EDA and the board approves them that's fine they can be paid earlier.

Darrin – so if it isn't in the budget and isn't inside Jons authority that would have to get approved by the EDA. Sue- Correct.

Sue – We would need to set up a written procedure for the auditors to see how we pay the bills.
 - iii. *Business Retention*

Dale gave Sue some brochures that has Clarkfield mentioned in them that are out of date. Brenda asked if they had reached out. They hadn't. Prairie Water did reach out to Jon about their publication and Jon sent in an update description.
- b. Storage Unit Update

Jon- I emailed Mr. Gatchell regarding the storage units in the industrial park and he responded with "I've got George Piotter of Bellingham lined up to erect this spring. He has experience with this type of construction, which makes him a good choice. I have not heard of Gary Roder's business, but I will maybe call him and see what he has to offer."

c. Metal Shop Update

Sue read the update that Glenn Bartos had informed the director that he had purchased the telephone switchboard building and will be putting in some sort of business in it. He said he may still be interested in buying some land in the Industrial Park maybe in the next couple of years.

d. EDA Handbook Update

Sue - The MN EDA Foundation has updated their handbook for the first time since 2012. I think it is better written and easier to understand a copy has been sent to all of the members of the Board.

e. CEDA update

Jon – Last month I applied to the CEDA Rural Capacity Program. Clarkfield ended up being one of the 18 cities that were selected. Jon read the email to the Board.

"Dear Jonathan Pierce,

I am delighted to extend our sincere congratulations to the City of Clarkfield for being selected as one of the 18 cities to participate in Community and Economic Development Associates (CEDA), Rural Capacity Program (RCP). This esteemed program has been made possible through a special appropriation by the State of Minnesota.

The Rural Capacity Program aims to provide valuable resources, expertise, and support to participating cities, empowering them to address the unique challenges faced by rural areas. As a selected city, you can expect to receive further information from CEDA in the coming weeks outlining program details, timelines, and specific activities.

We anticipate that your city's involvement in the Rural Capacity Program will not only foster local development but also contribute to the collective success of all participating communities. The program is designed to facilitate knowledge exchange, collaboration, and best practices, ensuring that each city can maximize its potential and achieve sustainable growth."

Jon – I am still waiting for some details from CEDA.

- Sue brought up the UMRDC fund for grants / loans which has \$5,870.86 but if a one of the prior users ends up selling his home the city would make back a substantial amount of money. Which could be used for further loans/grants.

Darrin asked about the details of the CEDA grant which Jon wasn't entirely sure of until they reached out with more details.

Sue brought up solar on public buildings webinar that she and Jon had watched which offers state and federal dollars to help pay for solar installations on public buildings. Clarkfield would be a prime candidate for this as we are rural with a small population. Which is the demographic the government is trying to help.

Sue – we could save a lot of money on electrical bills for these buildings.

Jerry was opposed to any solar installations. If you look at how they are made and how they have to be disposed of its not really a win win but a lose lose. We should really research this before we decide to do anything.

Sue – this would be up to the City Council as well as the EDA because it affects public buildings.

10. ADJOURNMENT

Motion to adjourn Jerry, Darrin

Yes – Kevin, Brenda, Sue, Darrin, Jerry

No-

Motion passes

6:33 PM

CITY OF CLARKFIELD

03/21/24 2:28 PM

Page 1

Payments

Current Period: March 2024

Payments Batch 032124 AP EDA

\$969.75

Refer 0 CLARKFIELD ACE HOME AND HAR

Cash Payment	E 603-00000-42000	Supplies	800 5TH ST APT # 5	\$13.99
Invoice 3311				

Cash Payment	E 603-00000-42000	Supplies	FINISH NAILS 800 5TH ST APT # 5	\$2.99
Invoice 3328				

Cash Payment	E 603-00000-42000	Supplies	INLINE VALVE , GARBAGE DISPOSAL 708 13TH AVE APT # 2	\$109.98
Invoice 3337				

Cash Payment	E 603-00000-42000	Supplies	COUPLING 708 13TH AVE APT #2	\$8.59
Invoice 3338				

Cash Payment	E 603-00000-42000	Supplies	DISHWAHER ELBOW 708 13TH AVE APT #2	\$8.59
Invoice 3341				

Cash Payment	E 603-00000-42000	Supplies	KITCHEN FAUCT 800 5TH ST APT # 8	\$129.99
Invoice 3342				

Cash Payment	E 603-00000-42000	Supplies	2 REDUCING COUPLING 800 5TH APT # 8	\$17.18
Invoice 3267				

Transaction Date	3/21/2024	EDA Checking 603	10153	Total	\$291.31
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Refer 0 Great Plains Natural Gas

Cash Payment	E 603-00000-43800	Utility Services	800 5TH ST APT #8	\$72.29
Invoice				

Transaction Date	3/21/2024	EDA Checking 603	10153	Total	\$72.29
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Refer 0 MENARDS-MARSHALL

Cash Payment	E 603-00000-42000	Supplies	2 STORM DOORS 805 5TH ST APT 5 & APT 3 708 13TH AVE, COOR VINYLE	\$461.16
Invoice 20640				

Transaction Date	3/21/2024	EDA Checking 603	10153	Total	\$461.16
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Refer 0 Xcel Energy

Cash Payment	E 603-00000-43800	Utility Services	800 5TH ST APT # 8	\$144.99
Invoice				

Transaction Date	3/21/2024	EDA Checking 603	10153	Total	\$144.99
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Fund Summary

	10153 EDA Checking 603	
603 EDA Housing Operations Account		\$969.75
		\$969.75

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$969.75
Total	\$969.75

CITY OF CLARKFIELD

04/18/24 2:05 PM

Page 1

Payments

Current Period: April 2024

Payments Batch 041824 AP EDA			\$5,311.02		
Refer	0 CLARKFIELD ACE HOME AND HAR				
Cash Payment	E 603-00000-42000	Supplies	KITCHEN FAUCT 800 5TH ST APT 8		\$129.99
Invoice 3248					
Cash Payment	E 603-00000-42000	Supplies	GARAGE DOOR OPENER 708 13TH AVE APT 1		\$49.99
Invoice 3413					
Cash Payment	E 603-00000-42000	Supplies	AIR FILTER 708 13TH AVE APT 3		\$6.59
Invoice 3510					
Cash Payment	E 603-00000-42000	Supplies	AIR FILTER ALL APTS		\$98.85
Invoice 3548-EDA					
Cash Payment	E 603-00000-42000	Supplies	TOLET FLUSH FLAPPER 800 5TH ST APT 6		\$6.99
Invoice 3693					
Cash Payment	E 603-00000-42000	Supplies	SINK POP UP PLUG 708 13TH AVE APT 2		\$13.98
Invoice 3653					
Cash Payment	E 603-00000-42000	Supplies	SINK POP UP PLUG 708 13TH AVE APT 2		\$2.00
Invoice 3657					
Cash Payment	E 603-00000-42000	Supplies	SINK POP UP PLUG 708 13TH AVE APT 2 RETURN		-\$5.99
Invoice 3657					
Cash Payment	E 603-00000-42000	Supplies	SINK POP UP PLUG 708 13TH AVE APT 2		\$5.99
Invoice 3660					
Transaction Date	4/18/2024		EDA Checking 603 10153	Total	\$308.39
Refer	0 Great Plains Natural Gas				
Cash Payment	E 603-00000-43800	Utility Services	EDA 800 5TH ST APT 8		\$65.76
Invoice					
Transaction Date	4/18/2024		EDA Checking 603 10153	Total	\$65.76
Refer	0 MENARDS-MARSHALL				
Cash Payment	E 603-00000-42000	Supplies	BLINDS		\$37.97
Invoice 21283-EDA					
Transaction Date	4/18/2024		EDA Checking 603 10153	Total	\$37.97
Refer	0 TENANT CHECK				
Cash Payment	E 603-00000-43900	Contracted Services	MARY JOHNSON		\$35.00
Invoice 10395489					
Transaction Date	4/18/2024		EDA Checking 603 10153	Total	\$35.00
Refer	0 Xcel Energy				
Cash Payment	E 603-00000-43800	Utility Services	800 5TH ST APT 8		\$37.90
Invoice					
Transaction Date	4/18/2024		EDA Checking 603 10153	Total	\$37.90
Refer	0 YMC PROPERTY & PUBLIC SERVI				
Cash Payment	E 240-00000-43950	Property Taxes	32-004-3080EDA - 13th Ave. Apartments		\$84.00
Invoice 7541					
Cash Payment	E 240-00000-43950	Property Taxes	32-009-1022EDA - 5th St. Apartments		\$224.00
Invoice 7591					
Cash Payment	E 240-00000-43950	Property Taxes	32-009-2330EDA - Railroad Land		\$174.00
Invoice 7628					
Cash Payment	E 240-00000-43950	Property Taxes	32-410-0103EDA - 11th St. Apartments		\$84.00
Invoice 7694					
Cash Payment	E 603-00000-43950	Property Taxes	32-109-2050EDA - Industrial Park		\$926.00
Invoice 7638					

Payments

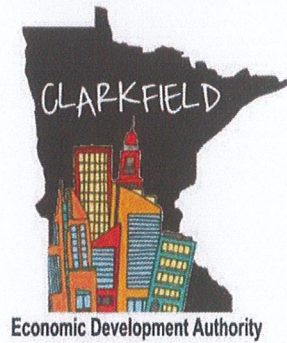
Current Period: April 2024

Cash Payment	E 603-00000-43950	Property Taxes	32-109-2050	EDA - Industrial Park		\$3,334.00
Invoice 7631						
Transaction Date	4/18/2024	EDA Checking 603	10153		Total	\$4,826.00

Fund Summary

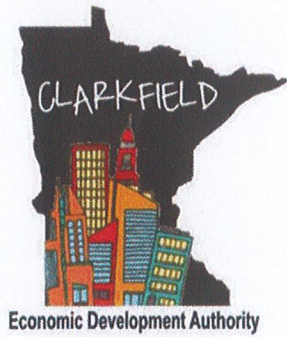
	10153	EDA Checking 603	
240 EDA Administration		\$566.00	
603 EDA Housing Operations Account		\$4,745.02	
		\$5,311.02	

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$5,311.02
Total	\$5,311.02



EDA Director's Report April 22nd, 2024

- **Apartment Report**
 - Occupancy 16/16
 - 16/16 renters are paying on time.
 - 12 currently on the waiting list.
- **EDA Admin Fund #240. YTD**
 - Gniffke Land Sale - \$16,316.61 MNHS Grant – \$9,150.00 CACF Grant - \$1,127.37
 - Total Revenue - \$26,593.98
 - Expenses – \$19.65
- **EDA Revolving Loan Fund #245.**
 - Handeland Chiropractic Loan - \$20,410.50
 - Monthly Payment: \$357.75
 - Loan Balance: \$10,300.34
 - Comments: On Time.
 - Bailey's Custom Cap Loan - \$18,872.30 (as of the 2018 signed adjustment)
 - Monthly Payment: \$100
 - Loan Balance: \$14,022.00
 - Comments: Paid \$500 last month
- **EDA Apartment Fund #603. YTD**
 - Rent - \$39,630.00 Late Payments - \$200.00 Screening Fee - \$35
 - **Total Revenue - \$ 39,865.00**
 - Bond Payment - \$ 44,869.25 Other Expenses - \$ 6,946.85
 - **Total Expenses - \$ 51,816.10**
- **EDA Checking Account Balance.**
 - \$ 111,782.50 on 4/18/2024



812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435

EDA Update	
Subject	CEDA Grant Update
From	Executive Director – Jonathan Pierce
Meeting Date	March 25, 2024

EDA Board,

Dave Schmidt from Community and Economic Development Associates (CEDA) reached out to introduce himself and set up meeting dates. Sue and I met with him virtually on March 18th to discuss CEDA's Rural Capacity Program, explore any specific challenges or opportunities unique to Clarkfield, and schedule my first in-person visit.

He would like to have a meet and greet with City Staff and EDA members to get a better understanding of Clarkfield's needs.

*Update - J have scheduled the meet and greet with Dave Schmidt for Wednesday April 24th at 1PM.

Control Section: 8706 (67=48) 241

State Project: 8706-89RW

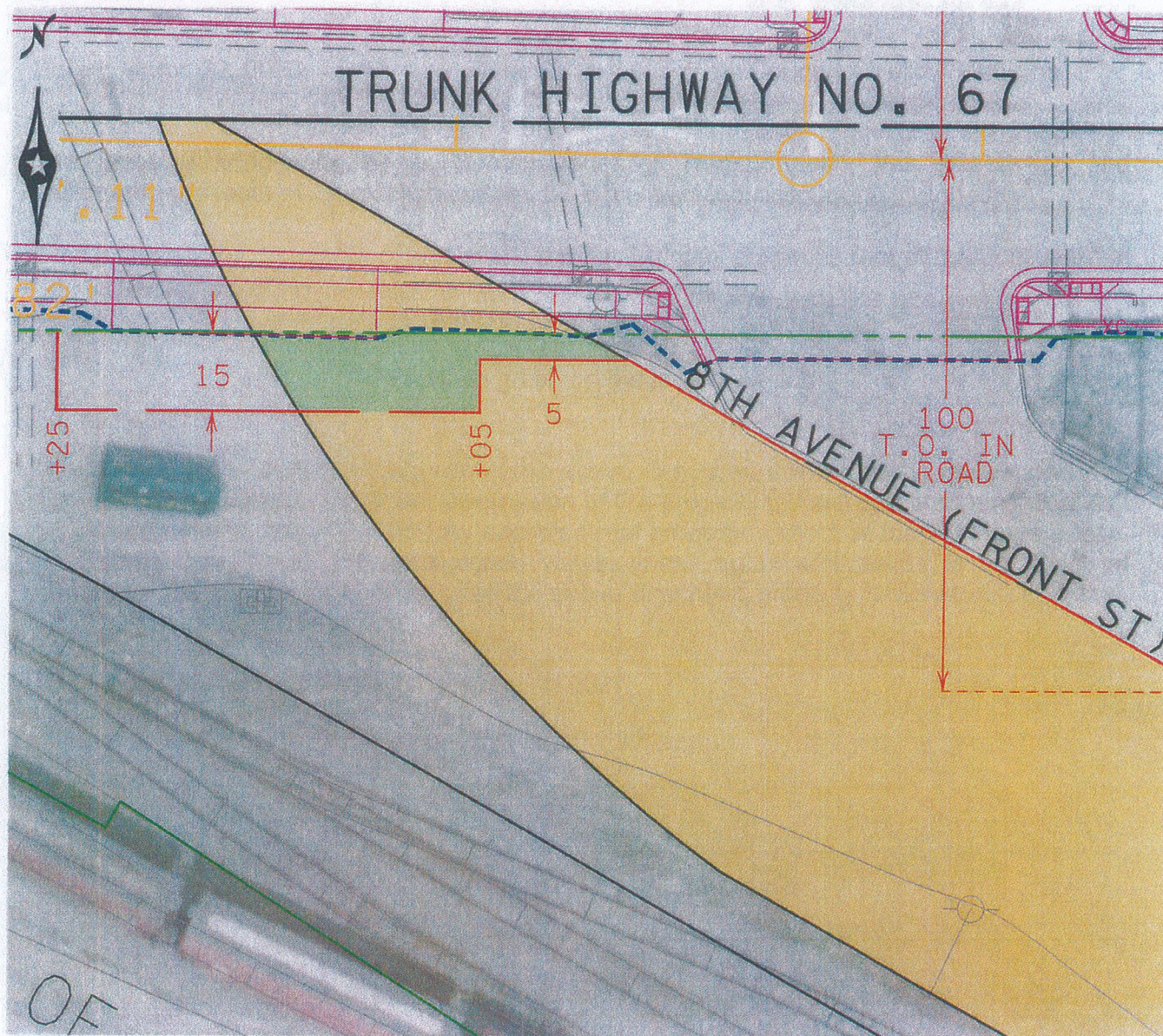
County: Yellow Medicine

Owner: Clarkfield Economic Development Authority

Parcel Number: 70

Sheet 1 of 1

Scale 1 inch = 30 ft.



C.S. 8706(67=48)241

S.P. 8706-89

SECTION 9, TOWNSHIP 115 NORTH, RANGE 41 WEST

PARCEL NUMBER	OWNER	CONTIGUOUS PROPERTY	TEMPORARY RIGHT TO CONSTRUCT		PERMANENT R/W INTEREST
			SQ. FEET	EXPIRES	
70	CLARKFIELD ECONOMIC DEVELOPMENT AUTHORITY	PART OF THE NW1/4 OF THE NW1/4	701	12/01/2027	NONE

Industrial Park Parcel

32-109-2050 - Parcel Number | Clarkfield, MN | Yellow Medicine County
Available Acres: 16.45 |



Zoning:	Industrial
Setting:	Mixed-Use Business Park
Within City Limits:	Yes
Site Dimensions:	716,602.35 Square Feet
Specialty Features:	None
Sale Price Note:	Call for Details
Last Updated:	Jan 18, 2019

Property and Area Description

Legal Description of Property - 16.47 ACRES OUTLOT B LESS 17.37 A SOLD & LESS TR APPROX 570 FT X 750 FT, ALSO A TR IN NW1/4 BEG 1394.5 FT S OF SEC LI & 330 FT E FROM NW COR, TH S 264 FT, TH E 330 FT, TH N 264 FT, TH W 330 FT TO BEG, LESS SOLD, LESS 7.16 A SOLD, LESS 2.25 A, LESS 1.43 A, LESS 2.73 A, LESS 11.12 A, LESS 22.54 ACRES IN S1/2 NW1/4 AND N1/2 SW1/4 FURTHER DESC IN REC DOC #258067 The parcel is currently being farmed, but it is a great opportunity for industrial development. Please call with questions. The EDA is very motivated to make a deal.

Population



Source: ESRI® 2020

Households



Source: ESRI® 2020

Transportation

Nearest Highway: 67 (one mile mi.)
Nearest Interstate: 59 (less than one mile mi.)
Rail Served: No
Rail Served By: Unknown
Rail Accessible: No
Rail Infrastructure in Place: Unknown

Utilities

Electric: Xcel Energy
Natural Gas: Great Plains Natural Gas
Water: City of Clarkfield
Sewer: City of Clarkfield
Telecommunications: Frontier

Property Images