



Agenda
6:00 PM / EDA Regular Meeting
Monday, October 23rd, 2023
City Hall Meeting Room
904 10th Avenue Clarkfield, MN 56223

Access via Zoom: <https://us02web.zoom.us/j/84270847580>

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ADDITION TO AGENDA**
- 4) PUBLIC COMMENTS**
- 5) APPROVAL OF MINUTES**
 - a) 9/25/2023
- 6) APPROVAL OF BILLS**
- 7) LOANS/APARTMENTS**
 - a) Directors Report
- 8) ALL OTHER BUSINESS**
 - a) Erik Gniffke land sale
 - b) Pool Staff Apartment
 - c) Budget
- 9) IDEAS & UPDATES**
 - a) UMVRDC / Historical Society Grant for Clarkfield State Bank
 - b) Clarkfield State Bank Discussion
- 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, September 25th, 2023

City Hall Meeting Room

904 10th Avenue Clarkfield, MN 56223

Board members present : Sue Fritz, Brenda Risa, Darrin Johnson, Lisa Tilney, Jerry Kaupang.

Absent : Kevin Kaatz

City Staff : Jonathan Pierce

Public: Craig Giles, Paul Anspach, Glenn Bartos, Betsy Pardick, Tim Pherson

1) CALL TO ORDER

Called to order at 6 pm

2) PLEDGE OF ALLEGIANCE

3) ADDITION TO AGENDA

Remove budget from 8a

Motion to approve agenda Risa, 2nd by Johnson

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

Motion passes

4) PUBLIC COMMENTS

Paul Anspach – Solar Panels in the Industrial Park where are we with this?

Fritz – Will have to look into it further Jon can get back to you.

5) APPROVAL OF MINUTES

a) 8/28/2023

Motion to approve Johnson, 2nd by Kaupang

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

Motion passes

6) APPROVAL OF BILLS

Payments Batch 092123 AP EDA

\$2,591.32

Refer 0 CLARKFIELD ACE HOME AND HAR

Cash Payment	E 603-00000-42000	Supplies	2 FAUCTS APT #3 905 11TH AVE	\$194.98
Invoice	1111			

Cash Payment	E 603-00000-42000	Supplies	FAUCET SUPPLY LINE APT #3 708 13TH AVE	\$15.98
Invoice	1137			

Cash Payment	E 603-00000-42000	Supplies	HOT COLD FAUCET HANDLES APT#3 708 13TH Ave	\$17.99
Invoice	1390			

Cash Payment	E 603-00000-42000	Supplies	16 AIR FILTERS	\$68.27
Invoice	1798			

Cash Payment	E 603-00000-42000	Supplies	WALLPLATES & SWITCH APT #5 800 5TH ST	\$7.57
Invoice	1889			

Cash Payment	E 603-00000-42000	Supplies	TOILET SEAT APT#5 800 5TH ST	\$21.99
Invoice	1671			

Cash Payment	E 603-00000-42000	Supplies	TOGGLE SWITCH APT#5 800 5TH ST	\$7.99
Invoice	1111			

Transaction Date	9/21/2023	EDA Checking 603	10153	Total	\$334.77
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Refer 0 Great Plains Natural Gas

Cash Payment	E 603-00000-43800	Utility Services	APT 3	\$21.25
Invoice				

Transaction Date	9/21/2023	EDA Checking 603	10153	Total	\$21.25
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Refer 0 SCS PLUMBING & HEATING

Cash Payment	E 603-00000-43370	Maintenance & Repai	WATER HEATER APT# 3 905 11TH AVE	\$2,055.30
Invoice	1503			

Transaction Date	9/21/2023	EDA Checking 603	10153	Total	\$2,055.30
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Refer 0 TWIN CITY TENANT CHECK

Cash Payment	E 603-00000-43900	Contracted Services	BACKGROUND CHECKS PLUS INTEREST	\$40.00
Invoice	10394507			

Cash Payment	E 603-00000-43900	Contracted Services	4 BACKGROUND CHECKS	\$140.00
Invoice	10394776			

Transaction Date	9/21/2023	EDA Checking 603	10153	Total	\$180.00
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Kaupang – Would like a breakdown of the bill for the water heater.

Fritz – asked about tenant check

Motion to approve bills Risa, 2nd by Johnson

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

Motion passes

7) LOANS/APARTMENTS

a) Directors Report

- **Apartment Report**

- Occupancy 12/16
 - 15/16 renters are paying on time.
 - We have 3 openings currently and another available after the 30th.
 - Apartment Waiting List: We currently have 4 people on the waiting list. 2 people have completed their background checks and been approved just waiting on them to come in and sign leases. 2 have not had background checks done. We had 4 other applicants, but they were no longer interested when I called them.
 - 800 5th St. Apt # 8 moves out on the 30th.

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

- Revenue - \$5,230.00
- Expenses – \$992.36

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

- Handeland Chiropractic Loan - \$20,410.50
 - Monthly Payment: \$357.75
 - Loan Balance: \$13,162.34
 - 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 - \$70,096.54
- Expenses - \$56,656.41

- **EDA Checking Account Balance.**

- \$ 77,082.87

8) **ALL OTHER BUSINESS**

a) Erik Gniffke – Industrial Park Land

No show tabled.

b) Glenn Bartos – Industrial Park Land

Glenn- Would like to build a hobby shop on EDA land he was thinking 1 acre. CNC Plasma does metal work for farmers custom metal work. Spot over by the well house on the north end by PGP.

Johnson – would this be for selling stuff or just personal use? Would most likely have a sale floor about the size of this room.

Johnson – I would be willing to go out there tonight and show you the area to make it worth your time.

c) Betsy Pardick & Tim Pherson – Miller Building

Introduced themselves.

Couple ideas

Hair Salon read the mission statement.

Clarkfield State Bank of Art read the mission statement.

Referenced the art scene in Granite Falls.

The vision for this space is to provide a welcoming and inviting space for all artists in the local community. Functional art that people can use.

Doesn't envision a high impact retail space.

would eventually become part of the meander art crawl.

Could bring people to the community.

The beauty shop would be paying the bills.

They would like to outright buy the building and perhaps have it working by December.

Sue explained the fact that were currently working on historical society

Brenda – Asked about featuring Clarkfield makers art and products?

Yes we would be willing to host those kinda of a Clarkfield space.

Tilney – asked about the proposed mural on the side of the wall. Betsy showed a photo of the construction of the bank.

Betsy – showed a historical photo of the Clarkfield State Bank on her phone.

Sue – the next step is to do a walkthrough with their contractor next week.

d) Kristi Fernholz – UMVRDC Bids

Sue – in case this falls through we should still decide on a contractor for the historical society.

This is for contracting the researchers to research the history of the Clarkfield State Bank to see if it is eligible to be put on the MN Historical Society list.

Westwood \$9,150

Barbara Bezat \$9,500

Motion to move forward with Westwood Johnson, 2nd by Kaupang

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

Motion passes.

9) IDEAS & UPDATES

a) Inventory of the Apartments Solution

Pierce - Troy and I set up a google sheets document on a google share drive so that we will be able to share apartment information quickly and efficiently between Public Works and the City Office. It has an apartment appliance inventory and reporting for move ins and move outs to help keep track of security deposits and repairs.

b) Clarkfield Commercial Loan Fund / Grant Program

Businesses or houses can ask for a loan or a grant depending on how we would like to do this. My suggestion was that the EDA does this instead of the Council.

Johnson – when you say that switched to EDA does that mean just commercial or both houses and commercial Sue – both. When we talked to Bernice, she made it sound like we could do whatever.

Sue would we like to ask the council to approve the transfer of the mgmt. of the SCDP money.

Motion to approach City Council about this Risa, 2nd by Tilney.

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

Motion passes.

c) EDA Apartments

Sue - We should raise the apartment rent. I think 5% from \$595 to \$625.

Pierce - asked about selling that apartment.

Johnson – there is still an interested party in purchasing the apartments, but I do think we should raise the rent in the meantime.

Risa – Locally the average rent is around \$700 to \$800. So I think our apartments are very reasonably priced.

Kaupang – I think 5% is very reasonable.

Motion to raise rent 5% effective January 1st. Kaupang, 2nd by Risa

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

Motion passes.

Potentially selling apartments

Individual interested in buying apartments.

We have been appraised and we have significant equity.

Would give us the ability to build more housing, give out loans.

Will call a special meeting

10) ADJOURNMENT

Motion to adjourn Kaupang, Johnson

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

Motion passes 704 PM

CITY OF CLARKFIELD

10/19/23 3:49 PM

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Payments

Current Period: September 2023

Payments Batch 092723 EDA			\$4,496.33		
Refer	0 CLARKFIELD ACE HOME AND HAR				
Cash Payment	E 603-00000-42000	Supplies	3 PAINT ROLLER 800 5TTH ST APT 5		\$20.97
Invoice 1921					
Cash Payment	E 603-00000-42000	Supplies	60W LED 10 PK BULBS, PAINT BRUSH 800 5TTH ST APT 5		\$25.97
Invoice 1928					
Cash Payment	E 603-00000-42000	Supplies	40W LED BULB, CEILING PAINT 800 5TTH ST APT 5		\$81.95
Invoice 1945					
Cash Payment	E 603-00000-42000	Supplies	TRIM KIT 800 5TTH ST APT 5		\$24.99
Invoice 1949					
Cash Payment	E 603-00000-42000	Supplies	WAX RING, BOLTS 800 5TTH ST APT 5		\$11.58
Invoice 1980					
Cash Payment	E 603-00000-42000	Supplies	TOILET SEAT 800 5TTH ST APT 5		\$25.99
Invoice 2147					
Cash Payment	E 603-00000-42000	Supplies	RETURN CREDIT		-\$1.00
Invoice 1951					
Cash Payment	E 603-00000-42000	Supplies	SWVL CONNECTOR		\$6.99
Invoice 1946					
Cash Payment	E 603-00000-42000	Supplies	SCREEN DOOR CLOSER 800 5TTH ST APT 5		\$29.98
Invoice 2150					
Transaction Date	10/19/2023	EDA Checking 603	10153	Total	\$227.42
Refer	0 CONWAY, DEUTH, & SCHMIESING				
Cash Payment	E 603-00000-43900	Contracted Services	BANK REC JUNE		\$150.00
Invoice 324536-EDA					
Transaction Date	9/27/2023	EDA Checking 603	10153	Total	\$150.00
Refer	0 Great Plains Natural Gas				
Cash Payment	E 603-00000-43800	Utility Services	800 5TTH ST APT 5 UTILITY		\$11.11
Invoice					
Cash Payment	E 603-00000-43800	Utility Services	905 11TH AVE APT 1 UTILITY		\$5.52
Invoice					
Cash Payment	E 603-00000-43800	Utility Services	708 13TH AVE APT 4 UTILITY		\$6.86
Invoice					
Transaction Date	10/19/2023	EDA Checking 603	10153	Total	\$23.49
Refer	0 J.H. Lynner				
Cash Payment	E 603-00000-43350	Apartment Maintenan	FLOORING 800 5TTH ST APT 5		\$3,859.20
Invoice 10.11.23					
Transaction Date	10/19/2023	EDA Checking 603	10153	Total	\$3,859.20
Refer	0 MENARDS-MARSHALL				
Cash Payment	E 602-00000-42000	Supplies	CEILING FAN EAPT 5 800 5TH ST		\$123.58
Invoice 12489					
Cash Payment	E 602-00000-42000	Supplies	CROME DRIO BOWL 5 800 5TH ST		\$18.49
Invoice 13766					
Transaction Date	9/28/2023	EDA Checking 603	10153	Total	\$142.07
Refer	0 TWIN CITY TENANT CHECK				
Cash Payment	E 603-00000-43900	Contracted Services	Aaron Kinmam		\$35.00
Invoice 10394905					
Transaction Date	10/19/2023	EDA Checking 603	10153	Total	\$35.00

CITY OF CLARKFIELD

10/19/23 3:49 PM

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Payments

Current Period: September 2023

Refer	0 Xcel Energy				
Cash Payment	E 603-00000-43800	Utility Services	905 11TH AVE APT 1		\$15.04
Invoice					
Cash Payment	E 603-00000-43800	Utility Services	905 11TH AVE APT 3		\$33.44
Invoice					
Cash Payment	E 603-00000-43800	Utility Services	708 13TH AVE APT 4		\$10.67
Invoice					
Transaction Date	10/19/2023		EDA Checking 603 10153	Total	\$59.15

Fund Summary

	10153 EDA Checking 603	
602 Sewer		\$142.07
603 EDA Housing Operations Account		\$4,354.26
		<u>\$4,496.33</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	<u>\$4,496.33</u>
Total	\$4,496.33



EDA Director's Report October 23rd, 2023 Meeting

- **Apartment Report**
 - Occupancy 16/16
 - 15/16 renters are paying on time.
 - All of the apartments have been rented as of last week.
 - 3 currently on the waiting list.
- **EDA Admin Fund #240. YTD**
 - Revenue - \$5,230.00
 - Expenses – \$2,189.96
- **EDA Revolving Loan Fund #245.**
 - Handeland Chiropractic Loan - \$20,410.50
 - Monthly Payment: \$357.75
 - Loan Balance: \$12,804.59
 - 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 - \$81,438.54
 - Expenses - \$59,379.73
- **EDA Checking Account Balance.**
 - \$ 85,110.11

The EDA has not received payment from Minnewaska for the Care Centers pool staffing apartment since May.

They claim they haven't received the invoices for the rental.

Tammy has been emailing them to Andrea Louison at MHCS but apparently she has quit, and her emails weren't being forwarded to anyone.

The office sent the invoices to Wendy and Michelle on October 4th and again on the 19th.

I spoke with Michelle about this on Monday the 16th, she said they haven't been received she also says that they still use the apartment regularly and don't want to lose the apartment.



SCS Plumbing & Heating, LLC

2218 370TH ST
Clarkfield, MN 56223

Phone Number:
(218) 251-8827

Email:
Scsplumbing@yahoo.com

Invoice

Date	Invoice #
8/1/2023	1503

Bill To
City of Clarkfield 812 10th Ave. Suite 1 Clarkfield, MN 56223

PAID
10/02/2023

Terms	Due Date	Project
Net 30	8/31/2023	CITY APARTMENT

Item	Description	Quantity	Rate	Amount
50 gal A.O. Smith wat...	SHORT	1	1,558.97	1,558.97
3/4 pp adapter	female	2	8.49	16.98
3/4 PP coupling		2	5.15	10.30
Sales Tax			109.05	109.05
labor	Alex/Don	4	90.00	360.00
	Delivered 8/1/23			

Your business and prompt payment are appreciated!
Financial charges will be added monthly after 30 days at 2% on delinquent invoices.
Payments can be dropped off at the office or mailed to:

SCS Plumbing
2218 370th St.
Clarkfield, MN 56223

Total \$2,055.30

Payments/Credits -\$2,055.30

Balance Due \$0.00

Certificate of Survey

A part of the Southwest Quarter in
Section 9-115-41, Yellow Medicine County,
Minnesota.

LAND DESCRIPTIONS

TRACT 1

All that part of the North Half of the Southwest Quarter of Section 9, Township 115 North, Range 41 West, Yellow Medicine County, Minnesota, being more particularly described as follows:

Commencing at the northwest corner of said Southwest Quarter corner; thence South 02 degrees 18 minutes 50 seconds West, assumed bearing along the west line of the Southwest Quarter, a distance of 279.41 feet, to the point of beginning; thence South 88 degrees 10 minutes 00 seconds East a distance of 600.21 feet; thence South 88 degrees 41 minutes 08 seconds East a distance of 85.80 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 299.92 feet, to a point on the north right of way line of Prairie View Avenue; thence North 88 degrees 43 minutes 25 seconds West, along said north right of way line, a distance of 698.20 feet to a point on the west line of said Southwest Quarter; thence North 02 degrees 18 minutes 50 seconds East, along said west line, a distance of 305.79 feet to the point of beginning.

Said tract is subject to any existing roadways or easements.

TRACT 2

All that part of the North Half of the Southwest Quarter of Section 9, Township 115 North, Range 41 West, Yellow Medicine County, Minnesota, being more particularly described as follows:

Commencing at the northwest corner of said Southwest Quarter; thence South 02 degrees 18 minutes 50 seconds West, assumed bearing along the west line of said Southwest Quarter, a distance of 279.41 feet; thence South 88 degrees 10 minutes 00 seconds East a distance of 600.21 feet; thence South 88 degrees 41 minutes 08 seconds East a distance of 85.80 feet, to the point of beginning; thence South 00 degrees 00 minutes 00 seconds East a distance of 299.92 feet, to a point on the north right of way line of Prairie View Avenue; thence South 88 degrees 43 minutes 25 seconds East, along said north right of way line, a distance of 421.70 feet to a point on the west right of way line of South 10th Street; thence North 00 degrees 00 minutes 00 seconds West, along said right of way line, a distance of 299.64 feet, to a point on a line that bears South 88 degrees 41 minutes 08 seconds East from said point of beginning; thence North 88 degrees 41 minutes 08 seconds West a distance of 421.71 feet to the point of beginning.

Said tract is subject to any existing roadways or easements.

TRACT 3

All that part of the North Half of the Southwest Quarter of Section 9, Township 115 North, Range 41 West, Yellow Medicine County, Minnesota, being more particularly described as follows:

Commencing at the northwest corner of said Southwest Quarter; thence South 02 degrees 18 minutes 50 seconds West, assumed bearing along the west line of said Southwest Quarter, a distance of 279.41 feet; thence South 88 degrees 10 minutes 00 seconds East a distance of 600.21 feet; thence South 88 degrees 41 minutes 08 seconds East a distance of 587.53 feet to a point on the east right of way line of South 10th Street, said point being the point of beginning; thence South 88 degrees 41 minutes 08 seconds East a distance of 828.44 feet; thence South 89 degrees 24 minutes 29 seconds East a distance of 570.00 feet to a point on the east line of said Southwest Quarter; thence South 00 degrees 35 minutes 31 seconds East, along said east line, a distance of 385.81 feet; thence North 88 degrees 43 minutes 25 seconds West a distance of 1394.56 feet to the east line of said South 10th Street; thence North 88 degrees 41 minutes 08 seconds West a distance of 828.44 feet to the point of beginning.

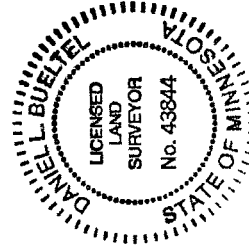
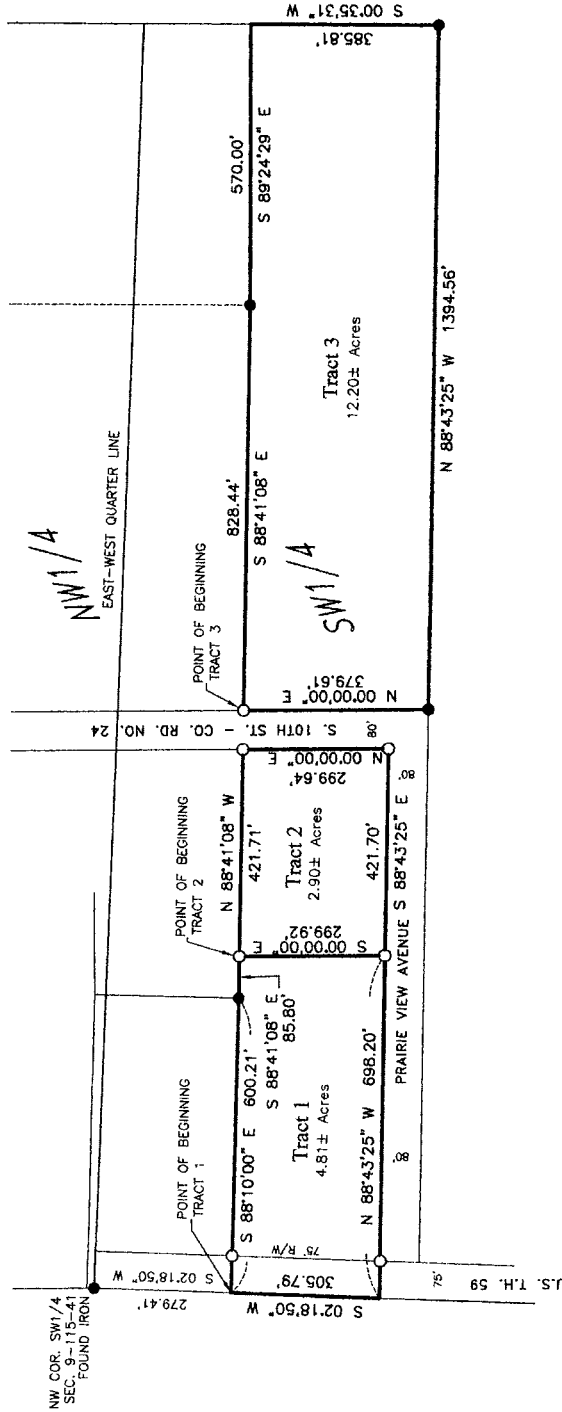
Said tract is subject to any existing roadways or easements.

Prepared for
CITY OF CLARKFIELD

Prepared by
Bueltel-Moseng Land Surveying, Inc.
Marshall, MN 56258 Ph. 507-532-9043
PROJECT NO.

Certificate of Survey

A part of the Southwest Quarter in
Section 9-115-41, Yellow Medicine County, Minnesota.



SURVEYOR'S CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

[Signature]

DANIEL L. BUELTEL LICENSE NO: 43844

DATE: JUNE 14, 2022

Prepared for
CITY OF CLARKFIELD

Prepared by
Bueltel-Moseng Land Surveying, Inc.
Marshall, MN 56258 Ph. 507-532-9043
PROJECT NO. 22-6189

CLARKFIELD EDA 240/245/603

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
R 240-00000-34112	Land Rent	\$5,200.00	\$2,440.00	\$5,200.00	\$5,200.00
R 240-00000-39000	Property Sale	\$0.00	\$0.00	\$0.00	\$0.00
R 240-00000-39999	Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00
REVENUE	Total	\$5,200.00	\$2,440.00	\$5,200.00	\$5,200.00

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
E 240-00000-41000	Wages and Salaries	\$2,250.00	\$0.00	\$2,250.00	\$2,250.00
E 240-00000-41220	Social Security	\$130.00	\$0.00	\$130.00	\$130.00
E 240-00000-41260	Medicare	\$30.00	\$0.00	\$30.00	\$30.00
E 240-00000-42000	Supplies	\$90.00	\$0.00	\$90.00	\$90.00
E 240-00000-42080	Subscriptions & Membership	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-42085	Licensing & Certification	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43000	Professional Services	\$500.00	\$0.00	\$500.00	\$500.00
E 240-00000-43200	Communications	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43310	Mileage	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43340	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43360	Maintenance & Repair of Bldg	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43400	Advertising	\$500.00	\$0.00	\$500.00	\$500.00
E 240-00000-43600	Insurance	\$750.00	\$0.00	\$750.00	\$750.00
E 240-00000-43800	Utility Services	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43900	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-43950	Property Taxes	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
E 240-00000-44990	Trans to EDA Accounts	\$0.00	\$0.00	\$0.00	\$0.00
E 240-00000-46200	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00	\$0.00
EDA ADMIN	Total	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00
	EDA Admin Revenue	\$5,200.00	\$2,440.00	\$5,200.00	\$5,200.00
	EDA Admin Expense	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00
	TOTAL Admin	\$13,450.00	\$2,440.00	\$13,450.00	\$13,450.00

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
R 245-00000-11125	Baileys Custom Cap	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00
R 245-00000-11150	Handeland Chiropractic	\$4,293.00	\$2,504.25	\$4,293.00	\$4,293.00
R 245-00000-11139	Clarkfield Enterprises	\$0.00	\$0.00	\$0.00	\$0.00

	R 245-00000-36200	Misc Revenues		\$0.00		\$0.00		\$0.00
	R 245-00000-36210	Interest Earnings		\$0.00		\$0.00		\$0.00
	REVENUE		Total	\$5,493.00	\$2,504.25	\$5,493.00		\$5,493.00

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
E 245-00000-40000	Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 245-00000-43000	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
E 245-00000-43200	Communications	\$0.00	\$0.00	\$0.00	\$0.00
E 245-00000-45000	Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00
EDA LOAN	Total	\$0.00	\$0.00	\$0.00	\$0.00
	Loan Income	\$5,493.00	\$2,504.25	\$5,493.00	\$5,493.00

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
R 603-00000-21400	Security Deposits Payable	\$1,190.00	\$577.58	\$1,155.16	\$1,200.00
R 603-00000-36200	Misc Revenues	\$0.00	\$0.00	\$0.00	\$0.00
R 603-00000-39394	Application Screening Fee	\$175.00	\$0.00	\$175.00	\$175.00
R 603-00000-39395	4-Plex EDA Rent	\$107,100.00	\$54,474.00	\$93,384.00	\$107,000.00
R 603-00000-39396	4-Plex EDA Rent Late Fee	\$0.00	\$0.00	\$0.00	\$0.00
REVENUE	Total	\$108,465.00	\$55,051.58	\$94,714.16	\$108,375.00

Account	Description	Budget 2023	YTD 2023	Proj 2023	Budget 2024
E 603-00000-39395	4-Plex EDA Rent	\$0.00	\$0.00	\$0.00	\$0.00
E 603-00000-42000	Supplies	\$1,000.00	\$440.99	\$1,000.00	\$1,000.00
E 603-00000-42400	Small Tools & Parts	\$500.00	\$0.00	\$500.00	\$500.00
E 603-00000-43000	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
E 603-00000-43350	Apartment Maintenance (City PV)	\$8,100.00	\$459.98	\$8,100.00	\$8,100.00
E 603-00000-43360	Maintenance & Repair of Bldg	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
E 603-00000-43370	Maintenance & Repair of Equip.	\$2,000.00	\$1,703.74	\$2,000.00	\$2,000.00
E 603-00000-43600	Insurance	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00
E 603-00000-43800	Utility Services	\$642.48	\$241.59	\$500.00	\$500.00
E 603-00000-43900	Contracted Services	\$2,500.00	\$5,432.90	\$5,500.00	\$5,500.00
E 603-00000-43950	Property Taxes	\$7,500.00	\$3,996.00	\$7,500.00	\$7,500.00
E 603-00000-44170	Equip. Replacement (5 appliances)	\$12,500.00	\$0.00	\$12,500.00	\$12,500.00
E 603-00000-44350	Due to Fund Payback (To General Fund)	\$0.00	\$0.00	\$0.00	\$0.00
E 603-00000-44350	Capital Outlay	\$3,299.75	\$0.00	\$3,299.75	\$3,299.75
E 603-00000-46000	Principal (2017 Bonds)	\$41,000.00	\$41,000.00	\$41,000.00	\$41,000.00
E 603-00000-46100	Interest (2017 Bonds)	\$8,425.25	\$8,425.25	\$8,425.25	\$8,425.25

	E 603-00000-46000	Principal (1999 Bonds)	\$10,940.52	\$10,940.52	\$10,940.52	\$10,940.52
	E 603-00000-46100	Interest (1999 Bonds)	\$0.00	\$0.00	\$0.00	\$0.00
	EDA HOUSING	Total	\$110,908.00	\$72,640.97	\$113,765.52	\$113,765.52
		EDA Housing Revenue	\$108,465.00	\$55,051.58	\$94,714.16	\$108,375.00
		EDA Housing Expense	\$110,908.00	\$72,640.97	\$113,765.52	\$113,765.52

TOTAL HOUSING \$219,373.00 \$127,692.55 \$208,479.68 \$222,140.52

		Total Revenue	\$119,158.00	\$59,995.83	\$105,407.16	\$119,068.00
		Total Expenses	\$119,158.00	\$72,640.97	\$122,015.52	\$122,015.52
		Over/Under	\$238,316.00	\$132,636.80	\$227,422.68	\$241,083.52



STRUCTURED MN HISTORICAL AND CULTURAL HERITAGE GRANTS

City of Clarkfield

R-SMHCG-2310-28500 | \$9,150 | MN Historical and Cultural

Clarkfield State Bank National Register Evaluation

Status

Draft

The two yellow highlighted fields marked with an * (Brief Project Summary and Amount Requested) must be completed in order to save your application for the first time. The save button is at the top of the application. Be sure to complete the entire application before submitting. Incomplete applications will not be considered.

Submissions to the Grants Office may be subject to Minnesota Government Data Practices Act (Statute 13). All user-written material may be modified by the Minnesota Historical Society for clarity and promotional purposes.

APPLICANT INFORMATION

Program Organization: City of Clarkfield

Project Director: Sue Fritz

Authorized Officer: Jonathan Pierce

Additional Project Staff: Kristi Fernholz

Note that only the three people listed above will be able to view and edit this request in the portal. If a name of a person does not appear in the list, contact the grants office at grants@mnhs.org with the contact information for the person to be added including full name, title, telephone, and email address.

Applicant County: Yellow Medicine

Applicant Organization Type: Local/Regional Government

Governance/Board Members:

Clarkfield City Council

Darrin Johnson (Mayor), Kevin Kaatz, Josh Hanson, Paul Anspach, Craig Giles

Clarkfield Economic Development Authority

Sue Fritz, Darrin Johnson, Kevin Kaatz, Brenda Risa, Lisa Tilney, Jerry Kaupang

▼ Click on arrow to view the contact information we have on file

CURRENT ORGANIZATION CONTACT INFORMATION ON FILE

Organization Name:	City of Clarkfield
Street Address:	812 10th Ave Ste 1
Street Address 2:	
City:	Clarkfield
State:	Minnesota
Postal Code:	56208
Organization Phone:	
Project Director:	Sue Fritz
Project Director Email:	gsfritz@frontiernet.net
Authorized Officer:	Jonathan Pierce
Authorized Officer Email:	jpierce@clarkfield.org

The Organization or Contact
Information needs to be updated:

PROJECT INFORMATION

Project Title (Be descriptive and succinct): Clarkfield State Bank National Register Evaluation

*** Brief Project Summary (REQUIRED TO SAVE):**

Hire a qualified and experienced architectural historian/consultant to complete National Register Property Evaluation for the Clarkfield State Bank.

Does your project fall within one of the following categories:

- Acquire Primary Resources on Microfilm
- Acquire Microfilm Reader/Printer/Scanners
- Develop a Disaster Plan, Creating a Disaster Kit
- Evaluation of Building Mechanical System (HVAC)
- General Conservation Assessment & Long-Range Preservation Plan
- National Register Property Evaluation
- Planning for Redesign of Museum Lighting
- AASLH StEPs Assessment Program
- Scholarship to National or Regional Conference Hosted in Minnesota
- Security Survey

Select Yes or No to indicate if project falls into a category above. Yes

Geographic Focus of Project: Yellow Medicine

Could any items related to this application be considered "culturally sensitive objects"? These objects could be items used in a spiritual ceremony or other ritual, or funerary objects or human remains. They can be of any cultural origin.

Select Yes or No. (If unsure select Yes): No

Does this project fall under the "Historic Properties" category?

Select Yes or No. No

Describe your organization and how this project fits within your organization's goals.

The Clarkfield Economic Development Authority (EDA) strives to promote the economic growth and development of the commercial, residential, and industrial needs of the community. The Clarkfield EDA is part of the City of Clarkfield and is leading this project.

The Clarkfield EDA wishes to see if the historic Clarkfield State Bank is eligible for the National Register. The city intends to complete a National Register of Historic Places nomination form if the resource is determined to be eligible for listing.

The Clarkfield State Bank was founded in 1892, and constructed in 1910. It is anticipated that the Building may be eligible under Criterion B for its associations to locally prominent businessman C. S. Orwoll, who rose from the bank's initial cashier in 1892 to its president by the time of this Building's construction. Orwoll made important contributions to the incorporation and development of the city of Clarkfield and was president of village leadership officials for nearly 20 years until 1906. He co-founded the Clarkfield Roller Mill and Electric Light Company in 1892 and was sole proprietor by 1905. By 1916, Orwoll was noted as President and/or member of the Board of Directors for at least eight rural banks in Minnesota, most of which were located within 30 miles of Clarkfield. The Building was designed by the St. Paul architectural firm of Alban & Fisher.

The Clarkfield State Bank has gone through several owners recently before the city took ownership in 2014. Previous private owners tried to rehab the inside of the building only to run out of funds and halted construction before completing. The front façade is mainly untouched.

Without a major investment, the building is at risk of being demolished. Because of the historic nature of the building, the EDA would like to see if this building belongs on the register and should be saved. In saving the building, the EDA is preserving history and providing another commercial building in downtown Clarkfield.

The final product will be a National Register property evaluation, final report, and inventory form.

Please select the need and rationale that best fits your project from one of the following:

Need And Rationale (Select one): This project will complement existing knowledge by filling an identified gap.

Name of Lead or Contractor (if applicable): Westwood Professional Services, Inc.

Have you already selected the proposed grant-funded vendor, consultant, and/or contractor?

Select Yes or No. Yes

Procurement process description:

Email requests for quotes were sent to five consultants. We received a response from three consultants giving us proposals, with one stating they were retiring and unable to be selected.

For the other two, a phone interview and reference check was conducted. The consultant selected had the lower bid as well as scoring higher in areas such as timeliness, quality of proposal and budget.

Provide estimates for the following. If none, enter "0":

Estimate the number of project hours worked by newly hired staff to be paid for with grant funds

Enter number: 0

Estimate the number of project hours worked by existing part-time staff to be paid for with grant funds.

Enter number: 0

Estimate the **number of people** (vendors/consultants/contractors) who will work on the project (non staff).

Enter number: 1

BUDGET INFORMATION

BUDGET REQUEST (Applicant View)

Budget Item	Amount Requested	Match
1. Architectural historian consultant	\$9,150.00	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
	Total: \$9,150.00	Total:

*** Amount Requested (REQUIRED TO SAVE):** \$9,150.00

Match Offered (Use total from above): \$0.00

Match Description:

How were above figures determined?







The figures were determined from the quote received from Westwood.

PUBLIC INFORMATION

After the Minnesota Historical Society has either approved or denied a grant program application, the application record, which includes attachments, is accessible to the public upon request except for trade secret data as defined and classified in Minnesota Statute Section 13.37.

APPLICATION ATTACHMENTS AND REQUIRED DOCUMENTATION

NOTE: Once you click Submit the Request Documents section will not be visible to applicants.

REQUEST DOCUMENTS	
 IMG_4208.jpg  	
Added by Kristi Fernholz at 9:52 AM on October 4, 2023	
 IMG_4209.jpg  	
Added by Kristi Fernholz at 9:52 AM on October 4, 2023	