

**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**
	1. Sale of 4.81 acres of land in the Clarkfield Industrial Park
	2. Terms of Sale
		1. Public Comments

No Comments

* + 1. 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.

1. **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

1. **CALL TO ORDER – REGULAR MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ADDITION TO AGENDA**
	1. 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

1. **ANNUAL DESIGNATIONS**
	1. 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

* 1. 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.

* 1. Board Terms
	2. Committee Assignments

Risa suggested that we keep it the same as last year

Budget – Darrin, Sue.

Apartment- Jerry, Kevin.

Business Retention – Brenda, Lisa.

1. **PUBLIC COMMENTS**

No comments

1. **APPROVAL OF MINUTES**
	1. 11/27/2023
	2. 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

1. **APPROVAL OF BILLS**

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Motion to approve the bills Risa, Kaupang.

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

No-

Motion passes

1. **LOANS/APARTMENTS**
	1. 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.

1. **ALL OTHER BUSINESS**
	1. 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

* 1. ~~Resolution 2024-2 Land Sale~~
1. **IDEAS & UPDATES**
	1. 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.

* 1. Rural Capacity Program: Commercial Exterior Improvement Grant/Loans

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

* 1. 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.

* 1. 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.

1. **ADJOURNMENT**

Motion to adjourn the meeting Johnson, Kaupang

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

No-

Motion passes

Meeting adjourned at 6:57 PM