



CLARKFIELD EDA MEETING MINUTES

6:00 PM Special Meeting
Monday, March 30, 2020
City Hall Meeting Room
904 10th Ave
Clarkfield, MN 56223

1. **CALL TO ORDER** - Vice Chair Risa called the meeting to order with the following members in attendance; Brenda Risa, Sue Fritz, Melinda Hedman, and Kelly Johnson. Staff members present were Interim City Administrator Clarissa Hadler, Administrative Assistant Mariah Skjefte, and Café Manager Natasha Lynne.
2. **APPROVAL OF AGENDA** - Motion by Fritz, second by Hedman. All in favor. Motion passes.
3. **PUBLIC COMMENTS** - A visitor to the meeting stated she has inquired in February about the EDA agendas and minutes being posted on the city website and whether it would be discussed. Vice-Chair Risa responded the only reasons for the last couple meetings was the café and COVID issues. She encouraged the visitor to just call the city office for more information.
4. **DISCUSSION ITEMS**
 - a. **CAFÉ** – Natasha Lynne provided an update on sales and expenses at the café. EDA members and staff discussed the various potential outcomes based on fluctuations in sales, break-even sales amounts. Members and staff brainstormed ideas to improve sales, including changing/adding hours/days that the café is open, or a “family-style” take-out meal option, gift cards and punch cards, etc. Members discussed how to move forward, such as the café committee or whole board making decisions regarding whether to be open, and regular updates from Natasha regarding café sales.

Kelly Johnson mentioned the difference in the contract language versus what was being paid. The contract states \$3000 per month. Natasha stated that a former staff member stated that the amount should be \$3000 per pay period so that was what was implemented. Interim City Administrator Hadler clarified that a staff member wouldn’t have the authority to make that change if the contract was approved by the board. Board members generally agreed that this change was never voted on.
5. **ACTIONS ITEMS**
 - a. **CAFÉ** – none needed.
6. **ANY OTHER BUSINESS THAT MAY COME BEFORE EDA** – Board members and staff discussed COVID issues around city meetings.
7. **ADJOURNMENT**– Motion by Fritz, second to Johnson to adjourn. All in favor, motion passes. Meeting adjourned at 7:17 pm.

Respectfully Submitted,
Clarissa Hadler