



CLARKFIELD EDA MEETING MINUTES

6:00 PM Regular Meeting
Monday, April 27, 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, Kelly Johnson, and Alisha Handeland. Staff members present were Interim City Administrator Clarissa Hadler and Administrative Assistant Mariah Skjefte.
2. **APPROVAL OF AGENDA** - Motion by Fritz, second by Handeland. All in favor. Motion passes.
3. **PUBLIC COMMENTS**
4. **NEW BUSINESS**
 - a. **CAFÉ** – Interim Administrator Hadler stated the item was on the agenda in case the board wanted to revisit the contract language. She described three options for addressing the issue; adjusting the contract, adjusting her pay, or leaving it be. Members discussed the implications of each and potential next steps. Board members discussed the cash flow and how payments are distributed for the café, and a one-time transfer from the Café checking account back to the EDA General checking account. Hadler suggested the board should talk about next steps for the potential sale of the café. Risa noted that Lynne likely is hoping to have a full year in the books before she decides to purchase. Board members discuss the condition of the roof and grant opportunities,
 - b. **Clarkfield Outdoors Loan Deferral Request** – Interim Administrator explained the request from Clarkfield Outdoors to defer their payments during the COVID emergency. Johnson requested information about why they want a deferral. Hadler stated the payments would only be postponed, not waived. Risa noted they have always paid on time. Motion by Johnson, second by Handeland to approve a deferral of the Clarkfield Outdoors loan payments in line with the deferral by the City Council for the other loan (currently June of 2020). All in favor. Motion passes.
 - c. **General Fund Loan – Bond Payments** – Hadler explained the bond payments that are paid each year, and given cash balances, the recommendation to borrow money from the General Fund. The same thing was done in 2019, though it is unclear that the payments back to the GF have been made. City Council has approved the loan on their end. Members discussed the loan history and other financials. Motion by Fritz, second by Johnson, to borrow \$42,000 from General Fund and repay appropriately.
 - d. **Western Minnesota Prairie Waters Tourism** – Hadler inquired if the EDA was interested in purchasing membership in Prairie Waters Tourism at a cost of \$630. Members decided to review it next month after gathering more information.
5. **ANY OTHER BUSINESS THAT MAY COME BEFORE EDA** –
 - Hadler noted that she was going to make changes to the city's website and encouraged EDA members to review the site and recommend changes.
 - Hadler noted that regular meeting for May would need to be moved due to Memorial Day. Members preferred Monday, May 18.
6. **ADJOURNMENT** - Motion by Handeland, second to Johnson to adjourn. All in favor, motion passes. Meeting adjourned at 6:52 pm.

Respectfully Submitted,
Clarissa Hadler