

# HENDRUM ECONOMIC DEVELOPMENT AUTHORITY

## Regular Board Meeting Minutes

October 8, 2018

### CALL TO ORDER

Vice-President Smart called to order the regular meeting of the Hendrum EDA at 6:47 pm on October 8, 2018 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

### ROLL CALL

The following board members were present: Michael Smart, Curt Johannsen, and Steven Jeffery.

### CONSENT AGENDA

- a) September 10, 2018, EDA regular meeting minutes: C. Johannsen requested “for the TH Reconstruction project” be added to the minutes to clarify the purpose of the soil sample drilling request.

*MOTION: C. Johannsen moved; seconded by S. Jeffery to approve the meeting minutes as amended.*

*ALM: absent; JEFFERY: aye; JOHANNSEN: aye; SMART: aye. MOTION PASSED.*

### APPROVAL OF AGENDA

- a) Add Tax Forfeited Properties to Unfinished Business

*MOTION: S. Jeffery moved; seconded by C. Johannsen to approve the agenda with the listed additions.*

*ALM: absent; JEFFERY: aye; JOHANNSEN: aye; SMART: aye. MOTION PASSED.*

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PRESIDENT:** No report.
- b) **SECRETARY/TREASURER:** The September financial report and October claims list totaling \$1,857.60 was presented for approval.

*MOTION: S. Jeffery moved; seconded by C. Johannsen to approve the financial report and payment of the following claims totaling \$1,857.60.*

Cintas	\$37.66
Red River Valley Coop	\$266.26
Bergeson Nursery	\$125.00
Sam’s Club	\$7.48
City of Hendrum	\$86.96
IRS	\$12.24

Norman County Treasurer \$1,322.00

ALM: *absent*; JEFFERY: *aye*; JOHANNSEN: *aye*; SMART: *aye*. *MOTION PASSED*.

## UNFINISHED BUSINESS

- a) **Shock & Awe Grant:** No update.
- b) **304 Main St E:** No update.
- c) **Community Club:** No update.
- d) **Board Member Vacancy:** No update.
- e) **EDA Planning:** No update. The board instructed Secretary-Treasurer Plemmons to remove the topic from the agenda.
- f) **Yard of the Month:** No update on the sign. Five gift certificates from Bergeson's Nursery were purchased as awards but it was decided to use them next summer. Prizes from local businesses were discussed concerning the Holiday Light Contest but no action was taken.
- g) **Tax Forfeited Properties:** Discussion ensued concerning one of the properties up for tax forfeiture and the desire of the City to purchase the property to remove the blighted structure and ready the lot to sell for new housing construction. A savings account has money set aside for development.

*MOTION: C. Johannsen moved; seconded by S. Jeffery to authorize one-thousand dollars (\$1000.00) from the General II Savings Account to be used by the City of Hendrum towards the purchase of PID 29-4420000.*

ALM: *absent*; JEFFERY: *aye*; JOHANNSEN: *aye*; SMART: *aye*. *MOTION PASSED*.

## NEW BUSINESS

- a) **Norman County EDA Funding Request:** A Facebook page promoting the Norman County Economic Development Authority (NCEDA) has been up and running as of October 8<sup>th</sup>. The NCEDA is planning a launch event at the AAPC building in Ada on November 16<sup>th</sup> which will be a free community event. Local food vendors will be present and there will be entertainment (Redline Band) that should draw non-residents to the event. The NCEDA board is also offering booth space to each city's EDA with a suggested donation of two hundred and fifty dollars to host an informational booth about their communities. Board member Johannsen is requesting funding for creating a banner with the Hendrum "Shine Brighter Here" slogan and other additional expenses for hosting a booth at the event. Board members Jeffery and Johannsen have volunteered to work the booth at the NCEDA launch event.

*MOTION: S. Jeffery moved; seconded by C. Johannsen to authorize two-hundred-and-fifty dollars (\$250.00) to be provided to the NCEDA for booth space and an additional two-hundred-*

and-fifty dollars (\$250.00) to be used to purchase a banner and other additional expenses for marketing and setting up a booth at the NCEDA launch event.

ALM: *absent*; JEFFERY: *aye*; JOHANNSEN: *aye*; SMART: *aye*. *MOTION PASSED*.

**b) Facebook Page:** Discussion ensued concerning the need for the main editor of the Hendrum City & EDA Facebook page to be assigned to a current Hendrum EDA board member. The previous administrator will be contacted to request the access to be turned over the City Clerk and Board member Jeffery will be given access as the main editor.

**c) Exterior Lights & Exit Sign:** The exterior door lights and exit sign at the north end of the building are not working and need to be replaced. It was recommended to replace both exterior lights at the north and south ends of the building with new LED lights.

*MOTION: C. Johannsen moved; seconded by S. Jeffery to authorize replacing the exterior lights at the north and south entrances with new LED light fixtures and to replace the Exit sign at the north door.*

ALM: *absent*; JEFFERY: *aye*; JOHANNSEN: *aye*; SMART: *aye*. *MOTION PASSED*.

#### **ADJOURNMENT**

Having no further business, *C. Johannsen moved; seconded by S. Jeffery to adjourn the meeting at 7:40 pm. The next regular board meeting will take place at 6:00 pm on November 14, 2018, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.*

Minutes submitted by: Keri Plemmons, Secretary/Treasurer