

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

August 3, 2020 at 5:30 pm

Virtual via Zoom

1. Call to order: EDA called to order at 5:07 pm  
By Vice President Steve Feldman
2. Roll Call  
Present: Steve Feldman, Joe Muehlbauer, Brenda Pavelich-Beck, MaraLynn Kubacki  
Also Present: Community Development Director Kate Thunstrom  
Absent: Mike Rodger
3. Appointment of Officers  
Nomination for Mike Rodger to be EDA President by Feldman  
Motion by Muehlbauer  
Second: Kubacki  
Motion Carried 4-0  
  
Nomination for Steve Feldman for Vice President by Muehlbauer  
Motion by Muehlbauer  
Second by Pavelich-Beck  
Motion Carried 4-0
4. Approve Minutes of October 2, 2019  
Motion: Pavelich-Beck  
Second: Muehlbauer  
Motion Carried 4-0
5. Approval of the Agenda for August 3, 2020  
Motion : Pavelich-Beck  
Second : Muehlbauer  
Motion Carried 4-0
6. New Business
  - a. Annual Report. Thunstrom presented the 2019 Annual report identifying the meetings and business completed by the EDA
  - b. CARES Act Small Business Relief Grants. Thunstrom identified the process in which the EDA is eligible to award grants to small businesses impacted by COVID-19. These are Federal funds that were passed from the State of MN to the Cities to be utilized for local expenses and grant opportunities. The following actions were reviewed by the EDA:
    - i. Review and adopt policy: Minor corrections were made to the policy. Policy was adopted

- ii. Review and approve Grant application: application was discussed and approved for release
- iii. Draft Grant Agreement was reviewed
- iv. Resolution 2020-01 Resolution for the St. Francis CARES Act Small Business Relief Program

Discussion of group included that upon the receipt of grant applications, a small group will set aside time to review prior to the EDA meeting to award funds. Group will review to determine if expenses meet requirements and documentation submitted meets requirements.

If the EDA receives grant requests that exceed the amount of funds available the grant requests will be reduced equally by a percentage. This will allow all qualified applications to receive funds, however may require a reduction in funds awarded. Group wanted to ensure the funds were distributed were equitable.

Motion to adopt and approve Policy, Grant Application and Grant Agreement by Pavelich-Beck

Second: Kubacki

Motion Carried 4-0

Motion to approve Resolution 2020-01 Resolution for the St. Francis CARES Act Small Business Relief Program by Pavelich-Beck

Second: Muehlbauer

Motion Carried 4-0

- c. Set meeting for the Grant Approvals
    - i. September 14, 2020 at 5:30 pm, via Zoom
7. Other Reports: Updates on projects in various states of progress.
8. Meeting Adjourned at 5:37 pm

Submitted by.

Kate Thunstrom, EDA Director

APPROVED, without change: September 14, 2020