

**CHISHOLM CITY COUNCIL
SPECIAL JOINT MEETING WITH
CHISHOLM DEVELOPMENT ASSOCIATION (CDA) /
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
JULY 9, 2019**

CALL TO ORDER

Mayor John Champa called the special joint meeting to order in the Chisholm City Council Chambers at 5:04 p.m.

ROLL CALL

Present: Council Members Campbell, Lantz, Larson, Vake, and Mayor Champa
Absent: Council Member Varda

Also Present: Administrator Bill Manney & Administrative Assistant Margaret Gornick
CDA/EDA board members: Alida Casey, Rebecca Thompson, Shelli Lappi,
Absent: CDA/EDA board members Lou Cianni & Shannon Kishel-Roche

PUBLIC PARTICIPATION

None

JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT COORDINATOR

Discussion took place on the need to hire a full-time employee to serve as the Economic Development Coordinator for the City of Chisholm. It was decided that this person will report to the City Clerk-Treasurer/Administrator.

The current job description for the CDA/EDA Economic Development Coordinator was reviewed along with information compiled by Council Member Tracy Campbell. Suggestions were made by each person in attendance as to what should be included in the job description for this position. Wayne Kangas (not in attendance) with the Small Business Development Center gave Council Member Travis Vake a written list of items he would like included in the job description.

Administrative Assistant Margaret Gornick was directed to compile the information discussed and to type a job description for the Council members and the CDA/EDA members to review.

ADJOURN

Moved by Council Member Campbell and supported by Council Member Vake to adjourn the joint meeting at 6:25 p.m.

Voting Aye: All

Motion Carried

/s/ John A. Champa
Mayor

Attest: /s/ William Manney
City Clerk-Treasurer/Administrator