

**CHISHOLM CITY COUNCIL  
SPECIAL JOINT MEETING WITH  
CHISHOLM DEVELOPMENT ASSOCIATION /  
ECONOMIC DEVELOPMENT AUTHORITY  
JUNE 19, 2019**

CALL TO ORDER

Mayor John Champa called the special joint meeting to order in the Chisholm City Council Chambers at 4:30 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, Wayne Kangas with the Small Business Development Center (SBDC); CDA/EDA board members: Shannon Kishel-Roche, Rebecca Thompson, Shelli Lappi, Lou Cianni & Amy Rice (arrived at 4:45 p.m.).

Absent: EDA board member Alida Casey

PUBLIC PARTICIPATION

None

ITEMS OF DISCUSSION & CONCERNS

- The main item of discussion was what the City Council would like the CDA/EDA to do. Lou Cianni and Mayor Champa gave a brief background on how the CDA/EDA worked in the past.
- The current CDA/EDA position to serve as the coordinator / liaison for the City required approximately 15 hours per week. A new laptop and software should be purchased as the one for the CDA/EDA is very old and the software is outdated. The list of developments that Amy compiled needs to be updated. She facilitated a housing study and the comprehensive plan.
- The CDA/EDA does not have the funds to pursue large businesses, their current budget is \$22,000 per year. In the past, opportunities were missed because funds were not available.
- There is no chairperson on the CDA/EDA board at this time. Lou Cianni is the vice chair temporarily the acting chairperson.
- Mayor Champa is not as concerned as to who the lead is for the CDA/EDA, as much as his concern for the direction that the CDA/EDA is going.
- Housing is a major factor to ensure new residents have a place to live if a new business opens in Chisholm.
- Wayne Kangas with the SBDC spoke about his current role with the CDA/EDA and said Amy & Shannon have been very helpful and have worked with him to attract small and start-up businesses to the area. He cannot be dedicated to just Chisholm. There is no cost to the City for this service. The Northland Foundation is willing to apply for a competitive DEED grant for Wayne's position with the SBDC, although they are looking for a monetary contribution of \$15,000 between the CDA/EDA and the City of Chisholm.
- Amy Rice feels the CDA/EDA position requires a full-time person or two people dedicated to business development. One person for the business development side and an administrative position. She suggested this shouldn't be the same person.
- The Blandin Foundation is the entity for the broadband grant requests. Funds can be used to develop a City website and to use for Wi-Fi at City Hall. Whitney Ridlon with the IRRRB is a resource for loans.
- City Administrator Bill Manney was appointed as the contact for any CDA/EDA items.
- The CDA/EDA members and council members will work together on a job description to come up with the skills set required for this position and to decide who this person will report to. They were directed to bring this information to the next joint meeting.

The CDA/EDA meets on Monday, July 8, 2019 at 12:00 p.m. at City Hall.

NEXT JOINT MEETING WITH CDA/EDA

Moved by Council Member Campbell and supported by Council Member Lantz to schedule a joint meeting with the CDA/EDA board members on Tuesday, July 9, 2019 at 5:00 p.m. in the council chambers at City Hall.

ADJOURN

Moved by Council Member Campbell and supported by Council Member Vake to adjourn the joint meeting at 5:25 p.m.

Voting Aye: All

Motion Carried

\_\_\_\_\_  
/s/ John A. Champa  
Mayor

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