

**CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
JULY 27, 2020**

Call to Order: 8:00 a.m. via Zoom Web Conference

- Mayor Lawrence called the Clearwater EDA to order Wednesday, July 22, 2020 at 8:03 a.m. via Zoom Web Conference. Members present were Mayor Lawrence, Council Members Scott and Crandall. Also present was Administrator Smythe. A quorum was present.

1. Selection of Officers

- **MOTION** by Lawrence to appoint Crandall as President, seconded by Scott, all voted aye. **MOTION CARRIED.**
- **MOTION** by Crandall to appoint Scott as Vice President, seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- Current By-laws designate the City Clerk as Secretary. Members did not wish to make a change.
- Current By-laws also have the positions of Treasurer and Assistant Treasurer. These offices were deferred for further discussion under item 4.

2. Approval of Agenda

- **MOTION** by Lawrence to approve agenda as presented, seconded by Scott, all voted aye. **MOTION CARRIED.**

3. Approval of Minutes from October 13, 2015 Meeting

- Smythe explained that these are the draft minutes from the last meeting that we are able to confirm actually took place. There were agendas created for two additional meetings after this one, but it appears that they were cancelled due to a lack of quorum.
- **MOTION** by Lawrence to approve minutes, seconded by Crandall, all voted aye. **MOTION CARRIED.**

4. Revisit By-laws

- Members discussed proposed changes to the old by-laws. Smythe was directed to bring a new draft to the next meeting which reflects the changes and revisions proposed.
- There was additional discussion about whether a Treasurer is needed, as the EDA's funds are currently included in the city's books and bank accounts and managed by the city. The EDA also has its own bank account, which is not used. There were questions about whether the EDA has authority to expend funds without city council approval. Members directed Smythe to get an opinion from our attorney, then revisit the question of Treasurer and the EDA bank account at the next meeting.

5. Discuss Use of CARES Act Funds

- The agenda packet included an email from the city attorney outlining the authorized uses of the CARES funds the city received. Funds must be used by November or are forfeited. Smythe suggested we use an amount necessary to cover the city's costs to date, then use the remainder for grants to businesses. Members suggested we would need some sort of program outline and application and a plan for how to distribute the funds. Smythe will contact the city attorney to see if he has drafted a similar program for other cities. It might make sense to accept applications from businesses up until a specific deadline, then allocate the funds based on the applications

received. There were additional questions about the reporting requirements. The City/EDA would need to confirm that businesses receiving the grant funds used them for authorized purposes only. Smythe will ask the attorney about this as well and bring the information to the next meeting.

6. Discuss Work Plan for Remainder of 2020

- Members discussed our Work Plan for 2020. Members consensus was to focus on these three items: 1) Amending and updating our by-laws, 2) Program creation and distribution of CARES Act funds, and 3) Recruitment of three members to serve on the Board.
- Members suggested putting out a press release and sending letter to past members to assist with member recruitment.

7. Adjournment

- **MOTION** to adjourn by Lawrence, seconded by Scott, all voted aye.
- **Meeting** adjourned at 8:49 a.m.

ATTEST

APPROVED

Annita M. Smythe, City Administrator

Kris Crandall, EDA President