

# **Forest Bridgewater Joint Powers Development District**

Rice County, Minnesota  
Wednesday September 15, 2021  
6:00 PM  
Meeting minutes

## **1. CALL MEETING TO ORDER**

Glen Castore called the meeting to order at 6:00 pm.

**Forest Township members present:** William Malecha, Charlie Peters, Ashley Anderson

**Bridgewater Township members present:** Glen Castore, Andy Ebling

## **2. APPROVE AUGUST 25, 2021, MEETING MINUTES**

*Glen made a motion to approve the minutes as read. Charlie seconded the motion. All voted in favor and the motion carried.*

## **3. ELECT CHAIR AND VICE CHAIR**

*Charlie made a motion to elect Glen Castore as the Chair of the Forest Bridgewater Joint Powers Development District. Bill seconded the motion. All voted in favor and the motion carried.*

*Bill made a motion to elect Charlie Peters as the Vice Chair of the Forest Bridgewater Joint Powers Development District. Andy seconded the motion. All voted in favor and the motion carried.*

## **4. APPOINT CLERK AND TREASURER**

*Bill made a motion to appoint Ashley Anderson as the Clerk of the Forest Bridgewater Joint Powers Development District. Andy seconded the motion. All voted in favor and the motion carried.*

The group discussed the treasurer position. The Bridgewater treasurer is not interested in the position but can complete duties until a permanent solution can be found. Glen talked to Reece Winter about keeping the books and cutting checks for Joint Powers Development District. It costs the Fire board approximately \$250/month. The group discussed hiring Patty Murry, who is contracted to keep books for the Rural Fire Board. The group considered needing the expertise to comply with ARPA requirements.

## **5. COMPENSATION**

Each township will pay their own board members for their time spent on Development District work.

## **6. OFFICIAL NEWSPAPER**

Faribault Daily News is the official publishing newspaper for the Development District.

## **7. OFFICIAL POSTING LOCATIONS**

The Forest Town Hall and Bridgewater Town Hall are the official posting locations for the Development District.

## **8. OFFICIAL MAILING ADDRESS**

Bridgewater Town Hall, 500 Railway St South, Dundas, MN 55019 is the official mailing address for the Development District

## **9. OFFICIAL BANK**

The official bank of the Development District will be Frandsen Bank & Trust in Northfield. Once the Development District has a federal tax ID, Ashley will set up a bank account. Glen will make the connection.

## **10. APPOINT LEGAL ADVISOR**

The group discussed using Peter Tiede of Tiede Grabarski PLLC as a legal advisor.

## **11. FINANCIAL ADVISOR**

Glen discussed Northland Securities as a suggestion for financial advisor. The group discussed a meeting with them to discuss a relationship.

## **12. MISSION STATEMENT**

The group will consider a mission statement. The group considered the following language: The Forest Bridgewater Joint Powers Development District exists to ensure the quality of life and land for its residents and to support compatible industry along the I35 corridor.

## **13. OTHER**

- Meeting schedule: The Development District will hold monthly meetings on the 3<sup>rd</sup> Wednesday at 6:00 at the Forest Town Hall. Ashley will create a page on the Forest Township website regarding the Joint Powers Board and share with the Clerk of Bridgewater Township. Both Townships will post the meeting schedule and Ashley will post it in the Faribault Daily News.

- Insurance: *Charlie made a motion to purchase insurance for the Development District from the Minnesota Association of Townships. Andy seconded the motion. All voted in favor and the motion carried.* Ashley will reach out to Dawn at MATIT to get insurance set up.
- The Development District needs to set up a federal ID number and a DUNS number using the legal name: Forest Bridgewater Joint Powers Development District. Glen will put Ashley in touch with someone to inform this process.
- It is expected that the engineering contract might be signed as early as next week. The county aided the connection to the engineer who had done some previous work on the proposed geographical area of the Development District. The county will cover 1/3 of the engineering costs and the remaining 2/3 will come from the Development District. The contract won't exceed \$40,000 with a commitment to be finished in 4 -5 months. The group discussed confirming ARPA costs with MAT to determine eligibility.
- Glen and Charlie will attend the next county meeting on October 14, 2021.
- Jerry Anderson has been studying the land and inventory available in the district. The board discussed putting together an agreement for Jerry stating that he is taking direction from the board regarding this project and hold Jerry accountable to the board. Jerry's work will include finding and working with potential developers and bringing proposals to the board. The board would pay Jerry only when the development deal is closed. The board must approve any out-of-pocket expenses. *Glen made a motion to have Peter Tiede draft a contract for Jerry Anderson. Bill seconded the motion. All voted in favor and the motion carried.*
- The Forest Bridgewater Joint Powers Development District can contract with other townships should development and infrastructure opportunities expand beyond Bridgewater and Forest townships.
- Next meeting: The board will next meet on Wednesday October 20, 2021.

#### 14. **ADJOURN**

*Bill made a motion to adjourn the meeting at 6:57 pm. Charlie Peters seconded the motion. All in favor and the motion carried.*

Respectfully submitted by Ashley Anderson, Clerk, Forest Bridgewater Joint Powers Development District.