

**MINUTES
CITY OF LONSDALE
ECONOMIC DEVELOPMENT AUTHORITY
MARCH 17, 2011**

1. CALL TO ORDER

President Lieske called the meeting to order at 7:02 am in the City Council Chambers at 415 Central St. W.

MEMBERS PRESENT:

Furrer, Duban, Lieske, Kuchinka, Dietz, Pierskalla and Daleiden

MEMBERS ABSENT:

None

STAFF PRESENT:

Joel Erickson, City Administrator

OTHERS PRESENT:

Lonsdale Area Chamber of Commerce President Andrea Nelson

2. AGENDA

Lieske asked if there were any additions or deletions to the agenda. A motion was made by Duban and seconded by Kuchinka to approve the agenda as presented. Vote for: Furrer, Duban, Lieske, Kuchinka, Dietz, Pierskalla and Daleiden. Against: None Vote 7-0. Motion carried.

**3. APPROVAL OF THE MINUTES FROM THE FEBRUARY 17, 2011
REGULAR MEETING**

Lieske asked if there were any additions or deletions to the minutes. A motion was made by Duban and seconded by Dietz to approve the minutes of the February 17, 2011 regular meeting. Vote for: Furrer, Duban, Lieske, Dietz, Kuchinka, Pierskalla and Daleiden. Against: None Vote 7-0. Motion carried.

4. TREASURER'S REPORT

Erickson said the January 2011 and February 2011 Treasurer Reports were included in the packet for approval. He said January had a beginning balance of \$231,480.26, revenues of \$636.35 and expenses of \$1,982.00 for an ending balance of \$230,134.61. Erickson said February had a beginning balance of \$230,134.61, revenues of \$636.35 and no expenses for an ending balance of \$230,770.96. Erickson said there is one invoice for approval in the amount of \$222.70, which represents legal expenses pertaining to the Heritage Heating & Air loan for the month of February. Furrer asked what the status of the Children's Learning and Adventure Center (CLAC) loan payments is. Erickson said CLAC is paid through December 2010 but has not made any payments in 2011. A motion was made by Daleiden and seconded by Kuchinka to approve the January and February 2011 Treasurer Reports and the legal invoice in the amount of \$222.70. Vote for: Furrer, Duban, Lieske, Dietz, Kuchinka, Pierskalla and Daleiden. Against: None Vote 7-0. Motion carried.

5. OLD BUSINESS

a. Update on Lonsdale Sign Adjacent to I-35

Erickson said he met with Judy Pumper regarding the sign and reviewed the design of the sign, location and lease agreement. He said Pumper seemed interested and willing to work with the EDA on the sign project. He said he also contacted Brushworks Signs and Fredrickson Outdoor Advertising to verify if their quotes were still valid or not. Erickson said both companies said their quotes were still valid. He said he called Todd Elwood regarding getting on the Webster Township Board agenda to present the project and request approval of the sign before submitting the building permit to Rice County.

- b. Update on Proposed Industrial Building
Erickson said he is working with two companies to obtain proposals for the private financing and construction of an industrial building. He said he has received one proposal and once he receives the other proposal, both will be submitted to the EDA for review and to make a recommendation to the City Council. He said he expects the second proposal within the next week or so.
- c. Update on Heritage Heating & Air Loan
Erickson said Kuchinka and himself met with Duane Moe regarding his EDA loan. He said Moe informed them that he expects to begin making payments again in three weeks or so. He said Moe told them that he has downsized, is working with creditors to restructure his debt, has several projects nearing completion and is working to sign on with two new contactors.
- d. Update on EDA Website
Erickson said staff provided the Board a markup of proposed changes to the EDA web page at the last meeting. Since then, the proposed changes have been made and he requested the Board to review the changes and asked if there was anything else the Board would like changed. Erickson said staff is being asked more frequently for minutes of Boards and the City Council before they are approved by the respective Board and/or City Council. Erickson said staff does not provide unapproved minutes due to something being changed after the minutes have been given out. Furrer suggested putting a disclaimer on the website stating that minutes will not be provided until approved by the Board and/or City Council.
- e. Update and Review Schedule for Business Visits
Erickson said at the last meeting, staff stated the Board would be provided a list of businesses and a map of them for this meeting. He asked the Board if there were any businesses not listed. The Board reviewed the list and discussed several of the properties and businesses. He asked if the Board wanted to include home occupations such as daycares, contractors, etc. The Board agreed to visit all businesses in town as long as the owner agreed. Erickson said for April, the Board will continue to visit businesses on North Main St. and complete one section at a time. The Board agreed that new businesses will receive priority over existing businesses. Dietz said the goal of the visits is to say thank you, welcome them and asked how the EDA/Chamber can assist them. The Board discussed spending ten to fifteen minutes at existing businesses and more time at new businesses.

6. NEW BUSINESS

- a. Review Social Media Information
Erickson said there were two sources of information pertaining to social media included in the packet, one from the League of MN Cities and the other from the St. Paul Area Chamber of Commerce and their strategies to use social media. Kuchinka said it would be nice to have one website for businesses and their specials. Chamber President Andrea Nelson said the Chamber already provides this service free of charge to members and fee based for nonmembers. The consensus of the Board was that it was not the responsibility of the EDA to provide this service and businesses can use the Chamber's website or create their own social media site.

7. OTHER BUSINESS:

- a. Thursday Chat with the Chamber – 9:00 am After EDA Meeting
Nelson said the Chamber of Commerce will not be conducting Thursday Chat with the Chamber anymore.
- b. Business Visits
Erickson said the business visits after the EDA meeting are Custom Cuts By Carol at 8:30, Lonsdale Christian Learning Center at 9:00 and the Main Street Café at 9:30. Kuchinka said he spoke to the Café and it would work better for

them to meet earlier due to another meeting. The Board agreed to visit the Café between Custom Cuts By Carol and the Lonsdale Christian Learning Center.

8. ADJOURNMENT:

A motion was made by Pierskalla and seconded by Duban to adjourn the meeting at 7:37 am. Vote for: Furrer, Dietz, Duban, Lieske, Kuchinka, Pierskalla and Daleiden. Against: None Vote 7-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator