

**MINUTES
CITY OF LONSDALE
ECONOMIC DEVELOPMENT AUTHORITY MEETING
JANUARY 17, 2013**

1. CALL TO ORDER

President Lieske called the meeting to order at 7:01 am in the City Council Chambers at 415 Central St. W.

MEMBERS PRESENT:

Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden

MEMBERS ABSENT:

Pierskalla

STAFF PRESENT:

Joel Erickson, City Administrator

OTHERS PRESENT:

Candace Amberg, WSB & Associates, Inc.

2. AGENDA

Lieske asked if there were any additions or deletions to the agenda. A motion was made by Duban and seconded by Zellner to approve the agenda. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

3. APPROVAL OF THE MINUTES FROM THE NOVEMBER 15, 2012

REGULAR MEETING AND THE JANUARY 10, 2013 SPECIAL MEETING

Lieske asked if there were any additions or deletions to the minutes. Duban asked if there were no minutes from the December 20, 2012 meeting. Erickson said there are no minutes from the meeting because there was not a quorum present. A motion was made by Duban and seconded by Kuchinka to approve the minutes of the November 15, 2012 regular meeting and the January 10, 2013 special meeting. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

4. CONSIDER APPROVAL OF THE NOVEMBER AND DECEMBER 2012

TREASURER'S REPORTS AND MONTHLY BILL(S)

Erickson said November had a beginning balance of \$243,628.48, revenues of \$1,026.62 and expenses of \$432.39 for an ending balance of \$244,222.81. He said the only invoice for review is payable to Joel Erickson for reimbursement for the Lonsdale 1st program cards in the amount of \$159.41. Furrer questioned Marlys Benolken EDA loan payment. Erickson said Benolken's monthly payment is \$60.00 and she typically makes a double payment each month to save interest costs. A motion was made by Furrer and seconded by Duban to approve the November 2012

Treasurer's Report and the one invoice. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

Erickson said December had a beginning balance of \$244,222.71, revenues of \$636.35 and expenses of \$159.41 for an ending balance of \$244,699.65. He said there are three invoices for review, which all are legal invoices pertaining to the Children's Adventure and Learning Center's loan totaling \$160.20. A motion was made by Furrer and seconded by Duban to approve the December 2012 Treasurer's Report and invoices. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

5. OLD BUSINESS

a. Update on the Business Park

Erickson said the property owner is having an appraisal of the property done and once that is complete, negotiations on the sale of the property resume. He said City staff will be meeting with the project engineer for a Kick-Off meeting to begin the project. Erickson said the first step is to complete the platting process so the engineer knows where the streets will be so the design can begin. Furrer asked why the property owner would obtain an appraisal since SWCE has already obtained one. Erickson said it is not necessarily needed but the property owner wanted to obtain his own appraisal.

b. Update and Discuss Park Improvements to the Property Located at 127 Main St. N. / Purchase of 133 Main St. N. (Carey) Property

Erickson said negotiations did not work out and at this point in time, the City will not be purchasing the property. He said he sent the property owner a letter stating their personal property needed to be removed from the City property by January 21, 2013. He said he talked with the property owner and gave a time extension on moving the swing set.

c. Final 2013 Budget

Erickson said the EDA's 2013 final budget was approved by the City Council at their December 13, 2012 meeting.

6. NEW BUSINESS

a. Election of Officers (President, Vice-President, Treasurer and Secretary) for 2013

Erickson said this is the annual meeting of the EDA and election of officers should be conducted. Daleiden asked what the process was to elect officers. Erickson said nominations should be made, a ballot cast and a vote taken. A motion was made by Daleiden and seconded by Zellner to nominate and appoint Bruce Lieske as President, Evelyn Duban and Vice President, Joel Erickson as Secretary and Tami Brokl as Treasurer. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

b. Conduct the Drawing for the Lonsdale 1st Program Winners

Erickson said the program ended on December 31, 2012 and it was time to conduct the drawing. Duban selected the following winners:

1. \$500.00 – Francine Antony
2. \$100.00 – Arlene Koktoy
3. \$ 50.00 – Mike Nygaard
4. \$ 50.00 – Kelly Vikla
5. \$ 50.00 – Ginny Larsen

Furrer asked how many cards were used during the program. Erickson said he estimated around 6,000 cards.

c. Update on Children’s Learning and Adventure Center’s Loan Default

Erickson said he received a letter stating that Tyler and Krista Hustad have filed bankruptcy and they owe the EDA approximately \$8,500.00. He asked the EDA how they wanted to proceed. He said he spoke with the City Attorney and she recommended not pursuing a judgment against Hustads given the fact they owe other money and they are upside down on their mortgage, it was unlikely they would recover any funds. The Board decided to not pursue a judgment against the Hustads.

d. Consider Approval of the EDA’s Goals for 2013

Erickson reviewed the 2012 goals and said the Board should approve 2013 goals by the next meeting. Daleiden asked the Board their thoughts on the business park? The Board discussed vacant buildings on Main Street. Daleiden said last year, the Board revised its RLF policy. Lieske said the business park dovetails into the goals. The goals established by the EDA for 2013 are:

1. Streetscape/Main Street Park
2. Update marketing materials
3. Marketing of land and buildings
4. Business Park

e. Streetscape Design Kick-Off

Erickson summarized the project history and more recently, the approval of the engineering RFP and the Boards list of the amenities they want included in the project. Candace Amberg of WSB & Associates, Inc. said she will be designing two options and from there, it will be narrowed down to a final option. Discussion focused on minimizing the loss of parking, angle parking, location of the crosswalks, pavement types, potential seating areas, season-round interest by use of a variety of plants and minimizing maintenance. Amberg said she also revised the project schedule, which will require several special meetings to meet a construction completion date of July 26, 2013. Daleiden asked about the sight lines at the intersection of Hwy 19 and Main Street. The Board discussed having a special meeting on February 11, 2013 and inviting affected property owners and

tenants to the February 21, 2013 meeting for a presentation on the project. A motion was made by Zellner and seconded by Duban to schedule a special meeting for Monday, February 11, 2013 at 7:00 am. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

The Board provided the following direction to Amberg:

1. Focus on the intersection of Hwy 19 and Main Street;
2. No mid-block pedestrian crossings;

Daleiden asked if trees should be placed mid-block and if lights should be incorporated into the design for year around use. Erickson asked if the Board wanted to consider replacing all of the sidewalk downtown.

7. OTHER BUSINESS

None

8. ADJOURNMENT

A motion was made by Daleiden and seconded by Duban to adjourn the meeting at 8:46 am. Vote for: Zellner, Furrer, Duban, Lieske, Kuchinka and Daleiden. Against: None Vote 6-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator