

**MINUTES  
CITY OF LONSDALE  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
JANUARY 21, 2016**

**1. CALL TO ORDER**

Furrer called the meeting to order at 7:03 am in the City Council Chambers, 415 Central St. W.

**MEMBERS PRESENT:**

Duban, Prigge, Furrer, Ruppert, Rivers and Daleiden

**MEMBERS ABSENT:**

Zellner

**STAFF PRESENT:**

City Administrator Joel Erickson City Planner Ben Baker

**OTHERS PRESENT:**

Mayor Tim Rud, Jo Foust of Municipal Development Group, Lonsdale Area Chamber of Commerce Board members and staff

**2. AGENDA**

Furrer said the agenda went through 7D and asked if there were any additions, deletions or corrections to the agenda. A motion was made by Daleiden and seconded by Ruppert to approve the agenda as presented. Vote for: Duban, Prigge, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

**3. APPROVAL OF THE MINUTES FROM THE DECEMBER 17, 2015  
REGULAR**

Furrer asked if there were any additions, deletions or corrections to the minutes. A motion was made by Duban and seconded by Daleiden to approve the minutes of the December 17, 2015 regular meeting. Vote for: Duban, Prigge, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

**4. CONSIDER APPROVAL OF THE DECEMBER 2015 TREASURER'S  
REPORT AND MONTHLY BILL(S)**

Erickson said December had a beginning balance of \$212,562.90, revenues of \$579.35 and expenses of \$7,205.47 for an ending balance of \$205,936.78. Erickson said there were two bills paid January 15<sup>th</sup> totaling \$319.50. Furrer asked if anyone had any questions. A motion was made by Daleiden and seconded by Ruppert to approve the December 2015 Treasurer's Report and monthly bill(s). Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

## **5. OLD BUSINESS**

### **a. Review and Approval of the City's Website Homepage**

Erickson reviewed the proposed contents of the homepage. The Board members said the homepage looked good and that people will like it. Staff was asked if there would be a beta site to review prior to it going live. Erickson said the site is being built behind the scene and will be available for review prior to it going live.

## **6. NEW BUSINESS**

### **a. Mayor Tim Rud**

Mayor Rud was present and said thank you to the Board members and that they are doing a good job. He said he liked the fact the Board has the same progressive vision as the City Council. Mayor Rud said the future of Lonsdale is bright. He said TMI, Inc. continues to move forward and there are development plans for the Rolling Ridge Market Place. He said downtown continues to improve, especially after the Veteran's Memorial was built, which will act as a destination point for downtown. Mayor Rud said the Board deserves anatta-boy.

### **b. Election of Officers**

Furrer said this is the Annual Meeting of the EDA, at which time election of officers is held. Duban suggested that the Officers remain the same. Furrer said she would like to see the Officers changed up. After general discussion, the following nominations were made: Jason Ruppert – President, Laura Prigge – Vice President, Joel Erickson – Secretary and Tami Brokl – Treasurer. A motion was made by Daleiden and seconded by Duban to approve the slate of candidates for Officer positions. Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried. Mayor Rud thanked Furrer for doing a good job as President.

### **c. Comprehensive Plan Update – Jo Foust / EDA / LACC**

Jo Foust of Municipal Development Group introduced herself and provided the Board and others present an overview of what a Comprehensive Plan is and economic development's roll in the plan. Foust reviewed:

1. Economic Trends – which showed Lonsdale residents have a higher median family and household income than Rice County and the State of Minnesota;
2. Local Trends – which showed that there are currently more businesses and job in Lonsdale than in 2010;
3. Major Employers – the top twelve employers were reviewed;
4. Employment Forecasts – which showed the top industries for employment between 2010 and 2020;
5. Commute Time – which showed that 85.5 % of residents drive to work alone and the mean commute time is 23 minutes;
6. Central Business District – design elements, streetscape projects, improvements and desired businesses where reviewed;
7. Industrial District(s) - design elements, location of developments and desired businesses were discussed

8. General Economic Development Goals – participants were asked to prioritize their goals, positives/challenges for owning a business in Lonsdale and positives/challenges of the downtown and highway commercial zoning districts
- d. Review of the EDA's Revolving Loan Fund (RLF)  
Erickson said all of the changes discussed at the previous meeting were incorporated into the proposed ordinance. Staff reviewed the proposed ordinance. Erickson recommended revising the collateral section to require a minimum of one type of approved collateral. Ruppert said the policy should contain a catch all for collateral dependent upon what the loan funds are used for. Erickson said he added default and missed payment language to allow for the loan to be due and payable upon this happening. Ruppert said it should not be in the policy, rather the loan agreement(s). Erickson said the language is included in the Promissory Note signed by the applicant. A motion was made by Duban and seconded by Daleiden to recommend approval of proposed Ordinance 2016-268 to the City Council and a public hearing be held. Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.
- e. Consider Approval to Schedule and Selection of Businesses for Business Retention & Expansion Visits in February and March  
Erickson said this would be a good program to initiate as another way to hear from businesses and to find out how the EDA can provide assistance. The Board agreed and suggested scheduling meetings with A.R.M. and the company located in the old Shirk's Pizza building. Erickson said he would get the BR&E visits scheduled.
- f. Discuss Having a Booth at the Lonsdale Area Chamber of Commerce's Business Showcase – March 2016  
Erickson said with the LACC Showcase scheduled for early March and the fact the EDA will be getting information on attending or being a sponsor of the event before the next meeting, he recommended the Board decide whether or not to have a booth or be a sponsor. He recommended not having a booth but being a sponsor as a way to market the EDA. A motion was made by Furrer and seconded by Daleiden to be a premium sponsor. Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.
- g. Consider Approval to Reschedule the February 18, 2016 EDA Meeting to Thursday, February 25, 2016 at 7:00 am  
Erickson said he will be on a field trip with his daughter February 17<sup>th</sup> – 19<sup>th</sup> and requested the February meeting be rescheduled. A motion was made by Daleiden and seconded by Furrer to reschedule the Thursday, February 18, 2016 meeting to Thursday, February 25, 2016 at 7:00 am. Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

**7. OTHER BUSINESS**

a. Additional Items to be Discussed

Name Tags

Erickson provided the Board members with their name tag.

LACC's Annual Dinner – Saturday, January 30, 2016

Erickson reminded everyone of the LACC Annual Dinner January 30, 2016.

Items for the February 2016 Agenda

The Board requested additional financial incentives be placed on the February 2016 agenda.

**8. ADJOURNMENT**

A motion was made by Duban and seconded by Rivers to adjourn the meeting at 9:20 am. Vote for: Prigge, Duban, Furrer, Ruppert, Rivers and Daleiden. Against: None  
Vote 6-0. Motion carried.

Respectfully Submitted:

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Joel A. Erickson, City Administrator