

**MINUTES
CITY OF LONSDALE
ECONOMIC DEVELOPMENT AUTHORITY MEETING
MARCH 17, 2016**

1. CALL TO ORDER

Ruppert called the meeting to order at 7:05 am in the City Council Chambers, 415 Central St. W.

MEMBERS PRESENT:

Duban, Zellner, Furrer, Ruppert, Rivers and Daleiden

MEMBERS ABSENT:

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STAFF PRESENT:

City Administrator Joel Erickson

OTHERS PRESENT:

None

2. AGENDA

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

**3. APPROVAL OF THE MINUTES FROM THE FEBRUARY 25, 2016
REGULAR MEETING**

Ruppert asked if there were any additions, deletions or corrections to the minutes. A motion was made by Duban and seconded by Zellner to approve the minutes of the February 25, 2016 regular meeting. Vote for: Duban, Zellner, Furrer, Ruppert, Rivers and Daleiden. Against: None Abstained: Zellner Vote 6-0. Motion carried.

**4. CONSIDER APPROVAL OF THE FEBRUARY 2016 TREASURER'S
REPORT AND MONTHLY BILL(S)**

Erickson said February had a beginning balance of \$205,740.45, revenues of \$516.35 and expenses of \$683.88 for an ending balance of \$205,572.92. Ruppert asked if anyone had any questions. A motion was made by Daleiden and seconded by Furrer to approve the February 2016 Treasurer's Report and monthly bill(s). Vote for: Duban, Zellner, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

5. OLD BUSINESS

a. Update on the City's Website

Erickson said staff has been working with the web designer and the background color in the text area has been changed to a light blue/grey. He said the faded

color of “Lonsdale” is as close to a match as possible and recommended keeping it the same. Ruppert asked if April 1, 2016 would be the deadline or not. Zellner said the site should get up and running. The Board held general discussion to have the website go live now or wait until the changes have been made. The consensus of the Board was to make the changes and get it up and running.

b. Update on the Comprehensive Plan Process

Erickson said the proposed final version of the Economic Development chapter was done and included in the packet for a final review. He said all of the recommended changes have been made. Erickson said the Comprehensive Plan Update Committee will be meeting at 7:00 pm to review the Economic Development and Demographics chapters.

c. Discuss the Proposed EDA Commercial Rehabilitation and Business Expansion/Equipment Grant Programs

Erickson said the proposed policy was included in the packet for review. He said the improvements must be to the exterior of the building, that \$50,000 of initial EDA funding will fund the program and residential buildings do not qualify for the program. Rivers said the 1:1 match should be removed because people might not apply if the match is required and the objective will not be met. Furrer asked if improving parking lots would qualify under the program. Erickson said probably not but the policy is unclear. Erickson asked if the Board wanted to keep the 1:1 required match or not. The Board held general discussion on whether or not the program will be taken advantage of and be effective. Erickson said staff will be enforcing blight over the next month and through that process, property owners will be made aware of the program. Erickson asked how many years a property owner would have to own the property before having to pay the deferred loan back. Erickson said as proposed, it is five years. Furrer said five years is good. Ruppert said five years is okay with 20% forgiven each year. The Board discussed having to pay the deferred loan back. The Board also discussed how to advertise the program. The Board asked staff to change “loan” to “grant” in the title of the program. Rivers asked about next year. Erickson said it is only for 2016, so the EDA will have to evaluate its effectiveness and decide whether or not to do it again in 2017. The Board agreed to incorporate the program into the Business Forum proposed for next month. The Board discussed a timeline and the program will be advertised in April and a completion date of October 31, 2016. Ruppert asked that the revised policy be sent to the EDA members prior to presentation to the City Council. Erickson said he would send out the final draft and the City Council would consider the program at their March 31, 2016 meeting. A motion was made by Duban and seconded by Furrer to approve the Lonsdale Economic Development Authority Rehabilitation Grant Program with the stated changes. Vote for: Duban, Zellner, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

d. Schedule the April Business Retention & Expansion Visit

Erickson said the B.R.E. visit with Vermillion River, LLC went well. He said both business visits have gone well and the businesses appreciate that the EDA is

taking time to meet with businesses. The Board stated they would like to meet with Lonsdale Telephone & Video Ventures on April 21st at 8:30 am.

6. NEW BUSINESS

a. Discuss Organization of a Business Forum

The Board agreed to continue with the Business Forum. The dates of May 17th, 11th or 10th were discussed, with the priority date of the 17th. The Board requested staff bring approvals to the May meeting. Erickson said he would contact Barb Jarvi and Furrer said she would see if the Legion was available on the dates discussed.

b. Marketing

Ruppert said that Erickson and himself meet with Lonnie Provencher of Interstate Partners, LLC. He said the meeting went well and that Provencher would consider constructing a building if a tenant was available but he would not construct a spec. building. Ruppert said Provencher recommended a meeting with Tom Sullivan of Cushman & Wakefield. Ruppert said Erickson and himself also met with Sullivan. Rivers asked what the terms would be, if Sullivan had any feedback on the site, who Sullivan is talking to, if regular meetings would be held with Sullivan to review activity and why a business would choose someplace else over Lonsdale. Ruppert said he would contact Sullivan for specific terms and to schedule a meeting. Ruppert also said Sullivan said the site will take work and realistically attract one business per year.

7. OTHER BUSINESS

a. Additional Items to be Discussed

Ruppert asked if there were any additional items to discuss. There were none.

b. Items for the April 2016 Agenda

The Board requested review of a proposed equipment grant program, information on the Broker, Business Forum and website be placed on the April 2016 agenda.

8. ADJOURNMENT

A motion was made by Daleiden and seconded by Rivers to adjourn the meeting at 9:07 am. Vote for: Duban, Zellner, Furrer, Ruppert, Rivers and Daleiden. Against: None Vote 6-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator