

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

1. CALL TO ORDER

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

MEMBERS PRESENT:

Prigge, Duban, Furrer, Rivers and Daleiden

MEMBERS ABSENT:

Zellner and Ruppert

STAFF PRESENT:

City Administrator Joel Erickson

OTHERS PRESENT:

None

2. AGENDA

Prigge said the agenda went through 7C and asked if there were any additions, deletions or corrections to the agenda. A motion was made by Duban and seconded by Daleiden to approve the agenda as presented. Vote for: Prigge, Duban, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

3. APPROVAL OF THE MINUTES FROM THE MARCH 17, 2016 REGULAR MEETING

Prigge asked if there were any additions, deletions or corrections to the minutes. A motion was made by Furrer and seconded by Rivers to approve the minutes of the March 17, 2016 regular meeting. Vote for: Prigge, Duban, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

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

Erickson said March had a beginning balance of \$205,572.92, revenues of \$516.35 and expenses of \$602.99 for an ending balance of \$205,486.28. Prigge asked if anyone had any questions. Furrer asked about the invoice from APG of Southern Minnesota. Erickson said it was for publishing the summary of Ordinance 2016-268 and the affidavit fee. A motion was made by Rivers and seconded by Duban to approve the March 2016 Treasurer's Report and monthly bill(s). Vote for: Prigge, Duban, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

5. OLD BUSINESS

- a. Update on the City's Website
Erickson said he has been working on the narrative for the EDA's page, contact information and financial incentives. He said the site will be live very soon.
- b. Update on the Lonsdale EDA Rehabilitation Grant Program
Erickson said the City Council held the public hearing on the Program at their March 31st meeting, at which time it was approved. He said he mailed the Program policy and application to all businesses with a store front at the end of last week. He said he has spoken to several businesses that have shown interest in the Program.
- c. Discuss the Business Forum Scheduled for May 17th Between 5:00 pm -7:00 pm
Erickson said the Legion has been reserved and he needs to provide the caterer a head count on May 9th. He said invitations will be sent out next week with an RSVP date of May 9th. Erickson suggested the timeline be a half hour social hour, a one hour presentation and a half hour for networking. The board discussed the agenda to include a presentation on the new Rehabilitation grant, the Business Retention & Expansion Visit program, a presentation by the LACC, Rice County financial incentives and the new website. Prigge suggested the presentation tie back to the three categories (downtown, existing business parks and the Lonsdale Business Park) from last year's presentation. The Board also discussed having the food served and selected all the food options except for the flatbread cheese tray. Prigge said she would work on the presentation for the Forum.

6. NEW BUSINESS

- a. Consider Approval to Enter into a Listing Agreement Between the EDA and Cushman & Wakefield
Erickson said at the end of last week, Ruppert, Furrer and himself met with Tom Sullivan to review the proposed Exclusive Brokerage Listing Agreement for Sale. Erickson said he asked Sullivan if the agreement was negotiable and was told no. The Board reviewed the general terms of the proposed agreement. The Board requested a meeting with Sullivan, possibly at the next EDA meeting and a monthly email or quarterly meeting to get updated on how sale of the property going. A motion was made by Duban and seconded by Furrer to enter into the Exclusive Brokerage Listing Agreement for Sale between the City of Lonsdale EDA and Cushman & Wakefield. Vote for: Prigge, Duban, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.
- b. Consider Approval to Enter into an Agreement Between the EDA and Southern Minn Digital for Programmatic Digital Target Marketing
Erickson said in the fall of 2015, Erik Christensen of south minn digital gave a presentation on a digital marketing proposal. He said the Board was interested in moving forward with the proposal and funds were budgeted in 2016. Rivers said Cushman & Wakefield should be involved and make a recommendation on whether or not to proceed and how the digital marketing can be used in

connection with Cushman & Wakefield. The item was tabled until the May 2016 meeting.

- c. Consider Approval to Schedule the May Business Retention & Expansion Visit
The Board decided that with the Business Forum scheduled for May 17th, no Business Retention & Expansion Visit would be scheduled in May.
- d. Discuss the Proposed EDA Equipment Grant Program
Erickson said he would like input for the Board prior to beginning drafting the proposed program policy. Rivers suggested keeping it very similar to the Rehabilitation Grant Program. Dalieden left the meeting at 7:50. Erickson said he would verify if MN DEED had a program and use that as a template as well. He said there needs to be a reason the EDA would give a grant such as job creation, etc. and a means to verify performance of the stated job creation such as an annual report. Furrer left the meeting at 8:00.

7. OTHER BUSINESS

- a. Additional Items to be Discussed
Prigge asked if there were any additional items to discuss. There were none.
- b. Items for the May 2016 Agenda
The Board requested Tom Sullivan attend the meeting to meet the Board, an update on the Business Forum and an update on the proposed equipment grant program be placed on the April 2016 agenda.

8. ADJOURNMENT

The meeting ended at 8:18 am.

Respectfully Submitted:

Joel A. Erickson, City Administrator