

**MINUTES
CITY OF LONSDALE
ECOMONIC DEVELOPMENT AUTHORITY MEETING
JANUARY 18, 2024**

1. CALL TO ORDER

Daleiden called a meeting of the Lonsdale Economic Development Authority to order at 7:00 am.

MEMBERS PRESENT:

Austin, Wermerskirchen, Daleiden, Furrer and Simon

MEMBERS ABSENT:

Prigge and Pelava

STAFF PRESENT:

City Administrator Joel Erickson

OTHERS PRESENT:

None

2. AGENDA

Daleiden asked if there were any additions, deletions or corrections to the agenda. A motion was made by Furrer and seconded by Austin to approve the agenda as presented. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

3. CONSIDER APPROVAL OF THE MINUTES FROM DECEMBER 21, 2023 MEETING

Daleiden asked if there were any additions, deletions or corrections to the minutes. A motion was made by Wermerskirchen and seconded by Austin to approve the minutes from the December 21, 2023 meeting. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

4. CONSIDER APPROVAL OF THE DECEMBER 2023 TREASURER'S REPORT AND MONTHLY BILL(S)

Erickson said December had a beginning balance of \$65,190.12, revenues of \$19,231.78, and expenses of \$3,344.33 for an ending balance of \$81,077.57 between the two accounts. He said the revenue consisted of the December property tax settlement and the monthly revolving loan payment from The Pet Stop Vet Clinic. Erickson said expenses included payroll/benefits, lunch and learn expenses, SCDP fees and the EDA's contribution to the Lonsdale Community Foundation. He said expenses to be paid in January included legal fees. A motion was made by Simon and seconded by Austin to approve the December 2023 Treasurer's Report and monthly bills. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

5. OLD BUSINESS

a. Update on the EDA's 2023 Small Cities Development Program Grant

Erickson said he has been working on drafting the required policies for the SCDP grant. He reviewed each of the proposed policies. Wermerskirchen asked if any of the projects will contain asbestos. Erickson said given the anticipated age of the homes that will be rehabilitation, there probably is. Erickson said with the Rice County HRA administering the grant program, a Memorandum of Understanding (MOU) is necessary. He said each parties responsibilities in the MOU are consistent with the proposal submitted by Widseth, where the Rice County HRA is proposed to administer the grant. Erickson reviewed the key points of the grant agreement. He said the policies, MOU and grant agreement will be presented to the City Council for their consideration later in the month.

b. Update on the Marketing Videos

Erickson said he has been in communication with APG but has not received the draft final videos. He said he provided APG with the requested information that he had. He said the EDA's revisions needs to be made and the call to action items needs to be added to the end of the video. Wermerskirchen asked if the EDA could hold payment until the drafts were received. Erickson said no because progress payments have been made and no more payments are due.

c. Update on TCU's TITAN'S Pathway's Program

Erickson reviewed the TCU TITAN Pathways program and Career Expo and said City staff will be presenting on careers in Public Administration, Public Safety and Public Works. He said the purpose of the event is to provide students with information on what classes to take, required schooling/training and will include a call to action. Simon said this is a great opportunity.

6. NEW BUSINESS

a. Election of Officers

Erickson said with the January meeting being the EDA's Annual Meeting, elections need to be held. Daleiden opened nominations for Officers. A motion was made by Simon and seconded by Daleiden to nominate and appoint Prigge as President. Simon asked if anyone else was interested in being President. No one said they were interested in the position. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

A motion was made by Furrer and seconded by Simon to nominate and appoint Daleiden as Vice-President. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

A motion was made by Daleiden and seconded by Simon to nominate and appoint Erickson as Secretary. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

A motion was made by Furrer and seconded by Wermerskirchen to nominate and appoint City Treasurer Tami Brokl as Treasurer. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried.

b. Review EDA By-Laws/Enabling Resolution

Erickson said with January being the Annual Meeting, the Board should review the By-Laws for any potential changes. Wermerskirchen asked about the process of signing checks for bills approved by the EDA. Erickson said the City Treasurer process checks and they are signed by her, the City Administrator and Mayor per City policy. There were no changes proposed to the By-Laws.

c. Review of the 2024 Lonsdale Business List

Erickson said staff has updated the Business List and would like the EDA to review it to make sure no businesses was missed. Simon asked about cottage industry businesses and if a business license was required by the City. Erickson said no but it would be good to have because it would prevent non-permitted use issues and the City would know at that time, if a business located to or started up in town. The Board reviewed the Business List and said it looked good.

d. 2023 Year in Review

Erickson reviewed the accomplishments of the EDA during 2023. He said the EDA's Annual Report needs to be presented to the City Council at the February 29, 2024 meeting.

7. OTHER BUSINESS

a. Additional Items to be Discussed

Wermerskirchen asked how the website update was coming. Erickson said staff has been working on it and has discussed preliminary design components. Daleiden said the LACC Annual Dinner is on January 30th. The Board discussed 2024 Lunch & Learn events and possible topics such as MN DEED Workforce, financial assistance programs and labor law, given recent changes.

b. Items for the February 15, 2024 Agenda

The Board requested that the BR&E program and Lunch & Learns to be on the agenda for discussion.

8. ADJOURNMENT

A motion was made by Wermerskirchen and seconded by Simon to adjourn the meeting. Vote for: Austin, Wermerskirchen, Daleiden, Furrer and Simon. Against: None; Vote 5-0. Motion carried. The meeting ended at 8:00 am.

Respectfully Submitted: _____
Joel A. Erickson, City Administrator