

**MINUTES
CITY OF LONSDALE
ECONOMIC DEVELOPMENT AUTHORITY MEETING
DECEMBER 15, 2016**

1. CALL TO ORDER

Ruppert called the meeting to order at 7:02 am in the City Council Chambers, 415 Central St. W.

MEMBERS PRESENT:

Prigge, Ruppert, Furrer, Rivers and Daleiden

MEMBERS ABSENT:

Zellner

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 Furrer and seconded by Zellner to approve the agenda as presented. Vote for: Prigge, Ruppert, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

**3. APPROVAL OF THE MINUTES FROM THE NOVEMBER 17, 2016
REGULAR MEETING AND THE DECEMBER 1, 2016 SPECIAL MEETING**

Ruppert asked if there were any additions, deletions or corrections to the minutes. A motion was made by Prigge and seconded by Rivers to approve the minutes of the November 17, 2016 regular meeting and the December 1, 2016 Special Meeting. Vote for: Prigge, Ruppert, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

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

Erickson said November had a beginning balance of \$145,445.43, revenues of \$1,068.43 and expenses of \$11,691.63 for an ending balance of \$134,822.18. He said there are no bills to be paid in December. Ruppert asked if anyone had any questions. Ruppert asked if Steele Waseca Cooperative Electric has paid for a portion of the Forum. Erickson said he has sent an invoice to them for the cost of the food, which they agreed to sponsor. A motion was made by Furrer and seconded by Rivers to approve the December 2016 Treasurer's Report and monthly bill(s). Vote for: Prigge, Ruppert, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

5. OLD BUSINESS

- a. Update on the EDA Equipment Grant Program Application Submitted by Lonsdale Hardware & Rental
Erickson said he contacted all applicants regarding the Board's decisions. He said Lonsdale Hardware & Rental requested the EDA provide information as to why their application was not fully funded. Erickson said letters to each applicant were included for review, specifically the reason(s) for not fully funding the applications. Prigge asked if the applicants feel like the EDA did a "bait and switch". Erickson replied yes. The Board provided Erickson direction on the language in the letters to be sent out. Ruppert said the two emails provided at the meeting should be discussed at this time. Erickson said two businesses are interested in applying for the Equipment Grant Program and he asked the Board how they wanted to proceed. He asked if the Board would continue the program in 2017 and if so, would there be changes to the program. The Board agreed the program was set up for businesses like A.R.M. Erickson said based on preliminary information provided by A.R.M. in their email, they are not proposing to hire any new employees. Erickson said the Board has three options: (1) let the program sunset; (2) continue the program in 2017 as is or (3) continue the program in 2017 and make changes to the policy. Discussion of the Board was to let the program sunset at the end of 2016 and revisit the program in the first quarter of 2017.

- b. Update on the EDA Equipment Grant Program Application Submitted by TMI, Inc.
This item was discussed under agenda item 5A.

6. NEW BUSINESS

- a. 2016 Year in Review
Erickson provided a summary of the Board's accomplishments in 2016, which ranged from participating in the City's Comp. Plan update to creation of the Façade Grant Program and the Equipment Grant Program.

- b. Marketing Strategies / Priorities
Erickson said the Board has discussed marketing throughout 2016. Prigge said a better job has been done on marketing in 2016 compared to past years but a message is needed. The Board discussed banners/signage for when the EDA provides grants/loans. Erickson said he is working on this. The Board discussed marketing and ways to increase awareness of Lonsdale.

- c. Review of the EDA's Revolving Loan Fund
Erickson said with the Board recommending approval of 0% interest loans as funding alternatives to the Equipment Grant Program, the Revolving Loan Fund policy should be reviewed and amended to allow for a 0% interest rate. The Board reviewed other possible revisions as well. The Board discussed possible revisions and agreed to review the Revolving Loan Fund Policy in early 2017.

7. OTHER BUSINESS

a. Additional Items to be Discussed

Ruppert asked if there were any additional items to discuss. There were no additional items discussed.

b. Items for the January 2017 Agenda

The Board requested marketing, elections and review of the Revolving Loan Fund policy be on the January 2017 agenda.

8. ADJOURNMENT

A motion was made by Daleiden and seconded by Rivers to adjourn the meeting at 8:22 am. Vote for: Prigge, Ruppert, Furrer, Rivers and Daleiden. Against: None Vote 5-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator