

# Meeting Minutes of the Richmond Economic Development Authority

## May 18, 2021

### **Item #1: Call to Order/ Pledge of Allegiance**

EDA President Mathiasen called the meeting of the Richmond EDA to order at 6:30 p.m.

EDA Commissioner noted as being present: Mike Mathiasen, Terry Meemken, Dale Maus, Emily Monnens, and Kate Lemke

Also, present were: Tesa Tomaschett, City Administrator; Traci Ryan, Ryan Development Consulting, LLC.

### **Item #2: Approval of Agenda**

EDA President Mathiasen asked if there were any additions or corrections to the agenda.

**Replace:** Item #6 (d): Parking to Business Park Update

*Motion made by Lemke to approve the agenda, seconded by Monnens. Motion passed.*

### **Item #3: Approval of Meeting Minutes of March 31, 2021**

EDA President Mathiasen asked if there were any additions or corrections.

*Motion made by Maus to approve the minutes of March 31, 2021, seconded by Meemken. Motion passed.*

### **Item #4: Financial Report-April, 2021**

Tomaschett presented the April report

### **Item #5: Commercial Enhancement Fund- LakeLife Sport- 375 Ivy Ave SE**

They plan to repaint the building

*Motion made by Lemke to approve the commercial enhancement fund for LakeLife Sport, seconded by Maus. Motion carried*

### **Item #6: Ryan Development Consulting Items**

- a. **Branding-** The EDA agree that having a committee dedicated to seeing the Branding process through and reporting back to the EDA with recommendations for action made sense, as it would tie up too much time to be done within the time allowed for regular EDA meetings. The EDA named the following committee members to represent the EDA, Civic & Commerce and River Lake Days:
  - Emily Monnens – Council/EDA/River Lake Days/Business – Child Care
  - Kate Lemke – EDA/Business – Renegade Trucking Equipment
  - Clyde Lewis – Civic & Commerce/Business – Lake Life Sports
  - Tyna Meemken – Riverlake Days/Business – The Olde Coliseum
  - Holly Roush – Civic & Commerce/Business – Simply Sisters
  - Kim Schmitz – Civic & Commerce/Business – Totally U on Main
  - Kristine Ruegemer – Civic & Commerce – Falcon National Bank
  - Joe DeRose – Civic & Commerce/Business – Riverside Resort (unable to attend during his busy season)

*Motion made by Maus to approve the committee discussed as a group, seconded by Monnens. Motion passed*

- b. **RLF/BS Policies-** The EDA approved the modification and update of their business assistance policies which included general updates, consolidation and streamlining the process for application. In doing so, the EDA reviewed the Business Subsidy Criteria adopted by the City Council in 2000. While the criterial was still sound, the wage rate indicated in the approved criteria was less than minimum wage and the EDA is recommending the Council update the

Criteria by changing the wage requirement to “...the higher of State or Federal Minimum Wage...” The current state minimum wage is \$10.08/hour for Large Employers and \$8.21/hour for Small Employers and the Federal minimum wage is currently \$7.25/hour. By tying the criteria wage rate to a fluctuating number, the city will not need to update their Criteria each time minimum wage is adjusted. In order to change the city adopted criteria, a public hearing must be held. This is proposed for the June 17 City Council meeting.

***Motion made by Maus to approve the changes but keep the tax incentive program (with a max 3 years for TI program), seconded by Lemke. Motion passed***

***Motion made by Lemke to recommend changes to the city council to amend Business Subsidy Criteria to change minimum wage to highest of Federal/MN wage. Motion passed***

- c. **Jill’s Building – Main St.** - The EDA also discussed what role it can play in revitalizing downtown. With the number of vacant buildings downtown and owners being more interested in selling versus leasing them, Ryan presented a potential scenario whereby the EDA would purchase a building, address any deficiencies and clean up the store front then lease the building in hopes to resell it and reinvest in the next. Some of the concerns were overseeing the maintenance of the building and generally being a landlord and Ryan was looking into options that may be available to manage this. While the initial reaction was that we would have to have a solid tenant for the property, it was discussed that it would be equally valuable to have control of a space to help market the property. It was the consensus of the Board that the idea had merit and that Ryan would keep looking into this to develop a specific proposal.

***Motion made by Maus to keep tax incentive program for 3 years, seconded by***

- d. **Business Park Update-** An update on the Richmond Business Park was also presented indicating the council decision to move forward, platting and annexation is being worked on and Ryan is working with the City Attorney to draft a Development Agreement. The EDA discussed different development standards that may be incorporated in the agreement relating to but not limited to, job creation requirements, landscaping, paved parking lots, treatment of commercial facades, trail screening, etc.

#### **Item #6: Other Matters of Concern and Related Matters**

#### **Item #7: Next Meeting Date: June 15, 2021, 6:30 p.m.**

Need to reschedule meeting to June 17<sup>th</sup>, 2021 at 5:00 p.m.

#### **Item #8: Adjournment**

EDA President Mathiasen asked if there were any additional issues to be discussed. Hearing no further comments, he declared the meeting adjourned at 7:57 p.m.

Respectfully submitted,

Tesa Tomaschett  
City Administrator