

## **Meeting Minutes of the Richmond Economic Development Authority December 13, 2022**

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

EDA President Monnens called the meeting of the Richmond EDA to order at 6:37 p.m.

EDA Commissioner noted as being present: Terry Meemken, Emily Monnens and Dale Maus

EDA Commissioner noted as absent: Mike Mathiasen and Kate Lemke

Also, present were: Dave Konshok, City Administer via zoom; Traci Ryan, Ryan Developing via zoom; and Stacy Kalthoff, City Clerk

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

No changes at this time.

*Motion made by Meemken to approve the agenda, seconded by Maus. Motion passed*

### **Item #3: Approval of Meeting Minutes September 20 and November 15, 2022**

*Motion made by Maus to approve the meeting minutes for September 20 and November 15, 2022, seconded by Meemken. Motion passed.*

### **Item #4: Financial Report- November 2022**

Discussion regarding 2022 budget. Dave explained different line items and the transferring of money between items. The funds for Commercial Enhancement Fund will be short for this year, discission on which money to transfer to cover that particular line item.

*Motion made by Meemken to approve the reallocation of funds from the Tax Incentive line item to Commercial Enhancement line item and reallocate funds from social media into Advertising & Promotions, seconded by Maus. Motion passed*

### **Item #5: Lightening Graphics Update**

Traci explained that Lightening Graphics is looking for a new facility that is about 7500 square feet and a large overhead door. At this point there is not a lot of property available in Richmond.

### **Item #6: State of Community Event**

President Monnens spoke about the event which is going to be held on January 13, 2023

at the Olde Coliseum. EDA would like to sponsor an 8-person table at the event.

***Motion made by Maus to approve the sponsorship of a table from EDA at the State of Community Event, seconded by Meemken. Motion passed.***

**Item #7: Ryan Development Consulting Items**

i. Signage

After discussion EDA decided on the landscape medallion on the left of the 12/07/22 version with a change in the clouds. It was also decided that the visit downtown sign be used with possibly changing the color of the mileage portion from green to navy blue.

***Motion made by Meemken to approve the landscape medallion with approval through email from Traci of design changes and approval of use of the downtown sign with forthcoming email from Traci with design changes, seconded by Maus. Motion passed.***

***Motion made by Maus to approve Traci getting quotes for two 2-sided signs upon approval through email from EDA, seconded by Meemken. Motion passed.***

ii. Ryan Development Consulting Contract

Updates have been made to the contract such as raising hourly fee from \$100 to \$150/hour.

***Motion made by Maus to approve the renewal of Ryan Development Consulting contract, seconded by Monnens. Motion passed.***

iii. Business Contacts Update

Renegade's expansion project with soil contamination testing, Lightning Graphics looking for new location, and Falcon National bank looking at property in the new business park and idea's as to what would happen to the current building if they build.

**Item #8: Annual Work Plan**

President Monnens described the EDA workplan, top goals and social media. She talked about what has been completed during the 2022 year. A future goal would be to invite local businesses to EDA meetings especially if they have applied for a program.

**Item #9: Richmond Business Park**

Did not have time to talk about this item.

**Item #10: Other Matters of Concern**

Traci Ryan recommended putting idea boards up at the State of Community Event for community members to answer certain questions to help City staff.

**Item #11: Next Meeting Date:** January 17, 2023 at 6:30 p.m.

**Item #12: Adjournment**

EDA President Monnens asked if there were any additional issues to be discussed. Hearing no further comments, she declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,

Stacy Kalthoff  
City Clerk