

Meeting Minutes of the Richmond Economic Development Authority Tuesday March 21, 2023

Item #1: Call to Order/Pledge of Allegiance

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

EDA Commissioner noted as being present: Terry Meemken, Dale Maus, Kate Lemke, Tim Paczkowski, and Pat Evens

Also present were: David Konshok, City Administrator, Stacy Kalthoff, City Clerk; Traci Ryan, Ryan Consulting

Item #2: EDA Election of Officers

- a. Consideration of EDA Resolution 001-23
Tim Paczkowski voted as Present
Kate Lemke voted as Vice President
Terry Meemkin as Treasurer
Dale Maus as Secretary

Item #3: Approval of Agenda/Additions

Added Item 2a. Consideration of EDA Resolution 001-23

Motion made by Evens to approve the Agenda, seconded by Maus. Motion passed

Item #4: Approval of Meeting Minutes January 17, 2023 (February 21 no meeting)

Motion made by Maus to approve the January 17, 2023 minutes, seconded by Meemken. Motion passed

Item #5: Financial Report- January & February 2023

Motion made by Maus to approve the Financial Report, seconded by Lemke. Motion passed

Item #6: Social Media

Monthly report of Facebook and Instagram supplied by Pine Peak Media.

Motion made by Lemke to approve the social media report, seconded by Maus. Motion passed

Item #7: Annual Work Plan Review 2023 & Approval

Traci explained a condensed version of the workplan and talked about primary goals. A discussion was had regarding the order of the goals and moving the order around according to priority. The top three goals were designated and will be worked on first.

*Motion made by Maus to approve to change the order of goals, seconded by Evens.
Motion passed*

Item #8: Ryan Development Consulting Items

- a. TIF Report Proposal

Motion made by Kate Lemke to approve to take proposal to council, seconded by Terry Meemken. Motion passed

- b. Developer Inquiry Handout/Application Packet for EDA programs

Traci will redraft according to discussion.

Motion made by Pat Evens to approve the Developer Handout minus the Business Park insert, seconded by Terry Meemken. Motion passed

- c. Multifamily Housing – Discussion regarding needs of housing in Richmond. Bring back to a future EDA meeting.
- d. Assistance Program Policy – Put on next EDA agenda.
- e. Targeted Marketing – Traci will bring back to EDA
- f. Signage – Use option 2 as noted in the packer

*Motion made by Terry Meemken to approve medallion option 2, seconded by Maus.
Motion passed*

- g. Amendment to By-Laws – Changing of offices, bring to attorney for review

Motion made by Kate Lemke to approve, seconded by Terry Meemken. Motion passed

Item #9: Richmond Business Park

River Outdoor Power Equipment purchased property and is planning to build this summer.

Item #10: Other Matters of Concern

Bike trail signs should be removed from the street trail, bring to council for approval.

Item #11: Next Meeting Date: April 18, 2023 at 6:30 p.m.

Commissioner Lemke will be absent for the April 18, 2023 meeting.

Item #12: Adjournment

EDA President Paczkowski asked if there were any additional issues to be discussed. Hearing no further comments, he declared the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Stacy Kalthoff
City Clerk