

**Meeting Minutes for City of Richmond Economic Development Authority
Tuesday, May 16, 2023 6:30 pm**

Item #1: Call to Order/Pledge of Allegiance

EDA Vice President Kate Lemke called the meeting of the Richmond EDA to order at 6:32 p.m. EDA Commissioner notes as being present: Terry Meemken, Dale Maus, Kate Lemke and Pat Evens. Absent was: Commissioner Paczkowski. Also present were: Stacy Kalthoff, City Clerk and Traci Ryan of Ryan Development Consulting.

Item #2: Approval of Agenda/Additions

Addition of item 6f – Renegade Trucking & Equipment Development Agreement.

Motion to approve agenda was made by Evens, second by Maus and approved 4-0-0.

Item #3: Approval of Meeting Minutes March 21, 2023 (April 18 no meeting)

Motion to approve the agenda was made by Evens, second by Maus and approved 4-0-0.

Item #4: Financial Report - March & April 2023

There were a few questions regarding the finances of the EDA from Commissioner Evens regarding balances available.

OPERATING BALANCE AVAILABLE	\$44,181
REVOLVING LOAN FUND AVAILABLE	\$43,414
CHECKING BALANCE	\$(4,951)
MONEY MARKET BALANCE	\$67,155
BLUE BIKE BALANCE	\$ 3,281

There is \$15,000 budgeted for the Commercial Enhancement Program which is a line item in the EDA operating budget. Some of these funds are spoken for. Evens indicated that there should be no limitation on what is available.

Item #5: Social Media Report

Joe Jelovnik provided a written report summarizing the activity indicating that will overall activity was down, new followers were growing. Activity is down primarily because there has not been much content provided and should pick up dramatically with summer activities starting to occur. Notable to the EDA is that the post about the Business Park, behind a fire department post, got over 650 interactions between clicks and shares. Ryan and Kalthoff indicated that we are planning to start monthly meetings with Joe to discuss and provide content.

Item #6: Ryan Development Consulting Items

- a. Commercial Enhancement Program – The Board reviewed the adopted policy and had lengthy discussion on what improvements were eligible/ineligible. It was the consensus of the board that the requirement for a lien on the property be removed

as it was cumbersome and may cause property owners to not utilize the program and felt that there should be a limit on how often the funds could be applied for on the same property.

Motion by Evens to approve the Commercial Enhancement Program Guidelines with the discussed changes related to remove the lien requirement, limit of one application per property per 3 years and clarification that maintenance repairs may be considered based upon the impact of the proposed project, second by Maus and approved 4-0-0.

- b. 2023 Annual Plan - Work Elements – 2023 – The Board reviewed the adopted 2023 Work Plan and Housing and marketing were the top items to continue working on
- c. Bank Proposal – Ryan reviewed a proposal that had been submitted to the former City Administrator and encouraged the EDA to make recommendation to the Council for action. Ryan felt that this would show good will towards the bank and may have a positive impact on downtown if the process was conducted as proposed in a thorough and thoughtful way. The consensus of the EDA was to ask the Council to review and consider moving forward with Ryan’s proposal.
- d. Gilk Project downtown – Ryan indicated she received an inquiry from Gilks to see if there was any assistance available for the construction of a building on the lot next to their former facility. The building would include main floor commercial space and apartments. An application had not been formally submitted and when it was, Ryan would present recommendations to the EDA/City.
- e. Agenda Addition – Renegade Truck & Equipment. Ryan reported that the Lemke’s are continuing with their expansion project and just waiting for financing approval which was expected shortly. Ryan shared the proposed Development Agreement that was outlined at the public hearing for the related creation of a TIF District and MIF application and thought that it was appropriate that the EDA make recommendation to the Council for approval of the agreement.

Motion by Evens to recommend council approval of the Development Agreement with Renegade Truck Equipment, Inc. as proposed, second by Meemken and approved 3-0-1 with Lemke abstaining.

- f. Other Updates – Ryan shared the updated mailing piece that instead of deleting the Business Park, added that info on available properties downtown and elsewhere was added.

Motion by Evens to move forward with the direct mailing as presented with a cost not to exceed \$500, second by Lemke and approved 4-0-0.

Item #7 - Richmond Business Park – Right In Right Out and New Business Update & Zoning Kalthoff updated the Board on the approval of the Right In/Right Out request from Inventure if a 66’ right of way was provided. The bank was waiting to know before they moved forward with

their plans. There was also confusion on what the zoning was for the park lots. Based upon the City resolution approving the plat on July 7, 2021, Lots 4 and 5 of Block 2 are to be Light Industrial and Lots 1,2,3 Block one and Lots 1,2,3,4,5,6,7,8,9,10,11,12 and 13 Block 2 are to be General Business.

Item #8 - Other Matters of Concern

- a. EDA Meeting Dates – if there is a problem with getting a quorum, reducing the number of meetings to quarterly, as suggested by the former City Administrator, was not supported. Ryan indicated that the number of Board Members could be expanded if that helped but would need to follow statutes. It was agreed to keep meetings as they are and stress the importance of attendance to keep momentum and address requests in a timely manner.
- b. Signage – Ryan is still waiting for DNR input.
- c. Bike Trail – Who owns the signs [City] – they should be removed now that the path markings have been removed.
- d. Evens asked about interest in expanding the public access south of Channel Marine to add public access, dumping station, etc. suggesting this would benefit downtown, 23 corridor and business park. There was no action – it would be put on the next agenda

Item #9 - Next Meeting Date: June 20, 2023 at 6:30 p.m.

Item #10 - Adjournment 8:29 p.m.