

**Meeting Minutes for City of Richmond Economic Development Authority
Tuesday, July 18, 2023 6:30 pm**

Item #1: Call to Order/Pledge of Allegiance

EDA President Tim Paczkowski called the meeting of the Richmond EDA to order at 6:31p.m. EDA Commissioners present: Tim Paczkowski, Terry Meemken, Kate Lemke. Absent was: Commissioners Dale Maus and Pat Evens. Also present were: Stacy Kalthoff, City Clerk and Traci Ryan of Ryan Development Consulting.

Item #2: Approval of Agenda/Additions

Motion to approve agenda was made by Lemke, second by Meemken 3-0-0.

Item #3: Approval of Meeting Minutes June 20, 2023

Motion to approve the minutes of the June 20th meeting, noting the change in Paczkowski joining the meeting at 7:15 and correction of the EDA action to move electrical outlet moved to council consideration, was made by Lemke, second by Paczkowski 3-0-0.

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	\$45,167
REVOLVING LOAN FUND AVAILABLE	\$43,414
CHECKING BALANCE	\$(4,950)
MONEY MARKET BALANCE	\$67,377
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. \$10,000 is available for 2023.

Motion to approve the financial report was made by Meemken, second by Lemke 3-0-0.

Item #5: Commercial Enhancement Applications

- a. Pat Evens** - A request for \$4,000-\$5,000 of assistance for storefront improvements was made by Pat Evens for his building located at 149 Main Street to remove and replace storefront siding and add metal awnings and log siding, upon much discussion the board needed clarification on materials. No action taken.
- a.b. Kurt Wenner** - A request for \$5,000 of assistance for the replacement of rear entry stairways was made by Kurt Wenner for his building located at 49 Main Street West. Because the improvements were not 'storefront' improvements the application was denied, motion Lemke, second Meemken, 3-0-0. Ryan indicated that she would follow up with the Stearns County HRA to see if they may be able to assist. The board also thought it may be helpful to invite the HRA Director to an upcoming meeting.

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Item #6: Social History, Plan & Media Report

The Board reviewed the social media report submitted by Pine Peak Media – Joe James. The EDA also discussed which logo should be utilized for the profile picture with four samples provided. Ryan also shared that she had provided “shout out” pieces about local business investment and growth in the Community and will continue to provide additional pieces to recognize businesses ‘on the grow’ in Richmond.

Motion was made by Meemken, second by Paczkowski, to approve the social media report and approve the top right image for the profile picture (actual City logo). 3-0-0.

Item #7: Ryan Development Consulting Items

- a. Multifamily Housing – the developer was unable to join the EDA today as planned and asked that an alternative date be set in early August or they would try to attend the August EDA meeting.

OTHER ADDED ITEMS:

- b. Print Materials – Ryan updated the EDA on print materials and that C&C had provided material about their mission and helped to update the Calendar of Events. She visited with Cold Spring Record about printing and mailing and the cost is under what was authorized previously by the EDA
- c. Ryan updated the board that the DNR had responded to the request/review of signage on the trail and that it would not be allowed by DNR. Alternative locations will have to be identified. The board wanted to see how to get the blue signs on Highway 23. There was discussion about piggybacking off of the east welcome sign to Richmond and/or adding to the horseshoe sign on the west side.
- d. Renegade Truck & Equipment. Ryan reported that the loan docs were being prepared by the City Attorney and wanted to clarify that the amount listed on the financial report for the Revolving Loan Fund must be designated only for RLF use and that if all of the funds that are in that line item are not intended for RLF, a specific amount should be designated and set aside in a separate fund for that purpose as the state will require periodic reporting on activities and balances. Staff believed the amount shown on the financial report is in fact designated for RLF use only and tracked in a separate fund.

Item #8: Richmond Business Park – good construction progress on marina business.

Item #9: Other Matters - Paczkowski asked about marketing at big conferences and there was discussion about who would staff this and the expense of registering and presentation materials but maybe there were other organizations that had ‘booths’ that we could have information available at (Highway 23 Coalition) Stacy would get Ryan more info on the Coalition. A strategy and approach to this kind of marketing could be discussed further and maybe target boat or camping shows or other audiences.

Item #10: Next Meeting Date: August 15, 2023 at 6:30 p.m.

Item #11: Adjournment 8:12 p.m.