

**Meeting Minutes for City of Richmond Economic Development Authority
Wednesday, January 17, 2024 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 6:30 p.m. EDA Commissioners present: Tim Paczkowski, Kate Lemke, Terry Meemken, Dale Maus and Pat Evens. Absent was: none. Also present were: Stacy Kalthof, Deputy City Clerk, Traci Ryan of Ryan Development Consulting.

Item #2: Approval of Agenda/Additions

Ryan asked for the Gilk Project Update, Drone Video Discussion and Granite City Real Estate Partners housing project to be added to the agenda and Evens indicated he had items for Other Business. *Motion to approve agenda, was made by Maus, second by Evens. Motion carried with change noted 5-0-0.*

Item #3: Approval of Meeting Minutes December 12, 2023

Motion to approve minutes, was made by Evens, second by Maus. Motion carried with change noted 5-0-0.

Item #4: Election of Officers – following nominations, Paczkowski was nominated President, Meemken declined Vice President, Lemke was nominated Vice President and Kalthoff was nominated Secretary/Treasurer.

RESOLUTION 2024-001: Election of Officers

Motion to approve the Resolution 2024-001 naming the Officers of the EDA, was made by Evens, second by Meemken. Motion carried with change noted 5-0-0.

Item #5: Financial Report –

OPERATING BALANCE AVAILABLE	\$ 18,074.13
REVOLVING LOAN FUND AVAILABLE	\$ 43,414.20
CHECKING BALANCE	\$(4,9503.59)
MONEY MARKET BALANCE	\$ 67,155.--
BLUE BIKE BALANCE	\$ 3,2810.11

Staff was not certain if these balances were final year-end figures. The question was asked if the operating balance at the end of the year rolled over into the money market balance or what happened to it. Kalthoff would look into this and report back. Kalthoff would also ask Abdo to get the above balances to her each month by the 10th of the month so that they were available to the EDA.

Item #6: State of the Community Event 2024 –The event is scheduled for January 19th. Paczkowski would speak on behalf of the EDA and Ryan would provide him with notes and then present the top winners from the Photo Contest. Based on the EDA financial report – the EDA paid for table sponsorship and at the last meeting it was agreed to handle it in the same manner. No action was required.

Item #7: Ryan Development Consulting Items

- A. Photo Contest – all of the commissioners choices were recorded and the consensus was to name the following winners:

PHOTO CONTEST WINNERS		
Submitter	#	Photo Information:
Mike MacDonald	1	Big Lake July 1 2023 @ 10:09
Terry Niehaus	2	St Peter And Paul School, October 2023.
Amy Crandall	3	Koetter Lake photos; 4/16/23
Terry Niehaus	4	Highway 23 9/30/2022
Amy Crandall	5	Koetter Lake photo 10/19/2023
Melissa Nelson	6	Main Street on Sept. 23, 2023. The Old Bike Club stopped at Haffley’s and Corkey’s after coming off the bike trail.
Matt McCulley	7	Taken from a dock at Riverside Resort looking north toward Richmond (approximately 2 miles away)
Nicole Venechuk	8	All photos taken August 2021; East Lake
Megan Rausch	9	These photos were taken on the chain of lakes or at the Haust Farm on county road 49 9/2022
Megan Rausch	10	These photos were taken on the chain of lakes or at the Haust Farm on county road 49. 1/2023
Melissa Nelson	11	Top of Main Street General on July 15th, 2023 @ 7pm. The River Lakes Day parade was just starting.
EE Doll	12	July 4, 2023- Krons Bay

- B. Drone Video Discussion – Ryan met with Lemke & Meemken before the meeting to discuss the drone video RFP. They recommended that no specific resorts/campgrounds be called out but that they could be given an opportunity to sponsor for a 5 second highlight in it and that interviews would strive to be of one business from each sector and that ‘sponsors’ could be the businesses interviewed. The mayor interview would be eliminated so as to not date the video. The EDA should better define how and where it will be used in order to seek sponsorships and think about the cost to further market the video. Ideas included loops on TV in businesses, MN Dept. of Tourism, social media, web page, local TV, looped on TV at City Hall. Ryan thought that the producer of the material may be helpful with furthering this discussion.
- C. Commercial Enhancement Policy Discussion – Ryan Reviewed the CEP Checklist to help better understand the process for considering any applications. It was noted to remove the “fee” item; discussion of ‘code’ improvements and that while it was not a requirement, the line item was included only as information; that payment should only be made after the final inspection by the building official; all references to property liens should be removed; the board discussed and will decide at a future meeting whether this will be a grant or deferred loan program; discussion of the need to know colors to be used; question of what is ‘deferred maintenance’; item G should be removed as it refers to Lien Waivers. Further discussion and action were deferred to the next meeting.

- D. Annual Work Plan - the approved 2023 plan was included in the packet. Upon further discussion – all were in agreement on the priorities and if something timely came up, it would be addressed.

Motion to approve the 2024 Annual Work Plan, was made by Lemke, second by Meemken. Motion carried with change noted 5-0-0.

- E. Gilk Project – Ryan indicated she followed up with Gilk’s and discussed the assistance tools that were available. Commercial Enhancement Program would depend upon EDA policy, they were unsure if they would need a loan but would decide after the bank financing was determined and they want to ask the City to create a new TIF vs. using the one in place. As soon as they had these answers and final costs/designs, they would come back to the EDA/City. The EDA was generally supportive that the Council do a new TIF District.
- F. Housing Update – Ryan indicated that Mike Bobick indicated that his firm has reached agreement on the purchase of 3 +/- acres of land from Willenbring and would like to understand the potential for TIF assistance from the City. Ryan indicated that they would be looking at between 30-49 units of multifamily housing with an estimated hard cost of \$145,000 per unit. They would likely seek Work Force Housing TIF where there would not be income limits. Ryan indicated that she would be presenting this to the City Council the following evening and would like to indicate to the Council if the EDA is supportive or not. Upon further discussion the EDA indicated it was generally supportive of providing the assistance.

Item #8: Other Matters

Commissioner Meemken indicated that his term was up and that he did not feel he could dedicate the time required to the EDA with all that he had going on in the next several months.

Paczkowski indicated he would let the Council know and see about naming a replacement by the February meeting.

Councilor Evens explained how the new Housing Trust Fund works and also the possibility of having a local guide book for the area.

Item #9: Next Meeting Date: February 20, 2024 at 6:30 p.m.

Item #10: Adjournment

8:44 p.m.