

**Meeting Minutes for City of Richmond Economic Development Authority  
Tuesday, October 17, 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 6:31 p.m. EDA Commissioners present: Tim Paczkowski, Kate Lemke, Terry Meemken, Dale Maus (joined the meeting at 6:34) and Pat Evens. Absent was: none. Also present were: Traci Ryan of Ryan Development Consulting, and Jerry Wenner.

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

*Motion to approve agenda, was made by Evens, second by Lemke. Motion carried 4-0-0.*

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

*Motion to approve the minutes of the September 19th meeting, was made by Lemke, second by Evens with the change noted to Neil Fortier's comments on the Cold Spring multifamily not having any Section 8 housing certificates. Motion carried 5-0-0.*

**Item #4: Financial Report – Through September 2023**

T	OPERATING BALANCE AVAILABLE	\$ 36,818
	REVOLVING LOAN FUND AVAILABLE	\$ 43,414
	CHECKING BALANCE	\$ not available
	MONEY MARKET BALANCE	\$ not available
	BLUE BIKE BALANCE	\$ 3,281

It was noted that the Board would like to have all of the balances. *Motion to approve the financial report for September, was made by Evens, second by Meemken. Motion carried 5-0-0.*

**Item #5: Commercial Enhancement Application** - Kurt Wenner appeared to present a letter to the EDA and left the meeting. The letter was read by Paczkowski expressing his disappointment in not having his application funded and his contributions to the community. There was discussion about items in the policy not being relevant and that a special session of the EDA should be held to review all policies. Ryan also noted that it is very important that when applications are handed out that the applicant should get a copy of the policy. She also indicated that she had a draft of a checklist to follow when an application is reviewed and would share that in the next meeting packet. (Tim will provide the letter to Stacy)

*Motion to retain the letter for EDA records, was made by Evens, second by Maus. Motion carried 5-0-0.*

**Item #6: Social Media Report**

The social media report was not in the meeting packet. Ryan read the report noting that the Weeres Pontoon history, photo contest and water tower posts were the most viewed and the previous month had fantastic content and growth with 60 new followers added.

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

- A. Gilk Project – Ryan updated the Board on the meeting she had with Gilk’s. Gordy (city public works) joined the meeting. The initial drawings were preliminary – trying to get to the point that they could get engineer approval. The storefront would definitely change and likely would have the same windows as their building to the east, storm water would be addressed, and roof lines would have to be approved by building inspector and that Stacy should get the plans to planning/zoning and the city’s planner. Construction start was not anticipated until spring of next year. The question was asked if there is a deadline for Gilk’s to proceed and Gilk’s were of the understanding with the City Council that as long as they were making progress, there was no firm deadline. Evens indicated that there is a public easement on the property that should be addressed.
- B. Pontoon Sign – Ryan indicated that it may be difficult to get MnDOT approval on the site suggested to the west of Channel Marine and talked to Lemke about discussing a site between them and Channel Marine as a potential site – the topography of the site did not lend itself well and other sites would be looked at. Ryan also indicated that how the sign is designed will be important and that an old pontoon may not be the best/safest option and that it could potentially be a sculpture. It could be done on a small or very large scale. She explained the potential for a grant through the Central MN Arts Board (CMAB) to 1 – design the sign and 2 – to help fund the sign. An arts organization would be an ideal path to consider this and she asked for approval to call for individuals locally on social media to see if they may have an interest in participating in this. The representative from CMAB lives in Cold Spring and could come out to talk with those interested. The board agreed.
- C. Printing Updates – the new inquiry flyer has been printed and Ryan indicated that the direct marketing piece needs better information and she recommended waiting until future event dates were closer – the board agreed.
- D. Photo contest – As noted in the social media report – there has been a very good response to this. We have one sponsor (Renegade Truck Equipment for \$100) and C&C shared their member email list to invite other sponsors. C&C also asked that all prizes be Richmond Bucks and the EDA agreed. It was agreed that the invite to sponsor the contest should come directly from the City and so Stacy should send it out. Ryan would prepare and send it to Stacy for her to send.
- E. C&C – Ryan indicated that she was very pleased that C&C has been great about following up on the discussion they had with the EDA at their last meeting and have shared their newsletter and membership list. It was agreed that the newsletter should be included in EDA packets in the future.
- F. **Business Park** – Ryan indicated that the frontage road for the new bank site was under construction and look like it would be completed very quickly.

## **Item #8: Other Matters –**

- Commissioner Paczkowski asked if EDA members had prepared their list of items they would like to see included with a drone proposal. He shared his and there was discussion. Ryan would share this with Joe to help develop a proposal.
- Paczkowski also indicated that he had looked at the Richmond information on the Explore MN site and it was all very dated and should be addressed. Ryan would follow up.

- Ryan asked what the policy was on adding items to the agenda – is there a certain number of days that are required before something is added. The consensus was that it should be the same as the Council policy. If items are added later than that, they can only be discussed under a “public comment” portion of the agenda and no action could be taken.

**Item #12: Next Meeting Date:** With the holidays approaching the board agreed to not have a November meeting and reschedule their December meeting for earlier - December 12, 2023 at 6:30 p.m.

**Adjournment 7:46 p.m.**

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