

MINUTES OF THE BOARD OF COMMISSIONERS OF THE STAPLES ECONOMIC DEVELOPMENT AUTHORITY

April 28, 2020

The Annual meeting of the Board of Commissioners of the Staples Economic Development Authority was called to order by President Etzler at 5:02 p.m. on Tuesday, April 28, 2020 on Zoom. Present were President Etzler and Commissioners Bendson, Rice, Johnson and Gertken with Tappe attending at 5:11. With Commissioners Case marked as absent. Also present were Executive Director Melissa Radermacher, City Administrator Jerel Nelsen, Central Lakes College Dean, Adam Hayashi, Economic Alliance, Katie Heppner, Todd County Development Corporation, Rick Utech and Staples World, Mark Anderson.

Minutes of the February 25, 2020 meeting were reviewed. It was moved by Rice and seconded by Johnson to approve the minutes as presented. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Etzler-yes. None voted no. Carried.

Election of Officers was held, Bendson made a nomination for Etzler as President, Rice and Vice President and Radermacher as Secretary, Gertken seconded the nomination. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Etzler-yes. None voted no. Carried.

Appointment of Finance Committee, Rice made a motion for Tappe, Bendson and Gertken to continue being on the committee, Johnson seconded the recommendation. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Etzler-yes. None voted no. Carried.

Radermacher presented the SEDA Annual Report, the report is available on the City's website for anyone to view and the Board is encouraged to share with their respective agencies/partners. A motion was made by Bendson and seconded by Johnson to approve the annual report as presented. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

Approval of Minnesota State Facilities Use Agreement for the use of 120 acres of land for growing ag crops and conducting ag research for the annual fee of \$4,400. It was moved by Gertken and seconded by Rice to approve the facilities use agreement as submitted. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

Radermacher shared an update on Covid-19 Business Response Efforts. The SMACF Emergency Response Fund Grant Program has been created and has approved over \$16,000 grants to local non-profits and small businesses. The Chamber and SEDA have been conducting Coffee Talks via zoom for the community every Wednesday to share pertinent information with the community. There has been an Emergency Response Group formed that is a coordinated effort with Wadena County, Todd County, Wadena, Long Prairie and Staples.

A motion by Tappe, seconded by Johnson to donate \$5,000 to the SMACF Emergency Response Grant Program to assist small businesses in the community. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

Radermacher presented a Covid-19 Emergency Loan program utilizing MIF funds to assist local small businesses that were ordered to close or reduce operations directly related to the Governor's Executive Order 20-04 and those effected by later executive orders. A motion by Johnson, Seconded by Rice to approve the loan program, Gertken requested an addition to the requirements section to allow more flexibility. Johnson made a motion to approve the loan program with suggested change, Rice seconded. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

STEP requested a 3 month deferral of payments on the Baby Steps property for the months of May, June and July with payments resuming August 2020, due to a hardship from the Covid-19 closures. The three months of payments will be added to the end of the loan and will extend the term out three additional months. There was a motion by Tappe, seconded Bendson to defer the STEP Contract for DEED payments for three months, May, June, July resuming payments August 2020 and to extend the term of the loan by the additional three months. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

Radermacher shared an update on the 2020 Paint the Town program. The committee is still planning to move forward with painting homes this year. There will not be requests sent to local businesses for sponsorships this year as many of the businesses that donate have been negatively affected by Covid-19. There are funds in reserve that can be used to support the program this year.

The SMBP Cleanup Assistance program is still planning to be held this year, dependent on the City's ability to hold the annual cleanup day.

Radermacher shared an update on the Child Care project. The application has been submitted to SMACF for \$3250 to complete the match requirement of the program. The SEDA must spend the grant from IF by June 30th, they have changed the requirements to allow for retention as well as new slots in response to the changes that have come with Covid-19.

Radermacher shared an update on the Welcoming Communities project. The next meeting will be held on April 9th, the program has been paused with meetings anticipated to resume in June 2020.

Radermacher shared an update on the Shovel Ready application. The application has been preliminary approved and we have started marketing the site.

Radermacher shared an update in the new SEDA brochure. The brochure is nearly complete and should have a sample for the May board meeting.

Radermacher shared an update in the Connecting Entrepreneurial Communities Conference. Due to Covid-19 this conference is being rescheduled for Fall of 2021.

Radermacher shared an update of the Batchelor Building project. Due to Covid-19 response taking priority this project was put on hold, temporarily however there will be a board meeting held in May to discuss the impact to the project and how we move forward. There is uncertainty on how the bonding bill is going to progress and what that will look like for 2020.

Rice gave an update on Lakewood Health System, there have been 10 total positive Covid tests and business is starting to pick up again for general medical visits.

Johnson shared an update on the Staples Chamber, Britney's last day will be Friday, May 1st, at this time the board is planning to move forward with Railroad Days.

A motion by Rice, seconded by Johnson to adjourn the meeting at 6:23 pm. Roll call vote was taken, Rice-yes, Bendson-yes, Gertken-yes, Johnson-yes, Tappe-yes, Etzler-yes. None voted no. Carried.

Melissa Radermacher, Secretary