

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

August 28, 2018

Prior to calling the meeting to order, the board viewed the comprehensive plan video created by Sourcewell as part of the comp plan update.

The regular meeting of the Board of Commissioners of the Staples Economic Development Authority was called to order by President Etzler at 5:09 p.m. on Tuesday, August 28, 2018 at the Staples Police Department. Present were President Etzler and Commissioners Kolling, Rice, Lund, Yoder and Case. With Johnson marked as absent. Also present were Executive Director Melissa Radermacher, Jerel Nelsen, City Administrator, Rick Utech, Todd County Economic Development Corp. and Staples World Mark Anderson.

Minutes of the July 24, 2018 meeting were reviewed. It was moved by Kolling and seconded by Yoder to approve the minutes with the change of Kolling to Case for approval of June minutes. Etzler, Kolling, Rice, Lund, Yoder and Case voted yes. None voted no. Carried.

Radermacher updated the board on the Legacy Trail expansion project. Funding from Sourcewell in the amount of \$33K has been approved and received so far. Applications have been submitted to Compeer and Initiative Foundation in the amount of \$5,000 to each agency, waiting to hear of approval. Met with Bolten and Menk to discuss amending the original estimate to be able to start the process of the study and adjust as funding is received. Bolten and Menk are creating a new budget estimate that includes tiered services pending amount of financing we receive.

Radermacher shared the discussions of STEP Inc. purchasing the Baby Steps location from the SEDA. Meeting is scheduled for Thursday July 30<sup>th</sup> to start that process.

Radermacher updated the board on Giovanni's Pizza. The Staples location closed on June 30<sup>th</sup> stating it was due to a lack of quality employees. The Brainerd location is also being closed for the same reasons. The bank has requested that the city sign off on the Small Cities mortgage liens to make the property more saleable, which is approx. 22k of small cities funds. The bank is cleaning up the building and we are looking for potential buyers, if the site is not sold in a few months it will be listed with a realtor. The bank is hopeful that it will sell for about \$218k which would clean up the banks \$170k and SEDA/NCEDA \$24k.

Nelsen and Radermacher shared an update on the current development projects including Casey's gas station which plans to open in September, Dokken/Gagnon professional/medical building the eye clinic plans to start operating in new building sometime in October with the dental clinic opening later and the Cardinal Pines apartments which are on schedule.

Radermacher shared an update on Paint the Town stating that the majority of the dates have been set throughout September.

Radermacher shared the tourism meeting minutes.

Lund shared an update on the School Facilities, they shared marketing materials for Build 2170 at the Railroad Days Parade. The committee and superintendent are scheduling time at volunteer meetings and community groups to share information and answer questions in the coming months. Lund plans to invite the superintendent to the next SEDA meeting in September. Architectural process is on hold until the dispute with FJJ can be resolved, potentially done in October. The LEAP executive committee met with members of the facilities committee to identify ways that LEAP can help share information.

Nelsen shared an update of the Community Center project, survey results will be shared soon, a piece that seems clear is that the community feels the City and School should work together when it comes to updated facilities. The community center decisions depend on what the school decides they are going to do.

Radermacher shared on a variety of potential projects that are in the works including a counseling center that is considering adding location in Staples. A potential business interested in building in the industrial park would be looking at possibly 5 acres

w/ new 5000 sq. ft. building, they are currently working on the business plan. If that project moves forward Radermacher is considering creating 4- 5 acre shovel ready lots using BDPI grant through DEED.

The Batcher Building is back on the horizon. The owner has new plans created by her architect and has set up meetings with the preservation office, fresco painter, contractor and architect. Will be meeting with the LEAP executive committee in September as well.

A thank you letter from Todd County Development Corp. for being a partner sponsor was shared with the board and TCDC Executive Director shared his thanks for the partnership.

A motion was made by Kolling and seconded by Rice to adjourn the meeting at 6:02 p.m.

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Melissa Radermacher, Secretary