

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

February 27, 2018

The regular meeting of the Board of Commissioners of the Staples Economic Development Authority was called to order by President Etzler at 5:19 p.m. on Tuesday, February 27, 2018 at the Staples Police Station Conference Room. Present were President Etzler and Commissioners Case, Johnson, Rice, Yoder and Kolling. With Lund marked as absent. Also present were Executive Director Melissa Radermacher, Staples City Administrator Jerel Nelsen and Staples World Mark Anderson.

Minutes of the January 23, 2018 meeting were reviewed. It was moved by Kolling and seconded by Johnson to approve the minutes as presented. Etzler, Case, Johnson, Rice, Yoder and Kolling voted yes. None voted no. Carried.

Public hearing for sale of land legally described as, Lot 11 Block 1 and Outlot A, Lakewood Estates to Staples Multi-Family was opened at 5:20 pm. There was a question from Mark Anderson regarding the trees and whether they will be cut down. Discussion was held that they will be cut down using a contractor. Rachel Johnson asked a question regarding sidewalks and trails, it was discussed that the current trail system runs just across the street from the building site. No other discussion was held and the public hearing was closed at 5:23 pm.

A motion was made by Yoder and seconded by Kolling to approve the Purchase Agreement to sell land to Staples Multi-Family for the purpose of developing market rate apartments, sale contingent upon approval of TIF district by the City Council. Discussion was held in regards to TIF in general. Etzler, Case, Johnson, Rice, Yoder and Kolling voted yes. None voted no. Carried.

A motion was made by Kolling and seconded by Johnson to approve submittal of a letter of support to Wadena and Todd County for their applications to the state for the opportunity zones program which will include census tracts that Staples is a part of. Etzler, Case, Johnson, Rice, Yoder and Kolling voted yes. None voted no. Carried.

Radermacher shared that the City of Staples will be submitting an application to the NJPA Innovation Funding program, the application will be to fund a feasibility study to connect the current trail system to Pillager which has future plans to connect to the Paul Bunyan trail system. The application will be in the amount of approximately \$60,000.

Radermacher shared an update regarding the development of a professional/medical building which will house an eye clinic and dental office. The project is proposed to be built along HWY 10 next to the Vets Park and will be brought to City Council for approval of an economic development tax district and sale of the city owned land.

An update was shared by Nelsen on the Caseys gas station development, the closing took place February 9<sup>th</sup> for all property owners. Project will break ground in the spring.

Radermacher shared an update on the Tourism Marketing/Lodging Tax Board. The board met on February 16<sup>th</sup> and approved the budget and marketing plan, also decided on a dedicated meeting date/time/location, which will be the 3<sup>rd</sup> Friday every month at 10:30 at Lakewood. See separate minutes for more details.

Radermacher shared an update on the City's Comprehensive Planning project. NJPA, our consultant, are in process of writing the full plan and will likely have a draft available in March.

Radermacher shared an update regarding the Good Life project. The filming process is complete, DRAFT videos were viewed by the board, edits and additions are being made. Final videos should be available in early March.

An update was shared in regards to the school facilities, the board has identified a preferred choice of one school building k-12 at the current high school location. They are working through how to lay that out in the location. If that choice doesn't work, they

would go with the second option of two buildings in Staples keeping the elementary school and the high with renovations to both facilities. They have a new board member, Brad Anderson who took over Dave Hoemberg's seat.

An update was shared regarding the community center, the group met again on Feb. 21<sup>st</sup>. It was decided that a feasibility study would be the next step to identify what can be done. Lakewood will take the lead on the study.

Radermacher updated the board on the GiANT Lunch and Lead that was held February 23<sup>rd</sup>, very successful with over 40 participants, NJPA has offered a sponsorship of \$1,000 which will cover the majority of the lunch expense. The next session is scheduled for March 23 from 12-1 at NJPA.

Radermacher updated the Board on several other projects/programs that are in the works, including starting the annual EDA report which will change to align with the SEDA Strategic plan, paint the town, and the possibility of a project with CMHP. Also the city dept. head staff will be going through the GiANT leadership program starting in May or June, this is being paid for by NJPA.

**OTHER BUSINESS:** Discussion was held around McKechnie and that it is scheduled to close its doors in March 18. They do have a possible buyer and are working through that, they employ approximately 15 people, most have found new positions and others are planning to retire. The company has also worked out a severance package for the employees.

A motion was made by Yoder and seconded by Johnson to adjourn the meeting at 6:43 p.m.

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Melissa Radermacher, Secretary