

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

June 26, 2018

The regular meeting of the Board of Commissioners of the Staples Economic Development Authority was called to order by President Etzler at 5:15 p.m. on Tuesday, June 26, 2018 at the Staples Police Department. Present were President Etzler and Commissioners Johnson, Rice and Kolling. With Lund, Yoder and Case marked as absent. Also present were Executive Director Melissa Radermacher, Jerel Nelsen, City Administrator, Rick Utech-TCDC and Staples World Mark Anderson.

Minutes of the May 22, 2018 meeting were reviewed. It was moved by Kolling and seconded by Rice to approve the minutes as presented. Etzler, Johnson, Rice and Kolling voted yes. None voted no. Carried.

Sponsorship request for TCDC in the amount of \$1,000 was presented by Rick Utech of TCDC. It was moved by Kolling, seconded Johnson to approve the request of \$1,000. Etzler, Johnson, Rice and Kolling voted yes. None voted no. Carried.

Sponsorship request for the annual Business Award was made from the SMACF in the amount of \$250.00. There was discussion that this request aligns with SEDA's mission. A motion by Rice, seconded by Kolling to approve the request as submitted. Etzler, Johnson, Rice and Kolling voted yes. None voted no. Carried.

Discussion of loan programs and marketing of those programs were discussed. It was stated that SEDA should work with the Chamber, LEAP and other community groups to spread the word in addition to direct mailing via postcards and face-to-face visits to area businesses.

A potential awning and façade loan application was discussed. Discussion was held regarding the type of loan that should be used, the decision to have the company apply for the Commercial Exterior Building Maintenance Loan as that would be a better fit for the request.

Radermacher shared an update on the Comprehensive Plan update, the final version is being presented to the council at the June 26th meeting for final approval and adoption. Additional materials including a video, coffee table book and online material will be created after this approval.

Radermacher share an update on the Innovation Funding application to Sourewell for a feasibility study to extend the Legacy Trail 20 miles to Pillager. Staples received \$33K of the \$50K requested, staff is exploring additional options for funding the difference.

Nelsen and Radermacher shared an update on the current development projects including Casey's gas station, Dokken/Gagnon professional/medical building, Staples Multi-Family apartments and CMHP Affordable Housing, received 8 letters of support/commitment from local businesses that includes \$1500 in financial commitment from 3 businesses including Timberlake Hotel, TCDC and Sourcewell which will greatly help strengthen the application to MN Housing Finance Agency.

Radermacher shared an update on Paint the Town, received sponsorships of \$3800 in cash and another \$1200 in in-kind. 6 applications received so far. The committee will be meeting to review and select homes on June 27th.

Radermacher shared an update on the Tourism Marketing/Lodging Tax Board. The board met on June 22nd, a focus is being put on completing the Tourism Assessment, updates include membership of Heartland Association, Billboard update, and Discover Staples website expanded to include tourism. Next meeting is scheduled for August 17th.

Nelsen shared an update on the School Facilities, they have narrowed the location down to the current elementary location. There was lots of discussion on the need to have additional information available from the school to the SEDA board. SEDA can be a channel of sharing correct information on the project.

Nelsen shared an update of the Community Center project, sent out surveys and have received about 400 plus responses to date. The survey will give a better idea on whether we are in the right track.

Radermacher updated the Board on several other initiatives including the changes at the Chamber, working with potential start-up businesses, GiANT Leadership training for Dept. Heads and the CLC 50th Anniversary Celebration.

Commissioner Johnson shared on her Sisters with Sass Mentoring program for woman.

A motion was made by Yoder and seconded by Johnson to adjourn the meeting at 6:40 p.m.

Melissa Radermacher, Secretary