

Harmony EDA Minutes

January 10, 2013
7:30 AM

Council Room
Community Center

Present: Chris Skaalen, Steve Cremer, Steve Donney, and Andy Batstone

Also Present: Theresa Knutson, Emily Ellis, Jerome Illg, and Chris Giesen

Meeting was called to order 7:32 AM by Chris Skaalen

Heritage Grove

Theresa Knutson was present to discuss Heritage Grove. Theresa gave the operations report.

The board briefly discussed an update from the realtors regarding the sale of the property.

Illg reported that the Class F license issue seemed to be resolved as Mark Dixon had reported the State had recently issued the license to Oxford.

Chamber

Emily gave the chamber report. She gave an update on recent and upcoming events including the chamber annual meeting. She reported that they received a \$4,000 Explore Minnesota tourism grant and that membership was at the same level as last year. Also, the City of Peterson purchased pages in our visitors guide which should prove to be a positive thing from a marketing standpoint.

It was also mentioned that there were about 9,000 visitors that stopped at the visitor's center in 2012 which was about a 20% increase from 2011.

The Ms. Harmony program was also discussed.

Election of Officers

The board discussed the officer positions. Skaalen asked for nominations three times. Hearing no nominations, motion by Donney, second by Batstone that nominations cease and a unanimous ballot be cast to elect Chris Skaalen as President, Steve Cremer as Vice President, and Deb Swenson as Secretary/Treasurer. Motion carried unanimously.

Skaalen appointed Cremer and Donney to the Heritage Grove Committee.

Skaalen appointed Swenson and Batstone to the Loan Committee.

Authorized signatories to the Heritage Grove accounts were discussed. Motion by Skaalen, second by Cremer to update the authorized signatories to all Heritage Grove accounts to only Chris Skaalen as EDA President, Jerome Illg as City Administrator, and Mark Dixon and Theresa Knutson as the property managers via Oxford Property Management. Motion carried unanimously.

Minutes

Motion by Donney, second by Batstone to approve the minutes from the December 6, 2012 and December 13, 2012 meetings. Motion carried unanimously.

Financial Reports and Claims

Illg gave an update on revolving loans. There was one payment claim from CEDA for \$6,499 for first quarter economic development staffing services. Motion by Donney, second by Batstone to approve the financial report and pay the claim as requested. Motion carried unanimously.

Illg and Giesen presented a written request from Ralph and Carol Beastrof regarding their revolving loan. The letter addressed the fact that the balloon payment of \$8,627.86 is due February 2013 and asked to modify their loan to postpone the balloon payment due in 2013 and continue with the \$2,000 annual payments, due each February, until a final payment can be made in February 2016. They proposed that the interest rate remain at 4% APR until repaid. Illg mentioned that the Beastrof's were proactive with the issue and notified the city promptly. The EDA discussed that the loan would continue to accrue interest, payments were current, and that the Beastrof's were proactively trying to solve the issue. It was also mentioned that the loan fund itself was currently well funded. Motion by Batstone, second by Cremer to modify the Ralph and Carol Beastrof loan as proposed. Motion carried unanimously.

Small Cities Block Grant

Giesen updated the board on the small cities block grant application that CEDA was submitting on behalf of the community. He reported that the city did not score well enough to continue in the application process, but that CEDA would apply for the grant again at no cost during the next round.

EDA Overview

Giesen went through a handout outlining what economic development authorities are, what they can do, and how meetings should go. He reported that generally Harmony has been an example of how EDAs should work and congratulated the board for their work and efforts.

He mentioned that this was the first part of a multi-meeting discussion aimed at generating new ideas and projects for the EDA. At the next meeting the board should do some strategic planning and SWOT analysis to help generate further ideas and take an assessment of where things are currently. The board concurred.

Consensus of the board was to continue with the strategic planning and that in March or April the EDA should hold a joint meeting with the city council and planning and zoning commission to discuss future development in the community and get each of the groups familiar with one another.

Prospects

Prospects were discussed.

Other Business

There was no other business.

Motion by Skaalen, second by Cremer to adjourn the meeting. Meeting adjourned at 9:21 AM.