

MINUTES
Chisholm Economic Development Authority

September 20, 2010

Present: Chairperson Jugovich, Ron Novoselac, Shannon Kishel-Roche, Veda Ponikvar, Larry Killien

Absent: Tim Larson, Bobbi Jo Amic

Others Present: City Administrator Mark Casey, Terry Rupar, Development Director Amy Rice

1. Meeting called to order by Mayo Jugovich at 3:01 p.m.

- **Motion to adopt the agenda.**

By: Kishel-Roche 2nd: Novoselac Motion passes unanimously.

2. Public Participation: None

3. Approve Minutes:

- **Motion to approve minutes of meeting of July 19, 2010.**

By: Novoselac 2nd: Killien Motion passes unanimously.

4. Reports: Chairperson- no report

Treasurer – DDA Balance \$13,881

Directors – V. Ponikvar discussed the Welcome Home Ceremony held for the 114th Transportation Company on Saturday, Sept. 19th. Everything went well, the soldiers and their families were very appreciative.

S. Kishel-Roche mentioned Fire Days is concluded and the Chamber is moving on to the Field of Screams and Doc Moonlight Graham Days planning.

Development Director – A. Rice reported on the following:

- The initial Greenstone Group meeting was well attended. Eight businesses participated and an addition five requested material. A sample coaching day will be held on Sept. 29th.
- Business North Directory – the CDA approved \$220 for a monthly listing in the publications. Request for the EDA to pay ½.
 - **Motion for the EDA to pay \$110**
By: Kishel-Roche 2nd: Killien Motion passes unanimously
- Planning Grant – Eric Stoller from St. Louis County discussed the process to apply for a County Planning Grant with Administrator Casey and Director Rice. The county will cover up to \$50,000 or 75% of the cost of updating a plan. The entity applying must cover 12% , the remaining 13% can come from another source. This will be made an agenda item at the next meeting.
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City Administrator – Met with Duane Northagen from HEDA, IRRRB and Red Lowen from the Airport Authority regarding the spec building. No new activity.

5. Communications:

- Thank you from KC PRO Snowmobile Racing

6. Unfinished Business:

- **Anderson Lubricants:** Administrator Casey reported that they will be closing on the Builders Lumber Building purchase soon.
- **Hwy Billboard:** The billboard should be going up this week.
- **Antique Emporium:** No report. Will be removed from the agenda.
- **Serving Hands:** Ready to close. Still looking for fill from the city.
- **Lee Aultman:** Wants to close on the purchase of the first lot (Lot 4) with an option on Lot 5 for five years. He may need to purchase wetland credits. A discussion took place regarding the cost of each credit. L. Killien mentioned you are generally charged 1 ½ to 2 credits per acre with each credit running around \$10,000. Lou Cianni is working on the purchase agreement. Some of the site prep can be included in the grant funds, we may be able to use some funds for wetland credits. Lot 5 may need a retention pond which may qualify for wetlands. Mr. Aultman is looking into the possibility of a Business Center on Lot 5. R. Novoselac mentioned lighting has always been an issue in the area. Concern about the 5 year option was discussed. A “Right of First Refusal” may be a better option.

7. New Business:

- **Directors Invoice:** Expenses will be presented monthly and a quarterly report submitted for approval of payment.
- **Land Acquisition:** Planning & Zoning will be looking at expansion of the Corporate Boundaries.
- **Companies Available:**
 - **Magnetation:** Director Rice has been in contact with their Public Relations Director Sara Nicholls. She has requested a meeting to discuss their needs for a headquarters building. Request to invite Terry Rugar to the meeting.
 - **Builders Lumber:** Director Rice has been working with Jay Berger to find a new home for Builders Lumber. They will need to vacate their existing site when the sale with Anderson Lubricants is finalized. He would still like the Hwy frontage property directly across from his existing building. A brief

outline of his intentions was presented at the meeting. Director Rice to follow-up.

- Duluth Ready Mix: they would like to set up a temporary plant to accommodate the business they will receive with the water treatment project next summer.

- **Directors 90 Day Review:** Tim Larson, representing the CDA has requested a member of the EDA to help evaluate Amy Rice as the Development Director. He plans to work on the evaluation the beginning of October.

- **Motion to appoint Bobbi Jo Amic to the Committee.**

By: Killien 2nd: Ponikvar Motion passes unanimously.

8. Other: V&S Variety: Director Rice, Pete Makowski, Terry Rugar and Administrator Casey will be meeting with a DEED Representative to discuss the situation and V&S and determine if DEED has any programs available to help them out.

9. Adjourn:

- **Motion to Adjourn at 4:05pm.**

By: Novoselac 2nd: Kishel-Roche

Motion passes unanimously.

Next Meeting Date Oct. 18, 2010.

Respectfully Submitted
Amy Rice