

**MINUTES**  
**Chisholm Economic Development Authority**

**June 21, 2010**

**Present:** Chairperson Jugovich (arrived 3:10), Ron Novoselac, Larry Killien, Tim Larson, Shannon Kishel-Roche, Bobbi Jo Amic, Veda Ponikvar (departed 4:00)

**Absent:**

**Others Present:** Administrator Casey; Terry Rugar, Director Amy Rice

**1. Meeting called to order by Councilor Novoselac at 3:05 p.m.**

- **Motion to adopt the agenda.**

By: Kishel-Roche 2<sup>nd</sup>: Larson

Motion passes unanimously.

**2. Public Participation:** None

**3. Approve Minutes:**

- **Motion to approve minutes of meeting of April 26, 2010.**

By: Larson 2<sup>nd</sup>: Amic

Motion passes unanimously.

**4. Reports:** **Chairperson-** Discussed the EDA's role in the 114<sup>th</sup> Transportation Company Welcome Home on Sept. 19<sup>th</sup>. V. Ponikvar mentioned that there may be more people in attendance than at the sendoff.

**Treasurer** – (L. Killien-no report) Administrator Casey stated that there is an outstanding invoice in the amount of \$2,527 owed to the City of Chisholm but it will be paid out of the 2011 budget.

**Directors** – no reports

**Chamber** – S. Kishel-Roche mentioned the office will be closed June 22-24 for remodeling due to the fire damage. The chamber will be holding a half-affle on July 15<sup>th</sup> @ The Tempo Room. A retail meeting was recently held and it was decided that Sidewalk Sales will be held in conjunction with Fire Days on Sept. 11<sup>th</sup>. The Parade, Kiwanis Kids Day, Chamber Expo and the Chamber Ball Drop will all take place on the 11<sup>th</sup>. Fire Days will run from Sept. 3-19. The Tourism Brochure is close to being printed and should be out in stores soon.

**CDA** – T. Larson advised that the CDA has reviewed the work plan of A. Rice. One Main Street loan has been closed for \$30,000 and two \$100,000 CDA loans have been approved.

**City Administrator** – M. Casey mentioned that there was an issue with the transfer of the Kotula property involving the number of parcels. Construction will begin once title is cleared and financing closed.

**5. Communications:**

- None

**6. Unfinished Business:**

- **Director's Position:** Administrator Casey requested support from the EDA for the hiring of Amy Rice as the Chisholm Development & Economic Director. Rice was hired by the CDA earlier in the month.
  - **Motion to support the decision of the CDA in hiring Amy Rice.**  
By: Ponikvar 2<sup>nd</sup>: Jugovich Motion passes unanimously.
- **Role of Director and Administrator:** Administrator Casey discussed the role Director Rice will take with the EDA. A. Rice will become the Recording Secretary for the EDA and follow up on EDA business as directed. Administrator Casey and Chairperson Jugovich will be kept apprised of activity of the Director as needed. Email may be used as a communication tool, any email votes need to be posted.

**7. New Business:**

- **Budget 2011:** City Clerk Krampotich and Administrator Casey will work on the first seven budget items. T. Larson provided some numbers he has put together. S. Kishel-Roche requested a Finance Committee be formed. The committee will consist of Administrator Casey, T. Larson, and Director Rice. Salary budgeting was discussed as was budgeting for the acquisition of property. Members would like to see the HRA more active in property acquisition and A. Rice was directed to set up a meeting between the CDA, EDA and HRA Director Bob Vicari. B. Amic will work on getting some figures regarding property acquisition costs.
- **Anderson Lubricants:** Administrator Casey reported that they are anxious about the Maturi/Rudstrom sites. They have been sent the closure letters from the MPCA but still have concerns. A. Rice directed to follow-up with them along with Administrator Casey to gauge interest in a retail facility. The sale price for the property was \$30,000 or \$10,000 per acre. Because this would be a new structure, IRRRB funding would not be tied to a grant cycle.
  - **Motion for Director Rice and Administrator Casey to engage Anderson Lubricants.**  
By: Kishel-Roche 2<sup>nd</sup>: Ponikvar Motion passes unanimously.

- **Work Plan:** Director Rice's Work Plan was discussed along with the timeline provided. Members are encouraged to add to the list. A. Rice directed to move forward with the plan.
- **Billboard Advertisement:** A. Rice presented a plan tentatively approved by the CDA for billboard advertising of lot space in town. The Chamber currently leases the sign out. Cost for advertising would be \$3,000 annually to be split with the CDA. Sign production would be at the Chambers expense as long as a three year commitment is made.
  - **Motion to accept the proposal and present a mockup at the next meeting.**  
By: Amic 2<sup>nd</sup>: Kishel-Roche Motion passes unanimously.

**8. Other:** S. Kishel-Roche mentioned she had heard statistics regarding home sales in Chisholm. B. Amic said she would be able to provide data regarding sales for the next meeting. She mentioned lay-offs as one of the issues. Employees just returning to work are just now becoming eligible for financing. She also mentioned that Chisholm does have an advantage with Rural Development Loans in Chisholm allowing 100% financing, not all communities can offer this.

## **9. Adjourn:**

- **Motion to Adjourn at 4:25pm.**  
By: Larson 2<sup>nd</sup>: Novoselac Motion passes unanimously.

**Next Meeting Date July 19, 2010.** (CCF Golf Outing is the 4<sup>th</sup> Monday)

Respectfully Submitted  
Amy Rice