

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, February 3<sup>rd</sup>, 2010

## Meeting Minutes

---

Members present in **bold**.

### Members

**Tim Ulrich**

**Chad Czmowski**

**Steve Jansick**

**Jim Haugen**

**Mike Retterath**

**Mike McGraw**

**Daron Vanderheiden**

### Staff

**Miles Seppelt, EDA Director**

**Patrick Brama, EDA Assistant**

**Steve Heintz, Assistant Finance Director**

### Liaison

**Bill Corby, Chamber President**

---

#### **I. Call to Order**

Tim Ulrich called the meeting to order at 11:37AM.

#### **II. Approve Agenda – No action.**

#### **III. Review Meeting Minutes**

##### **A. December 23<sup>rd</sup> Board of Directors**

**M/S/P:** McGraw, Retterath to approve the minutes as written; passed unanimously.

##### **B. December 16<sup>th</sup> Finance Team**

**M/S/P:** Jansick, McGraw to approve the minutes as written; passed unanimously.

#### **IV. Review of December Financial Statements – Finance Director**

Assistant Finance Director Steve Heintz presented the December EDA financials:

- Operations had a total of \$160,742 in cash available. \$102,391 was unreserved and \$56,736 was reserved for future land purchases, being proceeds from the sale of land to Warrior Mfg. in 2005.
- For the month, \$77,039 in revenue was received and expenditures totaled \$9,671 – primarily salary expense.
- The Economic Development loan fund has \$86,544 in cash available, loans receivable totaling \$62,187 and \$25,000 on deposit with MCCF. Loan repayments totaled \$680 for the month.

- The Downtown Loan Fund has \$361,672 in cash available and loans receivable totaling \$690,573. Loan repayments totaled \$7,780 for the month.
- The MIF loan fund has \$171,939 in cash available and loans receivable totaling \$541,752. Loan repayments totaled \$8,553 for the month.

**V. Director's Report**

Staff provided an update on the status of current projects:

**A. Industrial Park**

Staff indicated that work would resume in May. 90 days of street construction is pretty much all that remains and the park will be 100% complete by August 2010.

**B. NuCrane Manufacturing**

Construction of NuCrane Manufacturing is on schedule. Currently, EDA is waiting for the final equipment invoices from NuCrane to complete the MIF loan closing.

**C. County EDA**

County EDA Committee members are due to meet again on February 4, 2010 to review a draft enabling resolution, program of work, staff job description and budget.

**D. Company "X"**

- No new information

**VI. Elect EDA Officers**

	<u>Current</u>
<b>A. President</b>	Tim Ulrich
<b>B. Vice-President</b>	Mike McGraw
<b>C. Treasurer</b>	Steve Jansick
<b>D. Secretary*</b>	EDA Intern
<b>E. Assistant Treasurer*</b>	Jeremy Carter

\* Can be non-EDA Board members

**M/S/P:** Haugen, Retterath to re-elect the current slate of EDA officers. Passed unanimously.

**VII. Review of 2009 Annual Report**

Staff indicated that due the current load of projects, the annual report has not yet been completed. Hopefully the report will be completed in time for the February meeting.

**VIII. Contract with County: economic development project**

EDA staff was recently contacted by a company that is seeking to establish an organic greenhouse for the large scale production of vegetables for sale to twin cities supermarket chains.

The company would heat their greenhouses from the waste heat generated from electrical generators operated by Waste Management. These generators use methane generated by the land fill for fuel.

The project would create 60 jobs within two years. The jobs would pay \$15 per hour at start, with full benefits.

Staff notified the county of this opportunity, and that initiated a conversation about the possibility of the county contracting with the Hutchinson EDA for economic development services for this project.

Staff has contacted DEED about this project, and a preliminary determination has been made that the project is eligible for both JOBZ and the Minnesota investment Fund. Up to \$500,000 of federal money could be available as a grant to the county. The county would lend the money to the company for equipment, and as its is repaid, those dollars could form the basis of a McLeod County revolving loan fund.

Successful completion of the project may also move the County EDA proposal closer to reality.

Staff has put together a very rough estimate of how many hours would be needed to put JOBZ into place and complete the MIF grant writing and implementation process.

The Board discussed this opportunity at length.

**M/S/P:** Jansick, McGraw to authorize EDA staff to contract with the county for this project and to recommend and request approval by the Hutchinson City Council. Passed unanimously

**IX.** Review pricing of Industrial Park Lots

In conjunction with the city's engineer and finance director, EDA staff has reviewed the pricing of lots in the new industrial park and is proposing the following pricing structure:

<u>Block</u>	<u>Lot</u>	<u>Total Acres</u>	<u>"Dry" Acres</u>	<u>Final Lot Price</u>	<u>Per Acre Price</u>	<u>Notes</u>
1	1	3.09	3.09	\$92,700	\$30,000	
2	1	7.5	7.5	\$225,000	\$30,000	
2	2	11.38	7.88	\$236,400	\$30,000	
2	3	13.5	8.78	\$263,400	\$30,000	
3	1	10.5	10.5	\$315,000	\$30,000	Sold to Warrior
3	2	9.32	4.11	\$123,300	\$30,000	
3	3	6.99	3.18	\$127,200	\$40,000	5th Ave; Additional infrastructure
	Outlot "A"	1.72	1.72	\$51,600	\$30,000	Sold to Warrior
	Hackbarth Lot	5.65	5.65	\$197,750	\$35,000	5th Ave. Additional infrastructure & will need pond
<b>Total, All Lots Sold</b>				<b>\$1,462,850</b>		

**Owed to CIF**            **\$1,367,190**  
**Net Profit**              **\$95,660**

The methodology used to arrive at these prices was reviewed.

Discussion ensued.

**M/S/P:** Retterath, Czmowski to approve the industrial park lot pricing plan as presented.

**X. Grant & Loan Applications**

**Storefront Revitalization Matching Grant**

Hutchinson Health Care Hospital Auxiliary  
25 Main Street North

**\$740**

**M/S/P:** Haugen, Jansick; to approve the grant request; passed unanimously.

**Downtown Loan Program**

Lorraine Meyer Building  
2 Main Street

**\$35,000**

**M/S/P:** Haugen, Jansick; to approve a loan in an amount not to exceed \$35,000 and subject to all necessary documentation being submitted. Jim Haugen abstained from the vote. Passed unanimously.

**XI. Other Business**

▪ **Lots on 5<sup>th</sup> Avenue (5.65 acres & 5.7 acres)**

Staff indicated that these two lots would need to be maintained in the summer and inquired if they should be advertised for lease.

After discussion it was decided that it would be impractical to lease out the lots, due to their small size. Instead staff will look for a local farmer to plant the lots with grass for haying, on the understanding that there would be no rent and no compensation to the farmer if the lots were developed.

▪ **Hwy 15 Corridor Resolution of Support**

**M/S/P:** Retterath, McGraw to pass the resolution as presented.

**XII. Chamber Update**

Chamber President Bill Corby updated the EDA Board on current Chamber of Commerce activities.

**XIII. Set Next Meeting – February 24<sup>th</sup>**

**XIV. Adjourn**

With no further business to attend to, the meeting was adjourned at 12:49 PM.

Respectfully Submitted,

Patrick J. Brama  
EDA Assistant

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, February 24<sup>th</sup>, 2010

## Meeting Minutes

---

### Members

**Tim Ulrich**

**Chad Czmowski**

Steve Jansick

Jim Haugen

Mike Retterath

**Mike McGraw**

**Daron Vanderheiden**

### Staff

**Miles Seppelt, EDA Director**

**Patrick Brama, EDA Assistant**

**Jeremy Carter, Finance Director**

### Liaison

**Bill Corby, Chamber President**

**NuCrane Mfg. Tour**

11:30 AM Wednesday

April 28<sup>th</sup>, 2010

**\*\*Meet at NuCrane\*\***

---

#### **I. Call to Order**

EDA President Tim Ulrich called the meeting to order at 11:35 AM.

#### **II. Approve Agenda – No action.**

#### **III. Review Meeting Minutes**

##### **A. February 3rd Board of Directors (January meeting)**

**M/S/P:** McGraw, Czmowski to approve the minutes as written. Passed unanimously.

##### **B. January 20<sup>th</sup> Finance Team**

**M/S/P:** Ulrich, McGraw to approve the minutes as written. Passed unanimously.

#### **IV. Review of January Financial Statements – Finance Director**

- Cash available for operations is \$150,219.
- The Economic Development Loan Fund has \$88,276 in cash available and assets totaling \$207,012. All loans are current.
- The Downtown Revolving Loan Fund has \$368,951 in cash available, \$682,719 in loans receivable and has assets totaling \$1,252,999. All loans are current.
- A total of \$10,329 in revenues was received (loan payments and interest earnings) for the Downtown Loan Fund.
- The MIF Loan Fund has \$180,492 in cash available, \$500,000 in grants receivable and \$533,217 in loans receivable. Total assets are \$1,213,709.
- The MIF Loan Fund collected \$8,553 in loan repayments and interest earnings.

**M/S/P:** Czmowski, Vanderheiden to approve the financial report. Passed unanimously.

## V. Director's Report

### A. Industrial Park

- Infrastructure work will pick up again around mid-May and be complete by August 1<sup>st</sup>.
- City received \$240,000 of the \$250,000 state grant – the remainder will be collected once the project is completed later this summer.
- City staff has submitted payment request # 1 to the Federal Government, in the amount of approximately \$550,000. The total grant is \$950K.

### B. NuCrane Manufacturing

- Staff is working to close on the \$500K MIF loan.

### C. County EDA

- The County EDA Exploratory Committee met on February 4<sup>th</sup> to review a draft enabling resolution, budget, project list and staff job description. The next step will be a workshop with the County Board, probably sometime in May or June. Current indications are that existing county staff may be assigned economic development duties.

### D. Company "X"

- Have not heard anything for some time.

## VI. 2009 Annual Report

The EDA's 2009 annual report has been completed. The Board reviewed the report and found it to be satisfactory.

## VII. County economic development project

### A. Project Update

- Staff has been working with the company and is working on the MIF and JOBZ applications.
- In addition, staff has been consulting with SWIF, Prairieland EDC and the USDA to identify sources of funding for a potentially larger project.

### B. Donation of 10 JOBZ acres to Hassan Valley Twp.

- City of Hutchinson has 57 JOBZ acres, 14.62 in use, with 42.38 acres being available.
- Staff proposed utilizing 10 JOBZ acres from the City of Hutchinson for this project.

This was discussed by the Directors.

**M/S/P:** Ulrich, McGraw to authorize the transfer of 10 JOBZ acres to Hassan Valley Township for this project. Passed unanimously.

It was suggested that staff could look for JOBZ acres to cover the entire new industrial park once this project was completed. Staff will add this to their program of work.

## VIII. Grant & Loan Applications

**Sign & Awning Grant Program**

**David Larson Financial** **\$2,000**  
227 Main Street South

**M/S/P:** McGraw, Vanderheiden to approve the grant request. Passed unanimously.

**Christine Peterson** **\$1,620**  
2 Main Street North

**M/S/P:** Ulrich, Czmowski to approve the grant request. Passed unanimously

**IX. Other Business – None**

**X. Chamber Update**

Chamber President Bill Corby updated the EDA Board on current Chamber of Commerce activities.

**XI. Set Next Meeting – March 24<sup>th</sup>**

**XII. Adjourn**

With no further business to attend to, President Ulrich adjourned the meeting at 12:28 PM.

Respectfully Submitted,

Patrick J. Brama  
EDA Assistant

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, March 31<sup>st</sup>, 2010

## MARCH MINUTES

---

### Members

**Tim Ulrich**

**Chad Czmowski**

**Steve Jansick**

**Jim Haugen**

**Mike Retterath**

**Mike McGraw**

**Daron Vanderheiden**

### Staff

**Miles Seppelt, EDA Director**

**Patrick Brama, EDA Assistant**

**Jeremy Carter, Finance Director**

### Liaison

**Bill Corby, Chamber President**

---

#### **I. Call to Order**

EDA President Tim Ulrich called the meeting to order at 11:37 AM.

#### **II. Approve Agenda – No Action**

#### **III. Review Meeting Minutes**

##### **A. February 24<sup>th</sup> Board of Directors**

**M/S/P:** Czmowski, Jansick to approve the minutes as written. Passed unanimously.

##### **B. February 17<sup>th</sup> Finance Team**

**M/S/P:** Ulrich, Czmowski to approve the minutes as written. Passed unanimously.

#### **IV. Review of February Financial Statements – Finance Director**

- Cash available for operations is \$174,067.
- The Economic Development Loan Fund has \$88,956 in cash available and assets totaling \$206,775. All loans are current.
- The Downtown Revolving Loan Fund has \$381,027 in cash available, \$684,035 in loans receivable and has assets totaling \$1,266,391. All loans are current.
- A total of \$11,665 in revenues was received (loan payments and interest earnings) for the Downtown Loan Fund.
- The MIF Loan Fund has \$189,045 in cash available, \$500,000 in grants receivable and \$524,944 in loans receivable. Total assets are \$1,213,709.
- The MIF Loan Fund collected \$8,553 in loan repayments and interest earnings.

**M/S/P:** Jansick, Vanderheiden to approve the Financial Report as presented. Passed unanimously.

**V. Director's Report**

**A. Minnesota Community Capital Fund (MCCF)**

Staff reported that they had a long visit with Scott Martin, President and CEO of the Minnesota Community Capital Fund. There is essentially no activity at present because the secondary loan market is essentially frozen. MCCF is seeking legislation to provide government loan guarantees for the secondary credit market, but at this point action is pending.

The Board discussed the status of MCCF. It was noted that our traditional partners in economic development projects have been Prairieland EDC, Southwest initiative Foundation and the Mid-Minnesota Development Commission.

**M/S/P:** Ulrich, Czmowski to close out our membership in the Minnesota Community Capital Fund. Passed unanimously.

**B. Industrial Park**

- Construction (R & R starting 4/5; Mathiowetz possibly 4/12)
- Bill & Jon Christensen will farm two small EDA lots
- Hackbarth Parcel – Annexed, being rezoned
- Grant Status
  1. State \$240,000 received (out of \$250K)
  2. Federal \$544,819 requested

**C. NuCrane Manufacturing**

- Ribbon cutting ceremony held on March 24<sup>th</sup>
- Staff is working on closing the MIF grant.

**D. Company "X" – May**

- No news, company asked EDA staff to make contact in May

**E. County Project – moving ahead**

- Staff and Company X are completing JOBZ application
- Company would like to begin construction in May
- Staff is working on the MIF application

**VI. Stritesky Property – wind farm?**

Staff briefed EDA Board on a proposal to possibly locate wind-turbines on the Stritesky Property.

The pros and cons of such a project were discussed.

The consensus of the Board was that there was no interest in going any further at this time.

**VII. Stritesky Property – tile issue**

Staff indicated there may be a broken tile line on the property.

**M/S/P:** Czmowski, Vanderheiden to authorize up to \$1,000 to correct the tile issue. Passed unanimously

**VIII. Grant & Loan Applications**

None

**IX. Other Business**

**A. Correspondence**

**B. Blue Zones**

Mr. Vanderheiden and Mr. Corby briefed the EDA Board on the "Blue Zone" concept.

**X. Chamber Update**

Chamber President Bill Corby updated the EDA Board on current Chamber of Commerce activities.

**XI. Set Next Meeting – April 28<sup>th</sup>**

**XII. Adjourn**

The meeting was adjourned at 12:33 PM.

Respectfully Submitted,

Patrick J. Brama  
EDA Assistant

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, April 28<sup>th</sup>, 2010

---

## MEETING MINUTES

### Members

**Tim Ulrich**

**Chad Czmowski**

**Steve Jansick**

**Jim Haugen**

**Mike Retterath**

**Mike McGraw**

**Daron Vanderheiden**

### Staff

**Miles Seppelt, EDA Director**

**Patrick Brama, EDA Assistant**

**Steve Heinz, Finance Director**

### Liaison

**Bill Corby, Chamber President**

---

#### **I. Call to Order**

EDA President Tim Ulrich called the meeting to order at 11:32 AM.

#### **II. Approve Agenda – No Action**

#### **III. Review Meeting Minutes**

##### **A. March 31<sup>st</sup> Board of Directors**

**M/S/P:** Haugen, Czmowski to approve the minutes as written. Passed unanimously.

##### **B. March 17<sup>th</sup> Finance Team**

**M/S/P:** Ulrich, McGraw to approve the minutes as written. Passed unanimously.

#### **IV. Review of March Financial Statements – Finance Director**

- Cash available for operations is \$125,099.
- The Economic Development Loan Fund has \$90,688 in cash available and assets totaling \$206,363. All loans are current.
- The Downtown Revolving Loan Fund has \$371,540 in cash available, \$674,416 in loans receivable and has assets totaling \$1,247,285. All loans are current.
- A total of \$9,697 in payments were received for the Downtown Loan Fund for the month.
- The MIF Loan Fund has \$197,598 in cash available, \$500,000 in grants receivable and \$516,666 in loans receivable. Total assets are \$1,214,264.
- The MIF Loan Fund collected \$8,553 in loan payments during the month.

**M/S/P:** Vanderheiden, Haugen to approve the Financial Report as presented. Passed unanimously.

**V. Director's Report**

**BR & E Visits**

**A. MCCF – membership**

Membership closed, \$25K returned

- SHOPKO
- Hutch Iron & Metal

**B. Industrial Park**

- Sritesky Tile Issue – Gene Olson has been hired to take a look at the tile problem.
- Sritesky property rent – we received first half rent payment (about \$8,500)
- Construction in the new industrial park is underway – Should be completed around July 1<sup>st</sup>, weather permitting.
- Hackbarth Parcel – Annexed, being rezoned
- Grant Status
  1. State \$240,000 received (\$10K remaining)
  2. Federal \$544,819 received (\$405K remaining)

**C. NuCrane Manufacturing**

Staff is in the process of working through the various loan documents. Hopefully the closing on the loan can take place in the next 30 days.

**D. Company “X” – May**

No news, the company indicated we should contact them again in May.

**VI. County Project Update**

Project is on hold until about July 1<sup>st</sup>. The company is adding partners to raise more capital for the project. An estimated 3 million dollars of equity will be needed. The JOBZ application is complete and has been submitted to DEED; the MIF application is about 90% complete and staff is awaiting additional information from the company.

**VII. Grant & Loan Applications**

**Storefront Matching Grant**

Kim Kotzer

132 Main Street North

**\$5,000**

**M/S/P:** Retterath, Czmowski to approve the grant request. Passed unanimously

**Sign and Awning Grant**

LBC of Hutchinson

132 Main Street North

**\$2,000**

**M/S/P:** Czmowski, Vanderheiden to approve the grant request. Passed unanimously

**VIII. Other Business – None.**

**IX. Chamber Update**

Chamber President Bill Corby updated the EDA Board on current Chamber of Commerce activities.

**X. Set Next Meeting – May 26<sup>th</sup>**

**XI. Adjourn**

With no further business to attend to, President Ulrich adjourned the meeting at 11:52 PM.

Respectfully Submitted,

Patrick J. Brama  
EDA Assistant

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, May 26<sup>th</sup>, 2010

---

## MEETING MINUTES

### Members

Tim Ulrich

Chad Czmowski

Steve Jansick

Jim Haugen

Mike Retterath

Mike McGraw

Daron Vanderheiden

### Staff

Miles Seppelt, EDA Director

Patrick Brama, EDA Assistant

Jeremy Carter, Finance Director

### Liaison

Bill Corby, Chamber President

---

#### **I. Call to order**

Tim Ulrich called the meeting to order at 11:35 AM.

#### **II. Approve agenda – no action.**

#### **III. Review meeting minutes**

A. April 28<sup>th</sup> Board of Directors

**M/S/P:** Haugen, Vanderheiden to approve the minutes as written. Passed unanimously.

B. April 22<sup>nd</sup> Finance Team

**M/S/P:** Czmowski, Retterath to approve the May 19<sup>th</sup> Finance Team minutes as written. Passed unanimously.

#### **IV. Review of April financial statements – Finance director**

- Balance Sheet Operations
  - Cash available for operations is \$119,038
  - Revenues for the month are \$8,835 (rent from Wetherell & Stritesky properties)
  - Expenditures were \$14,908 for the month, primarily salary expense

- Economic Development Loan Fund
  - Cash available is \$116,894
  - A total of \$1,206 in loan payments was received during the month
  - All loans are performing as required
  - \$25,000 was received from closing out our membership in the Minnesota Community Capital Fund
- Downtown Revolving Loan Fund
  - Cash available is \$347,671
  - Loans receivable is \$664,879
  - Loan repayments totaled \$11,223 for the month
  - All loans are performing as required.
- Minnesota Investment Fund
  - Cash available is \$206,151
  - Total loans receivable is \$508,383
  - Grants receivable is \$500,000 (for the NuCrane project)
  - Loan payments totaled \$8,553 for the month
  - All loans are performing as required.

**M/S/P:** Haugen, Jansick to approve the April financial report. Passed unanimously.

## **V. Director's Report**

### **A. BR&E Visits**

- 3 BR&E visits were conducted during the month: Warrior Mfg., Customer Elation, Cenex CO-OP.

### **B. Industrial park (Hackbarth parcel, construction update)**

- The Hackbarth parcel is annexed to the city and re-zoned to I-1, "Light Industrial"
- Street construction in Energy Park is on schedule and should be complete by mid-July.

### **C. Cenex 3<sup>rd</sup> Avenue redevelopment**

- The site was re-seeded with grass this past week.

### **D. NuCrane Manufacturing (MIF grant)**

- Still working to close on this grant
- Most documents are signed and we're just waiting for the company to provide the final supporting documentation.

### **E. Company "X" (Sonoco) – DEAD**

- Staff spoke briefly with company officials – there are no plans to move ahead with a Hutchinson project for the foreseeable future.

### **F. Washington / Adams Street**

- Construction is on schedule. The Washington Avenue portion should be completed by mid-July.

## **VI. McLeod County project update**

Staff updated the Board on the status of the project:

- Staff met with company officials on May 12<sup>th</sup> at the site.
- They are in the process of bringing in additional partners
- Project should be ready to move ahead sometime after July 1<sup>st</sup>.
- Site work & underground pipe construction will be done this fall
- Building construction will take place next spring.
- The JOBZ application has been submitted to the state and the MIF application is mostly complete, awaiting additional information from the company.

Discussion followed.

## **VII. Stritesky property tile issue update**

Staff updated the Board:

- The north half of the Stritesky property has been re-tiled
- Ewert Brothers was the tile contractor who did the job
- Total cost came to approximately \$9,600
- The property already is much drier and the renter has planted soybeans
- Project complete

Discussion followed.

## **VIII. Downtown Gateway project**

Staff updated the Board on the status of the project:

- The proposed wall mural is approaching completion and should be installed sometime in the next 4-6 weeks.

Staff summarized the proposed site development plan. Discussion followed.

**M/S/P:** Retterath, Czmowski to authorize \$4,000 in support of the project. Passed unanimously.

## **IX. Company prospect**

- Staff updated the board on a potential new company for the industrial park.
- The company is interested in an 8 – 10,000 sf facility initially, but could grow to about 20,000 sf.
- The EDA's 3.09 acre lot might be a good fit.
- A meeting with company officials is scheduled for June 9<sup>th</sup>

Discussion followed.

## **X. EDAM awards banquet (Wednesday, June 16<sup>th</sup> 6 – 8:30 PM at Madden's Resort)**

- The Hutchinson EDA has won EDAM's "Business Recruitment Project of the Year" award.
- An awards ceremony will take place at the EDAM summer conference at Madden's resort on Gull lake on June 16<sup>th</sup>.

- Two tickets for the banquet are being provided by EDAM, and additional tickets are available for \$35 each.

Discussion followed.

**XI. Grant & loan applications – NONE**

**XII. Other business**

A. Surplus MNDOT Lots (Hwy 7)

- Staff advised the Board of the availability of three lots along Hwy 7 that are being made available to the city by MNDOT. These are lot remnants left over the Hwy 7 construction project.
- Due to their limited economic development potential, and following the EDA Finance Teams recommendation, the EDA Board indicated that it had no interest in acquiring the lots.

B. Cherrywood Advanced Living

- Staff advised the Board of a potential investment opportunity in a senior-living facility. No action.

**XIII. Chamber update**

Chamber President Bill Corby provided a brief summary of recent Chamber activities:

- The “Bring It Home” business expo was a big success.
- The Hutchinson Leadership Institute recently graduated 21 members
- A new initiative is being developed to combat hunger in McLeod County.

**XIV. Set next meeting – June 30<sup>th</sup> (proposed – 1 week later than usual)**

**XV. Adjourn**

Tim Ulrich adjourned the meeting at 12:46 PM.

# EDA Board Meeting

Main Conference Room – City Center  
11:30 AM Wednesday, June 30<sup>th</sup>, 2010

---

## MEETING MINUTES

### Members

Tim Ulrich  
Chad Czmowski

Steve Jansick  
Jim Haugen

Mike Retterath  
Mike McGraw

Daron Vanderheiden

### Staff

Miles Seppelt, EDA Director  
Patrick Brama, EDA Assistant  
Jeremy Carter, Finance Director

### Liaison

Bill Corby, Chamber President

---

#### **I. Call to order**

Tim Ulrich called the meeting to order at 11:33 AM.

#### **II. Approve agenda**

#### **III. Review meeting minutes**

##### **A. May 26<sup>th</sup> Board of Directors**

**M/S/P:** Haugen, Czmowski to approve the minutes as written. Passed unanimously.

##### **B. May 19<sup>th</sup> Finance Team**

**M/S/P:** Jansick, Haugen to approve the minutes as written. Passed unanimously

#### **IV. Review of May financial statements – Finance director**

Mr. Seppelt reviewed EDA financial statements:

- Cash available in operations is \$100,544
- \$56,736 is reserved (proceeds from Warrior land sale) and \$39,054 is unreserved.
- \$500 in rental income was received in May for the Wetherell property.
- The EDA paid \$7,498 in property taxes.
- The Economic Development Loan fund has \$117,574 in cash available.
- Both loans are performing as required.
- Total assets in the Economic Development Loan fund total \$206,658.
- Downtown revolving loan fund has \$349,564 in cash available, loans totaling \$694,637 and \$201,329 in capital assets (Cenex / Wright property)
- Loan repayments totaled \$9,179 for the month.

- MIF Loan fund has \$214,704 in cash available, grant receivable of \$500,000 (NuCrane) and loans receivable of \$500,096.
- A total of \$8,553 in loan repayments came in during the month/

**M/S/P:** Jansick, Retterath to accept the financial report as presented. Passed unanimously.

**V. Director's Report**

**A. EDAM Award**

- The EDAM 2010 Business Recruitment Award was presented.

**B. Industrial Park**

- Street curbing was expected to be done today.
- Paving of streets in the new industrial park should begin next week.
- The entire project should be completed by mid-July

**C. Washington Avenue / Adams Street project update**

- Staff briefed the EDA Board on the project progress.
- Construction is expected to be completed in the Washington Avenue phase of the project by July 17.

**D. NuCrane Manufacturing (MIF Grant)**

- The City has received the grant funds from the State and is expected to issue a check to NuCrane Manufacturing by the end of the week.

**E. McLeod County Project (delayed...)**

- Staff indicated that the "county project" is going to be delayed indefinitely due to constraints with raising capital.
- Staff will contact the company sometime in the next 4-6 weeks for an update.

**VI. Industrial Park lot (3.09 acres)**

Staff updated the Board on an offer received from McLeod County Solid Waste.

The Board discussed the various challenges in developing the lot (multiple gas pipelines, electric lines, etc.)

**M/S/P:** Haugen, Jansick to approve the sale of Lot 1, Block 1 of Energy Park to McLeod County Solid Waste for the price of \$40,320.30; with the buyer assuming responsibility for all assessments.

**VII. Update on Company "X" project: MITGI (appears to be dead)**

- Company seems to have identified another location option and is apparently no longer interested in Hutchinson.

**VIII. Proposed sale of industrial park land to "Chips Holding Company, LLC"**

- Staff briefed the EDA Board on multiple lot layout options for Chips Holding Company, LLC.
- The Board had a number of questions regarding maintenance of the storm water ponds, liability issues, and so forth that staff will have to research.
- The Board agreed that the company will have to buy all the available "dry" land back to the north easement line so as to not create an "island" of usable land behind the proposed facility.

**IX. Wetherell Property**

- The Wetherell's have notified the EDA that they would be vacating the property shortly.
- They have asked for permission to salvage various parts of the property when they move. Staff indicated that salvage rights are included as a provision of their lease agreement with the city.
- Discussion followed about what should be done with the property once it was vacant.

**X. Cornerstone Commons**

- Staff updated the Board on the current vacancies at Cornerstone Commons and plans by the ownership group to reconfigure the interior spaces.

**XI. Grant & loan applications**

**Storefront Matching Grant** **\$4,156**  
Julie Elder-Urban Hair Studio  
18 Main Street South

**M/S/P:** Czmowski, Retterath to approve the grant request. Passed unanimously.

**Sign & Awning Grant** **\$2,000**  
Aquaria Pets – Steve Barton  
30 Main Street South

**Sign & Awning Grant** **\$1,500**  
BARTCO – Steve Barton  
30 Main Street South

**Storefront Revitalization Matching Grant** **\$5,000**  
Aquaria Pets – Steve Barton  
30 Main Street South

**M/S/P:** Retterath, Vanderheiden to approve all three grants subject to all program criteria being met and all required supporting documentation being submitted. Passed unanimously.

**XII. Other business—None**

**XIII. Chamber update**

- Staff provided a brief summary of recent Chamber activities

**XIV. Set next meeting – July 28<sup>th</sup>**

**XV. Adjourn**

Tim Ulrich adjourned the meeting at 12:53 pm.

*Respectfully Submitted,*  
*Patrick J. Bramante*  
*EDA Intern*