

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, July 27, 2011 (June meeting)

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich	Steve Jansick	Mike Retterath	Daron Vanderheiden
Chad Czmowski	Mary Christianson	Mike McGraw	

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Andy Ried, City Controller

Liaison

Bill Corby, Chamber President

- I. **Call to order**
 - A. EDA President Tim Ulrich called the meeting to order at 11:32 AM
- II. **Approve Agenda** – Agenda changed to allow Todd Leonard to present first.
- III. **Todd Leonard – Executive Director of Minnesota Angel Network**
 - A. Mr. Leonard discussed the Angel Network with the board.
 - B. The board was also informed on the guidelines of the network, and the goals for incoming companies.
 - C. Questions followed about specific fees and benefits of the angel network
- IV. **Review meeting minutes:**
 - A. **July 1st Board of Directors**

M/S/P: McGraw, Christianson to approve the minutes as written. Passed unanimously.
 - B. **June 15th Finance Team**

M/S/P: Ulrich, Czmowski to approve the Finance Team minutes as written. Passed unanimously.
- V. **Review June EDA Financial Statements- Andy Ried**
 - Cash available in operations is \$141,665
 - \$56,736 is reserved (proceeds from Warrior land sale) and \$80,803 is unreserved.
 - The Economic Development Loan fund has \$457,165 in cash available.
 - Total assets in the Economic Development Loan fund are \$925,269.
 - Downtown revolving loan fund has \$438,438 in cash available, loans totaling \$592,459 and \$201,329 in capital assets (Cenex & Wright property).
 - Loan repayments totaled \$10,887 for the month.
 - MIF Loan fund has \$72,506 in cash available and loans receivable of \$441,783 (NuCrane).
 - A total of \$11,281 in MIF loan repayments came in during the month.(July and August.

M/S/P: Jansick, Vanderheiden to approve the financial report as presented. Passed unanimously.

VI. Director's Report:

- A. County Project** – Stalled for this year.
- B. Federal Grant Status (Industrial Park): \$238,955 Remaining** – Awaiting payment from Federal Govt.
- C. “Shovel Ready” certification for energy park (July 19th site visit & Seminar)** – Passed inspection and currently waiting on DEED to post on their website. Not only is our site shovel ready it is also considered “pad ready”.
- D. Customer Elation Equipment Loan** – Staff discussed the expansion of customer elation’s parking
- E. Maintenance updates on EDA parcels** – Tiling is done and currently maintaining the mowing on the property owned

VII. Depot Renovation / Farmers Market

- A.** Miles reviewed the proposed redevelopment plan for the Depot site. Showed pavilion, parking lot, and gravel driveways for vendors.
- B.** Discussion followed on size of building and finalizing price.

VIII. Request for Loan Subordination – State Theatre (Earthly Delights) – The board discussed the parameters of the loan subordination. (Ulrich Abstained)

M/S/P: McGraw/Czmowski to approve the Subordination of Earthly Delights: Passed Unanimously

IX. Request to extend term on EDA loan – State Theatre (Earthly Delights) – The board discussed the extension of the loan term.

M/S/P: Jansick/Christianson to approve the extension of the loan term for Earthly Delights: Passed Unanimously (Ulrich Abstained)

X. EDA 2012 Budget – Miles discussed the budget increases and decreases and answered general questions about the budget.

M/S/P: Czmowski/Jansick to approve the budget for city council approval : Passed Unanimously.

XI. Resolution in support of state bonding for Luce Line Trail development – Board briefly discussed the support for the trail

M/S/P: McGraw/Vanderheiden to approve the support of the state bonding for Luce Line Trail: Passed Unanimously.

XII. Grant & Loan Applications – None

XIII. Other Business – None

XIV. CHAMBER CVB UPDATE – None

XV. Set Next Meeting – August 24th

XVI. Adjourn

With no further business to attend to, the meeting was adjourned at 1:04 PM.

Respectfully Submitted,

Seth Kauffman
EDA Assistant

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, August 24, 2011

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich	Steve Jansick	Mike Retterath	Daron Vanderheiden
Chad Czmowski	Mary Christianson	Mike McGraw	

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Andy Reid, City Controller

Liaison

Bill Corby, Chamber President

XVII. **Call to order**

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

XVIII. **Approve Agenda**

XIX. **Review meeting minutes:**

A. **July 27th Board of Directors**

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

B. **July 20th Finance Team**

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

XX. **Review April EDA Financial Statements – Miles Seppelt**

- Cash available in operations is \$131,004
- \$56,736 is reserved (proceeds from Warrior land sale) and \$71,292 is unreserved.
- The Economic Development Loan fund has \$466,478 in cash available.
- Total assets in the Economic Development Loan fund are \$925,629.
- Downtown revolving loan fund has \$448,683 in cash available, loans totaling \$581,812 and \$201,329 in capital assets (Cenex & Wright property).
- Loan repayments totaled \$12,244 for the month.
- MIF Loan fund has \$72,506 in cash available and loans receivable of \$441,783 (NuCrane).
- A total of \$0 in MIF loan repayments came in during the month (NuCrane had made a double payment in July)

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

Director's Report:

- A. **Federal Grant Status (Industrial Park): \$238,955 Remaining** – Awaiting payment from Federal Government expected in the next few weeks.
- B. **Industrial Blvd. Update** – Reconstruction is underway, on schedule and should be complete by about October 1st.

- C. **Business Recruitment Update-** Staff updated the board on a business recruitment visit earlier in the month, discussion followed about potential sites for company "X" should they elect to come to Hutchinson.
- D. **Customer Elation parking lot update** – Parking lot expansion completed. Discussion followed.
- E. **Warrior Mfg. update** - Warrior Mfg. is getting their storm water ponds filled in and are tying in to the city's storm water system.
- F. **Maintenance on EDA Parcels** – EDA parcels have been mowed.

XXI. Minnesota Angel Network – The Board discussed the merits of becoming a member of the Minnesota Angel Network.

Staff provided a summary of a discussion with Todd Leonard, executive director of the Minnesota Angel Network. The key benefit for Hutchinson is that EDA staff will have an opportunity to work with and cultivate relationships with a steady stream of early stage businesses. Since approximately half of these companies will be "location neutral," there will be a significant opportunity to recruit them to Hutchinson.

Funding for membership could come from the interest earnings gained on grant monies obtained by the EDA in recent years.

Further discussion centered on the numerous projects that City and the EDA have partnered on over the years.

M/S/P: McGraw, Christensen to become members of the Minnesota Angel Network with an investment of \$12,500 in 2011 and up to \$12,500 in 2012, funded by the EDA's Economic Development Loan Fund, contingent upon the City making an equal contribution. Passed Unanimously

XXII. Project Update: Depot Renovation / Farmers Market - Staff updated the board on the status of the depot renovation / farmer's market project. Discussion followed and the Board expressed satisfaction with how the project was shaping up.

XXIII. EDA 2012 Budget – Staff updated the Board on minor revisions to the EDA 2012 budget.

XXIV. Grant & Loan Applications

Downtown Commercial Loan Program

Skip Quade – 122 Main Street North **\$13,792**

M/S/P: Jansick, McGraw to approve the loan request with an interest rate of 1.25% and a 10-year term. Passed Unanimously.

Brett Oman – 141 Main Street South \$17,487

M/S/P: Retterath, Jansick to approve the loan request with an interest rate of 1.25% and a 10-year term. Passed Unanimously.

XXV. Other Business – EDA President Tim Ulrich noted that several downtown buildings were in need of maintenance – tuck pointing in particular. Should the EDA give consideration to a new grant or loan program to encourage and assist building owners in making these improvements? General Discussion followed. Staff will do some research on existing program usage and bring some ideas back next month for discussion by the Board.

XXVI. CHAMBER CVB UPDATE – Chamber President Bill Corby updated the board on upcoming Chamber events, including arts and crafts festival and the leadership institute.

XXVII. Set Next Meeting – September 28, 2011

XXVIII. Adjourn

With no further business to attend to, the meeting was adjourned at 12:35PM.

Respectfully Submitted,

Seth Kauffman
EDA Assistant

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, September 28, 2011

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich	Steve Jansick	Mike Retterath	Daron Vanderheiden
Chad Czmowski	Mary Christensen	Mike McGraw	

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Andy Reid, City Controller

Liaison

Bill Corby, Chamber President

XXIX. Call to order

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

XXX. Approve Agenda – No Action

XXXI. Review meeting minutes:

A. August 24th Board of Directors

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

B. August 17th Finance Team

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

XXXII. Review August EDA Financial Statements – Andy Reid

- Cash available in operations is \$117,449
- \$56,736 is reserved (proceeds from Warrior land sale) and \$57,817 is unreserved.
- The Economic Development Loan fund has \$476,237 in cash available.
- Total assets in the Economic Development Loan fund are \$926,429.
- Downtown revolving loan fund has \$462,473 in cash available, loans totaling \$570,161 and \$201,329 in capital assets (Cenex & Wright property).
- Loan repayments totaled \$13,790 for the month.
- MIF Loan fund has \$83,787 in cash available and loans receivable of \$431,967 (NuCrane).
- A total of \$11,281 in MIF loan repayments came in during the month – NuCrane made a double payment for September and October.

M/S/P: Czmowski, Christensen to approve the financial report as presented. Passed unanimously.

XXXIII. Director's Report:

A. **Federal Grant Status (Industrial Park): \$238,955 Remaining** – Grant is in Chicago and is being processed, Miles will continue to call and update the board.

- B. Industrial Blvd. project & Grant Update** – Construction is done and the grant monies should be received soon.
- C. SBDC Update-** Miles updated the board on the current state of the Hutchinson SBDC and discussion followed.
- D. Business Recruitment update** – Miles updated the board on company “X” and their current status of moving. Miles also updated on a visit with Company “Y” and their possible relocation from the cities. Discussion followed about each company.
- E. Minnesota Angel Network** – Staff discussed the recent approval of the City Council for the Minnesota angel network. The next steps in the process were discussed as well. The Board asked that updates be provided each month.
- F. 2012 Levy Amount for the EDA: \$154,744** – The official levy amount was set by the City Council.

XXXIV. Downtown Assistance Programs Discussion – Staff provided the Board with information showing the usage of current downtown assistance programs. Discussion followed. Suggestion was made for an article in the paper showing the history and availability of the assistance programs. Staff will prepare a mailing to downtown property owners summarizing the available programs and follow up with a phone call.

XXXV. Consideration of EDA Marketing Plan – Staff shared with the Board findings from attending a conference on “Economic Development Marketing & Attraction.” Two compelling reasons for implementing a marketing plan for Hutchinson were discussed:

1. A huge amount of company site selection occurs on-line, most often by non-professional site sectors. Proactively engaging the internet in general and social media sites in particular helps to make Hutchinson more visible on the internet and drives up our Google ranking – Google monitors all of the social networking sites.
2. Hutchinson’s image is being driven by news stories. Recent stories about Hutchinson have been about HTI layoffs and downsizing. By implementing a systematic marketing campaign, Hutchinson can influence its image in a positive way. The image that Hutchinson needs to promote is:
 - Hutchinson establishes new industrial park
 - Hutchinson obtains “Shovel ready” site certification (only 11 in MN)
 - Hutchinson sets up new \$1.2 million revolving loan fund for business
 - Hutchinson joins Minnesota Angel Network (only 4 in MN)
 - Hutchinson establishes new EDA web-site
 - Hutchinson wins economic development award
 - Hutchinson launches economic development marketing plan

The goal is to make “economic development” *synonymous* with “Hutchinson.”

Working with Vivid Image and Moxie Media, a draft marketing campaign has been developed. Cost would be \$15,200 and would be split with the City. The EDA’s portion of the cost could be covered with unallocated rental revenue from the Stritesky Property.

The Board discussed the various aspects of the proposed marketing plan.

M/S/P: Jansick, Christianson to approve the marketing plan at a cost of \$15,200 to be split 50/50 with the city (EDA Cost = \$7,600). Passed unanimously

XXXVI. Grant & Loan Applications

Storefront Matching Grant
Alsara Properties LLC – 134 Main Street South **\$2,570**
 Paint / Window Replacement

Sign & Awning Grant
Alsara Properties LLC – 134 Main Street South **\$2,000**
 New Sign for new business

M/S/P: Jansick, Czmowski to approve both grants subject to finance team notification and e-mail vote. Passed unanimously

Discussion followed on the situation with Bob & Charlene Schlueter's building, and their remaining program eligibility. They obtained two grants fairly recently:

Storefront Matching Grant: \$2,198.20 approved on 1/28/2009
Sign & Awning Grant: \$1,632.00 approved on 6/29/2007

The Board asked staff to obtain more information, and to put the topic on the agenda for additional discussion at next month's meeting.

XXXVII. Other Business – None

XXXVIII. Chamber / CVB Update – Staff updated the board on upcoming chamber events.

XXXIX. Set Next Meeting – October 26th

XL. Adjourn

With no further business to attend to, the meeting was adjourned at 12:47PM.

Respectfully Submitted,
Seth Kauffman
EDA Assistant

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, October 26th, 2011

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich Steve Jansick **Mike Retterath** Daron Vanderheiden
Chad Czmowski Mary Christensen **Mike McGraw**

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Andy Reid, City Controller

Liaison

Bill Corby, Chamber President

Guest

Erin Hawker, Mike McGraw's job shadow

XLI. Call to order

A. EDA President Tim Ulrich called the meeting to order at 11:31 AM

XLII. Approve Agenda – No Action

XLIII. Review meeting minutes:

A. September 28th Board of Directors

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

B. September 21st Finance Team

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

XLIV. Review September EDA Financial Statements – Andy Ried

- Cash available in operations is \$99,746
- \$56,736 is reserved (proceeds from Warrior land sale) and \$38,203 is unreserved.
- The Economic Development Loan fund has \$488,433 in cash available.
- Total assets in the Economic Development Loan fund are \$929,263.
- Downtown revolving loan fund has \$472,462 in cash available, loans totaling \$563,681 and \$201,329 in capital assets (Cenex & Wright property).
- Loan repayments totaled \$7,636 for the month.
- MIF Loan fund has \$84,107 in cash available and loans receivable of \$431,967 (NuCrane).
- A total of \$0 in MIF loan repayments came in during the month – NuCrane made a double payment for September and October.

M/S/P: McGraw, Retterath to approve the financial report as presented. Passed unanimously.

XLV. Director's Report

- A. Minnesota Angel Network** – Staff informed the Board on the meeting and evaluation process of a business.
- B. Federal Grant Status (Industrial Park): \$238,955 Remaining** – Staff talked with Chicago, and is expecting the letter and check soon.
- C. Business Recruitment Update** – Staff updated the team on company “X”: No movement. Staff also updated on company “Y” in the Twin Cities – called them recently but no contact.
- D. BDPI Grant** – \$250,000 payment is due October 28th.
- E. Downtown Program Outreach** – Staff informed the board that letters had been sent out to all the businesses. In the next week or so staff will call or go door to door to discuss EDA programs further.
- F. Marketing Plan Update** – Miles informed the board on the current state of the marketing plan and the next steps in the plan. Discussion followed on the primary beneficiary of the marketing plan. The first goal of the marketing plan is to promote the Economic Development of the city. There is no planned changes of the city logo in this plan.
- G. Stritesky Parcel - Top bid = \$335.10 / acre** **\$25,926.69** For the year (Luthens)

XLVI. Consideration of Revision of Storefront Matching Grant Program Rules

(Currently the program prohibits applicants from using the Downtown RLF as their required match. Finance Team is recommending allowing use of RLF as the match, thereby enhancing the effectiveness of this program.) – Staff updated the team on the proposal to use the loan program to match the Storefront Grant. Discussion followed and the following change was taken to a vote:

Grant amounts range from \$500 to \$5,000. For every dollar the property owner contributes, the HCDC will contribute a matching dollar, up to a maximum match of \$5,000. The grant recipient ~~cannot~~ can access the Commercial Rehab Loan Program for the match, and ~~nor can the recipient~~ match the HCDC funds with grant monies received from other organizations. (e.g. Hutchinson Utilities). ~~This grant requires the property owner to make a personal investment in the project.~~

M/S/P: McGraw, Retterath to approve the change in the grant program language effective November 1, 2011. Passed unanimously.

XLVII. Inquiry about Finance Team Membership –

(Nathan Matti, business banker at MidCountry Bank, inquired about becoming a member of the Finance Team. Finance Team is recommending his appointment) – Discussion followed on the size of the finance team and the appointment was taken to a vote.

M/S/P: Retterath, Czmowski to approve Matti for Finance Team membership; passed unanimously

XLVIII. Project Update: Depot renovation / Farmers Market – Staff updated the board on the current state of the Depot redevelopment project. City council has approved prepayment of the last three years of their mortgage on the railroad right of way through town – contingent upon a favorable report being received from the MPCA on the environmental status of the Depot site. With this prepayment the Cenex right of way behind the old Cenex fertilizer site will be released to create a larger lot for that site. Next steps include taking the site plan before the planning commission for review. Also the MPCA has been contacted to inquire about a timeline for the remediation. Discussion followed.

XLIX. Grant & Loan Applications

- A. Storefront Matching Grant**
 - Mark Dawson-The Hairy Edge** **\$3,155**
6 North Main Street
M/S/P: Czmowski, Christensen to approve grant; passed unanimously.

 - Robert Schlueter – Salon Montage** **\$2,005**
133 South Main Street
M/S/P: McGraw, Czmowski to approve grant; passed unanimously.

B. Sign & Awning

Mark Dawson-The Hairy Edge

\$1350

6 North Main Street

M/S/P: Czmowski, Retterath to approve grant; passed unanimously.

L. Other Business –

A. BR & E – Miles updated the board on the visits to Customer Elation and the Hutchinson Co-op. Customer Elation is expanding and their estimate of 60 new jobs is conservative. The Hutchinson Co-op currently has about 25 full time employees and about 25 part time employees. Crop yields appear to be off this year.

B. EDA Strategic Planning as part of City's comprehensive plan update – Staff updated the board on the plans to update the comprehensive plan. Discussion followed and a joint lunchtime meeting was settled on as a time to get feedback from the EDA Board and Finance team on the economic development aspects of the new Comprehensive Plan.

LI. Chamber / CVB Update – Bill updated the board on upcoming chamber events.

LII. Set Next Meeting – November 23rd 2011

LIII. Adjourn

With no further business to attend to, the meeting was adjourned at 12:16PM.

Respectfully Submitted,
Seth Kauffman
EDA Assistant

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, November 23, 2011

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich	Steve Jansick	Mike Retterath	Daron Vanderheiden
Chad Czmowski	Mary Christensen	Mike McGraw	

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Andy Reid, City Controller

Liaison

Bill Corby, Chamber President

LIV. **Call to order**

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

LV. **Approve Agenda – No Action**

LVI. **Review meeting minutes:**

A. **October 26th Board of Directors**

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

B. **October 19th Finance Team**

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

LVII. **Review September EDA Financial Statements – Andy Ried**

- Cash available in operations is \$89,009
- \$56,736 is reserved (proceeds from Warrior land sale) and \$28,830 is unreserved.
- The Economic Development Loan fund has \$486,218 in cash available.
- Loan payments for the month were \$10,285
- Professional services payments for the month were \$12,500 for Minnesota Angel Network.
- Total assets in the Economic Development Loan fund are \$917,275.
- Downtown revolving loan fund has \$481,042 in cash available, loans totaling \$554,004 and \$201,329 in capital assets (Cenex & Wright property).
- Loan repayments totaled \$8,579 for the month.
- MIF Loan fund has \$89,747 in cash available and loans receivable of \$427,046 (NuCrane).
- A total of \$5,640 in MIF loan repayments came in during the month.

M/S/P: Christianson, Jansick to approve the financial report as presented. Passed unanimously.

LVIII. Director's Report

- A. Minnesota Angel Network** – Staff updated the board on the MN Angel Network. Training for staff will take place in the next month and the process of getting Hutchinson established as an intake center will be initiated.
- B. Federal Grant Status (Industrial Park): \$238,955 Remaining** – Final payment request is in Chicago and is being processed. Still waiting.
- C. Business Recruitment Update** – Haven't heard anything back from either company "X" or "Y" – generally not a good sign.
- D. BDPI Grant** – The grant is finished and closed out, the EDA has collected on the payment.
- E. Stritesky Property 2nd half rent paid** – Received \$12,106, Randy Luthens will be renting the property next year.
- F. Downtown Program Outreach** – Staff informed the Board of efforts to notify downtown businesses of EDA downtown grant & loan programs – outreach will be ongoing.
- G. Marketing Plan Update** – Staff met with Steve Gasser last Friday and will meet with him again on December 2nd to continue to discuss marketing for the Hutchinson EDA.
- H. Nathan Matti added to Finance Team** – Staff informed the board that Nathan Matti had attended the finance team meeting this month.

LIX. Project Update: Depot renovation / Farmers Market

- A. MPCA Program Application** – The application has been sent into the MPCA. Their assessment was positive and accepted the project into the program.
- B. Planning Commission Process** – Seth will be taking this site plan to the planning commission for approval.
- C. Easements** – Staff will talk with the City Attorney to acquire the necessary easements for the project.

LX. Grant & Loan Applications

- A. Commercial Loan**
Dr. David Mach – Dental Office **\$130,000**
36 & 40 Washington Ave.

(Approval requested contingent upon all other project financing being approved, loan-to-value ratio, being satisfied, and all other program rules being met. Loan would be 3rd position behind Bank & Prairieland EDC)

M/S/P: Jansick, McGraw to approve loan request of \$130,000 for 10 years at 1.25%, contingent upon all program requirements and rules being satisfied. Passed unanimously. Ulrich abstained. Staff will send out an approval letter to Prairieland EDC and Citizens Bank.

- B. Sign & Awning Grant Program**
Robert McCarthy – Robert Michael's **\$1,559.19**
140 Main Street South

M/S/P: Czmowski, Retterath to approve the grant request; passed unanimously.

LXI. Other Business –

- A. Strategic Planning Meeting – Dec 7th or 14th**

Staff mentioned the upcoming planning meeting with the EDA Board & Finance Team. An e-mail will be sent out to everyone to coordinate the best available date.

- LXII. Chamber / CVB Update** – Mr. Corby updated the EDA Board on upcoming chamber events.
 - A. Holiday after hours** – Thursday December 8th
 - B. Social Marketing Seminar** – 1:00 to 2:30 Wednesday December 7th
 - C. New Membership Investment Structure**

LXIII. Set Next Meeting – December 28th

LXIV. Adjourn

With no further business to attend to, the meeting was adjourned at 12:06 PM.

Respectfully Submitted,
Seth Kauffman
EDA Assistant

EDA Board Meeting

Main Conference Room – City Center
11:30 AM Wednesday, December 28, 2011

Members present in **bold**.

MEETING MINUTES

Members

Tim Ulrich	Steve Jansick	Mike Retterath	Daron Vanderheiden
Chad Czmowski	Mary Christensen	Mike McGraw	

Staff

Miles Seppelt, EDA Director
Seth Kauffman, EDA Assistant
Joe Lang, EDA Assistant
Andy Reid, City Controller

Liaison

Bill Corby, Chamber President

LXV. Call to order

A. EDA President Tim Ulrich called the meeting to order at 11:34 AM

LXVI. Approve Agenda – No Action

LXVII. Review meeting minutes:

A. November 23rd Board of Directors

M/S/P: Czmowski, Christensen to approve the minutes as written; passed unanimously.

B. November 16th Finance Team

M/S/P: Jansick, Ulrich to approve the Finance Team minutes as written; passed unanimously.

LXVIII. Review November EDA Financial Statements – Andy Ried

- Cash available in operations is \$90,428
- \$56,736 is reserved (proceeds from Warrior land sale) and \$30,327 is unreserved.
- The Economic Development Loan fund has \$495,977 in cash available.
- Loan payments for the month were \$9,759
- Total assets in the Economic Development Loan fund are \$917,650.
- Downtown revolving loan fund has \$493,282 in cash available, loans totaling \$545,506 and \$201,329 in capital assets (Cenex & Wright property).
- Loan repayments totaled \$12,040 for the month.
- MIF Loan fund has \$101,028 in cash available and loans receivable of \$417,181 (NuCrane).
- A total of \$11,281 in MIF loan repayments came in during the month, as NuCrane made both their November and December payments.

M/S/P: Czmowski, Jansick to approve the financial report as presented; passed unanimously.

LXIX. EDA Board annual compensation – Andy distributed annual compensation to the board.

LXX. Director's Report

A. Federal Grant Status (Industrial Park): \$238,995 Remaining – Staff has been calling regularly with no reply as yet, still pursuing.

B. Business Recruitment Update –

- Brau Brother Brewing – Staff talked with company, looking at other options, but Hutchinson is still on the list (though less likely)
- Industrial Custom Products – Staff made phone calls and no reply, probably a dead prospect.
- Perfect Circle – Staff placed a phone call and left a message, still prospecting.

C. Marketing Plan Update – Staff showed EDA Board a proposed new logo. Discussion and comments followed, awaiting more feedback.

D. Business Retention & Expansion Program – Staff visited seven companies in town and received positive reports. Companies seemed to be doing well. Visited were:

- | | |
|----------------------------|---|
| ✓ Hutchinson Manufacturing | ✓ Pride Solutions / Plastic Specialties |
| ✓ NuCrane Manufacturing | ✓ Done Rite Powder Coating |
| ✓ Stearnswood | ✓ G R Kreations / Innovative Foam |
| ✓ 3M | |

E. Depot / Farmer's Market Update – Staff provided an update on the current status of the MPCA review process. Planning commission process will begin in January.

LXXI. Minnesota Angel Network Update – Staff provided an update on companies from MNAN. A couple appealing companies stood out to the board. MNAN has indicated that Board members are welcome to attend any of the advisory meetings. Processes will have to be developed for formally reviewing these companies and dealing with prospects.

LXXII. Strategic Planning 2012 – Staff provided a packet of information for Board members to review in preparation for the upcoming strategic planning meeting. A special joint meeting will be held between the EDA Board & EDA Finance Team to review the information and consider the future of economic development in Hutchinson. Plans will be set in January.

LXXIII. Grant & Loan Applications

A. Sign & Awning Grant Program

Leah Watcke – The Hair Lounge

\$425

246 Main Street S. #4

M/S/P: Czmowski, Christensen to approve the grant request; passed unanimously.

George Quast – Troy Scotting Law Office

\$1,874.16

148 Hassan St. SE

M/S/P: Czmowski, Christensen to approve the grant request; passed unanimously

B. Downtown Commercial Loan Program

Joseph Mayland – Main Street Sports Bar 15 year @ 3.25% \$130,000

16 & 18 Main Street North

M/S/P: Czmowski, Jansick to approve a 15 year loan at 3.25%, contingent upon verifying the appraisal of the two lots; passed unanimously. Ulrich abstained.

LXXIV. Other Business – None

- LXXV. Chamber / CVB Update** – EDA Intern (Joe) updated the board on upcoming chamber events.
- A. Holiday after hours** – Thursday January 12th
 - B. Annual Banquet** – Friday, January 27, 5:30-10:00 pm., Hutchinson Event Center, Tickets are \$30.
 - C. New Logo** – Watch for the Chambers new logo.

LXXVI. Set Next Meeting – January 25th

LXXVII. Adjourn

With no further business to attend to, the meeting was adjourned at 12:37 PM.

Respectfully Submitted,
Joe Lang
EDA Assistant