

REGULAR MEETING OF THE CALEDONIA
ECONOMIC DEVELOPMENT AUTHORITY
CALEDONIA, MINNESOTA
Tuesday, September 20, 2011

CALL TO ORDER: Following due call and notice thereof, President Schroeder called the meeting to order at 1:00 p.m. in the Council Room, City Hall.

ROLL CALL: Craig Schroeder, President; Members present: Randi Vick, Tom Murphy, Harley Meiners, and Jon Hagerott. Members absent: Kathy Nelson and Mike Werner. Consultants and City Staff present: EDA Director Andrew Barbes, City Accountant Stephanie Mann and City Clerk/Administrator Jennifer Feely. Visitors present: None.

MINUTES OF PAST MEETINGS: Following a brief review, a motion was made by Member Murphy, seconded by Member Meiners, to approve the minutes of the August 16, 2011 meeting, as presented. All members present voted in favor and the motion was declared carried.

EDA FINANCIAL UPDATE: City Clerk/Administrator Feely reported \$212,529.12 in the Checking Account, \$6,376.12 in the Small Cities Development Commercial Program, and \$218,905.24 in the DEED and Intermediary Relending Program. Outstanding loan balances currently total \$215,586.33. Following review of the above balances, a motion was made by Member Meiners, seconded by Member Vick, to approve the financial report. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS. None.

GENERAL EDA: BUSINESS PROJECTS/UPDATES.

A. VISIONING SESSION. City Clerk/Administrator Feely distributed a handout and reviewed a list from the National League of Cities regarding ten things that officials should know about economic development in order to be effective leaders. Discussion ensued. Feely also distributed a copy of the City's Comprehensive Plan. Feely requested that the EDA board take the materials with them for review and study in preparation for a visioning session to be held at the October 18 meeting. No official action was taken.

B. RECAP OF RECENT NEW BUSINESS VISIT. City Clerk/Administrator Feely shared that she and Houston County EDA Director Jordan Wilms recently met with the owner of a new business in town, Lifestyle Medical Group. Feely stated that a tour will be scheduled shortly.

C. RECAP OF MEETING AT MIKEN SPORTS. City Clerk/Administrator Feely shared that an EDA subcommittee, comprised of Members Murphy, Schroeder, and Werner, recently attended a meeting at Miken Sports to discuss incentives available for existing businesses.

Those in attendance included the following: SMIF President Tim Penny, State Senator Jeremy Miller, Kevin Kelleher with DEED, and Houston County EDA Director Jordan Wilms. Discussion ensued.

D. DISCUSS SCHEDULING FIRST MANUFACTURERS MEETING. City Clerk/Administrator Feely suggested that a manufacturers meeting be scheduled so as to promote rapport with local manufacturers. Discussion ensued. The consensus of the EDA board is to schedule a meeting with large employers instead. Member Murphy stated that he had contacted various businesses to obtain funding for such a meeting. Feely will work on compiling an invite list and explore pricing associated with providing a light breakfast.

MISCELLANEOUS ITEMS FOR DISCUSSION.

A. ANNUAL IRP VISIT SCHEDULED FOR SEPTEMBER 27, 2011. City Clerk/Administrator Feely shared that she will be meeting with a USDA Rural Development Area Specialist for the annual IRP review. No action was taken as this was included for informational purposes.

B. MEETING WITH PROSPECTIVE JEWELER. Member Meiners suggested that a meeting be coordinated with a prospective jeweler. The consensus of the board was for City Clerk/Administrator Feely to coordinate a meeting.

C. ELEMENTARY SCHOOL SPACE DISCUSSION. Member Vick inquired as to whether any new updates were available with respect to space available at the Caledonia Elementary School. Member Vick suggested that consideration be given to utilizing such space for a senior rec/dining facility as the demand for such a facility is growing. Discussion ensued regarding the need for senior housing in addition to a facility for recreation and dining. The consensus was for City Clerk/Administrator Feely to contact Caledonia Schools Superintendent Bruce Thomas to find out if there are any new updates with respect to plans for the elementary school building and whether the school would ever be interested in selling the building.

ADJOURNMENT: A motion to adjourn at 2:15 p.m. was made by Member Meiners, seconded by President Schroeder. All members present voted in favor and the motion was declared carried. The next regular meeting of the EDA is scheduled for 1:00 p.m. on Tuesday, October 18, 2011 in the Council Chambers located at City Hall.

Craig Schroeder, President

Jennifer Feely, City Clerk/Administrator