

AGENDA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
WEDNESDAY, FEBRUARY 8, 2023, 12:00 P.M.

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **REQUESTS AND PRESENTATIONS**
5. **CONSENT AGENDA**
 - A. January 11, 2022, Regular Meeting Minutes
 - B. Expenditures
7. **ACTION AGENDA**
8. **REPORTS**
 - A. Site Selection Magazine
 - B. NW Carbon/Biochar update
 - C. GT Express update
 - D. TPG Steel update
 - E. Waseca Real Estate Fund
 - F. Small Cities Development Fund program update
 - G. Forums/conferences: EDAM, SE Minnesota Housing Forum
 - H. Retail Trade Analysis Study update
9. **NEXT MEETING DATE**
 - A. The next Economic Development Authority meeting to be held, Wednesday March 8, 2023, 12:00 p.m. in the Waseca City Hall Council Chambers.
10. **ADJOURNMENT**

Upon request, accommodations will be provided for individuals with disabilities wishing to participate

**MINUTES
ECONOMIC DEVELOPMENT AUTHORITY MEETING
WEDNESDAY, JANUARY 11, 2023, 12:00 P.M.**

CALL TO ORDER/ROLL CALL

1. The Economic Development Authority Meeting was called to order by President Kaelberer at 12:00 p.m.

Commission Members Present: President Greg Kaelberer Ann Fitch
John Fossum Lucas Kruse
John Mansfield Robert Tackett

Commission Members Absent: Council Appointed Seat Vacant

Staff Present: Carl Sonnenberg, Interim City Manager
Tina Wilson, PCED, Economic Development Manager
Julia Hall, City Clerk

ELECTIONS

2. A. Motion was made by Mansfield to nominate:

President: Greg Kaelberer
Vice President: Lucas Kruse
Treasurer: Ann Fitch
Motion seconded by Fossum. Motion carried 6-0.

- B. Motion was made by Mansfield to nominate to the Loan Committee:

Robert Tackett
Lucas Kruse
John Fossum
Alternate Ann Fitch
Motion seconded by Fitch. Motion carried 6-0.

APPROVAL OF AGENDA

3. Motion to approve agenda was made by Fitch, seconded by Mansfield. Motion carried 6-0.

PUBLIC COMMENTS

4. None.

REQUESTS AND PRESENTATIONS

5. Tina Wilson, PCED, City Economic Development Manager presented an update on the Rural Business Development Grant (nee RBEG) Revolving Loan Fund as a refresher and to let the Economic Development Authority (EDA) know the current status of the program. In discussions with United States Department of Agriculture (USDA) there were suggestions on how to bring the program back into full compliance. There are

a few administrative items that have changed. The EDA uses money from the revolving loan fund as well as the current EDA funds. There are no current RBEG funds being loaned out. Staff recommends that the EDA either a subcommittee or the whole committee meet to discuss the current Revolving Loan Policy to match the requirements from USDA. With the policy update USDA also would like an update on the marketing plan for the Revolving Loan program. Conversation is ongoing and will be discussed again at the February meeting. EDA directed staff to work on a draft lending policy with red line edits noted, to be brought back to the EDA at a later date.

CONSENT AGENDA

6. Motion to approve consent agenda was made by Fossum, seconded by Tackett. Motion carried 6-0.

ACTION AGENDA

7. A. No Action Agenda items.

REPORTS

8. A. Tina Wilson, PCED, Economic Development Manager Report:
- a. An inquiry has been made about the property located at 513 Elm Avenue West that is owned by the EDA. Staff wanted to confirm since property had previously been offered at \$1 with agreement that it is developed within an agreed upon timeframe and parcel requirements, if that offer was still acceptable to the EDA. The Commission is in agreement that they would like to see the property developed so yes they would be open to the same conversation.
 - b. In conjunction with the Economic Development Recovery Coordinator Grant the analytics for the www.investwaseca.com website was shared as well as analytics from the Site Selector Print ads and banners. Staff suggested that for the February ad they look at a more targeted to a specific building ad. The commission thought that was a good idea and all agreed for Staff to proceed with that.
 - c. The Manufacturing Resource Center is being led by Michael Johnson, Waseca County Commissioner. He is speaking with USEDPA about possible funding and resources. Even though the City is not leading the conversations they are still staying involved.
 - D. NW Carbon conversations are still ongoing. They are currently speaking with Austin/Albert Lea. Staff is looking to open conversation with Conagra to see if they would be open to being introduced to NW Carbon for further conversation.
 - e. GT Express was awarded the Reclamation grant for approximately \$105,000. This grant will be a reimbursable grant, GT Express will do the work and submit an invoice to the City and the City will in turn submit the paperwork for their reimbursement. There is no cost to the City.
 - f. TPG Steel asked for a meeting with the County Commissioners, which was scheduled and later cancelled, no date has been set for a reschedule. The County is currently waiting on paperwork from TPG Steel to progress the process. The City, County and School District have all expressed interest in having a conversation with TPG about tax abatements. This conversation is ongoing.
 - g. The training and workshops that have been discussed at the prior meetings are still on the radar to attend. The full commission supports the continued training and exposure. They asked the EDM to put together a budget for the training and as it gets closer, they will discuss the funding within the EDA and City budgets.

NEXT MEETING DATE

9. The next Economic Development Authority meeting to be held, Wednesday February 8, 2023, 12:00 p.m. (noon) in the Waseca City Hall Council Chambers.

ADJOURNMENT

10. It was moved by Fitch, seconded by Mansfield to adjourn the meeting at 12:55 p.m. Motion carried 6-0.

Respectfully Submitted,

Julia Hall
City Clerk

Micah Fischer

5B

LIST OF EXPENDITURES

February 8, 2023



=====

Econ Development	<u>6,135.38</u>	
Total Gross Payroll	6,135.38	
*Less- Payroll Deductions	<u>(2,328.36)</u>	
Net Payroll Cost		\$ 3,807.02

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated: January 6, 2023-February 2, 2023		
Bank ACH Withdrawals.....	<u>955.00</u>	
GRAND TOTAL EXPENDITURES		<u>\$ 4,762.02</u>

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Economic Development-General f					
01/12/2023	158860	Economic Development Association of M	EDAM Conference	261-46700-3300	350.00
Total 261467003300:					350.00
01/12/2023	20230037	U.S. Bank - CC	Subscription to Business Journal	261-46700-4330	80.00
01/12/2023	20230038	Waseca Area Chamber of Commerce	2023 Contributuion	261-46700-4330	525.00
Total 261467004330:					605.00
Total Economic Development-General f:					955.00
Grand Totals:					955.00