

Halstad Economic Development Authority

March 3, 2014 Meeting Minutes
6:00 p.m. - Halstad Telephone Company

Board of Directors present: Shane Carlson, Crystal Hemberger, John Hinkley, Rick Leiser, Alli Tice, Donna Scholl, Jessica Spaeth and Melissa Beach. Also present: Todd Westcott.

The meeting was called to order at 6:10 p.m. by Spaeth.

Secretary's Report

Motion to accept the January 17, 2014 meeting minutes by Carlson, seconded by Hemberger. Motion carried.

Treasurer's Report

Motion to pay \$119.75 for half of the costs associated with trophies for the vintage snowmobile event by Leiser, seconded by Scholl. Motion carried.

Motion by Beach to accept the treasurer's report as presented, seconded by Hinkley. Motion carried.

Unfinished Business

The organization's by-laws were reviewed. Motion by Leiser to update the signature card, seconded by Carlson. Motion carried. The update is as follows.

President - Jessica Spaeth

Vice President - Rick Leiser

Treasurer - Allison Tice

City Representative - Shane Carlson

Motion to approve the by-laws with the correction of 4.4 by Hinkley, seconded by Carlson. Motion carried. Corrected language is listed below.

Section 4.4 Checks. An Authority check must be signed by two of the following: Secretary/Treasurer, Vice President, President, or City Representative. The check must state the name of the payee and the nature for which the check was issued.

The board discussed knowing length of terms/members for communicating with the city council. Beach will put together a spreadsheet with board members.

Details for the Spring Dinner to be held Thursday, April 3rd, were discussed. The meal will include: pork loin, baked potato, green beans, dinner roll and pie. Westcott will contact Halstad Bakery to order 14 pies. Tice will contact Hugh Dufner about potatoes. A ham will be given away as a door price, along with centerpiece flowers. The group discussed two days of setup/organization. The first will be Sunday, March 30th at 2 p.m. to wash dishes and organize items at the LRC. The second day for setup will be Wednesday, April 2nd at 5:30 p.m.

Tice is working on voting boxes for Business of the Year and Citizen of the Year.

New Business

The board discussed the need for a consistent monthly meeting. Motion by Beach to make the 2nd Tuesday of each month at 6:30 p.m. the regular monthly meeting, seconded by Leiser. Motion carried.

A discussion was had regarding the need for a logo and website for the EDA and City. Several ideas were shared. Beach received a quote from Hometown Aditude of \$5,000-\$5,000 for web design, programming, copy writing, and training. The web hosting for two years would be \$540. The group also looked at the Hendrum website as review of work Hometown Aditude has recently completed. Carlson did not think the city would assist in funding a site at this time. Leiser suggested a logo contest. Spaeth will talk to Ron Gotteberg about his thoughts. No action was taken.

The board discussed using EDA funds for city improvement. The group discussed beautification of lots, planting trees, flower planters downtown and other ideas.

Several questions remained unanswered after briefly discussing long-term plans/strategic planning. The questions included:

What do we do?

Why do we do it?

What are our long-term plans? (Increasing population? Retaining businesses? Growing businesses?)

Members shared updates from the community.

The vintage snowmobile run went very well.

The dog groomer is not yet operating in the city.

Loan discussion regarding Brazen Accents. The current balance is \$1,600 (\$2,000 original loan). The last payment made was May 2013. The board decided to send a certified letter regarding lack of payment asking for \$25/mo. payments starting April 1st, 2014.

Motion to adjourn by Leiser, seconded by Hinkley. Motion carried.

Meeting adjourned at 7:45 p.m.

Officer (printed name & office) Signature Date

Recording Secretary (printed name) Signature Date