**Tower Economic Development Authority**

**Minutes of Regular Meeting**

**Thursday, November 4, 2021 at 5:00 pm**

**Tower Civic Center**

**Roll Call**

Present: Dave Setterberg, Vicky Meloche, Miranda Kishel, Joe Morin, Greg Buckley, Steve Peterson

Also Present: Dianna Sunsdahl, Beth Debeltz, Marshall Helmberger

**Call to Order**

The regular meeting of the Tower Economic Development Authority was called to order at 5:00 pm by Chair Peterson.

**Approval of the Agenda**

*A motion was made by Morin and supported by Buckley to approve the meeting’s agenda topics. Motion carried unanimously.*

**Public Input**

Dianna Sunsdahl and Beth Debeltz are at tonight’s meeting. They are here to learn more about the available board seat.

**Approval of Minutes**

Director Helmberger made some corrections to the minutes of the September 2nd, September 14th, and September 29th meetings. The board also looked at the minutes of the regular October 7th meeting.

*A motion was made by Buckley and supported by Morin to approve the minutes of the September and October meetings. Motion carried unanimously. Setterberg abstained since he was not on the board at the time of the past meetings.*

**Treasurer’s Report**

Michael Schultz accepted a role as the new city clerk and resigned from TEDA. There was no treasurer’s report this month, but the board looked at TEDA’s bank statement and discussed using that in place of a treasurer’s report. A new treasurer will be selected at the annual restructuring meeting. There were no claims this month.

*A motion was made by Kishel and supported by Morin to approve the bank statement as the treasurer’s report. Motion carried unanimously.*

**Committee Reports**

Finance Committee

No report from the Finance Committee this month.

Planning Committee

No report from the Planning Committee this month.

Land and Property

No report from the Land and Property Committee this month.

Marketing and Communications

Kishel is looking for someone to take over this committee due to her work capacity.

**Director’s Report**

Helmberger shared the Director’s Report, which contained updates on Lamppa Manufacturing, Tower Harbor Shores, the Mud Creek Road property, and a variety of other projects. More information is below in the Unfinished and New Business sections.

**Unfinished Business**

Mud Creek Road Property

Helmberger will send a letter to each tenant with information about purchasing the land and a price.

Curt Frazee Project

Kishel shared that she will be working with Curt and have updates in future meetings.

Tower Harbor Shores Modified Development Agreement

The group discussed the proposed changes to the THS development agreement. They would like to see the loan agreement tied to the development agreement, specifically, that the loan delinquency would be resolved by the April 1st decision date from the development agreement. The board would also like to clarify when the preapproval letter would be submitted, as well as what is included in a business plan. Any reference to Block 3 should be removed from the agreement. Further changes will be discussed at a special meeting (date and time TBD) in November.

Vacant Housing Update

Helmberger is still gathering a list of vacant houses in Tower.

TEDA Vacancy

There are three applicants interested in Michael Schultz’s TEDA board seat. The board did not make a decision this meeting.

**New Business**

Lamppa Manufacturing Rent Adjustment Request

Lamppa Manufacturing is requesting that their rent be frozen through 2022. Their lease includes an increase of $400 per month in 2022. Lamppa cited several 2021 capital expenditures as a reason for delaying the increase. The board would like to hear from the IRRR on whether freezing the rent amount effects the loan.

Snowplowing Contract

The board received a quote for 2021-2022 snowplowing from M&M Excavating. There was a very slight increase in price, but it is still lower than the second quote from last winter. The board decided to renew the snowplowing contract.

*A motion was made by Meloche and supported by Morin to renew the snowplowing contract at the new price. Motion carried unanimously.*

2022 Priorities

Helmberger shared a few ideas for 2022 priorities. The board will discuss priorities further at the December and/or January meetings.

2022 Budget

Helmberger shared a proposed budget for 2022 with the reminder that the budget can be amended if there are unexpected items or if concrete numbers are determined on the sale of the Mud Creek Road property.

*A motion was made by Morin and supported by Kishel to approve the 2022 budget. Motion carried unanimously.*

The next regular TEDA meeting is scheduled for Thursday, Dec. 2, 2021 at 5:00 p.m.

***Motion made to adjourn at 6:37 pm by Morin.***