

**ECONOMIC DEVELOPMENT AUTHORITY  
ANNUAL MEETING AGENDA  
JANUARY 30, 2020  
8:30 A.M.**

1. Call to Order
2. Roll Call
3. Confirmation and recognition of new Commissioners
4. Election of Officers and establishment of terms
5. Designate Alternates
6. Appointment of Executive Director
7. Approval of Meeting Agenda
8. Consideration to approve the Meeting Minutes of December 19, 2019
9. Designation of committee assignments
10. Determination of new committees and assignments
11. Consideration of staff assignments
12. Approval of official newspaper
13. Approval of official depository
14. Reports by various officers and subcommittees
15. Designation of place of meeting during the calendar year
16. Determination of dates of meeting during the calendar year (3rd Thursday of every month)
17. Discussion of any modifications or amendments to the By-Laws or the Enabling Resolution
18. U of MN Extension Economic Analysis Update – Brigid Tuck
19. Switchboard Biopic Video Review – Taylor Feero/Guytano Magno
20. Video Recording Future Meetings Discussion
21. Revolving Loan Financial and Project Update
22. Adjourn

**The meeting will be held in the County Board Room at the Sherburne County Government Center located at 13880 Business Center Drive, Elk River, MN 55330.**

Sherburne County Economic Development Authority  
Meeting Minutes  
December 19, 2019

At 8:30 a.m. the meeting was called to order by Raeanne Danielowski, Chairperson.

1. Roll Call:

Members Present: Dan Weber  
Raeanne Danielowski  
Tim Dolan  
Sheldon Pool  
Hanna Klimmek  
Marie Pflipsen  
Randy Piasecki  
Amanda Othoudt  
Tom Hammer

Alternates Present: Colleen Eddy

Others Present: Matt Mullins, Maxfield; Mark Nolan, Landform; Stephanie Hillsheim, City of Princeton; Tim Sime; Eric Canfield

1. Motion by Marie Pflipsen to approve the EDA meeting Minutes of November 21, 2019 as presented. Motion seconded by Hanna Klimmek. Motion carried unanimously.
2. Matt Mullins was present to discuss the kick-off of the Sherburne County Comprehensive Housing and Needs Analysis.

Mr. Mullins discussed with the committee the challenges and opportunities with housing in the county.

Mark Nolan will be involved in gathering GIS data including transportation and basic utilities.

Mr. Mullins said the project would take approximately 5 months and he would have a draft ready in late spring.

Mr. Mullins reviewed a list of items needed from Cities, Townships and the County by late January.

3. The Annual Economic Development Authority meeting is scheduled for January 30th in the County Board Room at the Sherburne County Government Center.

DRAFT

4. Tim Dolan adjourned the meeting at 9:29 a.m.

---

Amanda Othoudt, EDA Secretary

## **Agenda Item # #16**

### **2020 EDA Meeting Dates**

January 30th – County Board Room  
February 20th – County Board Room  
March 19th – County Board Room  
April 16th – County Board Room  
May 21st – County Board Room  
June 18th – County Board Room  
July 16th – County Board Room  
August 20th – County Board Room  
September 17<sup>th</sup> – County Board Room  
October 15<sup>th</sup> – County Board Room  
November 19th – County Board Room  
December 17th – County Board Room

# Agenda Item #21

## Sherburne County RLF Quarterly Payment Summary

Q4 Ending December 31, 2019

<u>Business</u>	<u>Beginning Balance</u>	<u>Scheduled Payments</u>	<u>Actual Pmt. Submitted</u>	<u>Amt Applied to Interest</u>	<u>Amt. Applied to Principal</u>	<u>Ending Balance</u>
C & B LANDHOLDINGS LLC	\$33,568.89	\$1,390.47	\$1,390.47	\$248.91	\$1,141.56	\$32,427.33
Sand Dunes Properties LLC	\$45,097.32	\$831.90	\$831.90	\$336.99	\$494.91	\$44,602.42
Kleinco Property LLC	\$91,502.86	\$1,663.80	\$1,663.80	\$683.83	\$979.97	\$90,522.89
Hubbard Electric Inc	\$59,542.77	\$1,104.74	\$1,104.75	\$482.10	\$622.65	\$58,920.12
Lupulin Brewing LLC	\$45,603.15	\$875.79	\$875.79	\$454.63	\$421.16	\$45,181.99
Jorgenson Investments LLC	\$57,944.48	\$1,138.77	\$1,138.77	\$650.04	\$488.73	\$57,455.75
	<b>\$333,259.47</b>	<b>\$7,005.48</b>	<b>\$7,005.48</b>	<b>\$2,856.50</b>	<b>\$4,148.98</b>	<b>\$329,110.50</b>

Drafted by:  
CMDC  
1885 Station Parkway, Suite A  
Andover, MN 55304