

MINUTES OF THE LEWISTON ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MONTHLY MEETING

Wednesday, February 28, 2019

Pursuant to do call and notice thereof, a regular meeting of the Lewiston EDA, held at City Hall this 20th Day of February 28 at 5:15 p.m.

The following members were present: EDA Chair, Jon Nienow; Mayor Beth Carlson, Caleb Dahl, Charlie Matzke, Nick Ebnet and Russ Buege.

Absent: City Administrator, Cheryl Knight; Councilor Bryce Lange

Also Present: EDA Coordinator/CEDA Representative, Donna Mack

CALL TO ORDER & ROLL CALL: Meeting called to order at 5:15 p.m. by Chairman J. Nienow. One change was added to the Agenda. Add Election of Officers as 3A.

BUSINESS AND FINANCIAL REPORT: Motion to approve Business and Financial Report, made by B. Carlson, Second by R. Buege, will all members voting aye.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS: After reviewing Minutes from December 13, 2019, Annexation Update, delete the sentence, "The citizens will not be required to connect with the City sewer". The sentence could be misinterpreted. Citizens may connect to the City sewer if they are interested. Motion with change C. Matzke, Second by R. Buege, with all members voting aye.

After reviewing the Minutes from January 17, 2018, no additions or corrections were determined. Motion to approve by C. Matzke, Second by R. Buege, with all members voting aye.

ELECTION OF 2019 EDA OFFICERS: C. Matzke casted a unanimous ballot, 2019 Chair Jon Nienow and Vice-Chair, Beth Carlson. All members voting aye.

TWILIGHT ZONE CINEMA SERVICES: D. Mack introduced the EDA Board to Twilight Zone Cinema Services (TZCS) at the December 13, 2018 Board meeting. After discussion, the topic was moved to the February regular meeting for location, date, and visit with the community schools and community education director, Jody Jordahl. The suggestion is to offer a Free Family Movie Night renting equipment from TZCS who offers a variety in sizes of screens, a projector, sound system, with set up and tear down. This movie can be shown indoors or outdoors. Moving forward, B. Carlson questioned if the community ed. movie license is transferable, or does the movie need to be shown on school property. C. Matzke offered the use of his screen and sound system, to save the cost of renting from TZCS. All members prefer an outdoor movie, and consider co-sponsorship with Community Education and/or our businesses. It was favored to have an outdoor movie, consider the Booster Club for concessions, and invite Jody Jordahl to the March EDA Board meeting.

WEBSITE PROPOSALS: It was unanimous with the Board to contract with Vision Design Group for updating the Lewiston website. B. Carlson will write a memo to the Lewiston Cable Commission to inquire interest in the Cable Commission to fund the \$4,600 to Vision Design Group for the website update. N. Ebnet will be the point person with Vision Design Group. B. Carlson will make

recommendation to the City Council for the upgrade of the city website. Motion by C. Dahl to contract with Vision Design Group, Second by C. Matzke, will all members voting aye.

FAÇADE PROGRAM BUDGET: Discussion of the Façade Program budget pursued. The Board would like to see a Façade program amount on the EDA Financials to review at each EDA Regular Meeting. The Board sensed the total amount to date should be approximately \$2,950. D. Mack will review with C. Knight and bring the accurate total amount to the March EDA meeting.

FAÇADE PROGRAM: Hilman Speltz submitted a Business Façade Improvement Program Application to D. Mack for review by the EDA Board for the December 2018 meeting. Mr. Speltz at the time was in negotiations to purchase the Lewiston Welding and Machining business. At the December EDA meeting the Board voted to table the request to the February meeting for the Board to review the guidelines. Ms. Mack left messages to Mrs. Hilman Speltz to confirm if Hilman remains interested in the Façade funding, but messages were not returned at this time. Ms. Mack will reach out to Hilman Speltz before the March EDA Regular Meeting. The application will maintain first position to be reviewed at the March meeting.

ANNEXATION DISCUSSION: Suggested by the EDA Board for D. Mack and C. Knight to schedule a special meeting with the EDA Board members, with Curt Benter, Mike Bubany, Bryan Holtz, D. Mack and C. Knight. This special meeting will be a discussion of the proposed annexation area, parcels currently serviced by city sewer or water, potential questions the residents or business owners may have in regards to annexation. The EDA Board would like to be prepared to answer questions at a Town Meeting to give the residents and business owners a better understanding why the annexation of their land is occurring. At this meeting a date will be selected for an Annexation Forum with the parcel owners involved.

CEDA CONTRACT – ANNEXATION: Motioned by B. Carlson, Second by C. Matzke to allocate 10 hours of CEDA hours at \$62.00 per hour, for Rebecca Charles' time to continue with the Annexation. All members voting aye.

CEDA 2019 CONTRACT FOR EXTRA EDA HOURS: In discussion of the CEDA Rate Schedule for additional EDA hours with Donna Mack, Lewiston EDA Coordinator the Board members will try to volunteer personal time to follow up and complete EDA tasks. C. Matzke volunteered to contact Jody Jordahl, Community Education Coordinator for follow up on the Family Movie Night. C. Dahl volunteered to follow up with Hilman Speltz regarding the Lewiston Welding and Machining Façade Application. Chair J. Nienow volunteered to meet with C. Knight, City Administrator to schedule the Annexation Special Meeting with the EDA Board, and others aforementioned in these minutes. R. Buege will contact Larry Rupprecht to move forward with the Housing Development Committee. Mayor Carlson volunteered to message C. Knight regarding the Cable Commission request to fund the \$4,600 for the website update.

2019 EDA WORK PLAN: The EDA Board members will review the 2019 Work Plan Ms. Mack supplied to the Board. On this listing is the projects the EDA Board currently have in motion. D. Mack suggested to the members to take a close look at the projects and rate the top 5 projects they feel is most important. All of the projects are important, Ms. Mack needs some guidance with her limited CEDA hours in the community to spend time on those projects that can be completed in 3, 6, 12 months, or those projects in a one year, two year, five year span. The request is to choose the top five and a goal date. The EDA

Board agreed they could work from this listing and bring the top choices and completion goal dates to the March meeting.

REVIEW EDA POLICIES: The Board members will review the EDA policies before the March Regular Meeting and discuss at that time.

WALK-ON ITEMS: J. Nienow commented the EDA may need *one more commissioner*. Mr. Nienow discussed the possibility of a commissioner position with Sue Haedtke Kieffer, and Mayor Carlson has discussed with Rebecca Kingsbury. J. Nienow will check the records if the EDA needs one more commissioner and update the Board members at the March meeting.

Lewiston Community Foundation: SMIF has been in contact with D. Mack each month to follow up if Lewiston is interested in establishing a Community Foundation. Some interest has been shown from residents in conversation. Shelly Skaden was involved in the **pool fund**. Ms. Skaden commented to a commissioner she will discuss with that group.

ADJOURN: R. Buege motioned to adjourn, second by C. Dahl, with all members voting aye. Meeting adjourned at 7:11 p.m.

Next EDA meeting to be Monday, March 18, 2019 @ 5:15 p.m.

Meeting Notes Submitted by: _____

Donna Mack, Lewiston EDA Coordinator