

DRAFT

La Crescent Economic Development Commission

Minutes

December 10, 2018

City Hall – 4:00 P.M.

Members Present: Larry Stryker, Eileen Krenz, Steve Bissen, Dale Williams, Troy Nolop, Al Voss and Brett Kemmer. Guests: Jerry Steffes, Linda Larson, Teresa O'donnell-Ebner: Staff present: Terry Erickson.

Item 1: Larry called the meeting to order at 4:00 p.m.

Item 2: Agenda/Minutes

Larry asked for approval of the minutes and agenda. Steve moved to approve the agenda as presented and Al seconded, motion carried. Larry then asked for approval of the minutes. Eileen made a motion to approve and Steve seconded, motion carried with the following changes. Eileen asked that the minutes reflect that Clara House is under new internal management and that ownership remains the same.

Item 3: Branding Request for Proposal Reviews:

Larry asked for Commission Members and guests to introduce themselves. Theresa O'donnell Ebner mentioned that she is the newly elected City Council member and is interested in serving on the working group that will be part of the branding process.

Terry provided a brief overview of the proposals received and mentioned that they were all very good proposals. Commission members began to look at various qualifications including pricing differences. Terry stated that Jason Ludwigson could not be at the meeting and that he had sent his comments out via e-mail and that they were also copied and available at today's meeting.

Larry asked the group how they wanted to proceed in their review of the proposals received. It was decided that we would have a discussion about each of the proposals and see if we could reach consensus as to which firm had the best proposal. Brett asked that based on cost comparisons if we could eliminate one

of the proposals. It was decided that we could eliminate one of the firms on this criteria. In addition, Steve mentioned that having enough staff is important to getting the project done in a timely manner.

The discussion then zeroed in on the remaining proposals looking at experience of each firm, pricing and quality of the responses to the RFP.

After discussion it was decided that each firm should be called in for an interview that would be held at Corky's Pizza and Ice Cream. The firms would be asked to give a 15 minute power point presentation. It was agreed that the reviews would be held on January 14 with the first firm to present at 4:00 P.M. the other at 4:30 P.M.

Terry was asked to provide Larry and Eileen for references from the two companies and ask them to include information regarding work they may have done with municipalities. Terry is to contact the companies for the references and then relay the information onto Larry and Eileen who would make the actual contacts of the references.

#### Item 4: Staff Report

Terry provided an overview of a meeting/event held with Governor elect Tim Walz held at the Sports Hub. He provided an overview of the meeting and stated that La Crescent would be in a good position for future funding proposals.

Terry mentioned a workshop that is being held by DEED this week on funding for re-development grants. He will be working on a DNR grant to pave portions of the trail that are not paved due to rules and regulations when the funding applications were approved. He will be asking the state for about \$80,000.00 to complete the paving.

#### Item 5: Member Reports:

Larry mentioned that we should have a discussion with Terry regarding the terms and replacement of vacant Commission seats. Eileen mentioned that we need to go back and look at the terms as there may be confusion as to the length of terms approved last year. Terry was asked to look at the terms of members and provide a report at the next meeting. It was mentioned that Dale (City Council Member) serves as an ex-officio member. Several names were brought forward as

a potential replacements for Travis. One of the names was a business owner that lives in the township. Larry asked if Terry could check with Bill Waller about whether we can have a township member on the board that owns a business in the City. Our current by-laws require that members be residents of the City. Terry will check with Bill and work with Larry on this issue and report it out to the Commission.

Troy mentioned that he has an updated office space available in his building.

Item 6: Other:

Item 7: Adjourn: It was by consensus that we adjourned the meeting at 5:05 P.M.

Submitted by: Terry Erickson, Community Development Staff.