

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**JANUARY 25, 2016**  
**ELYSIAN CITY HALL**  
**6:30 PM**

The Elysian Economic Development Authority met in regular session on Monday, January 25, 2016 at City Hall at 6:30 pm.

Present were: Commissioners Mack Evans, Tom McBroom, Mary Opsahl, Steve Ritchison, and Derek Westby; Administrator Lorri Kopischke. Absent: None.

Commissioner McBroom opened the meeting. Kopischke presented the oath of office to the members of the Board with Tom McBroom and Mary Opsahl answering.

McBroom then asked for nominations from the floor for the office of President. On motion by Opsahl, seconded by Ritchison, to nominate Tom McBroom for President. All voting in favor, motion declared carried.

McBroom then asked for nominations from the floor for Vice President. On motion by McBroom, seconded by Westby, to nominate Mary Opsahl for Vice President. All voting in favor, motion declared carried.

On motion by Opsahl, seconded by McBroom, all voting in favor, to appoint Lorri Kopischke as Treasurer.

McBroom then took his place at the table as President and the meeting continued.

On motion by Ritchison, seconded by Evans, all voting in favor, the minutes of the December 3, 2015 Regular Meeting were approved as presented.

On motion by McBroom, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Matthew Coulsey and Bruce Velske of Two Lake Designs (2LD) were present to address questions regarding the new website. Layout and pricing for advertisement on the front page and the business directory were discussed.

There was Board consensus to charge an annual fee of \$240 for the realtor businesses to advertise on the front page. This would include their logo and link on the front page and an ad on the business page. They also would receive five (5) free listings on the local job opportunity portion of the website. Additional job listings would be \$5 each.

There was Board consensus to offer a site sponsor for \$100 annually. This listing will include a smaller logo on the front page with a link and an ad on the business page. This would also include five (5) free listings on the local job opportunities portion of the website. Additional job listings would be \$5 each.

There was Board consensus to offer listings on the business page. This would include the company logo, link to the website and a map to the business. This would include two (2) free listings on the local job opportunities portion of the website. Additional job listings would be \$5. If the business does not have a website, they can include a picture and text (up to 60 characters) describing their business.

Revolving Fund Loan and End of Year 2015 financial information was distributed. No payments were received from Loan #2 and #9. A payment was received from Loan #6. All other loans are current.

On motion by McBroom, seconded by Westby, all voting in favor, to set the 2016 meeting dates and time for the first Thursday of the month at 7:00 pm.

Ritchison left the meeting at 6:55 pm.

On motion by McBroom, seconded by Opsahl, all voting in favor, to close the Regular Meeting and open the Open House for Business Owners at 7:00 pm.

There was one business owner in attendance, Lori Trostem of Trostem's Shady Shores Campground. 2LD gave a presentation of the new website and answered questions of EDA Boardmembers and the business owner.

On motion by McBroom, seconded by Evans, all voting in favor, to close the Open House and reopen the Regular Meeting at 7:46 pm.

There were no visitor comments.

On motion by Opsahl, seconded by Evans, all voting in favor, meeting adjourned at 7:48 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**MARCH 3, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, March 3, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom, Commissioners Mack Evans, Mary Opsahl, Steve Ritchison, Derek Westby; Administrator Lorri Kopischke. Absent: None.

On motion by Westby, seconded by Ritchison, all voting in favor, the minutes of the January 25, 2016 Regular Meeting were approved as presented.

On motion by Westby, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6 and #9. Loan #16 was paid in full. All other loans are current.

Kopischke reported the new website is progressing well. There are two realtors and two site sponsors on the home page. There are five businesses listed on the business page. The city ordinances have been scanned and uploaded for easy access by residents. Staff is hoping to be trained on updating the site in the coming month.

There was discussion on the remodel of the American Legion and the building of the new Laundry Mat Facility on Main Street. It was noted that the Sakatah Trail Sno-Cruisers will be hosting a chili feed and silent auction at the American Legion on April 23 and all proceeds will be donated toward the new city park equipment.

There were no visitor comments.

On motion by McBroom, seconded by Evans, all voting in favor, meeting adjourned at 7:25 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**

**APRIL 7, 2016**

**ELYSIAN CITY HALL**

**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, April 7, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Steve Ritchison, Derek Westby; Administrator Lorri Kopischke. Absent: Mary Opsahl.

On motion by Westby, seconded by Evans, all voting in favor, the minutes of the March 3, 2016 Regular Meeting were approved as presented.

On motion by Ritchison, seconded by Westby, all voting in favor, the agenda was approved with the following addition:

1. Request to Legislators to allow golf carts on Sakatah Trail.

The Lawn Barber (546NET, LLC) has resumed negotiations with Nick Roman, owner of the self-storage business on State Highway 60. She has requested that her revolving loan funds of \$28,000 be released. On motion by McBroom, seconded by Ritchison, all voting in favor, to hold the funds and release upon receipt of a certified contract for deed / purchase agreement.

Evans reported that Jim Hanson has been promoting the use of golf carts on the Sakatah Trail. This would be a benefit to the City of Elysian businesses by bringing people from the surrounding campgrounds and lake homes into the city. On motion by McBroom, seconded by Evans, all voting in favor, to request the City Council compose a letter to State Representatives requesting that golf carts be allowed on the Sakatah State Trail.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6, #9 and #10. All other loans are current.

Kopischke reported the new website is progressing well. There aren't many businesses subscribing but hopefully they will come on board.

Reminder that the Sakatah Trail Sno-Cruisers will be hosting a chili feed and silent auction at the American Legion on April 23 and all proceeds will be donated toward the new city park equipment.

There were no visitor comments.

On motion by McBroom, seconded by Evans, all voting in favor, meeting adjourned at 7:17 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**

**MAY 5, 2016**

**ELYSIAN CITY HALL**

**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, May 5, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Mary Opsahl, Steve Ritchison, Derek Westby (arrived at 7:06 pm); Administrator Lorri Kopischke. Absent: None.

On motion by Ritchison, seconded by Evans, all voting in favor, the minutes of the April 7, 2016 Regular Meeting were approved as presented.

On motion by Evans, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Commissioner Westby arrived at 7:06 pm.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6, and #9. All other loans are current. There was consensus to send a letter to the responsible party of Loan #2 to request payment. There was consensus to send a letter to the responsible party of Loan #9 requesting payment and offering an incentive that if payments of \$100 per month were made for one year, one year of debt would be forgiven.

Kopischke reported the new website is progressing well. The local businesses have been slow to advertise on the site. The Commissioners suggested contacting Bruce Velske to ask if he would be willing to approach the businesses and present the website opportunity.

Kopischke reported the new Laundromat business in town will be opening next week. Henninger will be contacted to ask if he will be holding a grand opening and if so, the EDA will acknowledge that and do a story in the Elysian Enterprise and on the website.

Promotion of the EDA-owned land for sale was discussed. Staff was directed to send an email to Century 21 and NuStar Realty and ask they would be interested in marketing the land.

There were no visitor comments.

On motion by McBroom, seconded by Westby, all voting in favor, meeting adjourned at 7:32 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**

**JUNE 9, 2016**

**ELYSIAN CITY HALL**

**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, June 9, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Steve Ritchison, Derek Westby; Administrator Lorri Kopischke. Absent: Mary Opsahl.

On motion by Evans, seconded by Ritchison, all voting in favor, the minutes of the May 5, 2016 Regular Meeting were approved as presented.

On motion by Westby, seconded by Evans, all voting in favor, the agenda was approved as presented.

Commissioner Westby left the table and participated in the following discussion as the applicant.

Kopischke reported GW Holdings, LLC (Rick and Cheryl Galewski and Derek and Amanda Westby) have requested a revolving loan in the amount of \$30,000 to provide gap funding for construction of a used Auto Sales / Repair Business at 311 West State Highway 60. They will apply this funding toward the grading and site preparation. An invoice from James Bros. Construction, Inc. in the amount of \$33,713.90 has been included with the request. The applicant has stated the site preparation portion of the project has an estimated cost of \$45,000. They have requested a monthly payment of \$300 which at 3% interest would result in a repayment timeframe of 115 months or 9-1/2 years.

This loan would be funded with unrestricted EDA funds. The balance in that account is currently \$32,572.

Rick and Cheryl Galewski and Derek Westby were present to speak to the request. Westby explained they are incurring a much higher expense than they had anticipated. At this point they are looking at approximately \$150,000 in expense to get their building up on the site. Their funds are being spread thin and they believe an EDA loan would help them speed things up dramatically as well as alleviate some of the financial stress of starting a new business. Westby distributed the building and site plan.

The Commissioners discussed the average amount allowed for a revolving loan. It was noted that the average loan is approximately \$15,000 but the EDA has granted loans as high as \$30,000 in the past.

Westby stated their business will be beneficial to the community in that it will draw people here from all different areas. It is inevitable that at some point they will require employees to be hired, and in constructing the building they are using all local builders and contractors.

The Commissioners discussed the terms of the recent large revolving loans that had been granted.

On motion by Evans, seconded by McBroom, all voting in favor, to approve a revolving fund loan to GW Holding LLC, in the amount of \$30,000 with a 3% interest rate and a monthly payment of \$350 which would balloon in 5 years (60 payments) in a resulting payment of \$12,574.97 which could be considered for negotiation at that time.

Commissioner Westby returned to the table at this point.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #6, and #9. Kopischke reported a letter had been sent to the responsible party of Loan #9 requesting payment and offering an incentive that if payments of \$100 per month were made for one year, one year of debt would be forgiven but no response had been received.

Kopischke reported she had attended an MIF and RLF Deed Training Event on May 25.

Commissioner Evans reported that he and Bruce Velske, Twin Lakes Design, had solicited businesses on Main Street to sign up to advertise on the EDA website. Nu Chek Prep, Elysian Bank, Thirsty Beaver, Elysian Agency, and the Pit Stop all signed up today. Some of the other businesses expressed interest and others were not open or the owner was not available. Evans will make return visits to those businesses tomorrow.

There was discussion on welcoming new businesses to town. Options included sending a card with Elysian dollars, holding a "business gathering / open house", advertising on the digital sign, and putting a welcome in the newsletter. At this point businesses will be acknowledged on the digital sign and also noted in the City newsletter. There was a suggestion to have an "Elysian EDA Coupon of the Month".

Kopischke reported that both realtors in the city had expressed an interest in advertising the EDA land that is for sale. The Commissioners requested that the realtors be invited to attend the next EDA meeting and give a less than thirty minute presentation on their marketing strategy for the available land.

There were no visitor comments.

On motion by McBroom, seconded by Ritchison, all voting in favor, meeting adjourned at 7:50 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**JULY 7, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, July 7, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Mary Opsahl, Steve Ritchison; Administrator Lorri Kopischke. Absent: Derek Westby.

On motion by Ritchison, seconded by Opsahl, all voting in favor, the minutes of the June 9, 2016 Regular Meeting were approved as presented.

On motion by McBroom, seconded by Evans, all voting in favor, the agenda was approved as presented.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6, #9 and #11. All other loans are current. Kopischke reported that the responsible party for Loan #9 has agreed that if payments of \$100 per month were made for one year, one year of debt would be forgiven. An agreement will be signed and payments will begin this month.

Commissioner Evans reported that he continues to talk with businesses regarding advertising on the EDA website. The appearance of the website was discussed. One idea was to take pictures of local residents and post those photos on the website. The idea being that people who move away or who go south for the winter visit the website to see what is going on in town.

Proposals for marketing of the EDA properties from Century 21 Lake Region Realty and Nu Star Realty were distributed. After a lengthy discussion, on motion by Ritchison, seconded by Evans, all voting in favor, to accept the marketing proposal from Carolyn Gunton-Lewis, Century 21 Lake Region Realty, Inc, for the EDA lots (PID# 16.440.0510, 16.440.0520, 16.440.0510, 16.999.0490) Elysian, Minnesota.

There were no visitor comments.

On motion by Ritchison, seconded by Opsahl, all voting in favor, meeting adjourned at 7:30 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**AUGUST 4, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, August 4, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans and Steve Ritchison; Administrator Lorri Kopischke. Absent: Commissioners Mary Opsahl and Derek Westby.

On motion by Evans, seconded by Ritchison, all voting in favor, the minutes of the July 7, 2016 Regular Meeting were approved as presented.

On motion by McBroom, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Jayne Larsen and Tanya Vanderberg, owners of Tucker's Tavern, were present to discuss a revolving loan request. Larsen stated Tucker's will be celebrating their 12<sup>th</sup> anniversary this month. Starting out they thought they would be a bar that served food but Tuckers has become a restaurant that serves drinks. As a result the kitchen is not big enough. They would like to build a 273 square foot (13' x 21') addition to the kitchen and install a walk-in freezer. This would allow more space for pizza ovens and prep area. They intend to hire another cook specifically to cook pizza and possibly a delivery driver.

Tuckers is intending to sell September 1, 2016 to Brad Zimbrich on a contract for deed. Larsen and Vanderberg will be responsible for the loan and it will be added to the contract for deed.

Larsen presented a request for a revolving fund loan in the amount of \$73,290. This would include \$51,800 for a building addition, \$21,132 for a walk-in freezer, and \$358 for pizza ovens.

The Commissioners asked if Tuckers had been talking with any other lenders. The EDA had never made a loan for this high of an amount. Kopischke noted the EDA did have the RLF funds that had been seeded by the State of MN. Tuckers would qualify as far as the use. There is a requirement for wages. That requirement is: "Businesses receiving RLF-State MIF assistance must pay each employee total compensation, including benefits not mandated by law, that on an annualized basis is equal to at least 110% of the federal poverty level for a family of four, which as of February 1, 2014 is \$12.61 per hour."

Tuckers stated they could meet that requirement. They would be adding one job and maybe up to three jobs. It was also noted that they had received a previous revolving loan and they had paid it in full before it was due.

Kopischke reported the City Attorney was not in favor of the larger loans and had also suggested that the loan documents be updated prior to any new loans being made.

The Commission asked Tuckers to investigate some other form of funding for approximately one half of the amount and to come back to the City Council meeting on Monday, August 8 to discuss what funding they had secured. EDA funding is meant to be gap funding.

On motion by McBroom, seconded by Ritchison, all voting in favor, to table Tuckers request for a revolving fund loan in the amount of \$73,290 for discussion at the Elysian City Council meeting of August 8, 2016, to allow time for Tuckers to secure an additional funding source for the project. The issue will come back to the EDA at a special meeting following the Council meeting for a decision.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2 or #6. All other loans are current.

Kopischke reported she had met with Carolyn Gunton-Lewis, Century 21 Lake Region Realty, Inc., and signed the contracts for marketing of the EDA lots (PID# 16.440.0510, 16.440.0520, 16.440.0510, 16.999.0490) Elysian, Minnesota. Gunton-Lewis has some good ideas for the sites and will increase exposure for the lots.

There were no visitor comments.

On motion by Ritchison, seconded by McBroom, all voting in favor, meeting adjourned at 7:45 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
AUGUST 16, 2016  
ELYSIAN CITY HALL  
7:00 PM**

The Elysian Economic Development Authority met in special session on Tuesday, August 16, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Mary Opsahl, Steve Ritchison, and Derek Westby; Administrator Lorri Kopischke.

Jayne Larsen and Tanya Vanderberg, owners of Tucker's Tavern, were present to discuss the revolving loan request originally requested on August 4, 2016. They would like to build a 273 square foot (13' x 21') addition to the kitchen and install a walk-in freezer. This would allow more space for pizza ovens and prep area. They intend to hire another cook specifically to cook pizzas and possibly a delivery driver.

Larsen reported that they have secured funding for \$38,000 from another lender and are reducing their request for EDA funding from the original amount of \$73,290 to \$38,000.

McBroom stated that the large EDA loans are generally \$20,000 to \$25,000 with some recent loans made at \$30,000. The EDA is currently discussing a policy to set a cap on loan amounts. In looking at the proposal, the refrigeration and pizza ovens would cost approximately \$28,490. He suggested a revolving loan amount of \$30,000. This would allow the EDA to retain \$10,000 in the restricted account to be available for a loan to another business.

Opsahl stated she was comfortable with a loan in the amount of \$38,000 especially since they have obtained the other funding. It is great they are expanding the business and moving forward. These restricted funds are rarely used and difficult to use.

Ritchison stated the EDA had made two large loans and neither had worked out and the EDA had lost a lot of money. This large amount is still scary. It is not our own money, but we are responsible for it. He agrees with McBroom. He had a problem with \$30,000 but there again the EDA just gave out \$30,000. This request is only \$8,000 more.

Evans commented that it is good to ask but sometimes you don't get what you ask for. He had worked with the City for many years and there has never been a loan this large before. He was concerned that if a smaller business would come in and request \$8,000 or \$10,000 the money would already have been given away. This may be a different account but it is still the same pot. He would prefer a loan amount of \$25,000. He could live with \$30,000 but would prefer \$25,000. The EDA has done a spectacular job of helping businesses in Elysian and going the distance.

Westby agreed that there needed to be a ceiling on the amount of the loans the EDA was giving out.

Larsen stated Tucker's Tavern had a prior loan with the EDA in the amount of \$8,000 and they had paid it off early. She stated that if there was going to be a cap on the amount loaned it

should have been determined before they applied and should have been communicated to them. They had been asked by the EDA to try to get half of the funding from another source and they have done that. This addition to their business will create jobs in the community.

Westby noted that the last two large loans were granted with a 5 year term with a balloon payment.

McBroom asked Tucker's if an 8 year loan term would work for them. The monthly payment would be approximately \$445. Larsen and Vanderberg stated that was attainable.

On motion by Ritchison, seconded by Opsahl, all voting in favor, to approve a revolving fund loan to Jayne Larsen and Tanya Vanderberg, owners of Tucker's Tavern, in the amount of \$38,000 with a 3% interest rate for a term of 8 years (96 payments) resulting in a monthly payment of \$445.72. Funding will be made from the restricted account and a specific loan agreement drafted by the City Attorney with verbiage related to the requirements of those funds will be used.

On motion by Opsahl, seconded by Westby, all voting in favor, meeting adjourned at 7:35 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**SEPTEMBER 1, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, September 1, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mary Opsahl, Steve Ritchison, and Derek Westby; Administrator Lorri Kopischke. Absent: Commissioner Mack Evans.

On motion by Westby, seconded by Ritchison, all voting in favor, the minutes of the August 4, 2016 Regular Meeting and the August 16, 2016 Special Meeting were approved as presented.

On motion by Westby, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Commissioners discussed the need to have something in writing that specifies and sets a ceiling on the dollar amount of revolving loans given out, and, what is required from the applicant for each level of loan amount. Some points discussed included having two tiers of loan: \$1 to \$10,000 and \$10,001 to \$20,000, requiring credit checks and some type of collateral such as mortgages or UCC Liens, and a written guarantee that alternate funding has been secured. Kopischke will put this into a draft document and present for consideration at the October EDA Meeting.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2 or #6. All other loans are current.

There were no visitor comments.

On motion by McBroom, seconded by Westby, all voting in favor, meeting adjourned at 7:32 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**OCTOBER 6, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, October 6, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans (arrived at 7:03 pm), Mary Opsahl, Steve Ritchison, and Derek Westby; Administrator Lorri Kopischke. Absent: None.

On motion by Ritchison, seconded by Westby, all voting in favor, the minutes of the September 1, 2016 Regular Meeting were approved as presented.

On motion by Westby, seconded by Ritchison, all voting in favor, the agenda was approved as presented.

Commissioner Evans arrived at 7:03 pm.

Commissioners discussed the draft procedure for application for Elysian EDA revolving loans. An application fee was discussed. The cost of a credit check needs to be determined prior to setting the fee. Options discussed for applicants with a low credit score included a shorter-term loan, a higher APR or a higher required collateral. Guidelines for issuing loans in an amount above \$20,000 were discussed. This will be discussed again at the November EDA Meeting.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #6 or #10. All other loans are current.

Kopischke reported that the responsible party for Loan #6 had been in contact to request the remaining amount payable on the loan and expressed an interest in paying the balance due of the judgement amount less the payments made since the judgement, in full. On motion by McBroom, seconded by Ritchison, all voting in favor, to authorize Kopischke to negotiate a payment in full with the responsibility party of Loan #6 in an amount no less than \$5,000.

There were no visitor comments.

On motion by McBroom, seconded by Ritchison, all voting in favor, meeting adjourned at 7:40 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**NOVEMBER 3, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, November 3, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mary Opsahl, Steve Ritchison, and Derek Westby (arrived at 7:08 pm); Administrator Lorri Kopischke. Absent: Mack Evans.

On motion by Opsahl, seconded by Ritchison, all voting in favor, the minutes of the October 6, 2016 Regular Meeting were approved as presented.

On motion by McBroom, seconded by Opsahl, all voting in favor, the agenda was approved as presented.

Commissioner Westby arrived at 7:08 pm.

Commissioners discussed the draft procedure for application for Elysian EDA revolving loans. Kopischke reported that Smartbusinessreports.com, a division of Experian, offers a credit check service for \$39.95. The City Attorney will be asked to create a consent form to be used for credit checks.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6, #10, or #11. All other loans are current.

The pictures on the website were discussed. Less pictures of people and more patriotic pictures suggested. A 2017 photo contest was discussed that would run for three months and possibly utilize the City Facebook page and have voting with a "good" prize. The suggested theme was "Pictures that best capture the spirit of Elysian".

There were no visitor comments.

On motion by McBroom, seconded by Westby, all voting in favor, meeting adjourned at 7:32 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator

**ELYSIAN ECONOMIC DEVELOPMENT AUTHORITY**  
**DECEMBER 8, 2016**  
**ELYSIAN CITY HALL**  
**7:00 PM**

The Elysian Economic Development Authority met in regular session on Thursday, December 8, 2016 at City Hall at 7:00 pm.

Present were: President Tom McBroom; Commissioners Mack Evans, Mary Opsahl, Steve Ritchison, and Derek Westby; Administrator Lorri Kopischke. Absent: None.

On motion by Ritchison, seconded by Westby, all voting in favor, the minutes of the November 3, 2016 Regular Meeting were approved as presented.

On motion by Ritchison, seconded by Evans, all voting in favor, the agenda was approved with the following change:

1. Remove Item #5: Patricia Nusbaum, Land Use Ideas.

Revolving Fund Loan financial information was discussed. No payments were received from Loan #2, #6, or #21. All other loans are current.

The Expenditure and Revenue Guidelines were discussed, as well as the Saving Account balances. Items noted were the website revenue of \$1,380 and the rent revenue increase from \$25 to \$220.

Kopischke reported she had contacted the Lawn Barber for an update. Lynn Gross stated, "Signage will be going up when the ground is frozen...With fall being a very busy season for us, we have not begun the interior improvements yet, but will likely begin this winter. We hired 2 new employees with a portion of the EDA funds and have seen company growth directly related to those hires. Thank you to you and the Economic Development committee for your help and support."

Kopischke noted the website pictures have been updated.

The Commissioners discussed some alternate uses for the EDA land on Park Avenue NE. Options included a community center, basketball and volleyball court, tennis court. It could also be used for a parking lot in the summer when the city has a lot going on and then flooded and used as an ice skating rink in the winter. A concern was how the improvements would be funded. Staff was directed to check into possible grants.

There were no visitor comments.

On motion by Westby, seconded by Evans, all voting in favor, meeting adjourned at 7:25 pm.

Attest:

---

Tom McBroom, President

---

Lorri Kopischke, Administrator