

# MEETING MINUTES

## Kanabec County Economic Development Authority (EDA)

November 8, 2017 – 7:00am

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

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Members Present: Gene Anderson, Ivan Black, Kathi Ellis, Lisa Holcomb, Dan Johnson, Sara Treiber, Jerry Tvedt

Members Absent: Doyle Jelsing, Jack L'Heureux

Staff Present: Patrick Christopherson, Heidi Steinmetz, Kelsey Johnson

Others Present: Joel Dhein

Action #1 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve the agenda with the following addition: #6c Consider keypad lock for Telework Center.

Action #2 – It was moved by Dan Johnson, seconded by Gene Anderson and carried unanimously to approve the October 11, 2017 Minutes as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve the following invoices:

<b>Vendor</b>	<b>Amount</b>
Colors By Craig	\$450
Ehlers	\$1,500
Kanabec Publications	\$240
LHB, Inc.	\$9,000
Franklin Outdoor Advertising	\$250
	<u><b>\$11,440</b></u>

Action #4 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve the 2018 Telework Center Lease Agreement.

Action #5 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve the 2018 Telework Center Management Agreement.

Action #6 – It was moved by Sara Treiber, seconded by Dan Johnson and carried unanimously to accept the quote from Amador Locksmith & Door Service Inc. for \$806.50 plus sales tax to install a keypad lock on the exterior door of the Telework Center.

The board held a discussion regarding a proposed EDA Sponsorship Policy. Discussion only, no action was taken.

The board held a discussion regarding the 2018 Strategic Action Plan. Discussion only, no action was taken.

County EDA Director, Heidi Steinmetz gave a verbal report regarding the following project updates: International Economic Development Conference – 2/8/18, Shovel Ready Certification, Creative MN Economic Profile, Kwik Trip, and GPS 45:93. Information only, no action was taken.

Vice Chair, Jerry Tvedt, adjourned the meeting at 8:27am. The Kanabec County EDA will meet again on Wednesday December 6, 2017 at 7:00am.

Respectfully Submitted,  
Kelsey Johnson  
Kanabec County Coordinator's Assistant