

Tea Economic Development Corporation

January 15, 2013

Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Jeremy Keizer, Travis Green, Mel Zelmer, Kyle Svanda, Jon Powell and Brett Waltner. Director Jenni White and City Council representative Joe Weis were also present.

Motion by Zelmer, seconded by Larsen to approve the consent agenda. All members voted Aye.

Wayne & Mel are looking into information regarding the Certified Ready Sites. One property they are targeting is the Soukop land on the southeast corner of Main St. and 271<sup>st</sup> St.

Local Business Campaign. Jon obtained information from the Tea Weekly regarding advertising to promote shopping in Tea. To place larger ads in the paper throughout the year is very costly. Another option is to add inserts within the paper at a cost of \$.10 per insert. Tea Weekly has a circulation of 800. JP Custom Graphics is able to print 1000, 8 ½ x 11, full color inserts for \$175, double sided \$200, for a total of roughly \$300 per issue with the insert cost included. Jenni will check the price they are able to print at City Hall. Sunshine is also willing to include the insert into their grocery bags, they average 4500 per week. Another idea was to create a facebook page for TEDC to promote the local business campaign and area businesses.

Hotel Grant Extension. All grants need to be reviewed at the end of every year to decide if the grant will be funded the following year. This was not done at the end of 2012 due to Mel not being present to give an update on the project. A \$10,000 grant was approved in July of 2010 for a hotel to be built behind the strip mall on north Main St. Mel is still in the process of obtaining investors. Motion by Larsen, seconded by Powell to not fund the \$10,000 hotel grant approved in July of 2010. Members Larsen, Powell, Jacobs, Keizer, Green and Svanda voted Aye. Member Zelmer voted No. Member Waltner abstained. Motion carried.

Other Updates. Travis spoke with a representative from Dollar General, they strictly obtain their data from the Census Bureau and look for a population of 10,000.

Director's Report. Jenni will be making site visits to area businesses. The Tea EDC Google Group will be emailed out to the 2013 members.

At this time, the election of officers took place. Motion by Zelmer, seconded by Powell to approve Chad Jacobs as president, Wayne Larsen as vice president and Travis Green as secretary/treasurer. All members voted Aye.

In other business, our next meeting will take place on February 19. Brett and Jenni are planning a Mixer to be held in February. Ideas were tossed around regarding the vacant Sport's Page building. Camie's Warehouse is now open at JP Custom Graphics location. American Loan Center is opening at the strip mall on 1<sup>st</sup> St.

Motion by Larsen, seconded by Waltner to adjourn the meeting at 6:43 pm. All members voted Aye.

Tea Economic Development Corporation

February 19, 2013

Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Jeremy Keizer, Travis Green, Kyle Svanda and Brett Waltner. Director Jenni White and City Council representative Joe Weis were also present. Mel Zelmer & Jon Powell were absent.

Motion by Larsen, seconded by Svanda to approve the consent agenda. All members voted Aye.

Certified Ready Sites. Wayne gave an update regarding obtaining information to submit the Soukop Property for a Certified Ready Site. Letters are ready to go out to the utility providers. Arlyn Olsen's property could be a potential 2<sup>nd</sup> site.

Local Business Campaign. At this time, member Brett Waltner arrived. Jon put together several cost options for the local business campaign including the flyer inserts, stickers, yard signs and banners. It was the consensus of the board to move forward with the flyers. The flyers will include space to highlight TEDC members, free of charge and feature other TEDC/community information. Design templates will be looked at next meeting.

In other business, our next meeting will take place on March 19. A Spring Social will be planned for April.

Motion by Green, seconded by Larsen to adjourn the meeting at 6:34 pm. All members voted Aye.

Tea Economic Development Corporation

March 19, 2013

Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Mel Zelmer, Jon Powell, Kyle Svanda and Brett Waltner. Director Jenni White was also present. Travis Green, Jeremy Keizer and City Council Representative Joe Weis were absent.

Motion by Larsen, seconded by Zelmer to approve the consent agenda. All members voted Aye.

Certified Ready Sites. Wayne gave an update regarding obtaining information to submit the Soukop Property for a Certified Ready Site. Letters requesting information have been sent to the utility companies. It was an idea to put up a sign stating the ground is a Certified Ready Site when completed. Wayne, Mel and Jenni will meet to go over the applications details.

Local Business Campaign. Several layout options were reviewed for the local business campaign newspaper insert. It was the consensus to feature 4 businesses on the front and 4 on the back along with the map. Several options for the logo were looked at. The logos will be put within the design layout to see what one works the best. Another idea was to have the buy local campaign on plastic grocery bags at Sunshine Foods or on a promotional item to be handed out at Teapot Days. Costs will be obtained.

The Governor's Office of Economic Development Conference is April 16 & 17 in Sioux Falls. If anyone would like to attend the conference or the banquet, let Jenni know.

Spring Social will be held on Thursday, April 25 at 5 pm at the Tea Steak House/O'Tooles back bar.

In other business, our next meeting will take place on April 23.

Motion by Zelmer, seconded by Svanda to adjourn the meeting at 6:36 pm. All members voted Aye.

Tea Economic Development Corporation

April 23, 2013

Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Travis Green, Mel Zelmer, Jon Powell, Kyle Svanda and Brett Waltner. Director Jenni White and City Council Representative Joe Weis were also present. Jeremy Keizer and Kyle Svanda were absent.

Motion by Powell, seconded by Zelmer to approve the March 19 minutes. All members voted Aye.

Motion by Larsen, seconded by Green to approve the April Financial report. All members voted Aye.

Certified Ready Sites. The application for the Soukop property is due May 1. Jenni will meet with Wayne to finalize the information before it is submitted.

Local Business Campaign. Motion by Zelmer, seconded by Powell to approve the front 4 design layout for the flyer. All members voted Aye. Motion by Larsen, seconded by Waltner to approve the ordering of 1000 cozies with the buy local campaign logo to be passed out at the Teapot Days parade by various board members. All members voted Aye. Jenni and Jon Powell will work to finalize the logo and order the cozies thru JP Custom Graphics.

Spring Social will be held on Thursday, April 25 at 5 pm at the Tea Steak House/O'Tooles back bar. Board members are asked to be there at 5 pm to welcome guests.

In other business, our next meeting will take place on May 21. Jon Powell is starting a car club called Tea Rodders who will be putting on the car show Friday evening for Teapot Days.

Motion by Larsen, seconded by Green to adjourn the meeting at 6:40 pm. All members voted Aye.

Tea Economic Development Corporation

May 21, 2013

Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Travis Green, Joe Weis, Jeremy Keizer, Kyle Svanda and Brett Waltner. Director Jenni White and City Council Representative Chuck Ortmeier were also present. Mel Zelmer and Jon Powell were absent.

Due to a few new faces, the board did introductions.

Reggie Kuipers was present from Bender Commercial to talk about the market and what is going on in the area.

Motion by Larsen, seconded by Green to approve the April 23 minutes. All members voted Aye.

Motion by Larsen, seconded by Green to approve the May Financial report. All members voted Aye.

Motion by Larsen, seconded by Keizer to approve Joe Weis from Tea Realty to the TEDC Board of Directors, term to expire December, 2015. All members voted aye.

Certified Ready Sites application has been submitted.

Local Business Campaign. Coozies with the buy local logo will be handed out at the Teapot Days parade. The flyer insert will be worked on more after Teapot Days.

Motion by Larsen, seconded by Svanda to adjourn the meeting at 6:35 pm. All members voted Aye.

Tea Economic Development Corporation  
June 18, 2013  
Minutes

The meeting was called to order at 5:30 pm with the following board members present: Wayne Larsen, Joe Weis (arrived at 6 pm), Jeremy Keizer, Mel Zelmer, Jon Powell and Brett Waltner. Director Jenni White was also present. Members Kyle Svanda, Travis Green and Chad Jacobs were absent.

Motion by Zelmer, seconded by Waltner to approve the June 18, 2013 agenda. All members vote aye.

Tea Area School Superintendent Jennifer Lowery was present to inform the board regarding the school bond election being held on September 24, 2013. If passed, a new elementary school would be built in the northern part of the district, additional classrooms to the current elementary school and the addition of a performing arts shell to the high school.

Motion by Waltner, seconded by Powell to approve the May 21 minutes with the addition of: motion by Larsen, seconded by Keizer to approve Joe Weis to the TEDC Board. All members voted aye.

Motion by Zelmer, seconded by Waltner to approve the June Financial report. All members voted aye. At this time, member Joe Weis arrived.

Jenni is working on finalizing the flyer insert for the Buy Local Campaign. TEDC Board members will be highlighted in the first issue. Ad ideas and designs should be submitted to Jenni. First insert will be circulated in August.

A recap of Teapot Days and the car show was discussed.

Motion by Weis, seconded by Powell to adjourn the meeting at 6:14 pm. All members voted aye.

Tea Economic Development Corporation

July 16, 2013

Minutes

The meeting was called to order at 5:37 pm.

Members Present:

Chad Jacobs

Wayne Larsen

Mel Zelmer

Kyle Svanda

Joe Weis

Members Absent:

Travis Green

Jeremy Keizer

Jon Powell

Brett Waltner

Director Jenni White was also present.

The Local Business Campaign was discussed. Business ads have been emailed to board members for approval. First flyer insert is schedule to go out the end of August.

Motion by Svanda, seconded by Larsen to approve the consent agenda. All members vote aye.

The 2014 budget was reviewed. Project ideas should be directed to Jenni. The final 2014 Budget will be ready for approval at the August meeting.

In other business: Oggies Grille & Bar plans to open August 19. Port Second Hand Store just opened at 112 E. 1<sup>st</sup> St.

Motion by Zelmer, seconded by Larsen to adjourn the meeting at 6:11 pm. All members voted aye.

Tea Economic Development Corporation  
August 20, 2013  
Minutes

The meeting was called to order at 5:33 pm.

Members Present:

Chad Jacobs  
Wayne Larsen  
Mel Zelmer  
Travis Green  
Joe Weis  
Brett Waltner

Members Absent:

Jon Powell  
Jeremy Keizer  
Kyle Svanda

Director Jenni White was also present.

Motion by Zelmer, seconded by Weis to approve the consent agenda. All members vote aye.

The 2014 budget was reviewed. City Council felt the Certified Ready Site line item budget should fall under Business Recruitment. The \$550 taxes expense was removed due to Jenni being able to prepare the 2013 tax return. Final 2014 budget amount is \$37,352.00.

The Buy Local Campaign was discussed. 2000 flyers were printed instead of 1000. It was the consensus of the board to run the flyer insert into the Tea Weekly a second time.

Brett has been talking to Oggies Grille & Bar to set up a Mixer. Oggies is in the process of finalizing details with large group events within the back room. Brett will stay in contact with them.

Motion by Larsen, seconded by Weis to adjourn the meeting at 6:07 pm. All members voted aye.



Tea Economic Development Corporation

September 17, 2013

Minutes

The meeting was called to order at 5:32 pm.

Members Present:

Chad Jacobs

Wayne Larsen

Mel Zelmer

Joe Weis (arrived at 6:00 pm)

Brett Waltner

Jon Powell

Members Absent:

Travis Green

Jeremy Keizer

Kyle Svanda

Director Jenni White was also present. City Council Representative Chuck Ortmeier was absent.

Motion by Larsen, seconded by Powell to approve the consent agenda. All members vote aye.

A quote was submitted by HDR Engineering for a phase 1 environmental study for Tract 1 and 2 of the Carl W. Soukop Addition in the amount of \$6,616. Additional quotes will be obtained to compare prices. Potential areas of land to apply to be Certified Ready were discussed; Artisan Addition, Figzel Court, Costello Lot.

Annual Meeting dates were discussed. Jenni will confirm a date with the Tea Steak House Events Hall.

In other business, Jenni is in the process of updating the teasd.com website design. Vote Tuesday, September 24<sup>th</sup> for the Tea Area School Bond Election. During this time, member Joe Weis arrived. The Buy Local Campaign was discussed. Cost comparisons between printing 1000 and 2000 flyers were looked at. It is an additional \$50 to print 2500 flyers versus 1000 flyers. Motion by Larsen, seconded by Powell to approve the printing of 2500 buy local flyers and to run each flyer twice a month within the Tea Weekly Newspaper. All members voted aye. Jenni finalized the tax comparison chart which has been mailed out to realtors and developers in the Tea and Sioux Falls area; this is also posted on our website.

Mel would like to look into the options of a head hunter to recruit businesses to Tea. Some other communities have done this and had success.

Mel spoke of a business called Happy Feet, currently working out of their home, is looking to open a store front. Franchise agreement requires 1200 sq ft of space. They are currently looking at a 1200 sq ft space next to the Post Office which charges \$1200 per month. Happy Feet is only able to pay \$800 per month. Mel is requesting TEDC provides a grant to Happy Feet to pay the additional \$400 per month for one year of rent that they are unable to afford. TEDC currently does not have an application or requirements for this process. Some things thought of to require from the business would be their business plan, number of employees, job creation and sale projections to see if after a year, they would be able to pay the full rent amount and not have to close their store front. Also, the business would need to come to TEDC to explain what they do and to request something like this. Motion by Zelmer to supplement the rent cost to the business Happy Feet in the amount of \$400 per month for one year Motion failed due to lack of second. More information regarding this process will be looked into.

Motion by Waltner, seconded by Powell to adjourn the meeting at 6:46 pm. All members voted aye.

Tea Economic Development Corporation

October 15, 2013

Minutes

The meeting was called to order at 5:05 pm.

Members Present:

Chad Jacobs

Wayne Larsen

Jeremy Keizer

Mel Zelmer

Joe Weis

Brett Waltner

Travis Green

Members Absent:

Jon Powell

Kyle Svanda

Director Jenni White & Mayor John Lawler were also present. City Council Representative Chuck Ortmeier was absent.

Motion by Weis, seconded by Larsen to approve the consent agenda. All members vote aye.

Multiple quotes were obtained for an environmental study for Tract 1 and Tract 2 of the Carl Soukop Addition; Geotek \$2500-\$2800 plus sales tax, Dakota Land Surveying & Engineering \$3,850, HR Green Engineering \$5000 plus expenses, HDR Engineering \$6616. Contact has been made with Carl Soukop regarding paying for half of the cost of the study. Motion by Zelmer, seconded by Larsen to move forward with the environmental study. All members voted aye.

The Buy Local Campaign was discussed. Cost comparisons between printing 1000 and 2000 flyers were looked at. It is an additional \$50 to print 2500 flyers versus 1000 flyers. Motion by Larsen, seconded by Zelmer to approve the printing of 2500 buy local flyers and to run each flyer twice a month within the Tea Weekly Newspaper. All members voted aye. At this time Mel Zelmer left the meeting.

Clarification was made regarding a closed meeting law. City and County governments have the authority to go into executive session for economic development purposes. The Tea City Council has also passed on ordinance to be able to annex agriculture land into the City limits without changing its tax levies. This is important for Tea to be able to start annexing land working our way out to the interstate and also gaining planning and zoning control of the property.

TEDC needs to install a process and criteria when a business requests a grant. Ideas and criteria should be given to Jenni.

TEDC's Annual Meeting is scheduled for Tuesday, December 3 starting at 5:30 pm.

Our next Mixer will be held at Sky Lounge on October 24 from 5:00 to 6:30 pm.

In other business, John Lawler spoke of the Boulder Inc. land sale with the City of Tea having no prior negotiations to the land sale regarding the purchasing of park land. Joe talked about working with all the community organizations to collaborate a Tea Christmas Celebration. More information will be looked into.

Motion by Weis, seconded by Keizer to adjourn the meeting at 6:01 pm. All members voted aye.

Tea Economic Development Corporation

November 19, 2013

Minutes

The meeting was called to order at 5:35 pm.

Members Present:

Chad Jacobs

Wayne Larsen

Kyle Svanda

Mel Zelmer

Joe Weis

Brett Waltner

Members Absent:

Jon Powell

Travis Green

Jeremy Keizer

Director Jenni White was also present.

Motion by Zelmer, seconded by Larsen to approve the November 19, 2013 agenda. All members vote aye.

Motion by Zelmer, seconded by Larsen to approve the consent agenda with the addition of changing the minutes of the Buy Local motion being seconded by Zelmer, not Larsen. All members vote aye.

Certified Ready Site. Multiple quotes were obtained to perform a phase 1 environmental study for Tract 1 and 2 of the Carl W. Soukup Addition within the City of Tea. The lowest quote was Geotek at \$2500. Carl Soukup has agreed to share the cost of the study with TEDC 50/50. Motion by Weis, seconded by Larsen to sign and execute the Geotek contract to perform a phase 1 environmental study for Tract 1 and 2 of the Carl W. Soukup Addition within the City of Tea in the amount of \$2500.00 and to cost share with Carl Soukup 50/50. All members voted aye. Lamar's property and Haugo's property were discussed to potentially apply to be Certified Ready.

Discussion took place regarding the grant process and criteria. More discussion will take place at the next meeting.

TEDC's Annual Meeting is scheduled for Tuesday, December 3 starting at 5:30 pm.

Motion by Larsen, seconded by Waltner to adjourn the meeting at 6:33 pm. All members voted aye.

Tea Economic Development Corporation  
December 3, 2013  
Annual Meeting  
Minutes

The Annual Meeting was called to order at 6:30 pm with the following board members present: Wayne Larsen, Chad Jacobs, Jeremy Keizer, Travis Green, Mel Zelmer, Kyle Svanda and Joe Weis. Director Jenni White and various business members were also present. Board Member Jon Powell and Brett Waltner were absent.

The keynote speaker was David Anderson with the Governor's Office of Economic Development.

The election of board of directors took place. Kyle Svanda, Jeremy Keizer and Mel Zelmer's terms are expiring. President Chad Jacobs opened the floor for nominations. Travis Green nominated Kyle Svanda, Jeremy Keizer and Chad Ulvestad to the TEDC Board of Directors. Motion by Joe Weis, seconded by Janelle Boots (Vision Care Associates) to seize nominations and cast a unanimous ballot for the nominated slate of officers. All members voted aye.

Motion by Wayne Larsen, seconded by Travis Green to adjourn the adjourn the meeting at 8:00 pm. All members voted aye.