

Town of Richlands
Industrial/Economic Development Authority
July 14, 2025

The Richlands IEDA held its regular monthly meeting at 6 p.m. with the following present:

Lynna Mitchell	Jeff Casey
Craig Earls	Joseph Vance
Mike Bales	

Members Absent: Cody Harman

Town Representatives: Ron Holt

Guests:

Call to Order:

Joseph Vance called the meeting to order.

Approval of Agenda:

Craig Earls made a motion to approve the agenda. Lynna Mitchell seconded the motion. With no further discussion, the agenda was unanimously approved.

Approval of Meeting Minutes:

The minutes from the April 7th meeting were presented for approval. Lynna Mitchell made a motion to approve the minutes. Joseph Vance seconded the motion. With no further discussion, the minutes were unanimously approved.

IEDA Discussion Items:

IEDA Annual Position Appointments

The Authority discussed annual officer appointments. The following slate of officers was proposed:

- Chairman: Joseph Vance
- Vice-Chair: Lynna Mitchell
- Secretary: Craig Earls
- Treasurer: Mike Bales

Craig Earls made a motion to approve the proposed appointments. Lynna Mitchell seconded the motion. The motion passed unanimously.

A brief discussion followed regarding the need to retake the oath of office for reappointments. Ron Holt will coordinate with Mike Thomas and provide clarification at a future meeting.

Replacement member for IEDA

Joseph Vance inquired whether there were any new candidates for consideration.

Ron Holt confirmed that one new candidate had been received. The group held a brief discussion.

Lynna Mitchell made a motion to recommend Raubi Elswick for appointment. Joseph Vance seconded the motion. The recommendation was approved unanimously.

Richlands Enterprise Zone Designation Updates

Jeff Casey noted that the existing Enterprise Zone includes the area near Mantis.

Ron Holt confirmed and added that there is interest in adjusting the zone to include more downtown areas by removing the airport area. He emphasized that the primary consideration is what local incentives the Town should offer.

The group discussed current incentives, including the existing business license fee abatement. It was noted that Tim Danielson had previously presented on this topic, but a quorum was not present during that meeting.

Lynna Mitchell expressed the importance of supporting existing businesses in addition to attracting new ones.

Mike Bales asked whether businesses must expand to qualify for incentives.

Ron Holt confirmed that businesses must demonstrate growth in full-time equivalent (FTE) positions to qualify.

Lynna Mitchell mentioned that approximately \$27,000 remains from the "Pop-Up" program and could potentially be repurposed into micro-grants for local businesses. She also suggested using the Town's website and Facebook page to promote local businesses at no cost.

Ron Holt agreed and recommended revisiting the micro-grant idea at a future meeting.

Lynna Mitchell asked whether real estate/property tax relief could be offered as an incentive.

Craig Earls proposed considering additional incentives such as fast-tracking business licenses and abating tap fees for electric, sewer, and water connections.

Lynna Mitchell also suggested that a lodging tax rebate could help attract visitors and businesses to Town.

Joseph Vance asked the group what recommendations should be brought forward.

The following recommendations were discussed:

- Develop marketing and promotional materials
- Waive tap fees for electric, sewer, and water
- Offer real estate/property tax assistance
- Implement a lodging tax rebate
- Explore meals tax incentives based on year-over-year growth and job creation

Craig Earls agreed to follow up with Tim Danielson to request examples of incentives used in other localities and will have them printed for our next meeting.

Additional Discussion:

The next FOIA training session will be conducted online. Ron Holt will confirm the details and follow up with the group.

Lynna Mitchell made a motion to adjourn the meeting. Craig Earls seconded the motion. The motion was unanimously approved, and the meeting adjourned.

Next Meeting: August 4th, at 6 p.m.