

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MEETING MINUTES

DATE: April 28, 2016
TIME: 5:00 p.m.
LOCATION: Arbor Gardens

Call the Meeting to Order: Dale Heintz called the meeting to order at 5:30 p.m.

Roll

Call: In attendance: Dale Heintz, Craig Horan, Tyrel Clark, Bryan Cornell, and Cathy Enerson. Absent: Amy Brown, Connie Meiners, and Ryan Castle. Also in attendance: Don Rademacher.

Set the Agenda: *Motion by Tyrel Clark, to set the agenda with the addition of letters of support, and the CEDA annual meeting, motion seconded by Craig Horan, and motion carried 4/0.*

Arbor Gardens

Financials – emailed, debt service report

Director’s Report – Don report see exhibit A, Don presented deck product and cost estimates from Chuck Hyatt, and Alan McRay for the board to review. After discussion, *Tyrel Clark motioned to recommend to the City Council that Arbor Gardens proceed with replacing two decks, with two patios below the decks, located on the north side of the assisted living building, using the updated bid from Allan McRay, which would include using the good quality of permanent decking product as seen by the EDA at the EDA meeting on 4/28/16, at a cost not to exceed \$18,000 per unit (2 decks/2 concrete patios), and motion was seconded by Craig Horan, motion carried 4/0.*

NOTE: In the future, there will be 1 additional unit of (2 decks, 2 concrete patios), and one unit of concrete (2 concrete pads) to replace.

The Tealwood quarterly update and visit will be held on May 26th, via by phone in or in person. The discussion will focus on a presentation of the 2016 budget, the aging report, the continuation of the repairs and reserves fund on the aging report, and the DEED job skills training grant to offset the high cost of training.

- o Don to provide side walk bids
- o Don will share an update on Rolling Hills ability to provide transportation to the Farmers Market
- o Tyrel will assist Don with Facebook posts to highlight job openings.

I. Approve the EDA Minutes: March 24, 2016: *Motion by Tyrel Clark, and motion seconded by Craig Horan to approve the EDA minutes as written, and motion carried 4/0.*

II. Budget Status Report - informational, reports emailed

Economic Development Authority Financial Report Month	
220 EDA cash balance checking:	\$ 70,712.21
221 Revolving Loan Fund	\$ 48,067.18
222 Eyota Investment Fund balance cash	\$ 19,227.04
223 Rochester sales tax funds	\$ 208,994.17
655 Arbor Gardens Enterprise Fund August	\$ 108,150.55
Charter Spectrum payment (2 nd half), Insty Prints Minnesota Design Team community invitation invoice, and postage receipt were included in the board packet – informational as expenditure were already approved expenses.	

III. Old Business:

- **MN Design Team Visit – Connie:** Connie was absent, the board discussed the visit, and felt it went very well, there was a good deal of community engagement, and the results from the team were pleasing. There was concern that the planning commission was not present at any of the events. The packet included a copy of the Thank you letter that Marlis created. The results of the visit are posted as a link on the home page of the city website.
- **Brewery Planning Commission update – Bryan, next steps:** The next step is to have an appraisal of the land completed. The board asked Cathy to contact a commercial appraiser(s) to get a cost estimate by May 12th for the City Council meeting.
- **PEC grant / Charter Spectrum video – discuss short clips, blue ray disks:** The board would like to have the end results highlighted in the video. Slides can be integrated to show the end results. The welcome sign will be the new sign rather than the sign on Knowledge road
- **Legion committee meeting report:** The next meeting is Monday May 23rd at the Legion. Motion by Craig Horan, and motion seconded by Bryan Cornell to allow a \$25.00 expenditure for Blue Ray disks to archive all of the footage that was shot by video over the entire three days of the Minnesota Design Team visit.

IV. New Business:

- **Strategic Plan – Minnesota Design Team Goals:** The EDA reviewed the short, mid, and long term goals that were created using public engagement during the April 2016, MN Design Team visit. The short term goals were discussed: Short term goals include: Update the land use plan, retail market analysis, Infill residential area, develop the Lincoln Brewery, Shovel Ready Certification for Industrial Development, Begin filling in sidewalk gaps, railroad themed wayfinding signs, elevator film series, improve the space across from the fire hall station, active streets programming, façade improvement design guidelines, the EDA board added Lake Eyota development to the list of short term projects since there is currently work going on for the site as a wetland. The EDA board suggested that the Park Department begin to work on a proposal for City Council to create an elevator film series. Cathy will contact the SBA, and the University of Minnesota extension office to determine the process and possible expenses of a retail gap analysis. The board discussed façade improvement guidelines, and would at this time prefer to leave the program flexible to allow as much improvement, cost effective improvements for the downtown. At this time the applicant is to submit a plan to the EDA, the EDA can request as much information as necessary to be better informed about design features, materials, and color schemes. Used as an example, the City of Chatfield is using suggestions for facade improvements rather than covenants, or design guidelines. The board would like before and after photos of the downtown.
- **Business Incentive applications:** Cathy provided the board with a project summary sheet. There is an invoice for the John Erickson building of \$3,000, the invoice had been paid by John, and the invoice is part of his façade improvement program. *There was a motion by Tyrel Clark, and motion seconded by Byran Cornell to pay 50%, \$1,500, of the paid invoice, as per the historic downtown façade improvement program, and motion carried 4/0.* The board review two application that were submitted by the Aiken Company, the applications meet the guidelines pending the owners submitting their project plan, Cathy will contact the owners to gather more details. Brandi Yust owner of the Simply Styling Hair Studio submitted an application for façade improvements, the board looked at photos to discuss the findings of facts to improve the building. Brandi has an alley that makes her side very visible, finding of facts to improve the four sides includes the visibility, and the fact that if improvements are done all at once with the same materials, this will allow the owner of the building owner to improve the overall look of building that is seen from the street in the downtown. The board would not necessarily assist with the sides of the building unless the building is highly visible.

