

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MINUTES

DATE: August 27, 2015
TIME: 5:00 p.m.
LOCATION CHANGE: Arbor Gardens

Call the Meeting to Order: The board met at 5:00 p.m.
The meeting officially opened with a quorum at 5:30 p.m.

Roll Call: In attendance: Bryan Cornell, Dale Heintz, Tyrel Clark, Fran Filzen, non-voting member Cathy Enerson, EDA Director, and Arbor Garden's Director Don Rademacher. Absent: Shannon Reuss, Connie Meiners and Amy Brown. Guests: Gary Miller and Marlis Knowlton

Set the Agenda: *With no changes to the agenda, motion from Tyrel Clark, seconded by Fran Filzen to set the agenda, and motion carried 4/0.*

- I. Arbor Gardens**
Financials - emailed
Report – Don – **Exhibit A**

II. Approve the EDA Minutes: July 23, 2015: *Motion by Bryan Cornell, and seconded by Fran Filzen to approve the July 23, 2015 EDA minutes, motion carried 4/0.*

III. Budget Status Report

Economic Development Authority Financial Report Month ending: **July**

220 EDA cash balance checking:	\$ 82,674.01
221 Revolving Loan Fund	\$ 46,279.32
222 Eyota Investment Fund balance cash	\$ 16,843.04
223 Rochester sales tax funds	\$ 212,172.08
655 Arbor Gardens Enterprise Fund August	\$ 108,844.10

- **Delinquencies:** *Board Direction: Send a letter to Robin Miller with consequences, strong words and offer flexible payments.*

IV. Old Business:

- **Video Series – update, and Charter** – see edits and the City website for additional videos.
- 1. **Community Center – Committee:** Gary Miller, Paul Spafford, and Russ Hammel, Legion Members, Dale Heintz, and Tyrel Clark, from the EDA have volunteered to be on a newly formed committee. The EDA will seek community member participation, send the invites, and create a list of committee members.
- 2. **Economic Development District (Request for Council Action):** Continue to move ahead and request City Council approval, if approved a public hearing is necessary.
- 3. **MN Design Team Visit, request to set a date:** April would be the best month to host the event, before committing community engagement must be reassessed prior to signing a commitment to participate.
- 4. **Highway 14 sign to Historic Downtown:** *Motion by Bryan Cornell, and seconded by Tyrel Clark to sign a one year lease with John Erickson from October 1, 2015 – October 1, 2016 at a cost of approximately \$800.00 to add wayfinding signage for the Historic Downtown placed on Highway 14 on a site and sign that John Erickson leases on an annual basis, and motion carried 4/0.* Bryan and Tyrel will take the recommendation to the City Council for final approval.
- 5. **Dentist Flier Mailing List:** A mailing list was presented,, the trifold fliers will be printed with addresses and mailed out in September. Cathy indicated she has shared the information with her dentist, there is preliminary interest to uncover more details about Eyota and visit a local site.

V. New Business:

6. **2016 Budget:** Many categories of the EDA budget were reviewed with future plans and historical expenses taken into account. The City Clerk recommended moving the trail development fund to the Parks Department. Professional Services decreased by \$500.00, contracted services increased by \$983.00, the board discussed saving for wayfinding and welcome signs, saving for the committed future contributions to the community bus service, that expensed is estimated to be \$2,240.00, annually for capital improvements (new buses). The EDA is in year two of a three year, decreasing subsidy for the start- up and grant match for community transportation. The board is pleased with EDA promotions and requested that the amount of \$3,500 remain in the budget for promotions. A net decrease of \$690.00 was presented to the board. Holding promotions at the current rate of \$3,500, projects the net EDA budget increase for 2016 to be \$810.00. The EDA cash account will hold the repayment of DNR trail funds in reserves for future projects. The revolving loan fund is expected to grow by \$3,207 from client repayments. *Motion by Tyrel to submit to City Council a budget of \$54,030.00, which is a net increase over 2015 of \$810.00, a budget work sheet is available and on file at City Hall, the motion was seconded by Bryan Cornell, and motion carried 4/0.* The City Council representatives will bring the budget work sheet with recommendations to the City Council meeting.
7. **Business Incentive applications:** Two application for the Historic Downtown Business Incentive were submitted. The EDA reviewed each application. *A motion was made by Tyrel Clark to set aside \$10,000 in grant funds for the Jem's Confection Project pending estimates and meeting all program guidelines, the motion was seconded by Fran Filzen, and motion carried 4/0. A motion was made by Tyrel Clark, and seconded by Fran Filzen to set aside up to \$5,300.00, pending final estimates and meeting all program guidelines for the Eyota Antiques Project, and motion carried 4/0.* The City Council Representatives will bring the recommendation to City Council for final approval.
8. **Promotions:**
 - o **Advertisement in Dover Eyota Eagles sports program:** The board recommended promoting the new construction incentives for both single family homes and new construction and reviewed the current balance and projected expenditures in the EDA promotions budget for 2015. *Motion by Bryan and seconded by Fran Filzen to use the sports program to promote new construction incentives at the cost of \$100.00 using the EDA promotions fund, and motion carried 4/0.*
 - o **Fall showcase of homes:** There is not a commitment from the developer to develop the single family lots, the board will not advertise and will reevaluate again next year.

VI. Other:

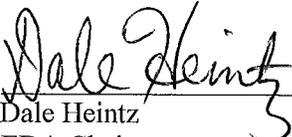
- Area meeting invitations - informational
- Demographic update – informational
- Job Expansion Program - informational

Next meeting: the 4th Thursday, September 24, 2015

Adjourn: Motion by Dale, and second by Bryan to adjourn the meeting at 6:50 p.m. With no further discussion the meeting adjourned.

Respectfully submitted,


Cathy Enerson _____ date
EDA Director


Dale Heintz _____ date
EDA Chair