

EYOTA ECONOMIC DEVELOPMENT AUTHORITY MINUTES

NO BOARD MEETING: December 25, 2014 (Holiday)
MEETING RESCHEDULED

NEW DATE: December 18, 2014
TIME: 5:00 p.m.
LOCATION CHANGE: City Hall

Call the Meeting to Order: At 5:06 p.m. Shannon Reuss called the meeting to order.

Roll Call: Tyrel Clark, Dale Heintz, Bryan Cornell and Shannon Reuss were present. Also present were Marlis Knowlton, Cathy Enerson, Don Rademacher, and Shannon Sweeny of David Drowns and Associates.

Set the Agenda: *Motion by Dale and seconded by Tyrel to set the agenda with no changes.*

I. Arbor Gardens

- **Financials:** The financials were emailed to the board. A summary was included in the Arbor Gardens Director's report.
- **Report:** There were hand - outs to the board which are titled Exhibits A and B, the report includes proposed changes to the 2015 Arbor Gardens budget expectations, information about new openings, and rent increases for 2015. The management firm is still considering adding memory care back to the services offered at the senior housing. The licensure for the care center will have a mid - year cross over change and hold an F class license, Don indicated that F class allows for home health care. That is not a part of the 2015 business model but has future possibilities. The fitness center has moved to a new room. The pool table will be listed for sale.
- **Expenditure request:** Don brought proposals to the board requesting the use of the Arbor Garden's enterprise savings fund for a snow blower, and to update and enhance the Wander Guard system. After discussion, a *motion was made by Dale, and seconded by Bryan to approve the purchase of a new Wander Guard system, and the purchase of an eight horse power snow blower using the Arbor Garden's enterprise fund in the amount up to \$12,000, the motion carried 4/0.*
- Don to report back on the expected life space of the Wander Guard for future budget planning. The current system was usable for six years.

II. **Approve the EDA Minutes: November 13, 2014** *Motion by Dale and seconded by Tyrel to approve the minutes as written, and motion carried 4/0.*

III. Budget Status Report:

Economic Development Authority Financial Report Month ending November: Cathy emailed the board a report, Cathy reviewed the fund expenditures and balances with the board.

220 EDA cash balance checking:	\$ 27,027.49
221 Revolving Loan Fund balance cash:	\$ 41,771.28
222 Eyota Investment Fund balance cash	\$ 14,969.67
223 Rochester sales tax funds	\$212,032.21

655 Arbor Gardens Enterprise Fund August \$150,407.01

IV. Director's Report: Enerson added a report to the board's packet with details about the following list of activities, the detailed report is Exhibit C in the minutes. The board added discussion about Della's building, and the purchase of the former Petit building.

- Brown permanent financing
- Burt's closing on EDA loan funds
- Site selector inquiry
- Land and Business opportunities
- Development
- Transportation

V. Old Business:

- **David Drowns Strategic Plan:** Shannon Sweeny presented a draft of the strategic economic plan. The EDA reviewed each goal to zero in on the activities, time line and responsible parties to accomplish the board's goals. The changes made by the board today will be sent to the board for final approval at the January meeting.
- **City Council updates: 2015 Budget:** The promotional expense category of the EDA budget was cut slightly, a copy of the final budget will be available to the board at the next EDA meeting.
- **Regional Community Growth meeting update:** Four projects were selected for the "One Big Thing" SMIF grant, each project will present to a leadership committee on February 21, 2015. Tyrel is on the leadership committee. Anyone interested in a project, or joining a committee can contact a Chair of the committee.

VI. New Business:

Video Series proposals: Cathy presented a summary that compared the two firms that were asked to submit proposals for the first video. The board discussed the proposals, and that the video is meant to be the first of several videos that will support shop local. *Bryan motioned to approve the proposal submitted by Charter Communications in the amount of \$800.00, using EDA funds from the promotional expenses category, Dale seconded the motion, Tyrel noted that Levi who submitted a proposal that was not selected is his cousin, with no conflict of interest the board approved the motion and second, 4/0.*

VII. Other: EDA Board positions were discussed: Shannon will continue on the board after stepping down as President. Amy Brown of Amy's Salon 211 is interested in the board seat which will become vacant after Dave Higgins retires at the end of 2014. *Tyrel made a motion to approve Shannon Brown as a replacement for Dave Higgin's seat in 2015, Bryan seconded the motion and motion carried 4/0.*

Adjourn: *Motion to adjourn at 6:55 p.m. by Bryan, seconded by Tyrel, the meeting adjourned with no further discussion.*

Respectfully submitted,

Cathy Enerson

date

Shannon Reuss

Shannon Reuss

1-22-15
date

December 18, 2014

Arbor Gardens Director's Report

For the month of November 2014 we had a net profit of \$13,382 on a budget of \$19,158. Year to Date Net profit is \$125,870 on a budget of \$183,445. Total expenses year to date are \$744,237 on a budget of \$745,629. We currently have 2 open apartments on assisted living wing. Both are upper level studio apartments. We have a waiting list of 5 tenants for assisted living and 8 for independent living.

We are currently hiring for a Director of Homecare Services (Fulltime RN manager)

Tenants have been notified of rent increases. The assisted living tenants rent increased by \$130/mo (about 5%) and the independent tenants rent went up approximately 8%. Staffing challenges, increased cost of utilities, wage increase and staff retention all contribute to the need of rent increase. The budget has not been finalized yet due to the recent situation surrounding the job status of the Executive director and Director of Homecare Services.

Tealwood Senior Living Arbor Gardens Senior Living Job Opportunity

Posting Date: 12/18/14

Job Posting Title: Director of Health Services

Location: Arbor Gardens of Eyota

Address: 535 Canyon Drive NW
Eyota, MN 55934

Employment Status: Full-Time / Exempt

Enter ad copy here:

Arbor Gardens of Eyota is currently seeking an Registered Nurse to lead the clinical supervision of our assisted living / independent living building in Eyota MN. This position is responsible for the delivery of services provided to the tenants and developing services and/or programs to meet the needs of the resident community.

As Director of Health Services this person is Responsible for the overall direction, coordination, and evaluation of care and services provided to clients. Plans, coordinates, and manages the care services in accordance with Company policies, standards of nursing practices and governmental regulations. Maintains quality care that is consistent with company and regulatory standards

Qualified applicants must be a Graduate of an accredited school of Nursing, Valid Minnesota licensure as an Registered Nurse, Two years experience as a Registered Nurse, Must possess basic computer skills and two years of management experience.

Qualified applicants should submit an application via email to don.rademacher@twsl.com or send a resume of interest via mail to Don Rademacher at 535 Canyon Drive, Eyota, MN 55934, all phone calls can be directed to 507-545-3999.

Tealwood Senior Care is an Equal Opportunity Employer

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4600 Vine St, Lincoln, NE 68503
 Phone: 1-800-824-2996
 Fax: 1-402-475-4281

Quote Q-74427

Date 10/24/2014

Ship To

ARBOR GARDENS
 535 CANYON DR NW
 EYOTA
 Minnesota 55934
 United States

Bill To

ARBOR GARDENS
 535 CANYON DR NW
 EYOTA
 Minnesota 55934
 United States

Line #	Qty	Model	Description	List Price	Unit Price	Line Total
2	1	54304SM	SUPPORT & MAINTENANCE FOR ARIAL 8 SOFTWARE	\$1,050.00	\$1,050.00	\$1,050.00
3	1	54325	ARIAL LOCATE LICENSE ES	\$1,299.00	\$1,039.20	\$1,039.20
4	1	54325SM	SUPPORT & MAINTENANCE FOR ARIAL LOCATE LICENSE	\$400.00	\$400.00	\$400.00
5	2	0900-369	ASSY,FINAL,ETHERNET,ARIAL	\$515.00	\$515.00	\$1,030.00
6	1	54896	ARIAL 3 AND 4 ES TRANSITION HARDWARE KIT	\$1,100.00	\$1,010.00	\$1,010.00
7	4	54326	ARIAL LOCATOR ES	\$495.00	\$396.00	\$1,584.00
8	1	54327	ARIAL 8 UPGRADE PACKAGE W/O PC	\$0.00	\$0.00	\$0.00
9	1	0900-639	TOWER, CONFIGURED, WIN 7, 64 BIT, GENERIC	\$1,199.00	\$959.20	\$959.20

10	1	54333	LICENSE, WANDERGUARD IDA	\$499.00	\$399.20	\$399.20
11	1	54333SM	SUPPORT & MAINTENANCE FOR LICENSE, WANDERGUARD IDA	\$100.00	\$100.00	\$100.00



4600 Vine St, Lincoln, NE 68503
Phone: 1-800-824-2996
Fax: 1-402-475-4281

Pricing and Signature

Quote# :Q-74427
Date : 10/24/2014
Opportunity#: 0424287

Quote valid for 30 days. All prices in U.S. Dollars.
See Terms of Sale for more instructions:

If tax exempt, please include a copy of your tax exempt certificate.

Accepted By : _____

Printed Name : _____

Title : _____

Signature : _____

Date : _____

Equipment Subtotal	\$7,571.60
Installation Costs	\$2,742.00
Other Charges	
Shipping Costs	\$132.50
Sales Tax	\$548.96
Total	\$10,995.06

Once signed, please return this quotation with any applicable sales agreements to your sales rep: Elizabeth Genualdi
Fax : 1-402-475-4281
Email: elizabeth.genualdi@sbdinc.com

******Note******

Approval from your local/state Fire Marshall and State Health Department must be obtained prior to installation of magnetic locks. Failure to obtain approval may result in scheduling delays and additional cost. This quotation has been provided without the benefit of an onsite survey. Product component quantities may be subject to revision following a pre-installation site survey.

Customer recognizes and agrees that this quote is based on facility information that has been provided to Stanley Healthcare. Stanley Healthcare has made every effort to ensure the accuracy of the quote, but additional equipment may be required due to structural or environmental considerations. The additional equipment will be billed at regular unit price. The cost of plenum wire or conduit, which may be required, is not included in this quote.

Technical Services is available 24 hours by calling 800-824-2996.

WanderGuard, Arial, Tabs, and Roam Alert are registered trademarks of Stanley Logistics, Inc

Amended

CAPITAL ASSET REQUISITION

Date: 11/17/2014
Facility Name: Arbor Gardens
Facility #: 501

Table with 6 columns: Quantity, Complete Description, Vendor, Type of Acquisition, Unit Price, Extended Price. Row 1: 1 Toro 24 Inch 8 hp snow blower, Marv's sales and service, Investment Improvement, \$ 900.00, \$ 900.00. Totals: Freight, Sales Tax, Total Cost \$ 961.92.

Key - Type of Acquisition

- Emergency
Technology
Regulatory Compliance
Investment Improvement - Return Expected
Other

For Emergency Acquisitions describe the emergency nature of the purchase, what existing equipment failed or needed repairs.

For Technology Acquisitions note if this is an addition. If it is replacing existing equipment, please note the existing equipment.

For Regulatory Compliance Acquisitions, site the Tag # or other regulation cited and note any existing equipment we are replacing.

For Investment Improvement Acquisitions, describe the nature of the return expected and attach computations/pro formas.

Snow blower will allow maintenance to blow snow in between snow plowers visits and to utilize when we get light blowing snow piling up in some of the entry ways of the building. Some snow drifts become 4ft high overnight with even just a half inch snowfall. (Contractor only comes out when snow fall is over 2". Instead of having the snow contractor come out for things like this, we can have our maintenance man take care of the entryways and sidewalks

Executive Director Signature

Date

Approvals

Vice President of Operations/Chief Operating Officer

Date

In case of Emergency - Verbally Approval By

Date

Fixed Asset #:

November – December Director's update:

Revolving Loans**Amy's Salon 211:**

Worked with the bank to move the owner from contract for deed financing into **permanent bank financing**, completing the succession goals.

Burt's Meat and Poultry:

Created documents and worked with Eastwood bank to close of funding for equipment.

Petit:

Contact continues with the estate attorney, and family to receive funds after the sale of the building. **\$2,981.18 received on 12-15-14, loan paid in full.**

Business Development**Site Selector:**

Sent a formal reply to a site selector interested in developing commercial retail. There have been several correspondences with the site selector and MN DOT

Land and Buildings inventory sheet was updated and sent to the website with current changes and offerings.

I requested a **marketing piece** that would be used directly for dentist and or orthodontists.

Alliant Grant: Awarded, met with their Director, send in required materials, used the photo opportunity for the newsletter and I wrote an article for the CEDA newsletter about the strategic planning and Alliant grant.

I met the **new owners** of the former Petit Building **JB investments. Space is for lease.**

I worked with an interested party who wanted to **possibly open a store at Della's**, they decided the building needs to much work for them, I suggested a second location for lease that they will consider looking at next year.

I met with **Della** prior to updating the Open lots and business opportunities sheet.

Development:

Transportation: I inquired about SEMCAC funding a portion of the video series. SEMCAC replied that they are using their funds differently, concentrating on meetings and newspaper advertisements. SEMCAC will not be assisting.

Video Series: proposals, meetings and summary sheet prepared

Discussion with **Tealwood** on promotions

Communication with Shannon Sweeny on the **Strategic Economic Development Plan**

Continuing Education: I am now a **small business development counselor (SBDC)**, I have attended 3 trainings these past 2 months

DEED – I attended the **quarterly meeting, DEED** host speakers that go in depth about the current programs.

People's Cooperative update and CEDA articles were written