

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MINUTES

DATE: June 25, 2015
TIME: 5:00 p.m.
LOCATION CHANGE: Arbor Gardens

Call the Meeting to Order: President Dale Heintz called the meeting to order at 5:00 p.m.

Roll Call: Present: Dale Heintz, Connie Meiners, Amy Brown, Shannon Reuss, Fran Filzen, Bryan Cornell, and Tyrel Clark, also in attendance Director Cathy Enerson, and Arbor Gardens Director Don Rademacher. Guest: Brett Lincoln, and Rick Ward.

Set the Agenda: *Motion by Shannon Reuss, seconded by Connie Meiners to set that agenda as printed with the addition of Brett Lincoln's presentation and request to reserve revolving loan funds, and moving up the guests as needed to accommodate their schedules, motion carried 5/0.*

I. Arbor Gardens

- Financials - emailed
- Report – Don: **See attachment A**

II. Approve the EDA Minutes: May 22, 2015 pending

III. Budget Status Report: The financials were included in the board packet for review, there were no questions from the Board.

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

220 EDA cash balance checking:	\$ 68,673.60
221 Revolving Loan Fund	\$ 45,708.24
222 Eyota Investment Fund balance cash	\$ 16,349.82
223 Rochester sales tax funds	\$ 212,110.20
655 Arbor Gardens Enterprise Fund August	\$ 106,875.95

- Invoice – Art work for fliers, informational as the cost to proceed was approved in a prior meeting.

Revolving Loan Fund Request: See other businesses

IV. Old Business:

- **Director's report** – emailed **See Exhibit B**
- **Cost estimates for the dentist mailing:** The Board reviewed Insty Prints and Bluff Country cost estimates to print the dentist mailer. *Motion by Shannon Reuss and seconded by Fran Filzen to approve the cost estimate from the Bluff Country newspaper and printing group of \$129.60 plus stamps at bulk rate if possible, for the dentist trifold mailer, and motion carried 5/0.*
- **Strategic Plan Goals: Business Incentive – review guidelines:** The board reviewed the business incentive guidelines, application form, and implementation map of the area that would benefit from the incentive. Project dates were discussed. *A motion was made by Connie Meiners, and seconded by Fran Filzen to proceed with the business incentive guidelines and the application with a small change to the guidelines that included that projects must begin within six months of the approval of the application and projects must be completed within 12 months, and motion carried 5/0.* A recommendation for approval by the City Council will be presented by the EDA Council representatives.

June 25, 2015

Arbor Gardens Director report.

At the time of this writing we have 4 open apartments. *3 wells in 1/2 full.* (3 in memory care and 1 independent.) On June 26th we will have just 3 memory care apartments open. *Operating since June 2nd.*
Saved 3 residents from moving. every water concern. Keep balanced ratio.
 For the month of may we had a net profit of \$3,338 on a budget of \$13,182. YTD profit is \$35,520 on a budget of \$63,767. *May overages on expenses - getting ready.*

For the month of may we came up about \$6,000 short on revenue. Also expenses in categories such as Advertising, marketing, Training, Nurses hours, Staff hours and maintenance hours/supplies are in overage due to the preparations made to open the Memory Care wing in June.

While performing routine building inspection, maintenance took a closer inspection to the two decks on the independent north side because of apparent separation between moulding and siding. After removal of the inside corner moulding, Joe found the condition of the support wall and the gap that exists between support wall and building merited inspection from our contractor. Chuck Hyatt was called to inspect. Joe met with Chuck Hyatt. Upon his examination, he suggested we close off the decks and patios on the north side until repairs to the footings and wall can be made. Hyatt is forming a bid to fix or replace the wall and is getting a concrete bid to replace footings and Patios on the northside only. He recommended that the support walls on the west and south side be replaced as well. Although neither the South or West deck divider walls are in the condition of the north wall, His inspection of the west wall concluded that the block/footings of which the divider wall rests has tilted. He dug under the wall and revealed the wall footings are set on clay. When digging under the west divider wall, water filled the hole immediately.

Director's Report

May/June 2015

- **Brewery** – Good lead, looking into financing and a value added grant
- **Dentist Flier:** Changes made, cost estimates for printing in old business. Invoice for artwork in budget status report.
- **Housing Flier:** Finalized, distributed
- **Welcome sign:** Okay from La Crosse to get clips and hang riders, not a warranty issue. Their suggestion is it most cost effective to work through Eyota Public works to install clips to hang sign riders i.e. – Eyota Days
- **People's Cooperative and Local client**
Working on a revolving loan fund application, due July 15th, and a value added grant application due July 2, 2015.
- **Transportation Video:** Shots were arranged with Semcac and all the participating locations, filming will be completed after the June 26th Kids Korner Bus Tour.
- **Shop Local Video:** Finalized Script based on board suggestions, broke down the script to get it to 60 seconds, shots were arranged, Charter's, Spectrum business staff will present the video to the EDA.
- **Strategic plan update - Business incentive:** Guidelines created, application created, Board review of the guidelines during the EDA meeting.
- **Minnesota Design Team Screening Visit:** Thank you was sent. Reply with interest to set a date, to be discussed by the board.
- **Communities with City/Developer agreements for Community Centers:** A summary of discussion with Legions that are now community centers. Winona, Rushford research prepared for board review. See sample agreement. Board to discuss next steps and possibly visiting area centers.
- **Development Update:** Worked with John Keefe and his engineers, as of a week ago progress has slowed again due to the developer.

Site Selector Visited, offer made on a lot. Additional site research done for the site selector to present to the client.
- **Townhome Lots:** Continued to work with Dave Reiland and the townhome President, lots to be purchased and City paid assessments by the end of June.
- **Memory Care Open house: pending word from Don: Suggestion:** press coverage to be set up: Including a press release, TV, and print coverage.