

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MINUTES

DATE: May 28, 2015
TIME: 5:00 p.m.
LOCATION CHANGE: Arbor Gardens

Call the Meeting to Order: A quorum was formed at 5:30 p.m., Dale Heintz called the meeting to order.

Roll Call: Dale Heintz, Shannon Reuss, Tyrel Clark, Bryan Cornell, and Director Cathy Enerson were present. Absent was: Amy Brown, and Connie Meiners. Don Rademacher was absent. Fran Filzen was a guest, Joya Stetson representing People's Cooperative Power was present.

Set the Agenda: *Shannon motioned to approve the agenda as presented, and Bryan seconded the motion, and motion carried 4/0.*

- **Arbor Gardens**
- Financials – emailed, the board reviewed the financials.
- Report – Don emailed a report, the board reviewed the report which included two flooring estimates. *Motion by Tyrel and seconded by Bryan to send the estimate back to Don, and determine if the expense can be paid for out Arbor Garden's capital improvement funds, rather than the enterprise funds, and motion carried 4/0. See Exhibit A –Arbor Gardens' Report.*

I. Approve the EDA Minutes: April 23, 2015: *Shannon motioned to approve the minutes as written, and Tyrel seconded the motion, and motion carried 4/0.*

II. Budget Status Report

Economic Development Authority Financial Report Month ending: **April /**

	April with Journal adjustments 5/26/15
220 EDA cash balance checking:	\$ 68,428.69 / \$68,433.59
221 Revolving Loan Fund	\$ 45,436.73 / \$45,440.95
222 Eyota Investment Fund balance cash	\$ 16,041.40 / \$16,042.89
223 Rochester sales tax funds	\$ 212,090.42 / \$212,110.20
655 Arbor Gardens Enterprise Fund August	\$ 106,907.49 (entries pending)/ \$106,912.47

- Revolving loan fund collections: All automatic deposit clients are on track or paid off early, Miller/Fey are delinquent.

III. Old Business:

- **Journey to Growth (j2G) Plan and Rochester RAEDI-** Board seat, implementation partner: The board was concerned about the return on investment to be part of the J2G implementation plan. At this time the board is not interested in becoming a Journey to Growth implantation partner, nor do they want to join RAEDI, at the cost of \$5,000 for both.
- **Craft Beer Show** – Shannon – The event was well attended, Shannon brought copies of the booklet that was given out to each ticket holder attending the event. The Eyota advertisement was noted to be bright, visible and noticeable, with a direct marketing effect.

- **New Board Member Recommendation** – Tyrel: *Tyrel Clark motioned to approve Fran Filzen to fill Doug McCabe's board seat, Doug McCabe had filled the vacancy created when Tom Aleshire resigned due to a job change, motion was seconded by Shannon Reuss, and motion carried 4/0.*
- **Director's report – emailed Exhibit B**
 - **Marketing proofs** – For the new construction flier, the date will be removed from the flier, and the board will move forward with the proof as presented. For the dentist flier suggestions were made by the board, Cathy will send the changes to the graphic artist for final review, then have the tri-fold mailer printed and mailed.
 - **Shop local proof** – There were no changes to the script, the production will move forward.

IV. New Business:

- **People's Cooperative Guest** – Joya Stetson –informational: Joya Stetson is representing People's Cooperative Power, she introduced gap financing programs and other tools that could be helpful to assist the City with growth when the City funds are not enough. Joya explained that People's Cooperative Electric can do energy audits for business customers at no cost.
- **Strategic Plan Goals: Business Incentive** – EDA strategic plan goal number three (3) is to create a business incentive. Details were proposed to the board, and examples of other community business subsidy programs for façade improvements were reviewed. Enerson was guided to use a portion of the sales tax funds towards a subsidy program, then present a City of Eyota Business Subsidy Program to improve the facades of the downtown buildings. Enerson will present details next month.
- **Townhome lot assessments** – *Motion by Tyrel to recommend to City council to reduce the townhome lot costs from \$14,000, to \$10,000, motion seconded by Bryan and motion carried 4/0.*
- **Elgin- Chamber of Commerce-** Due to the time this agenda item will carry over to next month.
- **Rochester Area Builders Mailings** – informational: Due to the time this agenda item will carry over to next month.

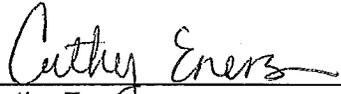
V. Other: Information pieces in the board packet included:

1. Information for the Greater Minnesota Regional Parks and Trail commission – Application for Regional Designation Workshops
2. SMIF Pain Grant Community Mural Project
3. Example of a mailing that can be sent through Rochester Area Builders to their members.

Next meeting: the 4th Thursday of June, June 25th

Adjourn: *Motion by Shannon and seconded by Bryan to adjourn, with no further discussion the meeting adjourned at 6:40 p.m.*

Respectfully submitted,


 Cathy Enerson 10/22/15
 EDA Director date


 Dale Heintz 10-22-15
 EDA Chair date

May 28, 2015

Arbor Gardens Directors Report

We currently have 4 open apartments. (3 in memory care and 1 in assisted living.) we do have three out of six memory care apartments reserved. Tenants set to move into memory care apartments around or on June 2nd.

Painting is complete. Fence is on order and hopefully will be installed within the next couple weeks. Electrician has a couple minor things to finish up. In time we will have little things to add to the memory care area, window tint, water cooler, raised gardens, over toilet cabinets to name a few.

For the month of April 2015 we had a net profit of \$11,136 on a budget of \$14,657. YTD profit is \$32,182 on a budget profit of \$50,586.

We have an independent resident vacating her apartment by the end of this week. This apartment should have the carpet and vinyl replaced. Bid attached. I am asking to use money out of the reserve fund to pay for it. For previous floor Renovations we had been replacing the carpet with a berber and replacing the vinyl with a Mannington Adura laminate tile. We also have been removing the carpet from the apartment dining area and putting in the Mannington tile instead. (easier clean up and saves the carpet from food spills which gives the carpet a longer life span).

This apartment is lined up to fill as soon as we have completed the carpet/vinyl Reno.

Our roofing contractor recommended getting the Cupulo primed and painted. Getting painting bids on that as well.

Thank you all. Any questions, please give me a call 251-2787

Don

Director's Report

May 2015

- **Memory Care Open house:** Request for press coverage
- **Craft Beer Show:** Further arrangements were made.
- **Eyota Lots and Business Opportunities flier** was updated to include: New single family home lot for sale, updates on whom to contact for the Eastwood lot, updated the sale of two commercial lots. Posted on the website.
- **Dentist Flier:** Materials sent to a new graphic artist. See proof.
- **Housing Flier:** Materials sent to a new graphic artist with software to match up with the current colors.
- **Welcome sign:** Rider ordered: See proof.
- **CEDA Annul meeting, Friday, May 15, 2015:** Attended
- **DEED road show Friday May 8th:** See notes
- **People's Cooperative visit, May 28th**
Joya Stetson, working with People's Electric Cooperative will discuss business incentives offered by People's Cooperative Electric for existing or new businesses.
- **Transportation Video:** Shots were arranged with Semcac and all the participating locations. Which was postponed to accommodate the strong request by Semcac to shot the video using the new buses. Filming will resume on June 2nd, which is Customer Appreciation at the Farmer's Market.
- **Shop Local Video:** met with Charter, toured locations with Charter, provided information and theme: Draft for board recommendations is the board's packet.
- **Strategic plan update:** see board packet which has the comparison of existing and proposed programs. The EDA to recommend Eyota's business incentive program, using sales tax funds to create its own Block Grant Program to assist the downtown buildings.
- **Minnesota Business Subsidy Reporting:** Reporting on the \$65,000 B&C subsidies.
- **Minnesota Design Team Screening Visit:** Thank you sent. Cindy Huston's new City Administrator was contacted: See previous sketches.
- **Communities with City/Developer agreements:** Legions that are now community centers. Winona, Rushford research.
- **Development Update:** working with an existing business to present a loan request, plans were brought into the City for review -Zetah Corp's new build. John Keefe called to work on development agreement for single family lots.

- **Local Bank:** Spoke with Fran Filsen who is now the contact person for new loans and the financial data that supports revolving loan fund requests for person working with Bremmer. Fran is not on site, the residential lender, Amber Hamernik is also not on site.
 - Auto deposits for EDA loans was discussed for revolving loans.
- **Townhome Lots:** Information for possibly marketing a final cost of the townhome lots, EDA consideration to lower the final cost of townhome lots.
- **SMIF Valspar Grant:** available, June deadline to submit an application.
Board – Discussion about funding artists and collecting volunteers for future murals.

See Application for Regional Trails funding CEDA notes from the Hermantown, MN meeting held in May.