EYOTA ECONOMIC DEVELOPMENT AUTHORITY, AGENDA

DATE:	**September 24, 2015**
TIME:	**5:00 p.m.**
LOCATION CHANGE:	**Arbor Gardens**

Call the Meeting to Order: Dale Heintz called the meeting to order at 5:30 p.m., Bryan Cornell arrived at 5:30 p.m., which created a quorum to call the meeting to order.

Roll Call: Present: Dale Heintz, Tyrel Clark, Fran Filzen and Bryan Cornell, and Director Cathy Enerson. Also in attendance: Guest, Craig Horan, and Arbor Gardens Director, Don Rademacher. Absent: Amy Brown, and Connie Meiners.

Set the Agenda: There were two requests, the first was the addition of letter of support for the Value Added Grant, and the second was the addition for a Business Incentive Application. A *motion was made by Tyrel Clark to approve the agenda with the two additions, the motion was seconded by Fran Filzen, and motion carried 4/0.*

I. Arbor Gardens

Financials - emailed to the board. Arbors Gardens continues to profitable while meeting the needs of its residence, and improving the land and building.

Report – See Exhibit A. which includes comments about the current financials, estimates for pending projects, and a list of possible capital improvement projects.

II. **Approve the EDA Minutes: August 27, 2015:** *Motion by Fran Filzen and seconded by Tyrel Clark to approve the August 27, 2015 EDA minutes, and motion carried 4/0.*

III. Budget Status Report

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

220 EDA cash balance checking:	$ 68,855.97
221 Revolving Loan Fund	$ 46,454.82
222 Eyota Investment Fund balance cash	$ 17,144.67
223 Rochester sales tax funds	$ 212,189.58
655 Arbor Gardens Enterprise Fund August	$ 107,241.18

- **2016 Budget**: Tyrel Clark informed the board that Council will likely cut the levy by $101,000 dollars, the EDA budget request is likely to be unchanged.
- Enerson noted that there were two businesses that has been loaned funds several years ago, the two businesses continue to be delinquent in their re-payment of loan funds, Enerson will send letters to the individuals.

IV. EDA Director's Report See Exhibit B, a monthly listing of projects and activities.

V. Old Business:

- **Community Center – Committee**: Names were suggested, volunteers had inquired. Letters to invite the individuals will be mailed out next month.
- **MN Design Team Visit**, request to set a date: No date was set
- **Highway 14 sign to Historic Downtown**: Enerson presented the invoice from John Erickson for the annual rent, and a one-time fee for construction of the sign. No vote was needed, the wayfinding sign and funding of the sign to Historic Downtown had been previously been approved.

VI. New Business: **(15) minutes)**

- **Business Incentive applications (City Hall improvements):** The board discussed the need for City Hall to take part in façade improvements. The City will collect estimates and design ideas to move towards rehabbing the City Hall's façade.
- **Economic Development District**: The EDA was asked to select a time and date for the public hearing *Tyrel Clark motioned to set the public hearing to create an economic development district in the City of Eyota on October, 22, 2015 at 6:00 p.m.at City Hall. Bryan seconded the motion and the motion carried 4/0.*
- **EDA board member seat(s)***: Motion by Tyrel Clark and seconded by Fran Filzen to accept Shannon Reuss' letter of recommendation from the board due to health concerns. Motion by Fran Filzen and seconded by Byran Cornell to fill Shannon Reuss' board seat, Craig Horan, business owner of Prestige Auto to fill the open seat, and the motion carried 4/0.*

VII. Other:

- The EDA Director provided information on the job expansion program and noted that if an area business were to take part in the program the City would assist by holding a business subsidy hearing if the award were $500,000 or larger. Cathy will mail out information to a few qualifying businesses.
- The board packet included an invitation to the CEDA annual Investors Appreciation Gala.
- The board packet included information about a rural design workshop to be held at Eagle Bluff on January 8, 2016.
- The board packet included a Southern Minnesota Initiative Foundation invitation at the event the organization will highlight several SE MN regional growth projects.

Next meeting: the 4th Thursday, October 22, 2015 and a Special meeting at 6:00 p.m. on October 22, 2015, both meetings will be held at City Hall.

Adjourn: *Motion by Tyrel Clark and motion seconded by Fran Filzen to adjourn, with no further discussion the board adjourned.*

Respectfully submitted,

Cathy Enerson 10/22/15
Cathy Enerson *date*

EDA Director

Dale Heintz 10-22-15
Dale Heintz *date*

EDA Chair

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MINTUES
AMENDMENT October 22, 2015

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

I. New Business:

- **Business Incentive applications:** The Eyota American Legion's Historic Downtown Business application was discussed by the EDA board. The request is for $10,000 of which $2,500 is a grant, with zero dollars needed to be matched from the Legion, using Rochester half a percent sale tax dollars for the grant funds, $7,500 would be a grant using the Rochester half a percent sales tax dollars pending the dollar for dollar match from the Legion. The Legion's application is unable to specify the exact timeline for façade improvements, the EDA board will get further information after the community's committee meetings about the re-use of the Legion. The exact timeline to begin the project was also unknown. Further discussion lead to the Legion as a non-profit using the business incentive, and if sweat equity is allowed. Board members would like items that need inspections performed by licensed professionals. *A motion was made by Tyrel Clark, and seconded by Byran Cornell to set aside up to $10,000 from the Downtown Business Incentive, pending final estimates, and the Eyota American Legion meeting all program guidelines, and motion carried 4/0.* The City Council Representatives will bring the recommendation to City Council for final approval.

Respectfully submitted,

Cathy Enerson 10/22/15
Cathy Enerson date
EDA Director

Dale Heintz 10-22-15
Dale Heintz date
EDA Chair

Reserve.:
How long:
6 month
1 year rules:

CITY OF EYOTA, MINNESOTA

Business Subsidy Application

Business Name: EYOTA AMERICAN LEGION

Business Address: 11 MADISON AVE S.W.

Contact Person: PAUL SPAFFORD

Phone #: 507-250-6464 email: spaffordpaul@YAHOO.COM

Type of assistance requested: Downtown Historic Business Business Incentive

Grant X Amount of assistance requested: $ 10,000.

Revolving Loan Funds ____ Amount of assistance requested: $ _____

Projected start date: ?? Projected completion date: ??

6 month rule, completion rule.

PROJECT INFORMATION

(Please attach a description of the proposed project and explain why the assistance is needed. Be specific)

Size of Building 6,000 sq. ft. Building Type BAR / HALL / STORAGE

Function of Building: Bar - a place for receptions

Provide a sketch plan and/or site plan for the project and up to six (6) before photos

pending

OWNERSHIP / COMPANY INFORMATION

Type of company (corporation, etc.): American Legion 501-C3 non-profit

Owner(s) name(s): Board Chair Gary Miller Commander - Address: 115 Franklin Ave SW.

Phone #: 507-545-2703 Is there a parent company? non profit

If there is a parent company, please describe the relationship in detail.

Has the business, owners or parent company ever declared bankruptcy? Yes or (No)

If yes, you must include information about the bankruptcy.

Has your business or parent company received a business subsidy, for this or any other project, from another Minnesota unit of government during the past 5 years? Yes or (No)

Please explain past subsidy (s) none.

This application is compliant with City of Eyota ordinances, taxes and utilities. Yes / No

The applicant agrees to provide additional information if requested by the City. Yes / No

The undersigned does hereby certify that the information provided within and attached to this application is true and correct to the best of his/her knowledge.

Applicant(s)	Title	Date
Paul Spafford	Manager	18 AUG 15

Motion: Tyrel / Bryan 4/0.

EDA - recommendation: Okay to reserve 2500 ~~7500~~ 10,000 w/ matching funds

Amendment. timeline: unknown due to committee meeting
property tax: okay commercial or as non profit.
sweat equity: ok unless inspection is needed - professional

C.C action

Exhibit A

Thursday, September 24, 2015

Arbor Gardens Directors report

Financials for August 2015 we had a monthly Net profit of $16,130 on a budget of $15,637 for a budget overage of $493. YTD profit is $69,857 on YTD budget of $110,525 for a budgeted shortfall of approx. $40,000.

Currently Memory care has one open apartment. That apartment is set to be filled by the weekend of October 3rd. We have one open assisted living apartment. We are waiting for decision from the first family on the waiting list for that room. We expect to have that room filled at the latest by Oct 15th. Independent living is full with a waiting list of 8.

We have asked our contractor to give a bid for demolition of the decks/patios and adding windows replacing patio doors. We have not gotten that bid back yet. Dave Higgins was at Arbor Last week. He concurred with the contractor that there is no salvaging the decks. He agreed it would require removal of the decks patios to get the footings right, however the front deck unit is in good shape and shows no need for replacement. Only the concrete on the front unit would need replacement. We were able to get another local area contractor out in order to get another viewpoint. He offered a couple different ideas along with agreeing with Dave that the front deck unit is in good shape and does not need replacement. He did also agree that the front concrete patios could/should be replaced. His Ideas are 1) Remove decks, replace deck doors with windows and just redo concrete patios. 2) replace decks/patios but instead of having the privacy and support wall built between the decks/patios, just have a privacy fence. This would get rid of the need of having the wall be supportive which eliminates the wall footing which is the main problem in the first place. The decks would be one large deck separated by a low maintenance privacy fence and the patio would be one large concrete patio separated by a privacy fence. Frost footings would still need to be poured for proper support of the patios and deck posts. I have not received that bid yet. I will email it to Cathy once it comes in. Eliminating that wall should give us a lower cost.

We feel that the removal of the patios/decks would be detrimental to the appeal and marketing of the apartments along with causing frustration/disappointment with the current residents who utilize their decks/patios quite a bit.

We are seeing a need to have easy to clean hard floors in the memory care bedrooms and eating area. We will be getting bids in preparation for the 2016 budget.

Some other areas of needs that should be addressed in the next year or two...

1) Cupula removal or repair
2) Exterior paint (had a bid from a couple years ago $40,000)
3) NuStep recumbent bike ($6,000)
4) Dining room chair replacement (16 chairs at $200/each)
5) Awning, patio furniture, raised gardens in Memory Care
6) Wall mounted Emergency signaling device in each apartment and public bathroom (32 at $170/ea)
7) Video surveillance system
8) Upgrade staff pager/phone system
9) Handicap accessible Van (retrofit current van with a lift)
10) Side walk around Arbor Gardens

Exhibit B

September Director's Report

2016 Budget
Submitted

Business Incentive applications

Area meetings

- DEED Friday the 11th – program changes
- SMIF – the rural brain gain
- Locally with an existing business
- RAB – parade of homes area judge

Job Expansion Program
Mailing to several businesses –see the program, note that if a business submits and application there is need for a public hearing. The City assists with that.

Newsletter – see handout

Promotions

- Advertisement in Dover Eyota Eagles sports program
- Rochester Area Builders Spotlight, and Tyrel attended the radio one hour spot light
- Dentist flier mailed
- Highway 14 sign to Historic Downtown ordered
- Spot light video - Eyota/B+C, radio links, photos

Community Center – Committee in progress

MN Design Team Visit, request to set a date- communication is open, the committee understands that Eyota is looking into April and continues to determine the amount of community engagement

Business Development – several
Lot, existing new business

Ryan/ Craig - invites for Board member
Ryan - Frans replacement @ the Bank.
Burt's - Applications