

**Economic Development Authority Monthly Meeting Minutes
Thursday, December 19, 2019,
SPECIAL MEETING DATE TO REPLACE REGULAR MEETING OF DECEMBER 26, 2019**

MEETING LOCATION: Arbor Gardens, 535 Canyon Drive NW, Eyota

1. Call to Order/Roll Call

Members:	X__ Dale Heintz	A__ Connie Meiners
	X__ Craig Horan	X__ Tony Nelson
	A__ Darcy Higgins	A__ Bryan Cornell
	X__ Tom Aleshire	
Staff:	X__ Cathy Enerson	X__ Dena Otto

2. Approve the Agenda with the addition of reviewing two EDA board member applications:
Motion to approve the agenda by Tom Aleshire, motion seconded by Tony Nelson, and motion carried 4/0.

3. Consent Agenda materials were sent to the board in advance

Approve the Arbor Gardens Financials
Approve the EDA minutes for November 2019
Approve EDA Financials

Motion to approve the consent agenda by Tony Nelson, motion seconded by Tom Aleshire, and motion carried 4/0.

4. Arbor Gardens Report—Dena provided the Tealwood Director’s report, no motions were made. Dena remained at the board meeting while the board discussed next steps to transfer Arbor Gardens. It was determined that Joe will help Dena create a list of assets for the transfer of the property. The list will include the condition of the assets. The Director and City Clerk held a conference call with Tealwood and the City attorney. Tealwood has indicated their organization will be helpful for next year’s audit, to close books, and to unwind the long relationship they have had with the City. The Director reported that it is necessary once the buyer receives their state license to operate, for Tealwood to provide a 30 day notice to the residents that a new owner and management company is coming in. Notification allows the resident to terminate or sign with the new owner. Due to this fact is unlikely that the contract will close at the end of January.

5. Arbor Gardens: Tealwood 2020 budget presentation- It was determined by Tealwood, the board agreed, that if the campus does not transfer the management company will work with the City to create a new budget. It is not necessary right now to begin a new budget with Tealwood.

6. Arbor Gardens Management Termination letter:

Discussion were had relative to items to be transferred to the new Buyer: See agenda item number 4 for the plan to provide the Buyer with the list and condition of assets.

7. Revolving Loan Fund Requests – There are no new requests, Robin has paid her loan in full.

8. Rochester Sales Tax- Façade Improvement: Enerson informed the board that the invoices were not paid by Burt’s to Yoder, therefore the Director would like to request that the façade improvement payment be sent directly to the contractor, the board agreed to pay out the grant the same way that Westphal was paid out, directly to the contractor. Westphal checks have been paid.

9. Senior Housing Transfer Update: The City attorney continues to negotiate the terms of the agreement as per the City's abilities to what they can and cannot transfer. Tealwood has ownership of marketing materials, software, the employees are employees of Tealwood. Due to the ownership discrepancy contract language needs to be edited. For board review, the board was presented with changes that staff has presented to the attorneys.

10. Potential Industrial Park Overview: The board was presented with an update directly from staff and a MNDOT letter. The proposed industrial development will likely require a right turn lane. MNDOT will require a 30 day review process with the potential developer. The MNDOT email was sent to planning, as it is the city who must initiate planning turn lanes, stub streets and more with MNDOT.

11. Build and Save – After discussion, the board *motioned by Tom Aleshire, and motion seconded by Craig Horan to recommend to Council to approve extending the "Build and Save" program for residential and commercial construction for another year, and motion carried 4/0.* If approved total saving in fees would amount to \$2,275 in city fees waived for the builder.

12. Director's report & Informational Pieces:

The Director informed the board that there is potentially an opportunity to work on a Federal grant to assist the City with the cost to mitigate storm water at the 10 acre site owned by the City. The board gave staff the okay to pursue the opportunity. The grant may pay up to 80% of the cost.

Board members are welcome to attend the celebration tonight at 7:00 pm for Darcy and his wife, held to congratulate them for their years of ownership of Higgins Cabinetry. Nate, Darcy's former employee will take over the business.

A copy of the newsletter EDA article was included in the board packet.

The board packet contained the current inventory of land or buildings for sale.

The proposed hospice house would take place outside city limits yet be associated with an Eyota address. The developer however has put the project on hold while they continue to do additional due diligence.

The board packet include DEED job numbers and growth and loss per sector for the year.

The board packet included the CEDA community grants bulletin.

The board packet provided information on a PeopleForBikes program for \$10K in grants for trails, bike racks and more. A letter of intent is due in January, an application by April.

13. The board reviewed two applications to fill Connie Meiners expired EDA Board Member term, Due to the fact that Brian Halverson, one of the applicants, has a business in town, the board *motioned by Tony Nelson, and motion seconded by Tom Aleshire to accept Brian Halverson's application, motion carried 4/0.* The board asked the Director to contact Jason Banitt, the second applicant, to thank him for applying and to inform him that his application will be kept on file for potential board openings. The board was pleased to receive two good applicants to choose from.

14. Adjourn and thank Connie Meiners for her service:

At 6:50 pm the board acknowledged Connie's service on the board, due to the fact she was not in attendance, the board asked that the City, on City letter head send a letter to thank Connie for her years

of service on the board. *Motion by Tom Aleshire, and motion seconded by Craig Horan to adjourn, with no further discussion the board adjourned at 6:50 p.m.*

Next meeting: January 23, 2019

Respect submitted,



Cathy Enerson
EDA Director

1/23/2020

date



Dale Heintz
EDA Chair

1/23/20

date