

## EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MEETING MINUTES

**DATE:** January 19, 2017  
**TIME:** 5:30 p.m.  
**LOCATION:** Arbor Gardens

**Call the Meeting to Order:** Dale Heintz called the meeting to order at 5:32 PM

**Roll Call: In attendance:** Dale Heintz, Craig Horan, Connie Meiners, Tyrel Clark, Cathy Enerson and Don Rademacher. Ryan Castle, Darcy Higgins (arrived late). Absent: Bryan Cornell  
Darcy Higgins arrived at approximately 5:33 p.m., Ryan Castle arrived at 5:55 p.m.  
Guests: Shelly Schossow, Vel & Harold Anderson arrived at 5:48 p.m.

**Set the Agenda:** *Tyrel Clark motioned to set the agenda as written, Connie Meiners seconded the motion and motion carried 4/0.*

**Committee Roles Chair & Vice Chair:** *Tyrel Clark motioned, and Craig Horan seconded, to set the EDA positions the same as last year, Dale Heintz Chair, and Connie Meiners Vice Chair, and motion carried 5/0.*

### Arbor Gardens

Financials – emailed, see debt service report

- Director's Report – Rademacher
  - One two bedroom homes is available, one assisted living home is currently available, and one memory care home is available on the 25th. The independent home is being converted so that it can be leased as assisted living.
  - Accounts receivable are at \$12,000 anything under \$36,000 is acceptable.
  - Staffing is full at the time of this meeting.
  - Arbor Gardens has a new Facebook account.
  - Staff survey was favorable and above average.
    - For staff, a flexible schedule is important, as well as training availability, and their true enjoyment of taking care of people.
    - Residents meeting, at least 24 residents attended. They were thankful for the lovely housing and great staff.
  - Email from Dr. Lai regarding low number of residents using his services (4 residents)
    - Rolling Hills transit helps residents go into Rochester for doctor visits.
    - Family members appreciate Dr. Harmon on site, especially those using memory care.
    - Follow-up communication will happen between Arbor Gardens and Rademacher initiating a discussion with Dr. Lei to see how to keep Dr. Harmon's service as a primary care physician.
- 2017 Budget Follow up
  - Enerson reviewed budget information in packet with attendees, and recapped the committee meeting. Higgins commented that payroll and work comp will reduce due to staffing issues that occurred in 2016. The 2017 budget mirrors more historic data. Enerson commented that deficit was incorrectly quoted, the reason for that was that on the financials Tealwood Management was using an old amortization schedule for the bond debt service, the updated schedule included in the packet reflects the new budget. The yearend deficit mirrored a break even.
- Tealwood committee meeting – Enerson updated
  - Committee decided to meet re-occurring at noon on Tuesdays before the EDA board meetings until meetings are not needed as frequently. Meetings have been beneficial.
  - Aged trial balances included in packet
  - Enerson reported that City Clerk verified that two Tealwood appointed signatures on financials are acceptable but still needs to confirm if those signatures can be electronic.

- Enerson reviewed Arbor Gardens Enterprise fund, 2017 information included in packet
- Discussion regarding resident decks included Clark commenting that inspection of one decks lead to inspection of additional decks resulting in to the need for removal and repair of multiple decks. Meiners commenting that Harmony senior living does not have decks, building looks same as Arbor Gardens. Rademacher commented on the fact that footings have been poured but decision could be made to cover up footings or just install patios on lower level and leave decks off 2<sup>nd</sup> level. Clark commented that upper floors could be transitioned to assisted living. Meiners asked if the insurance cost is higher to have decks. Rademacher will check into insurance cost.
- Next month the committee will look into the capital expenditures, aging trial balances, and marketing.

**Ryan Castle Extended Term:** Castle was asked to continue on with the EDA board, he agreed, *Clark motioned to extend Castle as a board member for another term on the EDA board, Higgins seconded the motion, and motioned carried 5/0, Castle abstained.*

**I. Approve the EDA Minutes:** October, November, and December 2016 EDA minutes: *Clark motioned to approve the October, November, and December 2016 minutes, Meiners seconded the motion, and motion carried 6/0.*

**II. Budget Status Report - informational, reports emailed  
Enerson noted accounts of interest include:**

431.00 other professional services has money in reserves from the MN Design Team visit to transfer in the amount of \$2,100

434.30 Advertising & Promotion overage is offset by grant from People’s Energy Cooperative in the amount of \$1,975 which will create a 2016 surplus in the EDA budget. Funds will be carried over for a welcome sign.

443.60 Bussing subsidy in 3<sup>rd</sup> quarter was zero which means it was offset by the riders using the transportation. The amount budgeted and the amount used to subsidize was significantly lower indicating the bus is being used by the residents.

**Economic Development Authority Financial Report Month**

220 EDA cash balance checking:	\$ 94,727.22
221 Revolving Loan Fund	\$ 45,438.89 (10K reserved for childcare)
222 Eyota Investment Fund balance cash	\$ 13,494.28 (15K reserved for childcare)
	In coming receivables will equate
223 Rochester sales tax funds	\$ 186,180.37
655 Arbor Gardens Enterprise Fund August	\$ 78,766.09

**Old Business:**

**Legion committee design/build project – update Clark**

- Clark reported that the American Legion is at the point of needing a business plan in order to move forward and decide what size of loan they will need. Enerson asked if the committee felt it was a good use of her time to assist them with grants. Connie Meiners asked if they have any idea of a dollar amount for the project. Tyrel Clark commented the debt service is \$200,000 - \$300,000. Enerson would work with Russ Hammel, Legion Member. Castle commented that figures are projections and not current revenue he also mentioned collateral and appraisal numbers will not be where they need to be to approve the loan. He compared it to a startup business with no history. Enerson mentioned USDA grants for community centers is an option to look at. Discussion occurred regarding fundraising efforts and the City and Legion co-owning the project or having a sole ownership. It was agreed that Enerson would spend EDA time on the community center project with Hammel.

- Guests Vel & Harold Anderson voiced their concerns regarding the Legion and community center future and suggested non Legion members of the community be included in the fundraising efforts.
- Enerson suggested setting up an additional meeting to discuss more ideas on a community center and Legion after the business plan is outlined.
- **Childcare Center start – up with DEED grant**
  - Grant was submitted
    - This grant is one of twenty grant applications for \$500,000
    - Board members can write to the legislators to bring the childcare crisis to their attention for more funding.
- **Retail Gap Analysis**
  - Packet includes information to help prepare for meeting on Tuesday 1/24
- **MN Design Team follow**
  - Review packet information to be prepared for Tuesday 1/24 visit
  - We will need representatives to attend (Enerson, Heintz, Councilman Cornell)
  - MN Design Team would like to use our video to promote themselves, the board is willing to share the videos.

**Castle left meeting approx. 6:30 p.m.**

**New Business:**

- **Save and Build program promotions**
  - Adam Crowson contractor, is making changes to promotional materials and should be done next Tuesday.
    - Promote property during spring and fall showcases.
    - Paul Meier is the current Stone Garden Estates owner that could be involved in project
    - Financials listed in packet breakdown sources and uses for the project.
    - *Clark motioned to promote the build and save program, the sale of residential lots, model homes, and create a city video using EDA promotional dollars as presented, pending City Council approval, Meiners seconded the motion and motion carried 5/0.*
    - Enerson explained Eyota dollars and how they work.
    - *Meiners motioned for using Eyota dollars during the showcase of homes, in the amount of one award of \$250, and two awards of \$100 each, Horan seconded the motion, and motion carried 5/0.*
    - Higgins asked if drawings were allowed in the Parade event. Enerson will confirm.
    - Enerson mentioned when the local businesses meet again she will present the opportunity to inform business owners about Eyota dollars.

**Due to time constraints and attendance of members the following items were not addressed**

- EDA Annual report
- EDA work plan

**III. Other:** Re-setting recurring date of EDA meeting moving from 4<sup>th</sup> Thursday of the month to 3<sup>rd</sup> Thursday of the month. After discussion, *Higgins motioned to change the date of the meeting to the 3<sup>rd</sup> Thursday of the month, Castle seconded the motion, and motion carried 5/0.*

**Next meeting:** February 16, 2017 5:30 p.m.

**Adjourn:** *Clark motioned to adjourn the meeting at 6:45 p.m., Higgins seconded the motion. The meeting was adjourned without further discussion.*

Respectfully submitted,

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Cathy Enerson  
EDA Director

date

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Dale Heintz  
EDA Chair

date

DRAFT