

EYOTA ECONOMIC DEVELOPMENT AUTHORITY, MEETING MINUTES

July 27, 2017 5:00 p.m. Arbor Gardens

1. **Call the Meeting to Order:** Chairman Dale Heintz called the meeting to order at 5:11 PM

Roll Call: In attendance: Dale Heintz Chair, Craig Horan, Darcy Higgins, and Connie Meiners Co-Chair

Absent: Ryan Castle, Council representative Bryan Cornell, and Council Representative and Mayor Tyrel Clark, Don Rademacher Arbor Gardens Director

Staff present: Cathy Enerson EDA Director and Shelly Schossow City Staff

Guests: Michelle Vrieze – CEDA

2. **Set the Agenda:** Higgins motioned to set the agenda amending it by removing 2018 budget but replacing that with the small communities grant per Emerson's request, Meiners seconded the motion and motion carried 4/0.

3. **Consent Agenda**

Motion Darcy Higgins Second Craig Horan 4/0

4. **Arbor Gardens Cupola: Request for \$1,500 for paint**

It was originally thought the Cupola at Arbor Gardens would need to be demolished and removed. Upon further inspection there is some life left in the structure and roof. The cost of \$1500 for repainting includes a 5 year warranty.

Motion Connie Meiners Second Craig Horan 4/0

5. **Small Cities Development Program Grant – Guest Michelle Vrieze - \$500.00 1st round grant application**

Enerson introduced Vrieze as a fellow co-worker with CEDA and went on to explain Vrieze is offering to assist Eyota with the Small Cities Development grant. Enerson had discussed this grant previously with apartment owners in Eyota and found an interest among those owners at the meeting. The process used for writing the grant Vrieze explained would be she will send out a "survey" to the apartment owners asking for specifics on each building including number of units, vacancies, cost of rent, and building specifics. This survey will also ask for names of tenants in order to verify the information provided by the owner. These surveys will be used to write the grants for each individual property on a "first come, first serve basis" on returned surveys. In addition to grant money available apartment owners would be responsible for 30% of the cost for redeveloping the properties there are resources available to help building owners including revolving loan funds through Greater Minnesota financing. These loans would have a repayment plan over 5 years keeping the repayment cost low enough to keep rents low. Owners utilizing these resources would be monitored for 5 years to make sure rent is not raised substantially after repairs are made. The cost for the services provided by Vrieze are typically \$500 but could possibly be negotiated with CEDA. These services would include managing the paperwork completed by the landlords. Board members asked Enerson where the money would be coming from. Enerson stated there were funds set aside in the budget for Professional Services and this would qualify as a professional service. Members asked for the current balance of that account Enerson stated it was \$400 and she was willing to help out with the process if the board felt that was necessary. Motion was made to approve \$400

Motion Darcy Higgins Second Connie Meiners 4/0

6. **Sponsor a Business Meeting: School District Job Shadow Program – attract participants**

Superintendent Michael Carolyn had meet with Enerson about job shadowing project. This program was a pilot program in Byron through the Rochester Chamber. Enerson recommended he check locally to see if there is an interest with business owners in Eyota that could participate as a mentor to the high school students. Enerson would like direction from board to contact local business owners about opportunities available to see if there is an interest here locally to help the high school with their new job shadow program.

Motion Craig Horan Second Connie Meiners 4/0

7. **Community Video Project – Request to Create a Community Contest – Journey to Growth Guidelines**

Enerson mentioned she would like to modify the community video project the board had previously approved. The previous project included paying \$800 to Charter for production of a community video. Enerson sent the

board other community videos. She presented the idea of a similar video produced through a community involvement opportunity and would like to see if the board would entertain the idea of a community video contest. This would consist of running a contest allowing Eyota residents or Family's and students associated with Dover-Eyota school District to submit videos they have created for a cash prize. Enerson stated an amount of \$800 had previously been approved to pay Charter for the video production but we could reduce the cost by offering an amount of \$500 to the winning entry. If no there are no suitable entries submitted we could return to Charter and ask them for their services again.

Motion Connie Meiners Second Craig Horan 4/0

8. Eyota Build and Save Promotions – modification to the promotions plan

Due to none of the home developers in town having finished homes or Spec units available for showings in time for the Fall Home show it was motioned to eliminate the need for funding the builder's home show, funding of Eyota school district sports program will be funded as this will benefit our local sports foundation will keeping the "build and save" incentive program promoted.

Motion Darcy Higgins Second Connie Meiners 4/0

9. Request to modify the meeting dates and times

Members present discussed multiple options for changing the EDA meeting time. It was determined due to some members being absent the Director should send out an email Poll with options and have members rank the different times.

Motion Requested Poll & Ranking of suggested days of time options Second _____

10. Director's update and informational pieces

August 24, 2017 CEDA – Marketing in the Morning – Save the date and plan to attend
Apartment inquires – 2 new construction projects – Two separate parties have inquired about building an apartment complex in Eyota.

Hotel inquiry – Representative of American Legion brought suggestion to City Hall stating they would like to see a Hotel in town to support Legion events bringing in members in need of a night's stay allowing them to not have to worry about traveling to a Hotel after Legion events.

2018 Budgeting – Budget documents were not available in time for meeting

NEW – DEED Job Creation Fund modifications for Greater MN were presented

11. Other: Request to pay out ½ the cost of the labor for Pete Bowman's façade improvement \$855.00. Enerson noted she is not recommending that the payout be made as the invoice did not state paid as the program states is required. Also the work doesn't seem to have been completed with some paint still needing to be done at the time of this meeting. Higgins inquired about if cladding was going to be done on this building. Discussion over the cost of the project coming in under what was approved and these repairs seem to be leaning more towards maintenance versus façade improvements as the program states. It was noted these improvements to the back of the building do increase appearance for back entrance of building for handicap entrance along alley. It was also noted these improvements did help keep the business in Eyota.

Motion Craig Horn-stipulation wait for proof invoice paid, and work completed Second Connie Meiners 4/0

Request to increase John Erickson's improvements to the Alley entrance ½ the cost = \$900.00

John Erickson is requesting and anticipated \$1800 in repairs needed for additional building improvements after the recent heavy rains he noticed significant amounts of water runs into the building. John did not get estimates for the repairs by the time of the meeting.

Motion on Hold for estimates Second _____

12. Adjourn:

Motion Tyrel Clark Second Connie Meiners 5/0

Respectfully submitted,

Cathy Enerson 8/24/17
Cathy Enerson date
EDA Director

Dale Heintz 8-24-2017
Dale Heintz date
EDA Chair