



## ECONOMIC DEVELOPMENT AUTHORITY

Monday, February 25, 2019, 5:15PM

Le Sueur City Hall, 203 South 2nd Street

### **Meeting Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 15, 2019
4. Approval of the Bills
5. New Business
  - 5.1. REV: Resources for Entrepreneurs
  - 5.2. City Council Goals
  - 5.3. EDA Bank Authorized Signers
6. Adjournment

Next Meeting: March 25, 2019

A Regular Meeting of the Le Sueur Economic Development Authority was held on Monday, January 15, 2019 at 5:15pm in the City Council Chambers of the Le Sueur City Hall, 203 South Second Street, Le Sueur, Minnesota. Members present: Ruth Vortherms, Brian Pfarr, Jesse Wenisch, Marvin Sullivan, Melissa Meger, Shawn Kirby and Dan Mahoney. Members absent: None.

**Motion** by Member Pfarr, seconded by Member Meger to approve the agenda as written. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

**Motion** by Member Pfarr, seconded by Member Sullivan, approving the minutes of the November 26, 2018 meeting. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

**Motion** by Member Pfarr, seconded by Member Sullivan, approving the list of bills for December, 2018. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

Item 5.1, Oath of Office: Mayor Hagg was in attendance and gave the Oath of Office to the members of the Economic Development Authority.

Item 5.2, Cambria Purchase Agreement: A **motion** by Member Sullivan, seconded by Member Pfarr approving the purchase agreement with Cambria Real Estate Holdings, LLC and authorizing **Resolution 2019-01**. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

Item 5.3, Redevelopment Grant Application: A **motion** by Member Sullivan, seconded by Member Wenisch, authorizing **Resolution 2019-002**, application and sponsorship of a Redevelopment Grant with the Department of Employment and Economic Development for ValleyGreen Sq. Mall. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

Item 5.4, Banking Update: The EDA has a cash balance of \$1,406,221.49 in the bank and outstanding loans equaling \$1,898,232.66, for a total portfolio of \$3,304,454.14.

Item 5.5, 2019 Goals & Priorities: The EDA discussed the priorities for 2019 which included; the redevelopment of the downtown, housing, commercial development, and entrepreneurship.

Item 5.6 Election of Officers:

A **Motion** by Member Pfarr, seconded by Commissioner Kirby, to appoint Member Vortherms President of the EDA. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

A **Motion** by Member Pfarr, seconded by Member Sullivan, to appoint Member Wenisch as the Vice President/Treasurer of the EDA. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

A **Motion** by Member Kirby, seconded by Member Pfarr, to appoint Member Meger as the Secretary of the EDA. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

Item 5.7 REV/LIFE Update: The EDA is going to work on organizing resources for local entrepreneurs that can be shared on the city website.

A **Motion** by Member Sullivan, seconded by Member Mahoney, to adjourning until February 25, 2019. Voting in favor: Member Vortherms, Pfarr, Wenisch, Sullivan, Meger, Kirby and Mahoney. Voting no: none. Motion carried.

Respectfully submitted,  
Samantha DiMaggio, Community Development Director



Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
<b>Fund: 376 - 2010 EDA LEASE REVENUE BOND</b>					
<b>Department: 47000 - DEBT SERVICE</b>					
376-47000-601	WELLS FARGO SECURITIES LLC	LEASE PAYMENT	526999DA2	376-47000-601	37,701.50
376-47000-611	WELLS FARGO SECURITIES LLC	BOND PAYMENT	526999DA2	376-47000-611	58,548.50
<b>Department 47000 - DEBT SERVICE Total:</b>					<b>96,250.00</b>
<b>Fund 376 - 2010 EDA LEASE REVENUE BOND Total:</b>					<b>96,250.00</b>
<b>Fund: 380 - EDA GENERAL FUND</b>					
<b>Department: 46500 - ECONOMIC DEVELOPMENT ASSIST</b>					
380-46500-101	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-101	5,394.17
380-46500-121	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-121	567.92
380-46500-122	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-122	441.18
380-46500-125	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-125	103.18
380-46500-131	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-131	1,118.08
380-46500-133	CITY OF LESUEUR	JANAURY 2019 PAYROLL	INV0008265	380-46500-133	17.58
380-46500-201	INNOVATIVE OFFICE SOLUTIONS..CUSTOM NAME PLATES		IN2383916A	380-46500-201	45.65
380-46500-437	SAMANTHA DIMAGGIO	TOWN ON RIVER LE SUEUR BO...	INV0008190	380-46500-437	31.98
<b>Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:</b>					<b>7,719.74</b>
<b>Fund 380 - EDA GENERAL FUND Total:</b>					<b>7,719.74</b>
<b>Grand Total:</b>					<b>103,969.74</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
376 - 2010 EDA LEASE REVENUE BOND	96,250.00
380 - EDA GENERAL FUND	7,719.74
<b>Grand Total:</b>	<b>103,969.74</b>

### Account Summary

Account Number	Account Name	Payment Amount
376-47000-601	BOND PRINCIPAL	37,701.50
376-47000-611	BOND INTEREST	58,548.50
380-46500-101	FULL-TIME EMPLOYEES-R...	5,394.17
380-46500-121	PERA CONTRIBUTIONS	567.92
380-46500-122	FICA CONTRIBUTIONS	441.18
380-46500-125	MEDICARE CONTRIBUTIO...	103.18
380-46500-131	HEALTH INSURANCE	1,118.08
380-46500-133	LIFE INSURANCE	17.58
380-46500-201	OFFICE SUPPLIES	45.65
380-46500-437	MISCELLANEOUS EXPENSE	31.98
<b>Grand Total:</b>		<b>103,969.74</b>

### Project Account Summary

Project Account Key	Payment Amount
**None**	103,969.74
<b>Grand Total:</b>	<b>103,969.74</b>

# Business Resources

## Local Loan & Grant Programs

### Façade Improvement Program

The city offers a Façade Improvement Loan Program to businesses interested in improving the exterior appearance of their buildings. Work covered under the program includes:

- Masonry repairs and pointing
- Façade painting, repair, reconstruction or replacement of historic features
- Storefront restorations, replacement or enhancements
- Awnings or canopies
- Signage and exterior lighting
- Gutter and downspouts
- Handicap accessibility
- Window and door repair or replacement or entrance modifications
- Any other items deemed appropriate by the EDA

Businesses can apply for a forgivable loan for exterior-building improvements.

- Loan forgiveness takes place over a five-year period with 20 percent of the award forgiven annually.
- The maximum award is \$5,000. The EDA may consider increased awards for renovations to historic commercial properties.
- Awarding of loans depends on the availability of funding in a given year.

**[Commercial Exterior Loan Improvement Program Application \[PDF\]](#)**  
**[Façade Improvement Program Policy \[PDF\]](#)**

### Property Tax Abatement

The Minnesota State Legislature allows cities, counties and school districts to grant property tax abatements for economic development projects in exchange for creating a certain number of jobs or increasing the tax base.

An abatement allows government entities to refund a portion of a company's property taxes for a set period of time. It is used when a company makes improvements on vacant land or a building that will result in higher property taxes being paid.

To apply for abatement consideration, businesses must submit a business subsidy application with information on number of jobs, average wage and estimated value increases.

## Tax Increment Financing

The Minnesota Legislature allows certain government entities to create Tax Increment Financing (TIF) districts for the purpose of enticing development or redevelopment. It can also be used for financing public infrastructure related to the project.

Cities, housing development authorities and port authorities front the cost for development or redevelopment projects using bonds, inter-fund loads or pay-as-you-go financing. Once complete, the government entity (or developer in the case of pay-as-you-go financing) is reimbursed from the difference in property tax values between the original value of the property and the value after the project is completed.

To apply for TIF consideration, businesses must submit a business subsidy application with information on number of jobs, average wage and estimated value increases.

**Business Subsidy Policy**  
**Business Subsidy Application**

## Regional & State Partner Resources.

The City of Le Sueur works with many partners to foster business growth, expansion and redevelopment in Le Sueur. Here are some regional resources that can help your business grow:

### DEED

The [Minnesota Department of Employment and Economic Development \(DEED\)](#) is the state's principal economic development agency. DEED programs promote business recruitment, expansion, and retention; international trade; workforce development; and community development.

**Contact:** Lisa Hughes, Regional Business Development Manager, | 507-344-2601 or 507-380-3220 | [lisa.hughes@state.mn.us](mailto:lisa.hughes@state.mn.us)

DEED also has many valuable resources for small businesses:

**Small Business Assistance Office:** 651-556-8425 or 800-310-8323  
| [positivelyminnesota/business/help/sbao/](http://positivelyminnesota/business/help/sbao/) | [deed.mnsbao@state.mn.us](mailto:deed.mnsbao@state.mn.us)

### SCORE

The South Central Minnesota Chapter of SCORE is part of a national nonprofit association dedicated to entrepreneur education and the formation, growth and success of the nation's small businesses. The Chapter provides free and confidential business mentoring in starting a new business, buying or selling a business, and managing an existing small business. SCORE also sponsors workshops on a number of business topics and more.

525 Florence Avenue, Owatonna, MN 55060 | (507) 455-3215  
| [www.southcentralminnesota.score.org](http://www.southcentralminnesota.score.org) | [scmnscore@gmail.com](mailto:scmnscore@gmail.com)

## **Le Sueur Area Chamber Of Commerce**

The local chamber advocates for businesses and works to build strong alliances. Their mission is to promote the Le Sueur area and serve as a connection to businesses, community institutions and organizations, and people.

500 North Main Street, Le Sueur, MN 56058 | (507) 665-2501  
| [www. http://lesueurchamber.org](http://lesueurchamber.org) | [julieb@lesueurchamber.org](mailto:julieb@lesueurchamber.org)

## **South Central Region Small Business Development Center (SBDC)**

Your Small Business Development Center located in Mankato Minnesota, offers no-cost, customized consulting to businesses throughout their entire life cycle, from the excitement of the idea stage and the thrill of the launch to the challenges of growth periods and distressed times.

Minnesota State University, Mankato, 424 N Riverside Drive, Suite 210, Mankato, MN 56001  
| 507-389-8875 | [www.myminnesotabusiness.com](http://www.myminnesotabusiness.com) | [mike.hahn@mnsu.edu](mailto:mike.hahn@mnsu.edu)

## **Southern Minnesota Initiative Foundation**

Southern Minnesota Initiative Foundation is a regional development and philanthropic organization that fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

5258 Florence Avenue, PO Box 695, Owatonna, MN 55060 | (507) 455-3215  
| [www.smifoundation.org](http://www.smifoundation.org) | [inquiry@smifoundation.org](mailto:inquiry@smifoundation.org)

## **Region Nine Development Commission**

Region Nine serves a nine (9) county region, striving to create more stable and viable communities. Their mission is to promote the development of the region through intergovernmental cooperation, community and human development, long-range planning, and technical assistance.

3 Civic Center Plaza, Suite 310, Mankato, MN 56001 | (507) 387-5643  
| [www.rndc.org](http://www.rndc.org)

## **USDA Rural Development**

The United States Department of Agriculture (USDA) Rural Development is committed to helping improve the economy and quality of life in rural America. They offer loans, grants and loan guarantees to help create jobs and support economic development and essential services such as housing, health care, first responder services and equipment, and water, electric and communications infrastructure. They promote economic development by supporting loans to businesses through banks, credit unions and community-managed lending pools. They provide technical assistance to help communities undertake community empowerment programs. They also help rural residents buy or rent safe, affordable housing and make health and safety repairs to their homes.

375 Jackson Street, Suite 410, St. Paul, MN 55101 | (651) 602-7800  
| <https://www.rd.usda.gov/mn>



## **Women Venture**

Women Venture is a Women's Business Center as designated by the U.S. Small Business Administration (SBA). They help women start and grow profitable and sustainable businesses. They also train entrepreneurs, advise businesses, provide loans, and create jobs.

2021 East Hennepin Ave, Suite 200, Minneapolis, MN 554113 | (612) 224-9540  
| [www.womenventure.org](http://www.womenventure.org) | [info@womenventure.org](mailto:info@womenventure.org)

## **CareerForce Mankato**

CareerForce is Minnesota's career development and talent matching resource dedicated to success. They guide people toward rewarding careers, connect individuals to opportunities, and provide valuable economic and employment development information for employers. They do everything in their power to help career seekers, employers and Minnesota communities thrive.

12 Civic Center Plaza, Suite 1600A, Mankato, MN 56001 | (507) 344-2622  
| [www.careerforcemn.com](http://www.careerforcemn.com)



# 2019 - 2020 GOALS AND STAFF PRIORITIES CITY OF LE SUEUR, MINNESOTA

LONG-TERM GOALS						
<b>LONG-TERM GOALS</b>	<b>FISCAL RESPONSIBILITY (1)</b>		<b>CUSTOMER SERVICE (2)</b>		<b>PLANNING FOR THE FUTURE (3)</b>	
FOCUS AREAS (2040 COMPREHENSIVE PLAN)						
<b>FOCUS AREAS (2040 COMPREHENSIVE PLAN)</b>	<b>LAND USE (A)</b>	<b>INFRASTRUCTURE (B)</b>		<b>TRANSPORTATION (C)</b>	<b>PARKS, RECREATION, &amp; OPEN SPACE (D)</b>	
STRATEGIES (2040 COMPREHENSIVE PLAN)						
<b>STRATEGIES (2040 COMPREHENSIVE PLAN)</b>	<b>VOLUNTEERISM - PHILANTHROPY (I)</b>	<b>PARTNERSHIPS (II)</b>	<b>OFFICIAL CONTROLS (III)</b>	<b>CAPITAL IMPROVEMENT PLANS (IV)</b>	<b>ECONOMIC DEVELOPMENT &amp; HOUSING (V)</b>	<b>PARKS AND TRAILS (VI)</b>

2019 - 2020 CITY COUNCIL SHORT-TERM GOALS AND STAFF PRIORITIES						
	GOAL 1	GOAL 2	GOAL 3	GOAL 4	GOAL 5	GOAL 6
<b>GOAL</b>	FINALIZE ZONING UPDATE AND AMEND UPDATED ZONING MAP TO 2040 COMPREHENSIVE PLAN. (3)(A)(III)(V)	ESTABLISH NEW UTILITY BILLING SOFTWARE AND METER SYSTEM. (1)(2)(3)(B)(III)(IV)	DEVELOP COMPREHENSIVE CITY POLICY BOOK, INCLUDING STAFF, COUNCIL, AND RESIDENTIAL POLICIES. (2)(3)(B)(III)	DEVELOP METRICS FOR THE LE SUEUR COMMUNITY CENTER TO UNDERSTAND COSTS OF EACH SERVICE AREA, DEVELOP REVENUE AND EXPENSE POLICES FOR EACH SERVICE AREA, AND DEVELOP A REVENUE GENERATION GOAL COMPARED TO OVERALL EXPENSES. (1)(2)(3)(D)(III)(IV)	ESTABLISH A VOLUNTEER PROGRAM, DOCUMENTING VOLUNTEER OPPORTUNITIES WITHIN THE COMMUNITY RELATED TO CITY FUNCTIONS, AND COORDINATE EFFORTS FROM SERVICE GROUPS AND INDIVIDUALS TO EFFECTIVELY VOLUNTEER IN THE COMMUNITY. (3)(D)(I)	CONTINUE TO DEVELOP A ROBUST CAPITAL IMPROVEMENT PLAN AND CAPITAL EQUIPMENT PLAN. (1)(2)(3)(B)(C)(D)(IV)(VI)
<b>BOARD LEAD</b>	PLANNING COMMISSION  CITY COUNCIL	CITY COUNCIL	CITY COUNCIL	RECREATION AND PARKS ADVISORY COMMITTEE  CITY COUNCIL	CITY COUNCIL	COMPREHENSIVE PLAN ACTION TEAM  CITY COUNCIL
<b>STAFF LEAD</b>	COMMUNITY DEVELOPMENT DEPARTMENT	PUBLIC SERVICES DEPARTMENT	HUMAN RESOURCES AND COMMUNICATIONS DEPARTMENT	PUBLIC SERVICES DEPARTMENT	ADMINISTRATION	ADMINISTRATION

	GOAL 7	GOAL 8	GOAL 9	GOAL 10	GOAL 11	GOAL 12
<b>GOAL</b>	PERFORM INSPECTIONS ON ALL RENTAL PROPERTIES IN LE SUEUR, ENSURING SAFE RENTALS FOR RESIDENTS. (2)(III)(V)	DEVELOP A PARKS, OPEN SPACE, AND TRAIL SYSTEM MASTER PLAN AND USE THIS PLAN TO APPLY FOR GRANTS AND OTHER OPPORTUNITIES TO MAKE LE SUEUR A MORE LIVABLE AND WALKABLE COMMUNITY. (2)(3)(A)(C)(D)(IV)(V)(VI)	WORK WITH THE LE SUEUR-HENDERSON SCHOOL DISTRICT TO PARTNER TO PROVIDE EXCELLENT SERVICE TO THE COMMUNITY REGARDING THE SHARING OF FACILITIES AND MAINTAINING A ONE STOP SHOP FOR RECREATION AND COMMUNITY EDUCATION PROGRAMMING. (1)(2)(3)(D)(II)	ENGAGE WITH AREA LAND DEVELOPERS AND BUILDERS TO MARKET LE SUEUR AS AN ATTRACTIVE COMMUNITY TO LOCATE A DEVELOPMENT, WHILE ALSO FOCUSING ON OUR CURRENT BUSINESSES AND DEVELOPERS TO ENSURE AWARENESS OF CURRENT PROGRAMS AND INCENTIVES TO GROW. (1)(3)(A)(II)(V)	COMPLETE TRANSPORTATION AND UTILITY PLAN AND AMEND ADOPTED PLAN TO 2040 COMPREHENSIVE PLAN. (3)(B)(C)(III)(IV)(V)	UTILIZE VARIOUS HOUSING STUDIES, HOUSING STUDY RECOMMENDATIONS, AND MARKET ANALYSIS REPORTS TO DEVELOP A COMPREHENSIVE HOUSING RECRUITMENT STRATEGY (3)(V)
<b>BOARD LEAD</b>	CITY COUNCIL	RECREATION AND PARKS ADVISORY COMMITTEE  CITY COUNCIL	RECREATION AND PARKS ADVISORY COMMITTEE  CITY COUNCIL	ECONOMIC DEVELOPMENT AUTHORITY  CITY COUNCIL	PLANNING COMMISSION  CITY COUNCIL	ECONOMIC DEVELOPMENT AUTHORITY  CITY COUNCIL
<b>STAFF LEAD</b>	COMMUNITY DEVELOPMENT DEPARTMENT	PUBLIC SERVICES DEPARTMENT	ADMINISTRATION	COMMUNITY DEVELOPMENT DEPARTMENT	PUBLIC SERVICES DEPARTMENT	COMMUNITY DEVELOPMENT DEPARTMENT