



ECONOMIC DEVELOPMENT AUTHORITY

Monday, June 28, 2021, 5:15PM

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – May 24, 2021
4. Approval of the Bills – June 28, 2021
5. New Business
 - 5.1. Executive Director
 - 5.2. Façade Request – 106 ½ North Main Street
 - 5.3. RLF Request – Superior Transportation Services
6. Other Business
7. Adjournment - Next Meeting: Monday, July 26, 2021, at 5:15pm

A regular meeting of the Economic Development Authority (EDA) was held on Monday, May 24, 2021, at 5:15 p.m. virtually via Go to Meeting with the following EDA Members present; Dan Mahoney, Marvin Sullivan, Irene Manke, and Dave Swanberg. Members Absent: Melissa Meger, Jackie Fahey, and Jesse Wenisch.

Motion by Member Sullivan, seconded by Member Manke, to approve the agenda as written. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

Motion by Member Manke, seconded by Member Sullivan approving the minutes of the April 26, 2021. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

A **motion** by Member Swanberg, seconded by Member Sullivan approving the bills of May 24, 2021. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

Item 5.1. Housing Recruitment Plan: The City Council identified a goal in their 2020-2021 City Council Short Term Goals and Staff Priorities *to UTILIZE VARIOUS HOUSING STUDIES, HOUSING STUDY RECOMMENDATIONS, AND MARKET ANALYSIS REPORTS TO DEVELOP A COMPREHENSIVE HOUSING RECRUITMENT STRATEGY (3)(V)*. A **motion** by Member Swanberg, seconded by Member Sullivan approved the Housing Recruitment Plan as presented. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

Item 5.2. Potential Development at 169: The EDA owned land at 169 is currented listed for sale with Cushman and Wakefield. The one-year sales agreement is set to expire on August 31, 2021. Since there has been no interest in this land, the EDA discussed development opportunities which would break down the land from 150 acres to approximately 10 4-acre development ready sites. A **motion** by Member Manke, seconded by Member Sullivan, to terminate the contract with Cushman and Wakefield on August 31, 2021, and to wait until the next meeting to discuss future development options for this land. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

Item 6. Other Business: None.

A **motion** by Member Sullivan, seconded by Member Mahoney to adjourn the meeting. Members Voting in favor: Manke, Mahoney, Swanberg, and Sullivan. Members Voting no: None. Motion carried.

Respectfully submitted,
Samantha DiMaggio, EDA Executive Director/Community Development Director



EDA Approval Report for June 28, 2021

By Fund

Post Dates 5/25/2021 - 6/28/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 380 - EDA GENERAL FUND					
Department: 46500 - ECONOMIC DEVELOPMENT ASSIST					
380-46500-101	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-101	4,182.54
380-46500-121	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-121	306.55
380-46500-122	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-122	297.69
380-46500-125	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-125	56.30
380-46500-131	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-131	569.74
380-46500-133	CITY OF LE SUEUR	DIMAGGIO COMPENSATION - ...	MAY2021	380-46500-133	11.26
380-46500-458	ANDERSON ORTHODONTICS	ANDERSON ORTHO EDA MALL ...	EDA.REQUEST.1	380-46500-458	71,853.00
380-46500-458	ANDERSON ORTHODONTICS	ANDERSON ORTHO EDA MALL ...	EDA.REQUEST.2	380-46500-458	40,706.00
Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:					117,983.08
Fund 380 - EDA GENERAL FUND Total:					117,983.08
Fund: 384 - TIF DISTRICT #1-21					
Department: 47000 - DEBT SERVICE					
384-47000-437	TAFT STETTINIUS & HOLLISTER ...	TIF # 21 PROFESSIONAL SERVIC...	TIF21	384-47000-437	7,200.00
Department 47000 - DEBT SERVICE Total:					7,200.00
Fund 384 - TIF DISTRICT #1-21 Total:					7,200.00
Grand Total:					125,183.08

Report Summary

Fund Summary

Fund	Payment Amount
380 - EDA GENERAL FUND	117,983.08
384 - TIF DISTRICT #1-21	7,200.00
Grand Total:	125,183.08

Account Summary

Account Number	Account Name	Payment Amount
380-46500-101	FULL-TIME EMPLOYEES-R...	4,182.54
380-46500-121	PERA CONTRIBUTIONS	306.55
380-46500-122	FICA CONTRIBUTIONS	297.69
380-46500-125	MEDICARE CONTRIBUTIO...	56.30
380-46500-131	HEALTH INSURANCE	569.74
380-46500-133	LIFE INSURANCE	11.26
380-46500-458	LOAN DISBURSEMENT	112,559.00
384-47000-437	MISCELLANEOUS EXPENSE	7,200.00
Grand Total:		125,183.08

Project Account Summary

Project Account Key	Payment Amount
None	125,183.08
Grand Total:	125,183.08



ECONOMIC DEVELOPMENT AUTHORITY
Item 5.1

TO: Economic Development Authority
FROM: Jasper Kruggel
SUBJECT: Executive Director Appointment
DATE: Monday, June 28, 2021

PURPOSE/ACTION REQUESTED

The EDA should appoint Jasper Kruggel as Acting Executive Director and should authorize him to have full banking access and signing privileges for the EDA Financial Accounts.

SUMMARY

The previous Executive Director of the EDA, Samantha DiMaggio, is no longer with the City of Le Sueur, her last day was June 18, 2021.

The EDA should appoint Jasper Kruggel, City Administrator, as Acting Executive Director of the EDA effective immediately and should authorize him to have full banking access and signing privileges for the EDA's Financial Accounts.

RECOMMENDATION

Staff recommends the EDA appoint Jasper Kruggel as the Executive Director of the EDA and authorize him to have full access and signing privileges for the EDA Financial Accounts.



ECONOMIC DEVELOPMENT AUTHORITY
Item 5.2

TO: Economic Development Authority
FROM: Jasper Kruggel
SUBJECT: Façade Request
DATE: Monday, June 28, 2021

PURPOSE/ACTION REQUESTED

The EDA should consider approving a Façade Improvement Program Forgivable Loan for 106 ½ North Main Street owned by Mr. Anthony Oberle.

SUMMARY

Mr. Oberle recently purchased 106 ½ North Main in downtown Le Sueur. At this time, he does not have a business tenant for the main level. He plans to reside in the second level of the building, this will be his permanent residence.

Mr. Oberle is requesting \$5,000 to be used for doors, windows, and finish work.

He is requesting a deferred/forgivable loan in the amount of \$5,000. The current balance in the EDA Account is \$232,264.41.

RECOMMENDATION/OPTIONS

Staff recommends the EDA consider the request acknowledging that there is no business operating at this location, that this location is primarily a personal residence at this time, and that the application received one estimate and not two as required by the program.





City of Le Sueur, MN
Façade Improvement Loan Application

RECEIVED
JUN 1 2021
City of Le Sueur

The City of Le Sueur is proud of its historic downtown and encourages property owners to maintain and invest in their properties to preserve them as profitable businesses and attractive destinations for years to come. The Le Sueur Economic Development Authority's (EDA) Façade Improvement Loan Program allows businesses to apply for a forgivable loan for exterior building improvements.

HOW IT WORKS

For successful applicants, the EDA pays up to 50% of project costs for eligible exterior-building improvements. The maximum award is \$5,000. Awarding of loans is dependent upon availability of funding.

LOAN FORGIVENESS

Forgiveness of a loan take place over a five-year period with 20% of the award forgiven annually. The EDA is willing reassess this if the property is sold or transferred. Façade improvement awards range between \$500-\$5,000. Equal/matching funds are required of the business/property owner. For projects over \$20,000, the business owner is required to pay the additional funds required to complete the project. The maximum EDA contribution is \$5,000. The EDA may consider increased awards for renovations to historic commercial properties. Businesses must be located in the B-1 Central Business District or the B-2 Fringe Commercial District. Two bids are required with the lowest bid awarded. The EDA must approve of the project prior to working commencing. Awarding of loan depends on the availability of funding in a given year.

APPLICANT INFORMATION
Applicant Name: Anthony Oberle
Street Address: 106 1/2 N Main St
City/State/Zip: Le Sueur, MN 56058
Phone: (507) 351 4239
Email: tonyoberle@gmail.com

PROPERTY INFORMATION
Business/Occupant Name:
Site Address: 106 N Main St
Property ID: 21,800.3430
Age of Building: 114 years
Number of stories: 2
Is the property currently vacant? (Yes or No) If Yes, Length of Vacancy:
Estimated Cost or Proposed Work: \$20k
Requested Loan Amount: \$5,000
Description of Proposed Improvements:
Doors, Windows and finish work

ELIGIBLE EXPENSES

Improvement of the building exterior or visible from the street such as:

- 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

NOTES TO APPLICANT

City staff or other authorized representatives of the Le Sueur EDA have the right to inspect the property to be improved at any time from the date of application upon giving notice to the owner and occupants.

Submittal Checklist:

- Completed Loan Application
- Renderings and/or plan drawings showing proposed improvements
- Minimum of two (2) contractors' bids or proposals with a breakdown of itemized costs
- Proof of insurance on the building

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I authorize program representatives the right to access the property to be improved for the purposed of the loan program and to take photographs of the structure before and after rehabilitation. I understand that I am responsible for obtaining appropriate building permits, per the City of Le Sueur building codes. In the case of improvements that do not require a city-issued building permit, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the work by a City Building Official. I understand that I will make the final selection of the improvements to be made with the loan funds and the contract for improvements will be solely between me and the contractor (s). The administering agency will not be liable for an inadequate performance of the contractors(s).

Signature of Applicant or Authorized Representative

5/20/2021

Date

Signature of Property Owner

5/20/2021

Date

OFFICE USE ONLY

Received By:

Date Received:

Date Approved by EDA:

Notes:

Submittal Checklist:

- Completed Loan Application
- Renderings and/or plan drawings showing proposed improvements
- Minimum of two (2) contractors' bids or proposals with a breakdown of itemized costs
- Proof of insurance on the building

From: [Tony Oberle](#)
To: [Samantha DiMaggio](#)
Subject: Re: Facade Request
Date: Wednesday, June 2, 2021 9:44:50 AM

On Wed, Jun 2, 2021 at 9:20 AM Samantha DiMaggio <SDiMaggio@cityoflesueur.com> wrote:

Hello Tony~ I just started reviewing your façade application and I have a few follow up questions:

1. Two estimates are required, do you have a second estimate you can send to me?

I only have one as of now. Dean has always been a family friend and I would really like to use them

1. The application states the property is currently being occupied, can you share more about the use of this property? Is someone renting it? If so, what is it being used for?

The renters downstairs will be gone by the 15th of this month and I will be living in the apartment above as I renovate it.

1. Do you intend to change the use of the property? Are you going to open a new business there?

There is no plan to change the use of the spaces

Thanks

Tony

Samantha DiMaggio | Community Development Director

Direct: 507-593-8318 | Mobile: 952-807-6445

City of Le Sueur | 203 South Second Street | Le Sueur | MN | 56058

sdimaggio@cityoflesueur.com | www.cityoflesueur.com



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QUALITY HOME IMPROVEMENT
 PO BOX 85
 LE SUEUR MN 56058-0085

Estimate

Date	Estimate #
5/19/2021	03-96

Name / Address

Tony Oberle
 106 N Main St.
 Le Sueur, MN 56058

P.O. No.	Terms
	TO BE ARRANGED

Item	Description	Total
	Store Front Remodel	
WINDOW	2nd Floor Remove and dispose of 4 double hung windows. Install 4 new vinyl/composite windows with Low-E Argon gas filled glass and full screens. Interior trim to remain and painted by owner.	3,200.00
ALUMINUM TRIM	Repair wood as necessary and cap outframes on above windows	480.00
REMODEL	1st Floor Remove and dispose of entry door and store front windows. Reframe openings. Install new black aluminum framed windows and door with side lights.	9,250.00
SIDING	Replace store front siding and repair wall as needed	2,450.00
PAINTING	Paint new store front with choice of color, primed and 2 finish coats.	1,480.00
REPAIR	Repair inside of walls, taped and ready for paint. Add new inside trim on windows and doors.	2,350.00
LANDFILL	One 20 yard dumpster load	420.00
PERMIT	BUILDING PERMIT	100.00
ACCEPTANCE	SIGNATURE _____ DATE _____	

THANK YOU FOR GIVING US THE OPPORTUNITY TO QUOTE YOU ON THIS HOME IMPROVEMENT PROJECT. THANKS, DEAN	Total	\$19,730.00
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Phone #
507-665-6742

Estimate valid for 30 days from date of receipt.

FAHEY DECKS & REMODELING, LLC

33266 Sibley Heights LN, Le Sueur, MN 56058

Quote # 0623202101

June 23, 2021

Tony Oberle
Le Sueur

Attn: Tony
Re: Apartment/ Office Remodel

We propose to supply the necessary material and trades to complete the scope of work listed below.

1st Floor

- Removal of front windows and entry door. Install New **Black** aluminum frame windows and door with side lights. Repair siding and front as needed to match existing.
- Paint front of office with choice of color. Primed, and painted with two coats.
- Repair interior walls around door and windows with new drywall, taped and prepared for painting.
- Install new trim on door and windows.

2nd Floor

- Removal of 4 windows.
- Install 4 new Vinyl pre-hung windows with full screens. Note: interior will remain as is.
- Repair and seal exterior or new windows.

Other

- 20 Yard dumpster
- Building Permit

Clarifications:

1. We have not included any electrical work in our pricing.
2. We have not included any concrete, grout or foundation work in our pricing.
3. We have not included any costs due to inclement weather in our pricing.
4. We will not be responsible for any roofing modifications.
5. We assume uninterrupted free and clear access to the work site during construction.
6. We have included all necessary lifts, dollies & equipment in our pricing.
7. Our pricing is valid for 20 days due to fluctuating material costs.
8. We would like to thank you for this opportunity and look forward to working with you in the future.

The total cost to perform the scope of work stated above: **\$20,163.00**



ECONOMIC DEVELOPMENT AUTHORITY
Item 5.3

TO: Economic Development Authority
FROM: Jasper Kruggel
SUBJECT: Revolving Loan Fund Request
DATE: Monday, June 28, 2021

PURPOSE/ACTION REQUESTED

The EDA is asked to consider approving a Revolving Loan for Superior Transportation Services, owned by Joseph and Ashley Schieffert.

SUMMARY

The Economic Development Authority (EDA) has a revolving loan fund with a balance of approximately \$232,264.41. These funds have historically been used to issue loans to local businesses. On May 26, 2020, the EDA updated their Business Subsidy Policy which guides how and when the funds should be used.

Superior Transportation Services, owned by Joseph and Ashley Schieffert, have been hired as the new bus company for Le Sueur Henderson ISD 2397. They are requesting \$25,000 to assist them in office/shop supplies (\$15,000) as well as working capital (\$10,000) for their startup in Le Sueur.

The proposed Loan will be amortized over five (5) years and will have an interest rate of three percent (3.0%). Superior Transportation will retain between 20-25 employees and will hire 5-10 new employees over the next two years paying \$17/hour.

RECOMMENDATION/OPTIONS

Staff recommends the EDA approve a revolving loan for Superior Transportation for \$25,000 and authorize the Chair and Executive Director the authority to execute the required Loan Documents.

CITY OF LE SUEUR ECONOMIC DEVELOPMENT REVOLVING LOAN FUND APPLICATION

SECTION 1: CONTACT INFORMATION

Legal Name of Business: Superior Transportation Services, Inc.

Project Site Address: 701 N 4th St

City / State / Zip: Olivia, Mn 56058

Primary Business Contact Person(s): Joe and Ashley Schieffert

Phone: 507-217-6343 (Joe) 612-743-5373 (Ashley)

Email: joe@superiortm.com ashley@ciasleepyeye.com

Check One: Proprietor Corporation Partnership

SECTION 2: PROJECT OVERVIEW

Amount Requested: \$ 25,000

Total Project Cost: \$ 25,000

Please provide a brief summary of your company and its products and/or services.

We are a school bus transportation company providing transportation to school districts.

Please provide a brief summary of the proposed project.

We plan to use the funds for start up equipment and expenses for our newly contracted school contract in Le Sueur.

Please describe how these funds will impact your project.

These funds will allow us to purchase equipment for start up in Le Sueur to begin school transportation in the 2021-2022 school year. Most of the funds will be used for office and shop supplies.

SECTION 3: ESTIMATED PROJECT COSTS

Land: \$ _____

Site improvements: \$ _____

New Building: \$ _____

Equipment/Machinery: \$ \$15,000

Remodeling/Renovation: \$ _____

Demolition: \$ _____

Working Capital: \$ \$10,000

Permits/Fees: \$ _____

Other (attach description) \$ _____

Total Costs \$ 25,000

SECTION 4: SOURCES OF FINANCING

Bank Loan: \$ _____

Bank Name: _____

Loan Officer Name & Contact Info: _____

Additional Bank Loan (if applicable): \$ _____

Bank Name: _____

Loan Officer Name & Contact Info: _____

Additional Private Funds (amount & source): \$ _____

Owner/Business Equity: \$ _____

State Funding (amount & program): \$ _____

Federal Funding (amount & program): \$ _____

Other Sources of Funding (amount and description): \$ _____

Total Financing: \$ _____

SECTION 5: JOB CREATION (if applicable)

Current number of Employees (working at Le Sueur location):

20-25

Total number of jobs to be created (in Le Sueur) over the next two years:

5-10

Job Title	Number of Positions	Hourly Wage w/ Benefits	Expected Hiring Date
bus driver	20-25	\$17/hr	7/01/2021
office manager	1	55,000	7/01/2021

SECTION 6: REQUIRED ATTACHMENTS CHECKLIST

Please attach the following with completed application:

- 1. Written Business Plan, including the following:
 - a. Business overview and company history and ownership
 - b. Date Established
 - c. Products/Services
 - d. Future Plans
- 2. Two Years of Historical Financials and Financial Projections
- 3. Personal Financial Statements of Proprietor, Partners, Guarantors
- N/A 4. Letter of Commitment from Financing Sources

SECTION 7: AGREEMENT

I/We certify that all information provided in this application (and its attachments) is true and correct to the best of my/our knowledge. I/We authorize the City of Le Sueur to check credit references and verify financial and other information. I/We agree to provide any addition information as may be requested by the City of Le Sueur and the Le Sueur Economic Development Authority.

APPLICATION SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____