

**EDA Regular Meeting Agenda
Monday, September 26, 2022, 5:15 P.M.
City Council Chambers**

Chair:
Jesse Wenisch

EDA Members:
Irene Manke
Marvin Sullivan
Dave Swanberg
Nic Williams



Address:
203 South Second Street
Le Sueur, MN 56058

Phone:
507-665-6401

Website:
www.cityoflesueur.com

1. Call To Order
2. Approval Of Agenda
3. Approval Of Minutes
 - 3.I. Approval Of Minutes: August 22, 2022 Meeting

Documents:

[8.22.22 EDA MINUTES.PDF](#)

4. New Business
 - 4.I. Consideration Of Economic Development Contract

Documents:

[CEDA CONTRACT 8.25.2022 - DRAFT.PDF](#)

5. Other Business
 - 5.I. Monthly Financial Report: September 2022

Documents:

[MONTHLY BUDGET REPORT - SEPTEMBER 2022.PDF](#)

- 5.II. Special Meeting Date/Time
6. Adjournment



ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes
Monday, August 22, 2022, 5:15 P.M.

A regular meeting of the Economic Development Authority (EDA) was held on Monday, August 22, 2022, at 5:15 p.m.

Members Present: Jesse Wenisch, Nic Williams, Marvin Sullivan, Dave Swanberg, Irene Manke
Members Absent: n/a
Others Present: City Administrator Joe Roby

Item 1. Call to Order

Meeting called to order by Chair Wenisch at 5:15pm.

Item 2. Approval of Agenda

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

Item 3.I. Approval of Minutes – July 25, 2022

Motion by Member Swanberg, seconded by Member Sullivan, approving the minutes of the July 25, 2022 Regular EDA meeting. Members Voting in favor: Wenisch, Williams, Sullivan, Swanberg, Manke. Members Voting no: None. Motion carried.

Item 4.I. Approve Disbursements Through August 22, 2022

Motion by Member Williams, seconded by Member Swanberg, approving EDA disbursements through August 22, 2022. Members Voting in favor: Wenisch, Williams, Sullivan, Swanberg, Manke. Members Voting no: None. Motion carried.

Item 5.I. Monthly Financial Report

City Administrator Roby provided a year-to-date financial statement for EDA funds 376 and 380.

Item 5.II. EDA Land Update

Members held brief discussion about the future prospects for development of the EDA land along Hwy 169.

Item 5.III. Community Development Director Update

City Administrator Roby provided an update on open Community Development Director position.

Item 6. Adjourn

Motion by Member Swanberg, seconded by Member Sullivan, to adjourn the meeting. Members Voting in favor: Wenisch, Williams, Sullivan, Swanberg, Manke. Members Voting no: None. Motion carried. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Roby". The signature is stylized with a large, sweeping initial "J" and a cursive "Roby".

Joe Roby
EDA Executive Director

Contract for Professional Services

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the Economic Development Authority of the City of Le Sueur, an agency or affiliate of a political subdivision of the State of Minnesota, hereafter “the Authority”, to define the terms by which CEDA shall provide technical and management expertise services to the Authority.

I. Agreement scope and purpose. The Authority hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the Authority more effectively accomplishing:

- * Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- * Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- * The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- * The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well being of the community and/or for businesses who are unable to obtain financing from conventional sources

II. Services to be provided by CEDA. CEDA agrees to provide technical and management expertise in the form of staff and materials to the Authority. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the Authority’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the Authority’s needs and operations:

- * Accessing of grantor funding for the Authority’s economic development programming
- * Providing loan packaging services for the Authority’s business assistance programs
- * Administering local, regional and state revolving loan funds, if appropriate
- * Drafting the Authority’s Economic Development Annual Work Plan(s)
- * Planning, facilitating, and/or directly conducting the Authority’s community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
 - * seeking city and county involvement
 - * developing relationships and partnerships to enhance the Authority’s goals
 - * preparing economic development guidelines
 - * promoting the use of local assets to support and promote value-added processes and unique based businesses
- * Assisting with local surveys related to business and industry, community, and land and buildings
- * Assisting with the Authority’s economic development marketing efforts and coordination through website development and maintenance
- * Coordinating and hosting forums in which the Authority’s economic development programming are open for the public’s review

III. Obligations of the Authority.

A. The Authority shall reimburse CEDA for staff time provided at the rate of \$46,280 not to exceed annually. This is based on an average of sixteen hours per week.

- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.
- C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

- A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the Authority under this Agreement neither creates a release of CEDA staff to employment at the Authority nor makes such staff subject to supervision by the Authority.
- B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the Authority or to bind the Authority in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
- C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the Authority with certification of such coverage.
- D. CEDA shall be responsible to invoice the Authority for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is through December 31, 2022, commencing _____, 2022. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at \$46,280 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF LE SUEUR

By _____

Its _____

Date _____

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By 

Its CEO/President

Date



City of Le Sueur, MN

Monthly Budget Report

Account Summary

For Fiscal: Current Period Ending: 09/30/2022

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 380 - EDA GENERAL FUND										
Revenue										
380-3-31010	CURRENT AD VALOREM TAXES	5,564.44	0.00	-5,564.44	-100.00%	50,079.96	0.00	-50,079.96	-100.00%	66,800.00
380-8-34923	LAND RENTAL	1,332.80	0.00	-1,332.80	-100.00%	11,995.20	16,205.10	4,209.90	35.10%	16,000.00
380-8-36200	PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00%	0.00	20,032.49	20,032.49	0.00%	0.00
380-8-36210	INTEREST EARNINGS	33.32	0.00	-33.32	-100.00%	299.88	7,352.17	7,052.29	2,351.70%	400.00
380-8-36250	MISC REFUNDS & REIMBURSEMENT	191.59	2,414.02	2,222.43	1,159.99%	1,724.31	12,710.14	10,985.83	637.11%	2,300.00
380-9-39218	TRANSFER FROM REVOLVING LOAN	3,082.10	0.00	-3,082.10	-100.00%	27,738.90	0.00	-27,738.90	-100.00%	37,000.00
	Total Revenue:	10,204.25	2,414.02	-7,790.23	-76.34%	91,838.25	56,299.90	-35,538.35	-38.70%	122,500.00
Expense										
380-46500-101	FULL-TIME EMPLOYEES-REGULAR	4,972.17	0.00	4,972.17	100.00%	44,749.53	0.00	44,749.53	100.00%	59,690.00
380-46500-121	PERA CONTRIBUTIONS	373.18	0.00	373.18	100.00%	3,358.62	0.00	3,358.62	100.00%	4,480.00
380-46500-122	FICA CONTRIBUTIONS	308.21	0.00	308.21	100.00%	2,773.89	0.00	2,773.89	100.00%	3,700.00
380-46500-125	MEDICARE CONTRIBUTIONS	72.47	0.00	72.47	100.00%	652.23	0.00	652.23	100.00%	870.00
380-46500-127	HEALTH SAVINGS CONTRIBUTION	62.47	0.00	62.47	100.00%	562.23	0.00	562.23	100.00%	750.00
380-46500-131	HEALTH INSURANCE	628.08	0.00	628.08	100.00%	5,652.72	0.00	5,652.72	100.00%	7,540.00
380-46500-133	LIFE INSURANCE	23.32	0.00	23.32	100.00%	209.88	0.00	209.88	100.00%	280.00
380-46500-201	OFFICE SUPPLIES	20.82	0.00	20.82	100.00%	187.38	0.00	187.38	100.00%	250.00
380-46500-207	TRAINING & INSTRUCTIONAL EXP	149.94	0.00	149.94	100.00%	1,349.46	0.00	1,349.46	100.00%	1,800.00
380-46500-304	LEGAL FEES	833.00	0.00	833.00	100.00%	7,497.00	0.00	7,497.00	100.00%	10,000.00
380-46500-314	CONSULTANTS	833.00	0.00	833.00	100.00%	7,497.00	0.00	7,497.00	100.00%	10,000.00
380-46500-331	TRAVEL EXPENSE	41.65	0.00	41.65	100.00%	374.85	0.00	374.85	100.00%	500.00
380-46500-433	DUES & SUBSCRIPTIONS	83.30	0.00	83.30	100.00%	749.70	0.00	749.70	100.00%	1,000.00
380-46500-437	MISCELLANEOUS EXPENSE	416.50	0.00	416.50	100.00%	3,748.50	1,524.98	2,223.52	59.32%	5,000.00
380-46500-457	FACADE PROGRAM	833.00	0.00	833.00	100.00%	7,497.00	10,000.00	-2,503.00	-33.39%	10,000.00
380-46500-458	LOAN DISBURSEMENT	0.00	0.00	0.00	0.00%	0.00	116,145.00	-116,145.00	0.00%	0.00
380-46500-523	REAL ESTATE TAXES	916.30	0.00	916.30	100.00%	8,246.70	11,544.00	-3,297.30	-39.98%	11,000.00
	Total Expense:	10,567.41	0.00	10,567.41	100.00%	95,106.69	139,213.98	-44,107.29	-46.38%	126,860.00
	Total Fund: 380 - EDA GENERAL FUND:	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00
	Report Total:	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00

Group Summary

Account Typ...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 380 - EDA GENERAL FUND									
Revenue	10,204.25	2,414.02	-7,790.23	-76.34%	91,838.25	56,299.90	-35,538.35	-38.70%	122,500.00
Expense	10,567.41	0.00	10,567.41	100.00%	95,106.69	139,213.98	-44,107.29	-46.38%	126,860.00
Total Fund: 380 - EDA GENERAL FUND:	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00
Report Total:	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00

Fund Summary

Fund	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
380 - EDA GENERAL FUND	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00
Report Total:	-363.16	2,414.02	2,777.18		-3,268.44	-82,914.08	-79,645.64		-4,360.00