

**EDA Regular Meeting Agenda  
Monday, October 31, 2022, 12:00 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](http://www.cityoflesueur.com)

1. Call To Order
2. Approval Of Agenda
3. Approval Of Minutes
  - 3.I. Approval Of Minutes: September 26, 2022 Meeting

Documents:

[9.26.22 EDA MINUTES.PDF](#)

4. Disbursement Approval
  - 4.I. Disbursements Through October 31, 2022

Documents:

[EXPENSE APPROVAL REPORT 10.31.2022.PDF](#)

5. New Business
  - 5.I. Introduction Of CEDA Staff  
Welcome to CEDA team members Angie Stier and Zach Bubany!
  - 5.II. EDA Land Update  
Cambria Director of Real Estate, Joel Peters, will visit the EDA to refresh the board on Cambria's development goals and take questions.
  - 5.III. EDA Workplan Update  
Discuss the establishment of a formal workplan, from which staff can work toward the EDA's priorities.

Documents:

[WORK PLAN EXAMPLES.PDF](#)

- 5.IV. Housing Study RFP

Documents:

[HOUSING STUDY RFP - DRAFT.PDF](#)

6. Other Business

6.I. Monthly Financial Report: October 2022

Documents:

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

7. Adjournment



ECONOMIC DEVELOPMENT AUTHORITY  
Meeting Minutes  
Monday, September 26, 2022, 5:15 P.M.

A regular meeting of the Economic Development Authority (EDA) was held on Monday, September 26, 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 5:16pm.

**Item 2. Approval of Agenda**

**Motion** by Member Sullivan, seconded by Member Manke, 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 – August 22, 2022**

**Motion** by Member Swanberg, seconded by Member Williams, approving the minutes of the August 22, 2022 Regular EDA meeting. Members Voting in favor: Wenisch, Williams, Sullivan, Swanberg, Manke. Members Voting no: None. Motion carried.

**Item 4.I. Consideration of Economic Development Contract**

Ron Ziegler and Angie Stier, of Community and Economic Development Associates (CEDA), were present to propose a draft contract for economic development staffing services. Contract would bring an EDA staff member onsite two days per week at a rate not to exceed \$46,280 per year. Angie Stier, with support from Zack Bubany, would be the CEDA staffer assigned to the Le Sueur EDA. This position would backfill the EDA staffing provided previously by the City of Le Sueur Community Development Director (position vacant since May 2021).

**Motion** by Member Sullivan, seconded by Member Manke, approving the proposed contract with CEDA, effective as soon as reasonably possible. 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 fund 380, and shared preliminary 2023 EDA levy.

**Item 5.II. Special Meeting Date**

Members held brief discussion about scheduling special meeting to review Hwy 169 land acquisition purchase agreement. Meeting to be held Monday, October 24, 2022 at 4:30p.

**Item 6. Adjourn**

**Motion** by Member Swanberg, seconded by Member Williams, to adjourn the meeting. Members Voting in favor: Wenisch, Williams, Sullivan, Swanberg, Manke. Members Voting no: None. Motion carried. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J Roby', written in a cursive style.

Joe Roby  
EDA Executive Director



City of Le Sueur, MN

# EDA Approval Report for October 31, 2022

By Fund

Post Dates 8/23/2022 - 10/31/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
<b>Fund: 380 - EDA GENERAL FUND</b>					
<b>Department: 46500 - ECONOMIC DEVELOPMENT ASSIST</b>					
380-46500-314	BOLTON & MENK	EDA DEVELOPMENT MEETING	0297168-EDA	380-46500-314	150.00
380-46500-314	BOLTON & MENK	DRC MEETINGS	0297168-EDA	380-46500-314	200.00
380-46500-314	BOLTON & MENK	OVERALL COST ESTIMATE POTE...	0297168-EDA	380-46500-314	252.50
380-46500-314	NORTHWEST ASSOCIATED CON...	AUGUST 2022 PLANNING SERVI...	25974	380-46500-314	296.70
<b>Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:</b>					<b>899.20</b>
<b>Fund 380 - EDA GENERAL FUND Total:</b>					<b>899.20</b>
<b>Grand Total:</b>					<b>899.20</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
380 - EDA GENERAL FUND	899.20
<b>Grand Total:</b>	<b>899.20</b>

### Account Summary

Account Number	Account Name	Payment Amount
380-46500-314	CONSULTANTS	899.20
<b>Grand Total:</b>		<b>899.20</b>

### Project Account Summary

Project Account Key	Payment Amount
**None**	899.20
<b>Grand Total:</b>	<b>899.20</b>

**TO:** Winnebago EDA  
**FROM:** Angie Stier, EDA Specialist  
**DATE:** December 1st, 2021  
**RE:** 2022 Priority Plan Draft



**STAFF REPORT**

**2022 Priority Plan -Draft**

<b>Priory Plan 2022</b>	<b>Priority Level</b>
Support business owners looking to expand operations and make improvements.	<b>High</b>
Support entrepreneurs looking to start or purchase a business	<b>High</b>
Continue looking into Doctor, Dentist, Attorney, and pharmacy services for Winnebago.	<b>High</b>
Partner with Love Winnebago to foster more community pride with events. a. Work with Scott R., Merodee and Jim Granis.	<b>High</b>
Investigate opportunities to redevelop under-utilized sites	<b>High</b>
Support United Hospital District (UHD) in reopening the Winnebago Clinic.	<b>High</b>
Continue investigating options to redevelop/demolish the SuperValu Site	<b>High</b>
Reconnect with existing providers. create a plan for new daycare business, including incentives a. Look into ways to utilize Parker Oaks or Patriot property for daycare center. b. Research grants for operations, play equipment and fencing.	<b>High</b>
Research ADA compliance grants for pool lift.	<b>High</b>
Continue utilizing USDA's Community Facilities Grant Program to lower upfront capital equipment purchases	<b>High</b>
Continue use of social media and City website for Business Spotlight	<b>Medium</b>
Keep meal deliveries for Manufactures Week	<b>Medium</b>
Implement a quarterly community newsletter a. Investigate distribution methods for newsletter including an insert in the Town Crier and direct mailings. b. Mailchimp-distribution method people can subscribe to.	<b>Medium</b>
Blight and Vacancy program a. Utilize or develop ordinances. b. Idea- allow existing businesses to utilize empty storefront windows for displays or advertisement.	<b>Medium</b>
Meet with a minimum of 4 business owners to perform a business survey quarterly.	<b>Medium</b>
Create and implement community survey for bi-yearly mailings. a. Mailings would be distributed on even years.	<b>Medium/Low</b>

<p>Add Flag Incentive</p> <ul style="list-style-type: none"> <li>a. EDA purchase open flag for each new business and present at Ribbon cutting. -see example</li> <li>b. Contact Larry Staffer</li> </ul>	<b>Low</b>
<p>Help Farmers Market form a committee.</p> <ul style="list-style-type: none"> <li>a. Contact regular participant</li> </ul>	<b>Low</b>
<p>Create brochure filled with volunteer organizations</p> <ul style="list-style-type: none"> <li>a. Distribution in Welcome Bags and around town.</li> </ul>	<b>Low</b>
<p>Work with CEDA team to implement a Marketing in the Morning session.</p>	<b>Low</b>
<p>Investigate needs for a lunch &amp; learn program.</p>	<b>Low</b>



**TO:** Lake Crystal EDA

**FROM:** Angie Stier, EDA Specialist

**DATE:** April 11th, 2022

**RE:** 2022 Priority Plan Final



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### 2022 Priority Plan

<b>Priority Plan 2022</b>	<b>Priority Level</b>
Support business owners looking to start/expand or purchase operations and make improvements.	<b>High</b>
Boost awareness of local job openings <ul style="list-style-type: none"><li>• Work with CEDA workforce dev. Coordinator at school, Chamber, and regional educational institutions</li></ul>	<b>High</b>
Help identify ways to utilize MIF funds for matching grant funds.	<b>High</b>
Develop Marketing Materials <ul style="list-style-type: none"><li>• Community Profile</li><li>• Short booklet highlighting resources</li><li>• Develop a video to showcase the community</li><li>• Community Readiness Checklist</li></ul>	<b>High</b>
Identify incentives for housing developers to increase housing	<b>High</b>
Identify potential business relocation incentives <ul style="list-style-type: none"><li>• Tax incentives, etc.</li><li>• Business adding 50+ employees/ 5yrs commitment</li></ul>	<b>High</b>
Utilize USDA's Community Facilities Grant Program and other grant programs to lower upfront capital equipment purchases.	<b>High</b>
Enhance downtown Aesthetics Participate in Minnesota Main Street Network	<b>Medium</b>
Investigate opportunities to redevelop under-utilized sites.	<b>Medium</b>
Continue looking into coffee shop, barber dentist, etc. that fits the needs of Lake Crystal	<b>Medium</b>
Increase walkability/trails/sidewalks/signage Pursue funding opportunities to meet SRTS and ATP plans	<b>Medium</b>
Create plan for Manufactures Week	<b>Medium</b>
Use social media and City website for Business Spotlight.	<b>Medium</b>
Implement a quarterly EDA newsletter <ul style="list-style-type: none"><li>• Water bills, subscription, newspaper insert distribution method people can subscribe to.</li></ul>	<b>Medium</b>
Investigate Parking issues of Main Street businesses <ul style="list-style-type: none"><li>• Create and hand distribute survey in spring for City use.</li></ul>	<b>Low</b>
Participate in GMG-One Million Cups (1MC) event	<b>Low</b>
Work with Chamber to have a business group that meets on a regular basis and alternating between speakers and fun activities, with one time fee for non-members to join.	<b>Low</b>



# REQUEST FOR PROPOSALS

Housing Study

DRAFT

[Abstract](#)

Proposals must be revised prior to **MONTH XXth** by 4:00 p.m.

Joe Roby  
[jroby@cityoflesueur.com](mailto:jroby@cityoflesueur.com)

# **Request for Proposal (RFP)**

## **Comprehensive Housing Study and Needs Analysis**

### **Le Sueur, Minnesota**

The Le Sueur EDA (Economic Development Authority) is soliciting proposals for a comprehensive housing study of the City of Le Sueur (approximate population of 4,213). The result of this Housing Study should provide the EDA, developers and the community a meaningful sense of the housing priorities. The analysis should further provide current and future needs and a recommended housing mix.

#### About the City of Le Sueur

Located directly on Minnesota Highway 169, Le Sueur is located along side of the Minnesota River. Only 25 miles from Mankato and 35 miles for the metropolitan suburbs of Minneapolis Minnesota, the highway allows easy access to local amenities and jobs for its residents. Currently 62% of the local workforce commutes to neighboring communities for employment, as the City strives to further pursue sustainability, Le Sueur is seeking of an updated assessment of the local housing needs.

#### Project Description

The area to be surveyed and studied should include the City of Le Sueur. Once completed, the results of the study should identify the following information:

1. Demographic Analysis.
  - a. Population and Household data including growth trends and projections.
  - b. Employment including job growth projections, industrial/economic expansions, and wage data.
  - c. Age distribution.
  - d. Income.
2. Housing Analysis including building permit data, age of housing, housing conditions, and units in structure.
3. For-Sale Market Analysis including information on housing values, sales data, subdivision data, information on pending developments, interviews with realtors, and any other data deemed relevant to the for-sale housing market.
4. Rental Market Analysis including information on existing rental properties of 4 or more units related to rents, vacancies, and amenities. Also include information on pending developments and interview local realtors and landlords on rental housing needs.
5. Information requested and being reported upon should include details related to affordability in reference to the households served in the area that are identified as ELI (extremely low income) 30%, VLI (very low income) 50% and LI (low income) 80% of area median income based on household size.

6. Recommendations should include a review of the findings and identification of market demand based on analysis of the for sale and rental housing markets and any other housing needs, including housing rehabilitation and homeownership, that are identified.
7. The housing study should address the following questions:
  - Is housing adequate in Winnebago? What are the critical gaps and issues of the housing stock?
  - What strategies should be used to address these issues?
  - What types of housing will be needed in 2-5 years, 10 years and 15 years?
  - What types of housing development should be pursued or supported?
  - What programs should Winnebago provide for the development and/or redevelopment of necessary housing?
  - What types of housing demands will likely not be met without subsidy, incentives, innovative programs, etc.?
  - What direction(s) are recommended for annexation and city expansion?

**Additional Resources**

- 2014 Housing Study.

**Requested Information**

All firms who submit a response to this request should address the following components as part of their proposal:

1. Description and biography of your firm.
2. Biographies or resumé of those who will be involved in staffing the proposed work.
3. Information and detail regarding prior experience of your firm and staff in completing this work. References from past work should be included.
4. Proposed timeframe for completion of the study, methodology and reporting of the results to the EDA.
5. Proposed cost is required.

**Criteria for Evaluation of Proposals:** must include, but not limited to

Qualifications of Consultant	Understanding of RFP
Experience working with peer communities	Community Context
Proposed methodology	Goals and purpose of the study
Sources and timelines of data	Adherence to Timeline
Interaction with community	Cost of Services

**A complete proposal will include:**

Narrative response to RFP	Statement of qualifications
Proposed timeline	Contact information
	List of three references

Cost of completion to include travel,

copies, incidentals

**Price Change**

All prices shall be firm and not subject to increase during the period of this contract.

**Deliverables:**

The final report shall be delivered to the Le Sueur EDA , via electronic (PDF) copy. Hard copies are optional. Once completed and delivered, the final report and all associated documents and information shall become the property of the Le Sueur EDA, who, at their discretion, may copy, post-and/or disseminate any part all of the document and materials.

**Please direct all responses and questions to:**

Joe Roby, City Administrator  
203 South Second Street.  
Le Sueur, MN 56058  
(507)-593-8315  
[jroby@cityoflesueur.com](mailto:jroby@cityoflesueur.com)

The Le Sueur EDA reserves the right to accept or reject any and all proposals.

**Proposals received on or before the deadline for submission will be considered.**

**All responses must be received by 4:00 PM on Friday,  
MONTH XXth, 2022, at the address and email address listed above.**



City of Le Sueur, MN

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 10/31/2022

		October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 380 - EDA GENERAL FUND</b>										
<b>Revenue</b>										
<a href="#">380-3-31010</a>	CURRENT AD VALOREM TAXES	5,564.44	0.00	-5,564.44	-100.00%	55,644.40	33,400.00	-22,244.40	-39.98%	66,800.00
<a href="#">380-8-34923</a>	LAND RENTAL	1,332.80	0.00	-1,332.80	-100.00%	13,328.00	16,205.10	2,877.10	21.59%	16,000.00
<a href="#">380-8-36200</a>	PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00%	0.00	20,032.49	20,032.49	0.00%	0.00
<a href="#">380-8-36210</a>	INTEREST EARNINGS	33.32	0.00	-33.32	-100.00%	333.20	7,352.17	7,018.97	2,106.53%	400.00
<a href="#">380-8-36250</a>	MISC REFUNDS & REIMBURSEMENT	191.59	2,414.02	2,222.43	1,159.99%	1,915.90	15,124.16	13,208.26	689.40%	2,300.00
<a href="#">380-9-39218</a>	TRANSFER FROM REVOLVING LOAN	3,082.10	0.00	-3,082.10	-100.00%	30,821.00	0.00	-30,821.00	-100.00%	37,000.00
	<b>Total Revenue:</b>	<b>10,204.25</b>	<b>2,414.02</b>	<b>-7,790.23</b>	<b>-76.34%</b>	<b>102,042.50</b>	<b>92,113.92</b>	<b>-9,928.58</b>	<b>-9.73%</b>	<b>122,500.00</b>
<b>Expense</b>										
<a href="#">380-46500-101</a>	FULL-TIME EMPLOYEES-REGULAR	4,972.17	0.00	4,972.17	100.00%	49,721.70	0.00	49,721.70	100.00%	59,690.00
<a href="#">380-46500-121</a>	PERA CONTRIBUTIONS	373.18	0.00	373.18	100.00%	3,731.80	0.00	3,731.80	100.00%	4,480.00
<a href="#">380-46500-122</a>	FICA CONTRIBUTIONS	308.21	0.00	308.21	100.00%	3,082.10	0.00	3,082.10	100.00%	3,700.00
<a href="#">380-46500-125</a>	MEDICARE CONTRIBUTIONS	72.47	0.00	72.47	100.00%	724.70	0.00	724.70	100.00%	870.00
<a href="#">380-46500-127</a>	HEALTH SAVINGS CONTRIBUTION	62.47	0.00	62.47	100.00%	624.70	0.00	624.70	100.00%	750.00
<a href="#">380-46500-131</a>	HEALTH INSURANCE	628.08	0.00	628.08	100.00%	6,280.80	0.00	6,280.80	100.00%	7,540.00
<a href="#">380-46500-133</a>	LIFE INSURANCE	23.32	0.00	23.32	100.00%	233.20	0.00	233.20	100.00%	280.00
<a href="#">380-46500-201</a>	OFFICE SUPPLIES	20.82	0.00	20.82	100.00%	208.20	0.00	208.20	100.00%	250.00
<a href="#">380-46500-207</a>	TRAINING & INSTRUCTIONAL EXP	149.94	0.00	149.94	100.00%	1,499.40	0.00	1,499.40	100.00%	1,800.00
<a href="#">380-46500-304</a>	LEGAL FEES	833.00	0.00	833.00	100.00%	8,330.00	0.00	8,330.00	100.00%	10,000.00
<a href="#">380-46500-314</a>	CONSULTANTS	833.00	0.00	833.00	100.00%	8,330.00	899.20	7,430.80	89.21%	10,000.00
<a href="#">380-46500-331</a>	TRAVEL EXPENSE	41.65	0.00	41.65	100.00%	416.50	0.00	416.50	100.00%	500.00
<a href="#">380-46500-433</a>	DUES & SUBSCRIPTIONS	83.30	0.00	83.30	100.00%	833.00	0.00	833.00	100.00%	1,000.00
<a href="#">380-46500-437</a>	MISCELLANEOUS EXPENSE	416.50	0.00	416.50	100.00%	4,165.00	1,524.98	2,640.02	63.39%	5,000.00
<a href="#">380-46500-457</a>	FACADE PROGRAM	833.00	0.00	833.00	100.00%	8,330.00	10,000.00	-1,670.00	-20.05%	10,000.00
<a href="#">380-46500-458</a>	LOAN DISBURSEMENT	0.00	0.00	0.00	0.00%	0.00	116,145.00	-116,145.00	0.00%	0.00
<a href="#">380-46500-523</a>	REAL ESTATE TAXES	916.30	0.00	916.30	100.00%	9,163.00	11,544.00	-2,381.00	-25.98%	11,000.00
	<b>Total Expense:</b>	<b>10,567.41</b>	<b>0.00</b>	<b>10,567.41</b>	<b>100.00%</b>	<b>105,674.10</b>	<b>140,113.18</b>	<b>-34,439.08</b>	<b>-32.59%</b>	<b>126,860.00</b>
	<b>Total Fund: 380 - EDA GENERAL FUND:</b>	<b>-363.16</b>	<b>2,414.02</b>	<b>2,777.18</b>		<b>-3,631.60</b>	<b>-47,999.26</b>	<b>-44,367.66</b>		<b>-4,360.00</b>
	<b>Report Total:</b>	<b>-363.16</b>	<b>2,414.02</b>	<b>2,777.18</b>		<b>-3,631.60</b>	<b>-47,999.26</b>	<b>-44,367.66</b>		<b>-4,360.00</b>

Group Summary

Account Typ...	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 380 - EDA GENERAL FUND</b>									
Revenue	10,204.25	2,414.02	-7,790.23	-76.34%	102,042.50	92,113.92	-9,928.58	-9.73%	122,500.00
Expense	10,567.41	0.00	10,567.41	100.00%	105,674.10	140,113.18	-34,439.08	-32.59%	126,860.00
<b>Total Fund: 380 - EDA GENERAL FUND:</b>	<b>-363.16</b>	<b>2,414.02</b>	<b>2,777.18</b>		<b>-3,631.60</b>	<b>-47,999.26</b>	<b>-44,367.66</b>		<b>-4,360.00</b>
<b>Report Total:</b>	<b>-363.16</b>	<b>2,414.02</b>	<b>2,777.18</b>		<b>-3,631.60</b>	<b>-47,999.26</b>	<b>-44,367.66</b>		<b>-4,360.00</b>

Fund Summary

Fund	October Budget	October 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		-3,631.60	-47,999.26	-44,367.66		-4,360.00
<b>Report Total:</b>	<b>-363.16</b>	<b>2,414.02</b>	<b>2,777.18</b>		<b>-3,631.60</b>	<b>-47,999.26</b>	<b>-44,367.66</b>		<b>-4,360.00</b>