



City of Eagle Lake
Economic Development Authority Meeting
January 24, 2019

Call to Order

Chairman Hughes called the meeting to order at 6:45 a.m. with the following members present:

Present: Brian Hughes, John Ries, Christine Black-Hughes, Brooke Wach, Jim Beal, John Whittington, and Dennis Terrell.

Staff present: Jennifer Bromeland and Kerry Rausch

Agenda

John Ries moved, seconded by Brooke Wach, to approve the addenda. Motion carried.

Treasurer's Report

John Ries moved, seconded by John Whittington, to approve the treasurer's report as presented. Motion carried.

New Business

1. Forgivable Childcare Loan Program Application from Little Sprouts Pre-School and Daycare
 - Administrator Bromeland stated that Andrew and Krystal Miller have been working with Rural Center for Entrepreneurial Facilitation (RCEF) and that 2018 final financial documentation still needs to be submitted. Mr. and Mrs. Miller answered EDA questions.
 - The EDA discussed report from RCEF and their concerns after the Millers left and directed Administrator Bromeland to share these concerns and stipulations with the Millers in writing.
2. 301 and 305 Parkway Avenue
 - Administrator Bromeland stated that Pro Graphix has signs ready and is working on framing to accommodate the frozen ground.
 - There as has been preliminary inquiries for parcels and city council will consider any and all offers.
 - The primary goal is to get land developed. If there is a solid plan offered, it will not be help up waiting for other plans.
 - Administrator Bromeland will reach out to Mike Drummer to let know land is available.
3. Upcoming Day at the Capitol
 - Administrator Bromeland will be attending event on January 30, 2019 and asked if any EDA members would be interested in attending

Adjournment

Dennis Terrell moved, seconded by Jim Beal to adjourn meeting at 8:22 a.m. Motion carried.

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, FEBRUARY 28, 2019

Call to Order: Chairman Hughes called the meeting to order at 6:51 a.m.

Members Present: Brian Hughes, Jim Beal, Brooke Wach, John Ries,
Staff Present: Administrator Bromeland, and Deputy Clerk Rausch

Approval of Agenda

The agenda was approved as presented.

Treasurer's Report

Brooke Wach moved, seconded by Jim Beal to approve the treasurer's report as presented.

New Business

1. Review Feedback from Forgivable Child Care Loan Applicant
 - Administrator Bromeland shared feedback she received from Andrew Miller regarding the follow up he received from the City.
 - Andrew and Krystal Miller have withdrawn their loan request.
2. Southern Minnesota Initiative Foundation (SMIF) Communities Addressing Child Care Shortage Grant Program Information
 - Administrator Bromeland stated Eagle Lake has been awarded the opportunity to go through SMIF's program to address child care shortage.
 - SMIF will bring people in for a community study over a 6-18-month time period.
 - This is a good opportunity to identify if we truly have a childcare shortage.
 - This process provides an opportunity for the city to receive up to \$10,000 in grant funding.
 - Discussion included this process will be beneficial and will provide auxiliary benefits.
3. Greater Mankato Growth Annual Meeting, March 12, 2019 4:30 – 8:00 p.m.
 - Jonathan Zierdt will be the speaker.
4. Women Inc.
 - Will be featuring Eagle Lake and St. Clair business women.
 - Administrator Bromeland asked if the EDA would like to purchase an ad in this issue to promote commercial lots for sale. The cost of the advertisement would be from \$77 to \$127.
5. Small Cities Development Program Update
 - Angie Oachs/Meyers loan will be satisfied April 14, 2019.
 - She is looking to refinance, and the city has asked her to wait 45 days if possible, to refinance to avoid subordination process.
 - The EDA indicated they are willing to resubordinate if need be.

Adjourn

Brian Hughes moved, seconded by Brooke Wach, to adjourn the meeting at 7:33 a.m.

ECONOMIC DEVELOPMENT AUTHORITY
MAY 23, 2019

Call to Order: Chairman Hughes called the meeting to order at 6:48 a.m.

Members Present: Brooke Wach, Brian Hughes, Jim Beal, John Whittington, John Ries, and Christine Hughes-Black (via telephone)

Staff Present: Administrator Bromeland and Kerry Rausch

Approval of Agenda: The agenda was approved as presented.

Treasurer's Report: Brook Wach moved, seconded by Jim Beal, to approve the treasurer's report as presented.

New Business:

1. Regional Economic Development Alliance's (REDA) Joint Service Agreement

- The final draft of joint service agreement was reviewed along with the fee schedule. Changes in the draft agreement have been reviewed by a REDA subcommittee and the entire committee as a whole.
- Changes in the REDA board composition were discussed with the primary concern being there is no small city representative on the board. REDA has discussed this and have committed to not letting this happen again. As a small city we will need to continuously encourage the board to include us as a viable option for development.
- Administrator Bromeland stated the city needs to utilize REDA when appropriate to utilize our membership and that the city needs to take the initiative to advocate for Eagle Lake.
- Administrator Bromeland will contact John Considine to ask that a representative from REDA report to the City Council as to how our participation in REDA benefits the city. If possible they will be invited to June 3rd City Council meeting and the next EDA meeting.

2. EDA Handbook Update

- Administrator Bromeland will ask if REDA would be available to help update the EDA handbook.

3. Inventory of Residential Lots Available

- A rough draft of vacant lots was presented and reviewed.
- KJ Walk has indicated the final lift on 598th will be completed this year and a Right of Way permit was received from the gas company for work in Eagle Ridge Second Addition.

4. Child Care Conversation Luncheon Recap

- Brian Hughes, Brooke Wach, Jim Beal, and Jennifer Bromeland attended this luncheon which was held on May 21st at the Eagle Lake American Legion. Discussion included the lack of childcare, that childcare is not a very profitable business and that it is highly regulated.

- EDA members presented what they learned at this luncheon which included the number of children needed in a daycare to break even, the loss of home daycare facilities due to government regulations, the fact that for every dollar spent on childcare in a community there will be a return of approximately \$15.
- Andrew Miller, owner of Little Sprouts Day Care, stated that a good use of the \$10,000 grant funds would be to encourage people to open in-home day cares.
- Consensus is that the primary issue for daycare providers is over regulation and that there is a great need to have the legislature to modify the regulations.
- The city's daycare loan program needs to be viewed with the perspective that the city is interested in setting aside money to help day care providers.

5. Childcare Forgivable Loan Program

- Andrew and Krystal Miller were present and asked the EDA to consider revisiting their Childcare Forgivable Loan application. They explained the age groups they care for and the challenge of keeping slots filled when children advance to a new age group, even with a waiting list.
- EDA discussion included the desire to help the Miller's financially and also in long-term planning. Other discussion included how the forgivable loan funds could be viewed. The more that is learned about the challenges in childcare may affect the way the City Council will want to view funds and future budgeting ideas.
- Bryan Stading the Executive Director with Regional Center for Entrepreneurial Facilitation (RCEF) was present and explained that RCEF would be able to offer the Miller's a ten-hour block of bookkeeping services to pull monthly or quarterly financial reports together and other areas of need to lessen the burden for the Millers. RCEF could also assist my running "what if" scenarios for financial planning purposes to provide information for financial decision making. Mr. Stading encouraged Andrew and Krystal to let them know of any areas of their business in which they could use help and he will work towards filling that need.
- Andrew and Krystal Miller stated if financial reports are required as a condition of the loan, they would utilize RCEF's bookkeeping services for quarterly financial reports. If loan is issued, their priority is to cover their debts.
- The Millers' were asked to refresh the application and bring before the council for discussion to determine their tolerance and then the EDA could move their application forward at their June meeting. The EDA expressing the desire to see quarterly profit and loss statements and balance sheets.

Adjournment

Brooke Wach moved, seconded by John Ries, to adjourn the meeting at 8:39 a.m. Motion carried.

**CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
JUNE 27, 2019**

Call to Order: Jim Beal called the meeting to order at 6:54 a.m.

Members Present: Brooke Wach, Jim Beal, John Ries, and Christine Hughes-Black
Staff Present: Administrator Bromeland and Kerry Rausch

Approval of Agenda: The agenda was approved as presented.

Treasurer's Report: John Ries moved, seconded by Brooke Wach, to approve the treasurer's report as presented.

New Business:

1. Regional Economic Development Alliance's (REDA)

- Jim Santori with REDA presented the benefits of REDA membership which include providing data research and networking capabilities with other organizations such as MN Council of Governments (COG) and Southern MN Initiative Foundation (SMIF).
- They can also assist Eagle Lake in bringing new businesses to the community. REDA can provide asset estimations and market surveys.
- REDA will take the city's lead on what we are looking for and assist in providing or locating organizations to partner with.
- Items discussed that REDA could assist with include updating the EDA handbook and strategic planning.

2. Little Sprouts Childcare Forgivable Loan Application

- Andrew and Krystal Miller have submitted updated loan application materials and financial reports.
- Of the \$35,000 allocated to Eagle Lake through the Blue Earth County Forgivable Childcare Loan Program, there is \$22,600 remaining.
- The Regional Center for Entrepreneurial Facilitation (RCEF) will provide 10 hours of bookkeeping services for Little Sprouts Childcare.
- Mr. Miller stated they have seen an increase in revenue and feels they are able to handle this loan payment.
- The EDA members mentioned that the RCEF may be able to assist the Miller's with long term planning if desired.
- Christine Black-Hughes moved, seconded by John Ries, to approve the childcare forgivable loan application for Little Sprouts Day Care contingent upon the Miller's utilizing RCEF's bookkeeping services for quarterly reporting. Motion carried Brooke Wach, Jim Beal, John Ries, and Christine Hughes-Black voting in favor.
- The EDA's recommendation will go before the City Council on July 1, 2019 and the onto the Blue Earth County Board of Commissioners for approval.

3. Daschner Property Update

- Administrator Bromeland stated the Daschner's have until May of 2020 to begin construction on the vacant parcel on Parkway Avenue. If needed an extension could be applied for.
- The Daschner's update on construction was provided via email. They do have an interested party for their construction project.

4. Motorsports Park Update

- Administrator Bromeland provided a brief update and explained that this park would be used for street legal cars and that loud mufflers are not allowed.
- Sound studies are being done and the condos will serve as sound buffers as well as the berms.
- The next step in the process will an annexation agreement with LeRay Township.

Adjournment

Brooke Wach moved, seconded by John Ries, to adjourn the meeting at 8:00 a.m. Motion carried.

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
SEPTEMBER 26, 2019

Call to Order: The meeting was called to order at 6:47 a.m. by Administrator Bromeland.

Members Present: Dennis Terrell, Brooke Wach, John Ries, Jim Beal, John Whittington, Christine Black-Hughes

Staff Present: Jennifer Bromeland, Kerry Rausch

Treasurer's Report:

The treasurer's report was presented.

New Business:

1. 2020 Holiday Shop Local Effort

- Administrator Bromeland will be meeting with Kim Daschner, business owner, and Bridget Larson, Park Board Chair, regarding the 2020 Holiday Shop Local effort to explore the possibility of including a Park Board event in conjunction with the Shop Local effort.
- The EDA brainstormed ideas which included Stories with Santa and a Christmas Tree Lighting.
- John Ries moved, seconded by Brooke Wach, to authorize up to \$1,000 for advertising and administrative type expenses. Motion carried unanimously.

2. Strategic Plan

- A grant application has been submitted to SMIF and the city should hear back in November on this.

3. Childcare Grant

- Administrator Bromeland met with Epiphany Lutheran Church and Preschool about grant eligibility and becoming parent aware rated.
- The core team will next need to determine grant guidelines and get them to Epiphany.

4. 2020 Funding Allocation for EDA

- The City Council is proposing to increase the EDA's budget from the \$41,000 in 2019 to \$51,000 in 2020 stating the desire to build the EDA funds so that the EDA will eventually have funds to do something.

5. Daschner Lot Update

- Administrator Bromeland relayed that Ben and Kim Daschner are planning to begin construction, on the parcel east of Dasch Salon, in the spring of 2020 and have two or three interested tenants.

6. 301 and 305 Parkway Avenue

- There have been no inquiries on these parcels recently.

- The EDA discussed the fact that these parcels have been available for purchase by the public for almost one year and expressed the desire to explore options such as listing with a commercial realtors, listing on a state site for property sales, and having the parcels appraised to assist with establishing a purchase price.
- All members of the public, including members of the City Council, would be able to purchase these parcels. If a council members makes a purchase offer, they should abstain from voting on this at a city council meeting.

7. Miscellaneous Updates - Housing and Motor Sports Park

- Craig Thueninck has submitted building permits for Phase II of his development with construction to begin this fall.
- The Ringbaum project developers are looking at constructing two 3-plexes to meet city zoning requirements.
- The City is working with LeRay Township on a joint orderly annexation agreement relating to the Motor Sports Park.

Adjournment: The meeting adjourned at 7:30 a.m.

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, NOVEMBER 21, 2019

Call to Order: The meeting was called to order at 6:47 by Administrator Bromeland

Members Present: Brooke Wach, Jim Beal, John Whittington, and John Ries, Jennifer, Kerry
Staff Present: Jennifer Bromeland and Kerry Rausch

Treasurer's Report

John Ries moved, seconded by Brooke Wach, to approve the treasurer's report as presented. Motion carried unanimously.

New Business

1. 2020 Holiday Shop Local Effort

Business open houses will be held Friday, November 22, 2019. The fee for businesses to advertise in the mailing was \$25.00. The City's open house will be from 2:30 to 4:00 that day. The EDA contributed \$1,000 towards this community wide event.

2. Recap of Recent Meeting with Greater Mankato Growth

Administrator Bromeland met with members of Greater Mankato Growth (GMG) to ask for help in promoting commercial lots. Greater Mankato Growth has ambassadors and could conduct a targeted tour in conjunction with Tator Days. GMG stressed that if the city has a new businesses that the city should do an open house/ribbon cutting with GMG.

3. Recap of Meeting with Commercial Realtor about Commercial and City Lots for Sale

Administrator Bromeland has scheduled a meeting with a commercial realtor to talk about marketing city's lots and privately-owned commercial lots and will talk with the owners of the privately owner commercial property which has been listed for sale. There is a commercial MLS directory where these lots could be listed.

4. Funding for Strategic Plan

Due to an open Southern MN Initiative Foundation (SMIF) grant the city is not eligible for another grant through SMIF for the funding of the strategic plan. The open grant is due to close in the fall of 2020. Administrator Bromeland presented options available to the EDA and consensus was to wait on the strategic plan until grant funding is available.

5. Child Care Core Team

Brooke Wach, Jim Beal, Brian Hughes and Administrator Bromeland have been working with SMIF relating to the city's childcare grant. On December 3, 2019 the Core Team will host a day care provider dinner event from 6:30 -8:30 p.m. at City Hall. This event will be free to day care providers and will be funded through SMIF.

6. Recap of Recent Tourism Digital Marketing Workshop

Jennifer Bromeland, Kerry Rausch, and John Whittington attended a Digital Marketing Workshop early this week. A key take away included the need to have a focused effort on Facebook and other social outlets. The city can market events with Greater Mankato Growth and that they are an information company. The city learned of suggestions they have already begun to implement.

7. Other

Administrator Bromeland will continue to update the EDA via email and asked that any responses be emailed directly to her and that members should not reply to all.

Adjournment: The meeting adjourned at 8:00 a.m.