

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, JANUARY 19, 2023

Call to Order

Members Present: Brooke Wach, Tony Dickmeyer, Brian Hughes, Christine Black-Hughes, Anthony White.

Staff Present: Jennifer Bromeland and Kerry Rausch.

Approval of Agenda

Treasurer's Report

The treasurer's report was presented.

New Business

1. Final Strategic Economic Development Plan
2. Administrator Bromeland recapped that the final Strategic Economic Development Plan is complete. If members would like a hard copy, please let staff know.
3. Letters to Eagle Lake Businesses
 - a. Welcome Packet Concept and What's Needed from Businesses
 - Administrator Bromeland shared draft letter to go out to businesses to request participation in a welcome packet to new residents. The purpose is to make new residents feel welcome and make them aware of businesses in the community. It was noted that it is important for businesses to contribute items that do not have an expiration date so items don't get out of date.
 - Discussion took place as to potential ways to pay for the bags needed for a welcome packet. Options included that the EDA could pay for and supply canvas tote bags. Also discussed was the possibility of using biodegradable plastic bags and looking for sponsors to help pay for the bags.
 - The City will need to work with management companies to determine best way to get bags to residents who do not have utility bills in their names.
 - b. Schedule Business Visits
 - Administrator Bromeland will meet tomorrow with Little Sprouts' new owner at 1:00 p.m. and invited EDA members to attend with her.
 - Possible meeting dates for business visits will be email to the EDA for members to sign up to participate in these visits.
4. Discuss REDA Joint Service Agreement Subcommittee Recommendation to Modify Member Dues
 - Administrator Bromeland presented the proposed REDA member rate increases which were made by a REDA subcommittee. She stated there are benefits to being a member of REDA but there are also budgetary concerns with these increases. The proposed incremental rate increase would go from \$7,187.58 in 2023 to \$12,092.48 in 2029.
 - The EDA expressed concern about the affordability of such rate increases and asked what specifically the City of Eagle Lake receives for these membership fees. Administrator Bromeland explained REDA promotes economic development for the region.

- The EDA asked to have REDA to quantify what they do for Eagle Lake and what the direct benefit is to the City.
5. Other Miscellaneous Updates
- a. TA Grant Application for Eagle Lake Pedestrian Connectivity Project
 - Administrator Bromeland explained that she submitted a Transportation Alternative grant for Thomas Drive to 211th Street for the recommended shared use path that came out of the pedestrian connectivity study. A sidewalk segment will be added on the north side of 211th as well as a segment on Agency Street S. along the Fox Meadows development. Included with this construction is the need for lighting and moving utilities as well as a flashing pedestrian crossing sign. This project would need to obtain right of way easements. If funded construction would take place in 2027. Staff is researching other grants options to help offset city costs. The purpose of the project is to promote connectivity with the SE portion of the community as housing continues to develop in this area.
 - b. Legislative Bills for Possible Water Treatment Plant Project
 - Administrator Bromeland explained that City Council has an option to purchase land to build a water treatment plant if funding is received.
 - The water is safe to drink as is, but if manganese levels become enforceable a treatment plant would be the city's only option for water treatment. There is not an option to address the manganese with the City's current set up and would require treatment.
 - Funding has been applied for to get assistance with preliminary project planning and design. At this time staff is unsure if there will be grant funding awarded but is actively seeking funding and has been in contact with legislators asking for their support in drafting legislation seeking funding for the project.
 - c. Mankato Motorsports Park Project and Negative EIS Declaration
 - City Council has made a negative EIS declaration.
 - d. Housing Development
 - Administrator Bromeland stated there are frequent inquiries from contractors about possible areas for redevelopment or development for housing purposes. It was noted that it is a good that there continues to be activity and interest in this area and that a variety of housing stock is important for Eagle Lake's continued growth.
 - Christine Black-Hughes asked for the percentage of rental units versus owner occupied housing units.
 - e. Upcoming Friday Family Fun Nights at Eagle Lake Elementary
 - Mankato Community Education and Recreation and the City of Eagle Lake will partner to hold family fun nights at the Eagle Lake school. In meeting with the school's principal, the importance of open gym was stressed. Administrator Bromeland stated that this is an important quality of life amenity to offer families and important to promote physical activity in the winter months.
 - f. 4th Annual Winter Activities Event at Lake Eagle Park
 - This event will be held February 4th at Lake Eagle Park. This is another quality of life amenity/activity that is important to offer the community and encourage physical activity outdoors in the parks.
 - g. Community Development Coordinator Position and Next Steps
 - Funds were included in the budget for this position. When hired this person will help with EDA and Planning and Zoning. Three applications have been received and interviews will be scheduled. Administrator Bromeland stated that with the level of activity in Eagle Lake, it is difficult to be proactive in some areas when wearing many hats and pulled in

different directions. It was explained that this position would focus on EDA and Planning and Zoning.

- Administrator Bromeland stated it would be good if one person from the EDA and one from the Planning Commission could participate in the interviews since the position would be working with both.

h. Website Redesign

- The City Council has authorized the updating of the city's website.

6. Freedom Security System

- Administrator Bromeland shared that a \$70,000 grant was recently awarded to Mike Bales with Freedom Security and that he is working on getting bids to construct his building. Mr. Bales indicated that he would like to come to talk to EDA about the building's design, possibly at the February meeting. This business could create up to 14 jobs.

Adjournment

The meeting adjourned at 7:51 a.m.

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, MARCH 23, 2023

Call to Order: The meeting was called to order by Chair Brian Hughes at 6:45 a.m.

Present: Brian Hughes, Jim Beal, John Whittington, Tony Dickmeyer, and Brooke Wach.
Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda: The agenda was approved.

Treasurer's Report: The treasurer's report was presented with Administrator Bromeland stating that she recently spoke to a party that may be interested in seeking a RLF loan and another party that may be interested in submitting a forgivable childcare loan application.

New Business

1. Welcome Packet Concept

- EDA members reviewed sample bags for a welcome packet and expressed an interest in reusable bags as a first choice and biodegradable bags as a second choice.
- Brian Hughes will contact the promotion company next to his business to learn what they may have to offer for promotional bags.
- Administrator Bromeland or the new Community Development Coordinator will reach out to local businesses to learn if they would be interested in participating in a welcome packet and learn what they may want to include in the packet. This is a project that will need to be maintained by staff.

2. Greater Mankato 2040 Regional Think-Tank Workshops

- Administrator Bromeland explained that Greater Mankato Growth (GMG) hired a consultant and that a think tank for strategic planning has been organized.
- EDA members were encouraged to participate in the survey to provide feedback and if possible, to participate in the workshops. GMG is looking for input from stakeholders. More information will be provided once available.

3. Update on Newly Hired Community Development Coordinator

- Administrator Bromeland explained that a hiring committee comprised of John Whittington and Beth Rohrich of the personnel committee along with a representative from the EDA and Planning Commission and herself interviewed four candidates and CEDA, as a possible contracted agency, for the newly created Community Development Coordination position.
- The City Council authorized the hiring of Olivia Adomabea to fill the newly created Community Development Coordinator position.

4. Other Miscellaneous Updates

- a. Upcoming REDA Joint Services Agreement Discussion
 - The next REDA meeting will include discussion on per capita membership rates. Administrator Bromeland stated she will be attending the April 12th meeting which is

from 8:00 - 9:00 a.m. meeting and asked Jim Beal if he would like to attend as well because of his knowledge of REDA and being a part of when it started.

b. Legislative Updates

- Administrator Bromeland stated there is a lot going on this session. The City has a funding request included in the bonding bill for the design work needed for a water treatment project.
- Administrator Bromeland and Mayor Norton testified at the capital on behalf of the City's request. Administrator Bromeland also attended the City of Mankato's testimony to show support for their project request in the bonding bill since this directly affects the residents of Eagle Lake.

c. Forgivable Child Care Loan Program and Financial Review Change

- Administrator Bromeland stated she is working with a provider who may be applying shortly. It was noted that in the past RCEF assisted with the business plan and financial review. Blue Earth County no longer funds RCEF.

d. Prospective Business Inquiries

- Administrator Bromeland shared that there has been an uptick in inquiries from potential businesses about land and available.

e. Housing

- Administrator Bromeland shared that there is a 20 unit townhome development being proposed on the northeast side of Eagle Lake that is working its way through the planning and zoning approval process.

f. Connectivity

- Administrator Bromeland reported that an application for funding was submitted for a connectivity project on the SE side of Eagle Lake.

Adjournment

The meeting adjourned at 8:10 a.m.

Submitted by:

Kerry Rausch

Deputy Clerk

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, APRIL 27, 2023

Call to Order

- The meeting was called to order by Chair Hughes at 6:45 a.m.
- Members Present: Anthony White, Jim Beal, Brooke Wach, John Whittington, Christine Black-Hughes, Brian Hughes, and Tony Dickmeyer
- Staff Present: Administrator Bromeland and Deputy Clerk Rausch

Agenda

- Welcome Bags were added to the agenda.

Treasurer's Report

The treasurer's report was presented.

New Business

1. Forgivable Childcare Loan Program Application: Little Sprouts

- Administrator Bromeland explained a forgivable childcare loan program application has been received from Erica Tummers, owner of Little Sprouts, LLC. The loan request totals \$26,945.11, and is comprised of a security improvement, a retrofit to create an additional classroom, furnishings for additional classroom, and other equipment necessary to improve operation efficiencies.
- The financials submitted with the application have been reviewed by Brian Stading with CEDA (formerly with RCEF).
- Administrator Bromeland provided background explaining that the program was designed to help communities with a population of 5,000 or less to expand or improve the availability of childcare in the County. Each eligible city was allocated \$35,000 for this purpose. Of the \$35,000 originally allocated to Eagle Lake for the Blue Earth County Forgivable Childcare Loan Program, there is \$18,723.11 remaining. The forgivable loan funds can be issued to both in-home daycare providers and centers. This program is a five-year interest only repayment program in which 20% of the loan is forgiven each year, as long as the business is in operation. If a borrower defaults the county and the city will share 50/50 in the repayment.
- Administrator Bromeland explained Erica Tummer, owner of Little Sprouts, has provided financial documents and met with Bryan Stading, with CEDA who reviewed Little Sprouts financial documents. If the loan is approved, a promissory note will be issued and collateral pledged.
- Erica and Joe Tummer were present and Erica explained that she purchased Little Sprouts in September 2022. Prior to that she was a daycare director for many years. Little Sprouts is licensed for 54 children and by adding an additional room could add space for 6-8 additional children. She also presented other items these loan funds would be used for.
- EDA Member Dickmeyer moved, seconded by EDA Member Hughes, recommending approval of Erica Tummer with Little Sprouts forgivable childcare loan request. The motion carried unanimously.
- Administrator Bromeland explained this request will now go to the City Council for approval, and upon their approval will then be forwarded to Blue Earth County for their review and approval.

Other

1. Community Development Coordinator Update
 - Administrator Bromeland stated that Eagle Lake's newly hired Community Development Coordinator, Olivia Adomabea, began working part-time on April 7th. She will be working half days on Wednesdays and full days on Fridays until June 1st, at which time she will begin working full-time. Once she is working full-time, she will attend EDA meetings. She recently attended the Greater Mankato Growth Regional Think Tank session held in Mankato.
2. REDA Joint Services Agreement Update
 - A meeting facilitated by GMG staff was recently held in Mankato with staff of REDA partners attending. Members ask what the benefits of membership are to smaller cities. Also discussed were the per capita membership rates.
 - Administrator Bromeland stated she offered REDA the opportunity to attend an EDA and City Council meeting to explain what they do and the benefits of membership to Eagle Lake. Membership renewal will be January 2024.
3. Upcoming Region 9 Bus Tour (June 21st at 9:15 a.m.-10:45 a.m.)
 - Region 9 would like to make Eagle Lake its first stop for their bus tour on Wednesday, June 21st. The bus tour will be held at Eagle Lake City Hall from 9:15 a.m. – 10:45 a.m. EDA members were asked to save the date and were asked to attend if available.
4. Welcome Bags
 - Administrator Bromeland explained that the Community Development Coordinator has been asked to take over this initiative. A letter is being mailed to businesses explaining what the EDA is doing and are directed to contact Ms. Adomabea by July 5th. Ms. Adomabea is creating a flyer and will reach out to businesses to schedule business visits.
 - The next step in this process will be to determine the size of the bag needed for the welcome bags.
5. Other
 - Fox Meadow development is not at a point yet for building permits to be pulled.
 - Freedom Security has not pulled permit yet.

Adjournment

The meeting adjourned at 7:55 a.m.

Submitted by:
Kerry Rausch
Deputy City Clerk

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, MAY 25, 2023

Call to Order

- The meeting was called to order by Chair Brian Hughes at 6:49 a.m.
Members Present: John Whittington, Brooke Wach, Anthony White, Jim Beal, Brian Hughes, Christine Black-Hughes, and Tony Dickmeyer
Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda

- The agenda was approved as presented.

Treasurer's Report

- The treasurer's report was presented.
- Administrator Bromeland stated Community Development Coordinator Olivia Adomaba will be working with loan requests when received.

New Business

- None

Other-Administrator Updates

1. Little Sprouts Forgivable Loan Program Request Approved by Blue Earth County
 - Administrator Bromeland stated that she presented the forgivable loan request for Little Sprouts to Blue Earth County and that the request was approved. The City will receive the paperwork from the County.
2. Highway 14 Safety Concerns and Corridor Study Request Submitted
 - Administrator Bromeland explained the City Council held a special council meeting on May 22nd regarding Highway 14 safety concerns. Initially the City of Eagle Lake asked for a study of the three intersections for Eagle Lake. Scott Thompson with MnDOT indicated their interest in looking at a study of the Highway 14 corridor from County Road 12 to Highway 60. This study would be lead by MAPO with the City of Eagle Lake, Blue Earth County, and MnDOT as partners in the study. Administrator Bromeland explained that she has been in contact with Ryan Thilges with Blue Earth County and Greg Ous with MnDOT regarding this study as well.
 - The EDA along with the City Council needs to keep in mind future development and the need to acquire right of ways north of Highway 14 for future road design options. MAPO will receive the city's request for the study and should begin in 2024.
3. Transportation Alternatives Grant Award for Pedestrian Connectivity Project
 - Administrator Bromeland stated she submitted an application for the Pedestrian Connectivity Project and that the City received \$475,000 which will include two sidewalk segments and a trail segment along 211th Street and S Agency. There is a local share component which includes the City of Eagle Lake and Blue Earth County. It is anticipated that the earliest this project will begin is 2024.

4. Upcoming Region 9 Bus Tour (June 21st at 9:15 a.m.-10:45 a.m.)
 - Alejandra Bejarano and Nate George with Region Nine will be present to give information about the Eagle Lake Strategic Development Plan they worked on. Eagle Lake will be the first stop on this tour.
 - Administrator Bromeland encouraged EDA members to attend this stop on the tour.
5. REDA Joint Services Agreement and Next Steps
 - Administrator Bromeland, Community Development Coordinator Adomaba and Jim Beal attended the recent REDA meeting which was held in Eagle Lake. REDA will schedule a time to attend an Eagle Lake City Council or EDA meeting.
 - Administrator Bromeland stated it is important for the City to ask questions and to learn how the city benefits from their services. The new joint services agreement will go into effect in January 2024 upon being signed. At this time the City has not signed the agreement.
 - Administrator Bromeland will update the EDA when a meeting date has been scheduled.
6. Eagle Lake's New Community Development Coordinator will be at the June EDA Meeting
 - Community Development Coordinator, Olivia Adomaba, will begin working full-time June 1st and will attend the next EDA meeting. She is working on the welcome bags and has received items for the bags from a couple of businesses. The feedback from businesses resulting from the letter mailed has been positive.
 - Brooke Wach stated that she spoke to a former renter of Eagle Lake and asked them if they felt like part of the community as a renter and their response was no. When asked if they would have received a welcome bag if that would have helped and they said it would have. Administrator Bromeland stated that Eagle Lake does have a high number of rental units and it is important renters feel they are part of the community.

General Discussions

1. Freedom Security – Administrator Bromeland has reached out to Mr. Bales and will continue to do so.
2. Mankato Motorsports Park –it was noted that no updates are available at this time as a second appeal was filed and following the legal process for an appeal.
3. New developments are required to pay a park dedication fee if they are not dedicating parkland.
4. County Road 27 repaving work is being done by Blue Earth County.
5. Jim Beal stated there is a section of 598th Avenue that does not have a trail and in that area there are several people who use the road itself to walk, bike, and use wheelchairs. It may be pertinent for the City of look into extending the path.
6. The state's bonding bill did not include line an item specifically for the City of Eagle Lake, however, there may be other sources which can be looked into.
7. Interior work on the water tower is taking place. When the interior work is completed the exterior work will begin. The goal is to have this project completed by July's Music on Parkway event.

Adjournment

The meeting adjourned at 7:29 a.m.

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

JUNE 29, 2023

MEMBERS PRESENT:

- Christine Black Hughes, Brooke Wach

MEMBERS ABSENT:

- Anthony White, Jim Beal, Tony Dickmeyer, John Whittington, Brian Hughes,

STAFF PRESENT:

- Jennifer Bromeland, City Administrator; and Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

- None

APPROVAL OF AGENDA:

- None

APPROVAL OF MINUTES:

- None

TREASURERS REPORT:

The treasurer's report was presented.

NEW BUSINESS:

1. Welcome Newly Hired Community Development Coordinator Olivia Adomabea.
 - Administrator Bromeland introduced the newly hired Community Development Coordinator to commissioners.
 - Administrator Bromeland shared with the Planning Commission that Olivia joined the city of Eagle Lake part time in April and full time in June. Olivia graduated with a bachelor's and a master's degree in urban planning. Olivia worked as a planning intern with Chanhassen and GIS intern with Le Sueur County.
2. Update on Welcome Bag Initiative by the EDA
 - Community Development Coordinator Adomabea gave a summary report on the number of items received for the welcome bag initiative and showed the items to EDA members present. Coordinator Adomabea explained that eight (8) local businesses responded to the

city's mail that was sent out and six (6) submitted item(s) for the initiative. The other two are yet to submit their items and asked when the EDA will want to send out the items received. Coordinator Adomabea also presented a number of bags for the EDA to choose from and stated that two logos had been designed to put on the bag that will be selected by the EDA.

- Commissioner Hughes suggested that the date be discussed at the next meeting when there is a full house and was supported by Administrator Bromeland and further mentioned that she preferred an eco-friendly and biodegradable bag. Commissioner Wach agreed with commissioner Hughes. Commissioner Hughes selected the second logo and noted that the first one would have been preferred if the name of the city could be shown in full. The 'e' for Lake is not showing.
- Commissioner Wach selected the first logo and asked if it could be redesigned to show the full name of the city. Coordinator Adomabea responded in affirmative to commissioner Wach.
- Commissioner Hughes suggested that the 'Lions' sign attached to the logo be taken off and noted that the EDA will not want other local businesses to think that promoting other businesses are promoted.
- Administrator Bromeland asked if it was okay to have 'enjoy your stay' on the logo which she believes made it seem like the person is in the city for a short period of time and not to live or become a resident.
- Commissioner Wach recommended 'Welcome to the neighborhood', 'Glad you are here' or 'Together we build this community' commissioner Hughes added.
A consensus was not reached as a lot of EDA members were absent. Final decision or vote will be made/cast at the next EDA meeting.

3. Discuss Business Retention and Expansion Program

- The Community Development Coordinator Adomabea gave a summary report on reasons why business retention and expansion programs are essential, noting that the program will connect and bridge the gap between the city and local businesses. Coordinator Adomabea mentioned that a letter and a survey has been prepared to be sent to local businesses and recommended that the EDA review it before it is sent out. Coordinator Adomabea, also in her presentation of the report, asked when the EDA will want the letter and survey to be sent out to local businesses and asked for the timeline to be given to businesses to respond to the survey. Coordinator Adomabea further mentioned that one of the goals for the business retention and expansion program is to get connected and stay connected to local businesses and recommended that the EDA assisted with visiting different local businesses every month to discuss how their business is doing. Coordinator Adomabea suggested at least one member of the EDA went with her for the visitation. Also, Coordinator Adomabea asked of the availability of the commissioners and when they will want to commence visitation.
- Commissioner Hughes stated that a two-week timeline to respond to the survey will be enough while suggesting that the names of the businesses be used instead of 'business leaders/entrepreneurs' on the survey. Commissioner Wach agreed with commissioner

Hughes. Commissioner Hughes stated that Tuesdays or Wednesdays in August worked for her while Commissioner Wach stated that July worked for her. Schedule of other members will be determined at the next EDA meeting.

4. Discuss prospective sites and grants available for Electric Vehicle Charging Stations/Infrastructure.

- The Community Development Coordinator Adomabea presented a summary report and findings on EV charging infrastructure, cost, types and location of sites. Coordinator Adomabea explained that EVs are becoming predominant among other types of vehicles hence believed now is the time the city must investigate EV infrastructure. Coordinator Adomabea presented a brief reviewed literature on EV charging infrastructure and identified some prospective sites suitable for the project. Coordinator Adomabea identified the City Hall, Casey's gas station, and City Park as prospective sites for EV charging stations and asked how the city wanted to operate EV charging stations.
- Commissioner Hughes made a reference to an incident regarding the topic under discussion, that South Dakota had Tesla install EV charging stations, with no management and noted that the State had to manage the stations which incurred extra cost and asked how Eagle Lake intended to operate the project.
- Coordinator Adomabea suggested that the city may choose to partner with a private entity to install and operate the charging stations or the city will fully install and operate it both options at a fee per charge.
- Commissioner Hughes asked if the project would serve only residents and what will make someone drive all the way from Mankato to charge their EV in Eagle Lake
- Administrator Bromeland responded by stating that the project can serve both residents and people using highway 14.
- Commissioner Hughes further asked what type of chargers will be installed.
- Coordinator Adomabea responded that most cities usually install level two and three chargers while referencing Mankato, North Mankato and St. Peters and stated that the EDA will have to decide what type of charger to install. Coordinator Adomabea further explained that level four and five chargers are not available in the neighboring cities and that the city can install those ones, even though they are very expensive. Level 5 chargers take 6mins to charge for 100miles and 2mins to replenish daily usage.
- Commissioner Hughes stated that if the city must do this then it must be level 5 which she believes will pull people on the highway to the city to charge for just 6mins. Commissioner Hughes asked where Mankato chargers are located.
- Coordinator Adomabea stated their locations as 1900 Madison Ave, 901 Raintree Rd, 2024 Adams St, 1281 Raintree Rd, 115 S 2nd St, W Rd Lot 11A, 240 Stadium Rd.
- Commissioner Wach suggested the surveys be sent out while the project is discussed in detail at the next meeting.

ADJOURNMENT: The meeting adjourned at 7:45 a.m.

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JULY 27, 2023

MEMBERS PRESENT:

- Brooke Wach, Anthony White, Jim Beal, Tony Dickmeyer, John Whittington,

MEMBERS ABSENT:

- Brian Hughes, Christine Black-Hughes

STAFF PRESENT:

- Jennifer Bromeland, City Administrator; and Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

- Jan Hughes

APPROVAL OF AGENDA:

- None

APPROVAL OF MINUTES:

- None

TREASURERS REPORT:

The treasurer's report was presented by City Administrator Bromeland.

NEW BUSINESS:

1. Greater Mankato Growth (GMG) Joint Service.

- Jessica Beyer, President and CEO of Greater Mankato Growth, Inc. gave an introduction on what the joint service is about and introduced the team she works with to the EDA. Jessica noted how grateful GMG was to have the city of Eagle Lake as one of its partners. Jessica was with Ryan Vesey, the Economic Development & Research Manager for GMG.
- Mr. Vesey gave a presentation on the role of GMG and highlighted the strategies put in place for sustainable development and growth for the Greater Mankato Area/Region. Among the goals of GMG but not limited is creating business retention and expansion plans, new enterprise and emerging business development, new business development, marketplace enhancements etc. says Mr. Vesey.

- Mr. Vesey continued with his presentation highlighting the new means of communication introduced by GMG. He indicated billboard campaigns, Facebook campaign, KEYC-Digital Ad Campaign etc. as the means of communication. Mr. Vesey further shared with the EDA the number of streaming, response, and impressions these means of communication have received. He also shared with the EDA, the 2023 Partnership Contribution and the per capita rate adjustment, breakdown of funds and how well funds are spent. He also shared that GMG has visited some businesses in the city as part of its BR&E program.
 - EDA member Beal, after Vesey's presentation asked a question about business retentions and what is accounting for the loss of employees.
 - Mr. Vesey responded saying that one of the reasons is that people want to be their own boss these days, hence leaving their jobs and establishing their own business.
 - EDA member Whittington asked what GMG will recommend for Eagle Lake's business growth.
 - Mr. Vesey responded by recommending that the city rezoned some of its commercial district along HWY 14 and parkway to industrial districts. That will go a long way to creating jobs in the city.
2. Review updated/final building design of Freedom Security.
- Mr. Mike Bales from Freedom Security presented his concept plans for lots 301 and 305 to the EDA for their review. Mr. Bales mentioned that the main Office Door will be facing East/Parkway Ave and the West Office Door will be Full Glass Aluminum Storefront Doors, with the Shop being painted steel. The Office windows will be white like to graphic shows and show how the Split Faced block will look and the color to be used.
 - Administrator Bromeland noted that there are zoning setbacks and requirements for signage and recommended that the location of the sign proposed by Mr. Bales be revised to meet the zoning requirements.
 - EDA member Beal asked if the front of the building can be revised to face Parkway Avenue.
 - Mr. Bales responded saying that that was his initial design but the EDA at the time asked him to change it. That's why he changed it to face the other side of Parkway Avenue.
 - EDA members asked MR. Bales to move on with the next phase of the project which will be the lot consolidation process to combine the two lots (lot 301 and 305).

OTHERS:

1. Coordinator Adomabea updated the EDA on Welcome Bag. EDA members decided on the type of bag to be used and selected a logo for the bag.
2. Coordinator Adomabea updated the EDA on the Business Retention and Expansion Program. In her update she mentioned that two responses had been received from the survey that was sent to local businesses. A visit to Farm Bureau Financial Services was scheduled and EDA member Anthony White agreed to visit with city staff. Coordinator Adomabea noted that EDA members will be made aware when a business calls for a visit so at least one EDA member can go with city staff.
3. There was a discussion on prospective sites and grants available for Electric Vehicle Charging Stations/Infrastructure. EDA member Beal noted that the city was not ready for EV

infrastructure now hence be placed on hold for some time. All other commissioners present agreed.

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

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

September 28, 2023

MEMBERS PRESENT:

- Brooke Wach, Anthony White, Jim Beal, Tony Dickmeyer, John Whittington, Christine Black-Hughes

MEMBERS ABSENT:

- Brian Hughes

STAFF PRESENT:

- Jennifer Bromeland, City Administrator; and Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

- Orin Johnson with American Legion Post 617

APPROVAL OF AGENDA:

- Motion by Tony Dickmeyer, seconded by John Whittington. Motion carried.

APPROVAL OF MINUTES:

- Motion by John Whittington, seconded by Tony Dickmeyer. Motion carried.

TREASURERS REPORT:

- The treasurer's report was presented by City Administrator Bromeland.

NEW BUSINESS:

1. Use of SCDP Income Funds and RLF Request
 - City Administrator Bromeland gave a brief background of the loan request to the EDA. In her report she mentioned that a loan request from the American Legion has been brought forward to the attention of the EDA. She stated that an application for RLF and SCDP income funds was received from the American Legion Post 617 for a needed ceiling repair project. It was recommended that the applicant review the loan request in detail

and answer any questions of the EDA. Administrator Bromeland explained that there are some unused SCDP program income funds that could be used for this project and would be issued as a deferred loan at zero percent interest and forgiven after 10 years so long as the American Legion Post 617 doesn't sell their building or close the business within the next 10 years. MVAC would administer the funds at bill at \$50 per hour, not to exceed \$1,200 for the entire project. It was recommended that the remaining funds less the \$1,200 for administration of the funds be applied towards the American Legion Post 617 project and exhausted. Orin Johnson with the American Legion Post 617 was present to review the loan request in detail and answer questions. EDA member Brooke sought clarification on the collateral available to secure loan including market values and lien. The applicant clarified that the building, which has a market value of \$400,000 will be used as collateral and has a \$78,000 mortgage payment on it. Administrator Bromeland asked the applicant Orin Johnson who is with American Legion to give a background description of their reason for the loan.

- Orin Johnson mentioned that the American Legion connected with APX Constructions for some renovation works and realized they needed some additional funds to be able to execute the project. The American Legion is reaching out to the city's EDA to find out if the city could help with low interest loan for the project.
- EDA member Beal asked if the American Legion building was in good shape and if the basement of the building was in use. The applicant responded that the building was in good shape and the basement was not in use.
- EDA member Black-Huges asked when last a revolving loan was given. Administrator Bromeland responded that the last before this application was given to Hometown Fitness in 2018 with a repayment term of 5 years at 6% interest.
- Administrator Bromeland stated that a motion must be made for the loan request and sent to the City Council for final approval.
- EDA member Black-Hughes moved, seconded by EDA member Dickmeyer, and motioned approval for SCDP and EDA loan be approved towards renovation of American Legion. A roll call was taken with all in favor and Beal abstaining, motion carried.

OTHERS:

1. Coordinator Adomabea updated the EDA on Welcome Bag and mentioned that the bags are available at city hall and staff has started giving them out. EDA member Beal recommended that the EDA add a brochure or flier providing city staff, police, fire service etc., contact information. This he believes will help new residents know the right people to contact when the need be.
2. Coordinator Adomabea updated the EDA on the Business Retention and Expansion Program. In her update she explained that a visit to Farm Bureau Financial Services was made by EDA member Anthony and herself. EDA member White briefed the EDA about the visit and the short- and long-term plans of the business.

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

CITY OF EAGLE LAKE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

November 30, 2023

MEMBERS PRESENT:

- Brian Hughes, Brooke Wach, Jim Beal, John Whittington, Christine Black-Hughes

MEMBERS ABSENT:

- Anthony White, Tony Dickmeyer

STAFF PRESENT:

- Jennifer Bromeland, City Administrator; and Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

- None

APPROVAL OF AGENDA:

- Motion by John Whittington, seconded by Jim Beal. Motion carried.

APPROVAL OF MINUTES:

- Motion by Jim Beal, seconded by Christine Black-Hughes. Motion carried.

TREASURERS REPORT:

The treasurer's report was presented by City Administrator Bromeland.

NEW BUSINESS:

1. Update on American Legion RLF Loan and SCDP Income Funds

- Administrator Bromeland provided an update on the RLF issued to the American Legion. She explained that following approval of the loan by the City Council, the applicant indicated that they would only need \$10,000 of the \$15,000 approved. The loan was issued in the amount of \$10,000. Due to time constraints with the project, the applicant was not able to utilize the SCDP income funds but the applicant did express interest in wanting to apply for the funds for an upcoming roof project. City staff shared with the applicant that the City is unable to reserve the funds and instead encouraged the applicant to submit an application as soon as possible.

- EDA member Beal asked if the 4M Investment fund in the treasurer's report is a revolving loan or investment fund. Administrator Bromeland responded that the 4M is an investment fund.

2. Upcoming Meeting with Childcare Providers and Area Partners

- Administrator Bromeland gave an update on a recent meeting with SMIF, MAPS, and City staff related to child care needs in Eagle Lake. She explained that a couple years ago, the City and SMIF partnered together to host a child care appreciation event and that a meeting will be scheduled shortly with child care providers, SMIF, and MAPS to talk about Eagle Lake's child care needs.
- EDA member Black-Huges asked if private daycare providers are included, and Administrator Bromeland responded in affirmative. EDA member Beal mentioned that he heard there are some funds to be available for childcare shortly.

3. Discuss Holiday Mailer

- Administrator Bromeland asked the EDA if they would be interested in contributing to the cost of a holiday mailer as has been the practice in recent years. The purpose of the holiday mailer is to promote local businesses and encourage shopping local.

OTHERS:

1. Update on Land Use Plan

- Coordinator Adomabea updated the EDA on the progress of land use plan prepared by MNSU Grad students of the Urban and Regional Studies Institute. In her update she mentioned that the final report will be presented to the planning commission at its meeting scheduled for December 18. She encouraged EDA members to be present at the meeting to share their input on the report.

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