

**EDAP BOARD MEETING
HILLTOP CAFE
JANUARY 21, 2020
7:00 A.M.**

AGENDA

***** Note location of meeting. *****

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 4)
 - B. Meeting Schedule & Location (page 5)
 - C. Appointment of EDAP Finance Sub-Committee Members (page 6)
 - D. Shawn Reinke would like the Board to discuss this question. Does the EDAP Board want to participate more in the community on economic development, as the City searches to fill the City Administrator position?
- IV. OLD BUSINESS
 - A. Economic Status Of Community – Update
 - B. Past Due Loans – Update
 - C. Downtown Revitalization (page 7)
 - D. 212 Garfield Ave. – Small Cities Loan (page 9)
- V. INFORMATIONAL
 - A. Revolving Loan Report (page 10)
- VI. ADJOURN

***** Please call or email Belinda at 320-243-3714 ext. 228 or at belinda@paynesvillemn.com if you are not able to attend the meeting. *****

Members: Mark Dingmann, Don Wiese, Bruce Stang, Chris Stanley, Wayne Nelson, Shawn Reinke, and Len Gilmore. Advisory Member: Belinda Ludwig.

This agenda has been prepared to provide information regarding an upcoming meeting of the EDAP Board. This document does not claim to be complete and is subject to change.

BARRIER FREE: All EDAP Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR BOARD/COUNCIL ACTION

BOARDCOUNCIL NAME: EDAP Board

Board/Council Meeting Date: January 21, 2020

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the October 15, 2019 and August 20, 2019 EDAP Board meetings.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to approve the minutes from the October 15, 2019 and August 20, 2019 EDAP Board meetings.

**MINUTES
EDAP BOARD MEETING**

OCTOBER 15, 2019

The meeting was called to order by Chairperson, Chris Stanley at 7:00 a.m. Members present were Mark Dingmann, Len Gilmore, Shawn Reinke (7:10 a.m.) and Wayne Nelson. Renee Eckerly, City Administrator was also present. Don Wiese and Bruce Stang were absent.

Motion was made by Gilmore to approve the minutes from the March 19, 2019 Special Joint EDAP Board and City Council Working Session with noted changes. Seconded by Dingmann and unanimously carried.

ECONOMIC STATUS OF COMMUNITY

The TIF 1-16 Tom Opatz Assisted/Sr. Living is still in progress. There is continued road work in and around town. The Board estimated \$50 million in projects is happening in the Paynesville community currently. The AMPI expansion was mentioned. The Board discussed a drive thru Caribou Cabin; a new store concept for Caribou Coffee, as there is no indoor seating or ordering. There is another person interested in a lot in Heatherwood Plat 3; they may buy this fall or next spring.

PAST DUE LOANS

Loans are looking good.

DOWNTOWN REVITALIZATION

The Board discussed the plan including:

- There are numerous jobs available
- Paynesville has large employers
- Large amount of traffic coming into town
- AMPI is the key to downtown
- Options for the former Corner Drug building
- Council will hopefully look at Phase 2 on October 28, 2019

INFORMATIONAL

The Revolving Loan Report was reviewed.

FUTURE MEETING LOCATION

Stockmen's opens at 7:30 a.m. in the winter (winter hours). Staff needs to find out if Stockmen's will open at 7:00 a.m. for the EDAP Board to have their meeting there or the Board will need to go elsewhere.

There being no further business the meeting was adjourned at 7:40 a.m.

**MINUTES
EDAP BOARD MEETING**

AUGUST 20, 2019

The meeting was called to order by Chairperson, Chris Stanley at 7:00 a.m. Members present were Mark Dingmann, Len Gilmore, Shawn Reinke, Bruce Stang, and Wayne Nelson. Renee Eckerly, City Administrator was also present. Don Wiese was absent.

Motion was made by Reinke to approve the minutes from the July 16, 2019 EDAP Board meeting. Seconded by Stang and unanimously carried.

BILLBOARD

The billboard is outdated. Job Opportunities/Live/Cash Housing Incentive wording was suggested along with the concept drawing of the community center being added to the school.

TOURISM CAMPAIGN

Eckerly reported on the meeting with the City of Richmond and the City of Cold Spring.

DEMOLITION LOAN APPLICATION

Eckerly reported on the loan to demo the former Corner Drug building. The City will have two years to sell the property or would need to start paying back the loan. The EDAP Board was in favor of the loan, but not in favor of using revolving loan dollars to finance it.

ECONOMIC STATUS OF COMMUNITY

The library concept was mentioned for a downtown location or at the fire hall property.

PAST DUE LOANS

There were no past due loans at this time.

FORECLOSURE – 212 GARFIELD AVE. – SMALL CITIES LOAN

There was nothing new to report at this time as Spooner is working on this.

INFORMATIONAL

The Revolving Loan Report was reviewed.

There being no further business the meeting was adjourned at 7:55 a.m.

REQUEST FOR BOARD/COUNCIL ACTION

BOARDCOUNCIL NAME: EDAP Board

Board/Council Meeting Date: January 21, 2020

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by:

COMMENTS:

Nominations for Chairperson.
Nominations for Vice Chairperson.
Nominations for Secretary.

ADMINISTRATOR COMMENTS:

Last Year's Officers:
Chair: Chris Stanley
Vice Chair: Wayne Nelson
Secretary: City Administrator

BOARD/COUNCIL ACTION:

A motion to elect _____ as Chairperson.
A motion to elect _____ as Vice Chairperson.
A motion to elect _____ as Secretary.

REQUEST FOR BOARD/COUNCIL ACTION

BOARDCOUNCIL NAME: EDAP Board

Board/Council Meeting Date: January 21, 2020

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule & Location

Prepared by: Staff

COMMENTS:

Each year every Board sets their meeting schedule. Currently the EDAP Board meets on the third Tuesday of each month at 7:00 a.m. at rotating local restaurants. Staff is not sure how this is working for the Board as some restaurants are not open at 7 a.m. and some restaurants are now closed. Would the Board like to continue rotating to local restaurants (Queen Bee's and Hilltop) or meet at City Hall?

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to set the EDAP Board meeting schedule for _____ at
_____.

REQUEST FOR BOARD/COUNCIL ACTION

BOARDCOUNCIL NAME: EDAP Board

Board/Council Meeting Date: January 21, 2020

Agenda Section: New Business

Originating Department: Administration

Item Number: III - C

ITEM DESCRIPTION: Appointment of EDAP Finance Sub-Committee Members

Prepared by:

COMMENTS:

It was been suggested to appoint the members that serve in this capacity on an annual basis.

ADMINISTRATOR COMMENTS:

Current members: Chris Stanley, Bruce Stang, Len Gilmore and Chelsey Mueller, Shawn Reinke (alternate).

BOARD/COUNCIL ACTION:

Motion to appoint _____ to serve at the EDAP Board Finance Sub-Committee.



Economic Development Services, Inc.

January 2, 2020

To: Honorable Mayor Thompson and Members of the City Council

From: Janna King, Economic Development Services, Inc.

RE: Paynesville Downtown Revitalization – Phase 2 Options

Here are two options for Phase 2 Community Engagement in Paynesville. Either option works well from my perspective. The choice depends on the community's preference for the type of community engagement that fits well locally and budget considerations.

Option 1: Advisory Committee Approach - \$13,000

The focus of Phase 2 of Paynesville's Downtown Revitalization will be establishing an Advisory Committee willing to commit time to thoughtful consideration of the future of downtown Paynesville. The Committee will be charged with developing and refining alternatives. There is an option that can be added to this scope to secure broader community engagement through an on-line survey.

1. **Establish an Advisory Committee** with up to 20 participants, including members of the City Council and EDA and other parties such as downtown business and property owners, community leaders, volunteers and residents, and institutional partners (e.g. Stearns County HRA, library, school district).
2. **Advisory Committee Meeting #1:** Present the charge to the committee, share research findings to date and solicit Advisory Committee ideas about downtown.
3. **Advisory Committee Workshop:** Gather advisory committee members in small groups around aerial photos, provide a series of questions to discuss and then report out to the large group. Identify key themes and ideas from small group presentations to guide creation of the alternatives by the consulting team.
4. **Advisory Committee Meeting #2:** Review draft alternatives prepared by consulting team. Identify preferred alternative and elements for deeper feasibility and financial analysis.
5. **Summarize Draft and Preferred Alternatives:** Summarize the draft alternatives and preferred alternative and elements for deeper feasibility and financial analysis. Present to a joint meeting of the Advisory Committee, EDA and Council.
6. **Optional Community Survey:** A community survey is an optional addition to the scope of Option 1. It could be reviewed at Meeting #1 and results would be shared with the Advisory Committee at the beginning of the Advisory Committee Workshop. The survey would focus on community perceptions and hopes for downtown Paynesville and include some market-related questions. The City would be responsible for survey publicity and distribution of a survey link. [Additional \$1,350]

Option 2: Advisory Committee and Broader Community Engagement Approach- \$17,900

The focus of Phase 2 of Paynesville's Downtown Revitalization will be the engagement of downtown stakeholders in creating revitalization alternatives. It would include the involvement of an Advisory



Committee as well as broad community engagement. This process is a leaner version of the proposal presented on November 4 and will include the following elements.

1. **Establish an Advisory Committee** including members of the City Council and EDA. The Council and EDA may choose to include other parties on the Advisory Committee, including downtown business and property owners, community leaders, volunteers and residents, and institutional partners (e.g. Stearns County HRA, library, school district).
2. **Advisory Committee meeting #1:** Present the charge to the committee, share research findings to date and solicit Advisory Committee ideas about downtown. Discuss and refine the broader community engagement process with the committee. Review a draft survey.
3. **Broad Community Engagement**
 - Distribute a **survey** to gather perceptions of downtown and ideas for revitalization. Distribute a link to the electronic survey through the city channels, local media and businesses.
 - Conduct a **community workshop** designed for approximately 40 participants. Present the findings to date, including survey data. Gather participants in small groups around aerial photos, provide a series of questions to discuss and then report out to the large group. Identify key themes and ideas from small group presentations for further consideration by the Advisory Committee.
4. **Advisory Committee meeting #2:** Consider workshop ideas and key themes. Begin developing two alternatives and sketch out during the meeting. Review with city officials to identify technical issues and refinements prior to drafting.
5. **Summarize alternatives.** Summarize two alternatives and feedback from the community and advisory committee. Present to a joint meeting of the Council, EDA and Advisory Committee (or as determined by the City Council).

With either Option 1 or Option 2, the City is responsible for Advisory Committee recruitment, provision of all meeting spaces and distribution of communications to the media and social media. Additional or optional fees may include additional meetings or enhanced renderings of the alternatives. The scope and budget as described can be refined in further discussions with the City.

If things go well, what would the next step be in this process? The City will determine if it would like to proceed with Phase 3, an Assessment of Alternatives. An alternatives assessment would include development of high-level cost estimates; more in-depth feedback on the alternatives from business and property owners; information on funding sources; tax implications; and an assessment of potential benefits, barriers and risks. The alternatives assessment could be reviewed by the Advisory Committee, Council and EDA to identify a preferred alternative. Broad community engagement could be also be included in Phase 3, as recommended by the City Council.

I look forward to the opportunity to work with Paynesville to build on the initial revitalization analysis prepared in 2019.

Jennifer Welling

From: Spooner & Glenz <jen@spoonerglenz.com>
Sent: Monday, October 21, 2019 3:04 PM
To: Renee Eckerly
Cc: Jennifer Welling
Subject: 212 Garfield Avenue - Small Cities Loan

I noticed this was mentioned in the Minutes of the EDAP Board meeting from August 20th.

I just want to note that the larger of the 2 loans has been satisfied by the passage of time, and we only have the small loan remaining, which is payable when the property sells.

OF course if there is a foreclosure, the foreclosed loan would be ahead of the City, and our loan would be effectively eliminated.

Unless the City wanted to buy the property from the foreclosure sale, which I do not think is realistic, there is probably really nothing we can do, except keep an eye on it at this point.

I just thought perhaps at the next EDAP meeting you would want to update them on the status of that.

William Spooner
SPOONER & GLENZ LAW OFFICES, PLLC
113 Washburne Avenue
Paynesville, MN 56362
Office: (320) 243-3748
Email: office@spoonerglenz.com

REVOLVING LOAN STATUS REPORT

Date of Update: **1/8/2020**

Business Name	Outstanding Balance	Date of last Payment	Amount of Last Payment	Current/Next Due Date
C & S Towing Inc	\$ 67,389.99	12/31/2019	\$ 455.76	2/1/2020
Eats & Treats	\$ 7,780.32	1/2/2020	\$ 180.00	2/3/2020
William Fuchs	\$ 6,050.53	1/6/2020	\$ 98.89	3/13/2020
Koronis Lanes Refinance	\$ 25,573.96	1/3/2020	\$ 628.55	2/1/2020
Koronis Living LLC	\$ 10,455.70	12/20/2019	\$ 350.00	1/13/2020
Lamb Labor Services #3	\$ 3,530.47	12/30/2019	\$ 161.72	2/1/2020
Queen Bee's Bar & Grill	\$ 64,169.12	12/12/2019	\$ 608.86	2/20/2020
Safe Basements Inc.	\$ 201,307.12	12/30/2019	\$ 2,590.96	2/1/2020
Savage Land Partnership	\$ 252,258.22	12/24/2019	\$ 1,957.36	3/3/2020
Todd & Lauri Lokken	\$ 33,745.75	12/23/2019	\$ 235.85	1/17/2020
Joint Loans w/Township				
Joint Loans w/State				
TOTAL OUTSTANDING BALANCE	\$ 672,261.18			
LATE PAYMENTS:				
TOTAL DELINQUENT	\$ 672,261.18			
CITY REVOLVING LOAN BALANCE (available)		\$ 372,680.25	11/30/2019	<i>(unaudited)</i>
CITY EDAP BALANCE		\$ 371,480.60	11/30/2019	<i>(unaudited)</i>
TOWNSHIP LOAN BALANCE (available)		???		