

MINUTES OF THE LEWISTON ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MONTHLY MEETING

Monday, April 15, 2019

Pursuant to do call and notice thereof, a regular meeting of the Lewiston EDA, held at City Hall this 15th Day of April 2019 at 5:15 p.m.

The following members were present: EDA Chair, Jon Nienow; and Commissioners Caleb Dahl, Charlie Matzke, Nick Ebnet and Russ Buege.

Mayor Beth Carlson joined at 5:45 pm.

Also Present: City Administrator, Cheryl Knight; EDA Coordinator/CEDA Representative, Donna Mack; and Joel Hennessy, Crossings Center.

CALL TO ORDER & ROLL CALL: Meeting called to order at 5:15 p.m. by Chairman J. Nienow.

BUSINESS AND FINANCIAL REPORT: Motion to approve Business and Financial Report, made by C. Matzke, Second by C. Dahl, will all members voting aye.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS: After reviewing Minutes from April 15, 2019 EDA meeting. Motion by C. Matzke, Second by R. Buege, with all members voting aye. Minutes accepted from previous EDA meeting as written.

CROSSINGS CENTER/COMMUNITY FARMERS' MARKET: Joel Hennessy gave the EDA Board members an update on the Community Farmers' Market which will also be organized as a Family Night Out. Mr. Hennessy gave thanks to Winona County SHIP, Lewiston EDA, and CEDA for their continuous support. Winona County SHIP awarded Crossings Center \$5,500 to be used for the community garden irrigation system, additional bike racks and a Fix-It Bike Station. Winona Co. SHIP awarded the Farmer's Market \$5,000 for Hennessy to attend the MN Farmers' Market Association (MFMA) Conference in January, and funds for Marketing. Mr. Hennessy stated the MFMA conference was not only about how to conduct a Farmers' Market but also how to do one to best impact the community if it is well organized. The Market will include other Vendors other than produce, artisans are invited to rent a booth. The Farmers' Market will be a Family Night Out to include live music, entertainment, activities for adults and children, a petting zoo and a Master Gardener, to name a few. Each week will be a different activity. Currently 16 vendors are registered. Opening day is Wednesday, June 19 in collaboration with Heartland Days Kick-Off.

The EDA members thanked Joel Hennessy for his time, loyalty and talents to the Lewiston community.

FARMERS' MARKET SPONSORSHIP: Mr. Joel Hennessy explained the Farmers' Market sponsorship to the Board members. As discussion pursued, the Board chose to have Cheryl Knight, City Administrator review past documents regarding the amount of dollars earmarked to the EDA Family Movie Night. The Board believes \$500 was earmarked from the 2018 budget. C. Knight will do a financial analysis. It was suggested by the Board to sponsor the Farmers Market for a month, at \$1,000 per month, instead of the \$250 for a week. Ms. Knight will refer to the community calendar for an appropriate Wednesday in August. C. Dahl motioned for the EDA to sponsor one week in August at \$250, and EDA pay the movie license fee at \$350 for a total of \$600 for the Movie Night. Crossings Center will furnish the outdoor

screen, a projector and sound system, this EDA event location will be at Crossings Center at Dusk after a Farmers' Market in early to mid-August. A date to be determined at the June meeting. N. Ebnet will communicate with the Lewiston Cardinal Club to select a final movie. Second by C. Matzke, with all members voting aye.

A suggestion to combine the Farmer's Market, Movie Night and Sweet Corn on the Cob event. The Community Garden grows approximately 36,000 ears per crop. Possibly invite the Winona County American Dairy Association to furnish the butter. The Daley family generously donates the land and equipment, and Tom Theede donates the seed. The sweet corn sales offsets the Crossings Center's operational expenses. Further discussion for the May EDA meeting.

FAÇADE PROGRAM BUDGET: Cheryl Knight, City Administrator confirmed the amount of \$4,780 is the total in the Façade Improvement Program forwarded from the 2018 Expenditure. This fund now has an itemized line on the EDA Expenditure Guideline that can be reviewed monthly on the EDA report.

FAÇADE PROGRAM: Hilman Speltz, Lewiston Welding and Machining request for \$495 for the EDA Façade Program to match half the cost of a new sign under Mr. Speltz's new ownership of the business. Motion by C. Matzke, second by C. Dahl to approve the Façade Improvement application for H. Speltz with the understanding Mr. Speltz needs to purchase a sign permit and meet city sign regulations before reimbursement from the EDA Façade Improvement Program fund. All members voted aye. The application will be submitted to City Council for final approval.

ANNEXATION UPDATE: The EDA anonymously agreed to schedule the Annexation Town Meeting to be held on April 29, 2019 at 6:00 pm at the Lewiston Senior Center. The meeting will be posted to the Public. This meeting is made available for the potential annexation property owners for questions and to discuss their concerns.

HOUSING DEVELOPMENT UPDATE: Bryan Holtz suggested to Donna Mack, CEDA at an earlier date to define incentives for public financing, to create a spreadsheet with city incentives to motivate developers to build in Lewiston. Holtz and Mack will also reach out to potential developers. Mayor Carlson suggested Ms. Mack contact Mike Bubany, David Drown Associates for incentives that will work for Lewiston.

NATIONAL SMALL BUSINESS WEEK – MAY 5-11, 2019: The Board selected these five small businesses to be recognized for National Small Business Week. Flags and Poles Int'l, Lewiston Monuments, Lewiston Welding and Machining, Horihan Insurance and Lewiston Bouquet and Gifts. D. Mack will create certificates and frame them, schedule Heather Buege from the Lewiston Journal for photos and an article, and schedule the EDA members and businesses. C. Knight will post on Facebook.

REVIEW EDA POLICIES: The Board members will review the EDA policies at the May Regular Meeting.

CEDA UPDATES: The projects were discussed throughout the meeting, and were listed on the Agenda. Three main focus projects are confidential at this time. J. Nienow confirmed it is information that cannot be disclosed at this time. But it is good news for the community of Lewiston.

WALK-ON ITEMS:

Former City Hall: the old city hall is pending upon a purchase agreement. The potential buyer is not public information at this time. City Staff needs to sort through and identify any papers filed at the

former city hall to distinguish if it needs to be shredded or filed for the future. The sale needs to go through Planning and Zoning to be sure it fits the Comprehensive Plan according to state statutes.

Former Pizza Building: A Commissioner raised the question, "What can the City do to give this building an uplift?" This building is a safety hazard due to the awning. Two verbal complaints have been discussed with Ms. Mack. These residents are concerned if it is safe to continue walking on the sidewalk under the awning on a dry day, and in the winter the sidewalk is not shoveled. It is not in the EDA's authority to contact the property owner. The City Administrator or City Council needs to administer the ordinance. Or a concerned citizen needs to file a complaint with Lewiston City Hall. Has the owner been billed for snow shoveling, are the property taxes current, is water and sewer paid (building is vacant, no water and sewer is being used), etc. City needs to double check to be sure the water is shut off due to the building being vacant.

City Public Parking lot: Rochester City Lines operates the bus to transport Mayo employees parking in the city public lot on Harrison Street. Will Mayo Health System make a fee towards paving the parking lot? D. Mack will contact Rochester City Lines.

Façade Improvement Program: A business owner questioned if the EDA will be raising the maximum of the match. The EDA Board agreed to keep the \$500 maximum match as is. The EDA budget is limited and this entitles more businesses the opportunity to use the program.

ADJOURN: C. Dahl motioned to adjourn, second by R. Buege, with all members voting aye. Meeting adjourned at 6:48 p.m.

Next EDA meeting to be Monday, May 20, 2019 @ 5:15 p.m.

Meeting Notes Submitted by: _____

Donna Mack, Lewiston EDA Coordinator