

**MINUTES OF THE PROCEEDINGS
OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
AUGUST 12, 2021**

1.0 CALL TO ORDER

Present: Ryan Dahnert, Dr. Amanda Schuh, Shane Ahlbrecht, Jeremiah Monyok, Joe Spillman, Dr. Chuck Cook, Derek Nelson

Also Present: Nathan Fuerst, Planner/Economic Development Specialist; Tom Nikunen, City Administrator; Revée Needham, Planning Intern; Tony Schmidt; Tony Schmidt Jr.

Meeting called to order at 6:59pm.

2.0 ADOPT AGENDA

Motion by Monyok, second Spillman to adopt the agenda with the addition of the EDA budget to 5C. Vote all ayes. Motion carried 7-0.

3.0 APPROVAL OF MINUTES

A. July 8, 2021

Motion by Monyok, second Cook to approve the minutes as presented. Vote all ayes. Motion carried 7-0.

4.0 NEW BUSINESS

A. Downtown Matching Grant Request – 106 1st St E

Fuerst presents this request to add a window. The application meets the eligibility and the grant amount would be \$2,950. This is the third grant application received this year and the Planning Commission recommended approval of the design review. Spillman asks if there would be other work done. Fuerst replies there is some smaller renovations inside but the applicants were not interested in other renovations at this time. Cook asks who the occupants would be. Fuerst replied CAP publishing.

Motion by Cook, Second Monyok, to recommend approval of the downtown matching grant of \$2,950 to City Council. Vote: all ayes. Motion carried 7-0.

5.0 OLD BUSINESS

A. Downtown Matching Grant Request – 224 Water St.

Fuerst presents the grant request as discussed last meeting with no change. Nikunen asks if the policy allows more than one grant per year. Fuerst replies it was changed one grant per property as opposed to applicant. Dahnert asks how the space would be utilized. Schmidt replies it's for the tenants who live in the apartments above and the commercial office also can use the patio. Monyok asks if the fence would be removed. Schmidt replies it would be reinstalled. Monyok comments the grant meets the purpose of the policy. Dahnert asks if there are any improvements proposed for the building. Schmidt replies not at this time, as it's already an expensive project. Spillman confirms the grant can be used for the front or back of a building. Nikunen comments on past grants awarded that were on the rear façades. Dahnert notes that if the insurance agency left the office space and a café replaced it, he would feel differently about it and it is tricky to draw the line of a public or commercial use of the area. Ahlbrecht asks if we should consider the current building use or potential building use and how visual this would be from the public view.

Fuerst reiterates the grant policy which states improvements to the “exterior” of a building so no specification of front or rear façade, along with landscaping as an approved use. Nelson agrees it fits the policy description. Dahnert asks how much the requested grant is. Fuerst replies a \$10,000 grant with \$42,000 in proposed improvements. Schmidt comments that the quote is without the engineering work and fence. Schuh comments that there are concerns of what is visible from the public view, and to be prepared to justify why, but this meets the criteria and the EDA has the funds. Dahnert proposes what if a neighbor came in and also asked for grant money to follow suit and if that would be desirable. Monyok replies that would be a good thing.

Motion by Monyok, Second Nelson recommend approval of the downtown matching grant of \$10,000 to City Council. Vote: all ayes, Spillman nay. Motion carried 6-1.

Cook asks if the criteria for the grant should change. Spillman agrees as he doesn't think this is the intent of the policy. Cook requests to revisit the wording at the next EDA meeting especially with the “exterior” of a building encompassing anything. Spillman notes there is a limited amount of money available for this and thinks it is meant for front facades. Monyok agrees this project meets the description of the policy but not the intent. The front façade benefits those walking downtown and not just the property owner. Dahnert notes that parking is included in the policy and if the EDA would say parking in the back would be allowed. Cook comments this should be for a general commercial use. Dahnert notes that the use can change. Ahlbrecht remarks that the policy could be purposefully broad to allow the EDA to decide on a case-by-case basis. Nikunen notes this will be added to next month's agenda and that the grant policy has changed over time per the direction of the EDA. Dahnert comments that with bigger grants there is less incentive for people to do the work on their own.

B. Kiosks in City Parks

Fuerst presents that this item is returning after discussing marketing in the parks to draw in the visitors to businesses. The kiosk would be the same as that we have downtown with a business directory on one side and a changeable side with parks/attractions. The PRAC discussed placing one in Lagoon Park and one in Grassmann Park. Monyok asks about the full buildout of Grassmann. Fuerst replied that the original plans were changed to include the ninja park, but the plans have not been finalized. Nikunen adds that if a children's playground was desired it would need to be added. The original plan was to purchase additional land to the south to add to Grassmann and then there would be less walking from the parking lot to the ball fields. Dahnert asks about the messaging on the kiosks. Fuerst replied one side would be a business directory. Ahlbrecht comments he brought this up after witnessing visitors at Grassmann looking up restaurants on their phone. Fuerst replied that the map could also include a qr code and linktree to include additional information. Schuh notes the high price of \$30,000 per kiosk. Fuerst replied it is a high quote with current materials, but the lighting could be removed. Cook says the best marketing the City has down was the video and this should be included with the QR Code. Dahnert suggests locating the information into the snack shack instead of a standalone kiosk at Lagoon Park and could also be added to the proposed shelter at Grassmann. Cook asks if the EDA is paying for this or if it is PRAC. Nikunen suggests working together and to see if the EDA could contribute some funds. Ahlbrecht asks if those parks and locations are agreed upon. All agree that Lagoon Park sees usage and is used by the community. Ahlbrecht suggests tracking QR code usage first to see if it's being used. Monyok asks where the funds would be coming from. Nikunen replies the budget is up next for discussion but there are funds. Schuh asks if there are brochure holders on the side, the dining flyers from the baseball game could be added. Dahnert suggests sending this item to Council to discuss first to ensure buy-in. Fuerst replies this will be brought to PRAC and then back to the EDA. Dahnert suggests the only other spot to locate a kiosk would be the Mini Met. Schuh comments that is close to Lagoon Park. Monyok suggests

starting with one kiosk in Lagoon Park for now. Cook comments that people are drawn to Jordan for the look and he is an example after seeing the downtown, he wanted to bring his business here. The EDA agrees to pay for half the kiosk without electric at Lagoon Park. Schuh asks if there has been vandalism on the kiosks. Nikunen replies no.

C. EDA Budget

Nikunen comments that the budget remained the same although some money was shifted from the jobs for fees program to matching grants. Schuh asks about the marketing video. Fuerst replied that the script is drafted and needs to be reviewed. Nikunen comments that they are waiting for construction to wrap up. Ahlbrecht asks what dues and subscriptions are. Nikunen replies Economic Development Association of Minnesota dues. There is a maximum amount that the City can levy and in past years, Council did not approve the full amount. This has the full amount but it is unknown if Council will approve. Monyok asks what happens to funds if grants are not awarded. Nikunen replies they go into a specific EDA fund which can be used to buy property, for example. Dahnert asks how much is in the fund. Nikunen replies around \$200,000 or so. Monyok asks about the jobs for fees program. Nikunen replies that this is for larger industrial projects by reducing the building permit fees upfront. Monyok asks if this was issued this year. Nikunen replies no. Dahnert comments it's not a "use it or lose it" situation and asks if the Council will be in favor the maximum amount for the levy. Schuh replies that last year Council didn't grant the full amount to the EDA since it wasn't being fully spent however the Council also denied grants brought forward. Schuh asks if there will be a joint meeting with EDA and Council. Nikunen replies they try do it once a year, and could potentially with strategic planning. Monyok suggests explaining to Council why we need specific funds to justify the EDA budget. Nikunen replies that Council cares more about the overall levy and subsequent tax implications as opposed to the individual budgets. Monyok asks what the levy is based on. Nikunen replies the tax base and growth. Monyok asks where the jobs for fees funding is being moved to. Ahlbrecht replies that the overall EDA budget remains the same but just has less from the fund balance and more from the levy. The EDA agrees to send this to Council.

6.0 MANAGEMENT REPORT

A. General Management Updates

Nikunen reports that the city-owned lots were listed as directed by the EDA and the City has received a sketch plan and abatement application for a mixed use apartment building. The City's financial advisor, Baker Tilly, is currently reviewing the need for abatement. Schuh asks about parking on location and if it would be underground. Fuerst replies probably not underground parking. Cook asks how many stories it will be. Fuerst replies 3 or 4 stories. Dahnert asks about residential developments. Nikunen replies that the grading plan was submitted for Bridle Creek 11th addition. Fuerst replies the City is close to receiving home permits for the 10th addition. Nikunen announces there is a developer interested in the Pieper property and should be submitting a sketch plan soon. Monyok asks about the home style. Nikunen replies the plan is the same as the Dakota but with attached townhomes instead of villas. Nikunen reports that three new businesses opened: Strains of the Earth, Hometown Hub, and a pest control business. Cook asks about commercial space in the old brewery. Nikunen replies there is only one business and the upper level is apartments. Monyok asks about the south house. Nikunen replies that Council will be discussing. Schuh asks if the EDA ever discussed the County 59 traffic study. Nikunen replies that it only went to Council, this study was to look at access for the area by the Jordan Tap, as it stands the County won't allow road access without a study and the County offered to pay half the study but Council denied it. Dahnert notes that it is outside of City limits and asks if the City will have more leverage after annexation. Nikunen replies it will be in City limits and there might be more leverage but it is a county road. Cook asks if the Renaissance Festival is staying. Nikunen

replies yes. Fuerst and Needham announce it is their last meeting as they have accepted positions elsewhere.

B. Next Meeting- September 9, 2021

7.0 CITY COUNCIL MEMBER UPDATE

Schuh mentions the Council is discussing strategic planning. Monyok mentions the Council is discussing the capital improvement plan and budgeting.

8.0 COMMISSION MEMBER REPORT

9.0 ADJOURNMENT

Motion by Dahnert, second Spillman to adjourn at 8:39pm. Vote all ayes. Motion carried 7-0.