

**MINUTES OF THE MINNEOTA
ECONOMIC DEVELOPMENT AUTHORITY**

PURSUANT TO CALL AND DUE NOTICE THEREOF, THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF
MINNEOTA, COUNTY OF LYON, STATE OF MINNESOTA,
MET IN REGULAR SESSION IN THE CITY COUNCIL
CHAMBERS ON TUESDAY, NOVEMBER 15, 2016 AT 5:45 P.M.

BOARD PRESENT: Board Member John Noyes
Board Member Duane Peterson
Board Member Jeff Sussner
Board Member Bill Ufkin
Board Member Stephanie Vlaminck

BOARD ABSENT: Board Member Jenny Buysse
Board Member Tim Koppien

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: None

ITEM 1: CALL TO ORDER

President Duane Peterson called the regular monthly meeting to order at 5:45 p.m.

ITEM 2: CALL FOR AGENDA ADDITIONS

There were no additions to the agenda.

ITEM 3: ADOPT AGENDA

Ufkin motioned, seconded by Noyes, to adopt the agenda as written and presented. MOTION PASSED UNANIMOUSLY

ITEM 4: APPROVE MINUTES

The Board reviewed the prior month meeting minutes. With no questions or additional comments Sussner motioned, seconded by Noyes to approve the October 11, 2016 Regular Board meeting minutes and the October 24, 2016 Special Board meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

(5a) - John Noyes briefly discussed the current treasurer's report and an invoice received from Attorney John Engels for services provided to the EDA. Ufkin motioned, seconded by Vlaminck to pay John Engels, Attorney for Invoice #4157. MOTION PASSED UNANIMOUSLY.

(5bi) – John Noyes updated the Board on lots 1 & 2 in the Industrial Park, Second Addition stating that survey stakes have now been placed on the lots. Bill Ufkin confirmed that Rite-Way Drainage will install a culvert, an approach and a temporary road to lots 1 and 2 and will also install the water and sewer lines to these lots in exchange for the sewer hook-up fees being waived on both lots. It was also noted that the Final Plat has been approved by the E.D.A. and the City Council. In additional business, the Board discussed the need for a purchase agreement that would cite all requirements, expectations, covenants, terms, level of construction and selling prices to be included in a written agreement with all property owners. John Noyes, Jeff Sussner, Eric Buysse and Brad Minnehan will meet as a committee to draft this agreement and return to the Board with their recommendations prior to having a final agreement prepared.

(5bii) – Stephanie Vlaminc informed the Board that the website development committee is in the process of delivering release forms to participants in the Bug Days essay contest in order to have the authority to publish the essays on the website and in the Mascot. The committee is also working on ideas to generate additional traffic to the website and keeping the website updated with new ideas and information.

(5biii) – Jenny Buysse is in the process of organizing the data and information received via the Community Assessment Survey.

ITEM 6: CONCERNED CITIZENS

No comments or requests were received either in person or in writing.

ITEM 7: HOUSING STUDY

Stephanie Vlaminc met with the Area Development of Minneota group to discuss the possibility of their organization taking the lead as a financial agent, partnering with the cities of Cottonwood, Ghent and Minneota and contracting with Viewpoint Consulting to prepare a housing study for all 3 communities. Area Development of Minneota, the Minneota E.D.A. and the City of Minneota have committed up to \$2,000 each in funding for Minneota’s portion of the housing study cost.

The Housing Study Committee also met and compiled a list of area businesses and organizations that could benefit from a housing study being completed and each business and organization will be contacted by one of the committee members in regards to partnering with the Area Development of Minneota group on this project.

ADJOURNMENT

Ufkin motioned, seconded by Sussner, to adjourn the meeting at 6:30 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular E.D.A. Meeting is scheduled for December 13, 2016 at 5:45 p.m.

ATTEST:

Duane Peterson, President

Jenny Buysse, Secretary

Board Approved December 13, 2016