

**MINUTES**  
**LEWISTON, MN ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MONTHLY MEETING**

**June 19, 2017 5:30 PM**

**Lewiston City Hall**  
**75 Rice St.**  
**Lewiston, MN 55952**

- I. Call to order  
Meeting called to order at 5:30 p.m. by Chairman J Nienow
- II. Roll call  
Members present: Mayor and Vice-Chairwoman B Carlson, Chairman J Nienow, R Buege, B Lange, J Stiles.  
Others present: Sam Smith, coordinator, Rebecca Charles, new CEDA representative to City of Lewiston, Ron Ziegler, CEDA CEO, Chris Giesen, CEDA Vice-President.
- III. Introduction of new CEDA representative and transition planning  
Smith introduced Charles as incoming representative from CEDA to assist and coordinate economic development activities in the city. Smith thanked the board for the opportunity to have worked together and stated his confidence in Charles. Charles and Smith have been meeting together with various city leaders and department heads over the past two weeks to ensure a smooth transition.
- IV. Business and financial report  
Spending remains unchanged from previous month. Heartland Days fireworks have been paid for already. EDA has received third loan payment from Spronks, owners of Lewiston Senior Living. They have said they remain on track to open in November. Del Spronk has stated that he may be considering a job fair at some point this year, although that's not certain yet.
- V. Approval of minutes from previous meeting  
Motion from Stiles, second by Lange to approve minutes as presented. Motion carried. Buege requested minutes be included in agenda packet ahead of time.
- VI. CEDA Regional Development Tour report  
Carlson reported favorable feedback from community and participants. Charles shared interest in potential residential generated from event. A regional builder has expressed interest in building two spec homes on the vacant land just west of Southside Park. Initial discussion between Charles and builder was a proposal from the builder to build two spec houses on two city-owned lots. Should the homes sell well, developer would purchase and subdivide all ~25 acres. Part of the proposal would include the city purchasing approximately 1 acre from Mr. Pat Daley for the two houses, plus possible road extension. Details to be ironed out as negotiations continue. EDA Board expressed overall support for the plan and encouraged Charles and Administrator Brierley to continue dialogue with builder and Mr. Daley. Chairman Nienow would like to be a part of negotiations and discussions with Mr. Daley, in partnership with city staff, moving forward. Additional details to be presented at a later date.

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- VII. Neighborhood Development Center discussion  
Ziegler discussed initiative from Neighborhood Development Centers, a nonprofit aimed at bolstering entrepreneurship among minority and disadvantaged populations. Upside is that the program can help bring additional business development dollars to these communities. Downside is that reporting and administration can be very time consuming, Ziegler reported. Most communities in the CEDA service area that have piloted the program have larger populations with greater diversity. Proposal tabled until a later date to see how the program unfolds in larger communities before making any commitment.
- VIII. Annexation/settlement ponds update  
Next Utica Township meeting will include a yes/no vote on annexation. Smith has spoken with Chairman of the Board of Trustees, Cliff Thompson. Thompson stated that the primary concern of the township trustees is the expense of road maintenance should there be additional traffic and/or road improvements. Smith discussed with Thompson that at such time as improvements become necessary, the city would commit to either annexing the road into city limits, as well, or reimbursing the township for the additional maintenance expense. Consensus of EDA Board was to keep agreement with township as is and begin negotiations on maintenance responsibilities at such time as may be necessary. As soon as Township signs joint resolution, City Council can approve and sign. The signed joint resolution then gets sent to the Municipal Boundary Adjustment Unit of the state's Office of Administrative Hearings. Attorney Jennifer Gumble expects this will take no longer than 30 days.
- IX. Dog Park, Travis Brierley  
Brierley presented ongoing project from area resident who is working to convert former municipal pool into an off-leash dog park. Resident will pay for materials and installation of fencing. Resident has requested city pay for surveying of property boundaries in order to install fencing in the right areas. Consensus of the EDA Board was to support the project in principle and potentially provide some funding, provided three concerns can be satisfied to the board and City Council: 1) maintenance and clean-up concerns of Parks department are addressed, (2) surrounding landowners and homeowners are supportive, and (3) resident and city can agree to a backup plan for the space, should the dog park not receive the use it is expected to have.
- X. Housing Study RFP, Travis Brierley  
Brierley proposed issuing an RFP for a housing study. Charles has drafted the RFP, which includes a set of minimum requirements for proposals. Issuing the RFP does not commit the city or EDA to any projects, only allows the EDA to review bids on a study. The RFP as written affords the city the rights to reject and any all proposals. Brierley and Charles

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reported that a study would be another tool at the city's disposal when promoting the city to developers and home builders. Nienow reported that it has been likely at least a decade since the previous study was conducted. Motion by Stiles, second by Carlson, to issue the RFP as presented. Motion carried unanimously.

XI. Walk-on items

Nienow inquired about loan recovery of the Aarre debt from the former bowling alley. Smith reported ongoing work with Attorney Gumble to draft all necessary documents to secure judgment of default and potentially garnish wages. Charles will be included in future discussions so that the process continues through the transition.

XII. Adjourn

Motion by Stiles, second by Buege to adjourn. Meeting adjourned at 6:36 p.m.

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