



City of Mayer

**Agenda for the Economic Development Authority
Wednesday, January 29th, 2025 – 5:00 P.M.**

Opening Items

1. Call Meeting to Order
2. Pledge of Allegiance

Approval of Agenda

3. Consider Approval of Agenda

Business Items

4. Consider Approval of October 29th, 2024 Meeting Minutes
5. Consider Approval of Grant Amendment for Ace Employment Agency
6. Consider Action on Business Improvement Grant Program for 2025 Solicitation

Economic Development Authority Reports

7. Economic Development Authority Individual Reports and Items

Adjournment

8. Adjourn Meeting

City of Mayer

Economic Development Authority Meeting Minutes for October 29th, 2024

Present: Scott Wakefield, Tom Stifter, Chad Heldt, Brad Quaas
Absent: Peggy Wegner
Staff: City Administrator Nicholas Johnson
Visitors: None

Opening Items

The meeting was called to order.

The meeting opened with the Pledge of Allegiance.

Approve Agenda

A motion was made by Wakefield and seconded by Heldt to approve the agenda as presented. All voted in favor. None voted against. The motion was carried.

Business Items

Consider Approval of July 15th, 2024 Meeting Minutes – A motion was made by Quaas and seconded by Heldt to approve the minutes from the July 15th, 2024 meeting. All voted in favor. None voted against. The motion was carried.

Review Business Improvement Grant Program for 2025 Solicitation – The Board reviewed the documents and process from the first round of the Business Improvement Grant Program. The goal was to identify strengths and weaknesses as well as gaps in the evaluation and processing of grant applications. Several items were identified for incorporation into the draft 2025 solicitation.

Economic Development Authority Reports

Wakefield requested an update on the status of the Old Creamery.

Stifter requested confirmation of funding support for the annual car show.

Adjourn

A motion was made by Wakefield and seconded by Heldt to adjourn the meeting. All voted in favor. None voted against. The motion was carried.

Attest:

Chairperson

City Administrator

Memorandum



To: Economic Development Authority
From: Nicholas Johnson, City Administrator
Date: January 29th, 2025
Subject: Business Improvement Grant – Ace Employment Agency Grant Amendment

Economic Development Authority Board,

The EDA implemented the first round of the new Business Improvement Grant program in 2024. The grant program spelled out the terms and conditions of application and award. Namely, the items identified in the grant application which was approved for funding were to be completed as detailed. One of the grant awardees, Ace Employment Agency, experienced a substantial price shift for the work proposed. The shift in the work completed was enough for staff to believe it was outside their scope of authority to make a judgment on for reimbursement purposes. Staff is seeking EDA Board approvals for a grant amendment.

The original grant application sought the following improvements:

- Tuck point work to the exterior of the building for \$8,700
- Replacement of the front window for \$6,870
- Replacement of the front door for \$1,200
- Install a new awning over the front door and window for \$3,400
- Repaint all non-brick areas for \$1,400
- Replacement of existing landscaping with new deck and plants for \$2,100

The final scope of improvements are as follows:

- Tuck point work to the exterior of the building for \$15,000
- The front window was not replaced
- The front door was not replaced but had minor repairs done to it for \$173.59
- A new awning was installed above the front window for \$1,150
- Repaint all non-brick areas was completed for \$1,522.50
- Replacement of existing landscaping with new deck was completed for \$2,283.75

Due to the substantially higher cost for tuck pointing the replacement of the window and door as well as the awning above the door were foregone to compensate and remain within budget. The original total cost was \$23,670. The final scope cost is \$20,129.84.

Respectfully submitted,
Nicholas Johnson

Mayer Economic Development Authority
Local Business Improvement Grant Program

Purpose:

The Mayer Economic Development Authority (EDA) Local Business Improvement Grant Program is designed to stimulate private investment in high-quality improvements that contribute to the overall strength and community vitality of our local business economy. The Mayer EDA establishes funding to assist private business owners in their efforts to make broad improvements to enhance the economic prosperity of the community.

Program Guidelines:

1. The Mayer EDA funding will work on a calendar year basis to provide assistance to eligible applicants and projects.
2. Program grants are up to a \$10,000 match. A minimum of 1:1 match for funding is required.
3. An applicant may only be awarded one grant per property per ~~12-month period~~ grant cycle.
 - a. In the circumstance of a jointly owned or commonly owned area of land, only one application for such area will be allowed.
 - ~~3.~~b. In the circumstance of a jointly owned building with suites or other such subdivisions, an application may be submitted for each suite or subdivision.
4. All work must be completed within 150 days of approval or building permit issuance, whichever is later. Extensions may be granted by the City Administrator.
5. Approved projects must comply with zoning and building code permitting.

Eligible Applicants:

1. Grants will be made available to owners or tenants of a commercial property located within the corporate limits of the City of Mayer, Minnesota.
2. The business must be current on all applicable taxes, licenses, permits, and in good standing with the State of Minnesota.
3. The business must be current on their utility account with the City of Mayer.

Ineligible Applicants:

1. Home based or primarily residential businesses.
2. Churches.
3. Schools or other similar institutions.

Eligible Project Costs:

Eligible project types are grouped into priority categories designating their importance for scoring and selection. Below are the categories from highest to lowest.

Tier 1 Category - Structural Building Improvements:

- Roofing
- Electrical
- Plumbing
- HVAC

- Masonry work
- Foundation repair
- New construction and building additions
- Other similar work related to the structural condition and preservation of the building

Tier 2 Category – Aesthetic & Non-Structural Building Improvements:

- Awnings & canopies
- Windows
- Doors
- Entryways & thresholds
- Painting
- Carpentry
- Siding
- Signs
- Restoration/rehabilitation of architectural features and other such aspects
- Other similar work related to the aesthetic and non-structural components of the building

Tier 3 Category – Non-Building Property Improvements

- Permanent landscaping
- Sidewalks, aprons, curbing
- Parking lots – new construction, reconstruction, mill and overlays, seal coating, patching, striping, and the like
- Fencing
- Security systems
- Exterior lighting
- Demolition (stand alone demolition not a part of a building or property improvement)

- ~~1. Awnings & canopies~~
- ~~2. Masonry work~~
- ~~3. Windows~~
- ~~4. Doors~~
- ~~5. Entryways & thresholds~~
- ~~6. Sidewalks, aprons, curbing~~
- ~~7. Painting~~
- ~~8. Carpentry~~
- ~~9. Siding~~
- ~~10. Signs~~
- ~~11. Fencing~~
- ~~12. Permanent landscaping~~
- ~~13. Parking lots – new construction, reconstruction, mill and overlays, seal coating, patching, striping, and the like~~
- ~~14. Restoration/rehabilitation of architectural features and other exterior aspects~~

- ~~15. Roofing~~
- ~~16. Electrical~~
- ~~17. Plumbing~~
- ~~18. HVAC~~
- ~~19. New construction and building additions~~
- ~~20. Demolition~~
- ~~21. Security systems~~
- ~~22. Other related work as approved and consistent with the above~~

Ineligible Project Costs:

1. Acquisition
2. Plants and other movable, non-permanent landscaping features
3. Equipment
4. Routine building maintenance
5. Personal property
6. Inventory or working capital
7. Improvements already completed or in progress at time of application

Application Process:

1. Interested applicants must complete and submit the Local Business Improvement Grant Program application by the grant application submission deadline of <insert date and time here>.
2. The application form must include the following information:
 - a. Business name, address, and contact information.
 - b. Description of the proposed improvement project.
 - c. Estimated project cost and timeline.
3. Applicants must also provide supporting documents such as project plans and specifications (drawings, renderings, written detail as applicable).
4. Photos of existing project area (may be emailed as attachment).
5. If work is to be done by the property owner, only materials are grant eligible.
6. If tenant is the applicant, a written letter of support and authorization from the owner indicating they support the project and have reviewed the terms and conditions of the program.
- 6.7. If the building is vacant or otherwise not in active use, the applicant must submit a plan with details on how and when the building will be put back into active use.

Application Review:

The Mayer EDA will review applications ~~on a first come, first served basis~~ after the grant deadline during a scheduled meeting. The grant application review process involves examination of application including plans and specifications of the project by the EDA who will make the final decision on grant awards. Applicants will be notified of their award/rejection after final decision is made.

Payment:

The grant program is a reimbursement style program. This means the EDA will not release awarded funds until the project is completed and the following have been submitted:

1. Evidence of paid invoices to contractors or materials vendor for the project.
2. Obtain lien waivers from all contractors on the project.
3. Building Inspection report indicating approval of completion, if applicable.
4. Photographs of the project when it is completed.

Once these are received and accepted in good order a check for reimbursement will be issued to the applicant.

Adopted by the Mayer Economic Development Authority for the City of Mayer, Minnesota on this _____ day of _____ 2025.

Attest:

Chairperson

City Administrator

Local Business Improvement Grant Program Selection Criteria

Alignment with Program Purpose and Goals

Weight: 20 points

Assessment of how the proposed improvement aligns with the purpose of stimulating private investment in high-quality enhancements to bolster the community's economic prosperity and vitality.

Level of Private Investment

Weight: 25 points

Evaluation of the applicant's commitment to the project through the proposed level of private investment, ensuring a minimum 50% match for funding as outlined in the program guidelines.

Project Impact and Community Benefit

Weight: 25 points

Analysis of the potential positive impact of the proposed project on the community, such as job creation, enhanced aesthetics, increased foot traffic, and overall economic growth.

Compliance with Program Guidelines

Weight: 15 points

Verification of the applicant's adherence to program guidelines, including completion of work within the specified 150-day timeframe and compliance with zoning and building code permitting.

Project Feasibility and Timeliness

Weight: 15 points

Assessment of the feasibility of the project, considering the proposed project timeline, estimated costs, and the applicant's ability to complete the improvements within the specified timeframe.

Project Category Priority Ranking

Weight: 5 points

Tier 1 – 5 points

Tier 2 – 3 points

Tier 3 – 1 point

Project Impact and Community Benefit

Weight: 5 points

Analysis of job growth, job retention, tax base improvement, increased foot traffic, and visual enhancement of the area.

Project Feasibility and Timeliness

Weight: 5 points

Assessment of the feasibility of the project, considering the proposed project timeline, estimated cost, and the applicant's ability to complete the project within the specified timeframe.

Minimum to Qualify:

An application must score at least _____ points in the above categories in order to qualify for funding. Applications which fall below _____ points may not be funded.

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Adopted by the Mayer Economic Development Authority for the City of Mayer, Minnesota on this 15th day of April 2024.

Attest:

Chairperson

City Administrator

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Project Feasibility and Timeliness

Weight: 15 points

Assessment of the feasibility of the project, considering the proposed project timeline, estimated costs, and the applicant's ability to complete the improvements within the specified timeframe.

Minimum to Qualify:

An application must score at least 70 points in the above categories in order to qualify for funding. Applications which fall below 70 points may not be funded.

