



City of Mayer

**Agenda for the Economic Development Authority
Thursday, September 4th, 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 April 21st, 2025 Meeting Minutes
5. Review the Business Improvement Grant Program for 2026 Solicitation Modifications

Economic Development Authority Reports

6. Economic Development Authority Individual Reports and Items

Adjournment

7. Adjourn Meeting

City of Mayer

Economic Development Authority Meeting Minutes for April 21st, 2025

Present: Scott Wakefield, Tom Stifter, Brad Quaas, Nikki McNeilly, Sam Fautsch
Absent: None
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 McNeilly to approve the agenda as presented. All voted in favor. None voted against. The motion was carried.

Business Items

Consider Approval of January 29th, 2025 Meeting Minutes – A motion was made by McNeilly and seconded by Fautsch to approve the minutes from the January 29th, 2025 meeting. All voted in favor. None voted against. The motion was carried.

Review and Consider Action on 2025 Business Improvement Grant Program Applications

The EDA Board reviewed the applications for the 2025 Business Improvement Grant Program. A motion was made by Wakefield and seconded by McNeilly to approve the following grant awards. McNeilly, Fautsch, and Wakefield voted in favor. Stifter and Quaas recused themselves and abstained from voting. None voted against. The motion was carried.

| <u>Applicant</u> | <u>Project Total</u> | <u>Approved Award</u> |
|--------------------|----------------------|------------------------------------|
| Bob’s Repair | \$22,000 | \$10,000 (AC & heating only) |
| Butternut Tree LLC | \$8,023 | \$4,011.50 |
| CorTrust Bank | \$7,325 | \$3,662.50 |
| Knuckleheads | \$10,101 | \$5,050.50 |
| Madsen Rents | \$10,300 | \$5,150 (Retail improvements only) |
| Northstar Dental | \$50,000 | \$10,000 |
| Oh What A Stitch | \$4,096 | \$2,048 |
| R&V Service | \$15,000 | \$7,500 |

Economic Development Authority Reports

None.

Adjourn

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

Attest:

Chairperson

City Administrator

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 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.
 - 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.
6. Grant awardees are required to display the EDA provided Funding Acknowledgment signage during and for one month after the completion of their project.
7. All applications must meet the basic requirements of the program in order to be considered. Applicants failing to meet the basic requirements will not be eligible for funding

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)

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 March 14th, 2025 at 4:00pm.
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.
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 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 29th day of January 2025.

Attest:

Chairperson

City Administrator

Local Business Improvement Grant Program Selection Criteria

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.

Non-Funded Applicant Bonus

Weight: 5

Applicants who have never been funded by the program receive these points.

Total Possible Points: 20

