

**CITY OF SAINT PETER, MINNESOTA  
Economic Development Authority  
REGULAR MEETING MINUTES – January 27, 2022  
Saint Peter Room – Saint Peter Community Center**

**Call to Order**

The meeting of the Saint Peter Economic Development Authority (EDA) was called to order at approximately 12:00 pm by Community Development Director Russ Wille. Roll call was taken with James Dunn, Brad DeVos, Keri Johnson and Julie Frederickson in attendance. Bob Southward joined the meeting at 12:06 pm. Member Cory Abels was absent. City staff present included Community Development Director Russ Wille, Finance Director Sally Vogel and Administrative Secretary Cindy Moulton.

**Oath of Office**

Wille administered the Oath of Office to new member Keri Johnson.

**Approval of Agenda**

Wille amended the agenda adding the Fire Station under Reports. A motion was made by DeVos, seconded by Frederickson to approve the agenda as amended. With all voting in favor the motion was carried and the agenda was approved as amended.

**Election of Officers**

A motion was made by DeVos, seconded by Johnson to nominate Dunn as President. With the lack of additional nominations, all members voting aye, Dunn was elected President.

A motion was made by Johnson, seconded by DeVos to nominate Frederickson as Vice President. With the lack of additional nominations, all members voting aye, Frederickson was elected Vice President.

Wille stated that the Treasurer and Secretary positions are held by the City's Finance Director and City Administrator respectively. A motion was made DeVos, seconded by Dunn to appoint Finance Director Vogel as Treasurer. All members voting aye, the motion carried.

A motion was made by Dunn, seconded by Johnson to appoint City Administrator Todd Prafke as Secretary. All members voting aye, the motion carried.

**Approval of Meeting Minutes**

A motion was made by Johnson, seconded by DeVos to approve the minutes of the September 23, 2021 meeting of the EDA as presented. All in favor of the motion, the minutes were approved.

## **Accessibility Enhancement Grant Program**

Wille provided a background of the City approved Accessibility Enhancement Grant Program which was developed in 2020. He stated that the program was developed in an attempt to incent the renovations or alterations to the Central Business District properties that enhance the accessibility for those with mobility impairments.

Wille stated that the funds used to finance the grant program were generated from interest collected from the Revolving Loan Fund (RLF). Because of the declining interest collected by the RLF, the funds available for the proposed grants has decreased.

DeVos suggested setting a baseline of \$30,000 for the grants and asking the City Council to make up the difference.

Vogel stated that the RLF has a substantial balance and suggested using some of those funds to fill the gap.

In 2020, three applications were submitted for consideration. The Swedish Kontur, Kind Vet Clinic and Riley-Tanis and Associates were all deemed eligible to participate and automatic door opening systems were installed.

Wille stated that in 2021, nine (9) applications were received and five (5) projects were awarded improvement grants. At the present time, the St. Peter Foot & Ankle Clinic and Arrow Hardware and Paint have had their automatic door systems installed. Given supply shortages, the Red Men Club, Nutters / Cooks & Company and the Nicollet Hotel have been unable to complete their automatic door systems. Once materials are received they will proceed with the installation.

Wille stated that the submitted applications were reviewed by a committee and that one of the major factors in awarding the grants is the traffic generated by the business.

Frederickson said it is hard to grant funds to those businesses that don't generate a lot of traffic. Unfortunately some of the downtown businesses don't get a lot of traffic due to the nature of the business.

Dunn asked if those projects that were not funded would be given special consideration in the 2022 program.

Wille indicated that those businesses are eligible to reapply.

In the previous two years, the program was restricted to those commercial structures within the Central Business District. Wille recommended that the program be expanded to include all commercial structures within Saint Peter.

DeVos liked the idea of expanding the program outside of the Central Business district but felt the downtown businesses should have priority.

A motion was made by DeVos, seconded by Southworth to introduce Resolution No. 2022-01 entitled, "Resolution Recommending that the City Council Establish A Commercial Accessibility Improvement Grant Program To Finance Building Renovations To Enhance Accessibility For

Those With Mobility Impairments”. All members voting aye, the Resolution was passed and adopted.

### **Reports**

**Hotel 221** - There has not been any progress on the renovation of the building.

**Creation Technologies** – The Creation Technology addition is well underway. The City has not closed on their loan.

**COVID 19 Loan Repayment** – Those that have received the second round of COVID 19 loans were mailed an Authorization for Automatic Payment form to complete and return to the City. All but one recipient has returned their information. Payments of \$100 per month were supposed to start on January 1, 2022 but due to unforeseen circumstances, repayment will begin on February 1, 2022.

### **Adjournment**

With no further business before the EDA, a motion was made by Johnson, seconded by Southworth to adjourn. All members voting aye, the meeting adjourned at approximately 12:23 pm.