

Vergas EDA/HRA
Vergas EDA/HRA
Government Services Center - City Office - 131 Main St
2:00 PM on Tuesday, December 5, 2023

1. Call to Order

Note change in location - we will meet at 131 Main Street.

2. Agenda Additions and Deletions

3. Minutes

November 7, 2023

4. Status of Recommendations to City Council

None.

5. Financial Update

A. 2023 Income and Expenses Update

B. 2024 Budget

6. Old Business

a. 2023 and 2024 Housing Goals Timeline

b. 2023 and 2024 Economic Goals Timeline

c. HRA Lots on Eva and Diane in Vergas

d. Vergas Zoning Map

7. New Business

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3. Agenda Additions and Deletions

Files Attached

- CEDA Grant.pdf

Greetings!

Are you a small city with a population of 3,000 or fewer? Are you dreaming of growth and development, and a brighter future? The Rural Capacity Program is your opportunity to turn those dreams into reality!

Why should you apply? Because your city will receive support, resources, and expertise from CEDA to help you achieve your goals thanks to a special appropriation from the State of Minnesota. This includes:

- **Up to 150 hours of Technical Assistance**: Covered by a special appropriation from the State of Minnesota, along with up to \$15,000 CASH in the form of a grant to your city to help implement your program.
- **Expert Guidance**: CEDA's team of professionals will work hand-in-hand with your city to create a tailored plan that meets your unique needs.
- **Proven Success**: CEDA has a proven track record of helping small cities like yours thrive and prosper.
- **Strong Community Partnerships**: CEDA collaborates with local businesses, organizations, and government agencies to maximize the impact of our programs.

CEDA's tailored programs are dedicated to addressing the specific challenges faced by small communities like yours. CEDA will work with your city to develop and implement a tailored program that specifically addresses your city's needs and fits into one of the categories below:

Revolving Loan Funds: Jumpstart your local economy by offering low-interest, gap financing designed to support entrepreneurs looking to start or expand their businesses. Our expert team will guide you through the complex world of creditworthiness, finance and loan administration.

Commercial Exterior Improvement Grants/Loans: Enhance the beauty and vitality of your community by developing grants and loans. Whether it's sprucing up a specific area or beautifying the entire community, we can help you develop a program unique to your city's needs.

Business Incubation Programs: We know that nurturing new businesses is essential for growth. Our flexible incubation programs can help you offer rental subsidies, technical assistance, and educational support, making it easier for potential and new entrepreneurs to flourish.

Childcare Incentive Programs: Ensure a brighter future for your youngest residents by supporting existing or new childcare providers. The program

we've developed assists with licensure fees and continuing education, promoting increased capacity and higher-quality care.

Business Retention and Expansion Program: Building a strong local economy starts with understanding your businesses. Our program facilitates meaningful conversations with local businesses, helping you identify challenges, prioritize solutions, and seize new opportunities for growth.

Rural cities with limited staff, budget, and economic development experience are encouraged to apply. The purpose of this special appropriation from the State of Minnesota is to help the smallest and most rural cities in Minnesota take advantage of economic development opportunities in their communities! You do not need to have an EDA to apply. CEDA will make every effort to equally distribute grant awards throughout Greater Minnesota.

Rural Capacity Program - CEDA (cedausa.com)

Have questions? Join us for a webinar via Zoom on December 12, 2023. Register in advance for this webinar at:
https://us06web.zoom.us/webinar/register/WN_SJj1nDvPT-eHsrYTUyu8GQ

The deadline for applications is January 12, 2024.

Thank you for your time and consideration. We look forward to the possibility of partnering with you to bring positive change to your community.

Best regards,

Amy Schaefer

Community and Business Development Specialist
Community and Economic Development Associates
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w: www.cedausa.com

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4. Minutes

November 7, 2023

Files Attached

- 11.07.2023 EDA_HRA Agenda & Minutes.pdf

**Vergas EDA/HRA
Vergas Event Center Council Chambers and Zoom 2:00 PM on
Tuesday, November 7, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, November 7, 2023 at 2:00 pm for a hybrid meeting with the following members present: Bruce Albright, Duane Ditterich and Vanessa Perry. Absent: Joy Summers and Kevin Zitzow. Also Present: City Clerk-Treasurer Julie Lammers, Jordan Grossman, Amy Baldwin, Tanya Westra, Barbara Dacy and Bob Williams of the Frazee-Vergas Forum.

Call to Order

The meeting was called to order by Acting Chair Bruce Albright at 2:15 pm.

Agenda Additions and Deletions

Approve agenda with addition of CEDA.

Minutes

Motion by Perry, seconded by Ditterich to approve the minutes of October 4, 2023. Motion carried.

Status of Recommendations to City Council

None.

Financial Update

Lammers reviewed financial information.

Old Business

HRA Lots on Eva and Diane

Barbara Dacy, Otter Tail County HRA reviewed the Senior Housing grant they applied for in 2023 (to be built in 2024) and will be applying again in 2024 (to be built in 2025).

Discussed the 8 lots the Vergas HRA owns and 3 lots the County HRA owns, and the County would like to trade the 3 lots they own with 3 lots directly across Eva Street. The lots they own need \$80,000.00 worth of ground leveling and tree removal as they are building slab on grade homes. Lammers informed members that Joy Summers, Realtor has informed her she has 2 perspective buyers looking at the lots this week and would ask the Vergas HRA does not trade lots until prospective buyers look at lots as she has told them they could have 1st choice of lots. Motion by Ditterich, seconded by Perry to exchange lots with Otter Tail County if lots are not sold to the perspective buyers. Motion passed unanimously.

2023 Housing and Economic Goals.

Discussed goals and members stated they would like to wait until the January meeting to review 2024 goals and to include the goals of the 2030 comprehensive plan.

New Business

CEDA (Community and Economic Development Associates)

Albright read the following information provided by Hillary Tweed, regional Director, CEDA:
We are comfortable completing the project at a cost not exceeding \$500. If this is something you are interested in, please let me know and I will have a contract sent over to you. (regarding brochure)

As far as an update on the funds received through the state program, the program is yet to be launched at the state level. I've connected with my CEDA colleague who is leading the CEDA portion of the program and expressed your interest in participating. When I know more, I will pass the information along to you.

An additional item to consider is having CEDA apply to the League of MN Cities (LMC) Grant Navigator Program on behalf of the City of Vergas. This is a \$5,000 grant that the city could utilize to hire CEDA to explore grants for some of the projects the community would like to see completed. CEDA is willing to write the LMC application free of charge.

Discussed need for business development. Members asked what the grant could be applied for. The grant is very broad regarding technical assistance. The grant does need to be specific about what we will be spending the funds on as they do follow up on the spending. Members stated they would like the other board members to be present when they decide what direction they would like the funds spent. Grossman stated she could send us a link to review the grant funding options. There is still funding available in 2023 and they are encouraging groups to apply. Discussed the following items to use grant on: Business Development, Grant Writing, pay for CEDA employee, ETC.

Lammers will send brochures made by Tammy Kinsella to members as well as putting the brochure on the EDA/HRA web page.

Vergas Zoning Map

Discussed the planning commission is currently updating the Vergas Zoning map. In the past the EDA recommended the commercial area follow from Main Street up Frazee Avenue to the beach. Members stated they would like to see a zoning map that represents the current status of lots. Lammers stated she would have Widseth update a map to the current status of Vergas for the next EDA/HRA meeting.

Meeting adjourned at 3:10 p.m.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations
None.

Follow up Actions.
Update goal timeline.
Set up discussion with Arvig regarding broadband.
Keep discussing sale of and swap of lots in Sunny Oaks.
Keep discussing League of MN grant, brochure and business development with Jordan Grossman, CEDA.

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7. Financial Update

- A. 2023 Income and Expenses Update
- B. 2024 Budget

Files Attached

- 2023 EDA_HRA Revenue and Disbursements.pdf

2023 EDA-HRA Income-Expense Sheet

Beginning Balance			\$18,336.36
Revenue:			
	City	7,000.00	
Total Revenue			<u>\$7,000.00</u>
Expenses:			
	Annual Meeting - Loon's Nest	800.00	
	Annual Meeting - Vergas Liq. Store - ice	4.49	
	Otter Tail County Auditor (Purchase and Record Sunny Oaks)	55.65	
	Tammy Kinsella (Pamphlet)	144.80	
Total Expenses:			<u>\$1,004.94</u>
Balance of Checking Account as of 04/28/30/2023			<u>\$24,331.42</u>
Savings Account			
	* West Central Initiative	15,396.85	
	Total in HRA/EDA Account		<u>\$39,728.27</u>
Veteran's Memorial			
Income			
	West Central Initiative	25,960.00	
	West Central Initiative	7,610.54	
	West Central Initiative	2,939.41	
Total Income			<u>36,509.95</u>
Expenses			
	The Freedom Rock Tour (down payment)	2,000.00	
	Fergus Falls Granite Inc	23,960.00	
	Fergus Falls Monument Co Inc	6,642.00	
	Lyle Krieg	968.54	
	Classic Concrete	2,000.00	
	John Lotzer	144.41	
	Lyle Krieg	795.00	
Total Expenses			<u>36,509.95</u>
Balance of Account			<u><u>\$0.00</u></u>
Pickle Ball			
Income			
	West Central Initiative	1,860.00	
	West Central Initiative	4,060.92	
	West Central Initiative	1,300.00	
Total Income			<u>7,220.92</u>
Expense			
	Lakes Dirt Asphalt	1,860.00	
	JH Signs	4,060.92	
	JH Signs	1,300.00	
Total Expenses			<u>\$7,220.92</u>
Balance of Account			<u><u>\$0.00</u></u>

City of Vergas has budgeted \$5,000.00 for 2024 EDA/HRA transfer.

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- a. 2023 and 2024 Housing Goals Timeline
- b. 2023 and 2024 Economic Goals Timeline
- c. HRA Lots on Eva and Diane in Vergas
- d. Vergas Zoning Map

Files Attached

- EDA HRA Goals.pdf
- Zoning Vergas_FutureLandUse_8x11.pdf

2023 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Meet with business owners, determine how things are going for them, or if they need our assistance to stay in business or to expand their business..Survey businesses regarding staffing needs.	10%	50%		90%			
Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow at a successful rate.				100%			
Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.	on going						
Encourage well planned quality development of commercial areas	add zoning map to EDA agenda			-renew every December			
Continue to work on parking issues within business district (availability/handicap), identify solutions, both short-term and long-range. Solutions might involve buyout of existing businesses, identify funding sources.		County Garage	Plan	On going add handicapped spots on end of Railway			

2023 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Continue to be involved with City Comprehensive Planning process, focusing on business issues/concerns within said study.			Align with Comp Plan and review every Dec.				
Meet with Commercial Club to review each other's goals, common interests, and where interests may overlap. Work together to enhance each other's missions.	Hold with Annual meeting	Meet with VCC and discuss goals					
Update website page.			review updates every December				

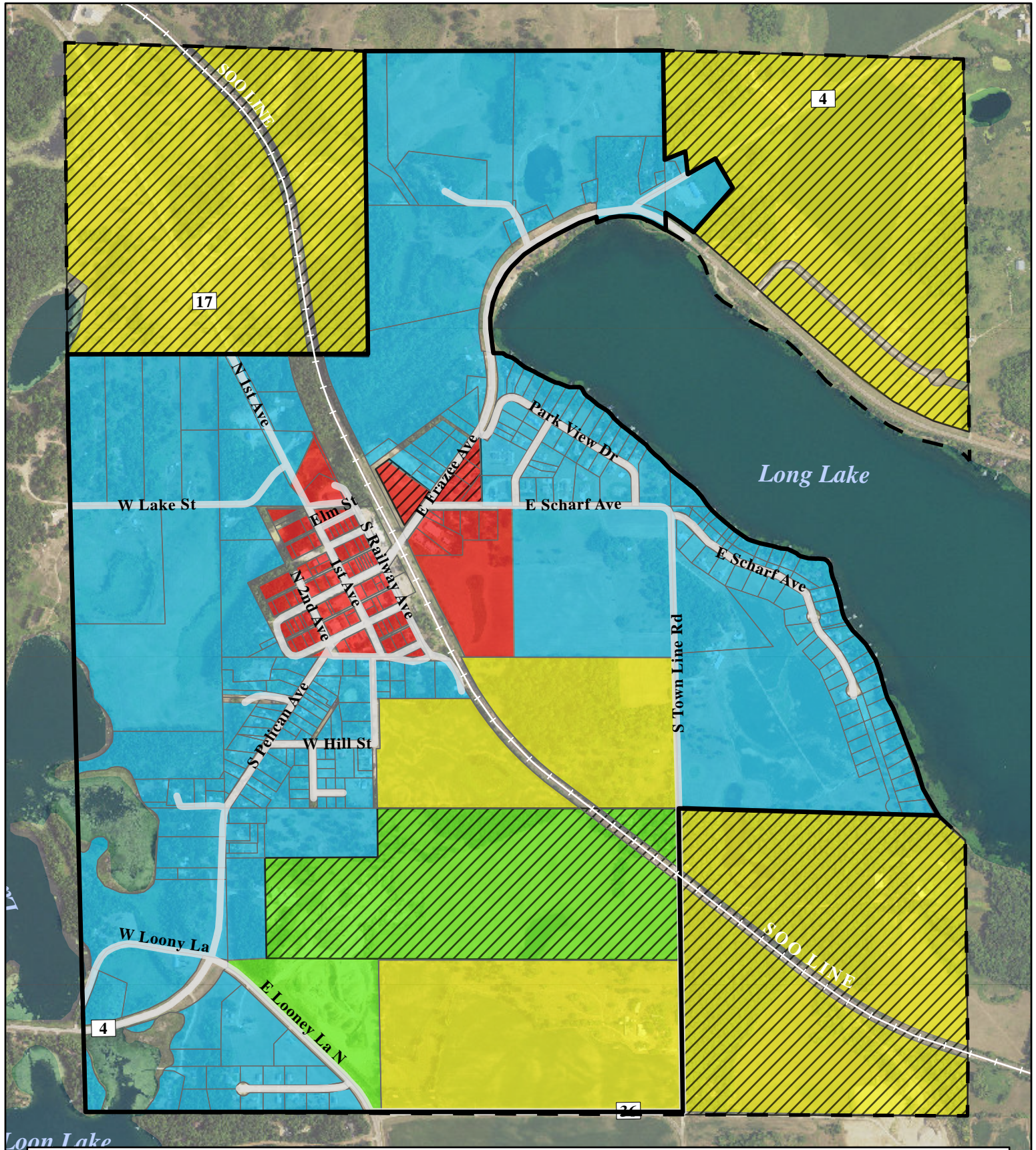
2023 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Identify buildable lots: Review housing study determine the types of housing needed, work with City and private development to furnish said housing.								
	Identify lots within current city limits, who owns said lots, their price, and whether they have City services (water/sewer), or their potential for said services.	Print map Joy will highlight lots		Discuss with owners				
	Identify potential building lots within a one-mile radius of Vergas, who owns the lots, and their selling price. Assess potential of providing City services.			*				
	Work with developer of Lawrence Lake Lots, as well as owners of other available lots within City limits on a marketing campaign to help sell said lots.			Dec. 13, 2022				
Determine interest and availability of grant or low interest housing program to repair or improve existing housing.	If yes - interior or exterior project Programs and Interest			Survey in Utility bill				
Assisting current residents in retaining and maintaining their properties through knowledge of available programs.								
Aid residential developers by making new housing more available through support of waived permitting fees; tax abatements or tax increment financing; etc.		on going						

2023 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Convey the message that all aspects; live, work, and play contribute to the existing high quality of life in our community	Put our marketing brochure on the web.			*				
Update Web page.								
Look at grants, loans, programs, at the local, state, and federal levels to make city services (water/sewer) available and affordable for new developments	Policy							
Continue to be involved with City Comprehensive Plan, focusing on housing issues/concerns within said study.				every December				
Continue to collaborate with Otter Tail County on their “The Big Build” project.								

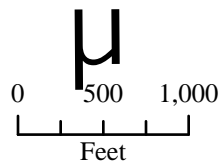
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FUTURE LAND USE

CITY OF

Vergas



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- Future Growth Area
- Urban Growth Boundary
- Vergas City Limits
- Vergas Parcel

- Commercial Zone
- Light Industrial Zone
- Open District
- Residential Zone

USDA 2021 FSA Imagery

Widseth Job #2022-11174

WIDSETH
ANALYTICAL CONSULTING & DESIGN