

Zumbrota Economic Development Authority Agenda
7:00 A.M. Wednesday, January 16, 2019
Zumbrota City Hall, 175 West Avenue

- 1. Call Meeting to Order – David Starr Oath of Office**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes of Wednesday, December 19, 2018**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Public Hearings**
 - A.**
- 6. Visitors to the Board**
 - A.**
 - B.**
- 7. New Business**
 - A. Election of Officers**
 - B. Personnel Committee Member Appointment**
 - C. Zumbrota Apartments Business Subsidy Discussion**
- 8. Unfinished Business**
 - A. 2019 Work Plan**
 - B. Child Care Grant Committee**
 - C.**
- 9. Reports**
- 10. Adjourn**

Please contact City Hall at 732-7318 if you are unable to attend.

EDA Minutes
Wednesday, January 16, 2019
Zumbrota City Hall 7:00 a.m.

Present: President Richard Meyerhofer, Members Sara Durhman, Bill Eberhart, Lindsey Raasch, Brian Haugen, Dave Starr and Tina Hostager. Also present: Gavin Hostager, City Administrator Neil Jensen and City Accountant Kim Simonson.

The meeting was called to order by President Meyerhofer at 7:00 a.m. Dave Starr took the Oath of Office.

- 2. Agenda**
Motion Raasch, second Starr to adopt the agenda as submitted. Carried 7-0-0

- 3. Minutes**
Motion Raasch, second Meyerhofer to approve the minutes of the December 19, 2018 EDA meeting. Carried 5-0-2 (Haugen and Starr abstaining).

- 4. Financial Reports**
Motion Eberhart, second Hostager to approve the financial report and accounts payable of \$74.55. Carried 7-0-0

- 5. Public Hearings**
A.

- 6. Visitor(s) to the Board:**

- 7. New Business**
A. Election of Officers

Motion to keep the Officers Meyerhofer, Eberhart, Haugen and Raasch the same as last year. Approved 7-0-0.

B. Personnel Committee Member Appointment

Staff is requesting a member of the EDA sit on the Personnel Committee to discuss options for filling the Community Development Director. Meyerhofer is willing to sit on the committee. Motion Eberhart, second Haugen to approve Richard Meyerhofer to sit on the Personnel Committee. Approved 7-0-0.

C. Business Subsidy Discussion

Staff is requesting an opinion from the EDA for putting together financing for the Grover Lot. The developer is requesting the lot for \$1, waiver of sewer and water access charges of approximately \$45,000, a 10 year City only abatement, and a clean lot. Starr questioned what kind of liability the City would have if the lot was found to be contaminated in mid-project.

Jensen suggested City Attorney Rockne draft an agreement which protects the City. He also explained the MPCA had signed off on this lot when the contamination was removed over 10 years ago. Eberhart stated he would like the abatement to begin the 2nd year in order to provide an incentive for the developers to finish the project in its entirety.

8. Unfinished Business

A. 2019 Work Plan

Jensen presented some of the ideas which were gathered off Facebook from area residents including a restaurant, dog park, dollar store and an electrical charging station for automobiles. This plan will be looked at when the position is staffed.

B. Child Care Grant Committee

The EDA discussed whether or not to pursue the Child Care Grant offered by SMIF. All agreed the issue is serious. Starr stated the school run daycare facilities and the stringent rules of home care make infant care a difficult business. Raasch has been waiting to hear from Jen Burfeind regarding information Cougar Care obtained during a study. Raasch and Durhman will work with Jensen on this process depending on the information received from Burfeind.

9. Reports

Jensen state the Personnel Committee would be meeting with CEDA (Community and Economic Development Associates) to discuss possible staffing solutions for the vacated Community Development Director position.

There being no further business President Meyerhofer adjourned the meeting at 7:59 am.

Respectfully Submitted,

Neil Jensen, City Administrator

Meeting with CEDA Representatives
Wednesday, January 16, 2019
Zumbrota City Hall 8:00 a.m.

Present: Personnel Committee Members Richard Meyerhofer, Tina Hostager and Todd Hammel.
Also present: Joya Stetson and Cris Gastner of CEDA; City Administrator Neil Jensen and City Accountant Kim Simonson.

Cris Gastner and Joya Stetson from Community and Economic Development Associates (CEDA) were present to discuss staffing solutions for the currently vacant Community Development Director position. CEDA's directive is to help rural communities be able compete in attracting and retaining business and development by allowing small cities to contract with CEDA to provide a staff member, either part or full time, with economic development expertise. CEDA offers a 12 month contract with a 30 day out clause. Gastner was asked if CEDA runs into conflict of interest if an employee is representing two cities for the same project. Gastner replied this situation seldom happens but if so, the cities would be asked if they would prefer to have a separate CEDA employee represent them.

Gastner and Stetson also spoke about how even though one employee works at a City they have a host of resources and other professionals they can draw from for expertise. A CEDA employee helps communities communicate their stories and allows them to be proactive rather than reactive.

Jensen asked how many communities have a combined EDA/planning and zoning position. Gastner replied that there is no one at present. Hostager asked what the timeline would be. She was told a temporary person could be in the office quickly and it would take a few weeks to find a permanent fill.

Respectfully Submitted,

Neil Jensen, City Administrator