

Zumbrota Economic Development Authority Minutes
5:30 PM Wednesday, February 16, 2022
Zumbrota City Hall, 175 West Avenue

PRESENT: Lindsey Raasch, Brian Haugen, Sara Durhman, and Tina Hostager. Also present are Community Development Director Dylan Armstead, Communications Specialist & Account Technician Miranda Raasch, and City Administrator Brian Grudem.

NOT PRESENT: Richard Meyerhofer

1. **Call Meeting to Order** – at 5:30 PM by Lindsey Raasch

2. **Amend/Adopt Agenda –MOTION HOSTAGER**, second RAASCH to adopt the agenda. Carried unanimously.

3. **Approve Regular Meeting Minutes of Wednesday, January 19th, 2022 – MOTION DURHMAN**, second HOSTAGER to approve the meeting minutes from Wednesday January 19th, 2022. Carried 3-0-1 with RAASCH abstaining.

4. **Monthly Financial Report & Accounts Payable – MOTION DURHMAN**, second HAUGEN to approve Monthly Financial Report and Accounts Payable. Carried unanimously.

5. **Public Hearings**
A.

6. **Old Business**
A. **2022 Membership Discussion** – Three applications were submitted to fill the 2 empty EDA seats. **MOTION HOSTAGER**, second HAUGEN to recommend City Council approval of new EDA members Terry Johnson and Dave Dahlen. Carried unanimously.

7. **New Business**
A. **Covered Bridge Festival** - City Staff requests the EDA consider contributing monetarily to the Covered Bridge Festival and support the initiative of hiring an event planner, in lieu of staff time, to have the city hold more than just one event a year if possible. Due to a drastic increase in time needed for the annual festival, City Staff have attempted to seek event planning help on a yearly basis. The once large Festival Committee has dwindled in members in recent years with volunteerism compounding the direness during that time. Additionally, staff responsibilities have multiplied since the inception of the city volunteering to be involved with the festival. It has become an unsustainable venture under its current structure; with the upcoming events of this election year/projects on the horizon, City Staff are looking for community members or professional organizations to

better represent the festival & restore it to its previous structure of being events for the community put on by the community. With sponsorship, an event planner or a committee would be sought through online listings for assistance utilizing the festival's social media, City social media, and websites such as craigslist, upwork.com, and freelancer.com etc. **MOTION HAUGEN** second **HOSTAGER** to allow City Staff to seek out a potential Covered Bridge Festival event planner. Carried unanimously.

8. Reports –

A. KrackerJak LLC Market Study – A market study has been ordered due to a rise in recent development projects, inquiries, and procurement efforts. The study's estimated completion date is in April.

B. Annual Elected Officials – As a reminder: during the March meeting the EDA will hold a vote for official positions for the 2022 year.

C. Annual Report & Action Plan - Both are being worked on and will be completed by the March EDA Meeting when there will be a full membership presence.

9. Adjourn – MOTION HOSTAGER, second RAASCH to adjourn the meeting at 6:14 PM.