

Zumbrota Economic Development Authority Agenda

7:00 am Wednesday May 19th, 2021

Zumbrota City Hall – 175 West Avenue

- 1. Call to Order**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes from Wednesday April 21st, 2021**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Public Hearings**
 - a.**
- 6. Old Business**
 - a. Visitors Guides 2021**
 - b. New Business/Ownership Recognition & Awards**
- 7. New Business**
 - a. Oath of Office for New EDA Member**
 - b. Business Subsidy Policy**
- 8. Reports**
 - a. Update – Zumbrota Apartments**
 - b. Update – Active Business List**
- 9. Adjourn**

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

Memorandum

To: EDA Members

From: Dylan Armstead – Community Development Director

Date: May 14th, 2021

RE: May 19th, 2021 – EDA Meeting

Old Business:

- A. Visitors Guides 2021** – Distribution of Zumbrota’s 2021 Visitors Guides is well under way. “Day trips” have been planned for routes around south eastern MN. Logistics have been compiled in Excel sheets containing relevant contact information regarding these routes. Volunteers are being sought out to undertake these endeavors.
- B. New Business/Ownership Recognition & Awards** – No update currently regarding any new businesses changes in the past year. City Staff will be attentive to upcoming new businesses and ownership changes. (Java Junction, Salon, The Kabin, Auto Detail Center)

New Business:

- A. Oath of Office for New EDA Member** – Swearing in of new EDA member Dani Dufresne.
- B. Business Subsidy Policy** – Recently there has been new updates regarding the City’s Business Subsidy process including the application, agreement, and policy. The applications have been amended but more work will be needed regarding the agreements and policy.

Reports:

- A. Update – Zumbrota Apartments** – Developers Keller-Baartman Properties LLC and the City held a groundbreaking ceremony on May 3rd for the new 57-unit apartment building. During the groundbreaking, the name Town Center Apartments was mentioned as being the likely new name for the building. KBP is still interested in additional projects in Zumbrota and were taken on a showing of a new potential site.
- B. Update – Active Business List** – Contact has been made with the Secretary of State and an “Active Business List” has been received. The goal from this is to be aware of all new and existing businesses within the city and to use this information for market date, in addition to updating our business directory. Collaboration between the City and Secretary of State is still ongoing to ensure the accuracy of this list.

Zumbrota Economic Development Authority Minutes
7:00 A.M. Wednesday, May 19th, 2021
Zumbrota City Hall, 175 West Avenue

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

NOT PRESENT: Dave Starr, Dani Dufresne, and Brian Haugen

1. **Call Meeting to Order** – at 7:03 AM by Richard Meyerhofer

2. **Amend/Adopt Agenda –Motion** Durhman, second Raasch to approve the agenda. Carried unanimously.

3. **Approve Regular Meeting Minutes of Wednesday, April 21st, 2021 – Motion** Durhman, second Meyerhofer to approve the meeting minutes from Wednesday April 21st, 2021. Carried unanimously.

4. **Monthly Financial Report & Accounts Payable – Motion** Meyerhofer, second Raasch to approve Monthly Financial Report and Accounts Payable. Carried unanimously.

5. **Public Hearings**
A.

6. **Visitors to the Board**
A.

7. **Old Business**
 - A. **VISITORS GUIDES 2021** – Distribution of Zumbrota's 2021 Visitors Guides is well under way. "Day trips" have been planned for routes around south eastern MN. Logistics have been compiled in Excel sheets containing relevant contact information regarding these routes. Volunteers are being sought out to undertake these endeavors.

 - B. **NEW BUSINESS/OWNERSHIP RECOGNITION & AWARDS** - No update currently regarding any new businesses changes in the past year. City Staff will be attentive to upcoming new businesses and ownership changes. (Java Junction, Salon, The Kabin, Auto Detail Center, Volt 224)

8. New Business

A. Oath of Office for New EDA Member – Tabled again due to member not being present.

B. BUSINESS SUBSIDY POLICY - Recently there has been new updates regarding the City's Business Subsidy process including the application, agreement, and policy. The applications have been amended but more work will be needed regarding the agreements and policy.

9. Reports –

A. UPDATE ON ZUMBROTA APARTMENTS – Developers Keller-Baartman Properties LLC and the City held a groundbreaking ceremony on May 3rd for the new 57-unit apartment building. During the groundbreaking, the name Town Center Apartments was mentioned as being the likely new name for the building. KBP is still interested in additional projects in Zumbrota and were taken on a showing of a new potential site.

B. UPDATE ON THE ACTIVE BUSINESS LIST – Contact has been made with the Secretary of State and an "Active Business List" has been received. The goal from this is to be aware of all new and existing businesses within the city and to use this information for market data, in addition to updating our business directory. Collaboration between the City and Secretary of State is still ongoing to ensure the accuracy of this list.

10. Adjourn – Meyerhofer adjourned the meeting at 7:48 AM.