

Zumbrota Economic Development Authority Agenda
7:00 A.M. Wednesday, June 20, 2018
Zumbrota City Hall, 175 West Avenue

- 1. Call Meeting to Order**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes of Wednesday, May 16, 2018**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Public Hearings**
 - A. Vacation of a Portion of Utility Easement on EDA Parcel**
- 6. Visitors to the Board**
 - A. Alissa Oeltjenbruns – Southern MN Initiative Foundation**
- 7. New Business**
 - A. Revised Purchase Agreement for EDA lot Downtown**
 - B. Lime Valley Advertising Rebranding Proposal**
 - C. Southern MN Travel Guide 2019 Advertisement**
 - D. Commercial Building Improvement Fund Update**
 - E. Zumbrota Veterinary Clinic Ground Breaking**
 - F. Quarterly Report**
- 8. Unfinished Business**
 - A. 2018 Work Plan**
- 9. Reports**
- 10. Adjourn**

Please contact EDA Secretary Dan King at 732-7318 if you are unable to attend.

EDA Minutes
Wednesday, June 20, 2018
Zumbrota City Hall 7:00 a.m.

Present: President Richard Meyerhofer, Members Sara Durhman, Brian Haugen and Lindsey Raasch. Also present: Jana Scholl, Edward Jones Financial; Kris Ferguson, ZIBA; Wayne Radke, CBTF; Alisa Oeltjenbruns, SMIF; City Administrator Neil Jensen and Community Development Director Dan King.

The meeting was called to order by President Richard Meyerhofer at 7:00 a.m.

- 2. Agenda**
Wayne Radke was added as 6B. Visitor to the Board. Motion Durhman, second Haugen to approve the agenda as submitted. Carried 4-0-0

- 3. Minutes**

Motion Meyerhofer, second Haugen to approve the minutes of the May 16, 2018 EDA meeting as submitted. Carried 4-0-0

- 4. Financial Reports**

Motion Haugen, second Raasch to approve the financial report and accounts payable. Carried 4-0-0

- 5. Public Hearings**

A. Vacation of a Portion of Utility Easement on EDA Parcel

Chairman Meyerhofer opened the public hearing at 7:05 am.

At the last meeting, a purchase option was approved with Jana Scholl for the EDA lot at the NE corner of 4th Street and West Avenue. The purchase option was contingent on identifying any stormwater easements for the underground culvert. After title review it was discovered a 7.5 foot easement exists along the easterly boundary. The buyer has requested this easement be reduced to the size of the actual size of the culvert. Staff and engineers have field verified and determined only three feet of easement is required for the culvert; this should be retained.

Chairman Meyerhofer closed the public hearing at 7:12

Motion Durhman, second Haugen to recommend the City Council vacate the westerly four feet of the easement and retaining a 3½ foot utility easement. Carried 4-0-0

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

A. Alissa Oeltjenbruns – Southern MN Initiative Foundation

Ms. Oeltjenbruns updated the Board on SMIF activities in 2017/2018 and requested continued support for 2019. No formal action was taken.

B. Wayne Radke – Covered Bridge Task Force

Wayne Radke, along with Kris Ferguson, addressed the Board about the Historic Covered Bridge, whose sesquicentennial is in 2019. To celebrate its 150th year of existence, they are proposing to have several fiberglass mini-bridge (2' x 6') statues created and located throughout the City. Similar projects have been done in area cities like Red Wing (boots) and Thorpe, WI. (cows). Cost is estimated at about \$2,000 per statue. They can be sponsored by area business and organizations and decorated. Locations could be at both public and private properties.

No action was taken at this time.

7. New Business

A. Revised Purchase Agreement for EDA lot Downtown

Members reviewed a revised purchase agreement with Jana Scholl for the EDA parcel downtown. Ms. Scholl has proposed the sale price be reduced because of the existence of a stormwater easement on the property, limiting her ability to use the entire lot.

**Motion Haugen, second Durhman to approve the revised purchase agreement.
Carried 4-0-0**

B. Lime Valley Advertising Rebranding Proposal

Members reviewed a proposal from Lime Valley Advertising to revise the City logo and rebrand. Members commented that the proposal called for \$3,200 for “Brand Discovery”. Members felt this had been done as part of the 2016 Comprehensive Plan. It was suggested the scope of the project focus more on updating the City logo and brand implementation. Durhman suggested the Branding Subcommittee contact the firm and suggest the scope be revised to reflect this. The item was tabled for now.

C. Southern MN Travel Guide 2019 Advertisement

Members reviewed a proposal for an advertisement in the 2019 Southern MN Travel Guide. It was noted the EDA has purchased a ½ page ad for \$700 in this publication the last two years. They are proposing a 1/6 page ad for \$1,000; regularly priced at \$1,400.

Motion Meyerhofer, second Haugen to approve the 1/6 page advertisement with the Southern MN Travel Guide. Carried 4-0-0

D. Commercial Building Improvement Fund Update

Staff stated with the return of Main Street Pharmacy’s \$10,000 and the withdraw of a couple other projects; the Commercial Building Improvement Fund has \$13,115.25 remaining. The Board discussed offering another round of forgivable loans to the commercial community or using the funds for other economic development projects. No action was taken at this time.

E. Zumbrota Veterinary Clinic Ground Breaking

Staff shared that the Zumbrota Veterinary Clinic has scheduled a groundbreaking ceremony on Thursday, June 21st, at 8:00 am. All are invited and encouraged to attend.

F. Quarterly Report

Members reviewed the second quarter report.

8. Unfinished Business

A. 2018 Work Plan

Members reviewed the 2018 work plan.

There being no further business President Meyerhofer adjourned the meeting at 8:24 am.

Respectfully Submitted,

Dan King, Secretary