

**Zumbrota Economic Development Authority Agenda**  
**7:00 A.M. Wednesday, September 16, 2020**  
**Zumbrota City Hall, 175 West Avenue**  
**\* remote meeting \***

- 1. Call Meeting to Order**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes of Wednesday, August 19, 2020**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Public Hearings**
  - A.**
- 6. Visitors to the Board**
  - A.**
- 7. Old Business**
  - A. Linkme**
- 8. New Business**
  - A. 2021 Budget Proposal**
  - B. Promotions – Visitor’s Guide**
  - C. TIF Modification**
- 9. Reports**
  - A. Keller-Baartman TIF Public Hearing**
  - B. Land Sale**
  - C.**
- 10. Adjourn**

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

**Zumbrota Economic Development Authority Minutes**  
**7:00 A.M. Wednesday, September 16, 2020**  
**Zumbrota City Hall, 175 West Avenue**

**PRESENT:** Richard Meyerhofer, Bill Eberhart, Sara Durhman, Tina Hostager, Brian Haugen, and Lindsey Raasch. Also, present Community Development Director Ryan Soukup, City Finance Clerk Miranda Raasch, City Administrator Brian Grudem, and Rebecca Kurtz from Ehlers.

**NOT PRESENT:** Dave Starr

1. **Call Meeting to Order** – at 7:00 AM by Richard Meyerhofer.
2. **Amend/Adopt Agenda –Motion** Raasch, second Eberhart. Carried unanimously.
3. **Approve Regular Meeting Minutes of Wednesday, August 19, 2020 - Motion** Raasch, second Meyerhofer to approve the minutes from Wednesday, August 19, 2020. Approved 4-0-1 with Eberhart abstaining.
4. **Monthly Financial Report & Accounts Payable – Motion** Raasch, second Haugen to approve Monthly Financial Report and Accounts Payable. Carried unanimously.
5. **Public Hearings**  
A.
6. **Visitors to the Board**  
A.
7. **Old Business**  
A. **Linkme** – No new information. Soukup reached out to the City of Lanesboro and they are going to provide more information.
8. **New Business**

**A. 2021 Budget Proposal** - Please see attached for the 2021 EDA Budget Proposal. Please take note that the TIF will be starting to pay back, and that there will not be any debt service.

	Budgeted Actual	2017 BUDGETED 12/31/2017	2018 BUDGETED 12/31/2018	2019 BUDGETED 12/31/2019	2020 BUDGETED 7/31/2020	2021 BUDGETED
<b>403</b>						
<b>EDA</b>						
<b>REVENUES</b>						
<b>TAX ABATEMENTS</b>						
403-00000-310.60					5,097	
<b>FESTIVAL REVENUES</b>		18,000	18,000	18,000	18,000	13,000
403-32184		22,073	20,780	30,035	13,360	
<b>TIF PAYMENTS</b>		0	0	0	0	2,000
403-34107						
<b>ABATEMENT ADMIN</b>						
403-00000-341.09					602	
<b>INTEREST EARNINGS</b>		400	400	400	400	400
403-36210		435	558	797	500	
<b>REFUNDS/REIMB</b>						
403-36240		37	416		5,000	
<b>TRANSFERS IN</b>		98,412	102,825	102,825	96,150	62,888
403-39200		98,414	102,825	102,825	96,150	
<b>PLANNED USE OF FUND BALANCE</b>						
403-39320						
<b>REVENUES</b>		116,812	121,225	121,225	114,550	78,288
		120,959	124,579	133,657	120,709	0
<b>EXPENDITURES</b>						
<b>ECONOMIC DEVELOPMENT</b>						
<b>FULLTIME EMPLOYEES</b>		34,827	35,637	36,457		
403-46500-101		34,885	46,713			
<b>CITY SHARE PERA</b>		2,612	2,672	2,734		
403-46500-121		2,600	2,702			
<b>CITY SHARE SOCIAL SECURITY</b>		2,189	2,209	2,260		
403-46500-122		1,932	2,227			
<b>CITY SHARE MEDICARE</b>		505	517	529		
403-46500-125		452	521			
<b>CITY SHARE INSURANCE</b>		6,124	7,205	4,945		
403-46500-130		6,324	4,275	799		
<b>HSA - CITY SHARE</b>		2,000	2,000	1,000		
403-46500-131		2,050	854			
<b>OPERATING SUPPLIES/EXPENSES</b>		400	400	400	400	400
403-46500-210		4,192	644	289	64	
<b>SIGNS</b>						
403-46500-225				300		
<b>PROFESSIONAL FEES</b>		150	150	150	150	150
403-46500-304		1,250	900	51,065	265	
<b>COMPENSATION</b>		1,000	1,000	1,000	1,000	1,000
403-46500-308		1005	750	990		
<b>TELEPHONE SERVICE</b>		0	0	0	0	0
403-46500-321						
<b>POSTAGE</b>		100	100	300	300	300
403-46500-322		309	377	110		
<b>PROMOTIONAL EXPENSES</b>		3,000	3,000	5,400	5,400	5,400
403-46500-323		2,000	1,700	3,550		
<b>DEVELOPMENT PROJECTS</b>		400	4,500	4,500	4,500	6,000
403-46500-325			692	12,423	6,319	
<b>STRATEGIC PLANNING</b>		50	50	50	50	50
403-46500-328				3420	28	
<b>COVERED BRIDGE FESTIVAL</b>		18,000	18,000	18,000	18,000	18,000
403-46500-329		17,760	21,665	22,162	4,169	
<b>TRAINING/TRAVEL</b>		300	300	300	300	300
403-46500-331						
<b>PUBLISHING</b>		191	191	200	200	200
403-46500-351		261	133	345		
<b>ELECTRIC UTILITIES</b>		700	700	1,000	1,000	1,000
403-46500-381		961	825	773	128	

	Budgeted Actual	2017 BUDGETED 12/31/2017	2018 BUDGETED 12/31/2018	2019 BUDGETED 12/31/2019	2020 BUDGETED 7/31/2020	2021 BUDGETED
<b>COPIER EXPENSE</b>		100	100	0	0	0
403-46500-413						
<b>DUES, SUBSCRIPTIONS, LICENSE</b>		1,600	1,600	1,500	1,500	1,500
403-46500-433		1,370	1,470	1,000	1,250	
<b>DEPARTMENT SERVICES</b>					41,250	42,488
403-46500-444.20					28,177	
<b>OTHER EQUIPMENT</b>		0				
403-46500-580						
<b>ECONOMIC DEVELOPMENT</b>		74,218	80,331	80,725	74,050	76,788
		77,351	86,448	97,226	40,400	0
<b>DEBT SERVICE</b>						
<b>LOAN PRINCIPAL</b>		39,894	39,894	40,000	40,000	0
403-47000-602		39,894		38,832		
<b>LIABILITY/AUTO/PROPERTY INS</b>		1,000	1,000	500	500	1,500
403-49241-361		457	464	1,596	448	
<b>CONTINGENCIES</b>						
403-49260-441			3,750			
<b>TRANSFERS OUT</b>						
403-49300-720						
<b>REFUNDS &amp; REIMBURSEMENTS</b>						
403-49300-810		445		0		
<b>OTHER FINANCING USES</b>		0	0	0	0	0
		445	0	0	0	0
<b>INTEREST EXPENSE</b>						
<b>LOAN INTEREST</b>		1,700				
403-49980-612		1,700		1,062		
<b>EXPENDITURES</b>		116,812	121,225	121,225	114,550	78,288
		119,847	90,662	138,716	40,848	0
<b>404</b>						
<b>EDA-RLA</b>						
<b>REVENUES</b>						
<b>LOAN PRINCIPAL</b>		13,381		13,479	22,270	
404-36111		15,543	2,332	13,115	3,218	
<b>LOAN INTEREST</b>		590		4,134	6,930	
404-36112		1,981		4,240	826	
<b>INTEREST EARNINGS</b>					500	
404-36210		609	637	731	544	
<b>REVENUES</b>		13,971	609	17,613	29,700	0
		18,133	2,969	18,086	4,588	0
<b>EXPENDITURES</b>						
<b>LOANS</b>						
404-49025-210		42,000				
<b>PLANNED INCREASE IN FUND BALANC</b>		13,971	609	17,613	29,700	
404-49990-850						
<b>EXPENDITURES</b>		13,971	609	17,613	29,700	0
		42,000	0	0	0	0

**MOTION** Eberhart, second Haugen to approve the 2021 Budget Proposal. Carried unanimously.

**B. Promotions – Visitor’s Guide** - Late 2019, an EDA subcommittee worked on promotions and how best to utilize allocated funds. One idea was to start up a visitor’s guide akin to other communities’ guides. City Staff was able to transition this concept to News Record owner, Pete Grimsrud. As Mr. Grimsrud develops this concept, his estimates are showing that he would need to sell advertising at approximately \$215 per page (half of the guide’s contents would be advertisements). To bring down the overall costs for an advertisement, the EDA has the option to pay for non-advertisement space, such as for photos, maps, infographics, ect, which would promote the entirety of the City. The EDA currently

has \$9,550 available for promotions with an additional \$5400 in fiscal year 2021. The EDA requested more information from Pete Grimsrud prior to deciding to move forward.

**C. TIF Modification** - Resolution recommending a modification to the development program for municipal development district No. 1, establishing No. 1-19 therein and adopting a tax increment financing plan therefor. **MOTION** Hostager, second Durhman to approve the resolution establishing TIF 1-19. Carried unanimously.

## **9. Reports**

**A. Keller-Baartman TIF Public Hearing** - The public hearing for the TIF assistance to Keller-Baartman is set for September 24th.

**B. Land Sale** - City Staff and EDA member/Councilwoman Durhman met with a business owner about the potential sale of EDA-owned lot at 525 22nd St. Estimates require that an approximately \$1,000,000 building is needed to generate enough tax revenue to compensate the City for development of the lot. The business owner is also interested in other areas within the City.

**10. Adjourn** - There being no further business, Meyerhofer adjourned the meeting at 7:50 AM.