

Zumbrota Economic Development Authority Agenda
7:00 A.M. Wednesday, October 18, 2017
Zumbrota City Hall, 175 West Avenue

- 1. Call Meeting to Order**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes of Wednesday, September 20, 2017**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Visitors to the Board**
 - A. ZIBA request for new Christmas Decorations**
- 6. New Business**
 - A. Highway Signs Refurbishing**
 - B.**
- 7. Unfinished Business**
 - A. Zumbrota Veterinary Clinic Update**
 - B. Cheney Interim Use Permit Expiration (former Alco Bldg.)**
 - C. 2017 Action Plan**
- 8. Reports**
- 9. Adjourn**

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

EDA Minutes
Monday, October 18, 2017
Zumbrota City Hall 7:00 a.m.

Present: President Richard Meyerhofer, Members Sara Durhman, Bill Eberhart, Erik Bengtson, Brian Haugen, Brenda Lerum and Tina Hostager (7:04 am). Also present: 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

**Motion Bengtson, second Lerum to approve the agenda as submitted.
Carried 6-0-0**

3. Minutes

Eberhart questioned whether or not EDA members who are also members of Zumbrota Independent Business Alliance (ZIBA) could vote on allocation of funds to ZIBA or if they should abstain. Staff will research.

Motion Eberhart, second Bengtson to approve the minutes of the September 20, 2017 EDA meeting as submitted. Carried 5-0-2 (Haugen and Hostager abstain)

4. Financial Reports

Motion Eberhart, second Meyerhofer to approve the financial report and accounts payable. Carried 7-0-0

5. Zumbrota Independent Business Alliance (ZIBA) request for new Christmas lights and decorations/banners for downtown Main Street.

Staff shared a request from ZIBA to purchase holiday lights and banners for Main Street downtown. Members reviewed an estimate from Northern Lights Displays for 14 snowflake lights to replace the older ones. Cost for the snowflake lights are \$375 for a total of \$5,250. Sandy Evans at All in Stitches share ZIBA can order 12 banners for about \$87 for a total of about \$1,044. Total for both then is about \$6,294.

Staff had previously spoken with Paul Rockne with the Community Trust about contributing toward the decorations. It was noted the Community Trust is meeting on Thursday, October 19th to review submitted applications. If there are available funds staff will submit a request. Mr. Rockne had stated Community Trust requests are more favorably received if there are matches from organizations.

The EDA has \$2,500 remaining from the \$100,000 allocated to the Commercial Building Improvement Program used to help improve buildings downtown; these funds could be allocated toward the decorations.

**Motion Hostager, second Eberhart to allocate \$2,500 from the unused Commercial Building Improvement Program fund for Holiday lights and banners downtown.
Carried 7-0-0**

6. New Business

A. Highway Signs Refurbishing

Members reviewed an estimate from Schad-Tracy to refurbish the two highway welcome signs. Total for both is \$5,145. Members discussed recommending the City Council move forward with the rehabilitation of the signs.

Motion Haugen, second Bengtson to recommend the City Council move forward with rehabilitating the highway signs in 2018. Carried 7-0-0

7. Unfinished Business

A. Zumbrota Veterinary Clinic Update

Members reviewed revisions to the proposed Zumbrota Veterinary Clinic in the Jacobson Commercial Park. The updated quote for construction is \$800,900; much less than the previous estimate. There is already a property tax abatement approved to cover the land acquisition cost of \$70,000. It will likely be a spring construction start at this point. No action was taken at this time.

B. Cheney Interim Use Permit Expiration (former Alco Bldg.)

In March of 2016, the Planning Commission recommended, and the City Council approved, an Interim Use Permit (IUP) for Mr. Steve Cheney to temporarily use the former Alco building for warehousing until February 28, 2017. The applicant presented a letter of interest from a major retailer to lease the building, after significant improvements.

Then, in January, 2017, the applicant requested an extension of the IUP until December 31, 2017, as a tenant had not yet been secured. After considerable deliberation the Planning Commission recommended, and the City Council approved, an extension of the IUP with the following conditions:

- No further extension beyond December 31, 2017, and,**
- Property and building are maintained free of nuisances, and,**
- There will be a 60 day notice to vacate if a retail tenant is found.**

The property owner and (temporary) tenant have once again recently approached staff and are considering requesting a second extension. They have both been reminded of the previous conditions placed on the IUP stating no further extension beyond December 31, 2017. Members noted there is a much higher and better use of the property than warehousing.

Motion Durhman, second Lerum to recommend the City Council not grant an extension of the IUP if formally requested. Carried 7-0-0

A. 2017 Action Plan

Members continue to review the Action Plan as the year progresses.

There being no further business President Meyerhofer adjourned the meeting at 7:36 am.

Respectfully Submitted,

Dan King, Secretary