

Zumbrota Economic Development Authority Agenda

5:30 pm Wednesday November 17th, 2021

Zumbrota City Hall – 175 West Avenue

- 1. Call to Order**
- 2. Amend/Adopt Agenda**
- 3. Approve Regular Meeting Minutes from October 20th, 2021**
- 4. Monthly Financial Report & Accounts Payable**
- 5. Public Hearings**
- 6. Old Business**
 - a. Rochester Sales Tax**
 - b. ZIBA – Request for Assistance – PA System**
- 7. New Business**
 - a. EDA RLF Program**
 - b. Visitor’s Guides for 2022**
- 8. Reports**
 - a. EDA Budget & LMC Course**
 - b. New Business Recognition**
 - c. Goodhue County Housing Summit**
- 9. Adjourn**

Zumbrota Economic Development Authority Minutes
5:30 PM Wednesday, November 17th, 2021
Zumbrota City Hall, 175 West Avenue

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

NOT PRESENT: Dave Starr, Dani Dufresne, Sara Durhman

1. **Call Meeting to Order** – at 5:30 PM by Richard Meyerhofer

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

 3. **Approve Regular Meeting Minutes of Wednesday, October 20th, 2021 – MOTION HAUGEN**, second RAASCH to approve the meeting minutes from Wednesday September 15th, 2021. Carried unanimously.

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

 5. **Public Hearings**
A.

 6. **Old Business**
 - A. **Rochester Sales Tax** – Last month it was requested to learn more about the Rochester Sales Tax (RST) dollars. Armstead brought forth information from Kim Simonson, Assistant Finance Director. The EDA requested Simonson attend the next meeting in January for further explanation.

 - B. **ZIBA – Request for Assistance – PA System** – ZIBA has approached the EDA with a request for a subsidy towards a downtown PA System. Current findings are that the system:
 - Would be deployed downtown Main Street
 - Wireless
 - Overall estimated cost of \$12,000
 - \$1,500 grant from the Zumbrota Community Trust has already been committed
 - Would serve as an amenity boost to the downtown area and community as a whole
- Items still needing consideration:
- Installation logistics
 - Annual electric costs
 - Annual Wi-Fi costs
 - Annual maintenance costs

- Computer costs to host service
- Operator and hours of operation
- Shelf life of the product and service
- Alternative options & quotes

Kris Ferguson was present on behalf of ZIBA to discuss the PA system further. Haugen questioned Ferguson as to whether they have other funds committed to the project to which she responded no. Haugen stated he would like to see the City match funds that are raised by ZIBA for the PA system rather than the City fund the entire project.

MOTION HOSTAGER, second RAASCH to earmark UP TO \$10,000 towards a downtown PA system. Carried 3-1 with Haugen voting No.

7. **New Business**

A. EDA RLF Program – Over the course of this year, Armstead has conducted work into establishing programs towards better utilizing EDA funds for public purpose. One of those programs is a program for our downtown district. Armstead then presented an application he created and asked for feedback.

B. Visitor’s Guides for 2022 – Discussion surrounding the logistics renewing or amending the City’s Visitor’s Guides for 2022 was had. **MOTION** MEYERHOFER, second HOSTAGER to hire a new publisher, have limited print copies, and promote a digital copy of the visitors guide for 2023. For 2022, work on handing out the left-over copies from 2021. Carried unanimously.

8. **Reports –**

A. EDA Budget & LMC Course – In September a discussion arose regarding EDA members requesting to better learn the entirety of its budget. The League of MN Cities offers a “Public Finance Essentials” course that lays the groundwork on this topic. More info can be found at Public Finance Essentials for Elected Officials - League of Minnesota Cities (lmc.org) and costs are below:

Cost

0 – 20 users = \$15 per user

21 – 50 users = \$10 per user

Over 51 users = \$7 per user

Since October’s EDA meeting both the Park Board and Planning Commission have expressed interest in also taking this course. The combination of members would get a better price when subscribing and should aid in our boards better serving the public.

B. New Business Recognition – Last month we received the first installment of plaques to recognize businesses that have opened in 2021. Since that time an effort has been made to reach out to these businesses to schedule a time for them to receive this recognition. So far:

- The Greensted has availability every Wednesday and Friday
- Next Step Nutrition is checking their schedule and will get back to us in the coming weeks

- Dry Bones Ink has not responded to a request for availability
- KLJ Engineering has not responded to a request for availability

Correspondence has also been made with the Mayor, City Administrator, and News Record for a potential article and photo opportunity. Additionally, just this month a new business has opened; Java Junction Café, and they will be added to this list to recognize.

C. Goodhue County Housing Summit – The past few months, Armstead has served on a committee for the annual Goodhue County Housing Summit. This past week concluded a 7-week webinar series on a multitude of topics related to housing needs within the county. Recordings of this series can be found on the County's Vimeo page. Topics of interest taken from participation in this venture are to focus on Affordable Housing and partner with regional Housing Trusts for housing related needs.

9. Adjourn – Meyerhofer adjourned the meeting at 6:56 PM.