

AGENDA
HARMONY ECONOMIC DEVELOPMENT AUTHORITY
Regular Meeting

November 7, 2024
7:30 AM

Community Center
Council Room

1. Call to Order
2. Roll Call
3. Minutes: October 3, 2024 Meeting
4. Financial Reports and Claims
5. Business
 - a. Downtown Revitalization Grant Applications
6. Reports
 - a. Chamber of Commerce Report
 - i. EDA - Chamber Annual Agreement
 - b. Prospects / Community Update
 - i. Project/Goals Ongoing Discussion
 - ii. Bike Trail Project Update
 - c. Member Open Forum
7. Other Business
8. Adjourn

Harmony EDA Minutes

October 3rd, 2024
7:30 AM

Community Center
Council Room

Present: Kerry Kingsley, Greg Schieber, Michael Himlie, and Stuart Morem

Also Present: Ron Zeigler, Erica Thilges, Alissa Stelpflug, Allan Dahl, Alex Miner, Cyndi Ofstedal, Amy Bishop, Aaron Bishop, and Meghan Gill

The regular meeting was called to order at 7:30 AM by Kerry Kingsley.

Minutes

The board reviewed the minutes of the September 5, 2024 meeting. Motion by Himlie, second by Schieber to approve the minutes as presented. Motion carried unanimously.

Financial Reports & Claims

All loans are current. Bee Balm's recently approved RLF loan is being processed by the bank and will soon appear on the loan ledger. Gill noted that Allan Dahl's new home project at 347 5th ave SE has met adequate process per the EDA's home rebate program and has requested a check for the \$17,750 rebate amount approved earlier this year. Motion by Himlie, second by Morem to approve payment of the claims as presented. Motion carried unanimously.

Public Hearing - Land Sale: Miners Underground

The public hearing commenced at 7:38 AM to discuss the land sale of 2.4 acres of land to Miners Underground to build an industrial building located on Lot 2 Block 2 of Harmony Industrial Park 1st addition, as well as Lot 2 Block 1 Harmony Industrial Park 2nd addition. A "but-for" letter to request Tax Increment Financing (TIF) was presented, as well as drafts for a purchase and development agreement. Schieber noted that there is ongoing discussion between himself, Gill, and Alex & Klayton Miner about some clarifications to be made in the purchase and development agreements before they are officially signed and put into motion. The revised agreements will be presented at the next EDA meeting. There were no objections or comments made by the public. Motion by Morem, second by Schieber to close the public hearing. Motion carried unanimously.

Chamber of Commerce Report

Erica Thilges was present to give the chamber report. Fall activities are commencing as scheduled, with discussion of scheduling a volunteer appreciation event soon. Membership money is to be used in its respective year for the 2025 fiscal year.

Prospects/Community Update

The Downtown Revitalization Program is open to applications and is being discussed with applicable businesses. The applications are due 11/1/2024 and will be presented at the following EDA meeting on 11/7/2024.

Morem gave an update on the current status of the bike trail, including bidding on the second phase of construction.

Cyndi Ofstedal presented on the topic of acknowledgement and support for the local school system. Ofstedal spoke about Harmony residents she knows who moved to Harmony mainly for their grandchildren to be able to attend an esteemed school system. She talked about how economic development and good schools work hand in hand. Ron Zeigler added that in his experience in economic development, he has seen benefits in economic development authorities taking a holistic approach to their goal setting that includes objectives that benefit the *whole* community, including education.

There was no other business.

Hearing no objections, Kingsley adjourned the meeting. The meeting adjourned at 8:14 AM.

The next regular meeting is scheduled for November 7, 2024 at 7:30 AM at the Community Center.

**AGREEMENT FOR SERVICES and
DESIGNATION OF A DESTINATION MARKETING ORGANIZATION**

This agreement, made this 1st day of October, 2024, by and between the following parties: **Economic Development Authority of the City of Harmony, Minnesota**, a body corporate and politic, and a political subdivision of the State of Minnesota (“EDA”) **AND City of Harmony, MN, And Harmony Area Chamber of Commerce** (“HACC”) an organization under Chapter 317A.905 of the Statutes of the State of Minnesota (“HACC”), WITNESSETH that:

WHEREAS, EDA is charged with leading and supporting the overall development of the community; and,

WHEREAS, an integral element of the growth and development of a community is the marketing and promotion of the community, including the beautification of the community and engagement of volunteers; and,

WHEREAS, the EDA & City of Harmony has determined that the public interest would best be served by designating a non-profit entity as the community’s Destination Marketing Organization (DMO) to serve as the communication and promotion hub of the community in an effort to work collaboratively to help make and market Harmony as the best place in Southeast Minnesota to live, work, visit, and invest, and

WHEREAS, The Harmony Area Chamber of Commerce, has the necessary personnel, resources, and expertise to serve as a DMO;

Now therefore, in consideration of the mutual premises set forth, IT IS AGREED between the parties as follows:

- I. EDA & City of Harmony hereby agrees to provide \$30,000 funding and use real estate (bldg. @ 127 Main Ave N, Harmony MN) to HACC, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, through a term ending December 31, 2025, subject to all of the other terms and conditions set forth herein.
- II. During the period of this Agreement:
 - A. HACC will serve as Harmony’s Destination Marketing Organization for the term ending December 31, 2025 and will function as described in the attached Exhibit A.
 - B. During the entire term of this Agreement, HACC shall provide monthly and annual budget reports that include revenues and expenses, to the EDA and Harmony City Council.
 - C. Funding by the EDA (a conduit for the City of Harmony) will be as follows: the First Funding of \$15,000 will be provided in March 2025 and the Second Funding of \$15,000 in August 2025. Such funding’s are to assist in meeting the basic costs of personnel staffing and operations. And are contingent upon a continued satisfactory evaluation by the EDA and the City of Harmony.
 - D. HACC shall be responsible to manage their funding & any other revenue sources to pay for necessary personnel staffing, in addition any State and Federal law requirements.
 - E. HACC shall use its best efforts to pursue grant applications for funding from outside sources to help pay for operations and services that it will provide.

F. This agreement constitutes the entire agreement between parties and supersedes any prior written or verbal agreement of the parties. No waiver consent, modification or change of terms of this lease shall bind either party unless in writing and signed by both parties and has been approved by the Board of Directors of the EDA and The City of Harmony. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement.

Agreed to between the parties hereto the date previously set forth above.

Economic Development Authority
of the City of Harmony, Minnesota,
And The City of Harmony MN.

Harmony Area Chamber of Commerce

By _____

By _____

Its _____

Its _____

By _____

By _____

Its _____

Its _____

Harmony Area Historical Society

By _____

Its _____

By _____

Its _____

Harmony Area Chamber of Commerce

Exhibit A

Dated: October 1, 2024

HACC Responsibilities –

Promoting/Marketing the City of Harmony it's Business & Organization Entities, Residents, and its Livability

1. Leadership & Networking
 - a. Cultivate relationships with Harmony's businesses/organizations/residents
 - b. Facilitate networking opportunities
2. Communication & Marketing
 - Staff the History Center/Visitor Center with available volunteers and part-time paid assistant. Provide Guide Books & Guide Maps, and other material from our Harmony Area businesses and our surrounding communities. Visitors will be able to access these resources in the History Center/Visitor Center, and in the hallway when the History Center/Visitor Center Center is closed
 - Build and manage a community website and social marketing platforms.
 - Business & Organization Listing's (Locations, hours, etc.)
 - Community/Calendar of Events
 - Leverage purchasing power for advertising
 - Facilitate the development of a community brand
 - Create and manage print and digital marketing
3. Event Coordination
 - Coordinate and assist by facilitating with collaborative, business & community events
 - Ribbon cuttings for new businesses & new area attractions
 - Facilitate various 'shop local events' promotions
 - Coordinate Community celebrations (Easter Egg Hunt; 4th of July-Medallion Hunt; Back Alley Jam series; Fall Into Harmony; Haunted Harmony; Tree Lighting; Holidays In Harmony & Breakfast w/Santa)
4. Education
 - Organize learning opportunities on topics relevant to the business/non-profit community

PROPERTY MAINTENANCE AND UPKEEP

As the City of Harmony MN is providing the two parties, Harmony Area Chamber of Commerce and the Harmony Area Historical Society, the real property and utilities located at 127 Main Ave N Harmony MN 55939. **Following are the expectations of concerned parties:**

Insurance:

City of Harmony shall maintain insurance of building and property, this shall include property used by HACC volunteer & paid staff to conduct the business of the Chamber. Coverage shall also include damage/loss and theft for volunteers and paid staff, personal belongings while performing their duties for the Chamber.

Daily/Weekly Maintenance-Upkeep:

City of Harmony shall provide cleaning and paper products of restrooms, clean hallway, vacuum all carpeted areas, sweep/vacuum & mop all non carpeted floors, clean drinking fountain, and wash all outside windows of Center.

HACC shall for the History Center/Visitor Center, dust/wipe the tables, chairs, and inside windows. Shall also do all cleaning of the HACC director office.

Historical Society shall be responsible for maintenance and cleaning their space and property such as tables/cabinets that they use for display.

Annual Maintenance-Upkeep:

City of Harmony shall wax all non-carpeted flooring. Washing and/or painting walls should be performed when visible signs of scuffmarks, chipped paint is present. Repainting should be performed every five years to maintain a cosmetic appeal.

These tasks should be done during months the History Center/Visitor Center is closed to visitors, being November 1 – March 30.

City of Harmony is responsible for all permanent fixtures. And agrees to get all said responsibilities stated in this agreement done in a timely manner. It is also understood that emergency issues will have to adhere to the emergency and not to what is convenient for the History Center/Visitor Center.

City of Harmony will provide two potted flowering planters outside of front entrance; landscaping services (mow & weed whipping, and watering when needed)

HACC will provide & maintain any new perennial or annual plantings in ground, located on the northeast side of building.

City of Harmony will provide snow shoveling/removal from parking lot and all surrounding sidewalks in a timely manner. Will also supply and apply salt to sprinkle on sidewalks.

Access of Building for Visitors:

City of Harmony shall allow access for visitors to building and restrooms as follow:

May 1 thru Sept 30 8am-8pm

Oct 1 thru Oct 31 8am-6pm

Nov 1 thru April 8am-4pm

City of Harmony will provide four sets of keys and key fobs. Two sets will be for the HACC (Board President & Director); and two sets for the Historical Society.