



ECONOMIC DEVELOPMENT AUTHORITY

AGENDA  
SEPTEMBER 27, 2021  
6:30 PM  
DUNDAS CITY HALL/CITY COUNCIL CHAMBERS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve agenda**
3. APPROVAL OF MINUTES  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve minutes of August 23, 2021**
4. BILLS AND COMMUNICATIONS
5. REPORTS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a. Consider Draft Business Retention and Expansion Survey
8. ADJOURN

**CITY OF DUNDAS  
ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES OF AUGUST 23, 2021  
6:30 PM Dundas City Hall**

**UNOFFICIAL MINUTES**

Present: Glenn Switzer (*arrived 6:40 pm*), Larry Fowler (*arrived 6:43 pm*), Grant Modory, Luke LaCroix, Luke Swartwood

Staff Present: City Attorney Leah Davis, City Planner Nate Sparks, City Administrator Jenelle Teppen

**CALL TO ORDER/ROLL CALL**

Vice-President LaCroix called to meeting of the meeting to order at 6:34 p.m. A quorum was present.

**APPROVAL OF AGENDA**

**Motion by Swartwood, second by Modory, to approve the agenda. Motion Carried Unanimously (MCU)**

**APPROVAL OF MINUTES**

**Motion by Swartwood, second by Modory, to approve minutes of June 28, 2021. MCU**

**BILLS AND COMMUNICATIONS**

No bills or communications presented.

**REPORTS**

No reports presented.

**UNFINISHED BUSINESS**

No Unfinished Business presented.

**NEW BUSINESS**

Resolution 2021-02 Adopting a 2022 Budget and Property Tax Levy and Requesting Their Approval by the City Council of the City of Dundas

Administrator Teppen reviewed the proposed draft EDA budget for 2022.

**Motion by LaCroix, second by Swartwood to approve EDA Resolution 2021-02. MCU.**

Review and Discuss Draft Business Subsidy Policy

City Planner Sparks reviewed the draft Business Subsidy Policy, pointing out areas where amendments to the original policy have been updated to reflect current Minnesota State Statutes and areas where it aligns with the City's goals for development that are set forth in the Comprehensive Plan.

Review and Discuss Rice County's Proposed Single Family Housing Tax Abatement Plan

Administrator Teppen reviewed Rice County's proposed plan to abate the County's share of taxes for an at this time undetermined period of time for the construction of single family and multi family homes that is proposed to be modeled on a plan from Lyon County, Minnesota. Rice County officials held a meeting in which representatives from cities across Rice County were in attendance to hear their proposed plan.

NEW BUSINESS (con't)

Review and Discuss Rice County's Proposed Single Family Housing Tax Abatement Plan  
EDA members questioned why the policy was not directed to workforce or affordable housing and questioned the underlying factors driving the County to consider such a plan as it seems to further the perception that the urban areas of the county are supporting the rural areas.

ADJOURN

**Motion by Swartwood, second by LaCroix, to adjourn the meeting at 7:04 p.m. MCU**

Submitted by:

Attest:

\_\_\_\_\_  
Jenelle Teppen, Secretary

\_\_\_\_\_  
Glenn Switzer, President



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

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## **PLANNING MEMO**

TO: Dundas Economic Development Authority  
Jenelle Teppen, City Administrator

FROM: Nate Sparks

REPORT DATE: September 24, 2021

RE: Business Retention and Expansion Survey

### **Background**

The EDA is working on a few initial steps concurrently. These steps will help define the future actions of the EDA.

- 1) Business Subsidy Policy. The City has updated the business subsidy policy to allow for the use of various tools to assist new and existing businesses.
- 2) Development Barriers Map. The City is making a map to identify and market key available properties. Some properties require a bit of work to become usable. These issues are being identified.
- 3) Business Park. The City is analyzing a property for the establishment of a business park. The evaluation will result in cost estimates for future discussion.
- 4) Existing Business Survey. While exploring the establishment of programs and establishing budgetary needs for targeting new businesses, the needs and growth potential of existing businesses should also be considered. Many City goals could be reached by helping existing businesses expand. Part of this process is making an inventory of existing businesses.

To assist in finding out the needs and goals of existing businesses, a draft survey is being developed. The proposed survey questions are being presented to the EDA for discussion. After this discussion, the survey will be finalized and sent out to the businesses on the final inventory list.

The goal of the survey is to:

- Identify immediate concerns of the businesses
- Identify training and technical assistance needs
- Identify future plans for the businesses
- Show the community's appreciation for the businesses
- Develop an economic development plan designed to improve the local business climate
- Foster local action through the creation of local implementation action plans

**Survey Review**

The EDA should review the survey and provide comments. The idea is to find out what the businesses in the City need or wish to achieve in the future. The responses will allow the EDA to make goals and identify programs in the future.

City of Dundas – Business Survey

**Business Information**

Business Name:

Address:

Completed By:

Position/Title:

Phone Number:

Email:

1. What year was your business established?  
If not established in Dundas, when did you move to Dundas?
2. What is the main product or service your business provides?
3. Which of the following best describes your business? (Select all that apply)  
 Locally owned and operated  
 Regional chain  
 National chain  
 Franchise
4. Do you own this location or lease/rent?
5. Does the business owner reside in Dundas?

**Local Business Climate**

6. What is your overall opinion of Dundas as a place to conduct business?

- Poor                       Average                       Good                       Excellent

7. How satisfied are you with Dundas as a business location with respect to the following factors?

(1 - Satisfied, 2 - Neutral, 3 - Unsatisfied, N/A - Not Applicable)

Cost of doing business	1	2	3	N/A	Safety services	1	2	3	N/A
Access to customers	1	2	3	N/A	New residential development	1	2	3	N/A
Quality of life	1	2	3	N/A	Access to a workforce / employees	1	2	3	N/A
Proximity to metro areas/amenities	1	2	3	N/A	City permit process	1	2	3	N/A
Proximity to transportation/freeways	1	2	3	N/A	Local officials	1	2	3	N/A

8. What are the main reasons for locating in Dundas? What do you see as the city's greatest strengths?
9. What challenges do you encounter, if any specific to being located in Dundas?

### Employment

10. How many people, including the owner(s), does your business currently employ?

Full Time Year Round: \_\_\_\_\_ Part Time Year Round: \_\_\_\_\_ Seasonal: \_\_\_\_\_

11. Has the number changed in the last 24 months? If so, how:

No change  Increased employees  Decreased employees

12. In the next 24 months, do you expect the number of employees to change?

No change  Expect an increase in employees  Expect a decrease in employees

13. What resources are you currently using to locate new employees? (Select all that apply)

- Metro Newspaper Ads  
 Local Newspaper Ads  
 Placement office in colleges  
 Private search firms  
 Referrals from existing employees  
 Job service  
 Temp agencies  
 Hire apprentices  
 Promote from within  
 Local job fairs  
 Internet site

Comments:

14. How many employees do you believe reside in Dundas?

### Future Business Plans

15. What in the near future are you most optimistic about:

16. How do you foresee your business performance over the next few years?
- A positive outlook with growth expected
  - A possible downsize, closure, or relocation
  - No changes are expected
  - The future is uncertain

### Needs and Opportunities

17. What obstacles are affecting your business? (check all that apply)
- |  |  |
|--|--|
| <input type="checkbox"/> Recruiting or retaining employees | <input type="checkbox"/> HR requirements and laws                  |
| <input type="checkbox"/> Restrictive business regulations  | <input type="checkbox"/> Expensive or unavailable utilities: _____ |
| <input type="checkbox"/> E-Commerce / Internet competition | <input type="checkbox"/> Greatest challenge: _____                 |

18. Please check the topics that are of the most interest to you and your employees:
- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Business Planning    | <input type="checkbox"/> Starting a Small Business | <input type="checkbox"/> Internet Marketing | <input type="checkbox"/> Legal/Reg. Requirements |
| <input type="checkbox"/> Marketing Strategies | <input type="checkbox"/> Employee Benefit Plans    | <input type="checkbox"/> Hiring Made Easy   | <input type="checkbox"/> Retirement Planning     |
| <input type="checkbox"/> Selling Techniques   | <input type="checkbox"/> Website Design and SEO    | <input type="checkbox"/> Labor Laws         | <input type="checkbox"/> Social Media Marketing  |

19. What tools, resources, or actions do you think the City of Dundas (staff and/or officials) may provide to produce a positive effect on your business or prevent a downsize, closure, or relocation?

### Conclusion

20. Are you interested in being contacted by the city to further discuss any questions or concerns you may have?