

AGREEMENT
CITY OF OWATONNA ECONOMIC DEVELOPMENT AUTHORITY
AND
OWATONNA AREA CHAMBER OF COMMERCE AND TOURISM

This AGREEMENT made between the Owatonna Economic Development Authority, a municipal corporation (hereinafter referred to as the “EDA”), and the Owatonna Area Chamber of Commerce and Tourism (hereinafter referred to as “OACCT”).

WHEREAS, an AGREEMENT has been made between the Owatonna Economic Development Authority, a municipal corporation (hereinafter referred to as the “EDA”), and the Owatonna Area Chamber of Commerce and Tourism (hereinafter referred to as “OACCT”); and

WHEREAS, certain defined economic development activities can best be provided in collaboration between the EDA and the OACCT,

NOW THEREFORE, the parties agree as follows:

1. Services Rendered by OACCT. OACCT shall furnish the following services:
 - (a) Maintain a site inventory of commercial and industrial buildings.
 - (b) Provide a contact and facilitation point for retailers, wholesalers, housing, and industry projects.
 - (c) Prepare in collaboration with Owatonna Partners for Economic Development a marketing plan and collateral materials to further the goals of economic development in Owatonna.
 - (d) Assist in business recruitment strategies.
 - (e) Facilitate meetings and provide support services for the Owatonna Partners for Economic Development.
 - (f) Provide professional services in regards to meeting the overall delivery of assistance services to new and expanding business.
 - (g) OACCT President will prepare verbal and written staff reports to the EDA monthly on the scope of services provided.
 - (g) Maintain an organization to coordinate and promote downtown interests and work with downtown businesses, property owners, EDA, and city government to develop initiatives and programs in support of an economically healthy, diverse and vital Central Business District. Services to be provided include but are not limited to:

- Market EDA programs and initiatives to businesses and property owners in the Owatonna Central Business District or designated areas within the CBD.
- Assist property owners in the CBD to fill vacant space.
- Maintain design guidelines and facilitate a design review process in the Owatonna Central Business District.

2. General Provisions

- (a) The term of this Agreement shall begin on January 1, 2020, and shall terminate on December 31, 2021. This Agreement may be cancelled upon sixty (60) days' written notice by either party.
- (b) The EDA shall provide the OACCT an annual retainer of \$50,000 in 2020 and \$50,000 in 2021, payable in prorated installments in January and July of each year of the agreement.
- (c) The EDA and OACCT shall meet in September, 2021 to review the Agreement and determine conditions for renewal in the following years.
- (d) This Agreement is a contract for services and does not create an employer-employee relationship between the EDA and the Chamber President/CEO.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date to follow given.

This _____ day of _____, 20__.

OWATONNA ECONOMIC DEVELOPMENT AUTHORITY

By: _____

President

By: _____

Secretary

OWATONNA AREA CHAMBER OF COMMERCE AND TOURISM

By: _____

Chairman of the Board

By: _____

President/CEO