

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, January 7th, 2019

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at City Hall this 7th day of January 2020 at 12:00PM.

The following board members were present: Dan Egger, Liza Larsen, Michael Peterson, Janice Borgstrom-Durst, and Tom Monson.

Absent: Chris McKern.

The following staff members were present: Nicholas Ouellette, EDA Coordinator

- I. Call Meeting to Order. Egger called the meeting to order at 12:00PM.
- II. Approve Minutes of the Previous Meeting. Larsen motioned to approve the minutes of the previous meeting as submitted. Peterson seconded.

Ayes (4), Nays (0). Motion carried.
- III. Quarterly Financial Report. Ouellette provided an update on the EDA Loans and noted the Gibbs Loan had been paid and was up to date on payments.
- IV. 2020 EDA Budget. Ouellette noted the \$20,000 budgeted for a 2020 Business Façade Improvement Program.

Monson arrived at the meeting.
- V. Coordinator Report. Ouellette discussed his meeting with an interested buyer for the Kasson State Theater, attendance at the Kasson Chamber of Commerce meeting in December, discussion with community members regarding the WPA Wall, and a meeting with Tom Monson regarding a business looking to open in Kasson. Ouellette noted some Coordinators Report items were also planned for discussion further into the meeting. Ouellette presented a list of available commercial properties, Borgstrom-Durst recommended he also add City owned properties to the list.
- VI. Business Façade Improvement Program.
 - a. Trail Creek Coffee Roasters Reimbursement. Ouellette informed the Board the Trail Creek Coffee Roasters had completed their payment to the contractor and submitted a request for reimbursement for a total of \$362.50. Egger motioned to approve the reimbursement. Larsen seconded.

Ayes (5), Nays (0). Motion carried.

- b. 2020 Program. Ouellette discussed with the board any possible changes they might like to make to the 2020 Business Façade Improvement Program. Egger recommended the Board refrain from including interior projects. Egger also noted if the program does not receive much interest in 2020, the funds could also be used to fund the Revolving Loan Fund.

VII. Revolving Loan Fund. Ouellette noted the current cash operating balance was \$50,215.76. He also noted \$7,847.50 of those funds were yet to be reimbursed through the 2019 Business Façade Improvement Program. With a remaining balance of \$42,368.26, the EDA could decide to allocate any portion of those funds towards capitalizing the Revolving Loan Fund. Ouellette requested the EDA Board discuss an amount they would like to capitalize the Revolving Loan Fund with. Monson noted with the \$20,000 earmarked for a 2020 Business Façade Improvement Fund the EDA could potentially have approximately \$62,000 in funds to draw from. Monson suggested capitalizing the Revolving Loan Fund with \$30,000. The Board noted they could capitalize the Revolving Loan Fund at a lower amount and contribute additional funds in the future as needed.

Peterson asked if the EDA still had a Loan Review Committee. Monson suggested the Loan Review Committee review the Revolving Loan Fund Guidelines and make a recommendation to the EDA on a capitalization amount. Borgstrom-Durst volunteered to fill the empty position, once held by Richard Wegner, on the Loan Review Committee. Monson motioned to nominate Borgstrom-Durst to the Loan Review Committee. Egger seconded.

Ayes (4), Nays (0). Borgstrom-Durst abstained. Motion Carried.

The Loan Review Committee now consists of the EDA Board Chair Dan Egger, Board member Janice Borgstrom-Durst, and EDA Coordinator Nicholas Ouellette.

VIII. EDA Elections. Egger discussed the available positions during the 2020 EDA Elections: EDA President, EDA Vice President, and EDA Secretary. In 2019, Dan Egger was President, Michael Peterson was Vice President, and Nicholas Ouellette was the EDA Secretary. Larsen motioned to maintain the same President, Vice President, and Secretary from 2019. Borgstrom-Durst Seconded.

Ayes (5), Nays (0). Motion Carried.

IX. Other Business. Ouellette brought up the issue of unpaid property taxes by the owner of Elite Marketing & Investments, LLC, who have a tax abatement agreement with the City of Kasson. Ouellette noted the Finance Department had requested direction from the EDA on whether to provide Tax Abatement for unpaid years. The Board decided the Loan Review Committee should review the Tax Abatement Agreement and bring their recommendations to the next EDA meeting.

Egger requested Ouellette provide CEDA Contract review forms to the EDA Board to fill out. The forms will be sent to City Council as they review the CEDA Contract for 2020.

X. Items for the December EDA Meeting. The board discussed having the new City Administrator as a guest at the January or February EDA meetings.

XI. Adjourn. Borgstrom-Durst motioned to adjourn the meeting. Larsen seconded.

Ayes (5), Nays (0). Motion carried and meeting adjourned.

The next meeting will be held at 12:00PM on February 4th, 2020.

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President