

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, February 4th, 2020

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 4th day of February 2020 at 12:00PM.

The following board members were present: Chris McKern, Liza Larsen, Janice Borgstrom-Durst, and Tom Monson.

Absent: Dan Egglar and Michael Peterson.

The following staff members were present: Timothy Ibisch - City Administrator, Nancy Zaworski - Finance Director, and Nicholas Ouellette - EDA Coordinator

- I. Call Meeting to Order. McKern 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. Monson seconded.

Ayes (4), Nays (0). Motion carried.
- III. Timothy Ibisch - City Administrator Introduction. Ibisch introduced himself to the Board and discussed his goal to create new programs and alternative funding sources for the EDA.
- IV. Coordinator Report. Ouellette first discussed his meetings for the month of January, which included the Downtown Lots Committee, Loan Review Committee, developers Jamie Judisch & Aaron Thompson, Adalberto Guzman, K-M Schools Career Navigator, SEMLM, and Mantorville EDA Coordinator Abby Wright. Ouellette updated the board on progress made towards planning improvements for the Downtown Lots. Ouellette discussed his meeting with Jamie Judisch and Aaron Thompson who plan to construct townhomes and apartment buildings at 504 16th Street NE, the project plans will be discussed at the next Planning & Zoning Board meeting, Ouellette noted should the project be approved by Planning & Zoning, there will likely be a request for TIF. Ouellette informed the Board Adalberto Guzman applied for gap financing through the Dodge County RLF to start a bakery in Kasson, and Guzman's application will be reviewed by the Dodge County EDA Committee on February 11th. Ouellette also discussed his meeting with Abby Wright to explore opportunities for collaboration between Kasson and Mantorville on projects or grants. Ouellette told the Board the Business Façade Improvement Program will be on the March agenda for the Board to approve. Ouellette discussed his attendance at the SEMLM Annual Meeting, including an update on the SE Regional Transportation Coordinating Council. Ibisch also noted SEMLM would be lobbying the State government to capitalize their Diversification Loan Fund program. Ouellette told the board he and Tim would be working towards developing a strategic

plan. Ouellette asked the Board if they would fill out a strategic plan worksheet to inform him of their ideas and goals for the City of Kasson. Ouellette informed the Board of the Future Forward website platform which is a new tool being used by the K-M schools to connect students with local career opportunities. Ouellette informed the Board he is exploring opportunities to conduct local market research on Kasson's economy. The Board discussed having a booth at the Dodge County Expo.

- V. EDA Board Seat. Ouellette asked the Board what type of requirements the Board would like to set out for Board seat applicants, as well as how long the Board would like to advertise the open seat. Monson discussed that Board seat requirements could be factored into the strategic planning process but would be a lengthier timeline to determine those requirements. Ibisch suggested the EDA Board receive applications through February. Ouellette will email out applications to the Board as they come into City Hall. Monson motioned to advertise the open seat on the EDA Board through the month on February and insert the EDA Board seat requirements in the Policy and Procedures draft as "the applicant must live in Kasson *or* the applicant must own a business, operate a business, or work in Kasson". Borgstrom-Durst seconded.

Ayes (4), Nays (0). Motion Carried.

- VI. Revolving Loan Fund Capitalization. Ouellette discussed the recommendation which came from the Loan Review Committee to capitalize the Revolving Loan Fund with \$20,000 from the EDA cash balance. McKern motioned to capitalize the Revolving Loan Fund with \$20,000 from the EDA cash balance. Larsen seconded.

Ayes (4), Nays (0). Motion Carried.

- VII. Tax Abatement Agreement - Elite Marketing & Investments, LLC. Ouellette discussed with the Board the necessity to create a new tax abatement agreement with Elite Marketing & Investments, LLC. Ouellette noted the original subsidy was given to the business as an incentive to relocate their business to Kasson; this purpose would justify the re-created tax abatement agreement with the condition the business remain in Kasson through the remainder of the abatement. Ouellette discussed the conditions and value of the proposed tax abatement agreement with the Board and noted the business owner was aware of the situation and agreed to the details of the proposed tax abatement agreement. Monson asked Ouellette if there would be a condition that should the property owner be delinquent on their taxes, the City would be able to withhold the tax abatement for that year. Ibisch described the process for tax abatement, clarifying that tax abatement will be held until December of each year to allow the City time to verify property taxes were paid for that year. Ouellette informed the Board the new tax abatement agreement will be prepared for the March 3rd EDA meeting with a public hearing as well.

- VIII. EDA Policy and Procedures Amendments. Ouellette discussed drafted additions to the EDA Policy and Procedures manual. Ouellette noted this draft was for the EDA Board to review and provide input. A public hearing for the proposed amendments will be held at

the March 3rd EDA meeting. Borgstrom-Durst requested Ouellette send out a copy of the original Policy and Procedures along with a draft of the proposed changes.

- IX. Other Business. Borgstrom-Durst inquired with the Board about the capacity for Ouellette to work on a grant for KARE on the Old Public School. Ouellette will be able to review the Grant in an editorial capacity.
- X. Items for the March EDA Meeting. Ouellette listed items for the March EDA meeting, being EDA Policy & Procedures, Board seat applicants, the Tax Abatement Agreement, Strategic Planning, and the Opportunity Profile.
- XI. Adjourn. McKern motioned to adjourn the meeting. Monson seconded.

Ayes (4), Nays (0). Motion carried and meeting adjourned.

The next meeting will be held at 12:00PM on March 3rd, 2020.

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President