

## **KASSON EDA REGULAR MEETING**

**Tuesday, February 5<sup>th</sup>, 2019**

**12:00 noon**

**MEETING WILL BE HELD AT KASSON CITY HALL**

**12:00 noon Call Meeting to Order**

- I. Approve Minutes of the Previous Meeting**
- II. Coordinator Report**
  - a. Minnesota Main Street & Blandin Follow-Up**
  - b. SCDP Grant Application**
  - c. Other**
- III. Election of Officers**
- IV. 2019 Priorities**
- V. Kasson Konnections Agenda**
- VI. Other Business**
- VII. Items for March EDA Meeting**
- VIII. Adjourn**

**Next meeting will be held on Tuesday, March 5<sup>th</sup>, 2019**

# MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, January 8<sup>th</sup>, 2019

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 8<sup>th</sup> Day of January, 2019 at 12:00 noon.

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

Absent: Mayor Chris McKern and Richard Wegner

The following staff members were present: Stephanie Lawson, EDA Coordinator

**CALL TO ORDER:** EDA President Egger called the meeting to order at 12:00 p.m.

**MINUTES OF THE PREVIOUS MEETING:** Egger asked if any additions or corrections were needed for the minutes from last month's regular meeting. Motion to Approve the Minutes as submitted was made by Borgstrom-Durst, second by Larsen. Unanimously approved.

**QUARTERLY FINANCIAL REPORT:** Following a brief review of the quarterly financial report, Egger asked if there were any questions or comments with regards to the report. Lawson noted that all EDA loans were current and MIF Funds were successfully returned to the State.

## **COORDINATOR'S REPORT:**

- a) **Community Roadside Landscape Partnership Program:** Lawson updated the board on the current status of the Community Roadside Landscape Partnership Program application noting that the City's request for participation was accepted and a kick-off meeting is being scheduled.
- b) **State Revolving Loan Funds:** Lawson noted that the \$5,250.00 in MIF funds were successfully returned to the State following council approval.
- c) **Other:**
  - a. **Dodge County Housing Study:** Monson requested an update on the Dodge County Housing Study. Lawson notified the board that she anticipates receipt of the draft report from Maxfield within the next week (by January 18<sup>th</sup>).

**MINNESOTA MAIN STREET – NETWORK COMMUNITY PROGRAM:** Lawson presented an opportunity to apply to be a part of the Preservation Alliance of Minnesota's Minnesota Network Communities Program. This program would offer many of the same resources to communities that might not have the capacity to meet the Designated Program requirements. After discussion the board requested additional information on the program requirements and expectations. Lawson is to follow up with the board via email once more information is obtained.

**CITY LOGO:** Lawson presented a city logo concept that her CEDA team member had been working on for a design course that she was taking. This comes after previous discussions in 2018 about community branding. The logo presented encompassed community highlights including the historic water tower, green space (tree city), downtown business and residential with a strong focus on inclusion.

After review and discussion board members provided recommendations on how to modify and improve. Lawson will take these recommendations back to her CEDA team member and work to make adjustments. Once adjustments are made the revised logo will be presented.

**OTHER BUSINESS:**

- a) **Blandin Foundation – Janice:** Borgstrom-Durst recommended that the board pursue applying for a grant through the Blandin Foundation in an effort to get more individuals involved in leadership roles to increase community involvement; with the specific project being renovation of the center pod of the 1918 school building to create a community meeting space.

Lawson stated her concern as to whether or not that project would fall within one of Blandin’s focus areas as it does not focus specifically on rural community leadership improvements.

Monson noted that he is also interested in learning more on Blandin’s thoughts on youth leadership development. Lawson will do further research on eligible projects and report back to the board.

**ITEMS FOR FEBRUARY EDA AGENDA:** Election of Officers and 2019 Priorities.

**ADJOURNED:** Motion to adjourn was made by Monson, second by Larsen. Unanimously approved. Meeting adjourned at 12:50 pm.

Next Meeting will be held on Tuesday, February 5<sup>th</sup>, 2019 at Kasson City Hall.

Minutes Submitted By: \_\_\_\_\_  
Stephanie Lawson, EDA Director

Attested By: \_\_\_\_\_  
Linda Rappe, City Clerk

# **ECONOMIC DEVELOPMENT AUTHORITY COORDINATOR'S REPORT**



Stephanie Lawson  
January 8, 2019 - February 5, 2019

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## **Business Retention Visits & Meetings**

1. Hwy 14 Partnership Committee
2. Hwy 57 Citizens Advisory Committee

## **Kasson Konnections**

The first Kasson Konnections was successfully held on January 10th with the next being held at 9:30am on February 7th. A few adjustments were made on the promotion of the event as it is now on the homepage of the website. Further disbursement options are being looked into as well (email listings).

## **Community Roadside Landscape Partnership Program**

A kick-off meeting is being held on February 7th with MnDOT's Landscape Architects to review the current plan for the Hwy 57/Hwy 14 project.

## **Policy & Procedures Manual - Revolving Loan Fund Guidelines - No New Updates**

A number of revisions are in the process of being made, but further review of the Revolving Loan Fund Guidelines is required.

## **SCDP Grant Application**

After the pre-application came back as 'Marginally Competitive' discussion was had with SEMMCHRA and the decision was made to proceed with the final application, omitting the request for commercial funding as the greater need was in owner occupied residential.

\*Reallocated MIF funds will still be able to be utilized for commercial projects.

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## Minnesota Main Street & Blandin Foundation Follow-Up

### Minnesota Main Street Network Community Program

The Preservation Alliance of Minnesota has indicated that the time commitment for this program is minimal, and largely dependant on how much time a community wants to commit to the program. The only obligations are completing two program activities (a webinar, workshop, regional event, etc.), and the annual reporting requirements and survey (both done once per year). You can certainly invest more in the program by attending more program activities or requesting a Considering Main Street Workshop, but those are the only requirements.

The annual reporting requirements are listed on the application, and include:

1. Number of new business created in the district
2. Number of existing businesses expanded in the district
3. Number of new full-time jobs in the district
4. Total private investment in district (building rehabs, new buildings, buildings sold) (dollar amount)
5. Total public investment in district (streetscape, infrastructure , or public facilities improvements) (dollar amount)
6. Number of volunteer hours contributed as part of the program.
7. Other downtown-related activities (brief description)

### Blandin Foundation

Rehab of the 1918 school building wouldn't be a qualifying project for grant funding. Blandin grants don't focus on infrastructure projects, instead they focus on creating programs that enable and encourage diversity, equity, and inclusion. Blandin also has a focus on projects that improve and align education, entrepreneurship, quality employment and innovations to expand opportunity for every community member (Kyle, that I spoke with at the Blandin office, stressed their desire for job creation.). A co-working space/incubator could fit into this if it is something that the board would ever want to pursue.

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## **Other Notes**

### **Potential Townhome/Apartment Developments**

Currently working with developers to determine feasibility on two potential developments. Further details are not to be disclosed at this time.

### **Infill Lot Developments**

Currently working with developers to identify possible infill lots around town that may allow for the development of more affordable housing options. Property information has been provided and developer will be in touch after wrapping up a few projects in other area communities.