

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, July 14th, 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 14th day of July 2020 at 12:00PM.

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

Absent: None.

The following staff members were present: Timothy Ibisch - City Administrator, Nicholas Ouellette - EDA Staff.

- I. Call Meeting to Order. Egger called the meeting to order at 12:00PM.
- II. Approve Minutes of the Previous Meeting. Peterson motioned to approve the June 2nd minutes. McKern seconded.

Ayes (5), Nays (0). Motion carried.
- III. Financial Report. Ouellette reported major updates in the financial report and all loans were being repaid. McKern motioned to approve the Financial Report. Monson seconded.

Ayes (5), Nays (0). Motion carried.
- IV. EDA Business Survey. Ouellette discussed his findings from the survey to gauge the impact of COVID-19 on the local economy. Ouellette noted the businesses most negatively impacted by COVID-19 were those that had been impacted by Walz Executive Order 20-04 and 20-08. These types of businesses operate with high levels of close contact such as restaurants, salons, and gyms. Ouellette notes businesses in the trades were able to return to a more normal level of business. Ouellette found that businesses were appreciative of the survey and a few businesses were unaware of the EDA; Ouellette took this opportunity to share EDA programs and services. Those businesses that expressed a need for relief programs desired forgivable loans and grants.
- V. Business Façade Improvement Grant. Ouellette discussed the three items requiring action under the Business Façade Improvement Grant. Ouellette discussed the 2020 BFIP application from Stage by Staige for a new sign and window decal, the 2019 BFIP request for reimbursement from Legion 333 for \$2,000 for the completed Freedom Rock concrete patio, and the 2019 BFIP request for reimbursement from Daniels Plaza, LLC for \$1,380 for the completed landscaping project.

McKern motioned to approve the Stage by Staiges 2020 BFIP application. Peterson seconded.

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

Monson motioned to approve the Legion 333 2019 BFIP request for reimbursement. Larsen seconded.

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

Monson motioned to approve the Daniels Plaza, LLC BFIP request for reimbursement. Larsen seconded.

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

VI. 2021 Budget. Proposed 2021 budget changes were not reflected in the packet. Ibisch noted some of the purposed changes included reallocating funds to the advertising budget. Ouellette will send out the proposed budget to the EDA Board this month.

VII. Coordinators Report. Ouellette noted the City of Kasson had been awarded a 2020 Trail Connections Grant for \$82,390 and documents to execute the grant agreement with MN DNR were being worked on. Ouellette discussed new updates to the EDA webpage, a \$10,000 grant application was submitted to the Minnesota Historical Society to help fund the WPA Wall restoration. Ouellette discussed the planned collaboration meeting between the Kasson and Mantorville EDAs, including possible items to collaborate on such as marketing. Ouellette noted the meeting date is planned for October 1st. Ouellette discussed his tour of the Dodge County Independent Building and meeting with Ed and Tina Butler to reconfigure the main floor office space into a co-working space. Ouellette noted he would be assisting the Butlers to research business plans for co-working spaces, and that he would like to conduct a survey of businesses to understand demand for a coworking in Kasson. Ouellette also discussed the Kasson Active Business Directory he had created.

Eggler motioned to approve spending to mail out a survey to determine the demand for a coworking space. Borgstrom-Durst seconded.

Ayes (6), Nays (0).

VIII. City Administrators Report. Ibisch discussed his Administrators report. The Board discussed the possibility to use CARES Act funds towards economic assistance and what costs to businesses would be considered eligible for funds. Ibisch discussed utility credits as a possibility.

IX. Other Business. Ouellette noted no applications for the EDA Board seat had been received to date. Borgstrom-Durst discussed the need for workforce housing as new trades jobs are established in neighboring Dodge Center. Ibisch discussed whether the City could involve itself in the development of workforce housing through advertising or the use of land.

X. Items for the August EDA Meeting. CARES Act Funds, 2021 Budget, and the survey of local office needs.

XI. Adjourn. McKern motioned to adjourn the meeting. Monson seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 1:03PM.

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

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President