

# KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, August 4<sup>th</sup>, 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 4<sup>th</sup> day of August 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. McKern motioned to approve the July 14<sup>th</sup> minutes. Larsen seconded.
- Ayes (4), 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. Peterson seconded.

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

Ibisch discussed the issue of a negative fund balance from a Tax Increment Financing (TIF) district on two EDA owned lots in Downtown Kasson. Ibisch mentioned the issue could be addressed by deferring interest and ultimately decertifying the TIF district. This issue will be discussed at the next EDA meeting with the Finance Director.

*Monson and Borgstrom-Durst arrived at the meeting.*

- IV. EDA Board Seat Application. The Board reviewed the application. Borgstrom-Durst motioned to recommend to the Mayor to appoint Kathy O'Malley to the open EDA Board seat. Egger seconded.

Ayes (6), Nays (0). Motion carried.

The EDA Board recommended describing the EDA, its purpose and activities, on the application materials so applicants can submit their application responses in the context of the EDA.

- V. Business Façade Improvement Grant. Ouellette reviewed a grant application from Full Circle Wellness for a new sign and reimbursement requests from Stage by Staige for a new sign and Janice Borgstrom-Durst for a new mural. Ibisch mentioned Ouellette had reached out to media outlets to bring attention to the new mural. Ouellette noted with the completion of Borgstrom-Durst's mural, all projects from the 2019 program had been completed. Ouellette noted the 2019 program had granted \$9,847.50 to façade improvement projects which matched cost projections based on applications.

McKern motioned to approve the application from Full Circle Wellness. Peterson seconded.

Ayes (6), Nays (0). Motion carried.

Peterson motioned to approve the request for reimbursement from Stage by Staige. Borgstrom-Durst seconded.

Ayes (6), Nays (0). Motion carried.

Peterson motioned to approve the request for reimbursement from Borgstrom-Durst. Larsen seconded. Borgstrom-Durst abstained from the vote.

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

- VI. 2021 Budget. Ouellette highlighted the increase and decreases to the EDA budget, noting the most significant proposed change was a \$5,000 increase to advertising. Ibisch told the Board the \$5,000 decrease from the overall budget was in line with the City Council request that all City departments decrease their budgets. Monson brought up the Downtown Lots activation and whether the EDA could budget some aesthetic improvements to the property. Ouellette noted the TIF discussion from earlier in the meeting and that future plans for the lots should be saved for the larger discussion of the lots at the next meeting. Ibisch requested Board members submit any feedback by the end of the month. The proposed EDA budget will on the September agenda for approval.
- VII. City-Owned Land (SW). Ouellette discussed the City-owned land as a potential project and priority for the EDA should the Board choose to pursue various types of development on the property. Ibisch mentioned this discussion was predicated by the previous meetings discussion of developing workforce housing for new workers in Dodge County. Ibisch discussed that once the EDA identifies an intended use it allows City staff to work on projects that support the overall goal, such as infrastructure development and development grants. Ouellette reviewed various types of development that the EDA could encourage as well as the context for developing the property from the 2040 Comprehensive Plan. Board members discussed future plans for the cemetery and how it could impact development on the property. McKern stressed that the development of this property should be a priority for the EDA. Ibisch envisions three components to the development of the property: retail commercial and light industrial space, high density housing such as fourplexes, and low-density residential. Ibisch noted commercial space could be used for businesses that have

outgrown their current locations or have higher traffic counts. A main role for the city will be providing support to potential developers and building infrastructure to the property. Peterson asked whether there have been any discussions about access to Mantorville Avenue from the property. Ibisch noted there was a pending plan in place and McKern added that there is room for access. Monson asked whether the 2019 engineering budget could be used to have WHKS conduct a survey of the property to better understand how feasible development would be. Monson motioned to request an estimate for a development survey of the property from WHKS. McKern seconded.

Ayes (6), Nays (0). Motion carried.

- VIII. Coordinators Report. Ouellette discussed the items in the Coordinators Report. Ouellette discussed Dodge County's plan to create a Small Business Relief Fund program with CARES Act funds to provide grants of up to \$10,000 to small businesses to cover COVID-19 related expenses. As part of the program, Dodge County hopes each city will commit 10% of their CARES Act funds to the program. Ouellette will share more information with the Board as the program is developed.
- IX. City Administrators Report. Ibisch discussed the items in the Administrators Report.
- X. Other Business. None.
- XI. Items for the September EDA Meeting. Downtown TIF, CARES Act program, SW Land, EDA Budget, new Board member, and Coworking Survey results.
- XII. Adjourn. Peterson motioned to adjourn the meeting. McKern seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 12:45PM.

The next meeting will be held at 12:00PM on September 1<sup>st</sup>, 2020.

Minutes Submitted by: \_\_\_\_\_  
Nicholas Ouellette, EDA Coordinator

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Dan Egger, EDA President