

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, September 1st, 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 1st day of September 2020 at 12:00PM.

The following board members were present: Dan Egger, Michael Peterson, Chris McKern, Janice Borgstrom-Durst, and Kathy O'Malley.

Absent: Tom Monson and Liza Larsen.

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

Prior to the meeting, Kathy O'Malley took the oath of office and assumed a seat on the Economic Development Authority Board.

- 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 14th minutes. Peterson seconded.

Ayes (4), Nays (0). Motion carried.
- III. Financial Report. Ibisch noted the Klampe loan had been paid off earlier in the year and would be removed from the financial report moving forward.
- IV. Oath of Office – Kathy O'Malley. The Board welcomed Kathy O'Malley to the Economic Development Authority.

Janice Borgstrom-Durst arrived to the meeting at this time.

- V. Business Façade Improvement Grant. Ouellette discussed a request for reimbursement from Full Circle Wellness for \$212. Ouellette noted this project was a good example of how the Business Façade Improvement Program can benefit new businesses in Kasson.

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

Ayes (5), Nays (0). Motion carried.
- VI. 2021 Budget. Ouellette noted he had not received any requests from the Board to amend the proposed budget. Ouellette reviewed the major changes to the budget were the \$10,000 reduction to commercial programs and \$5,000 addition to advertising.

Peterson motioned to recommend the proposed 2021 EDA budget to City Council. Borgstrom-Durst seconded.

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

- VII. City-Owned Land (SW). Ouellette reviewed a proposal from WHKS to provide a preliminary survey of development potential. Egger noted the cost of the survey is \$3,500. Ibsch discussed the scope of services WHKS provided and whether the Board wished to add anything else to the scop. Ouellette noted the EDA’s budget has \$3,000 for engineering services the Board can use to pay for the survey. Ibsch added any remaining cost could come from the EDA’s legal fees budget. McKern motioned to approve the Scope of Services submitted by WHKS. O’Malley seconded.

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

Ouellette discussed the worksheet he created for the Board to fill out. The worksheet will provide Ouellette with a better understanding of how the Board would like to see development. Ouellette requested the Board fill out the worksheet and return it to him by the October EDA meeting. Ibsch stressed the importance of developing the property for commercial uses.

- VIII. Coordinators Report. Ouellette discussed the items in the Coordinators Report. Ouellette discussed a request from Dodge County Youth Hockey to present a project for a new ice arena complex. Ouellette expects the presentation will include a request for a business subsidy. Ouellette included the results of the Kasson Co-Working and Office Needs survey. Ouellette also discussed the Dodge County Small Business & Nonprofit Relief Funds program.
- IX. City Administrators Report. Ibsch discussed the items in the Administrators Report. Ibsch discussed his meeting with CMP^{AS} regarding the organizations plan to create economic development programs to assist their member communities.
- X. Other Business. Borgstrom-Durst discussed promoting available real estate in Kasson. Ibsch requested the Board to discuss the high value of commercial real estate in Kasson and whether the Board had any thoughts on how to address the issue.
- XI. Items for the September EDA Meeting. Downtown TIF, SW Land, and a presentation from Dodge County Youth Hockey.
- XII. Adjourn. Peterson motioned to adjourn the meeting. Borgstrom-Durst seconded.

Ayes (5), Nays (0). Motion carried. Meeting adjourned at 12:40PM.

The next meeting will be held at 12:00PM on October 6th, 2020.

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President