

KASSON ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Kasson City Hall
Tuesday, September 3rd, 2019
12:00 noon

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting**
- III. Coordinator's Report**
- IV. EDA Revolving Loan Fund**
- V. Business Façade Improvement Program - Revision**
- VI. Kasson Konnections – September Meeting Cancelled**
- VII. Other Business**
- VIII. Items for October EDA Meeting**
- IX. Adjourn**

Next meeting will be held on Tuesday, October 1st, 2019

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, August 6th, 2019

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 6th day of August 2019 at 12:00PM.

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

Absent: Liza Larsen, Michael Peterson, and Richard Wegner.

The following staff members were present: Nicholas Ouellette, EDA Coordinator

- I. Call Meeting to Order. EDA President Dan Egger called the meeting to order at 12:00PM
- II. Approve Minutes of the Previous Meeting. McKern motioned to approve the minutes of the previous meeting as submitted. Monson seconded.

Ayes (4), Nays (0). Motion carried.
- III. Quarterly Financial Report. The board had no concerns or questions regarding the quarterly financial report.
- IV. Coordinator Report.
 - a. Business Retention and Meetings. Ouellette informed the board he had distributed more than 60 copies Commercial Façade Improvement Applications with businesses in Kasson.
 - b. Downtown Lots Committee. Ouellette notified the board the committee will have their report prepared for the EDA board for the September meeting.
 - c. MNDOT Cooperative Landscaping Agreement. Ouellette notified the board that the City will start landscaping/tilling work in the next week. Once the ground is prepared, Sargents will install the plants and trees.
 - d. Kasson Konnections. Ouellette discussed emailing Chamber businesses details for the next Kasson Konnections meeting.
 - e. Small Cities Development Program Grant. Ouellette discussed how the City is exploring how it can transfer Federal MIF funds for use in the SCDP.
 - f. Dodge County Wind Transmission Line Proposed Routes. Ouellette notified the board of the Draft Environmental Impact Statement Public Information Meeting on August 20th in Kasson.
 - g. Small Business Administration. Ouellette discussed the SBA presence at Kasson City Hall, and how they are organizing flood relief for small businesses and homeowners in Kasson.

V. 2020 EDA Budget. Ouellette discussed his phone call with DEED to explore the opportunity to reuse Federal MIF. Ouellette discussed the options to fund a Business Subsidy Fund. Monson asked Ouellette to explore whether Federal MIF could be gifted to another community development organization. McKern discussed the viability of each method to fund a Business Subsidy Fund. McKern supported keeping the budget the same as last year.

VI. Business Façade Improvement Program. Ouellette discussed the number of applications the EDA has received. Ouellette noted two recent applications were for projects ineligible under the program guidelines, due to their beautification/landscaping nature which does not relate to a commercial building façade. Ouellette asked the board if they would like to expand the scope of the Business Façade Improvement Program to include beautification/landscape projects.

Janice Borgstrom-Durst recused herself from voting on this agenda item, explaining that she had submitted a project proposal for the Business Façade Improvement Program.

Ouellette noted he could also improve the application to include details on contractors and better define eligible projects. McKern voiced his support to expand the scope of the program. Egler requested Ouellette update the program guidelines for the board to review at the next EDA meeting.

VII. Kasson Konnections Agenda. Ouellette repeated that he will be available for businesses at the Kasson Konnections meeting to discuss the Business Façade Improvement Program.

VIII. Other Business. Ouellette invited Carl Dombek to speak about the Small Business Administration's flood disaster relief efforts for Dodge County. Dombek discussed the SBA low-interest loans available to Dodge County residents and businesses. Cal Greening was invited to discuss the MN Housing Quick Start Disaster Recovery Program. Greening discussed how the program is unique to Minnesota and two other states. Greening noted the Quick Start program works when: homeowners have exhausted their insurance benefits; those individuals can apply for assistance from the SBA, and if affordability, credit, or qualification are an issue; those individuals can then request assistance from the MN Housing Quick Start Disaster Recovery Program administered through Semcac.

IX. Items for July EDA Meeting. Ouellette noted that Nancy Peterson would like to present to the EDA board at the September meeting. Egler noted that the business subsidy/loan program and the Commercial Façade Improvement Program will be on the next agenda.

X. Adjourn. McKern motioned to adjourn the meeting. Borgstrom-Durst seconded.

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

Next meeting will be held on September 3rd, 2019.

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President

DRAFT

Economic Development Authority Coordinators Report

**Nicholas Ouellette
August 6, 2019 – September 3, 2019**



Visits & Meetings

1. Carl Dombek – SBA
2. Lisa Dargis – DEED
3. Buffy Beranek – SEMMCHRA
4. Scott Pass – MnDOT
5. Mike Bubany - DDA
6. Jane Hardwick – MN Prairie County Alliance

Downtown Lots Committee

The Downtown Lots Committee did not meet in August, our last scheduled meeting is for September 9th.

Community Roadside Landscape Partnership Program

Sargents has completed the planting of trees and shrubs at the site. Final steps towards wrapping the project are being completed. MnDOT will be inspecting the site this week so they can ensure proper reimbursements for submitted invoices.

SCDP Grant

SEMMCHRA is conducting an environmental review of the program area. Grant approval from DEED is expected this month (September) which will release program funds for use.

Dodge County Comprehensive Housing Needs Analysis

SEMMCHRA is developing a Dodge County Housing Strategic Plan 2019-2021.

Dodge County Wind High Voltage Transmission Line Proposed Routes

NextEra has suspended its applications for transmission line routes. NextEra is examining alternative transmission lines and substation locations. There is still a possibility routes through Kasson may be considered, we will be keeping an eye on the project as it develops. Any new applications will include an environmental assessment process.

You can review all the project documents in the docket link below:

<https://mn.gov/eera/web/project/13333/>

Business Façade Improvement Grant

A new revised version of the Business Façade Improvement Program has been created. These revisions were made to include landscaping and beautification projects. These revisions will be reviewed by the EDA Board for approval.

Revolving Loan Fund

The prospect of re-using MIF funds for EDA activities is off the table. Efforts to explore the creation of a new RLF are underway. Research on existing RLF guidelines, applications, best practices, etc. is being completed. I will be meeting with the Finance Committee to review and develop RLF documents for EDA review.

SE MN Regional Transportation Coordinating Council

I am investigating how Kasson and Dodge County can have more of a presence with this initiative – so that our input and perspective may be included in discussions and decisions.

Business Façade Improvement Program
Kasson Economic Development Authority



The Kasson Economic Development Authority (EDA) is a professional and confidential advocate for the business community. We provide ideas, information, venture capital, financial packaging, and expertise in business development. We focus on projects that aim to make Kasson a better place for business, innovation, and commerce; promoting ourselves as a community that provides diverse and sustainable economic opportunities for all.

In keeping with the object stated above, the EDA established this program with the intent to enhance and improve the visual aesthetics of the community. This program is designed to encourage owners to restore existing properties and enhance the general character of the property.

Program funding:	\$20,000 total has been designated for this program
Duration:	The Program will accept applications until November 25, 2019 . Unless approved by the EDA, all projects must be completed with submitted invoices and completion photos within 6 months of award date. Any projects not completed and/or submitted for reimbursement by that time will not be eligible for reimbursement regardless of approval.
Matching grant:	Up to \$2,000 per building/lot per calendar year
Matching requirement:	Commercial building/lot within the City of Kasson. Please note – property must be current on taxes and obligations with the city.
Eligible project:	See list of eligible project items on the next page
Program contact:	Nicholas Ouellette (EDA Coordinator) – nicholas.ouellette@cedausa.com

To apply, applicants must submit one complete application including necessary attachments to City Hall by no later than the third Tuesday of the month for consideration at the next month’s EDA meeting. The EDA will not consider retroactive approval projects; **NO WORK MAY BE DONE PRIOR TO EDA APPROVAL.**

Required Documentation for Application

- Completed application form
- Bona fide cost estimate of entire project
- Project plans, drawings, or sketches
- Photos of property work area before work begins
- Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
- Other documents requested by EDA/Council

For a leased property:

- A copy of the lease agreement and written permission from the property owner

Required Documentation for Reimbursement

- Photo of property after work is complete
- Proof of payment (invoice, receipt, etc.)

Kasson EDA will approve or deny reimbursement based on the completed project documentation and receipts of work completed and paid for by applicant.

Request for reimbursement must be submitted to City Hall within 6 months of project approval.

See page 4 for more details.

Business Façade Improvement Program – Guidelines

Eligible project items:

- Painting of building exterior; including necessary scraping, repairing and preparation for completion
- Rehab/replacement of exterior windows visible from public areas that enhance the character of the building
- Rehab/replacement of exterior doors visible from public areas that enhance the character of the building
- Siding
- Installation of brick onto building façade
- Brick tuckpointing
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies)
- Signage
- Ancillary decorative lighting
- Surface parking lots that improve the property's curb appeal
- Screening of unsightly features such as utility connections, dumpsters, etc.
- Permanent and semi-permanent landscaping features
- Other permanent or semi-permanent decorative features that enhance visual aesthetics

Ineligible project items:

- Any interior work
- New construction and building additions
- Acquisition
- Improvements not visible from public areas
- Moveable landscaping features
- Improvements already completed or in progress at time of application

Evaluation criteria:

- Overall impact to the community
- Aesthetic improvement to the area
- Need for assistance
- Total owner investment/equity in the project
- Previous or concurrent usage of other EDA and/or City incentive programs

Applications will be denied if, in the sole option of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

The EDA reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and is in the best interest of the community.

Reimbursement will be approved by City Council; applicants must submit proof of payment (invoice) and photos of the completed projects.

Incomplete applications will not be reviewed

Business Façade Improvement Program – Application
Kasson Economic Development Authority

Name: _____ Date: _____

Business: _____

Email: _____ Phone: _____

Mailing Address: _____

City/State/ZIP: _____

Project Address: _____

Project Summary: _____

Total Project Cost: _____ Total Amount Requested: _____

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved company’s name and information in promotional/publicity materials, events, etc.

But for the assistance provided through this program by the Kasson Economic Development Authority, we would not have the resources to complete this project to the extent that we will with assistance.

Name/Title (printed)

Name/Title (printed)

Signature

Date

Signature

Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

Business Façade Improvement Program – Action Steps
Kasson Economic Development Authority

Business Façade Improvement Program action steps:

1. Applicant must submit a Business Façade Improvement Program Application with the appropriate documentation that indicates the following:
 - Detailed description of entire the project
 - Before photos
 - Bona fide written cost estimates of the entire project
 - Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
 - Indicate the amount of Business Façade Improvement Program funds will be used
 - Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating the necessary funds are available in the applicant's bank account.
 - Any other documentation requested by the EDA or City Council
2. The Economic Development Coordinator and/or the EDA Finance Committee identifies if the project meets eligibility requirements and, if so, will bring it to the next Economic Development Authority meeting for further review.
3. Upon EDA review, the EDA will either approve or deny the project application.
4. The Economic Development Coordinator will contact the applicant and relay the EDA's decision and, if approved, will arrange for the signing of required documents.
5. Applicant makes approved business façade improvements and pays all invoices related to the improvements.
6. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications to the Economic Development Coordinator:
 - Receipts for work completed and paid for by applicant
 - Photos of the improvements that have been made
7. The Economic Development Coordinator will bring all final documentation to the next Economic Development Authority meeting. Based on the final documentation, the Economic Development Authority will approve or deny the final request for reimbursement.
8. Funds will be available to the approved applicant up to six (6) months from the date of project approval by the Economic Development Authority. Submit a payment request to City Hall before this date to avoid cancellation of funds.