

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, October 1st, 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 1st day of October 2019 at 12:00PM.

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

Absent: 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. Larsen motioned to approve the minutes of the previous meeting as submitted. McKern seconded.

Ayes (6), Nays (0). Motion carried.
- III. Coordinator Report.
 - a. Business Retention and Meetings. Ouellette informed the board of his visits and meetings, which included; U of M Extension Conference, Downtown Lots Committee, Wendall Engelstad, Strong Towns event, and Cabin Coffee Company.
 - b. Downtown Lots Committee. As an agenda item, the Downtown Lots will be formally discussed by the EDA Board later in the meeting.
 - c. MNDOT Cooperative Landscaping Agreement. Ouellette notified the board the City of Kasson would be submitting a reimbursement request to MNDOT.
 - d. Small Cities Development Program Grant. Ouellette informed the board SEMMCHRA is accepting applications for the program. The environmental review is still ongoing.
 - e. Business Façade Improvement Program. This is also an agenda item, which Ouellette notified the board they would discuss in further detail later in the meeting.
 - f. Revolving Loan Fund. Ouellette notified the board this item will be on the November EDA agenda.
 - g. Quarterly Financial Report. Ouellette notified the board the Quarterly Financial Report will be available at the November EDA meeting, due to the October meeting falling on the date quarterly financial reports are compiled.
- IV. Business Façade Improvement Program. Ouellette informed the EDA Board he had received two new applications for the program, and one request for reimbursement.
 - a. Trail Creek Coffee. Ouellette discussed the application, which included a matching grant request of \$362.50 for the addition of a sign on the exterior of the

building. Ouellette discussed the merits of the project, and recommended the EDA approve their project application. McKern motioned to approve the project application for Trail Creek Coffee. Larsen seconded.

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

- b. American Legion Post #333. Ouellette informed the board this application requested a matching grant of \$2,000.00 to install a concrete pad and canopy to protect and enhance the Legion's Freedom Rock. The board discussed their concerns that the project could encroach on the public realm. Ouellette recommended the board approve the project application, and he would follow up with the Legion to ensure the project complies with City ordinances and does not infringe upon the public realm. Monson motioned to approve the project application. Larsen seconded.

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

- c. Manorwood Court Association, Inc. Ouellette informed the board he had received Manorwood Court's request for reimbursement for their completed façade improvement project. Ouellette recommended the EDA approve the request for reimbursement. McKern motioned to approve the request for reimbursement. Borgstrom-Durst seconded.

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

- V. Downtown Lots Committee. Ouellette discussed the Downtown Lots Committee recommendations for activating the downtown lots for public use. Ouellette mentioned next steps if the board was interested in moving forward with activating the lots for public use. Monson discussed the Committee's strategy was to start with low level/low cost activation strategies to incrementally build up the public space. This low level of infrastructure will allow the EDA to have the option to sell the lots should there be an interested developer. The EDA requested the Downtown Lots Committee move forward with their recommendations for temporary improvements and seek out community partners to aid in the process.
- VI. Kasson Konnections. Ouellette notified the board he would be there to field questions and discuss EDA programs such as the Business Façade Improvement Program.
- VII. Other Business. Nancy Peterson presented to the EDA Board. Peterson discussed her STEM initiatives and advocacy work she has done in Dodge County.
- VIII. Items for October EDA Meeting. Revolving Loan Fund, Quarterly Financial Reports, and the Business Façade Improvement Program.

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

Ayes (6), Nays (0). Motion carried and meeting adjourned.

Next meeting will be held on November 5th, 2019.

Minutes Submitted by: _____
Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President