

## KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, November 5<sup>th</sup>, 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 5<sup>th</sup> day of November 2019 at 12:00PM.

The following board members were present: Chris McKern, Liza Larsen, Michael Peterson, and Tom Monson.

Absent: Dan Egger, Richard Wegner, and Janice Borgstrom-Durst.

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

- I. Call Meeting to Order. Peterson called the meeting to order at 12:00PM.
- II. Approve Minutes of the Previous Meeting. Monson motioned to approve the minutes of the previous meeting as submitted. McKern seconded.  
  
Ayes (4), Nays (0). Motion carried.
- III. Quarterly Financial Report. McKern had a question regarding the status of the Dollar Video loan. Ouellette responded he would inquire with the Finance Department and report back to the Board. Monson motioned to approve the Quarterly Financial Report. Larsen seconded.  
  
Ayes (4), Nays (0). Motion carried.
- IV. Coordinator Report.
  - a. Business Retention and Meetings. Ouellette discussed his meeting with Karen Ducharme regarding the process and timeline for the Small Cities Development Program, which has been accepting applications. Ouellette notified the board his inquiries for compatible properties for a Cabin Coffee has no yielded no viable results; should an appropriate property become available Ouellette will pass along such information to Cabin Coffee. Ouellette noted he was in attendance at the October 2<sup>nd</sup> 1 Million Cups and a panel discussion regarding communities using energy as an economic driver.
  - b. Community Roadside Landscape Partnership Program. Ouellette reported the City of Kasson received their reimbursement from MNDOT for the roadside landscaping project.
  - c. Business Façade Improvement Grant. Ouellette noted Trail Creek Coffee had completed their sign project but had yet to submit a request for reimbursement. Ouellette also noted two project applications were ready for board review
  - d. Revolving Loan Fund. Ouellette updated the board on his progress with new Revolving Loan Fund Guidelines and Policies.

- e. Quarterly Financial Report. Ouellette noted the quarterly financial report presented in this meeting was dated October 1<sup>st</sup>.

Discussion continued on the type of property Cabin Coffee is looking for in Kasson, an “AM-traffic side” parcel with space for a drive through. Ouellette also noted Kwik Trip is arranging plans for long haul truck parking at their old gas station site.

- V. Business Facade Improvement Program. Ouellette informed the EDA Board he had received two new applications for the board to review.
  - a. Erdman’s County Market. Ouellette discussed the project application for Erdman’s County Market to replace their canopy and install new LED lighting underneath the canopy. Ouellette noted the matching grant request was for a total of \$2,000 dollars.
  - b. Janice Borgstrom-Durst. No discussion was held on this item.

McKern motioned to approve both project applications. Monson seconded.

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

- VI. Revolving Loan Fund Update. Ouellette discussed the new Revolving Loan Fund Guidelines and Policies Draft, prepared for the EDA Board to review. Ouellette noted the highlighted areas in the packet were policies and guidelines the Board should discuss. The Board provided Ouellette with directions to prepare the final version of the Revolving Loan Fund Guidelines and Policies for the EDA Board to adopt at the next EDA meeting.
- VII. Kasson Konnections. Ouellette and the Board discussed ways to improve business outreach for 2020, which could involve regular attendance at Kasson Chamber meetings.
- VIII. Other Business. None.
- IX. Items for the December EDA Meeting. Revolving Loan Fund Guidelines and Policies.
- X. Adjourn. Monson motioned to adjourn the meeting. McKern seconded.

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

The next meeting will be held at 12:00PM on December 3<sup>rd</sup>, 2019.

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

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Dan Egger, EDA President