

# KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, April 4th, 2023

Kasson City Hall

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at Kasson City Hall this 4th day of April 2023 at 12:00PM.

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

Absent: None

The following staff members were present: Ian Albers – Community Development Assistant

- I. Call Meeting to Order. Egger called the meeting to order at 12:00PM
- II. Approve Minutes of the Previous Meeting. Monson motioned to approve the minutes. Peterson seconded.  
  
Ayes (7), Nays (0). Motion carried.
- III. Business Spotlight – Rolling Hills Transit. Melinda Fields, Public Transportation Director, presented to the EDA on the operations of Rolling Hills Transit. The service is owned and operated by SEMCAC, and provides affordable, door-to-door transportation within 5 counties in SE Minnesota. MnDOT funds 80% of operations. 50,831 rides were provided in 2022 – this is approaching pre-pandemic numbers. After the presentation, a certificate was presented to Fields.
- IV. Crop Science Investigation RLF – Jeff Littrell. Jeff Littrell explained that they have been leasing a different property on E Vets Memorial Hwy while addressing a legal situation with the Westroms – they went before a judge on January 6th. Littrell stated that the judge agreed that CSI has the legal right to the property at 18 E Vets Memorial Hwy. Littrell also shared that he is planning to construct a 280 x 80 ft warehouse space in addition to an office facility with lab. O'Malley asked if Littrell had the deed to the property and if they have a legal right to the property despite an ongoing court case, to which Littrell responded that he has a contract for deed and that they do have the right to the property – that was the point of the January 6th hearing. O'Malley then asked how much CSI has received from the City to help with the property and how much has been paid back. Littrell responded they received \$25,000. Loan payments started in November of 2022, though payments for February and March had not been paid. O'Malley asked how much each payment was and how the City is going to fit into the payback schedule. Albers stated that the loan payments are \$468.92. Littrell responded that payments will be made every month just like they have been, but he has been gone so much and believes in showing up in person to pay bills. Littrell stated that he would get caught up on the two outstanding payments today and every month from then on. Borgstrom-Durst asked if there was any question about the property owner, who still has the deed in their name, has a problem with the fact that the renter had become current with the property owner selling it. Littrell responded that the day before he bought the property, the property owner took \$20,000 to the Westroms. Borgstrom-Durst asked if the Westroms

got current with the \$20,000 with the property owner and then sell it without. Littrell stated that he has a signed purchase agreement stating that there were no other agreements to purchase or lease the property. Egger then stated that the point of this meeting was to make sure that payments were made in full and will be going forward. Littrell wrote a check for \$937.84 for Albers to process, which covers the two late payments from the previous months.

- V. Financial Report. Albers presented the financial report. McKern motioned to approve the financial report. Peterson seconded.

Ayes (7), Nays (0). Motion carried.

- VI. Coordinators Report. Albers presented the Coordinator's report.

#### **Business visits, assistance, and community updates**

On March 11, I participated in the St Paddy's Day event. I thought it was well attended despite the weather, and it was good to see so many businesses participating. Also in March, I attended ribbon-cuttings for Tammy's Place, Chaotic Good, and Creative Stars Academy. Additionally, I have had many meetings and conversations with a new Kasson resident regarding several business ideas, and ultimately guided her to connect with Jill Bondhus of Petals2Metals. On March 30th, I met with Tanya Young to discuss some ideas regarding Ready, Set, Learn, and I shared the EDA programs and resources available. Finally, a new intern has started at City Hall - I will be working with him on some community development projects over the coming weeks.

#### **Business Spotlight – Rolling Hills Transit**

On March 16th, I attended a meeting at the Rolling Hills Transit. After the meeting, I was given a tour of the facility and learned more about the operations and the services that they provide. I felt that they would be a good feature for our Business Spotlight program, so I asked Melinda Fields, Public Transportation Director, to present to the EDA. Fields accepted and will attend the April meeting.

#### **Crop Science Investigation RLF**

Jeff Littrell will attend the April meeting to give an update on his project and RLF payments.

#### **Business Façade Improvement Program – Petals2Metals**

Jill Bondhus of Petals2Metals has applied for façade grant funds for new signage at 19 W Main St. The total cost of the improvements is \$3,350, and Bondhus is requesting a 50% reimbursement of \$1,675. The application materials are included in the packet.

#### **EDA Subcommittees**

The EDA currently has two subcommittees – one for loan review and one for the downtown lots. EDA members on the Loan Review Subcommittee are Egger and Borgstrom-Durst, and the EDA members on the Downtown Lots Subcommittee are Peterson and Monson. I would like to revisit the role of subcommittees and may suggest a new one or modify an existing one.

#### **Request for Proposal – Cemetery land in SW Kasson**

In keeping up with a priority for 2023, I have included a draft version of an RFP for the cemetery land in SW Kasson to be reviewed by the EDA. After further review, I will present it to the City Council.

- VII. City Administrators Report. Report included in meeting packet.

VIII. Business Façade Improvement Program – Petals2Metals. Albers presented the BFIP application submitted by Jill Bondhus of Petals2Metals. Bondhus is requesting \$1675, which is half the cost of a proposed sign that would be placed outside her business. Egger asked if the property was purchased. Albers responded yes, and that they are planning a grand opening soon. McKern motioned to approve the BFIP request. Borgstrom-Durst seconded.

Ayes (7), Nays (0). Motion carried.

IX. Discussion on EDA Subcommittees. Albers stated that the EDA currently has two subcommittees, which are the Downtown Lots subcommittee (Peterson and Monson), and the Loan Review subcommittee (Egger and Borgstrom-Durst). Albers then stated that he has not met with any of the subcommittees since starting in his position, and asked how he should be involved with them going forward. Board members stated that the subcommittees meet as needed. The proposed parking study was also discussed – Albers shared a memo with the City Council, and this was included in the meeting packet.

X. Request for Proposal – Cemetery land in SW Kasson. Albers shared a draft version of a Request for Proposal for the Cemetery land. This fits into one of the goals set for 2023. Monson stated that he believes this is a good direction to go in and that he was mentioned to a few developers that an RFP may be coming soon. Borgstrom-Durst asked who owns the cemetery. McKern responded that the City has owned the cemetery since the association turned it over 10-15 years ago, and that the cemetery fund is exhausted as of last year and now it is part of the park budget. EDA board members discussed the possibility of having a subcommittee meet to review the RFP, though there was consensus that a subcommittee could meet after proposals are received. Ultimately, the EDA supported releasing the RFP.

XI. Other Business/Open Discussion. None.

XII. Items for May meeting. Albers stated that he reached out to the folks from Hamilton about having a tour of the Park Apartments during the May EDA meeting, to which they agreed. They may have a gathering space available to have a meeting if needed.

XIII. Adjourn. Peterson motioned to adjourn the meeting. Monson seconded.

Ayes (7), Nays (0). Motion carried. Meeting adjourned at 1:00PM.

The next meeting will be held at 12:00PM on May 2nd, 2023.

Minutes submitted by:

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Ian Albers, Community Development Assistant

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Dan Egger, EDA President