

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, August 2nd, 2022

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 2nd day of August 2022 at 12:00PM.

The following board members were present: Dan Egger, Chris McKern, Michael Peterson, Kathy O'Malley, Tom Monson – arrived at 12:05PM, and Janice Borgstrom-Durst – arrived at 12:05PM

Absent: Jill Moosbrugger

The following staff members were present: Tim Ibisch – City Administrator, and 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 Meetings – June and July. Peterson motioned to approve the minutes. McKern seconded.

Ayes (4), Nays (0). Motion carried.
- III. Financial Report. Albers presented the financial report. The financials were reviewed and accepted.
- IV. Coordinators Report. Albers presented the Coordinator's report.

Business visits and assistance

I have not yet performed any regular business visits since starting in this position on July 11th. At this point, I am still waiting on business cards – they have been ordered, but they have not been finished. Once I acquire them, I will certainly begin conducting regular business visits and report on those visits subsequently.

Crop Science Investigation

As discussed at the July EDA meeting, Jeff Littrell, CFO/CEO of Crop Science Investigation LLC, has requested revolving loan fund assistance in the amount of \$25,000. Since the July EDA meeting I have spoken with Littrell, and he has informed me that the purchase of the project site has been finalized. Littrell has been invited to and has confirmed his attendance of the August EDA meeting.

Chaotic Good Brewing Company

I reached out to Diane Lewis, Lending Officer at SMIF, to get an update on the loan subordination status. Lewis informed me that as of July 26th, the mortgage has not yet been filed due to vacations. Additionally, Lewis shared that the proposed shared second position would not be viable for SMIF. Additionally, Lewis told me that SMIF would be able to provide a subordination agreement to the EDA after gathering the necessary recording data.

Business-of-the-Month Spotlight program

Tim and I have discussed creating a new program for the EDA – the Business-of-the-Month Spotlight program. This program would feature one business per month and allow them to present at an EDA meeting. The presentations would allow each business the opportunity to share any accomplishments, recent updates, or future goals, and then be presented with a certificate of achievement from the EDA.

Kasson Daycare Plaza 57

A conditional use permit for a daycare has been submitted to the city and will be discussed at the Planning Commission meeting on August 8th. The daycare facility would be located at the Plaza 57 site and would accommodate up to 84 students and 16 staff. I have met with Brad Clemens from ACS of Kasson LLC at the project site to learn more about the project and have been communicating with him on behalf of the Planning Commission staff. The conditional use permit application is included in the packet.

Monson and Borgstrom-Durst arrived at 12:05PM

- V. City Administrators Report. Ibisch presented the Administrator’s report. The report is included in the meeting packet.
- VI. 2023 Budget. No changes were made to the EDA budget for 2023 at the meeting. Ibisch noted that the line item for ‘Other Contractual Services’ was zeroed-out for 2023 due to the hiring of a full-time EDA employee. The amount was shifted to the ‘Full-Time Employees – Regular’ line item to reflect the change in employment. Ibisch also noted that the actual ‘Engineering Fees’ spending for 2022 has been greater than the set budget, while the proposed 2023 budget for ‘Advertising’ has been reduced from the set budget for 2022. The 2023 Budget is included in the meeting packet.
- VII. Chamber Welcome Booklet. Monson shared that some edits to the design have been proposed before the booklet is published – notably to change the pictures of the Mantorville Dam and the Zumbro Valley Golf Course, which are not located in the City of Kasson. The Chamber Welcome Booklet is included in the meeting packet.
- VIII. Crop Science Investigation RLF request. Jeff Littrell, CFO/CEO of Crop Science Investigation LLC, visited the EDA to give an update on the project. The EDA had previously discussed at its July meeting his application for RLF assistance in the amount of \$25,000. Littrell shared that the purchase of the project site will be finalized on or before September 15th and that a loan from People’s Energy Cooperative has been approved. The goal is to finish the clean-up of the project site by the end of 2022 and then begin operations in the spring of 2023. Littrell also expressed concerns with Masten Creek, which runs through the property. Albers and Ibisch will follow up with the City Engineer, and the EDA will consider the RLF application for the next EDA meeting on September 6th.
- IX. Chaotic Good Brewing Company loan update. Loan update provided in Coordinator’s report. Ibisch expressed his belief that Chaotic Good Brewing Company would be an exciting opportunity and proposed that it could be featured in the Business-of-the-Month Spotlight program within the next six months.

- X. Business-of-the-Month Spotlight program. Spotlight program described in Coordinator's report.
- XI. Other Business/Open Discussion. Ibisch presented new guidelines and an application form for tax abatement. These documents are intended to streamline and formalize the tax abatement process. Minor changes to the application form were discussed and will be reflected in an updated version. Additionally, Albers will begin working on updating the EDA webpages.
- XII. Items for September meeting. Albers will follow up with Jeff Littrell in preparation for the consideration of the submitted application for RLF assistance. Albers will also follow up with Joe Lonzo of 1706 Millworks Manufacturing Co. regarding updates on construction and loan payments due to resume in September.
- XIII. Adjourn. McKern motioned to adjourn the meeting. Borgstrom-Durst seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 12:45PM.

The next meeting will be held at 12:00PM on September 6th, 2022.

Minutes submitted by:

Ian Albers, Community Development Assistant

Dan Egger, EDA President