

# MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, September 4<sup>th</sup>, 2018

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 4<sup>th</sup> Day of September, 2018 at 12:00 noon.

The following members were present: Mayor Chris McKern, Michael Peterson, Dan Egger, Tom Monson, Janice Borgstrom-Durst, and Richard Wegner.

Absent: Liza Larsen

The following staff members were present: Stephanie Lawson, EDA Coordinator

**CALL TO ORDER:** EDA President Egger called the meeting to order at 12:00 p.m.

**MINUTES OF THE PREVIOUS MEETING:** Egger asked if any additions or corrections were needed for the minutes from last month's regular meeting. Motion to Approve the Minutes as submitted was made by Mayor McKern, second by Monson. Unanimously approved.

## **COORDINATOR'S REPORT:**

- a) **Dodge County Housing Study:** Lawson noted that study sub-markets had been determined and that Maxfield still anticipates delivering study results late this Fall. They indicated that they will be in touch with the cities in the coming weeks as they continue to progress.
- b) **Regional Development Tour:** Lawson stated that she conducted additional follow-up with tour attendees; providing listing details for the 1918 Kasson School Building to the four attendees that expressed interest. S. Lawson also noted that one of the four interested parties is working to arrange a viewing of the facility.
- c) **Main Street Visit – First Impression Report:** Lawson noted that Marty Walsh with CEDA conducted a walkthrough of Kasson's downtown, providing observations about possible development efforts in the form of a report. The "Initial Main Street Impressions Visit" report was included in the EDA packet for board review.
- d) **Other:**

**Business Retention Visits & Meetings:** Lawson provided updates on communications had with individuals and businesses throughout the community.

**Website:** Lawson is in the process of updating the EDA page on the website. Upon completion the website will reflect current information about the EDA and services/incentives that are offered with the appropriate applications. Options on how to accept property listing requests are also being pursued.

**2019 BUDGET:** Egger and Mayor McKern presented budget adjustments discussed at August's meeting. They noted that the council had inquired about \$20,000 put towards programs, requesting further information on what the incentive program would look like. Mayor McKern also indicated that the marketing and membership budgets would be reviewed and adjusted.

**PROGRAMS & INCENTIVES:** After discussion and review of program options the board decided to start with a Façade Improvement Program. Lawson will be creating a draft of program guidelines for review at October's meeting.

**FINANCE COMMITTEE:** With the addition of a new program Lawson recommended that the board consider assembling a finance committee. This committee will be responsible for reviewing RLF and program/incentive applications, ensuring the application is complete prior to board review. The board appointed board chair Egger and board member Wegner to meet with one staff member upon receipt of any applications.

**OTHER BUSINESS:** Lawson presented the opportunity for board members to attend a Business Retention & Expansion workshop being put on by the UofM Extension and PEC, which is taking place on Friday, October 12.

**ITEMS FOR AUGUST EDA AGENDA:** Incentive Program

**ADJOURNED:** Motion to adjourn was made by Monson second by Mayor McKern. Unanimously approved. Meeting adjourned at 1:05 pm.

Next Meeting will be held on Tuesday, October 2<sup>nd</sup>, 2018 at Kasson City Hall.

Minutes Submitted By: \_\_\_\_\_  
Stephanie Lawson, EDA Director

Attested By: \_\_\_\_\_  
Linda Rappe, City Clerk