

# MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, October 2<sup>nd</sup>, 2018

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 2<sup>nd</sup> Day of October, 2018 at 12:00 noon.

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

Absent: Richard Wegner

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

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

**MINUTES OF THE PREVIOUS MEETING:** Eggler 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 Larsen. Unanimously approved.

**QUARTERLY FINANCIAL REPORT:** Following a brief review of the quarterly financial report, Eggler asked if there were any questions with regards to the report. Mayor McKern requested an update on loan payment status, Lawson noted that all EDA loans were current.

## **COORDINATOR'S REPORT:**

a) **Dodge County EDA Meeting:** Lawson reported that the County EDA meeting was held on the 19th of September stating that the main topic of discussion was with regard to the feasibility of hosting a Business Summit. After discussion, Lawson said the board made the decision to forego a summit and implement a blog through the County website instead. Lawson noted that the blog will contain monthly educational posts in addition to intermittent posts about happenings throughout the County with regards to events/tourism and business happenings. The blog is anticipated to go live after the first of the year.

### **b) Other:**

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

**Website:** Lawson noted the recent updates made to the EDA page on the website. Updates made include a property listing questionnaire and an up to date listing page. A tour of the website updates will occur at the November meeting.

**INITIATIVE RESOLUTION:** Lawson notified the board that she attended a Tim Walz Listening Tour session where they discussed Congressman Walz's proposed bill – H.R. 6383: The Small

Town and Regional Vitality Investment Act of 2018. Lawson explained that, if passed, this would create a new investment initiative by sharing federal revenues directly with local governments to address the major challenges facing their specific communities while tying those decisions to their region's long-term strategic framework.

To show support of this proposed bill Lawson requested consideration in making a recommendation for council to pass a resolution of support. After discussion a motion to recommend was made by Mayor McKern, second by Larsen. Unanimously approved.

**BUSINESS FACADE IMPROVEMENT PROGRAM GUIDELINES:** Lawson presented the guidelines assembled for the Business Facade Improvement Program. With review the board identified a few minor changes that needed to be made. A motion to approve with noted changes made by Monson, second by Mayor McKern. Unanimously approved.

**POLICY AND PROCEDURES MANUAL UPDATE:** Lawson recommended that the board review and make updates to the current Policy and Procedures Manual, noting that sections of the document are either outdated or inaccurate. After discussion the board made the decision to appoint Mayor McKern and board member Monson to work with Lawson to determine necessary changes. Changes made will then be presented to the board as a whole for further review.

**COFFEE BREAK CONCEPT:** In an effort to engage with the business community and for the EDA to gain additional exposure Lawson presented the Coffee Break concept. The board was in support of the concept and is looking to host monthly "coffee breaks". A 2019 calendar will be reviewed at November's meeting to determine dates and times.

**OTHER BUSINESS:** With Minnesota's Manufacturing Week being October 1-7 Monson made a motion to make a statement of support for Kasson manufacturers, second Mayor McKern. Unanimously approved.

**ITEMS FOR AUGUST EDA AGENDA:** Policy and Procedures Manual Update, Coffee Break, Website Tour

**ADJOURNED:** Motion to adjourn was made by Monson, second by Borgstrom-Durst. Unanimously approved. Meeting adjourned at 12:45 pm.

Next Meeting will be held on Tuesday, November 6<sup>th</sup>, 2018 at Kasson City Hall.

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

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