

KASSON EDA REGULAR MEETING

Tuesday, November 6th, 2018

12:00 noon

MEETING WILL BE HELD AT KASSON CITY HALL

12:00 noon Call Meeting to Order

- I. Roll Call**
- II. Approve Minutes of the Previous Meeting**
- III. Coordinator Report**
 - a. Dodge County Housing Study**
 - b. Small Town & Regional Vitality Initiative Resolution**
 - c. Manufacturer's Week – Mayor's Proclamation**
 - d. Community Roadside Landscape Partnership Program**
 - e. Website Updates**
 - f. Other**
- IV. Policy and Procedures Manual Update**
- V. SEMMCHRA SCDP Grant Application**
- VI. Coffee Break**
- VII. 2019 SMIF Contribution**
- VIII. Other Business**
- IX. Items for December EDA Meeting**
- X. Adjourn**

Next meeting will be held on Tuesday, December 4th, 2018

MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, October 2nd, 2018

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 2nd 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 6th, 2018 at Kasson City Hall.

Minutes Submitted By: _____
Stephanie Lawson, EDA Director

Attested By: _____
Linda Rappe, City Clerk

ECONOMIC DEVELOPMENT AUTHORITY COORDINATOR'S REPORT



Stephanie Lawson
October 2, 2018 - November 6, 2018

Business Retention Visits & Meetings

1. U of M Extension - BR&E Workshop
2. SEMMCHRA
3. DEED

Dodge County Housing Study

Maxfield has completed most of the demographic, economic, and housing characteristics sections and have been working on the comps – rental, senior, and for-sale lot inventories. Still on track for a late Fall delivery of the Draft Report.

Business Facade Improvement Program

The Business Facade Improvement Program Guidelines have been updated based on recommendations at the October EDA meeting and presented to the Council.

Website

The EDA page on the website has been updated to include a property listing request form and current property listings for the requests that have come in. Once the Business Facade Improvement Program goes live after the 1st of the year the guidelines and application will be posted on the EDA page as well.

Community Roadside Landscape Partnership Program

Working to complete a grant application for MnDOT's Community Roadside Landscape Partnership Program. The project sight is on the corner of Mantorville Ave S and the West Bound exit ramp. Sargents is currently working on a design plan and quote which will allow us to proceed through the process.

Policy & Procedures Manual - Revolving Loan Fund Guidelines

A meeting was held with Mayor McKern and Board Member Monson to review the current policy and procedures manual. A number of revisions are in the process of being made, but further review of the Revolving Loan Fund Guidelines is required.

SEMMCHRA SCDP Grant Application

The City is continuing to work with SEMMCHRA to author a grant application for Small Cities Development Program funds. If awarded these funds will be utilized for repair and rehab of properties in a commercial and residential district of the city. To strengthen the application discussions are currently being had to determine whether or not the City wants to leverage federal funds that are currently being utilized for the RLF.

Other Notes

Small Town & Regional Vitality Initiative

Council passed the resolution in support of the Walz Initiative at their October 10th meeting. A signed copy has been sent to the Walz District Office in Rochester.

Manufacturer's Week - Mayor's Proclamation

After a past motion at October's meeting the mayor signed a proclamation in support of Kasson's manufacturers at the October 10th Council meeting.

**City of Kasson
State of Minnesota**

Be It Proclaimed:

Whereas *Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and*

Whereas: *The manufacturing industry contributed \$49.2 billion to Minnesota's economy in 2017, and sixteen percent of our state's gross domestic product – the second largest contribution to Minnesota's GDP of any industry; and*

Whereas: *In 2017 workers took home \$21 billion in wages for Minnesota manufacturing jobs, the second highest amount among the State's business sectors; and*

Whereas: *Manufacturing exports brought \$19 billion into the Minnesota economy in 2017; and*

Whereas: *Manufacturing in Minnesota pays an average annual wage of \$65,728; about sixteen percent higher than the State's overall average wage; and*

Whereas: *Manufacturing provides 319,000 skilled, well-paid jobs, significantly contributing to Minnesota's high standard of living and economic vitality.*

Now, Therefore, I, Chris McKern,
Mayor of the City of Kasson do hereby proclaim October 1-7, 2018
as

MINNESOTA MANUFACTURING WEEK

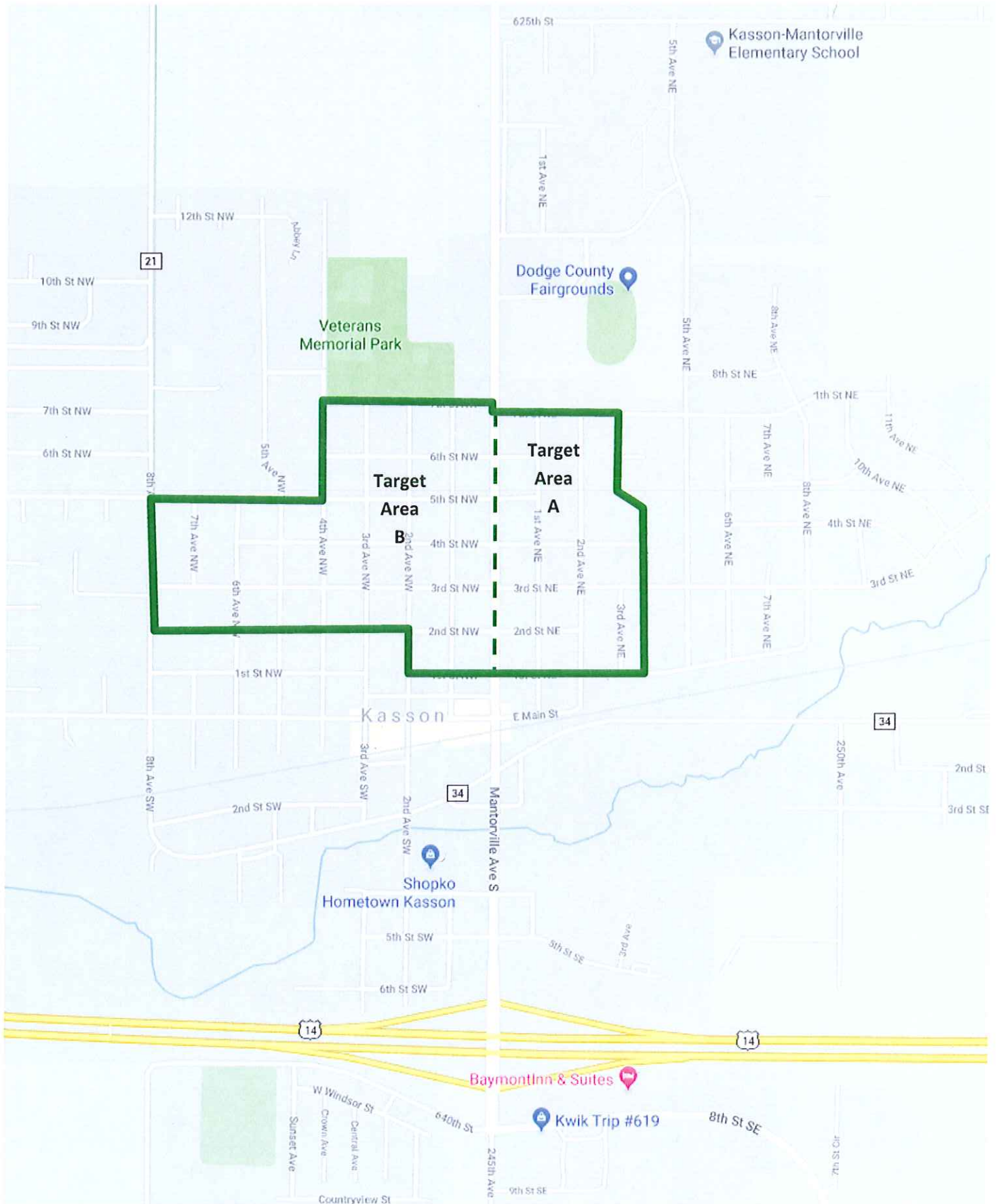
IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the City of Kasson to be affixed this tenth day of October in the year Two Thousand Eighteen.

Mayor

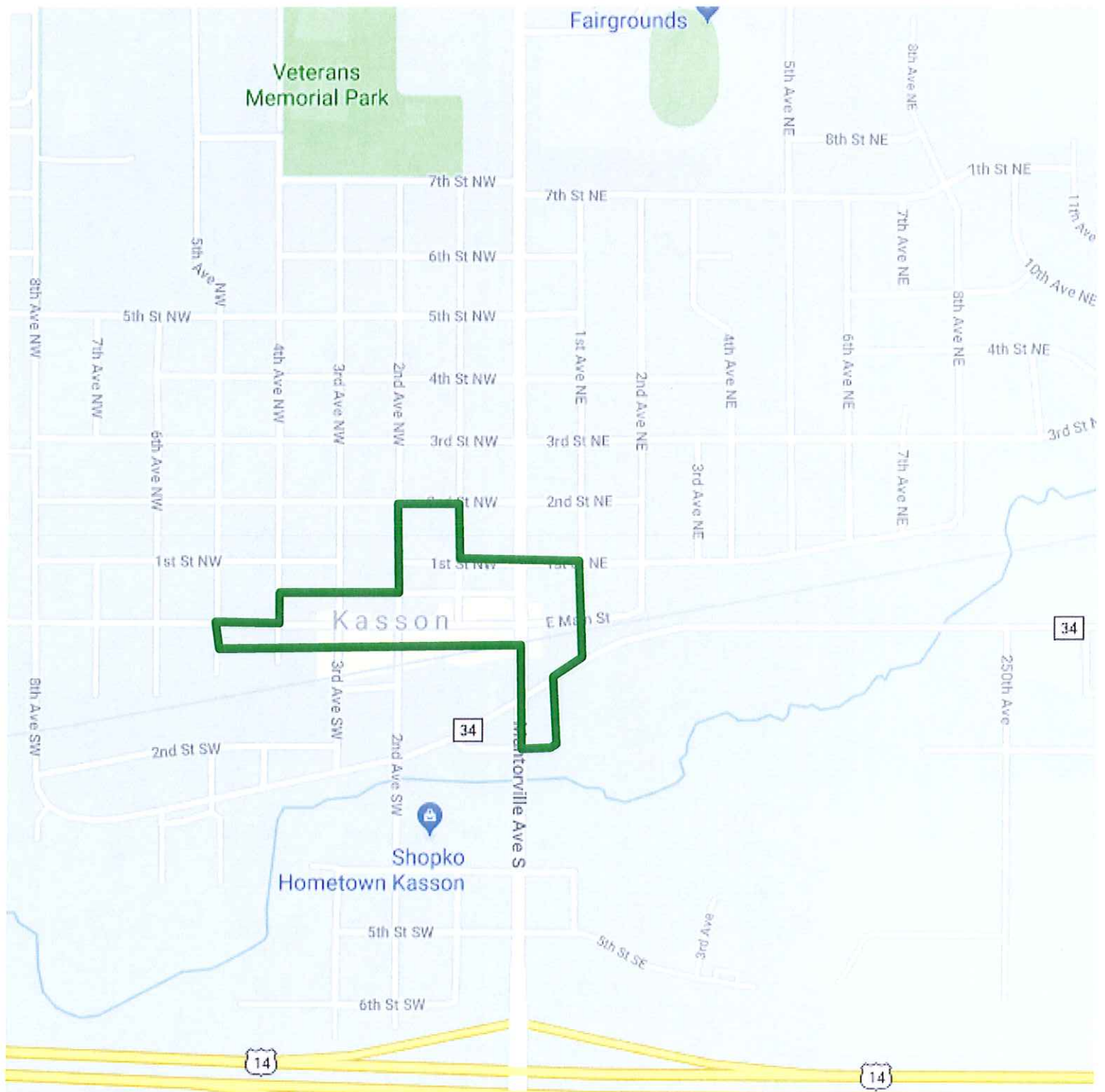




Kasson Housing Rehab Program – 2019



Kasson Commercial Rehab Program – 2019



2019

Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
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February

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March

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May

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July

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August

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September

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October

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November

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December

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Jan 01	New Year's Day
Jan 21	Martin Luther King Day
Feb 05	Chinese New Year
Feb 12	Lincoln's Birthday
Feb 14	Valentine's Day
Feb 18	President's Day
Mar 06	Ash Wednesday
Mar 10	Daylight Saving (begin)
Mar 17	St. Patrick's Day
Mar 20	Vernal equinox
Apr 01	April Fool's Day
Apr 20	Passover
Apr 21	Easter
Apr 24	Admin Assistants Day
May 06	Ramadan begins
May 12	Mother's Day
May 27	Memorial Day
Jun 09	Pentecost
Jun 14	Flag Day
Jun 16	Father's Day
Jun 21	June Solstice
Jul 04	Independence Day
Sep 02	Labor Day
Sep 23	Autumnal equinox
Sep 30	Rosh Hashanah
Oct 14	Columbus Day
Oct 31	Halloween
Nov 03	Daylight Saving (end)
Nov 11	Veterans Day
Nov 28	Thanksgiving
Dec 22	Hanukkah begins
Dec 22	December Solstice
Dec 25	Christmas Day
Dec 26	Kwanzaa begins
Dec 31	New Year's Eve