

MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, November 6th, 2018

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 6th Day of November, 2018 at 12:00 noon.

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

Absent: Tom Monson

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.

ROLL CALL: EDA President Egger requested Roll Call be removed from future agendas as it is unnecessary. Lawson noted and will discontinue listing as an item of business.

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 Peterson. Unanimously approved.

COORDINATOR'S REPORT:

- a) **Dodge County Housing Study:** Lawson noted that Maxfield has completed most of the demographic, economic, and housing characteristics sections of the study and have been working on the comps. Further stating that they are still on track for a late Fall delivery of the Draft Report.
- b) **Small Town & Regional Vitality Initiative Resolution:** Lawson reported that Council passed the resolution in support of the Walz Initiative at their October 10th meeting and that a signed copy of the resolution had been provided to the Walz District Office in Rochester.
- c) **Manufacturer's Week – Mayor's Proclamation:** Lawson provided the board with a copy of the Mayor's signed proclamation in support of Kasson's manufacturers.
- d) **Community Roadside Landscape Partnership Program:** Lawson presented the opportunity to access state funding for community planting through MnDOT's Community Roadside Landscape Partnership Program. She noted that the project site being looked at is located on the corner of Mantorville Avenue S (Highway 57) and the State Highway 14 exit ramp. Further explaining that, if approved, the project would enhance the visual aesthetics and create a gateway into the community.

Lawson also stated that Sargent's Landscaping had been contacted and is working on a landscaping plan that will be sent to the state for approval. Mayor McKern requested that Lawson look into the services provided at Houston's Greenhouse in an effort to keep business local. Lawson will be doing additional research to determine which provider to utilize.

To finalize the application Lawson presented a resolution and requested consideration in making a recommendation for council to pass a resolution in support of the project, authorizing Lawson and Administrator Coleman to apply to MnDOT for funding. After discussion a motion to recommend was made by Wegner, second by Larsen. Unanimously approved.

- e) **Website Updates:** Lawson provided the board with a tour of the EDA section of the City's website; noting all of the adjustments that had been made which include an updated contact list, a property listing request form and current property listings from the requests that have come in.

- f) **Other:**
 - a. **Southeast MN Regional Impact Study:** Lawson notified the board that the final draft of the Southeast MN Regional Impact Study had been released by SEMLM. Should anyone have interest in reviewing Lawson has the ability to provide a link to the electronic version of the report.
 - b. **Local Road Improvement Program Award:** Lawson notified the board that the City had been awarded \$1 million through MnDOT's Local Road Improvement Program to complete 16th Street E out to County Road 15.

POLICY AND PROCEDURES MANUAL UPDATE: Lawson reported that she had met with Mayor McKern and board member Monson to have further discussion on potential policy and procedure updates. Stating that after review the decision was made to postpone updates as further research had shown that funds had not been maintained and handled appropriately based off of the origination of the funds (State and Federal). Lawson noted that because both State and Federal funding was received two revolving loan funds should have been established, each with their own set of guidelines.

Mayor McKern further noted that, even if two funds were created, the guidelines set for both the State and Federal dollars would pose as a hurdle when attempting to lend the money.

Lawson continued by stating that, as a solution, council made the decision to utilize Federal dollars received (\$336,734.64) as leverage for the City's Small Cities Development Program application being completed through SEMMCHRA. Lawson indicated that she was still waiting to hear from the State on whether or not those funds (\$5,250.00) could be returned.

SEMMCHRA SCDP GRANT APPLICATION: Lawson shared that Karen and Buffy with SEMMCHRA presented the City's Small Cities Development Program survey findings to the council at their previous meeting. Noting that, if approved, the City would receive nearly \$1

Million for owner occupied housing and commercial rehab projects to be utilized in the targeted areas that were identified.

Mayor McKern continued by adding that the SEMMCHRA staff was confident in the strength of the City's application.

COFFEE BREAK: After discussion the board made the decision to host monthly coffee breaks. They will take place on the 1st Thursday of each month at varying times and will provide business owners/entrepreneurs with an opportunity to network and hear about EDA happenings. Lawson will be scheduling the first three events at Daniel's and will work with the City and Chamber to advertise through newsletters and social media.

OTHER BUSINESS:

2019 SMIF CONTRIBUTION: Lawson brought to the attention of the board that SMIF (Southern Minnesota Initiative Foundation) is requesting an additional \$200 for 2019 contributions, bringing the total contribution request to \$1,200.00. After discussion the board requested further information on utilization of funds be obtained and provided at the December meeting prior to making a decision.

ITEMS FOR AUGUST EDA AGENDA: 2019 SMIF Contribution

ADJOURNED: Motion to adjourn was made by Mayor McKern, second by Wegner. Unanimously approved. Meeting adjourned at 1:00 pm.

Next Meeting will be held on Tuesday, December 4th, 2018 at Kasson City Hall.

Minutes Submitted By: _____
Stephanie Lawson, EDA Director

Attested By: _____
Linda Rappe, City Clerk