

MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, May 1st, 2018

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 1st Day of May, 2018 at 12:00p.m.

The following members were present: Mayor Chris McKern, Dan Egger, Rich Wegner, Mike Peterson, Tom Monson & Janice Borgstrom-Durst

Absent: Liza Larsen

The following staff members were present: Rebecca Charles, EDA Coordinator

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

MINUTES OF THE PREVIOUS MEETING: D. Egger asked if any additions or corrections were needed for any of the minutes from last month's regular meeting. Motion to Approve the Minutes as submitted was made by T. Monson, second by M. Peterson, with all members voting aye.

REVIEW AND ACCEPT QUARTERLY FINANCIAL REPORT: After reviewing quarterly financial report, D. Egger asked if anyone had any questions or comments regarding the report. R. Charles asked the board if they would prefer to have financial reports monthly, or remain quarterly. The consensus of the board was to continue with quarterly reports. Motion to accept the Quarterly Financial Report was made by C. McKern, second by T. Monson, with all members voting aye.

CEDA UPDATE: R. Charles went over a number of items regarding her work in Kasson over the past few months. This included:

- a) **Kasson Chamber of Commerce:** R. Charles was the speaker for the April Chamber meeting. She spoke with chamber members about the role of the EDA in the community, and what services that we can provide to business owners. She and Mayor McKern agreed that the discussion that followed the presentation was very productive.
- b) **Dodge County EDA:** R. Charles pointed out a memo in the EDA packets, which was sent out to the Dodge County EDA regarding the current status of the county wide housing study, along with a timeline. Most recently, Dairyland Power Cooperative has committed \$1,750.00 towards the study. The current deficit on the budget is \$2,000.00. There are hopes that the county will agree to commit funds towards the project.
- c) **Mantorville Ave Land Offers:** The City has accepted the purchase offer from Ron Carlson for the property. He will begin to move forward with development. The individual who placed the second offer has been notified.

- d) **Shopko Lot Easement/Additional Land Request:** Shopko has denied the sale of the small parcel of land on the North side of the lot on Mantorville Avenue. They have approved to work with the owner of the Mantorville Avenue lot to provide a singular easement. Access permissions will now be in the hands of the landowner.
- e) **Lion's Park Shelter Project:** R. Charles completed and submitted a grant for the Department of Natural Resources Outdoor Recreation Grant on March 30th. The request was in the amount of \$22,300.00 We should be hearing if we receive the grant by end of August.
She also completed a request for the Auto Bremer Trust Grant in the amount of \$20,000.00 I have forwarded this on to a colleague for review and will be submitting it as soon as I have it back.
- f) **Regional Development Tour:** Each community will have 45 minutes to highlight their communities. R. Charles has selected the following locations to be included:
Industrial Park
Commercial Lots on S. Side of Hwy 14
Downtown
Library
Residential Developments
One stop will allow the guests to get out of the bus, she has selected the Aquatic Center as there is shade, seating, snacks and bathrooms.

R. Charles requested that the EDA approve a small budget to purchase items to be given away to individuals on the bus.

D. Egger suggested that maybe Trail Creek Coffee may be interested in donating coffee samples for guests. M. Peterson also suggested putting the schools and the performing arts center on the route. T. Monson also suggested the large shelter at the Veterans Memorial Park.

- g) **Trail Creek Coffee:** Crystal & Jim Whitmarsh have been working with the city to set up a rental agreement for the old library building. This has been agreed upon at this time by both parties. They intend to move into the building on June 1st.

Crystal has also almost completed her business plan, and intends to apply for an EDA loan once it is complete. She was unable to attend this month due to it being over the lunch hour.

Do we think it could be possible for her to meet with the finance committee and then have them come and present to us at the June meeting if she is not able to make it over the noon hour?

- h) **Venture Metals**

I have worked with Nancy to start working towards applying for the UDDA's REAP program application for her new equipment.

CEDA ANNUAL MEETING: R. Charles informed the board that the CEDA Annual Meeting is coming up on Thursday, May 17th from 10:00 am to 1:00 pm in St. Charles. She encouraged members to attend the event, and gave information on how to sign up to attend.

COMPREHENSIVE PLAN UPDATE: R. Charles updated the board that there will be a Comprehensive Plan Open House on Monday, May 14th at 5:30 pm at City Hall. Following this meeting, there will be a public hearing on the Comprehensive Plan at 6:30 pm. A vote on the adoption of the plan is expected to occur at this time.

OTHER BUSINESS: D. Egglar was given an update from the Southeast Minnesota League of municipalities on the economic study they have commissioned through the firm HR&A. The study is very close to being completed. The goal is to have the study prepared to be presented to the cities in June or July of 2018, and start implementing the study recommendations.

ITEMS FOR JUNE EDA AGENDA: R. Charles has added this section to the agenda to encourage better planning for future EDA meetings.

T. Monson brought up the idea of discussing Long Term Capital Planning. If we want to possibly incentivize projects that are related to larger growth elements recommended by the comprehensive plan, housing study or economic study, it would be worth the discussion. Would like to discuss how to go about that planning at the June meeting.

T. Monson would also like to know if the city has any unrestricted small cities funds available, or if they are all restricted funds.

D. Egglar also asked if we could try to get Nancy, the City's Financial Director at the next meeting to go over quarterly statement.

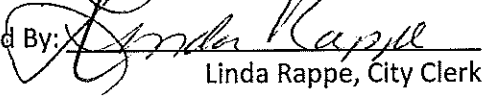
ADJOURNED: Motion to adjourn was made by R. Wenger, second by Mike Peterson with all voting aye. Meeting was adjourned at 12:48 pm.

Next Meeting will be held on Tuesday, June 5th, 2018 at Kasson City Hall.

Minutes Submitted By:


Rebecca Charles, EDA Director

Attested By:


Linda Rappe, City Clerk