

KASSON EDA REGULAR MEETING

Tuesday, April 2nd, 2019

12:00 noon

MEETING WILL BE HELD AT KASSON CITY HALL

12:00 noon Call Meeting to Order

- I. Approve Minutes of the Previous Meeting**
- II. Quarterly Financial Report**
- III. Coordinator Report**
 - a. DNR Local Trail Connections Grant**
 - b. City Logo**
 - c. Other**
- IV. RAEDI Presentation – Ryan Nolander, President**
- V. Downtown Lots**
- VI. Abatement Project**
- VII. Kasson Konnections Agenda**
- VIII. Other Business**
- IX. Items for May EDA Meeting**
- X. Adjourn**

Next meeting will be held on Tuesday, May 7th, 2019

MINUTES OF KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, March 5th, 2019

Pursuant to do call and notice thereof, a regular meeting of the Kasson EDA was held City Hall this 5th Day of March, 2019 at 12:00 noon.

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

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

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

MINUTES OF THE PREVIOUS MEETING: Egglar 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 McKern, second by Peterson. Unanimously approved.

COORDINATOR'S REPORT:

- a) **Community Roadside Landscape Partnership Program:** Lawson updated the board on discussions held with MnDOT staff and presented the updated landscape design plan for the TH-57 and Hwy 14 intersection project. Further noting that additional conversations would be had with affected business owners to ensure they are aware and comfortable with the project, as well as, Sargents to ensure project costs stay within range.
- b) **Housing Study Recap:** Lawson provided a brief draft recap on information provided in the Countywide Housing Study Draft on the eastern submarket per board member Monson's request from the February meeting. Lawson also notified the board that a Housing Study Presentation is being held on April 17, 2019 at 4:30pm at the Dodge County Government Services Building; at this presentation Maxfield will present their findings and recommendations.
- c) **Other:** Lawson notified the board that she has been working with Administrator Coleman and Engineer Theobald on the completion of a DNR Community Trail Connections Grant to establish a trail connection from the Sunset Trail to the Aquatic Center and park facilities. Further stating that letters of support were being sought to strengthen the request.

ELECTION OF SECRETARY: Upon further research after February's meeting, Lawson identified that the Secretary needs to be reappointed on an annual basis. Further stating that the appointed individual does not need to be a board member or designated city staff; making the recommendation that the acting EDA Coordination be nominated as Secretary.

With no further discussion a mothion was made by Egglar to appoint the EDA Coordinator as Secretary, second by Larsen. Unanimously approved.

Dodge County Expo: Lawson presented an opportunity for the EDA to participate in the 2019 Dodge County Expo by renting a booth for the March 30th event. After discussion the board decided that it is not something worth pursuing this year, but could be revisited in 2020.

MN TAX CREDIT CONTRIBUTION FUND FOR AFFORDABLE HOUSING – LETTER OF SUPPORT:

Lawson provided information on the MN Tax Credit Contribution Fund for Affordable Housing, which if passed, would be utilized to encourage local businesses and neighbors to invest in their community. Lawson further noted the success that a similar program has had in North Dakota as they have leveraged roughly \$5 for every \$1 invested.

Lawson stated that, in an effort to gain support from MN lawmakers, Minnesota Housing Partnership along with Homes for All are looking for letters of support.

After discussion a motion was made by McKern to recommend support by the City Council, second by Egler. Unanimously approved.

CITY LOGO: With TH-57 reconstruction conversations happening Lawson revisited the concept of updating the city logo. Further noting that with the reconstruct would come wayfinding signage as identified in the comprehensive plan. This signage, if designed like other communities, would contain the city's logo.

Based on positive feedback and recommendation, Lawson obtained quotes from Jay Highum at Action Graphic Design and Matt Decker at Franz Reprographics, allowing the board to get an idea on work scope and cost.

After further discussion the board made the decision to obtain community input on logo components prior to committing to a contract. This input session is likely to happen at May's meeting.

KASSON CONNECTIONS AGENDA: Lawson asked the board for their thoughts on potential Konnections agenda topics. Egler recommended discussing logo concepts, TH-57 reconstruct and letters of support being recommended or passed.

OTHER BUSINESS:

- a) **Journey to Growth – Venture SE MN Diversification Loan Fund:** Egler informed the board that Council passed a resolution in support of the Venture SE MN Diversification Loan Fund that Journey to Growth would be asking the State to consider funding. Noting that this fund would benefit SE MN communities with the exclusion of Rochester.
- b) **RAEDI Presentation:** Lawson notified the board that Ryan Nolander, President of RAEDI, expressed interested in presenting to the board. This presentation will allow the board to gain better perspective on RAEDI, the purpose they serve and their initiatives. After further discussion the board made the decision to pursue a presentation from Ryan.

ITEMS FOR APRIL EDA AGENDA: None at this time.

ADJOURNED: Motion to adjourn was made by Peterson, second by McKern. Unanimously approved. Meeting adjourned at 12:50 pm.

Next Meeting will be held on Tuesday, April 2nd, 2019 at Kasson City Hall.

Minutes Submitted By: _____
Stephanie Lawson, EDA Coordinator

DRAFT

ECONOMIC DEVELOPMENT AUTHORITY COORDINATOR'S REPORT



Stephanie Lawson
March 5, 2019 - April 2, 2019

Business Retention Visits & Meetings

1. Maxfield Research & Consulting
2. Dodge County EDA
3. TH57 Citizens Advisory Committee
4. Legacy Storage
5. Kasson Konnections
6. David Drown Associates

DNR Local Trail Connection Grant

Letters of support were received from Dodge County, Dodge County EDA, Kasson-Mantorville School District and City of Mantorville. Application has been finalized and submitted to Minnesota DNR. Award announcements will come in June.

Kasson Konnections

The third Kasson Konnections was successfully held on March 7th with conversation focusing on how to activate the downtown area.

Community Roadside Landscape Partnership Program

Waiting on updated landscape blueprints and material listing from MnDOT staff. Once received it will be provided to Sargents for an updated quote. Once updated quote is received city staff will determine if project is going to be condensed and split into two construction seasons. Conversation also needs to be had with Kasson Car Care owners regarding the project and its location.

Policy & Procedures Manual - Revolving Loan Fund Guidelines - No New Updates

A number of revisions are in the process of being made, but further review of the Revolving Loan Fund Guidelines is required.

SCDP Grant Application - No New Updates

After the pre-application came back as 'Marginally Competitive' discussion was had with SEMMCHRA and the decision was made to proceed with the final application, omitting the request for commercial funding as the greater need was in owner occupied residential.
*Reallocated MIF funds will still be able to be utilized for commercial projects.

Comprehensive Housing Needs Analysis - Public Meeting

Maxfield will be presenting their findings and recommendations on April 17th at 4:30pm in Conference Room B of the Dodge County Government Services Building.

Prairie Willow Estates Fourth

Currently working with David Drown Associates to pursue the option of a tax abatement to assist with unaccounted for soil corrections. If these corrections aren't able to be funded the project will not be able to be completed.

Shopko

Shopko will be vacating their existing location in June. Current building owner has been in contact with the City and stated that, if unable to sell, they are looking to repurpose or find a new tenant. They are willing to divide the building and would be charging the average rent/sq ft for Kasson.

City Logo

After the Council workshop Administrator Coleman reported that members didn't have an interest in a new logo at this time.

Other Notes

Potential Townhome/Apartment Developments - No New Updates

Currently working with developers to determine feasibility of a potential apartment/townhome development. Further details are not to be disclosed at this time.

Infill Lot Developments - No New Updates

Currently working with developers to identify possible infill lots around town that may allow for the development of more affordable housing options. Property information has been provided and developer will be in touch after wrapping up a few projects in other area communities.