

# KENYON ECONOMIC DEVELOPMENT AUTHORITY

Minutes for Tuesday, October 27, 2015

**Present:** Commissioners Dummer, Engel, Barsness and Braegelmann. **Absent:** Campbell  
**Staff in Attendance:** City Administrator Mark Vahlsing. **Others in attendance:** None

The EDA meeting was held in the City Hall Conference room and Dummer called the meeting to order at 8:00 a.m.

Motion by (Braegelmann/Barsness) to approve Agenda. Motion carried. 4-0-0

## **Approval and Acceptance of Financial/Statutory Items**

Motion (Braegelmann/Engel) to approve the quarterly financial reports as presented. Approved 4-0-0.

Motion (Engel/Barsness), to approve the July 28, 2015 regular meeting minutes. Approved 4-0-0.

## **Reports**

Administrator Vahlsing stated that NAPA, and St. Marks are current on their lease payments. St. Marks is continuing to pay rent as they clear the site and remove the old cement plant. The administrator stated that he estimated the site would be cleared with 30-60 days.

## **Facade Improvement Program**

Administrator Vahlsing updated the EDA Board on the status of three applications.

- a. Ace Hardware
- b. Youth Center – All Seasons Community Services
- c. McBroom Chiropractic

## **Status of existing projects:**

### **Business Recruitment & Retention**

Traxler Equipment - Future expansion/new facility

Administrator Vahlsing stated that there was no new information at this time.

## **Unfinished Business**

### **Hanke – St. Mark Materials:**

Administrator Vahlsing stated that the work on the control building has been completed and all building permits except electrical have been approved. There were issues with the State not approving Chris Hanke's plumbing plans. The Goodhue County Building inspector says revised plans have been submitted and construction should be able to be completed soon.

### **Fire Hall:**

Administrator Vahlsing stated that the City has closed on the Foldcraft property. The City Engineer and Architect are working on building site, and exterior plans. The City is working on an application through the USDA Rural Development Community Facilities loan program. Financing utilizing Lease Revenue Bonds through the EDA is still an option depending on the outcome of the USDA application. He stated that hopefully construction can begin in 2016.

### **Commercial/light industrial land:**

#### **Nielsen Site on County Rd. 12:**

Administrator Vahlsing stated that he had not had much luck getting a firm answer from Mr. Nielsen. He had discussed with Nielsen in August the idea of the EDA possibly purchasing 2-3 acres. The EDA would secure an option on adjacent area (5-10 acres). This would give the

EDA one small parcel that could be marketed and if that sells it would be able buy additional adjacent land.

Other areas:

Administrator Vahlsing also stated that the mattress factory site is also a possibility. He thought that direct acquisition may not be the best approach, but that site could be marketed with other possible sites. The owner would work the EDA if a potential project becomes viable.

Another site that Vahlsing has investigated and talked to the owner was located south of Foldcraft between County Road 13 and Highway 56. He stated that she is not interested in selling at this time.

**New Business**

Dollar General Store – (Information):

Administrator Vahlsing stated that Overland Development Corp. on behalf of Dollar General is still focused on a site south on the east side of Highway 56. The site would be approximately 1-2 acres. It would be divided from two other parcels. It is currently zoned A (Ag). The City has not heard anything on the project in the last two months.

Motion (Braegelmann/Engel) to adjourn the meeting at 8:55 a.m. Motion carried 4-0-0.

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Mark R. Vahlsing, Executive Director

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Dan Dummer, EDA President

KENYON ECONOMIC DEVELOPMENT AUTHORITY

Special Meeting

Minutes for Thursday, December 17, 2015

**Present:** Commissioners Dummer, Engel, and Braegelmann. **Absent:** Barsness, Campbell

**Others in Attendance:** City Administrator Mark Vahlsing

The Special EDA meeting was held in the City Hall Conference room and Dummer called the meeting to order at 8:02 a.m.

City Administrator Vahlsing reviewed Façade Improvement Applications from Wilstor Inc., (Kirk Hiner South Side Mattress) and Thomas Thunhorst (Law Office). The application from Wilstor Inc. was to fund 50% of the cost

*Applicant:* Kirk Hiner – Wilstor/ LLC (Mattress Factory)

Install 4’x8’ LED Digital message and business sign

Program funding applied for \$4,000 Total project cost. \$15,000

Motion by (Engel/Braegelmann) to approve the Façade Improvement Program application of Wilstor LLC Program for \$4000\* in program funding. Motion carried 3-0-0

*Applicant:* Thomas and Annette Thunhorst – Thunhorst Law Office

Replace awning sign on front of building.

Program funding applied for \$587.50\* Total project cost. \$1175.00

Motion by (Engel/Braegelmann) to approve the Façade Improvement Program application of Thomas and Annette Thunhorst for \$587.50 in program funding\* Motion carried 3-0-0

\*Conditions of disbursement:

1. Half paid up front. The second half will be paid upon verification of project completion by City staff.
2. Payment for work completed by owner will be made as reimbursement for materials only when project is completed and verified by City Staff.
3. Checks will made jointly payable to the applicant and the contractor.

Mayor Engel – Discussed a retail loyalty marketing program from the City of Blue Earth. The program is called by “Be Loyal Buy Local”. He stated that the EDA could have decals made that would be placed on the front doors of businesses in the City. Administrator Vahlsing stated that the concept will be reviewed further at the January EDA meeting and also by KABA.

Administrator Vahlsing discussed the format for the 2016 annual meeting. He would like to again plan a retreat-like meeting. The City Council, KABA leadership, and other business and community leaders would be invited to the meeting. The EDA would review the City Strategic Plan and upcoming projects. Input on EDA activities in the upcoming year would be sought from the attendees. A location still has to be determined.

Motion by (Braegelmann/Engel) to adjourn the meeting at 8:35 a.m. Motion carried 3-0-0.

# KENYON ECONOMIC DEVELOPMENT AUTHORITY

Minutes for Tuesday, January 26, 2015

**Present:** Commissioners Dummer, Engel, Bareness, Braegelmann, and Campbell **Absent:** None

**Staff in Attendance:** City Administrator Mark Vahlsing, City Engineer Joe Rhein, Utility Superintendent Randy Eggert, Library Director Michelle Otte, Public Works Superintendent Steve Baalson, Liquor Store Manager Matt Bartel, Bookkeeper Sue Dodds, **City Council members in attendance:** Doug Henke, John Mortensen **Others in attendance:** Dan Ruedinger, President Foldcraft.

The EDA meeting was held at Foldcraft and Dummer called the meeting to order at 8:30 a.m. Motion by (Barsness/Engel) to approve Agenda. Motion carried.4-0-0

## **2016 Project Prioritization and Strategic Planning Session**

Administrator Vahlsing reviewed the 2014-2018 City Strategic Plan.

City Engineer Joe Rhein updated those in attendance on the status of the Fire Hall project. He reviewed the history of the project and then stated that the plans and specs are currently being completed by him and Architect Corey Brunton.

City Engineer Rhein also provided an update on the status of the 1<sup>st</sup> Street project. Bids are scheduled to be opened in late February.

Administrator Vahlsing reviewed the remaining items in the strategic plan.

Chairman Dummer asked those in attendance for their ideas and input for the 2015 activities of the EDA.

Priority items identified by those in attendance included:

- More land for commercial development
- Continue beautification efforts in the downtown
- Make improvements to the City Website including the addition of a community calendar
- Assess and develop a plan for sidewalk replacement
- Conduct some type of survey to assess residents support for the City to raise revenue to purchase land and develop a site for future light industrial development.

The regular EDA meeting resumed at 10:25 am.

## **Election of Officers**

Motion by (Engel/Barsness) to appoint 2015 EDA Officers:

- President Dan Dummer
- Treasurer Stu Campbell
- Executive Director/Secretary Mark Vahlsing

Motion was approved 5-0-0

## **Approval and Acceptance of Financial/Statutory Items**

Motion (Engel/Braegelmann) to approve the quarterly financial reports as presented. Approved 5-0-0.

Motion (Braegelmann/Engel), to approve the minutes from October 27, 2015, and Special Meeting Minutes of December 17, 2015. Motion carried 5-0-0.

## **Reports**

Administrator Vahlsing stated that NAPA is current on their lease payments. St. Marks has not paid rent since November, 2015.

## **Facade Improvement Program**

Administrator Vahlsing updated the EDA Board on the status of two applications.

- a. Wilstor Inc., (Kirk Hiner): The new sign has been ordered. The LED digital sign will be 4 feet x 8 feet. It will be placed on the north side of the building.
- b. Thomas Thunhorst (Law Office): The project was under construction this week.

## **Unfinished Business**

### **Hanke**

Administrator Vahlsing stated that the project was completed.

### **Status of Fire Department facility development process**

This item was discussed earlier in meeting.

### **Possible sites for additional Commercial/light industrial land**

Administrator Vahlsing stated that there were no changes to the status of the two sites.

1. Nielsen Property on Goodhue County Road 12.
2. Property behind Mattress Factory.

Councilman Henke stated that a committee should be formed to develop a plan for a new industrial park in the City. There should be representatives of the community, including members of the Council and EDA. He would like to see some type of survey of local residents of their interest in raising taxes to pay for the purchase and development for land for light industrial development.

Chairman Dummer stated that the EDA has done a great deal of work on this issue in the past. He felt that the EDA would be the best group to continue to coordinate this effort.

Administrator Vahlsing stated that others could be involved with the EDA in this issue. Council members and other interested persons could also sit in the meetings. A special EDA meeting should be scheduled in the next two months to discuss the issue further.

Dan Ruedinger, President of Foldcraft stated that his company owns approximately 30 acres that could be considered for an industrial park. The company would be interested in selling all or a portion to the City.

President Dummer stated that a special EDA meeting would be held on Tuesday, February 23, 2106 at 8:00 am in the conference room of City Hall. The purpose of the special meeting would be to discuss the acquisition of land for a future business area in the City.

### **Incentives for new home construction**

Administrator Vahlsing stated that he had been contacted by Joel Bigelow of Bigelow Homes that the EDA consider establishing some type of down payment assistance program targeted at new construction. This item has been discussed by the EDA in the past. Administrator Vahlsing stated that the EDA could offer up to \$3,000 toward down payment assistance. Bigelow should be required to match any amount that the EDA offers toward assistance. The City could also consider other reductions in permit fees. Any program should be targeted at owner-occupied new construction. Vahlsing stated that he had attempted to contact Bigelow again this week but did not receive a response.

EDA member Stu Campbell stated that Security State Bank would also contribute toward the down payment assistance. He stated that he would get in touch with Bigelow.

President Dummer suggested that this item be discussed further at the February 23<sup>rd</sup> Special EDA meeting.

### **New Business**

#### Possible Business Survey

Councilmen Henke would like to discuss the EDA conducting a business survey in the City. Administrator Vahlsing stated that the University of Minnesota conducts community business surveys through the Business Retention and Expansion Program. He explained that the BR&E Strategies program has been used by over 60 Minnesota communities, and counties. Programs have focused on manufacturing; retail, technology, and agricultural sectors of the business economy. The program is based on a survey mechanism. The Extension service will tabulate and summarize the data collected, and then they will prepare a summary report with recommendations. Vahlsing said that he has used the program as an economic development director in the past. He has also completed a BRE certification from the Extension service. If the EDA is interested in pursuing this program a meeting would be held with representatives of the Extension service to gain more information. A county-wide program may be another option to discuss.

President Dummer stated that the Business Survey concept would be discussed further at the next regular EDA meeting.

#### **Be loyal – Buy local - Retail marketing campaign.**

Mayor Engel discussed the concept of a “Be Loyal Buy Local” marketing campaign. He stated that he got the idea from a similar program in Blue Earth, MN. Local businesses would display a decal that would have the Kenyon or KABA Logo and the “Be Loyal...” slogan. He would also like to coordinate this program with KABA and local businesses.

### **Adjournment**

Motion (Engel/Braegelmann) to adjourn the meeting at 10:45 a.m. Motion carried 5-0-0.

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Mark R. Vahlsing, Executive Director

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Dan Dummer, EDA President