

**City of Farmington
Economic Development Authority
Regular Meeting Minutes
Monday, May 20, 2024**

The Farmington Economic Development Authority met in regular session on Monday, May 20, 2024, at Farmington City Hall, 430 3rd Street, Farmington, Minnesota.

1. CALL TO ORDER

Chair Wilson called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Wilson lead everyone in the Pledge of Allegiance.

3. ROLL CALL

Members Present: Chair Steve Wilson
Commissioners Holly Bernatz, Joshua Hoyt, and Nick Lien

Members Absent: None

Also Present: Lynn Gorski, City Administrator
Julie Flaten, Asst City Administrator/HR Director
Deanna Kuennen, EDA Executive Director
Stephanie Aman, Economic Development Coordinator
Kim Sommerland, Finance Director
John Powell, Public Works Director
Shirley Buecksler, City Clerk

4. APPROVE AGENDA

Motion was made by Commissioner Lien and seconded by Commissioner Bernatz to approve the agenda, as presented.

Motion carried: 4 ayes / 0 nays

5. CITIZEN COMMENTS

No one addressed the Commission to speak.

6. CONSENT AGENDA

- 6.1 Minutes of the March 18, 2024 Economic Development Authority Meeting
- 6.2 Monthly Financial Report
- 6.3 Quarterly Report – Open to Business (Q1 2024)

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to approve the Consent Agenda, as amended.

Motion carried: 4 ayes / 0 nays

7. **PUBLIC HEARINGS**

There were no public hearings.

8. **DISCUSSION ITEMS**

8.1 Choose Vice-Chairperson for the EDA for Remainder of 2024

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to appoint Nick Lien as Vice-Chairperson for the remainder of 2024.

Motion carried: 4 ayes / 0 nays

8.2 Small Business Resource Fair

The Small Business Resource Fair is scheduled for July 16th from 8 to 10:30 am. The target audience for this event is businesses with less than 20 employees. As of today, 17 businesses have confirmed their attendance.

Discussion included:

- A suggestion for businesses to be able to sign up for future notices and invitations, similar to notifications on the City's website.
- QR code to register for events.

8.3 2023 MicroGrant Awards and Updates

Coordinator Aman provided an update on the 2023 MicroGrant Awards. A total of \$10,000 funded by the EDA MicroGrant program was awarded to the following four businesses in 2023.

Fissan Training Kennels

\$2500 grant approved at the June 26, 2023 EDA meeting.

This matching grant funding allowed Fissan Training Kennels to complete a sign upgrade that they had been wanting to do. The new signage is clean and bright and adds a great deal to the facade of their building. Fissan Training Kennels has met all obligations to provide pictures and invoices with payment information and has fulfilled the terms of the grant agreement.

Heikkila Studios

\$2500 grant approved at the July 17, 2023 EDA meeting

This matching grant funding was used to install a new concrete patio to the west of the building at 349 3rd Street. With this improvement, Heikkila Studios is better able to utilize this space as it provides a better aesthetic for photography. Heikkila Studios has provided pictures and closed out invoices and has fulfilled the terms of the grant agreement.

The Pam McCarthy Agency, Inc.

\$2500 grant approved at the August 21, 2023 EDA meeting

This matching grant funding is being utilized for mass marketing campaigns to help the Pam McCarthy Agency reach more people and grow business. The agency has plans to complete phased mailing campaigns and has until August 21, 2024 to utilize the funds.

Grant Heating and Air

\$2500 grant approved at the September 18, 2023 EDA meeting

This matching grant funding was used to complete a needed painting project on the exterior of the business, as well as spruce up the outside which makes for a more welcoming environment for customers to come to, along with being a good neighbor. Grant Heating and Air had recently purchased the building and were grateful for matching funding to help ease the burden of this cost on a small business. Grant Heating and Air has provided pictures and invoices with payment information and has fulfilled the terms of the grant agreement.

8.4 2025 Budget – Preliminary Discussion

Director Kuennen thanked the EDA for making this the first year in which the EDA has a dedicated levy.

Direction: discontinue the \$50K transfer from the General Fund and include it in the EDA budget, and come back with a reasonable budget amount, as we look at the budget as a whole.

9. DIRECTOR'S REPORT

9.1 Director's Report

Director Kuennen said this was a great night for all of us and, again, congratulated the City for being a finalist for the 2024 MREJ Awards, City/County of the Year and thanked everyone for coming out to be part of this celebration and award.

Kuennen pointed out two items from the report in the EDA's packet:

- BRE Plan – this is a departure from the BRE program in the past and was intentional. We recognize the time and effort put into the previous program, but these will be conversations, and this is where we have found we get the most input back from the businesses and how we have the most authentic interaction. This is how we anticipate focusing on the BRE for the rest of the year.
- There is an opportunity to support the idea of property and site readiness. We have been made aware of a property that may be listed this summer

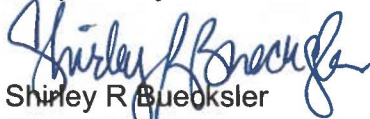
that could be of interest and benefit for the City to acquire. However, if something like that were to happen, it is our recommendation that we understand what we are getting into. We are asking the EDA to consider allowing us to use \$6,000 to hire a consultant from the consultant pool who would do a structural analysis on this particular property, including all the buildings on the property. The consultant will provide us with a detailed construction report of repairs and recommendations, as well as priorities for those repairs, removals, etc. This would be important information to have before we bring any property negotiations forward in a closed session. Chair Wilson and the Commissioners agreed to move forward.

10. ADJOURNMENT

Motion was made by Commissioner Lien and seconded by Commissioner Bernatz to adjourn the meeting at 6:43 p.m.

Motion carried: 3 ayes / 1 nay – Chair Wilson would have preferred to continue this good conversation.

Respectfully submitted,



Shirley R. Bueckler
City Clerk