



Faribault Economic Development Authority  
**MEETING MINUTES**

Thursday | March 18, 2021 | Regular Meeting – held via Zoom

**Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions** - [Minn. Stat. § 13D.021](#) provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

---

**Members Present:** Dave Albers, Matt Drevlow, Trisha Duncan, Rod Gramse, Mark Jarret, and Kevin Voracek

**Members Absent:** Janna Viscomi

**Staff Present:** Community & Economic Development Director Deanna Kuennen, Economic Development Coordinator Samantha Markman, and City Administrator Tim Murray, Kari Casper, Recording Secretary

---

### 1. Call to Order / Roll Call / Agenda Approval

**Action:** Chair, Rod Gramse called the meeting to order at 7:00 a.m.

**Roll Call Present:** Albers, Duncan, Jarret, Voracek, and Chair Gramse.

**Absent:** Viscomi.

### 2. Approval Minutes

A. Minutes of February 18, 2021 EDA Meeting (majority vote)

Matt Drevlow joined the meeting at 7:02

**Action:** Motion was made by Voracek and seconded by Jarrett to approve

Minutes of February 18, 2021 as presented.

#### Roll Call:

**Aye:** Albers, Drevlow, Duncan, Jarret, Voracek, and Chair Gramse

**Nay:** None.

Motion carried on a 6/0 vote.

**3. Routine Business:** *Agenda items below are approved by one motion unless an EDA member requests separate action.*

- A. Monthly Loan Status Report
- B. Permit Activity Update Report
- C. Budget Status Report

Kuennen stated that Staff is doing a reconciliation with the Downtown Exterior Rehab program fund balance due a small difference in the balance sheet of approximately \$7,000.

**Action:** Motion was made by Voracek and seconded by Drevlow to receive and file the monthly status reports as presented.

**ROLL CALL:**

**Aye:** Albers, Drevlow, Duncan, Jarret, Voracek, and Chair Gramse

**Nay:** None.

Motion carried on a 6/0 vote.

**4. Public Hearings**

- A. None.

**5. Items for Discussion**

**A. Business Subsidy – Incentive Programs Discussion**

Kuennen started out the presentation stating that the Staff gets many requests from potential businesses that are seeking business assistance in a form other than “loans”. Staff researched examples of programs in other communities to determine if incentive programs exist that provide forgivable loans. Based on this research Staff identified a model that targeted specific industries, provided a forgivable loan based on a percentage of the anticipated investment, and provided additional credit based on the creation of quality jobs. Staff requested a discussion with the EDA to determine if the EDA would be supportive of an economic incentive program based on this model. Staff further explained that the program would provide guidelines for assistance, for requests that otherwise would continue to come to the EDA without dedicated framework. In addition, the EDA would review each request. Much discussion ensued, including questions regarding where funding for such a program would come from, whether the EDA has authority to develop such a program, and how the program would be used. Staff shared that at this time there is not a dedicated funding stream identified, but Staff would recommend this program replace the Commercial Development Loan Program that has a currently balance of more than \$300,000.

The EDA had mixed reactions, but recognized that these requests will continue to come to the EDA with or without a program, and having a program will provide Staff and businesses a better understanding of potential forgivable funds that may be available to support business growth and development. A subcommittee of Gramse and Drevlow will work with Staff to fine-tune the evaluation criteria and a draft program will be brought forward to a future EDA meeting for continued discussion.

### **B. Downtown Commercial Rehab Request – 325 Central Avenue**

Markman presented an application from Faribault Area Senior Citizens, for a roof repair/replacement at 325 Central Avenue. The low bid came in at \$37,092.00. Based on the existing program guidelines the award amount would \$7,418.40 which is 20% of the total cost of the low bid. The board had no further discussion on this matter and it was brought for a motion to approve.

Action: Motion was made by Drevlow and seconded by Voracek to adopt Resolution 2021-01 approving the loan requests for eligible permanent exterior improvements for the commercial addresses of 325 Central Avenue.

#### **ROLL CALL:**

**Aye:** Albers, Drevlow, Duncan, Jarrett, Voracek and Chair Gramse

**Nay:** None.

Motion carried on a 6/0 vote

### **C. Downtown Place making Program - Update**

At the February EDA meeting the EDA considered a place making program and offered comments and guidelines. Based on the direction of the EDA, Staff had additional conversations with the Main Street/Faribault Chamber Staff, who determined that they were not interested in the program based on the EDA's direction. Staff reached out to the Paradise Center for the Arts to find out if they would be interested in administering such a program. They expressed their interest. Staff will work out the proposed program guidelines and bring back to the EDA for consideration.

## **6. Updates/Project Reports**

Kuennen started by stating that the city was fortunate to have three years with Samantha Markman who has an amazing opportunity before her and she will be leaving the City of Faribault at the end of the month. This is her last meeting. She will be taking on and Economic Development Director position. Things have been busy and Markman will assist in wrapping up programs and Kuennen will take the lead on those projects until a replacement is hired.

Trisha Duncan, the newest appointed EDA member introduced herself. She was appointed upon the resignation of Matt Carlander, and will fill out the remainder of his term.

Markman also updated the EDA on existing projects stating that the multi-tenant warehouse which is anticipated to be about a \$30 million project is inching closer to fruition. Staff is also working with a number of existing Faribault businesses.

## 7. Adjourn

**Action:** Motion was made by Duncan and seconded by Drevlow to adjourn at 8:00 a.m.

### **ROLL CALL:**

**Aye:** Albers, Drevlow, Duncan, Jarrett, Voracek and Chair Gramse

**Nay:** None.

Motion carried on a 6/0 vote

Agreed next meeting will be virtual as well.

Respectfully Submitted,

---

Kari Casper (*Minutes Recorded via Zoom*)