



Faribault Economic Development Authority  
**MEETING MINUTES**

Thursday | April 15, 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.

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**Members Present:** Dave Albers, Trisha Duncan, Janna Viscomi, Kevin Voracek and Chair Gramse

**Members Absent:** Matt Drevlow, Mark Jarrett

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

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**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, Viscomi, Voracek, Viscomi and Chair Gramse.

Absent: Drevlow, Duncan and Jarrett

Trisha Duncan arrive just shortly after roll call.

**2. Approval Minutes**

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

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

Minutes of March 18, 2021 as presented.

**Roll Call:**

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

**Nay:** None.

Motion carried on a 5/0 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 noted that there was a noticeable spike in the number of permits, which is typical this time of the year. Voracek asked about the status of the online permitting project and Kuennen stated that the building division is currently in the testing phase with an anticipated roll-out in mid-May/early-June timeframe. The roll-out will hopefully coincide with the upcoming Contractor's Forum being planned.

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

**ROLL CALL:**

**Aye:** Albers, Duncan, Viscomi, Voracek, and Chair Gramse

**Nay:** None.

Motion carried on a 5/0 vote.

**4. Public Hearings**

- A. None.

**5. Items for Discussion**

**A. Revised Downtown Micro Grant Program Guidelines**

Kuennen introduced Kelly Nygaard, from the Faribault Chamber to discuss the program. Nygaard reviewed the minor proposed changes to the guidelines – including the number of times a business can apply over a five year timeframe and application timeline for the 2021 program. She also discussed the success of the program over the last two years.

Chair Gramse added that \$30,000 is included in the 2021 EDA budget, of which \$5,000 is the administration fee for the program.

Viscomi is abstaining as her business has been a recipient.

A motion was made by Albers and seconded by Voracek to adopt Resolution 2021-02 modifying the guidelines, allocating \$25,000 to the Downtown Micro Grant Program and providing \$5,000 in loan administration fees to the Faribault Main Street.

**ROLL CALL:**

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

**Nay:** None.

**Abstain:** Viscomi

Motion carried on a 4/0 vote.

### **B. Business Assistance Request – Trystar, LLC**

Kuennen made a presentation noting that AJ Smith with Trystar was also present. Kuennen provided an overview of the company and details of their proposed growth plans. She also discussed the overall financial incentive package that is proposed, which will ultimately result in Trystar adding 20 jobs, building an approximate 50,000 SF building addition, and increasing local taxes. The package includes a forgivable DEED Minnesota Investment Fund loan, DEED Job Creation Fund award, and a forgivable EDA loan in the amount of \$100,000 – creating a total financial assistance package of \$400,000 to support the over \$5m project. Discussion ensued regarding previous assistance provided to Trystar and timing for City Council decisions. The EDA recognized the importance of the project and thanked Trystar for continuing to pursue their growth in Faribault.

Action: Motion was made by Duncan and seconded by Viscomi to adopt Resolution 2021-03 Approving an Economic Incentive in the Form of a Forgivable Loan to Support the Growth and Expansion of a Local Business located at 15765 Acorn Trail (Trystar, LLC).

#### **ROLL CALL:**

**Aye:** Albers, Duncan, Viscomi, Voracek and Chair Gramse

**Nay:** None.

Motion carried on a 5/0 vote

### **C. Economic Development Incentive Program – Proposed Guidelines**

Kuennen presented updated program guidelines for discussion of a possible Economic Development Incentive Program. Staff incorporated comments from the March EDA meeting – providing additional clarity on the targeted industries, reduction in the maximum funding consideration per job (reduced to \$2,500 per job), limits to the overall potential award amount any business could receive (\$100,000), adding requirement for increase to tax base, and limiting the number of times the program can be accessed per business (only one time per five year window). Staff also acknowledged that an ongoing funding source for this program has not been identified. The EDA asked questions and provided support for the revised program criteria directing Staff to bring back official program guidelines for consideration and approval.

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

Kuennen provided some updates including information on Rice County CARES Act funding distribution to small businesses, the status of the northern water tower project, and the status of the Economic Development Coordinator position.

**7. Adjourn**

**Action:** Motion was made by Albers and seconded by Duncan to adjourn at 7:55 a.m.

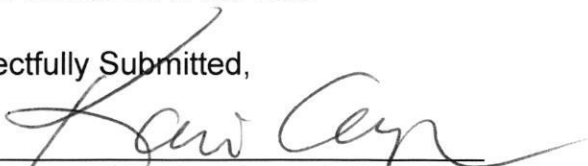
**ROLL CALL:**

**Aye:** Albers, Duncan, Viscomi, Voracek and Chair Gramse

**Nay:** None.

Motion carried on a 5/0 vote

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kari Casper", written over a horizontal line.

Kari Casper (*Minutes Recorded via Zoom*)