

Agenda

City of Kenyon Economic Development Authority

Cahill Bistro & Bar
Tuesday, January 21, 2025
8:00 AM

Meeting will be held in the back portion of the main level restaurant.

- | | |
|----------------|--|
| 8:00 am | Food served
Food will be buffet with scrambled eggs, sausage, bacon and russet potatoes.
Drinks will be coffee, orange juice, and water. |
| 8:15 - 8:45 am | Scott Lehner, City Administrator
Don Kirchmann, Mayor
Derek Olinger, City Engineer
Todd Kieffer, CEDA |
| 8:45 - 9:30 am | EDA Meeting |



Real People. Real Solutions.

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2025 Infrastructure Projects

The following projects are planned for 2025:

2025 Street & Utility Project

Summary: This project will include various types of improvements including full street & utility reconstructions, trenchless installation of watermains, some pavement overlays, and sanitary sewer lining. Project area illustrated on next page. Project website available with QR code to right.

This project meets the cities infrastructure goals identified in the infrastructure management plan including:

- reduction of groundwater/runoff into the sewer systems (conserving system capacity for future development)
- Addressing full needs of corridor when replacing pavements.
- Oversizing of watermains for increased flow in business park and northern/Trondheim housing developments



Schedule/Status: Currently in design, March bidding, Summer 2025 Construction
Estimated Cost: \$3.7 Million

2025 Pavement Management

Summary: The city will be performing another round of asphalt pavement chip sealing at various locations throughout town. The final project location is TBD

- Prioritize preventative maintenance of other improvements, resulting in higher pavement performance for long term dollars spent.

Schedule/Status: Solicit Quotes this winter, Construct summer 2025
Budget: 45,000 (annual)

Water Service Inventories & Replacements

Summary: The EPA and MDH have changed regulations for continued use of lead water service line pipes. Although uncommon in Kenyon, some older structures still have these in place. As required, KMU had our staff performing an inventory of all water services in town over the past summer. Continued investigation, including excavation verification of material type is anticipated this year.

We'll be applying for funding in late winter to continue investigation this year and eventually, start replacing problematic service lines in 2026. To date, we are aware of 35 service lines in need of replacement in Kenyon. Grant funds are currently available for 100% of replacement costs.

Schedule/Status: Apply for funding this winter, Continue Investigation summer 2025, start replacements 2026
Budget: TBD

Agenda

City of Kenyon Economic Development Authority

Cahill's Bistro

Tuesday, January 21, 2025

8:45 AM

- I. Call Meeting to Order
- II. Approve Agenda
- III. Approve Minutes and Financials
 - A. December 17, 2024
- IV. Public Hearings/Comment
- V. New Business
 - A. Motion and Approval of EDA Commissioners
 - 1. Commissioners
 - 1. John Mortenson (2028) - President
 - 2. Mary Bailey – City Council
 - 3. Don Kirchmann – Mayor
 - 4. Chris Mallery (2026)
 - 5. Stuart Campbell (2028)
 - Coordinator/Secretary – Todd Kieffer
- VI. Old Business
 - A. Façade Improvement Update
 - 1. Che Che's work is complete
 - a. Follow-up paperwork completed and check will be created.
 - 2. Nesseth Properties: Fresh Bites
 - a. Approved \$2,000 and is in process.
 - B. Kenyon Foundation Meeting
 - 1. Update – John Mortenson
 - 1. Rescheduled meeting: Thursday, January 30, 2025, at 6:30
 - a. All Seasons Event Center
 - C. Active Transportation update
 - D. University of MN: Center for Transportation Studies
 - 1. Empowering Small Minnesota Communities Update

E. Industrial Park Update:

1. Realty Growth of Rochester
2. Marketing videos
 1. <https://www.youtube.com/watch?v=cwIrxdwPZdM>
 2. <https://www.youtube.com/watch?v=MnLTTrmHMol>
 3. <https://www.facebook.com/watch/?v=1120721259758551&rdid=oMDmP7q38ndBvViX>

VII. Reports

VIII. Items for next EDA Meeting

- A.
- B.
- C.
- D.

IX. Adjourn

Next EDA Meeting will be Tuesday, February 25

KENYON ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, December 17, 2024

Commissioners present: John Mortensen, Chris Mallery, Mary Bailey

Commissioners Absent: Stu Campbell, Doug Henke

Others in Attendance: Todd Kieffer, Interim City Administrator Frank Boyles, Don Kirchmann

The EDA meeting was held at City Hall.

APPROVE AGENDA

Motion by Bailey seconded by Mallery to approve the agenda. Motion carried 3-0-0.

APPROVE MINUTES AND FINANCIALS

Motion by Bailey seconded by Mallery to approve the minutes from the November 26, 2024, meeting and the financials. Motion carried 3-0-0.

PUBLIC HEARINGS/COMMENTS

REPORTS

Realty Growth has had a few companies make soft contacts regarding the Industrial Park lots.

OLD BUSINESS:

Façade Improvement Update

Façade work at Che Che's is in progress.

Kenyon Foundation Meeting

The next Foundation meeting will be on Thursday, January 9, 2025, at 6:30 pm at the All Seasons Community Center. Email invitations will be sent out.

January Annual Meeting

The annual meeting will be held on Tuesday, January 21 at 8:00 am at Cahill Bistro. Invites will be sent out electronically.

8th Street Housing Development Feasibility Study Update

Todd Kiefer stated that he will be having a meeting with the City Engineer and Public Works Superintendent to discuss the next steps for a housing development.

Active Transportation Update

Todd Kieffer submitted the Active Transportation grant to MnDOT. We should hear something back by mid-January.

University of MN: Center for Transportation Studies

Todd Kieffer applied for this transportation studies grant through the U of M Extension Regional Sustainable Development. We should hear something back by mid to late January.

NEW BUSINESS

Nesseth Façade Improvement Application

Nesseth Properties has submitted a Façade Improvement Application for 701 2nd Street.

Motion by Bailey seconded by Mallery to approve the Façade application for Nesseth Properties. Motion Carried 3-0-0.

Update EDA Members' Terms

Stu Campbell and John Mortensen would like to renew their EDA terms for another four years.

ITEMS FOR NEXT EDA MEETING

COMMENTS

Next EDA Meeting: Tuesday, January 21, 2025, at 8:00 AM at Cahill Bistro

ADJOURNMENT

Motion by Bailey second by Mallery to adjourn the meeting at 9:00 a.m. Motion Carried 3-0-0

Holli Gudknecht, Deputy City Clerk

John Mortensen, EDA President

CITY OF KENYON

ADMINISTRATIVE POLICY #37

PERFORMANCE EXPECTATIONS FOR MEMBERS OF THE CITY COUNCIL, BOARDS, COMMISSIONS, COMMITTEES, AND AUTHORITIES.

I. PURPOSE AND NEED FOR POLICY

As a general rule, the Kenyon City and Kenyon Municipal Utility Personnel Policies do not apply to members of the city council, Boards, Commissions, Committees, and authorities. But for public service entities to effectively perform their functions, their members must be subject to performances expectations which are clear, articulated, understood, and enforceable. Minnesota Statutes 412.191 gives the city council this power and the concomitant power of enforcement.

II. PERFORMANCE STANDARDS FOR EACH MEETING

Each member of each body is subject to the following expectations at each meeting:

1. Become familiar with and demonstrate understanding of the statutes, ordinances, policies, and precedents which apply to each agenda item.
2. Before the meeting read and have familiarity with the reports and attachments prepared for the issue at hand.
3. Visit the site which is the subject of each agenda item.
4. Understand and use the basic rules of meeting decorum (Robert Rules of Order or Equivalent)
5. Before the meeting, ask staff questions about the agenda item, as necessary.

III. PERFORMANCE STANDARDS FOR EACH YEAR AND THE ENTIRE TERM OF OFFICE

1. Attend training programs in your area of service made available by the city.
2. Participate in the annual Performance Review with the chair and demonstrate by your actions, efforts to improve yourself as a member.
3. Attend and participate in all joint meetings conducted with your entity and the city council.

4. Attend and participate in a minimum of ten meetings of the twelve conducted each year.
5. If you are unable to attend the meeting in person, notify the chair or staff liaison no later than the day before the meeting.
6. If you wish to attend the meeting virtually, contact the chair or staff liaison no later than one week before the meeting so the staff can post the meeting notice required for virtual meetings. If there is insufficient time to post the virtual meeting notice the meeting will be considered closed and either you will be unable to attend, or the entire meeting will be cancelled. No more than two virtual meetings can be requested annually by each member.

IV. ENFORCEMENT

1. Members will not receive a per diem for meetings they do not attend, except virtual meetings if they have notified the chair and/or staff liaison within the notification guidelines under the open meeting law.
2. If a member has exceeded two absences in a year, the mayor and chair of the entity will meet with the member to discuss whether they should be relieved of their responsibilities or per diems withheld. If a member requests more than two virtual meetings annually the same consequences may be considered.

Adopted by the Kenyon City Council on November 12, 2024

Effective January 1, 2025