

# **Agenda**

## **City of Kenyon Economic Development Authority**

Kenyon City Hall: Council Chambers

Tuesday, December 16, 2025

8:00 AM

John Mortenson, President

Stuart Campbell, Vice President

Mary Bailey, Commissioner

Chris Mallery, Commissioner

Don Kirchmann, Commissioner

- I. Call Meeting to Order
- II. Approve Agenda
- III. Approve Minutes and Financials
  - A. November 2025 Minutes
  - B. December Financial Report
- IV. Public Comment: 3 minutes
- V. Reports
- VI. New Business
  - A. Firebird LLC Update
  - B. MN Housing Tier II Grants
    1. Reapplication
  - C. February Re-schedule Date
    1. February 17
  - D. EDA Budget 2026
- VII. Old Business
  - A. Kenyon Commercial Club Request
    1. Social Media Training Partnership
      1. February 27, 2026 – Council Chambers
      2. 5:30 pm Start Time
  - B. Façade Improvement Applications for 2026
    1. Updated verbiage – included in packet

C. Kenyon Annual EDA Breakfast/Meeting – State of the City

1. January 27, 2026, at Angie's
  1. ESMC Update Todd
  2. Derek Update
  3. Scott Update

D. 2025 EDA Success Stories

1. We will generate a list at the meeting.

E. ESMC: UMN Design Center Update

F. Future Housing Development Update

G. Vacant storefront updates

1. VFW
2. Event Center
3. Old Home Plate
4. NAPA – Municipal Addition
5. Kenyon Sunset Homes Update

VIII. Items for next EDA Meeting

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

IX. Adjourn

Next scheduled EDA Meeting is January 27, 2026, at 8:00 AM



**The mission of the Kenyon Economic Development Authority:**

- Attract, create, retain and expand business in Kenyon.
- Enhance the city's tax base, preserve and create living wage jobs, and promote Kenyon as an outstanding business community.
- Thoughtfully integrate the city's natural beauty with physical development to create a highly desirable place for people to work and live

KENYON ECONOMIC DEVELOPMENT AUTHORITY  
Meeting Minutes  
Tuesday, November 25, 2025

**Commissioners present:**, Don Kirchmann, Chris Mallery, and Stuart Campbell

**Commissioners Absent:** John Mortensen, Mary Bailey

**Others in Attendance:** EDA Coordinator Todd Kieffer, City Administrator Scott Lehner

The EDA meeting was held at City Hall. The meeting was called to order at 8:02 a.m.

**APPROVE AGENDA**

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

**APPROVE MINUTES AND FINANCIALS**

Motion by Kirchmann seconded by Mallery to approve the minutes from the October 25, 2025 and November 13, 2025 meetings, and the financials. Motion carried 3-0-0.

**PUBLIC HEARINGS/COMMENTS**

**REPORTS**

**OLD BUSINESS:**

**Firebird, LLC Update**

According to Attorney Riggs, “Federal legislation is currently halting Hemp products beginning November 2026. A legal distinction has been made between cannabis and industrial hemp. In Minnesota, the change would not impact cannabis cultivators.”

**Small Towns Grant Approved**

**Picnic Shelters (2) – Depot Park**

Blueprints are being generated for the picnic shelters to insure they pass inspection. This will be paid for with funds from the ESMC Fund.

**ESMC: UMN Design Center Update**

ESMC is prioritizing projects and getting committee members devoted to each aspect like trails and Depot Park. New members are invited to become involved.

**Future Housing Development Update**

Housing is needed for new families to move to Kenyon. Development plans are contingent on revenue from selling Industrial Park lots.

**Vacant Store Front Updates**

VFW - The VFW fundraiser went well. A few plans have been put in place.

Event Center – no news.

Old Home Plate – No news.

NAPA - Municipal Liquor Store – Renovation is under way.

Kenyon Sunset Home

EDA and Rebound Realty are working together to apply for a demolition grant of the old portion so thirty-nine new rental units can become a reality.

## **NEW BUSINESS**

### **December Meeting Change – 12/16/25**

The December meeting was changed to Tuesday, December 16, 2025 due to the scheduled date of December 23 being so close to the holiday.

### **Kenyon Commercial Club Request**

#### **Social Media Training Request**

The EDA would like to co-sponsor a social media training with the commercial club on February 25, 2026 in the council chambers.

Motion by Mallery seconded by Kirchmann to approve the co-sponsorship of a social media training with the commercial club for Kenyon business owners at a cost of \$750 to the EDA. Motion carried 3-0-0.

### **Façade Improvement Applications for 2026**

#### **Dan Thomas – Kenyon Meats**

#### **Bob Killo**

The Decision was made to table Façade applications at this time and update wording to be clearer about when applications can be received and when awards will start being approved by the EDA.

### **January Meeting - January 27 at Angie's**

#### **Approve \$400 to Angie's – Free Breakfast for Business Owners**

Invitations for the annual meeting in January will be sent to business owners in December.

Motion by Mallery seconded by Kirchmann to approve the \$400 payment to Angie's for the annual breakfast meeting. Motion carried 3-0-0.

#### **ESMC Update - Todd**

#### **Derek Update**

#### **Scott Update**

## **ITEMS FOR NEXT EDA MEETING**

- A. Update Façade Language
- B. Commercial Club Social Media Training Update
- C. 2026 EDA Budget

## **COMMENTS**

Next EDA Meeting: Tuesday, December 16, 2025, at 8:00 AM.

## **ADJOURNMENT**

Motion by Kirchmann seconded by Mallery to adjourn the meeting at 9:25 a.m. Motion Carried 3-0-0.

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*Holli Gudknecht, Deputy City Clerk*

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*John Mortensen, EDA President*

# EDA FUND AS OF DECEMBER 9, 2025 (UNAUDITED)

EXPENSES	2024 Budget	2024 YTD	2025 Budget	2025 YTD
BOARD MEMBER PAY	\$650.00	\$1,925.00	\$650.00	\$0.00
PROPERTY TAX on NAPA bldg	\$1,465.00	\$1,422.00	\$0.00	\$0.00
DEED Grant forwarded to SEMMCHRA	\$1,000.00	\$0.00	\$0.00	\$0.00
ENGINEERING (IND. PARK)	\$5,000.00	\$0.00	\$0.00	\$0.00
LEGAL	\$3,000.00	\$1,857.50	\$3,000.00	\$5,798.25
CONTRACT SERVICES	\$1,000.00	\$28,292.81	\$54,000.00	\$53,670.00
TRAVEL EXPENSES	\$1,000.00	\$0.00	\$0.00	\$0.00
ADVERTISING	\$2,500.00	\$1,223.13	\$1,500.00	\$187.12
BANQUETS/SPECIAL EVENTS	\$0.00	\$300.00	\$300.00	\$552.99
PROPERTY/LIABILITY INSURANCE	\$2,090.00	\$171.48	\$2,200.00	\$127.50
UTILITIES-STORM SEWER (IND. PARK)	\$50.00	\$103.03	\$50.00	\$131.00
REPAIRS & MAINTENANCE (NAPA)	\$250.00	\$4.00	\$250.00	\$0.00
MISCELLANEOUS	\$50.00	\$0.00	\$0.00	\$120.00
DUES AND SUBSCRIPTIONS	\$300.00	\$0.00	\$0.00	\$0.00
FAÇADE IMPROVEMENTS	\$0.00	\$18,851.60	\$20,000.00	\$20,000.00
LOAN PRINCIPAL to KMU - IND. PARK	\$10,352.00	\$0.00	\$11,140.50	\$10,875.00
LOAN INTEREST to KMU - IND. PARK	\$1,074.00	\$816.00	\$856.80	\$551.00
	<b>\$29,781.00</b>	<b>\$54,966.55</b>	<b>\$93,947.30</b>	<b>\$92,012.86</b>

(CONTINUE TO BUDGET THIS EXPENSE)

REVENUE	2024 Budget	2024 YTD	2025 Budget	2025 YTD
CURRENT AD VALOREM TAXES	\$26,331	\$26,331	\$89,447	\$44,724
DIVIDENDS	\$0	\$52	\$0	\$0
LEASE-NAPA STORE	\$5,400	\$5,400	\$3,000	\$450
LEASE - INDUSTRIAL PARK LAND	\$0	\$0	\$0	\$0
MISC REVENUE	\$0	\$0	\$0	\$0
INTEREST EARNINGS	\$0	\$0	\$0	\$0
FEDERAL GRANTS & AIDS (SEMMCHRA)	\$0	\$0	\$0	\$0
	<b>\$31,731.00</b>	<b>\$31,782.55</b>	<b>\$92,447.30</b>	<b>\$45,173.65</b>

BALANCE SHEET	Current balance
CASH	-\$399,800.32
INVESTMENTS 4M FUND (ELEC FUND LOAN)	
DUE FROM OTHER FUNDS	\$341,875.00
ACCOUNTS PAYABLE	-\$47.00
LAND HELD FOR RESALE - IND. PARK	\$236,869.00
PREPAID EXPENSES	\$84.03
DUE TO ELEC FUND-2019 INTRFD LOAN BUS. PARK	-\$22,022.05
DUE TO ELEC FUND-2016 INTRFD LOAN	
DEPOSIT - LEASED CITY PROPERTY -NAPA	
UNRESERVED FUND BALANCE	-\$156,958.66
	<b>\$0.00</b>

		APPROVED	PAID	
2024 FAÇADE PROGRAM	NUNEZ, MELISSA	4,000.00	4,000.00	(PAID IN 2025)
2024 FAÇADE PROGRAM	NESSETH, BARNEY	2,000.00	2,000.00	(PAID 5/29/25)
2024 FAÇADE PROGRAM	FINLEY & ARMSTRONG	4,000.00	4,000.00	
2024 FAÇADE PROGRAM	LEININGER, TINA	851.60	851.60	
2024 FAÇADE PROGRAM	POSTOFFICE	8,000.00	8,000.00	
		<b>18,851.60</b>	<b>18,851.60</b>	
2025 FAÇADE PROGRAM	SIFT	4,000.00	4,000.00	(PAID IN 2025)
2025 FAÇADE PROGRAM	TRAXLER	3,050.00	3,050.00	(PAID IN 2025)
2025 FAÇADE PROGRAM	TRAXLER	4,000.00	4,000.00	(PAID IN 2025)
2025 FAÇADE PROGRAM	TRAXLER	3,700.00	3,700.00	(PAID IN 2025)
2025 FAÇADE PROGRAM	TWICE FOUND	4,000.00	4,000.00	(PAID IN 2025)
2025 FAÇADE PROGRAM	ROBERT'S REPAIR-BOB KYL	1,250.00	1,250.00	(PAID IN 2025)
		<b>20,000.00</b>	<b>20,000.00</b>	

CITY OF KENYON  
CITY EXPENSE BUDGET - LIBRARY

Account	Last Dim Descr	2024 Budget	2024 Amt	2025 Budget	2025 YTD Amt	2026 Budget
46200 SEMMCHRA DEED GRANT						
E 205-46200-444	DEED GRANT FORWARD TO SEMMCHRA	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
46200 SEMMCHRA DEED GRANT		\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
46500 ECONOMIC DEVELOPMENT AUTHORITY						
E 205-46500-107	EDA BOARD MEMBER PAY	\$650.00	\$1,925.00	\$650.00	\$0.00	\$650.00
E 205-46500-265	PROPERTY TAX	\$1,465.00	\$1,422.00	\$0.00	\$0.00	\$0.00
E 205-46500-303	ENGINEERING	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E 205-46500-304	LEGAL	\$3,000.00	\$1,857.50	\$3,000.00	\$5,798.25	\$6,000.00
E 205-46500-307	CONTRACT SERVICES	\$1,000.00	\$28,292.81	\$54,000.00	\$53,670.00	\$55,750.00
E 205-46500-331	TRAVEL EXPENSE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E 205-46500-340	ADVERTISING	\$2,500.00	\$1,223.13	\$1,500.00	\$187.12	\$1,500.00
E 205-46500-344	BANQUETS/SPECIAL EVENTS	\$0.00	\$300.00	\$300.00	\$552.99	\$600.00
E 205-46500-360	INSURANCE - PROPERTY/LIABILITY	\$2,090.00	\$171.48	\$2,200.00	\$127.50	\$110.00
E 205-46500-385	UTILITIES-SEWER CHARGES	\$50.00	\$103.03	\$50.00	\$118.00	\$100.00
E 205-46500-400	REPAIRS AND MAINT	\$250.00	\$4.00	\$250.00	\$0.00	\$250.00
E 205-46500-430	MISCELLANEOUS	\$50.00	\$0.00	\$0.00	\$80.00	\$0.00
E 205-46500-433	DUES AND SUBSCRIPTIONS	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
E 205-46500-480	FAÇADE IMPROVEMENTS	\$0.00	\$18,851.60	\$20,000.00	\$18,750.00	\$20,000.00
E 205-46500-501	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 205-46500-510	LAND PURCHASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 205-46500-609	LOAN PRINCIPAL-INTERFUND KMU	\$10,352.00	\$0.00	\$11,140.50	\$10,875.00	\$11,147.00
E 205-46500-610	LOAN INTEREST - INTERFUND KMU	\$1,074.00	\$816.00	\$856.80	\$551.00	\$279.00
46500 ECONOMIC DEVELOPMENT AUTHORITY		\$28,781.00	\$54,966.55	\$93,947.30	\$90,709.86	\$96,386.00
205 ECONOMIC DEVELOPMENT AUTHORITY		\$29,781.00	\$54,966.55	\$93,947.30	\$90,709.86	\$96,386.00
		\$29,781.00	\$54,966.55	\$93,947.30	\$90,709.86	\$96,386.00



## ***Commercial Façade Improvement Program*** ***Kenyon Economic Development Authority***

In order to encourage commercial property owners to make exterior improvements to buildings in the City of Kenyon, the EDA will offer the Commercial Façade Improvement Program for commercial buildings located within the C-1, C-2, and I-1 Zoning District. Limited funding is available and projects will be considered on a first-come-first-served basis.

**Program Description:** The purpose of the Program is to make appropriate façade improvements to buildings in Kenyon in order to highlight the architectural heritage and enhance the visual appeal and vibrancy of commercial areas in the City. The façade improvement program can only be used for exterior repairs/improvements, exterior code violation corrections, handicapped accessibility improvements and energy efficiency improvements. The EDA intends to offer this program on an annual basis, with the total funding amount to be determined each year through the budget process. Applications will be accepted beginning in December of the prior year; however, no applications will be approved until the January EDA meeting of the program year.

The maximum amount of assistance per building is up to \$4,000. *(The maximum amount may be adjusted due to available funding.)*

- The maximum grant assistance per building is 50% of the total project cost
- The breakdown will be 50% façade improvement grant, 50% owner match ➤ Owner investment can come in the form of cash or commercial financing

### **Eligible Improvements (subject to EDA approval include the following:**

- Approved exterior lighting and signage
- Rehabilitation or replacement of doors and windows
- Replacement or installation of traditional awnings
- Removal of non-historic materials or additions
- ADA handicap accessibility improvements
- Exterior code violation corrections
- Exterior painting or cleaning
- Exterior maintenance which requires specialized care or expertise (tuck-pointing, roof repairs, etc.)

### **Ineligible Improvements:**

- Any improvements completed or in progress at the time of application
- Interior renovations or improvements
- Building additions / new construction
- Building acquisition

### **Application Process:**

- A. Applicant must own the property or have the written consent of the property owner to make improvements
- B. Applicant must be current on all taxes, loans, and utility payments
- C. Applicant must submit an application (see attached) that indicates the following:
  1. Brief description of the project with total project cost estimates
  2. Eligible façade improvements for which the grant funds will be used
  3. Total amount of Façade Improvement Grant Funds being requested
  4. Source of matching funds that will be used for the project (cash or commercial loan)



## COMMERICAL FAÇADE IMPROVEMENT PROGRAM APPLICATION FORM

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's e-mail Address: \_\_\_\_\_

Business Owner (If Different): \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner's Mailing Address: \_\_\_\_\_

Business Owner's Phone Number: \_\_\_\_\_

Business Owner's e-mail Address: \_\_\_\_\_

- 1) Provide a brief description of the project with total project cost estimates. Please include the specific eligible façade improvements for which the grant dollars will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Feel free to continue on a separate sheet and attach to this form)

2) Total grant funds requested (50% match required up to \$4,000): \_\_\_\_\_

3) Source of matching funds for the project (cash or loan funds): \_\_\_\_\_

Signature of Building Owner: \_\_\_\_\_

Signature of Business Owner (If Different): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Return Completed Form to:** Kenyon Economic Development Authority  
Attn: City Administrator  
709 Second St.  
Kenyon, MN 55946  
Phone: (507) 789-6415 Fax: (507) 789-5604  
Email: [info@cityofkenyon.com](mailto:info@cityofkenyon.com)