



**MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY FEBRUARY 4, 2025 – 5:00 P.M.**

1. Call to Order

2. Roll Call

Present: Mayor Josh Casper, EDA members; Larry Gemmill, Rod Heller, Conrad Feldt, and Mitch Kellin.

Absent with notice: Councilor Andy Haarklau

Others: Councilor Andy MacDonell, Matt Shermoen (IEDC), Tamara Lowney (IEDC)

3. Resident Input

None

4. Review and Approve the Agenda

A motion was made by EDA Member Larry Gemmill to approve the Agenda. EDA member Rod Heller seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Mitch Kellin, and Conrad Feldt. Voting against: None; Motion carried.

5. Administration

A. IEDC Housing Discussion – Monthly Update

Matt Shermoen, Itasca Economic Development Corporation provided an update on housing projects, strategic partnerships, and plans for the EDA.

The discussion focuses on the responsibilities outlined in a contract related to economic and community development projects. The aim is to compile findings and support local businesses through various initiatives.

The contract involves revisiting and evaluating current economic and community development projects and collaborating with strategic partners. A report will be compiled at the end of the contract detailing the findings from meetings and a transitional report will be provided whether the current partnership continues or if an in-house EDA is hired. Participation in monthly meetings and city council meetings is part of the engagement. The contract includes facilitating grant initiatives for both short-term and long-term funding opportunities and aiding local businesses with agriculture and taxes. A long-term plan for the EDA will be developed as a foundation for rebuilding the city's approach to economic development.

Recent documentation includes outdated mission, vision, and key priorities for the EDA, necessitating updates. Suggestions for a work plan to track priorities will be provided. The relationship between the organization's structure and the EDA is to be clarified, including the process of how projects are reviewed and approved. The importance of having a clear path for project approval and recommendations to the city council is emphasized. This includes understanding which projects require full council approval versus those that can be handled internally. There is a need for documented processes to ensure proper communication and efficiency, especially for new members of the EDA.

B. Review Bylaws

The group discussed reviewing and possibly revising the bylaws, focusing on confidentiality agreements and membership eligibility. Rod Heller discussed the membership requirements for the EDA Board and if he still met the requirements since he sold his business. The discussion was tabled for the next meeting.

6. Consent Agenda

- A. EDA January Financials: \$482,491.22 – Unreconciled number; does not include accrued interest
- B. EDA December Financials: \$492,367.19
- C. EDA November Financials: \$492,213.04
- D. Loan Recap – January
- E. Approve January 7th, EDA Minutes

A motion was made by EDA Member Mitch Kellin to approve the Consent Agenda. EDA member Larry Gemmill seconded the motion. Voting in favor: EDA Members, Conrad Feldt, Rod Heller, Larry Gemmill, and Andy MacDonell; Voting against: None; Motion carried.

7. Miscellaneous Business and FYI's:

ADJOURNMENT: Josh Casper adjourned the meeting at 6:03 p.m.

Respectfully submitted by: Abby Majewski

2025 ATTENDANCE CHART

| | 1/7/25 | 2/4/25 | 3/4/25 | 4/1/25 | 5/6/25 | 6/3/25 | 7/2/24 | 8/5/25 | 9/2/25 | 10/7/25 | 11/18/25 | 12/2/25 |
|------------------|--------|----------|---------------------|----------|----------|-----------------------|----------|----------|----------------|----------|----------|----------|
| Josh Casper | EA | P | | | | | NM | | | | | |
| Larry Gemmill | P | P | | | | | NM | | | | | |
| Conrad Feldt | P | P | | | | | NM | | | | | |
| Mitch Kellin | P | P | | | | | NM | | | | | |
| Rod Heller | P | P | | | | | NM | | | | | |
| Shannon Benolken | P | X | X | X | X | X | X | X | X | X | X | X |
| Andy MacDonell | P | P | | | | | NM | | | | | |
| Andy Haarklau | P | EA | | | | | NM | | | | | |
| P: Present | | | EA: Excused Absence | | | UA: Unexcused Absence | | | NM: No Meeting | | | |