

KASSON ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Kasson City Hall
Tuesday, October 1st, 2019
12:00 noon

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting**
- III. Coordinator's Report**
- IV. Business Façade Improvement Program**
 - a. Trail Creek Coffee Application**
 - b. American Legion Post #333 Application**
 - c. Manorwood Court Reimbursement**
- V. Downtown Lots Committee**
- VI. Kasson Konnections**
- VII. Other Business**
- VIII. Items for October EDA Meeting**
- IX. Adjourn**

Next meeting will be held on Tuesday, November 5th, 2019

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, September 3rd, 2019

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at City Hall this 6th day of August 2019 at 12:00PM.

The following board members were present: Dan Eggler, Chris McKern, Liza Larsen, Michael Peterson, and Janice Borgstrom-Durst.

Absent: Tom Monson and Richard Wegner.

The following staff members were present: Nicholas Ouellette, EDA Coordinator

- I. Call Meeting to Order. EDA President Dan Eggler called the meeting to order at 12:00PM
- II. Approve Minutes of the Previous Meeting. McKern motioned to approve the minutes of the previous meeting as submitted. Larsen seconded.

Ayes (6), Nays (0). Motion carried.
- III. Coordinator Report.
 - a. Business Retention and Meetings. Ouellette informed the board of his visits and meetings, which included; Buffy Beranek (SEMMCHRA), Mike Bubany (DDA), and Lisa Dargis (DEED).
 - b. Downtown Lots Committee. Ouellette notified the board the committee was not able to meet in August and will have their report prepared for the EDA board for the October meeting.
 - c. MNDOT Cooperative Landscaping Agreement. Ouellette notified the board that the landscaping work had been completed. MNDOT is currently assessing the site to verify the number of plant materials as part of the reimbursement process.
 - d. Small Cities Development Program Grant. Ouellette informed the board SEMMCHRA would likely open the program for applications in September.
 - e. Dodge County Wind Transmission Line Proposed Routes. Ouellette notified the board of NextEra's decision to suspend their applications for transmission line routes. Alternative routes and sub-station locations are being explored by NextEra.
- IV. EDA Revolving Loan Fund. Ouellette informed the board that MIF dollars, which had previously been used to operate the EDA's RLF, were all being allocated towards the Small Cities Development Program. This removes the possibility of re-adapting MIF dollars to restart a RLF or sub-grant for community development. Ouellette sought affirmation the EDA Board was interested in starting a new RLF. The EDA Board agreed they would like to start a new RLF, to which Ouellette stated he would research RLF guidelines and structure to discuss with the Loan Review Committee.

- V. Business Facade Improvement Program. Ouellette noted the revisions to the application and program guidelines. The Board discussed extending the program deadlines for applications and requests for reimbursement. McKern motioned to approve the application and submit to City Council for approval. Peterson seconded.

Ayes (6). Nays (0). Motion carried.

- VI. Kasson Konnections Agenda. Ouellette informed the board the September Kasson Konnections had been cancelled.

- VII. Other Business. Nancy Peterson presented to the EDA Board. Peterson discussed her STEM initiatives and advocacy work she has done in Dodge County.

- VIII. Items for October EDA Meeting. Revolving Loan Fund.

- IX. Adjourn. McKern motioned to adjourn the meeting. Borgstrom-Durst seconded.

Ayes (6), Nays (0). Motion carried and meeting adjourned.

Next meeting will be held on October 1st, 2019.

Minutes Submitted by:

Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President

Economic Development Authority Coordinators Report

Nicholas Ouellette
September 3, 2019 – October 1, 2019



Visits & Meetings

1. Connecting Entrepreneurial Communities – UM Extension Conference
2. Downtown Lots Committee
3. Wendell Engelstad
4. Strong Towns Event
5. Cabin Coffee

Downtown Lots Committee

The Downtown Lots Committee held their last meeting and have submitted their report to the EDA for review October 1.

Community Roadside Landscape Partnership Program

Work is being done to wrap up the grant and submit the City's eligible reimbursement expenses to MNDOT.

SCDP Grant

SEMMCHRA has opened the program up for applications. The environmental review is still being completed.

Business Façade Improvement Grant

New applications have been received for this program from the American Legion Post 333 and Trail Creek Coffee. Manorwood Court has submitted their request for reimbursement.

Revolving Loan Fund

The Revolving Loan Fund will be pushed back to the November meeting.

Quarterly Financial Report

Due to the EDA meeting falling on the 1st of October, the quarterly financial report will be included in the November packet.

Business Facade Improvement Program Application
Kasson Economic Development Authority

Name: Crystal Whitmarsh - Trail Creek Coffee Roasters Date: 9/6/19
Phone: 507-995-8571 Email: trailcreekcoffee@gmail.com

Mailing Address: 305 13th Ave NW

City/State/Zip: Kasson, mn 55944

Project Address: 16 1st Ave NW, Kasson, mn 55944

Project Summary: Addition of outdoor sign to the building for improved visibility + identification.

Total Project Cost: 725.00

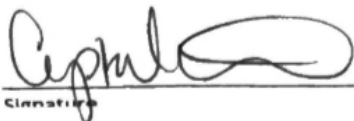
Total Amt. Requested: 362.50

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved company's name and information in promotional/publicity materials, events, etc.

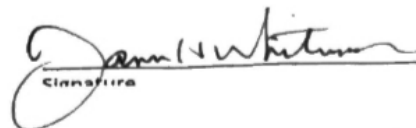
But for the assistance provided through this program by the Kasson Economic Development Authority, we would not have the resources to complete this project or to complete this project to the extent that we will with assistance.

Crystal Whitmarsh/co-owner
Name/Title (Printed)


Signature

9/6/19
Date

JAMES WHITMARSH
Name/Title (Printed)

 9/6/19
Signature



14 North Mantorville Avenue
Kasson, Minnesota 55944

Phone: (507) 634-6501
Fax: (507) 634-4060

Email: abelsigns@aol.com

PROPOSAL

DATE

9/4/19

TRAIL CREEK COFFEE ROASTERS
KASSON, MN 55944

PROJECT

ITEM	DESCRIPTION	COST	QUANTITY	Total
ALUMALITE ...	3' X 8' X 1/4" THICK ALUMLITE SIGN PANEL LETTERED ONE SIDED INSTALLED ON BUILDING.....	625.00		625.00
	PRICE DOES NOT INCLUDE PERMIT FEES..... Dodge County Transit Sales Tax	0.50%		0.00

SKETCH DEPOSIT: THE SKETCH DEPOSIT COVERS MINIMAL COST INVOLVED IN DEVELOPING A CONCEPT. IT DOES NOT COVER THE ACTUAL PURCHASE OF A CUSTOM DESIGN, WHICH WOULD BE FIGURED AT AN HOURLY RATE, WITH A QUOTED MINIMUM PRICE. THE SKETCH REMAINS THE PROPERTY OF THE DESIGNER.

THE CLIENT AGREES TO PAY ALL COST OF COLLECTION IN THE EVENT OF DEFAULT OF PAYMENT BY THE CLIENT, INCLUDING A REASONABLE ATTORNEY'S FEE. IN THE EVENT OF DELIQUENT PAYMENTS , THE CLIENT WILL BE CHARGED A RATE OF 1.5% INTEREST FOR EVERY MONTH AFTER THE FIRST 30 DAYS.

PRICE QUOTATION GOOD FOR 30 DAYS. PRICES AS INDICATED ABOVE ARE MINIMUM ESTIMATES FOR ART OR SIGN WORK ONLY. PHOTOSTATS , TYPOGRAPHY, PHOTOGRAPHS, OVERTIME, CHANGES AND/ OR TIME ADDITIONS, DELAYS CAUSED BY THE CLIENT, SPECIAL CONSULTATIONS AND ALL OTHER WORK EXPENSES THAT CANNOT BE ESTIMATED ACCURATELY IN ADVANCE WILL BE BILLED EXTRA UNLESS OTHERWISE SPECIFIED HEREIN.

FINISHED ART, MECHANICALS, AND SIGNS WILL BE RELEASED FOR USE BY THE CLIENT ONLY. MECHANICALS, ORIGINAL ART, SKETCHES AND MATERIALS OTHER THAN SIGNS ORIGINATED BY THE DESIGNER ARE THE PROPERTY OF THE DESIGNER, AND WILL BE HELD FOR THE CLIENT, UNLESS OTHERWISE SHOWN.

QUOTED BY

Chris A. Abel

SIGNATURE

DATE

KLASSON
PUBLIC
LIBRARY



3' x 8' SIGN #1



**TRAIL CREEK
COFFEE
ROASTERS**



Business Facade Improvement Program – Application
Kasson Economic Development Authority

Name: Blair Kleeberger Date: 9-30-19
Business: American Legion Post 333
Email: Karaoker1@yahoo.com Phone: 507-421-3508
Mailing Address: _____
City/State/ZIP: Kasson MN
Project Address: 212 W Main St Kasson MN
Project Summary: Cement work around Freedom Rock
For 3400.00 and a Canopy over The
Freedom Rock For 3200.00

Total Project Cost: \$4,600.00

Total Amount Requested: 2,000.00

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved company's name and information in promotional/publicity materials, events, etc.

But for the assistance provided through this program by the Kasson Economic Development Authority, we would not have the resources to complete this project to the extent that we will with assistance.

Blair Kleeberger CFO
Name/Title (printed)

Name/Title (printed)

[Signature] 9-30-19
Signature Date

Signature Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

Estimate Sheet

Complete Concrete Co.

229 70th Ave SW
Byron, MN 55920

Work: 507-281-5941
Cell: 507-250-5310

www.completeconcreteco.com

Date: 7-23-19

All work done in a professional manor with quality workmanship.
Any questions call Jason. Thank you for letting us serve you!

Concrete Spec. Sheet

☐ Driveway ☒ Patio ☐ Sidewalk ☐ Step-stoop ☐ Garage Slab ☐ Shed

Concrete Thickness & Strength

☒ 4 inch 4000ps
☐ 5inch 4000ps
☐ 6inch 4000ps
☐ () inch ()

Rebar Size

☒ 3/8" 24"o.c.
☐ 3/8" 30"o.c.
☐ 3/8" () o.c.
☐ 1/2" () o.c.

All areas sawed to recommended size
All areas backfilled upon completion
Expansion joint when needed
Dowel into existing concrete
Water to run away from all buildings

☐ SEALER

Footing size step-stoop

()

Finish

☐ Bull float broom ☐ Hand trowel broom

☐ Exposed Aggregate
☐ Sprayed-retarder-covered
☐ Washed-clean-up
☐ Sparkle seal 30 days

☐ Stamped
☐ Grey Stamped(with release color)
☐ Colored concrete with release
☐ Pattern Choice
☐ Borders () ()

Color Cement Release Color

(Grey) ()
() ()
() ()

Garage-Shed

☐ 4inch 4000psi
☐ 5inch 4000psi
☐ 6inch 4000psi
☐ () inch () psi
☐ Slab Sawed

Rebar

☐ 1/2" 24"o.c.
☐ 1/2" 30"o.c.
☐ 1/2"36"o.c.
☐ 1/2" () o.c.

Finish

☐ Bull Float
☐ Machine-hand Fan
☐ Hand Finished
☐ Machine Finish ☐ Dropwall Size ()

Footing

☐ 8"X10" ☐ 12"X12"
☐ 10"X10" ☐ 12"X14"
☐ 10"X12" ()

Base

☒ 2-4" gravel included in price
☐ 2-4" sand included in price
☐ More than above ()

Tearout-Removal

☐ Blacktop
☐ Concrete
☒ Sod-dirt etc. Rock

Address work performed at:

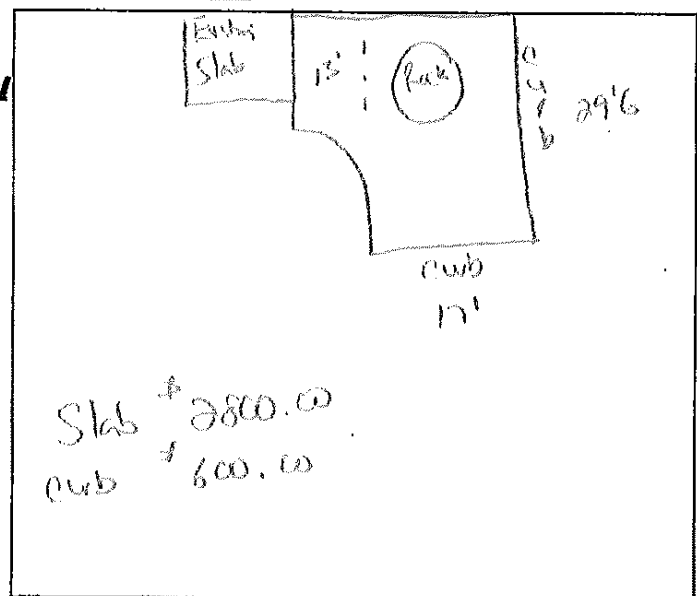
Name	Kawson Legion Club	
Address		
City, State	Kawson	MN
Phone		

Price

Terms

Contract Agreement

(1/2 upon start) (remainder upon completion)



Open Sundays

R & M STEEL

61154 190TH AVE — DODGE CENTER MN 55927 — 2 1/2 MILES NORTH ON COUNTY #7

507-374-2524

Hours:

Monday - Thursday: 8:00am to 5:00pm • Friday: 8:00am to 4:00pm

Saturday: Closed • Sunday: 9:00am to Noon

Credit Cards Accepted

NET DUE IN TEN DAYS

Date _____

9-27-19

M

Kasson American Legion

Address_

[illegible]

Signature_

All claims and returned goods must be accompanied by this bill.

Permitting Compliant - Facade Improvement Program Project

Linda Rappe <cityclerk@cityofkasson.com>

Thu, Sep 26, 2019 at 2:03 PM

To: Nicholas Ouellette <nicholas.ouellette@cedausa.com>

Nicholas,

They would not need a permit for the concrete work.

Linda Rappe, MMC

City Clerk

City of Kasson

401 5th St SE

Kasson, MN 55944

cityclerk@cityofkasson.com

(507) 634-6324

From: Nicholas Ouellette [mailto:nicholas.ouellette@cedausa.com]

Sent: Thursday, September 26, 2019 1:51 PM

To: Linda

Subject: Permitting Compliant - Facade Improvement Program Project

Linda,

Could you please review whether this project would be compliant with Kasson ordinances/code? The project involves extending a concrete slab from the American Legion building to the bottom of their Freedom Rock. The Legion will seek out the proper permits

should their project receive approval from the EDA.

Thank you,

Nicholas



Nicholas Ouellette

*Community and Business Development
Specialist*

**Community and Economic Development
Associates**

m: [507-202-2629](tel:507-202-2629)

e: nicholas.ouellette@cedausa.com

w: www.cedausa.com



Please send check to:

Manorwood Court Assn Inc.
c/o Whitewater Tax & Consulting Inc.
PO Box 610
Dodge Center MN 55927

MANORWOOD COURT ASSOC INC.
16 N. MANTORVILLE AVE.
KASSON, MN 55944

9/19/19

2628
75-7005/2912

Date

CHECK AMOUNT
TRADE PROTECTION

Pay to the
Order of

Thiemann Construction \$ 2480.00
Two thousand four hundred eighty dollars

Picture Credit

ITOME
FEDERAL

203 W MAIN ST
KASSON, MN 55944

For

Repairs

Jennifer Mittelstadt

MP

⑆291270050⑆ 0241218⑈

02628

Photo
Safe
Deposit
Details on back



Thiemann Construction, Inc.
20995 636th St
Dodge Center, MN 55927

Invoice

Date	Invoice #
8/14/2019	7718

Bill To
Manorwood Court Association Inc.

Terms		Job Location
		Office Building Repairs
Quantity	Description	Amount
	THIS IS AND TIME AND MATERAIL ESTIMATE!!!!!!!	
1	Block-Motar-Grinding blades	400.00
32	Labor per man Hour	2,080.00
<i>due to pay</i> <i>[Signature]</i> <i>9/19/2019</i>		
Total		\$2,480.00
Payments/Credits		\$0.00
Balance Due		\$2,480.00

WE APPRECIATE YOUR BUSINESS!!

Office #	Fax #	E-mail
507-374-7016	507-633-9048	lcithiemann@hotmail.com

MANORWOOD COURT ASSOC INC.
16 N. MANTORVILLE AVE.
KASSON, MN 55944

9/19/19

2627
75-7005/2912

Pay to the Order of Pat Bigelow, Painting Date
Two thousand Seven hundred fifty \$2750.
Dollars

HOME
FEDERAL
203 W MAIN ST
KASSON, MN 55944

For Repairs

Jennifer Mittelstadt

⑆291270050⑆ 0241218⑈

02627



PAT BIGELOW PAINTING

701 8TH ST. SE • SUITE 1
KASSON, MN 55944
507-634-6375

JOB: Marionwood Court Association Inc DATE: 9-19-19

LOCATION: Kasson, MN

OWNER: _____

PAINT COLOR: Duration ext. satin Bigelow White

STAIN COLOR: _____

Power wash
Spray Primer
spray top coat

Per estimate

\$2750.-

Handwritten signature/initials

Thank You

TOTAL BILL

\$2750.-







CITY OF KASSON

401 FIFTH STREET SE
KASSON, MINNESOTA 55944-2204
PHONE: (507) 634-7071
FAX: (507) 634-4737

MEMO

To: Economic Development Authority Board

From: Nicholas Ouellette

Date: September 30, 2019

Re: Business Façade Improvement Program

Background

Two new applications have been received for the Business Façade Improvement Program.

- Trail Creek Coffee Roasters
 - Project to place a Trail Creek Coffee sign above the entrance to the Old Library Building
 - City Council has approved the business to make modifications to the exterior of the building on the condition any holes are filled to prevent wall damage.
 - Requested matching grant: \$362.50
- American Legion Post #333
 - Project to place a roof over the Freedom Rock as well as a concrete pad beneath it. This project will enhance the landscape, improve drainage conditions, and protect the art installation.
 - Requested matching grant: \$2,000.00

One request for reimbursement has been received from Manorwood Court:

- Manorwood Court Association Inc.
 - Project has been completed, and contractors have been paid by the applicant.
 - Final project cost: \$5,230
 - Requested reimbursement: \$2,000

Action Requested

I recommend the EDA Board approve both applications for Commercial Façade Improvement Program, as well as approve the reimbursement for Manorwood Court Association Inc.

Downtown Lots Committee – Brief

The Kasson EDA owns two adjacent, undeveloped lots in Downtown Kasson located at 204 West Main Street. The intention of the EDA is to return lands not necessary for the operation of the City of Kasson to the private sector tax rolls through either discounted or market rate sales. However, the sale of the lots has not materialized.

Unsure when or if an opportunity to sell the lots would occur, the EDA expressed interest in the concept of utilizing the lots as an open-air public space. The EDA formed the Downtown Lots Committee to investigate the feasibility of activating the space for public use.

Pocket Parks

The Downtown Lots Committee determined the downtown lots fall, should they be enhanced for public use, fall under the category of pocket parks.

According to the National Recreation and Park Association, pocket parks are urban open spaces on a small scale and provide safe and inviting environment for surrounding community members. Four key qualities of a successful pocket park:

1. They are accessible.
2. They allow people to engage in activities.
3. They are comfortable spaces and have a good image.
4. They are sociable places, where people meet each other and take people when they come to visit.

A small park should fit into the existing urban fabric without demolition. A small park should exist near a concentration of residents, shoppers, and employees.

Context for a Downtown Pocket Park

From the Kasson Comprehensive Plan 2040: “it is important to consider how a future project will enhance or detract from the character of downtown” (Comp Plan, p. 4-12).

As the committee explored the feasibility of introducing a new use into downtown, we considered the feasibility of this project within the context of City plans and ordinances.

For future land use in the downtown area, the Comprehensive Plan calls for a mix of uses and a pattern of development that supports the concepts of a walkable community in providing destinations for workers and residents. The Comprehensive Plan supports park land use downtown in addition to high density housing, typical retail goods and services, as well as institutional and civic uses (Comp Plan, p. 4-7).

The Comprehensive Plan’s Land Use and Community Character sections Goal #4.3 supports “the redevelopment of dilapidated, underutilized, or economically obsolete land uses.” This includes policies such as considering using available redevelopment tools available to the City to

support redevelopment and reuse efforts where a greater public benefit can be realized. Other land use goals and policies which support the creation of a downtown pocket park include:

- Consider using available redevelopment tools available to the City to support redevelopment and reuse efforts where a greater public benefit can be realized (Comp Plan, Goal 4.3.2, p. 4-16).
- Evaluate and support alternative zoning approaches that encourage integration of land uses and placemaking strategies while not impeding or discouraging investment in the marketplace (Comp Plan, Goal 4.3.3, p. 4-16)

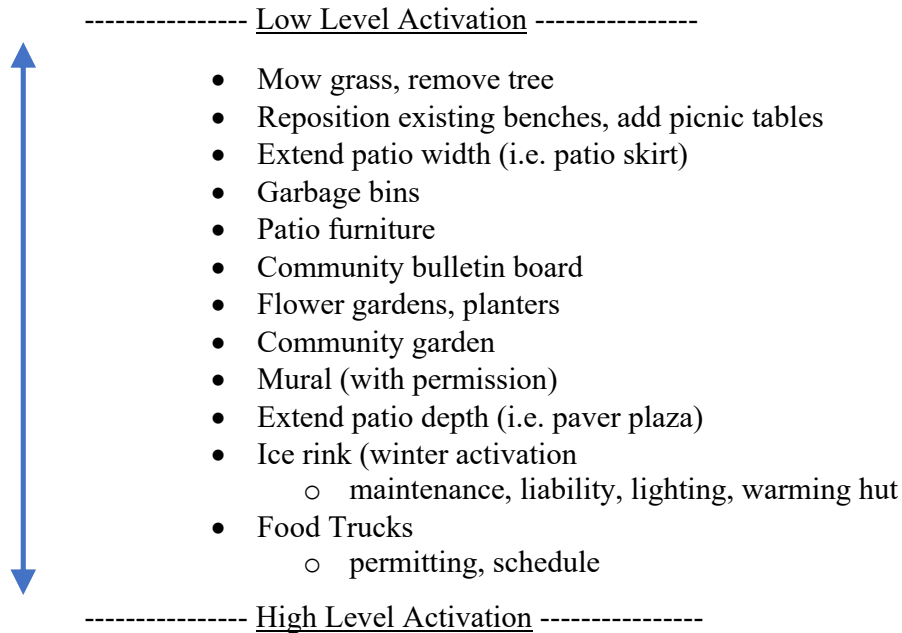
In the Community Building and Development section of the Comprehensive Plan sets out economic development concepts for downtown Kasson:

“The city should continue to promote downtown as a regional hub of economic and cultural activity within the city and a unique mixed-use destination. Activating and beautifying the downtown streetscape and storefronts supports economic activity by creating an attractive environment for visitors, residents, and businesses. The city should support ongoing downtown revitalization efforts that encourage downtown redevelopment; expand housing options; promote downtown businesses and cultural and civic institutions; and activate and improve the quality and character of the public realm.” (Comp Plan, p. 5-5).

Comprehensive Plan Economic Goal #5.1 is to “promote Kasson as a great place for business, innovation, and commerce as a community that provides diverse and sustainable economic opportunities for all.” Policy #5.1.3. of this goal calls for investment in “quality of life amenities like housing, parks, trails, as well as community programs and events that contribute to the attractiveness of the Kasson community to prospective businesses and residents” (Comp Plan, p. 5-8)

Downtown is zoned as “C-1: Central Business District”, which allows for high density commercial, services, and development activities. The concentration of complementary uses, such as a pocket park, can provide an economic advantage and draw customers from the community and surrounding areas. One of the permitted uses in this zone is “public recreation including parks, playground, and hiking and/or biking trails” (Kasson Code of Ordinances, §154.226).

Project Plan/Strategies



Recommendations

The Downtown Lots Committee recommends low level activation efforts for the lots. This could possibly include extending the width of the existing patio, removal of the tree, and the placement of benches, trash bins, and picnic tables.

If approved, the next steps include discussion with Parks and Rec, investigating costs of patio and/or furniture, discussion with possible community partners for contribution/involvement, and exploring opportunities for grants.