

# **KASSON ECONOMIC DEVELOPMENT AUTHORITY**

Kasson City Hall  
Tuesday, April 4th, 2023  
12:00 PM

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting**
- III. Business Spotlight – Rolling Hills Transit**
- IV. Crop Science Investigation RLF – Jeff Littrell**
- V. Financial Report**
- VI. Coordinators Report**
- VII. City Administrators Report**
- VIII. Business Façade Improvement Program – Petals2Metals**
- IX. Discussion on EDA Subcommittees**
- X. Request for Proposal – Cemetery land in SW Kasson**
- XI. Other Business/Open Discussion**
- XII. Items for May EDA Meeting**
- XIII. Adjourn**

**The next EDA Board meeting will be held on Tuesday, May 2nd, 2023.**

**\*The May EDA Board meeting will be held at The Park Apartments\***

## KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, March 7th, 2023

Kasson City Hall

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at Kasson City Hall this 7th day of March 2023 at 12:00PM.

The following board members were present: Dan Eggler, Chris McKern, Jon Ehmke, Michael Peterson, Janice Borgstrom-Durst, and Kathy O'Malley

Absent: Tom Monson

The following staff members were present: Tim Ibisch – City Administrator, and Ian Albers – Community Development Assistant

- I. Call Meeting to Order. Eggler called the meeting to order at 12:00PM
- II. Approve Minutes of the Previous Meeting. Borgstrom-Durst motioned to approve the minutes. Peterson seconded.  
  
Ayes (6), Nays (0). Motion carried.
- III. Financial Report. Albers presented the financial report. Eggler asked if everyone was up to date on payments. Albers stated Crop Science Investigation is behind on their RLF payments, and that they have been experiencing some legal issues that have prevented them from accessing their property. Albers and Ibisch had met with CSI in January, during which the option of a forbearance was discussed. Albers had asked CSI for an update, but no response was received before the March EDA meeting. McKern stated that he would like a follow-up from CSI before the April EDA meeting – they don't have use for the funds if they cannot access the property. The financials were reviewed and accepted.
- IV. Coordinator's Report. Albers presented the Coordinator's report.

### **Business visits, assistance, and community updates**

Chaotic Good Brewing Company and Tammy's Place both received their \$2,000 façade improvement grants for new signage. On February 28th, I attended the soft opening at Tammy's Place and was very impressed with Kasson's newest restaurant – I would highly recommend visiting soon if you haven't already! On March 3rd, the final design for the environmental learning center at the proposed Dodge County Regional Park was revealed – more info will be available on Dodge County's EDA website. Coming up later in March, the St Paddy's Day event will take place on Saturday, March 11th from 2-4 PM. Additionally, three ribbon-cuttings are scheduled for new businesses in Kasson. These include Tammy's Place on the 10th, Chaotic Good on the 11th, and Creative Stars Academy (the new daycare at Plaza 57) on the 13th.

### **Business Spotlight**

There will be no Business Spotlight for March.

### **Rethos Downtown Assessment**

Rethos presented the Downtown Assessment on January 11th. Generally, the report finds that Kasson's downtown has a variety of business offerings that downtowns in other cities often lack. However, there are opportunities to make downtown better. Some of these opportunities may include providing more options for activities in the evening and for families, and improving parking/safety conditions and building aesthetics. The full report is included in the packet.

### **EDA Priorities for 2023**

The EDA Priorities for 2023 are included in the meeting packet.

### **Updates to the Kasson Comprehensive Plan**

Since the latest Kasson Comprehensive Plan was adopted, demographics have changed. Updates to the comp plan reflect these changes and will influence how we think about the future growth of Kasson. The slide deck is included in the packet.

- V. City Administrator's Report. Ibisch presented the Administrator's report. Report included in meeting packet.
- VI. EDA Priorities for 2023. Albers presented the EDA Priorities for 2023:
1. Support businesses through the Hwy 57 project
    - Share contact info between construction workers and Kasson restaurants
    - Improve signage during construction impacts
  2. Expand multifamily housing options and promote a greater diversity of housing types
    - Research housing needs and consider updating the housing study from 2019
    - Issue a request for proposal to develop the Cemetery land in SW Kasson
  3. Create a plan for downtown + EDA lots
    - Explore options for beautification and improved safety downtown
    - Conduct a parking study to gather data on current utilization

McKern stated that it would make sense to hold off on a housing study until after the new Hamilton apartment building starts to be rented out. Ibisch stated that we could reach out to Dodge County to see if they would be interested in collaborating on a housing study. Borgstrom-Durst asked who is funding the housing improvement loan program. Ibisch replied that those were MIF dollars that were transferred over to SEMMCHRA and that the program was extended through 2024. McKern added that the parking study could be conducted after the Hwy 57 improvements are completed. Discussion on parking downtown followed.

- VII. Updates to the Kasson Comprehensive Plan. Albers presented updates to the Kasson Comprehensive Plan. The slide deck was included in the meeting packet. Borgstrom-Durst asked if it would be possible to tour the new Hamilton apartment building. Albers will reach out to see if it would be possible to hold the May EDA meeting onsite.
- VIII. Other Business/Open Discussion. None.
- IX. Items for April meeting. A follow-up from Crop Science Investigation is expected.
- X. Adjourn. McKern motioned to adjourn the meeting. O'Malley seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 12:33PM.

The next meeting will be held at 12:00PM on April 4th, 2023.

Minutes submitted by:

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Ian Albers, Community Development Assistant

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Dan Egger, EDA President

# **Economic Development Authority Coordinators Report**

**Ian Albers  
April 2023**



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## **Business visits, assistance, and community updates**

On March 11, I participated in the St Paddy's Day event. I thought it was well attended despite the weather, and it was good to see so many businesses participating. Also in March, I attended ribbon-cuttings for Tammy's Place, Chaotic Good, and Creative Stars Academy. Additionally, I have had many meetings and conversations with a new Kasson resident regarding several business ideas, and ultimately guided her to connect with Jill Bondhus of Petals2Metals. On March 30th, I met with Tanya Young to discuss some ideas regarding Ready, Set, Learn, and I shared the EDA programs and resources available. Finally, a new intern has started at City Hall - I will be working with him on some community development projects over the coming weeks.

## **Business Spotlight – Rolling Hills Transit**

On March 16th, I attended a meeting at the Rolling Hills Transit. After the meeting, I was given a tour of the facility and learned more about the operations and the services that they provide. I felt that they would be a good feature for our Business Spotlight program, so I asked Melinda Fields, Public Transportation Director, to present to the EDA. Fields accepted and will attend the April meeting.

## **Crop Science Investigation RLF**

Jeff Littrell will attend the April meeting to give an update on his project and RLF payments.

## **Business Façade Improvement Program – Petals2Metals**

Jill Bondhus of Petals2Metals has applied for façade grant funds for new signage at 19 W Main St. The total cost of the improvements is \$3,350, and Bondhus is requesting a 50% reimbursement of \$1,675. The application materials are included in the packet.

## **EDA Subcommittees**

The EDA currently has two subcommittees – one for loan review and one for the downtown lots. EDA members on the Loan Review Subcommittee are Egger and Borgstrom-Durst, and the EDA members on the Downtown Lots Subcommittee are Peterson and Monson. I would like to revisit the role of subcommittees and may suggest a new one or modify an existing one.

## **Request for Proposal – Cemetery land in SW Kasson**

In keeping up with a priority for 2023, I have included a draft version of an RFP for the cemetery land in SW Kasson to be reviewed by the EDA. After further review, I will present it to the City Council.

## MEMO

**TO:** The City Council  
**FROM:** Ian Albers, Community Development Assistant  
**DATE:** March 22, 2023  
**RE:** Downtown Parking Study

A parking study has been proposed to be conducted in downtown Kasson during the summer of 2023. The purpose of this parking study is to gather data on parking utilization at various times and locations, with the ultimate goal of informing a plan to improve safety.

Support for the proposed parking study is drawn from input provided by Kasson residents during the survey conducted by Rethos in the spring of 2022. Many respondents of that survey had generally negative opinions regarding their experience downtown, and these were largely motivated by concerns with parking and safety. Taking the survey results into account, Rethos recommended that a parking study be conducted.

With the planned improvements to Hwy 57, some disruption is expected to occur on Main St during the construction period. The parking study would not begin until after construction is completed, as waiting for this would yield more accurate results.

The areas of downtown that to be included in the study may include street parking on Main St between 2nd Ave NE and 5th Ave NW, street parking within 1-block of Main St on north/south avenues, and off-street parking lots in downtown (Anytime Fitness, Hy-Vee, Kasson Liquor, Mayo Family Clinic, etc). The number of vehicles parked would be recorded at various times of the day for a number of times until a sufficient data sample is reached.

This proposal is in accordance with one of the priorities set by the EDA for 2023, which is to create a plan for downtown and the EDA lots on Main St. Specific actions attached to this priority include identifying potential sites and needs for off-street parking and exploring options for beautification and improved safety.

After the conclusion of the parking study, a plan could be proposed that would take the results into account. This plan may include changing the angled parking on Main St to parallel parking, adding curb bump outs at Main St intersections, or implementing a parking lot between 2nd Ave SW and 3rd Ave SW. There are many options available to improve the downtown experience, and this parking study would an important step in moving forward.

# Administrator Report

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**To:** Kasson City Council

**From:** City Administrator Timothy Ibisch

**Date:** March 17, 2023

**Subject:** 2023 APPA Manager Roundtable

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The 2023 APPA Roundtable was held last week. I attended the event on behalf of the City of Kasson and CMPAS. This was the 2nd Conference that I have ever attended for CMPAS. There was no cost to the City. Throughout the Conference, I was able to review policies with a number of elected and appointed officials from around the Country. It was interesting to talk to with other leaders about how they are managing supply chain issues, and the state of the US economy and financial system.

## **Conference Itinerary:**

The first guest speaker we heard from was **Dr. Evelyn Farkas**, an Obama administration expert on U.S.-Russia relations and on American foreign policy. Her presentation was "**The State of U.S. Foreign Affairs**". It was a look at how Russian President Vladimir Putin has shaped the Kremlin's main objectives over the last decade, the difficult and surprising means they have used to advance this agenda, and how these actions have affected Russia, America, and the world. She tried to examine the greatest challenges and opportunities facing America today and review alternate approaches to prioritizing and managing geopolitical relationships that could create a more stable and hopeful future. She was not a very good presenter and after this presentation a lot of folks were exhausted. She read her speech and right off of PowerPoint slides for 3.5 hours.

The next session I attended was thankfully much better: **Prosperity Ahead – or Not?** It was an in-depth outlook on the economy, including how trends in demographics, technology, and globalization are reshaping how the global economy changes and our future. Harvard economics teacher, \$15 billion Tiger hedge fund manager, and former White House director of economic policy **Todd Buchholz** talked about how to pinpoint the signs of stock market rallies and the warning signs of impending slumps, and discuss the political pressures on trade, debt, and interest rates from the U.S. to the E.U. and China. It was very informative and interesting especially considering the state of the banking sector right now.

During the evening event they hosted a reception for the speakers and there was time for interaction with the other attendees. The topic of energy prices was discussed at length especially in light of the military actions in Russia and Ukraine. Many of the participants were very concerned over the stances taken by the Federal government regarding solar projects. The need for solid baseline power was mentioned repeatedly. It was nice to meet some other professionals in the field and see what different states are doing. MN is perhaps leading the way after CA is policy that is detrimental to consumer pricing and reliability.

The next educational session was titled on **Addressing Fuel Cost Concerns**: Rising fuel costs and market volatility are affecting how utilities across the country do business and, in turn, their customers' monthly bills. A panel of executives **Clint Bullock**, Orlando Utilities Commission, **William Johnson**, Kansas City Board of Public Utilities, and **David Koster**, Holland Board of

Public Works, Michigan shared the extent – and nature - of the problem within their regions to spur a discussion on the similarities and differences of the issue across the country, what strategies utilities can implement to mitigate related effects in the short term, and potential solutions to avoid significant long-term impacts.

Additionally, we heard an update from **NERC** by **Jim Robb**, President & CEO, North American Electric Reliability Corporation. He noted that overall reliability is declining due to the nature of plant retirements and the increase in intermittent power. They are working with FERC to try to limit the base power decline and increase subsidies for power plant operators to stay online in the face of technology that has not quite tracked with political policy.

Then in the afternoon, I attended the extra sessions as part of a **Supply Chain Summit & Strategic Discussion**. This was hosted by APPA as well at the same site. They reviewed the options below:

### **1. Forming consortia to leverage suppliers.**

Would pooling resources help public power utilities from a state or regional focus? Where have members been successful and what can we learn from failed efforts? Are there certain components that would be best suited for this?—*most thought this would be a good solution*

### **2. Developing a manufacturing facility for public power**

ERMCO is one of the largest manufacturers domestically of distribution transformers and is a wholly owned subsidiary of Arkansas Electric Cooperatives. Is it reasonable or possible for public power to create something similar?—*feedback was generally negative on this*

### **3. Standardization**

One of the “complaints” by the manufacturing sector is that there are too many types of voltage classes and styles needed for transformers. Is standardization possible and, what steps need to be taken to move forward? What would be the scope of potential gains or drawbacks for public power entities to have more standardized components?—*this would difficult to implement financially*

### **4. Reforming bidding requirements**

Current local and state procurement laws are also hindering the ability to resupply. Having multiple bid requirements can make it difficult for manufacturers to meet all criteria. As the supply shortage persists, some manufacturers will not provide a bid to meet the requirement or are no longer accepting new requests. How have utilities changed their procurement process to get bids, and which requirements are manufacturers finding the hardest to meet? What can be changed and where have we found success?—*too many different states to make this viable, possibly on state-level*

### **5. Refurbishing transformers**

Many utilities contract outside companies to refurbish transformers. What are the successes and failures of these efforts? Can utilities do this work themselves? How much can refurbishment extend the current supply?—*its already being done largely, we use mostly refurbished items*

Facilitator: **Christiana Briggs**, President, Athena Strategic Design Inc.

### **Meetings of Event Attended or Planned**

March 2	City Engineer PW meeting Department Heads meeting
March 3	Mission Square Meeting info
March 7	City Auditors EDA
March 8	Solar Stone Annexation meeting-Gordy Simanton Chamber of Commerce City Council
March 9	DRC City Vehicle review-Enterprise
March 12	APPA Roundtable
March 13	APPA Roundtable
March 14	APPA Roundtable
March 18	Council Worksession
March 21	MCMA Member Connect URSI accreditation Mankato, MN Park Board
March 22	16 <sup>th</sup> Street Bid Opening CMPAS-Eden Prairie City Council

**Business Façade Improvement Program – Application**  
**Kasson Economic Development Authority**

Name: Jill Bandhus Date: 3/17/23  
Business: Petalis2metals  
Email: petalis2metals@kmtel.com Phone: 507-535-9232  
Mailing Address: 19 W Main Street  
City/State/ZIP: Kasson MN 55944  
Project Address: 19 W Main Street Kasson  
Project Summary: Repurposed sign, electrical & installation  
of 2' x 14' backlit sign.

Total Project Cost: \$3350 Total Amount Requested: \$1675

**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.

Jill Bandhus

Name/Title (printed)

Name/Title (printed)

Jill Bandhus 3/17/23  
Signature Date

Signature Date

**NO WORK MAY BEGIN PRIOR TO EDA APPROVAL**



03/17/2023

TO: City of Kasson

RE: Business Façade Improvement Program

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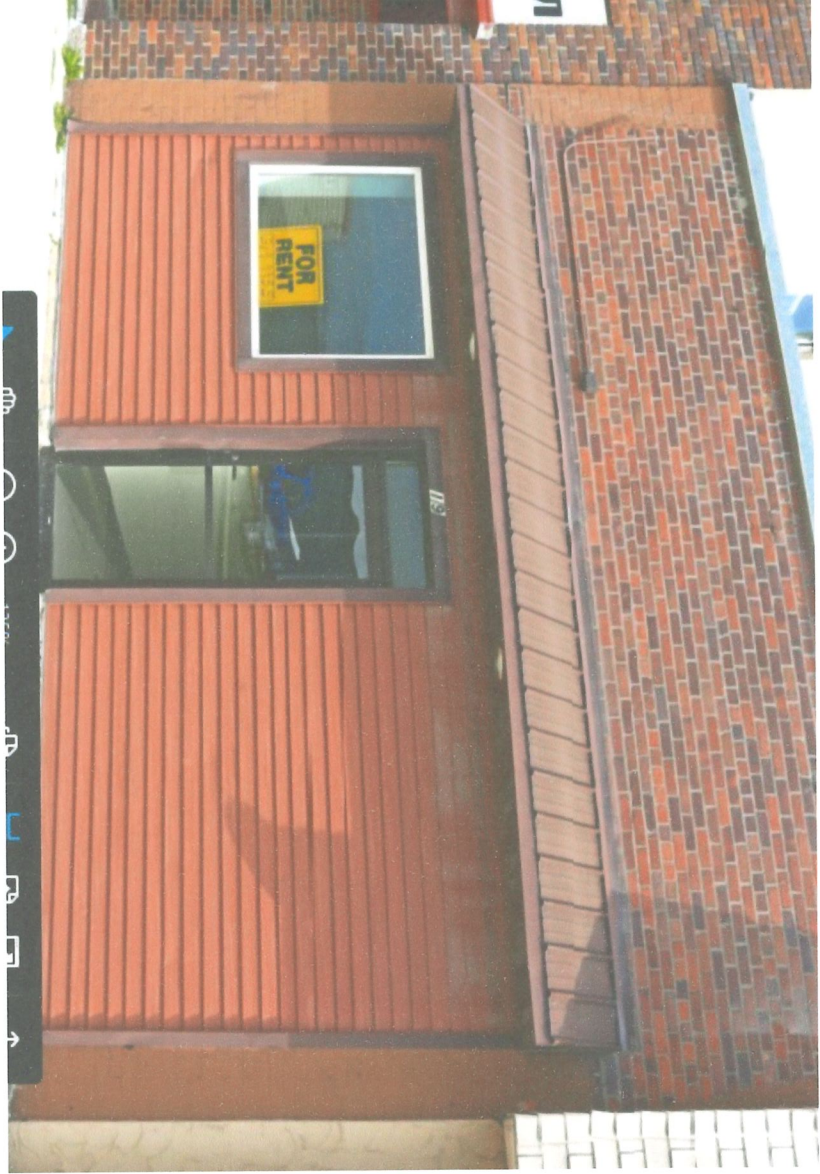
To Whom it May Concern:

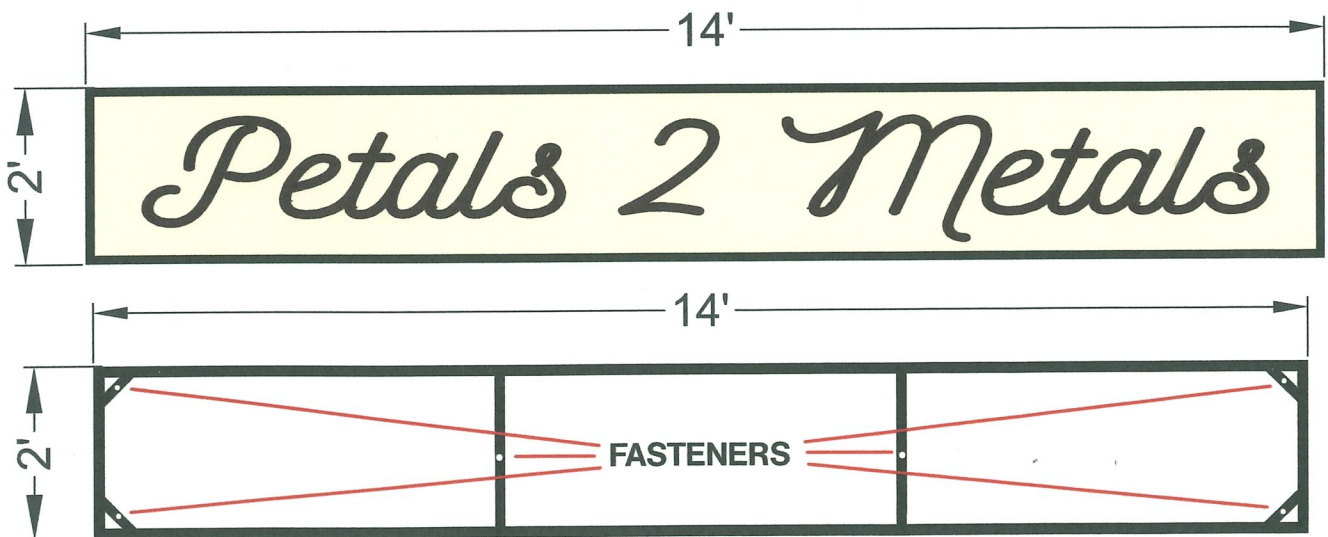
Petals 2 Metals, LLC has purchased a property at 19 W Main Street, Kasson to function as a floral, home goods and salvaged treasures retailer. We would like to express our interest in participating in the Business Façade Improvement Program offered by the City of Kasson. The project would cover the cost of a repurposed sign cabinet, polycarbonate face for the signed cabinet, hanging of the sign and electrical connection.

I have attached my application for your consideration.

Please reach out with any questions.

Jill Bondhus  
Owner





**10" DEEP SINGLE SIDED LIGHTED SIGN.  
 ALUMINUM CABINET WITH FLAT POLYCARBONATE FACE.  
 INSTALLED FLAT ON WALL WITH 3/8" x 3" HILTI SLEEVE ANCHORS INTO BRICK,  
 4 CORNERS AND 2 THROUGH MIDDLE SUPPORTS OF CABINET.**



## Sold · Exterior Backlit Aluminum Sign

\$695 \$895

Listed 6 weeks ago in Lindstrom, MN

Save

Share

...

### Details

Condition Used - Fair

Color Green

Material Aluminum

4-Panel Aluminum Back Lit Sign Cabinet  
14'w x 2'h x 10"d

Great for multi-business building.

Four separate panels for advertising display. 4 Panels Included (Vinyl graphics will have to be removed)

Dimensions: 14ft wide x 25in tall x 10in deep w/ 1 1/2 in border frame

Panel dimensions: 83"x12" each (x4)

Dawn/Dusk Light Sensor for auto on/off

Lightbulbs: Fluorescent light

Install your own vinyl graphics to customize the sign, comes with 4 panels, each panel is 83 inches wide by 12 inches tall. In good condition, no missing parts.

pd \$650  
cash  
3/12/2023



14 North Mantorville Avenue  
Kasson, Minnesota 55944

Phone: (507) 634-6501

Fax: (507) 634-4060

Email: abelsigns@aol.com

## PROPOSAL

DATE

3/16/23

PETALS 2 METALS  
19 W MAIN STREET  
KASSON, MN 55944

PROJECT

SIGN CABINET

ITEM	DESCRIPTION	COST	QTY	Total
SIGN CABINET	1 - NEW 2' X 14' POLYCARBONATE FACE FOR SIGN CABINET LETTERED WITH IVORY BACKGROUND AND BLACK LETTERING....CUT DIVIDER BARS OUT OF CABINET....4 - NEW 7' HIGH OUTPUT LAMPS FOR SIGN CABINET.....	1,325.00		1,325.00
SIGN CABINET	CLEAN AND PAINT SIGN CABINET BLACK.....	275.00		275.00
INSTALLATION	INSTALLATION OF SIGN CABINET.....	500.00		500.00
	PRICE DOES NOT INCLUDE PERMIT FEES.... NOR DOES IT INCLUDE ELECTRICAL HOOK UP Sales Tax	0.00		0.00
		<b>Total</b>		\$2,100.00

**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 DELINQUENT 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*

Chris A. Abel

SIGNATURE

DATE



Leth Electric, Inc.  
805 7th St SE  
Kasson MN 55944

## Estimate

Date	Estimate #
3/17/2023	2938

Name / Address
Jill & Garrett Bondhus 61192 265th Ave Mantorville, MN 55955

Description	Quantity	Rate	Total
Location of Job 19 W Main St Kasson  Wire outdoor sign w/ permit		600.00	600.00
We look forward to working with you! Estimate valid for 30 days.		<b>Total</b>	<b>\$600.00</b>

Phone #	Fax #
(507)635-5516	(507)635-5008

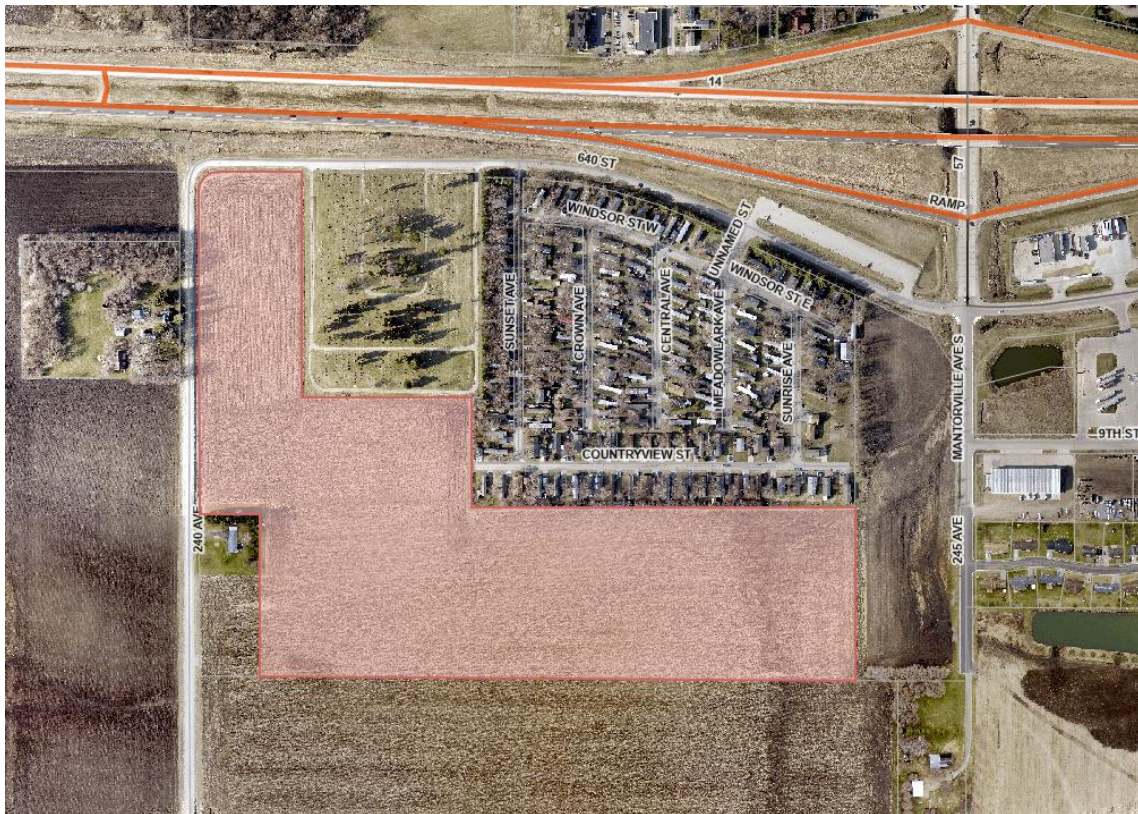
**REQUEST FOR PROPOSALS**  
**Development of City-Owned Property**  
***Kasson Crossing***

**SECTION 1      PROJECT SUMMARY**

The City of Kasson ("City") is seeking development proposals ("Proposals") from qualified firms, developers, purchasers, and builders ("Developers") for the opportunity to purchase and develop City-owned property ("Property"). The intended outcome of this Request for Proposals ("RFP") process is the creation of a development/purchase agreement ("Agreement") that will establish terms and conditions, and further define the scope, design, overall use, and development of the Property.

**PROPERTY DESCRIPTION**

The Property is approximately 44 acres in SW Kasson, identified as Parcel ID 24.004.1300. Currently, the property is zoned D-H Development Holding. The surrounding property to the east, south, and west is agricultural land within Canisteo Township. The property to the north consists of a manufactured home community and Maple Grove Cemetery. Nearby, Hwy 14 and Hwy 57 provide convenient access to the region and beyond.



### **DEVELOPMENT VISION**

The vision for the property's development is a combination of light industrial, housing, commercial, and parkland. Rezoning from D-H Development Holding will be required before development occurs. The City may accept other uses beneficial to and in harmony with the neighborhood.

### **ASKING PRICE**

The price will be based on the market value of the parcel. Price is negotiable after the submission period of the RFP is over and dependent on the end purpose served by the proposed development.

## **SECTION 2            GENERAL CONDITIONS**

The City reserves the right to request any and all additional information from proposers during and after the RFP period. After the RFP period is over, the City will negotiate with proposer(s) the details of a purchase agreement, and as applicable, development, subsidy, and/or other agreements. These negotiations may cover information not contained in the original proposal or this RFP. The City intends to employ a City-option buy-back clause in the purchase agreement, should the Developer not meet the terms of the development, subsidy, and/or other agreement(s).

The City also reserves the right to reject all proposals, select any proposal, and/or negotiate with the proposer(s) it selects to develop a purchase agreement and (if applicable) development, subsidy, and/or other agreement(s).

## **SECTION 3            LICENSE TO INSPECT**

During the RFP period, Developers and their employees, agents, or representatives, shall have the right of reasonable access to the property during normal business hours for the purposes of inspection, undertaking any necessary soils tests, and otherwise conducting due diligence to ensure that the Property is suitable for Developer's intended use. Developers should coordinate with the City for access to the property.

Notwithstanding anything else in this RFP, Developer shall defend, indemnify, and hold the City, its employees, officers, and agents, harmless from any injury, property damage, or liability arising out of the exercise by Developer of this access license, other than injury, property damage, or liability relating to the gross negligence or willful misconduct of the City or its officers, agents, or employees.

## **SECTION 4            PROPOSAL REQUIREMENTS**

### **QUESTIONS**

Proposals must respond to the following questions in order to be considered by the City:

1. Description of the Developer's proposed project:
  - a. Size in acres and/or square feet of building space
  - b. Type of use(s) planned (e.g., commercial, industrial, business park, or a mixed-use combination)
  - c. Conceptual designs if available
2. Description of the Developer's experience developing the proposed type of project and/or operating the proposed use:
  - a. Name and location of project(s)
  - b. Description of project(s)
  - c. Completion date of project(s)
  - d. Experience in dealing with private development
3. Explanation of the Developer's organization and a list of other partners and their roles (if any).
4. The proposed general timeframe for the development of the Developer's proposed project. If multiple components or phases are planned, a list of all.
5. Description of the benefit(s) your proposed project could bring to the City including but not limited to:
  - a. Projected property tax revenues from the project.
  - b. Any anticipated incentives (forgivable loans, reduced purchase price, tax abatements, tax credits, or grants) necessary to complete the project.
  - c. Projected sales tax and other revenues from the project (if applicable)
  - d. Projected number of direct jobs (if applicable)
  - e. Projected number of housing units (if applicable).
  - f. Rent levels if applicable
  - g. Property sale amount if applicable
  - h. Served demographics of the community
  - i. Other benefits to the City

## **SECTION 5                      TIMELINE**

The timeline may be extended if no viable proposals are received or if other information is deemed necessary to fully evaluate the proposals.

Release Request for Proposals..... April 28, 2023  
Deadline for Proposal Submissions .....4:30 PM, May 19, 2023  
Preliminary presentations to City Council..... May 24, 2023  
Public Hearing and Consideration of Development Agreement ..... June 28, 2023

## **SECTION 6                      DEVELOPER'S RESPONSIBILITIES**

Following Developer selection and execution of an agreement, Developer shall proceed with detailed due diligence, pre-development, and other activities while working with City to negotiate an Agreement, including the purchase and sale of the property.

### **PRE-DEVELOPMENT COSTS**

The selected Developer shall bear all pre-development costs relating to this project. All fees and expenses of engineers, architects, financial consultants, attorneys, planning or other consultants or contractors retained by Developer for any study, analysis, evaluation, report, schedule, estimate, environmental review, surveys, planning and/or design activities, drawings, specifications or other activity or matter relating to the project shall be the sole responsibility of and undertaken at the sole cost and expense of Developer.

### **DEPOSIT**

The selected Developer shall reimburse the City for the actual out-of-pocket costs and expenses incurred in the event the developer does not proceed as proposed. A non-refundable deposit of \$5,000 will be required within seven (7) days of being notified of selection and shall be applied to the purchase price at closing. This deposit excludes any potential deposit or cost requirements for tax abatement or tax increment financing.

### **LEGISLATIVE ACTION**

City and Developer acknowledge that the City must exercise its independent legislative authority in making any and all findings and determinations required of it by law concerning the Property. Developer selection does not restrict the legislative authority of the City in any manner whatsoever and does not obligate the City to enter into the Agreement.

## CONSTRUCTION

The Developer shall be responsible for demolition, construction, and commissioning of the project including obtaining all permits, fees, and approvals necessary for the construction of the project.

## **SECTION 7 PROPOSAL INSTRUCTIONS**

Developers should provide a complete, concise, and professional response to this RFP, addressing the reasons why the proposal is the highest use of the property for the City, and showcasing the developer's experience and commitment to the proposed project. Proposals must demonstrate that the approach, design, and financing plan for the project will allow for successful development and delivery.

The following minimum information should be provided in each proposal and will be used to evaluate each proposal submitted. To expedite the evaluation of proposals, it is recommended submittals should be no more than twenty (20) pages. Proposals should include the following items:

- Proposal Cover Sheet
- Completion of Questions 1-5 in Section 4 above. Please answer in a format that is easy to follow related to the questions asked.
- Proposed offer price to purchase the property.

The City will not be liable for any expenses incurred by Developers responding to this solicitation. All material submitted will be kept by the City.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing Developer of the conditions contained in this Request for Proposals, unless clearly and specifically noted.

The City is not liable for any costs incurred by the Developers in preparing and submitting proposals.

## **SECTION 8 SELECTION PROCESS**

### CRITERIA

The City will review each proposal to determine which proposal as a whole will most closely meet the City's goals and provide the highest value for the property. Criteria for review include, but are not limited to:

- The purchase price of the property.
- Short term tax impact.
- Long term tax impact.
- Environmental impact.
- Impact on housing needs (if applicable).
- Creation or maintenance of jobs (if applicable).
- Developer history.

## **SECTION 9 PROJECT INDEMNIFICATION**

Developer shall indemnify, defend, and hold the City, their officers, agents, and employees harmless from any and all claims, damages, losses, causes of action, and demands, including, without limitation, the payment of all consequential damages, expert witness fees, reasonable attorney's fees, and other related costs and expenses, incurred in connection with or in any manner arising out of Developer's performance of the work contemplated by this RFP.

Submitting a response to this RFP signifies that the Developer is not covered under the City's general liability insurance, employee benefits, or worker's compensation. Developer's obligation to indemnify shall survive expiration or termination of this RFP and shall not be restricted to insurance proceeds, if any, received by the City, and their officers, agents, and employees.

Developer shall defend, with counsel of City's choosing and at Developer's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind that may be brought or instituted against City, and their officers, agents, and employees as a result of any work contemplated by a response to this RFP. Developer shall pay and satisfy any judgment, award, or decree that may be rendered against City, and their officers, agents, and employees as part of any such claim, suit, action, or other proceedings. Developer shall also reimburse City for the cost of any settlement paid by City, and their officers, agents, and employees as part of any such claim, suit, action, or other proceedings. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Developer shall reimburse City, and their officers, agents, and employees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

## **SECTION 10 RFP ADDENDA**

The City may determine it is necessary to revise any part of this RFP. Revisions will be made by written addenda and it is the Developer's responsibility to understand and comply with any addenda to this solicitation. Addenda shall be posted at <https://cityofkasson.com/> and vendors may use the contact information below if they have any further questions:

City of Kasson, MN

Attn: Ian Albers, Community Development Assistant  
401 5th SE  
Kasson, MN 55944

Email: [eda@cityofkasson.com](mailto:eda@cityofkasson.com)

Phone: 507.634.6328