

KASSON ECONOMIC DEVELOPMENT AUTHORITY

Kasson City Hall
Tuesday, December 6th, 2022
12:00 PM

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting - November**
- III. Financial Report - November**
- IV. Coordinators Report**
- V. City Administrators Report**
- VI. Business Façade Improvement Program – Tammy’s Place**
- VII. Tax Abatement Request – Mike Belew**
- VIII. Other Business/Open Discussion**
- IX. Items for January 2023 EDA Meeting**
- X. Adjourn**

The next EDA Board meeting will be held on Tuesday, January 3rd, 2023.

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, November 1st, 2022

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 1st day of November 2022 at 12:00PM.

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

Absent: Jill Moosbrugger

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. McKern motioned to approve the minutes of the September meeting. Monson seconded.

Ayes (6), Nays (0). Motion carried.
- III. Financial Reports. Albers presented the financial reports from September and October. Ibisch made note of a negative fund balance – most of which will be reconciled at the end of the year when second-half taxes are received. Eggler asked if the Millwork loan repayments started again. Albers responded in the affirmative. Monson motioned to approve the financial reports. McKern seconded.

Ayes (6), Nays (0). Motion carried.
- IV. Coordinators Report. Albers presented the Coordinator's report.

Business visits and assistance

I have had some very effective conversations with business owners over the past two months, during which I have been promoting our EDA programs and learning more about businesses in town. I believe that I am building positive relationships with business owners and managers, and I hope to see more positive outcomes from the experiences that I have had. There has been some interest from a couple of businesses that I have visited who would like to explore some of our EDA programs, particularly the Business Façade Improvement program. While I have not yet received any applications for this program, there is a possibility that I will receive some soon. Other than this, I plan to continue visiting businesses to learn more and share with them any assistance opportunities that I can offer.

Business Spotlight – Anytime Fitness

The second business to be featured in the Business Spotlight program is Anytime Fitness. I have invited Melonie Croney, Club Manager of Anytime Fitness in Kasson, to attend the November EDA

meeting to accept a certificate, and to give a brief presentation on any accomplishments, recent updates, or future goals for Anytime Fitness.

Tax Abatement Request – Mike Belew

An application for tax abatement was submitted by Mike Belew for the construction of a new retail store located off Mantorville Ave, directly north of Dollar General. The applicant is requesting tax abatement to help pay for required public infrastructure needs. Mike Belew will attend the November EDA meeting virtually. The application, site plans, and a letter of consent from the current landowner of the project site, Dean Schuette, are included in the meeting packet.

Downtown Lots – Petals2Metals, LLC

At the September EDA meeting, there was a motion to enter negotiations for the purchase of the downtown lots by Jill Bondhus of Petals2Metals. Bondhus had visited the EDA at that meeting to present her plans to construct a building for her business, which sells floral bouquets and upcycled items. Later in September, a purchase agreement was sent to Bondhus for review. Bondhus expressed concerns over increased building costs associated with the possibility of structure from prior buildings remaining at the site. To move forward with the purchase, Bondhus is requesting that the EDA covers the cost of soil borings and a geotechnical evaluation, estimated at \$2,340. The proposal, prepared by Chosen Valley Testing, Inc, is included in the meeting packet. Bondhus is unable to attend the November EDA meeting.

Business Façade Improvement Program

Currently, the BFIP program is a matching grant where the EDA funds 50% of eligible projects up to \$2,000. Based on the low number of applications that have been received, this program is underutilized. However, I have had some recent interest from a couple of existing businesses in Kasson as well as a new business that will be coming to Kasson soon. As of now, the last date to submit a BFIP application is November 29th. My recommendation is that this program is continued into 2023.

Update on Crop Science Investigation RLF

A resolution to authorize an RLF loan in the amount of \$25,000 to Crop Science Investigation, LLC, was approved at the September EDA meeting. Following that meeting, a loan agreement, amortization schedule, and promissory note were shared with and signed by Jeff Littrell, CFO/CEO of Crop Science Investigation, LLC. A UCC filing was completed to secure collateral for the loan. Loan repayments are set to begin on November 15th and will continue until maturity on October 15th, 2027.

- V. City Administrators Report. Ibisch presented the Administrator's report. Report included in meeting packet.
- VI. Business Spotlight – Anytime Fitness. Melonie Croney, Manager, and Beth Nelson, Regional Manager, presented to the EDA on the history, current operations, and future goals of the company. Following the presentation, members of the EDA board asked questions to Croney and Nelson about Anytime Fitness membership numbers and rates, the possibility of expanding the business, parking, COVID-19 impacts, and planned roundabout construction. A certificate was then presented to Croney and Nelson in recognition of being the November EDA Business Spotlight.

VII. Tax Abatement Request – Mike Belew. Mike Belew and Matt Crawford of US Federal Properties attended the November EDA meeting virtually to request for tax abatement on behalf of their client. The meeting packet included the application submitted by Belew, which includes site plans, estimated project costs, and estimated property taxes. Belew explained that he has been working with Dean Schuette, property owner, and is requesting tax abatement to assist in covering the costs of required public infrastructure improvements, valued at approximately \$192,647.50. The amount being requested for tax abatement is 100% for 9 years, or approximately \$143,325.00 total. Belew also shared that construction of project is planned to start in April of 2023, with an estimated opening in late August of 2023. The tenant of the building will be a combination Dollar Tree and Family Dollar. Ibisch asked Belew about when he would need an answer from the City on tax abatement. Belew stated that his contract with Schuette will end on December 31st, 2022 and that they still need to submit to the City for building permits. Egglar asked what the tax base on the projected \$1.2 million project would be. Ibisch replied that this information was included in the materials submitted by Belew, and that Albers confirmed the project cost with Ryan DeCook, Dodge County Director of Land Records. Monson expressed some concerns over the existing Dollar General being located immediately next to the proposed building site, and also shared considerations on the possibility of a stepped percentage for abatement. Egglar asked how many employees the new store will employ. Monson asked what wages the employees can expect to earn. Albers will follow-up with Belew on these questions and report back to the EDA. McKern asked what precedents have been set in the past for tax abatement, and also stated that there is a possibility of tax abatement collaboration with Dodge County. Albers will follow-up with Laura Qualey of Dodge County EDA. The EDA will plan to make a recommendation to the City Council at its December meeting.

VIII. Downtown Lots – Petals2Metals, LLC. Albers gave a recap on the sale of the downtown lots, stating that the EDA had accepted the \$11,500 offer to purchase submitted by Petals2Metals, LLC, at the September meeting. Since then, Albers has been in communication with Jill Bondhus of Petals2Metals, LLC. Bondhus has had continued concerns with the possibility of buried remnants of prior structures – the presence of which could significantly increase the cost of building according to Bondhus. Though unable to attend the November meeting, Bondhus submitted a request that the EDA would cover the cost of soil borings and a geotechnical evaluation, the cost of which would be \$2,340 as listed in the proposal by Chosen Valley Testing, Inc. Ibisch informed the EDA that Albers had researched the history of the demolition, and that based on conversations with other staff, it is believed that one of the previous buildings had a slab-on-grade foundation. Discussion followed on possible solutions, which included declining the request, covering 50% of the cost, covering 100% of the cost with a contingency that the purchase is accepted, or utilizing funds from the Business Façade Improvement Program. After some additional discussion, Monson motioned to take the cost of the soil borings and geotechnical evaluation out of the accepted purchase price if and when the purchase agreement is executed. McKern seconded.

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

IX. Business Façade Improvement Program. Albers shared that there have been a couple of businesses that expressed interest in pursuing the Business Façade Improvement Program. However, the deadline to submit an application for 2022 is set to expire on November 29th. McKern motioned to extend the Business Façade Improvement Program into 2023. Monson seconded.

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

- X. Other Business/Open Discussion. McKern shared informationally that he would be recommending a replacement for Moosbrugger's EDA board seat at the following City Council meeting on November 9th. Monson stated that he would be fulfilling the role of the Chamber of Commerce Appointee as Chamber President. Monson also stated that he will be mediating the School Board candidate forum at KMHS on November 1st. Ibisch shared that there will be an informational meeting about the new firehall project at City Hall on November 2nd.
- XI. Items for December meeting. None.
- XII. Adjourn. Peterson motioned to adjourn the meeting. Monson seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 1:00PM.

The next meeting will be held at 12:00PM on December 6th, 2022.

Minutes submitted by:

Ian Albers, Community Development Assistant

Dan Egger, EDA President

EDA Loans

FUND 225

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	12.31.21 Balance	Prin Recvd YTD	11.30.22 Balance	
Millwork	7/1/2016	\$ 90,000	3.0%	499.14	20 years 6/1/2	71,640	963	70,677	No paymnts 9/21 to 8/22
Whitmarsh	6/28/2018	\$ 5,000	4.75%	90	5 years 7/1/20	1,881	926	955	

FUND 226

EDA RLF Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	Loan Balance 12.31.21	Loan	Prin Recvd YTD	11.30.22 Balance
Chaotic Good Brewing	4/15/2022	\$ 50,000	3.3%	488.6	4/15/2032	0	50,000	2,492	47,508
Crop Science	9/21/2022	\$ 25,000	4.8%	468.92	10/15/2027	0	25,000	370	24,630

12/01/22
08:31:31

CITY OF KASSON
Balance Sheet
For the Accounting Period: 11 / 22

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Report ID: L150

225 EDA FED MIF

Assets

Current Assets

CASH-OPERATING	163,592.22	
LOAN PRIN REC-WHITMARSH	955.10	
LOAN PRIN REC- 1760 MILLWORK	70,677.58	

Total Current Assets		235,224.90

Total Assets 235,224.90

Liabilities and Equity

Total Liabilities

Equity

UNRESERVED FUND BALANCE	233,494.57	
CURRENT YEAR INCOME/(LOSS)	1,730.33	

Total Equity		235,224.90

Total Liabilities & Equity 235,224.90

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CITY OF KASSON
Balance Sheet
For the Accounting Period: 11 / 22

226 EDA RLF

Assets

Current Assets

CASH-OPERATING	82,920.42	
Crop Science Investigations, LLC	24,630.04	
CHAOTIC GOOD BREWING LOAN-PRINCIPAL REC	47,507.54	

Total Current Assets		155,058.00

Total Assets 155,058.00

Liabilities and Equity

Total Liabilities

Equity

UNRESERVED FUND BALANCE	79,999.00	
CURRENT YEAR INCOME/(LOSS)	75,059.00	

Total Equity		155,058.00

Total Liabilities & Equity 155,058.00

12/01/22
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CITY OF KASSON
Balance Sheet
For the Accounting Period: 11 / 22

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290 Economic Development

Assets

Current Assets

CASH-OPERATING	(6,179.20)
DUE FROM OTHER FUNDS		81,677.89
PREPAID ITEMS		18.72

Total Current Assets 75,517.41

Total Assets 75,517.41

Liabilities and Equity

Current Liabilities

ACCRUED WAGE/SALARY PAYABLE		486.23

Total Current Liabilities 486.23

Total Liabilities 486.23

Equity

UNRESERVED FUND BALANCE		158,457.63
CURRENT YEAR INCOME/(LOSS)	(83,426.45)

Total Equity 75,031.18

Total Liabilities & Equity 75,517.41

12/01/22
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CITY OF KASSON
Income Statement by Department
For the Accounting Period: 11 / 22

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225 EDA FED MIF

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Community/Economic Development						
3621 INTEREST EARNED	410.22		1,730.33		0.00	1,730.33
Total Department	410.22		1,730.33			1,730.33
Total Revenue	410.22	100.00	1,730.33	100.00	0.00	1,730.33
Net Income (Loss)	410.22		1,730.33			

12/01/22
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CITY OF KASSON
Income Statement by Department
For the Accounting Period: 11 / 22

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226 EDA RLF

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Community/Economic Development						
3621 INTEREST EARNED	0.00		59.00		0.00	59.00
3921 TRANSFER FROM OTHER FUNDS	0.00		75,000.00		0.00	75,000.00
Total Department			75,059.00			75,059.00
Total Revenue	0.00	100.00	75,059.00	100.00	0.00	75,059.00
Net Income (Loss)	0.00		75,059.00			

12/01/22
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CITY OF KASSON
Income Statement by Department
For the Accounting Period: 11 / 22

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Report ID: L140

290 Economic Development

	Actual			Actual				
	Period to Date	%		Year-To-Date	%		Annual Budget "	Variance
Revenue								
Community/Economic Development								
3101 CURRENT AD VALOREM TAXES	0.00			51,222.00	38.04		102,444.00	-51,222.00
3621 INTEREST EARNED	0.00			1.00			500.00	-499.00
Total Department				51,223.00	38.04		102,944.00	-51,721.00
Total Revenue				0.00	100.00		51,223.00	100.00
				51,223.00	100.00		102,944.00	-51,721.00
Expenses								
Community/Economic Development								
Community/Economic Development								
101 FULL-TIME EMPLOYEES - REGULAR	2,273.84	69.75		18,393.49	13.66		12,500.00	-5,893.49
121 EMPLOYER PERA CONTRIBUTIONS	170.54	5.23		1,379.52	1.02		938.00	-441.52
122 EMPLOYER FICA CONTRIBUTIONS	135.36	4.15		1,095.54	0.81		775.00	-320.54
123 EMPLOYER MEDICARE CONTRIBUTION	31.66	0.97		256.22	0.19		181.00	-75.22
130 EMPLOYER PAID INSURANCE	492.92	15.12		3,106.52	2.31		6,000.00	2,893.48
150 WORKER'S COMPENSATION	0.00			118.00	0.09		100.00	-18.00
210 OPERATING SUPPLIES	37.42	1.15		588.51	0.44		500.00	-88.51
240 SMALL TOOLS/MINOR EQUIPMENT	0.00			561.50	0.42		0.00	-561.50
303 ENGINEERING FEES	0.00			0.00			1,500.00	1,500.00
304 LEGAL FEES	0.00			5,832.00	4.33		2,500.00	-3,332.00
321 TELEPHONE	83.36	2.56		311.56	0.23		500.00	188.44
325 COMMUNICATION-OTHER	15.00	0.46		120.00	0.09		200.00	80.00
331 TRAVEL/MILEAGE	0.00			22.94	0.02		0.00	-22.94
333 STAFF MEETINGS & CONFERENCES	0.00			240.59	0.18		400.00	159.41
334 MEMBERSHIP DUES AND FEES	0.00			75.00	0.06		500.00	425.00
343 OTHER ADVERTISING	0.00			150.00	0.11		8,000.00	7,850.00
351 LEGAL NOTICES PUBLISHING	0.00			0.00			100.00	100.00
360 INSURANCE	0.00			270.86	0.20		450.00	179.14
370 MAINTENANCE/SUPPORT FEES	0.00			467.98	0.35		0.00	-467.98
400 REPAIRS & MAINTENANCE	0.00			93.50	0.07		0.00	-93.50
414 COMMERCIAL PROGRAMS	0.00			0.00			17,000.00	17,000.00
430 OTHER SERVICE/CHARGES-MISC.	20.00	0.61		1,863.22	1.38		3,500.00	1,636.78
440 PROFESSIONAL SERVICES	0.00			1,562.50	1.16		800.00	-762.50
444 OTHER CONTRACTUAL SERVICES	0.00			23,140.00	17.19		46,500.00	23,360.00
720 OPERATING TRANSFERS	0.00			75,000.00	55.70		0.00	-75,000.00
Account Total				3,260.10	100.00		134,649.45	100.00
Total Department				3,260.10	100.00		134,649.45	100.00
Total Expenses				3,260.10	100.00		134,649.45	100.00
Net Income (Loss)				-3,260.10	-100.00		-83,426.45	-61.96

Economic Development Authority Coordinators Report

**Ian Albers
November 2022**



Business visits and assistance

Visiting businesses in Kasson has become one of the aspects of my position as EDA Coordinator that I appreciate the most. I really do enjoy the opportunity to visit with businesses and learn more about the interests and needs of the community. Over the last couple of months, there has been interest from existing businesses looking to expand within Kasson. I believe this reflects very well on the business community within Kasson and I look forward to seeing the coming growth. The growth of Kasson is not limited to existing businesses, however, as there has also been interest from new businesses coming to Kasson. I will continue to promote the EDA's programs and hope that more businesses utilize the financing options that are available.

Business Façade Improvement Program – Tammy's Place

A BFIP application was submitted to the EDA by Travis Dee, who is the owner of a new restaurant that will be known as Tammy's Place. The restaurant is planned to open in the spring of 2023 at 111 West Main St in downtown Kasson. BFIP funds would be used to help cover the cost of two signs on the exterior of the building – one of which will be on the roof of the overhang, and the other will hang below the overhang. The cost of the eligible improvements is \$4,810 according to the proposal submitted with the application, and the full \$2,000 funding is being requested. Travis Dee has confirmed his attendance of the December EDA meeting. The BFIP application is included in the meeting packet.

Tax Abatement Request – Mike Belew

Mike Belew and Matt Crawford of US Federal Properties attended the November EDA meeting to present an application for tax abatement submitted by Belew. Tax abatement is being requested to help cover the cost of required public infrastructure improvement for a new combination Dollar Tree and Family Dollar, valued at \$192,647.50. The amount requested for tax abatement from the City of Kasson was 100% for 9 years – a value of approximately \$143,325. No recommendation from the EDA was made. I followed up with Mike Belew after that meeting with questions from the EDA regarding the number of staff and wages. Belew informed me that there would be 20 staff (combination of FT and PT). Wages would start at \$55,000 for management and \$12-\$16 for management. I also guided Belew to submit an application for tax abatement to the Dodge County EDA. On November 23rd, City Administrator Tim Ibisch shared information with the City Council, which will consider a recommendation from the EDA on December 14th if one is made at the December EDA meeting. Since the November EDA meeting, I have been in contact with Laura Qualey of the Dodge County EDA.

Economic Development Authority Coordinators Report

**Ian Albers
November 2022**



Qualey let me know that as of November 30th, no application had been submitted. I also shared with Qualey a proposal for shared tax abatement between the City of Kasson and Dodge County. The construction cost estimates and the abatement proposal are included in the meeting packet.

Downtown Lots – Petals2Metals

At the November EDA meeting, the EDA voted to take the cost of the soil borings and geotechnical evaluation out of the accepted purchase price (\$11,500) if and when the purchase agreement is executed. After that meeting, I informed Jill Bondhus of the EDA's solution and she agreed. I then extended authorization from the EDA to Chosen Valley Testing, and they completed the soil borings at the downtown lots on November 16th. As of December 1st, CVT had not yet finished their analysis, but they intend to have it finished and returned to Bondhus during the week of December 5th.

Business Spotlight

There will be no Business Spotlight for the month of December. The program will continue in January, 2023.

Downtown Assessment Return Visit – Rethos

Emily Kurash Casey, Director of Community Programs at Rethos, reached out to me at the end of October to schedule a date for a return visit to Kasson. The purpose of this visit is to present the final products of the downtown assessment that was conducted in early June of 2022. The return visit and presentation are scheduled for December 14th at 5:00 PM preceding the City Council meeting.

Crop Science Investigation RLF

Repayments on the RLF loan began on November 15th and will continue until October 15th, 2027. I have confirmed with the realtor and Jeff Littrell that the project site at 18 E Veterans Memorial Hwy has been sold to Crop Science Investigation, LLC.

Economic Development Authority Coordinators Report

**Ian Albers
November 2022**



Kasson-Mantorville High School Internship Opportunity

Next schoolyear, seniors at Kasson-Mantorville High School will have the opportunity to enroll in an internship program for one quarter. City Administrator Tim Ibisch presented the idea of the City accepting an intern through this program at the City Council meeting on November 23rd, and the idea was accepted. The intern would be able to learn from multiple City departments depending on the interests of the student. I will be attending an event on December 7th at the high school where interested students will have the opportunity to meet with potential internship program hosts. The program flyer is included in the meeting packet.

New EDA Board Member – Jon Ehmke

At the City Council meeting on November 9th, Mayor McKern recommended Jon Ehmke to fill the vacant position to the EDA Board. Ehmke will join the EDA at its meeting in December 2022. I believe Ehmke will make a great addition and I look forward to his service as an EDA Board member.



KASSON-MANTORVILLE SCHOOLS

Kasson-Mantorville High School is expanding students' work experience by offering an Internship Course for the '23-'24 school year.

Criteria for students:

- Eligible for Seniors ages 17-18
- Must have taken prerequisite course of Career Exploration
- Commitment of one-quarter of school year
- Selecting pathways for future career interest

We need businesses willing to partner who are:

- Willing to train students
- Offer flexibility
- Host unpaid internships
- Engage students in career discovery

If your business can provide an internship for a student in the '23-'24 school year, get in touch!

JAMI SCHWICKERATH

 **507-273-8365**

Jschwickerath@ssc.coop



BENEFITS FOR YOU:

- Train the student to YOUR business standards
- Observe how the student works
- Assist in building this program
- Build strong partnership with the school

Event Date:

**December 7th, 2022
1PM to 3PM**

**KASSON-MANTORVILLE
DISTRICT CONTACT:
ASHLEY KAPLAN
a.kaplan@komets.k12.mn.us**



To: City Council
Date: 11/23/2022

Agenda Heading: City Administrator's Report

“Let us remember that, as much has been given us, much will be expected from us, and that true homage comes from the heart as well as from the lips, and shows itself in deeds.”

— **President Theodore Roosevelt**

- **League Board Adopts 2023 Legislative Priorities.** The League Board of Directors adopted a largely encompassing set of legislative priorities on Nov. 10, 2022. The priorities will help focus the League's advocacy efforts during the 2023 legislative session, which begins on Jan. 3, 2023. The legislative priorities are based on the Board's assessment of member interest, as well as anticipated legislative issue areas for cities for the 2023 session.
- The 10 priorities listed do not reflect the entire scope of the League's anticipated activities at the Legislature during the 2023 legislative session. Additionally, the list may be modified by Board action. They are:
 - Bonding
 - Cannabinoid Regulation
 - Housing
 - Infrastructure Investment and Jobs Act State Match
 - Local Control/Preemption
 - Local Government Aid/Aid to Cities
 - Public Safety Duty Disability
 - Sales Tax Exemption on Construction Materials
 - Transportation Funding
 - Water and Wastewater Policy and Funding
- **Liquor Store Updates.** Included in your packets tonight are the pricing for liquor store remodels. More information will be available on December 14th, when we'll be asking you to move forward with this project. This proposal should fulfill the intention of the original goal to set the building and operations up for success over the next 10 years. We know that the HVAC and roof are shot, they did need replacement either way. No taxpayer dollars will be used for this project pending your approval and no long term shut downs of the operations should be required. Additionally, some funds maybe be available to shift to other priorities from the Liquor fund pending this project. Please advise me if you have any questions.

- **KM Schools Internship program.** KM Schools are asking us to consider participating in their internship program starting fall 23-24. This course will allow high school seniors, ages 17 and 18, to leave school for a couple hours per day a few times a week and come to a job site to work and learn the job. As these students are seniors, they seem are likely to have a direction or plan in mind so they are wanting to match businesses with their interests. It will require a commitment of the us for:
 1. Hosting for at minimum one quarter (about 8 weeks) to work with the student;
 2. To train the student and teach relevant skills;
 3. Be flexible with student scheduling.

They are seeking businesses who want to partner to attend a **Career Event on Wednesday, December 7th from 1-3 (set up at 12:15-12:45)** to meet with students and assess their interest into working with you in 23-24 a few times a week. I've included a flyer on the program.

- **Elected Leaders Institute: Foundational Program.** The Elected Leaders Institute Foundational Program is designed to provide elected leaders with the nuts and bolts of city leadership. Designed around a set of 10 core competencies, this program is perfect for anyone who is new to elected office, or leaders who wish to brush up on the basics.

Participate in one of three available cohorts where you will become familiar with your new responsibilities via a combination of online, on-demand courses which you complete at your own pace in addition to the two-day in-person program held in Mankato, Plymouth, and Alexandria. During the classroom learning, you will dive deeper in to governing a city with our subject matter experts and meet other elected officials. If you are interested, please let us know and we can get you registered to attend. Council has budgeted to also provide accommodations during this training session.

- **Staffing Recommendations.** Tonight, we're looking for approval for several soon to be vacant positions. The Library Board completed their interviews and they have forwarded the selection of Michelle McCaughtry. Her information is included in the packet for your review. Additionally, after interviews were complete the recommendation is for Ben Langan to assume the Public Works Supervisor position. Finally, staff's recommendation for the Asst Admin/Finance Director position is pending, I will provide an update and information when we have confirmation.
- **EDA reviewing tax abatement request.** The EDA will be finalizing its recommendation regarding a tax abatement request that is included in your packet. It is for a retail store abutting Hwy 57 on the north side of Kasson. Other particulars are included for your review. Staff can see value it providing some support for this project to encourage development, however there are also some caveats that should be met because we want development to pay for development, i.e. this should be pay as you go and the amounts need to be indicative of the value placed on commercial growth by the City Council. Ian has also forwarded this information on to the County for their consideration. Currently, their abatement policy allows for up to 5 years of 100% abatement.

FYI: I will be out of the office at the end of the month on vacation.

• **Meetings or Events Attended or Planned**

Oct. 25	Dodge Center Ambulance meeting
Oct. 26	SRTS update City Council
Oct. 27	City Engineer DRC-504 review
	Dept. Heads meeting
	KMTelecom Business after Hours
Nov. 1	EDA meeting
	Electric Utility Funding meeting-Margit
Nov. 2	ICS-liquor store
	EMS Open House/meeting
Nov. 3	Technical Review
	Insurance Open House
Nov. 4	Solar Meeting-Dodge County
Nov. 9	CMPAS-HR meeting
	Chamber of Commerce
	City Council Meeting
Nov. 10	Dodge County Recorder meeting re: Sunrise Subdivision plat
	City Engineer
	Liquor final Scoping meeting
Nov. 14	Budget Review
Nov. 15	Interviews
Nov. 16	CMPAS-Eden Prairie
Nov. 17	Technical Review
	DC Ambulance Meeting/Bubany
Nov. 18	Deputy Clerk Performance Review
Nov. 21	Final Fire Station scoping meeting
Nov. 22	Dept. Heads
	County Health Public Hearing
Nov. 23	City Council

Business Façade Improvement Program – Application
Kasson Economic Development Authority

Name: Travis Dee Date: 12-1-22

Business: Tammy's Place

Email: travis.dee10@gmail.com Phone: 507-254-1316

Mailing Address: 2002 13th Ave NE

City/State/ZIP: Kasson, MN 55944

Project Address: 111 West Main St

Project Summary: Updating lighted sign on canopy in front
of restaurant. Installing new lighted sign
on roof in front of restaurant

Total Project Cost: \$4,810

Total Amount Requested: \$2,000

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.

Travis Dee / Owner
Name/Title (printed)

Name/Title (printed)

 12-1-22
Signature Date

Signature Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

Business Façade Improvement Program – Process
Kasson Economic Development Authority

1. Applicant must submit a Business Façade Improvement Program Application with the appropriate documentation that indicates the following:
 - ☐ Detailed description of entire the project
 - ☐ Before photos
 - ☐ Bona fide written cost estimates of the entire project
 - ☐ Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
 - ☐ Indicate the amount of Business Façade Improvement Program funds that will be used
 - ☐ Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating the necessary funds are available in the applicant's bank account
 - ☐ For a leased property, a copy of the lease agreement and written permission from the property owner
 - ☐ Any other documentation requested by the EDA or City Council
2. The Economic Development Coordinator and/or the EDA Finance Committee identifies if the project meets eligibility requirements and, if so, will bring it to the next Economic Development Authority meeting for further review.
3. Upon EDA review, the EDA will either approve or deny the project application.
4. The Economic Development Coordinator will contact the applicant and relay the EDA's decision and, if approved, will arrange for the signing of required documents.
5. Applicant makes approved business façade improvements and pays all invoices related to the improvements.
6. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications to the Economic Development Coordinator:
 - ☐ Receipts for work completed and paid for by applicant
 - ☐ Photos of the improvements that have been made
7. The Economic Development Coordinator will bring all final documentation to the next Economic Development Authority meeting. Based on the final documentation, the Economic Development Authority will approve or deny the final request for reimbursement.
8. Funds will be available to the approved applicant up to twelve (12) months from the date of project approval by the Economic Development Authority. Submit a payment request to City Hall before this date to avoid cancellation of funds.



14 North Mantorville Avenue
Kasson, Minnesota 55944

Phone: (507) 634-6501

Fax: (507) 634-4060

Email: abelsigns@aol.com

PROPOSAL

DATE

11/18/22

TAMMY'S PLACE
KASSON, MN 55944

PROJECT

LIGHTED SIGN

ITEM	DESCRIPTION	COST	QTY	Total
SIGN CABINET	40" TALL X 48" WIDE X APPROX 6" DEEP SINGLE-SIDED LED LIGHTED SIGN CABINET.... INSTALLED ON EXISTING BRACKETS	4,325.00		4,325.00
SIGN CABINET	40" TALL X 48" WIDE X APPROX 14" DEEP DOUBLE-SIDED LED LIGHTED SIGN CABINET.... INSTALLED ON OVERHANG WITH A SINGLE 4" SQUARE POST AND BASE	6,875.00		6,875.00
PERMITS	PRICE DOES NOT INCLUDE PERMIT FEES.....	0.00		0.00
	PRICE DOES NOT INCLUDE ELECTRICAL HOOK UP OF SIGN CABINET.....	0.00		0.00
	Sales Tax	0.00		0.00
		Total		4,325. ⁰⁰ 511,200.00

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



14 North Mantorville Avenue
Kasson, Minnesota 55944

Phone: (507) 634-6501

Fax: (507) 634-4060

Email: abelsigns@aol.com

PROPOSAL

DATE

11/18/22

TAMMY'S PLACE
KASSON, MN 55944

PROJECT

SIGN/BANNER

ITEM	DESCRIPTION	COST	QTY	Total
LETTERING	RELETTER EXISTING 12" X 60" DOUBLE-SIDED SIGN CABINET UNDER OVERHANG	485.00		485.00
BANNERS	4' X 4' "COMING SOON" VINYL BANNER INSTALLED OVER EXISTING MISPLACED MAGNOLIA'S SIGN	325.00		325.00
PERMITS	PRICE DOES NOT INCLUDE PERMIT FEES.....	0.00		0.00
	PRICE DOES NOT INCLUDE ELECTRICAL HOOK UP OF SIGN CABINET Sales Tax	0.00		0.00
		Total		485.00 \$810.00

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QUOTED BY

Chris A. Abel

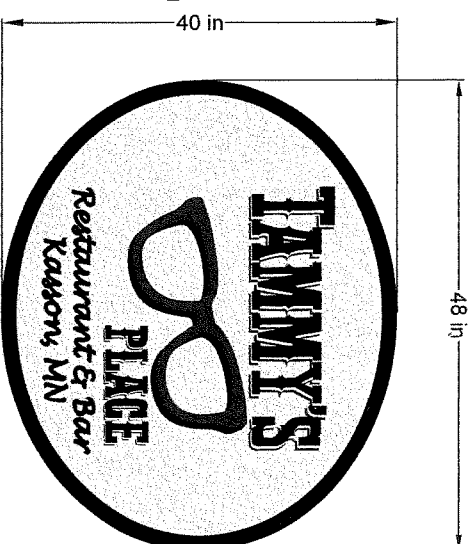
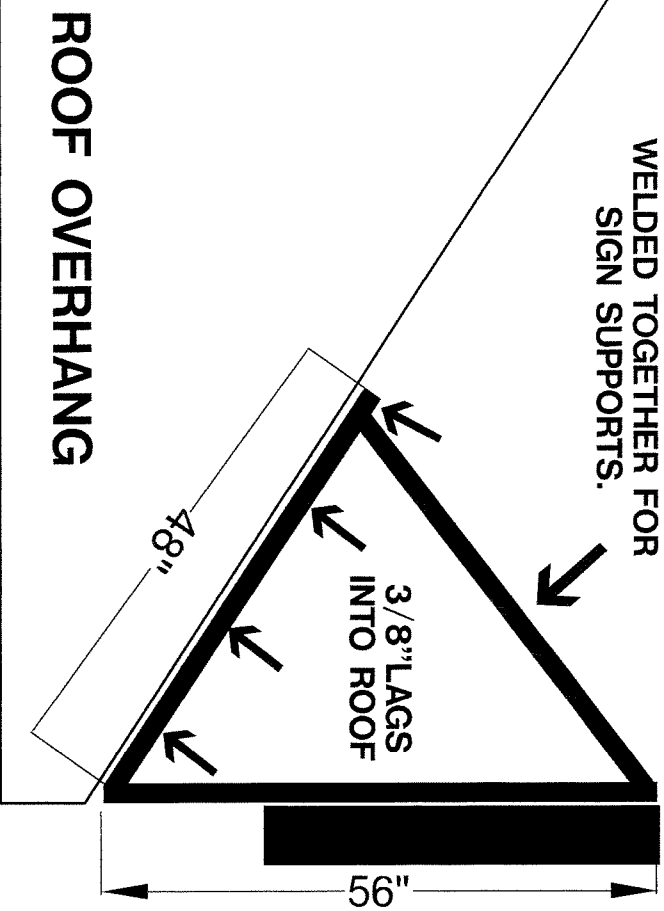
Chris A. Abel

SIGNATURE

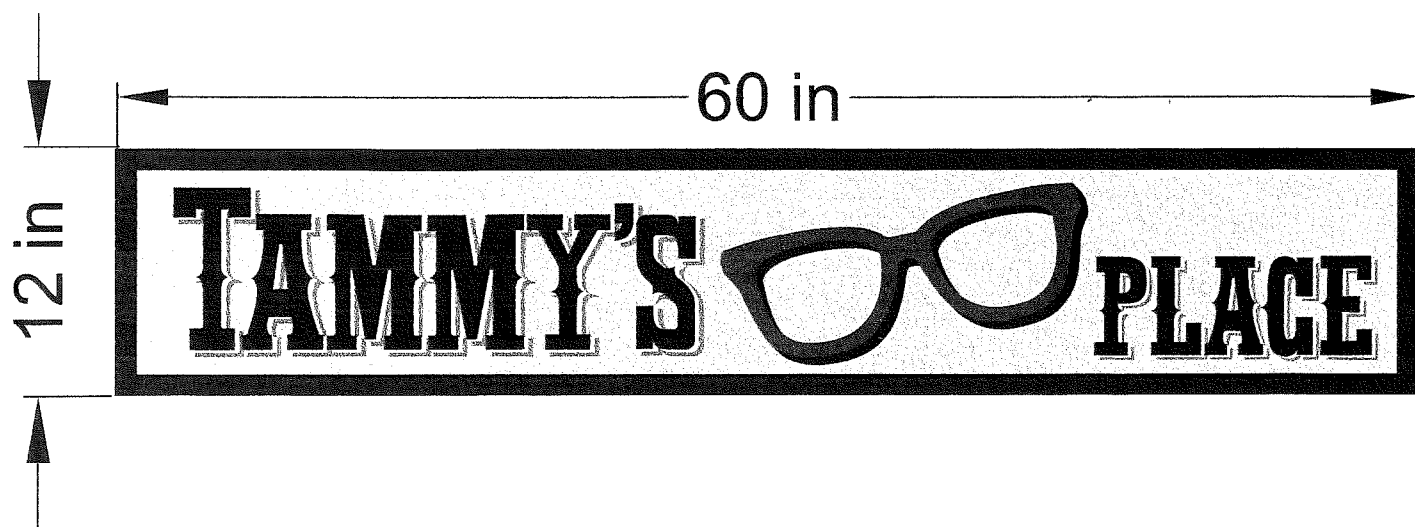
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**2 - ANGLE IRON BRACKETS
WELDED TOGETHER FOR
SIGN SUPPORTS.**



**6" DEEP ALUMINUM SIGN CABINET,
LED LIGHTED WITH FLAT POLYCARBONATE FACE.
SIGN BOLTED TO EXISTING FRAMEWORK
WITH 3/8" BOLTS, 3 PER BRACKET.
FRAMEWORK INSTALLED SEPT. 2017
PERMIT #KA17-200.**



SKYE VIEW DEVELOPMENT				
GENERAL CONSTRUCTION				
DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
Mobilization	1	L.S.	\$1,500.00	\$1,500.00
Common Excavation	0	C.Y.	\$4.00	\$0.00
Common Embankment	1250	C.Y.	\$6.00	\$7,500.00
Common Borrow	0	C.Y.	\$20.00	\$0.00
TOTAL STREET CONSTRUCTION				\$9,000.00
STREET CONSTRUCTION				
F & I Geotextile Fabric (MnDOT Type V)	1272	S.Y.	\$1.50	\$1,908.00
F & I 12" Aggregate Base (Placed) - Class V	424	C.Y.	\$32.00	\$13,568.00
F & I 6" Breaker Run (Placed) (Allowance)	0	C.Y.	\$31.50	\$0.00
F & I 2.5" Bituminous Base (MnDOT 2360 Type LV)	158	TONS	\$110.00	\$17,380.00
F & I 1.5" Bituminous Wear (MnDOT 2360 Type LV)	94	TONS	\$110.00	\$10,340.00
F & I Bituminous Tack Oil	23	GALS	\$3.50	\$80.50
F & I 12" Select Granular	424	C.Y.	\$21.00	\$8,904.00
F & I Concrete Sidewalk	177	S.Y.	\$20.00	\$3,540.00
F & I Concrete Curb & Gutter Design "B"	636	L.F.	\$25.00	\$15,900.00
F & I Erosion Control Silt Fence	425	L.F.	\$3.00	\$1,275.00
F & I Construction Entrance	1	EACH	\$1,000.00	\$1,000.00
F & I Inlet Protection	0	EACH	\$260.00	\$0.00
F & I Erosion Control Blanket	0	S.Y.	\$2.35	\$0.00
F & I Seeding	2	AC.	\$2,500.00	\$5,000.00
TOTAL STREET CONSTRUCTION				\$78,895.50
WATERMAIN				
F & I 10" PVC Watermain	0	L.F.	\$78.00	\$0.00
F & I 8" PVC Watermain	537	EACH	\$68.00	\$36,516.00
F & I 6" Hydrant w/ Gate Valve	2	EACH	\$6,800.00	\$13,600.00
Connect to Existing Watermain	1	EACH	\$1,500.00	\$1,500.00
TOTAL WATERMAIN				\$51,616.00
STORM SEWER				
F & I 24" RCP	0	L.F.	\$129.00	\$0.00
F & I 18" RCP	0	L.F.	\$49.00	\$0.00
F & I 12" RCP	40	L.F.	\$47.00	\$1,880.00
F & I Manhole (48") DESIGN 4020	0	EACH	\$3,800.00	\$0.00
F & I Catch Basin Structure 4022 (48")	2	EACH	\$3,400.00	\$6,800.00
F & I 48" Flared End Section	0	EACH	\$3,000.00	\$0.00
F & I 24" Flared End Section	0	EACH	\$3,000.00	\$0.00
F & I 15" Flared End Section	0	EACH	\$1,000.00	\$0.00
F & I AREA INLET CYLINDRICAL STRUCTURE (48")	0	EACH	\$1,000.00	\$0.00
Subdrain F & I 6" PVC	636	L.F.	\$26.00	\$16,536.00
Subdrain F & I Clean Outs	4	EACH	\$170.00	\$680.00
TOTAL STORM SEWER				\$25,896.00
SANITARY SEWER				
F & I 12" PVC	0	L.F.	\$72.00	\$0.00
F & I 10" PVC	0	L.F.	\$69.00	\$0.00
F & I 6" PVC	220	L.F.	\$67.00	\$14,740.00
F & I 48" Manhole	0	EACH	\$3,350.00	\$0.00
Connect to Existing	1	EACH	\$5,000.00	\$5,000.00
TOTAL SANITARY SEWER				\$19,740.00
SERVICE CONNECTIONS				
F & I 4" Sanitary PVC/1" Copper Water with S/O/2" Drain	0	EACH	\$4,500.00	\$0.00
F & I 6" Sanitary PVC/2" Copper Water (Commercial)	1	EACH	\$7,500.00	\$7,500.00
Conduits/Crossings F & I 4" PVC only	0	L.F.	\$20.00	\$0.00
TOTAL SERVICE CONNECTIONS				\$7,500.00
TOTAL PRELIM PLAT			\$192,647.50	

Kasson Tax		~35% of total tax		~25% of total tax			
Year	Total Tax	% of City's Portion of Tax to be Abated	Total City's Portion of Tax	City's Portion of Tax to be Abated	% of County's Portion Tax to be Abated	Total County's Portion of Tax	County's Portion of Tax to be Abated
1	\$43,500	100%	\$15,225.00	\$15,225.00	75%	\$10,875	\$8,156
2	\$44,000	100%	\$15,400.00	\$15,400.00	75%	\$11,000	\$8,250
3	\$44,500	100%	\$15,575.00	\$15,575.00	75%	\$11,125	\$8,344
4	\$45,000	100%	\$15,750.00	\$15,750.00	50%	\$11,250	\$5,625
5	\$45,500	100%	\$15,925.00	\$15,925.00	50%	\$11,375	\$5,688
6	\$46,000	50%	\$16,100.00	\$8,050.00	25%	\$11,500	\$2,875
7	\$46,500	50%	\$16,275.00	\$8,137.50	25%	\$11,625	\$2,906
8	\$47,000	25%	\$16,450.00	\$4,112.50	-	-	-
9	\$47,500	25%	\$16,625.00	\$4,156.25	-	-	-
Total	\$409,500		\$143,325.00	\$102,331.25		\$78,750	\$41,844
Original amount requested from City:		\$143,325.00					
Proposed amount abated by City:		\$102,331.25					
Proposed amount abated by County:		\$41,844					
Total proposed amount abated:		\$144,175.00					