

KASSON ECONOMIC DEVELOPMENT AUTHORITY

THE PARK APARTMENTS – 800 3RD ST SW

Tuesday, June 6th, 2023

12:00 PM

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting**
- III. Financial Report**
- IV. Coordinators Report**
- V. City Administrators Report**
- VI. Kasson Parks Survey - Results**
- VII. SMIF Rural Entrepreneurship Ventures Program (REV)**
- VIII. RFP – Cemetery land in SW Kasson**
- IX. Other Business/Open Discussion**
- X. Items for July EDA Meeting**
- XI. Adjourn**

The next EDA Board meeting will be held on Tuesday, July 11th, 2023.

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, April 4th, 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 4th day of April 2023 at 12:00PM.

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

Absent: None

The following staff members were present: 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. Monson motioned to approve the minutes. Peterson seconded.

Ayes (7), Nays (0). Motion carried.
- III. Business Spotlight – Rolling Hills Transit. Melinda Fields, Public Transportation Director, presented to the EDA on the operations of Rolling Hills Transit. The service is owned and operated by SEMCAC, and provides affordable, door-to-door transportation within 5 counties in SE Minnesota. MnDOT funds 80% of operations. 50,831 rides were provided in 2022 – this is approaching pre-pandemic numbers. After the presentation, a certificate was presented to Fields.
- IV. Crop Science Investigation RLF – Jeff Littrell. Jeff Littrell explained that they have been leasing a different property on E Vets Memorial Hwy while addressing a legal situation with the Westroms – they went before a judge on January 6th. Littrell stated that the judge agreed that CSI has the legal right to the property at 18 E Vets Memorial Hwy. Littrell also shared that he is planning to construct a 280 x 80 ft warehouse space in addition to an office facility with lab. O'Malley asked if Littrell had the deed to the property and if they have a legal right to the property despite an ongoing court case, to which Littrell responded that he has a contract for deed and that they do have the right to the property – that was the point of the January 6th hearing. O'Malley then asked how much CSI has received from the City to help with the property and how much has been paid back. Littrell responded they received \$25,000. Loan payments started in November of 2022, though payments for February and March had not been paid. O'Malley asked how much each payment was and how the City is going to fit into the payback schedule. Albers stated that the loan payments are \$468.92. Littrell responded that payments will be made every month just like they have been, but he has been gone so much and believes in showing up in person to pay bills. Littrell stated that he would get caught up on the two outstanding payments today and every month from then on. Borgstrom-Durst asked if there was any question about the property owner, who still has the deed in their name, has a problem with the fact that the renter had become current with the property owner selling it. Littrell responded that the day before he bought the property, the property owner took \$20,000 to the Westroms. Borgstrom-Durst asked if the Westroms

got current with the \$20,000 with the property owner and then sell it without. Littrell stated that he has a signed purchase agreement stating that there were no other agreements to purchase or lease the property. Egger then stated that the point of this meeting was to make sure that payments were made in full and will be going forward. Littrell wrote a check for \$937.84 for Albers to process, which covers the two late payments from the previous months.

- V. Financial Report. Albers presented the financial report. McKern motioned to approve the financial report. Peterson seconded.

Ayes (7), Nays (0). Motion carried.

- VI. Coordinators Report. Albers presented the Coordinator's report.

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.

- VII. City Administrators Report. Report included in meeting packet.

- VIII. Business Façade Improvement Program – Petals2Metals. Albers presented the BFIP application submitted by Jill Bondhus of Petals2Metals. Bondhus is requesting \$1675, which is half the cost of a proposed sign that would be placed outside her business. Eggler asked if the property was purchased. Albers responded yes, and that they are planning a grand opening soon. McKern motioned to approve the BFIP request. Borgstrom-Durst seconded.

Ayes (7), Nays (0). Motion carried.

- IX. Discussion on EDA Subcommittees. Albers stated that the EDA currently has two subcommittees, which are the Downtown Lots subcommittee (Peterson and Monson), and the Loan Review subcommittee (Eggler and Borgstrom-Durst). Albers then stated that he has not met with any of the subcommittees since starting in his position, and asked how he should be involved with them going forward. Board members stated that the subcommittees meet as needed. The proposed parking study was also discussed – Albers shared a memo with the City Council, and this was included in the meeting packet.

- X. Request for Proposal – Cemetery land in SW Kasson. Albers shared a draft version of a Request for Proposal for the Cemetery land. This fits into one of the goals set for 2023. Monson stated that he believes this is a good direction to go in and that he was mentioned to a few developers that an RFP may be coming soon. Borgstrom-Durst asked who owns the cemetery. McKern responded that the City has owned the cemetery since the association turned it over 10-15 years ago, and that the cemetery fund is exhausted as of last year and now it is part of the park budget. EDA board members discussed the possibility of having a subcommittee meet to review the RFP, though there was consensus that a subcommittee could meet after proposals are received. Ultimately, the EDA supported releasing the RFP.

- XI. Other Business/Open Discussion. None.

- XII. Items for May meeting. Albers stated that he reached out to the folks from Hamilton about having a tour of the Park Apartments during the May EDA meeting, to which they agreed. They may have a gathering space available to have a meeting if needed.

- XIII. Adjourn. Peterson motioned to adjourn the meeting. Monson seconded.

Ayes (7), Nays (0). Motion carried. Meeting adjourned at 1:00PM.

The next meeting will be held at 12:00PM on May 2nd, 2023.

Minutes submitted by:

Ian Albers, Community Development Assistant

Dan Eggler, EDA President

225 EDA FED MIF

Assets

Current Assets		
CASH-OPERATING	168,717.01	
LOAN PRIN REC-WHITMARSH	432.64	
LOAN PRIN REC- 1760 MILLWORK	68,730.77	

Total Current Assets		237,880.42
	Total Assets	----- 237,880.42
Liabilities and Equity		
Total Liabilities		
Equity		
UNRESERVED FUND BALANCE	235,657.04	
CURRENT YEAR INCOME/(LOSS)	2,223.38	

Total Equity		237,880.42
Total Liabilities & Equity		----- 237,880.42

226 EDA RLF

Assets

Current Assets

CASH-OPERATING	87,149.58
Crop Science Investigations, LLC	22,758.13
CHAOTIC GOOD BREWING LOAN-PRINCIPAL REC	45,333.28

Total Current Assets 155,240.99

Total Assets 155,240.99

Liabilities and Equity

Total Liabilities

Equity

UNRESERVED FUND BALANCE	155,120.00
CURRENT YEAR INCOME/(LOSS)	120.99

Total Equity 155,240.99

Total Liabilities & Equity 155,240.99

06/05/23
10:25:08

CITY OF KASSON
Balance Sheet
For the Accounting Period: 5 / 23

Page: 3 of 3
Report ID: L150

290 Economic Development

Assets

Current Assets

CASH-OPERATING	7,556.24
DUE FROM OTHER FUNDS	81,677.89
PREPAID ITEMS	18.72

Total Current Assets	89,252.85
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Total Assets	89,252.85
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Liabilities and Equity

Current Liabilities

ACCOUNTS PAYABLE	260.00
ACCRUED WAGE/SALARY PAYABLE	1,137.23

Total Current Liabilities	1,397.23
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Total Liabilities	1,397.23
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Equity

UNRESERVED FUND BALANCE	120,891.23
CURRENT YEAR INCOME/(LOSS)	(33,035.61)

Total Equity	87,855.62
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Total Liabilities & Equity	89,252.85
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06/05/23
10:15:26

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 5 / 23

Page: 1 of 1
Report ID: L140

Combined Funds

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	
Revenue						
Communi ty/Economi c Devel opment						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		89,506.00	-89,506.00
3621 INTEREST EARNED	298.47	3.48	2,393.25	7.23	500.00	1,893.25
Total Department	298.47	3.48	2,393.25	7.23	90,006.00	-87,612.75
Total Revenue	298.47	100.00	2,393.25	100.00	90,006.00	-87,612.75
Expenses						
Communi ty/Economi c Devel opment						
Communi ty/Economi c Devel opment						
101 FULL-TIME EMPLOYEES - REGULAR	2,377.12	27.68	13,015.72	39.34	47,500.00	34,484.28
121 EMPLOYER PERA CONTRIBUTIONS	178.27	2.08	976.17	2.95	3,563.00	2,586.83
122 EMPLOYER FICA CONTRIBUTIONS	140.79	1.64	772.79	2.34	2,945.00	2,172.21
123 EMPLOYER MEDICARE CONTRIBUTION	32.92	0.38	180.74	0.55	689.00	508.26
130 EMPLOYER PAID INSURANCE	383.25	4.46	1,943.41	5.87	6,900.00	4,956.59
150 WORKER'S COMPENSATION	0.00		356.00	1.08	110.00	-246.00
210 OPERATING SUPPLIES	33.01	0.38	106.02	0.32	500.00	393.98
303 ENGINEERING FEES	3,510.50	40.88	6,410.00	19.37	1,500.00	-4,910.00
304 LEGAL FEES	145.00	1.69	145.00	0.44	2,500.00	2,355.00
321 TELEPHONE	10.40	0.12	84.48	0.26	500.00	415.52
325 COMMUNICATION-OTHER	0.00		60.00	0.18	200.00	140.00
331 TRAVEL/MILEAGE	0.00		12.38	0.04	0.00	-12.38
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00
334 MEMBERSHIP DUES AND FEES	0.00		75.00	0.23	500.00	425.00
343 OTHER ADVERTISING	0.00		0.00		5,000.00	5,000.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		146.78	0.44	300.00	153.22
370 MAINTENANCE/SUPPORT FEES	102.00	1.19	425.00	1.28	0.00	-425.00
414 COMMERCIAL PROGRAMS	1,675.00	19.50	7,675.00	23.20	10,000.00	2,325.00
416 Busi ness Subsidi y (MICJ)	0.00		0.00		3,000.00	3,000.00
430 OTHER SERVI CE/CHARGES-MISC.	0.00		400.00	1.21	3,000.00	2,600.00
440 PROFESSIONAL SERVICES	0.00		300.00	0.91	800.00	500.00
Account Total	8,588.26	100.00	33,084.49	100.00	90,007.00	56,922.51
Total Department	8,588.26	100.00	33,084.49	100.00	90,007.00	56,922.51
Total Expenses	8,588.26	100.00	33,084.49	100.00	90,007.00	56,922.51
Net Income(Loss)	-8,289.79	-96.52	-30,691.24	-92.77		

06/05/23
10:31:06

CITY OF KASSON
Detail Ledger Query
For the Accounting Periods: 1/23 - 5/23

Page: 1 of 2
Report ID: L091

Funds 225- 226, Accounts 1011-1999

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
225 EDA FED MIF						
1186 LOAN PRIN REC-WHI TMARSH						
CR 99734 1	Batch #: 13904 JAN '23 EDA LOAN PRINCIPAL	JAN '23 EDA LOAN	1/23		86.56	
CR 100258 1	Batch #: 13925 FEB '23 EDA LOAN PRINCIPAL	FEB '23 EDA LOAN	2/23		86.90	
CR 100511 1	Batch #: 13943 MAR '23 EDA LOAN PRINCIPAL	MAR '23 EDA LOAN	3/23		87.25	
CR 101006 1	Batch #: 13962 APRIL '23 EDA LOAN PRINCIPAL	APRIL '23 EDA LOAN	4/23		87.59	
CR 101445 1	Batch #: 13976 MAY '23 EDA LOAN PRINCIPAL	MAY '23 EDA LOAN	5/23		87.94	
Account Total:			868.88 DB		436.24	432.64 DB
1187 LOAN PRIN REC- 1760 MILLWORK						
CR 99744 1	Batch #: 13904 JAN '23 EDA LOAN PRINCIPAL	JAN '23 EDA LOAN	1/23		323.25	
CR 100266 1	Batch #: 13925 FEB '23 EDA LOAN PRINCIPAL	FEB '23 EDA LOAN	2/23		324.06	
CR 100520 1	Batch #: 13943 MAR '23 EDA LOAN PRINCIPAL	MAR '23 EDA LOAN	3/23		324.87	
CR 101237 1	Batch #: 13973 APR '23 EDA LOAN PRINCIPAL	APR '23 EDA LOAN	4/23		325.68	
CR 101447 1	Batch #: 13976 MAY '23 EDA LOAN PRINCIPAL	MAY '23 EDA LOAN	5/23		326.50	
Account Total:			70,355.13 DB		1,624.36	68,730.77 DB
Fund Total:				0.00	2,060.60	

06/05/23
10:31:06

CITY OF KASSON
Detail Ledger Query
For the Accounting Periods: 1/23 - 5/23

Page: 2 of 2
Report ID: L091

Funds 225- 226, Accounts 1011-1999

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
226 EDA RLF						
1185 Crop Science Investigations, LLC						
CR 99736 1	Batch #: 13904 DEC '22 EDA LOAN PRINCIPAL	DEC '22 EDA LOAN	1/23		371.43	
CR 99738 1	Batch #: 13904 JAN '23 EDA LOAN PRINCIPAL	JAN '23 EDA LOAN	1/23		372.90	
CR 101008 1	Batch #: 13962 FEB. '23-EDA LOAN PRINCIPAL	FEB. '23-EDA LOAN	4/23		374.38	
CR 101010 1	Batch #: 13962 MAR. '23-EDA LOAN PRINCIPAL	MAR. '23-EDA LOAN	4/23		375.86	
CR 101241 1	Batch #: 13973 APR '23 PRINCIPAL-CROP SCIENCE	APR '23 PRINCIPAL-CROP	4/23		377.34	
Account Total:			24,630.04 DB		1,871.91	22,758.13 DB
1196 CHAOTIC GOOD BREWING LOAN-PRINCIPAL REC						
CR 99843 1	Batch #: 13914 JAN '23 EDA LOAN PRINCIPAL	JAN '23 EDA LOAN	1/23		347.31	
CR 100280 1	Batch #: 13925 FEB. '23 EDA LOAN PRINCIPAL	FEB. '23 EDA LOAN	2/23		375.49	
CR 100715 1	Batch #: 13952 MAR '23 EDA LOAN PRINCIPAL	MAR '23 EDA LOAN	3/23		362.86	
CR 101239 1	Batch #: 13973 APR '23 EDA LOAN PRINCIPAL	APR '23 EDA LOAN	4/23		363.84	
CR 101747 1	Batch #: 13993 MAY EDA LOAN PRINCIPAL	MAY EDA LOAN PRINCIPAL	5/23		364.83	
Account Total:			47,147.61 DB		1,814.33	45,333.28 DB
Fund Total:				0.00	3,686.24	
Grand Total:				0.00	5,746.84	

FUND 225

EDA Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	01.01.23 Balance	Prin Recvd YTD	05.31.23 Balance	
Millwork	7/1/2016	\$ 90,000	3.0%	499.14	20 years 6/1/2036	70,355	1,624	68,731	No paymnts 9/21 to 8/22
Whitmarsh	6/28/2018	\$ 5,000	4.75%	90	5 years 7/1/2023	869	436	433	

FUND 226

EDA RLF Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	01.01.23 Balance	Prin Recvd YTD	05.31.23 Balance
Chaotic Good Brewing	4/15/2022	\$ 50,000	3.3%	488.6	4/15/2032	47,148	1,814	45,333
Crop Science	9/21/2022	\$ 25,000	4.8%	468.92	10/15/2027	24,630	1,872	22,758

Economic Development Authority Coordinators Report

**Ian Albers
June 2023**



Business visits, assistance, and community updates

On May 12, I attended the SE Economic Development Professionals meeting in Oronoco, where the main topics of discussion were the Small Cities Development Program and changing trends in workforce culture. I found the presentations at this meeting to be both interesting and informative. On May 23, I met with Katie Elmore of Elmore Chiropractic and Laura Qualey of the Dodge County EDA to discuss some options available to assist in funding the build-out for her business expansion. On May 25, I met with some members of KARE and Quentin Collette of New History, who gave a presentation on the various services that his company provides and could potentially provide to the Kasson Historic School project. I have also had discussions with Megan Carr of Sand Companies about the affordable housing project that is planned for the Vail property. In June, the Park Apartments will welcome its first tenants – the EDA has been invited to attend a ribbon-cutting with a tour of the building on June 6 starting at 11:30. On June 9, the Chamber is hosting its Around & About Kasson event, along with a ribbon-cutting for Rise Up at the Kasson Mini Mall at noon.

Kasson Parks Survey - Results

A grand total of 273 survey responses were collected – thank you to everyone who participated! The big takeaways from the survey include the following: a majority of respondents visit a park in Kasson at least once a month, and the top three park amenities that the respondents prioritize are playgrounds, restrooms, and seating options. The comments section of the survey was a mixed bag of opinions ranging from praise and criticism to specific ideas for improvements or additions at the parks. A presentation of the full results is included in the meeting packet.

SMIF Rural Entrepreneurship Ventures Program (REV)

The REV Program from SMIF is designed to assist cities with entrepreneurial development and provides coaching, resources, and connections throughout the 3-year timeline of the program. Four communities with populations under 10,000 in SE MN will be selected to participate – I believe this would be a good opportunity for Kasson if selected. The program guidelines and Letter of Intent form are included in the meeting packet.

RFP – Cemetery land in SW Kasson

One proposal was received before the deadline to submit on May 31. The proposal includes two concepts – both of which are an expansion of the adjacent manufactured home community, though one of these leaves a large portion of the site vacant. A presentation to the City Council is planned to occur in June.



To: City Council
Date: 5/24/2023

Agenda Heading: City Administrator's Report

"This nation will remain the land of the free only as long as it is home of the brave."
– **Elmer Davis**

- **Legislature Passes Omnibus Housing Finance Bill and sends to Gov. Walz.** The \$1 billion housing agreement includes significant increases to existing and new programs to support the construction, acquisition, and preservation of housing opportunities across the state of Minnesota, including grant programs geared specifically toward local needs, as well as programs that will support varying community-identified needs in Greater Minnesota and the metro area. Some provisions in the bill of interest to cities include:
 - \$95 million in additional spending for the Economic Development and Housing Challenge Program for a total of \$120.85 million in available funds during the 2024-25 biennium.
 - \$35 million increase for the Greater Minnesota Workforce Housing Development Program for a total of \$39 million in available funds for fiscal years 2024-25.
 - \$200 million for housing infrastructure resources to be utilized under the same eligibility guidelines as Housing Infrastructure Bonds.
 - \$4.8 million in funding for Local Housing Trust Fund State Matching Grants.
 - \$5 million in funding for a new program, the Greater Minnesota housing infrastructure grant program, to help assist cities in Greater Minnesota with the cost of infrastructure to support residential development.
 - \$90 million for a new Community Stabilization Program to help preserve naturally occurring affordable housing.
 - \$15 million in funding for public housing rehabilitation.

We will apply for funds to complete the 2nd phase of the Vail Subdivision. The 1st phase will be paved this week pending the weather.

- **Park and Recreation Updates.** While the Board did not meet this month, a lot of action has been going on. Of note is the Aquatic Center preparations and the Tennis Court work. All the equipment seems to be running, though the repairs to the slide steps seem to have failed and we'll need to get the heating units repaired. In the short term, staff will make repairs to ensure that the steps remain usable, and we'll have a contractor in to review the heating units. The tennis subcontractor has been onsite filling the cracks and preparing the surface for the new sports court. I am anticipating seeing this project completed in May. The lighting will also be replaced, and I am working with the Electric Department on that. Safety training for staff is set for May 20th and there will be one tweak to the ticketing process. Attendees who pay the daily fee will be able to get a stamp to reenter for the evening session at no cost. Hopefully this will be a positive for folks visiting from out of town.

- **Minnesota’s new recreational marijuana law rules.** While the new law takes effect July 1, though the elimination of criminal penalties — even for possession of small amounts — won’t kick in until Aug. 1.
 - Home grow: Starting Aug. 1, home growing of limited numbers of plants will be legal, opening the chances for the first legal supply to be available around Halloween. People who grow at home can use what they grow and give some away, but they can’t sell it.
 - Regulation: A new Office of Cannabis Management will be created, and other agencies with jurisdiction over the new law will staff up and draft rules. This could take up to 18 months.
 - Retail licenses: People who want to sell marijuana legally will need to get licenses, and applicants from high-poverty areas and those living with criminal convictions for possession and sale of marijuana will be given preference. The purpose for such “social equity” bonuses for applicants is to ensure the legal market helps the communities that bore the brunt of anti-marijuana law enforcement.
 - Expungement: People with minor convictions for marijuana will have their records expunged automatically, though the process is complex and is expected to take time. A system will also be set up to review more serious offenses for possible expungement.
 - Medical marijuana and hemp edibles: Minnesota’s medical marijuana program would continue, and hemp-derived edibles and drinks would remain legal but would face more regulations than before. Both medical marijuana and hemp-derived edibles and drinks will be regulated by the newly created Office of Cannabis Management.

Local governments like Kasson can control the location of retailers, but they can’t keep stores out of their jurisdictions as cities and counties can in other states. We can pull licenses of businesses that violate the law, subject to review by the state cannabis office. They can also restrict locations of stores to keep them away from schools, parks, treatment centers and attractions that draw children. I strongly suggest the Council move forward on policy for this issue in June. I have included a draft ordinance in tonight’s packet.

- **Fire Hall/Liquor Store Project Updates.** Included in your packet are (4) proposals for services required on the Kasson Fire Station project, summary below. These are all covered in the current budget. I will update you on this project as it proceeds, don’t hesitate to ask any questions.
 - Special Testing and Special Inspection - Chosen Valley Testing - \$14,376
 - Storm Shelter Structural Observation and Report - Chosen Valley Testing - \$914.50
 - Construction Staking Services - WHKS - \$6,950.00
 - Asbestos Project Design and Bidding - IEA - \$2,050.00

Also included is the warranty from the roofing project at the liquor store, their project is proceeding relatively smoothly. New painting and carpet have been installed and the new racking system is a big upgrade. The energy efficient lighting and hvac should be done over the next month. We are planning a groundbreaking for the Fire Hall and more info to come.

- **Work from Home Policy.** Included in the packet tonight is a revised draft policy that was discussed at the last Council meeting. Practically speaking, most policies leave a lot of the determining factors up to the manager. Flex-work policies are not uncommon, some employees, cited an improved work-life balance among its benefits. In this case there would be no operational benefit to the City. Other employers think workers perform and collaborate better when they’re in the office, and employees who work fully remotely tend to feel isolated. Like most things, balance will be crucial. For instance, limiting the number of days employees can flex work will help foster in-person teamwork, but providing the option of remote work can be an important draw for employers looking to be more competitive in the labor market and attract top talent from anywhere.

Meetings or Events Attended or Planned for Attendance

May 1	Staff Review-Jessica Delano-CMPAS call
May 2	Billboard zoning meeting
May 3	Diligent Demo
May 4	Civic Demo DRC-Sand Co.
May 8	Planning and Zoning
May 10	Chamber of Commerce City Council
May 11	CapX meeting-CMPAS
May 12	Meeting with Mike Henke/Peoples Coop
May 16	MCMA Member Connect
May 18	Technical Review Hamilton Real Estate-Project Completion meeting
May 19	Work from Home Policy review-Mayor McKern
May 24	City Council

The image is a title card for a survey. It features a background photograph of a park entrance with stone pillars and a playground. A semi-transparent white box with a thin black border is centered over the image, containing the text "Kasson Parks Survey" in a large, black, sans-serif font. The background shows a park entrance with several stone pillars topped with conical roofs. A playground with a swing set and a bench is visible behind the pillars. A paved road with a yellow curb runs along the right side of the pillars. A person is walking on the sidewalk, and a car is parked on the road in the distance. The sky is overcast.

Kasson Parks Survey

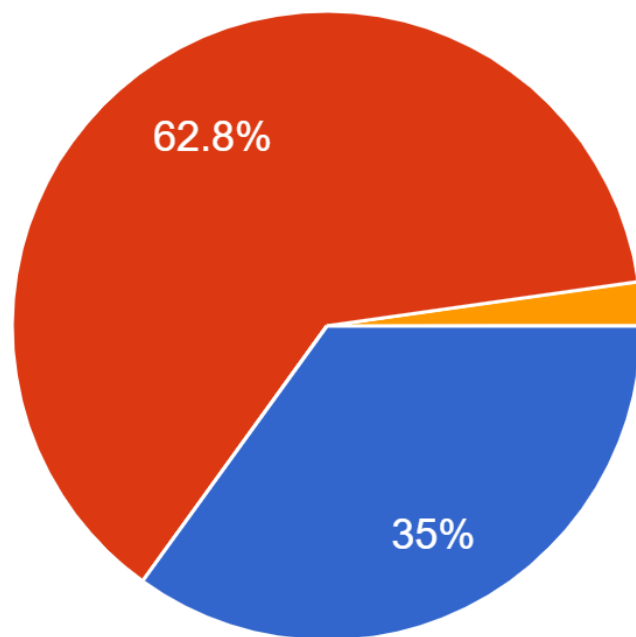
Survey Details

- 273 responses were collected between April 25 and May 31, 2023
- 11 questions and a comment section were included in the survey
- Respondents completed the survey either online or on paper
- The survey was shared with all City utility bills sent out in April, on the City's Facebook page, and with the EDA, Planning Commission, Park Board, City Council, and the Chamber of Commerce

Survey results are included on the following pages

What is your gender identity?

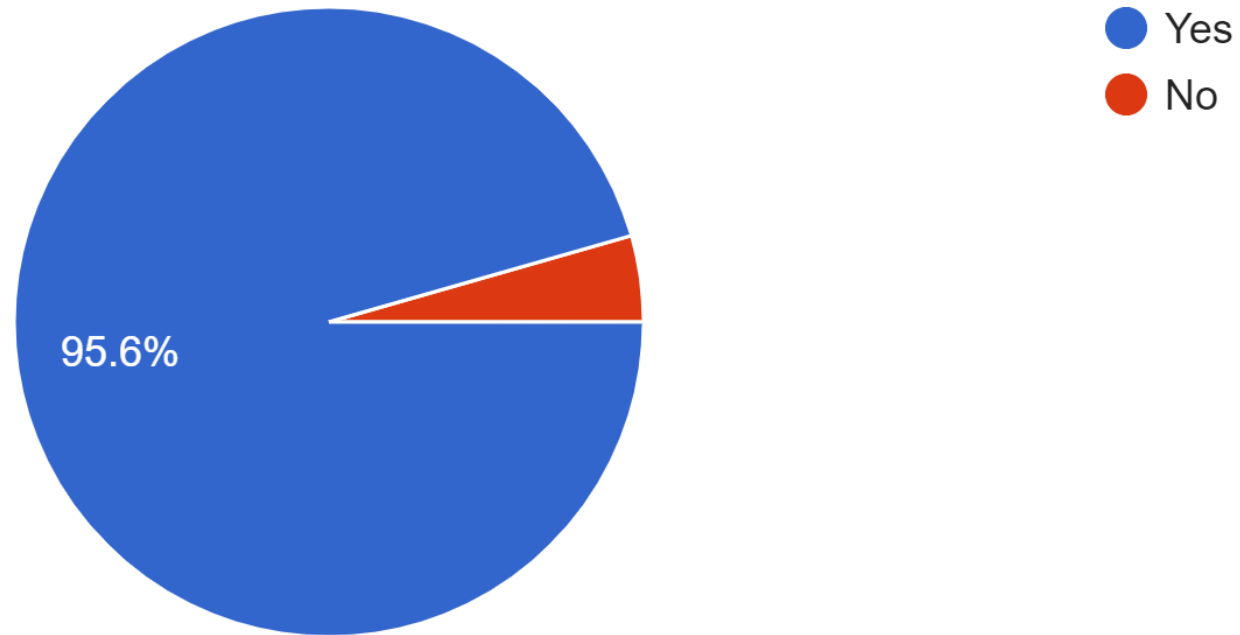
266 responses



- Male
- Female
- Prefer not to say

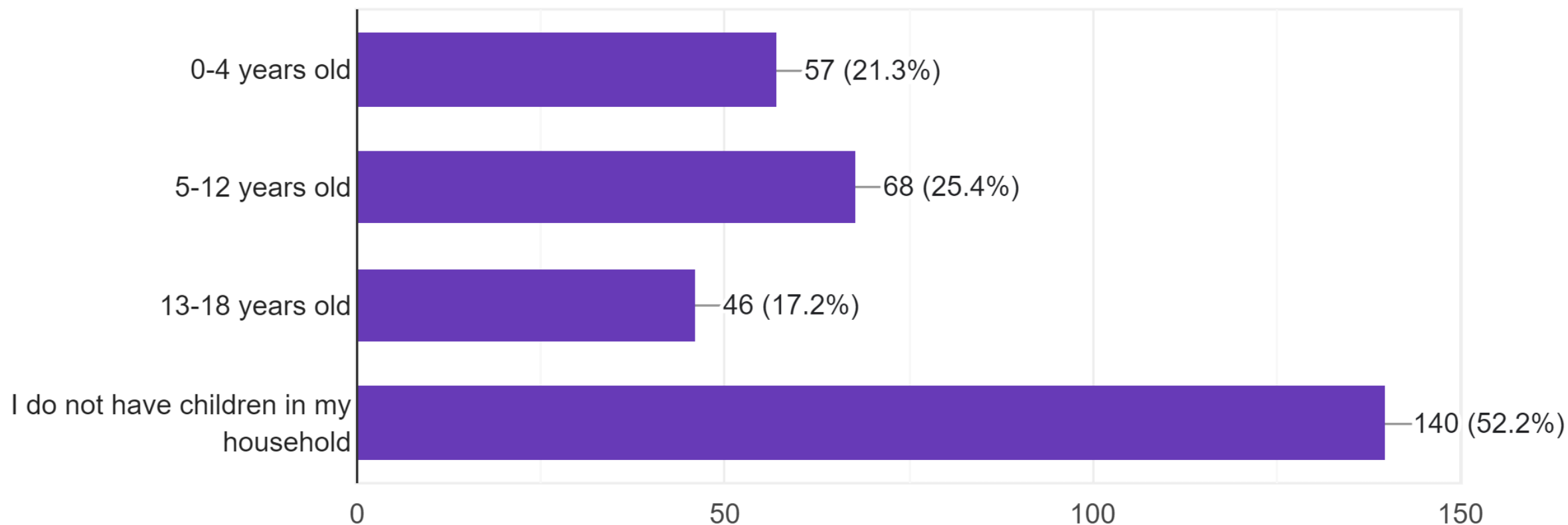
Are you a resident of the City of Kasson?

271 responses



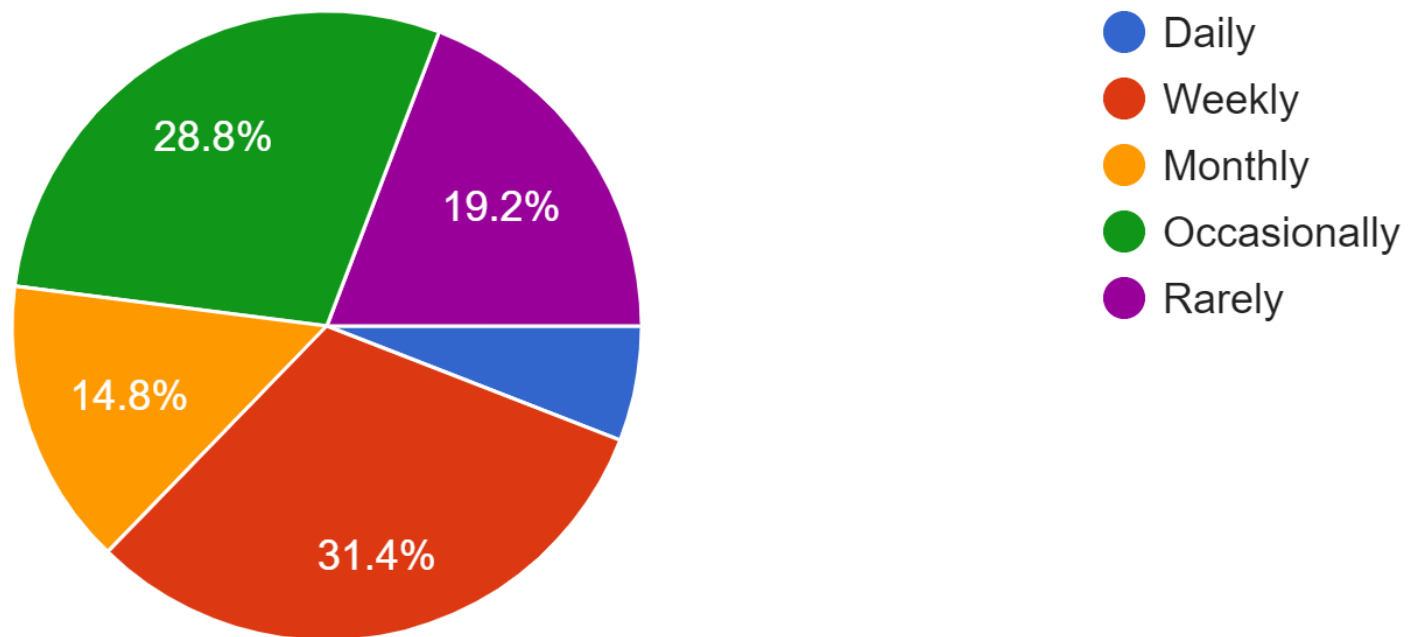
If you have children in your household, please select the applicable age ranges:

268 responses

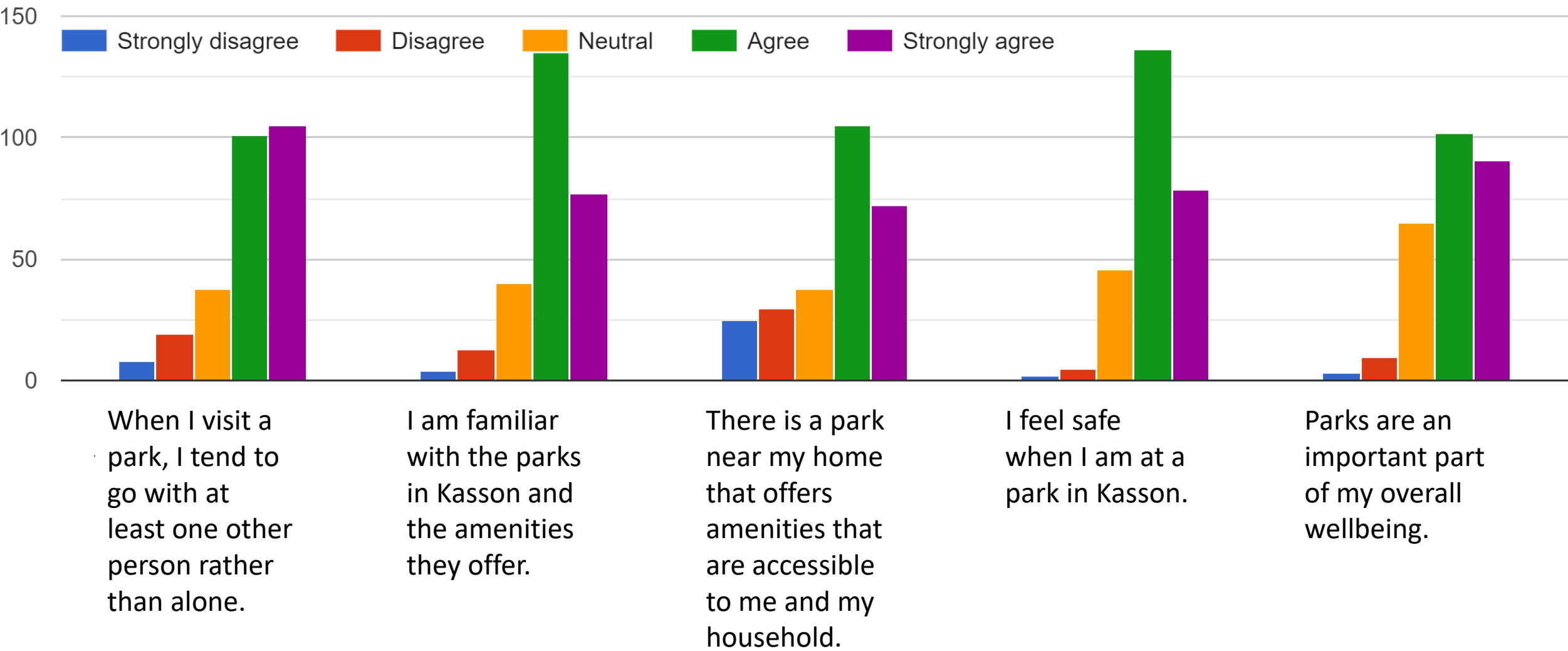


How often do you visit a park in Kasson?

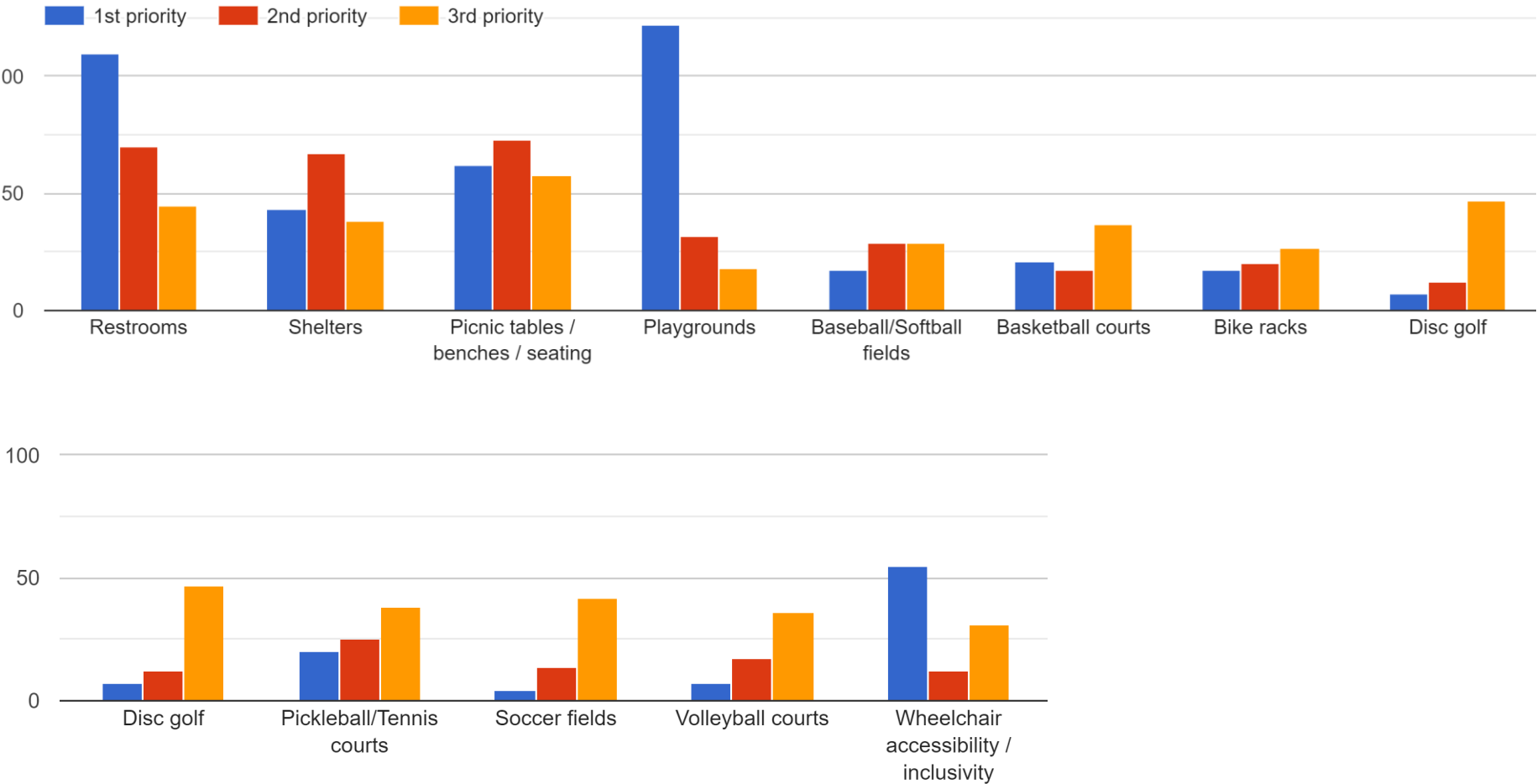
271 responses



Please rate your level of agreement with each of the following statements regarding parks in Kasson:



Which park amenities are the most important to you and your household? (Please select your top three)



Summary of ideas shared in comments

- Enclosed dog park
- Surveillance cameras
- Improved lighting
- NW Park – walking path, gazebo, playground
- Vets Mem Park – more trees and benches
- Library Park – needs restroom, pavilion, seating, play area
- Splash pad
- Golf driving range
- Expand bike trail network
- Flower gardens
- Pump track
- Fences around parks
- Baseball/sports complex
- Archery range
- More pickleball courts
- Drinking fountains
- Another disc golf course
- Community garden

Rural Entrepreneurial Ventures Program Guidelines and Procedures

Effective March 2023

Over 70 percent of all entrepreneur-focused economic development comes from people who are already living and working in your community. These individuals develop their ideas in kitchens, basements and garages. Oftentimes, unless these individuals are approached by leadership in our communities, they are sometimes forgotten, overlooked and in some cases never develop into active business owners. Additionally, there are often lost opportunities to support overall business growth in small communities – the very communities that could benefit the most from more resources and a structured approach to economic development in order to retain and attract entrepreneurs, youth and community leaders.

Imagine if your community could develop a game plan to connect entrepreneurs with real time resources and help your leaders define strategic priorities for long-term transformative success? Rural Entrepreneurial Ventures (REV) is a proven entrepreneurial development program designed to advance your economy through a targeted business approach. REV provides coaching, resources and connections throughout the visioning and implementation process as each community explores what economic development means for their town. Using the e2 framework housed at NetWork Kansas, this approach advances entrepreneurial growth, elevates a community's talents, resources, and abilities to guide transformative economic change.

Southern Minnesota Initiative Foundation (SMIF), in partnership with Compeer Financial, is pleased to see that you have chosen to apply to become a REV community. This is a three-year commitment – 2024-2026 – for communities under 10,000 in SMIF's 20-county region. As part of our three-part application process, your community has the opportunity to demonstrate an understanding of the commitment, organizational structures, and strategic investments necessary for success and impact. With eight active REV communities that have already successfully engaged in the program, our field experience is clear - the strongest indicator of entrepreneurial community success and impact is rooted in community development of capacity and readiness.

Communities considered for this three-year initiative will be asked to demonstrate a history of effectively responding and proactively pursuing resources to elevate entrepreneurial growth. Required are active boards dedicated to strengthening the pursuit of an entrepreneur's goals, priorities in the usage and development of financial resources for business growth, and investment



to effectively staff and develop/implement a game plan which is champion centric and outcome specific. All communities will be required to identify a REV Leadership Team.

Our team of coaches and network to support and guide the development of REV communities comes from the extensive work started by Don Macke, founder of e2 and for which this program can also be found in Nebraska, Oregon, and Kansas. Communities selected will not only learn from other REV communities but will have the opportunity to learn from other e2 geographies across the country doing similar work.

Our community engagement process is designed to help accepted partner communities become successful with entrepreneur-focused economic development. REV has created a standardized framework and application process which will help communities and SMIF determine readiness for engaging in this effort. However, SMIF realizes not one size fits all. Each community is different and upon acceptance will be customized using our standardized framework and process.

This is a threefold application process:

Phase I: Letter of Interest

Interested communities must submit a letter of interest by June 12, 2023.

Phase II: Application

Communities that are approved to move on to the second round will receive a formal application which must be submitted by July 31, 2023.

Phase III: Site Visit

Communities with approved applications will schedule an on-site meeting with the REV Oversight Team for late August 2023.

Announcement

Up to four Minnesota communities in SMIF's 20-county region will be selected for the program and announced on September 26, 2023.

This initiative is not a one and done program. It is a way of doing economic development – FOREVER.

Our REV team provides the framework to get started, implement, and grow. Our tools and resources are regularly reviewed and revised to create the best results for each community.

SMIF's Emphasis:

- The REV team will select up to four communities from its 20-county region for the 2024-2026 cohort.
- SMIF desires to place this program in up to two communities which have a strong food/ag economy.
- SMIF seeks communities with populations of 10,000 or under.
- SMIF will consider multi-community applications which desire to work together.

Award Decision

- Communities will be notified electronically and by mail as to their acceptance into the program and will be announced at The Entrepreneurial Bridge event on September 26, 2023.

REV Community Benefits

- Assigned trained coach that will work one-on-one with the community core coordinator for up to 3 years.
- Gain a greater understanding of its entrepreneurial opportunities and create long-term sustainable processes to support the needs of business growth.
- Identify and expand leadership.
- Opportunities to apply for funds.
- There is no cost for communities to apply in this program.

Priority Considerations:

SMIF will give priority consideration to applications which best demonstrate (paid or volunteer):

- Ability to identify a REV community coordinator to staff the community's E-Team
- Ability to identify part to full time E Navigator (business coach).
- A commitment to activating and/or growing an E-Capital System.
- A commitment to establishing/growing a technical assistance program, based on a cost-sharing business model.
- Funding and staffing commitments for at least three years.
- Demonstration of partnership and collaboration.

Rural Entrepreneurial Venture (REV)
Preparing for 2024 Launch
****1st Year Tentative Outline of Work***

Month	Description
August - December 2023	Community Announcements - August
	Entrepreneurial Bridge Event - Communities Recognized - September 26, Albert Lea, MN
	Required REV Community Training Day - September 27, Albert Lea, MN
	Development Opportunity Profile Overview with Core Team and Coach - October/November
	REV Quarterly Convening - Spring Grove - October
	Core Team Discussion of E-Likely Opportunities - October/November
<i>2024 Launch Schedule</i>	
January - April 2024	Discover and Map entrepreneurs and identify targeted talent, industry clusters
	Discover and Map Go-To Resources and Resources
January - April	Create action-oriented outreach plan with entrepreneurs and go-to resources
January - April	January REV Quarterly Convening
	Create a database system to archive outreach visits
	Create a Go-To Resource Team to connect resources with entrepreneurs
January - April	March REV Convening
May-August	Explore and identify Strategic Priorities to increase outreach and investment with entrepreneurs and support community ecosystem building
May-August	June REV Convening
September - December	Execute Strategic Priorities Set benchmarks and outcomes to implement in 2025

**Rural Entrepreneurial Ventures Program
Letter of Interest Form
Due June 12, 2023**

I. Applicant		
Community		
Contact Person		
Address	City	Zip
	County	Telephone
Email Address		

I. Narrative
<p>A. Does your community have an economic development plan? If so, please attach (button for upload)</p> <p>B. How would you rank your community's development status? Please select one:</p> <p><input type="checkbox"/> Not in the development game. Lacking capacity for effective economic development.</p> <p><input type="checkbox"/> There is some development capacity.</p> <p><input type="checkbox"/> The community is responsive to opportunities and threats.</p> <p><input type="checkbox"/> The community has deep commitments and impacts. Is using analytics to maximize efforts.</p> <p><input type="checkbox"/> The community is on top of their game. Strategic, using cluster opportunities with robust staff, funding, and programming.</p> <p>C. Development Capacity:</p> <p>1. What economic development resources do you have?</p> <p>2. What staffing is in place to support resource implementation?</p> <p>3. Describe the make-up of your board?</p> <p>4. How is your organization funded?</p> <p>D. How are you creating economic opportunities?</p> <p>E. Development Focus Areas (What are your areas of focus and why?)</p>

- F. Why is now the time right to engage in an expanded economic development strategy?**
- G. Describe the barriers and opportunities in your community to perform economic development.**
- H. Who is your host organization and why?**
- I. Does your community have a Community Foundation? If so, what are their priority areas?**

Please submit this form to Pam Bishop, Vice President of Economic Development, at pamb@smifoundation.org by June 12, 2023.