

KASSON ECONOMIC DEVELOPMENT AUTHORITY

Kasson City Hall
Tuesday, September 5th, 2023
11:30 AM

- I. Call Meeting to Order**
- II. Approve Minutes of the Previous Meeting - June**
- III. SMIF REV Program – Site Visit**
- IV. Financial Report**
- V. Coordinator’s Report**
- VI. City Administrator’s Report**
- VII. Business Façade Improvement Program – Three Oh One LLC**
- VIII. Oktoberfest**
- IX. Other Business/Open Discussion**
- X. Items for October EDA Meeting**
- XI. Adjourn**

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

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, June 6th, 2023
The Park Apartments – 800 3rd St SW
12:00PM
MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at The Park Apartments – 800 3rd St SW this 6th day of June 2023 at 12:00PM.

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

Absent: None.

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 12:20PM
- II. Approve Minutes of the Previous Meeting. Peterson motioned to approve the minutes. O'Malley seconded.

Ayes (7), Nays (0). Motion carried.
- III. Financial Report. Albers presented the financial report. Discussion followed on EDA loan payments for 1760 Millworks and Crop Science Investigation. Albers reported that Crop Science Investigation was behind on the payment that was due on May 15th but had spoken with Mr. Littrell, who stated that he would be coming to make payments for May and June later this week. Ibisch stated that Albers could send reminder emails or letters. The financials were reviewed and accepted. Monson motioned to approve the financial report. McKern seconded.

Ayes (7), Nays (0). Motion carried.
- IV. Coordinators Report. Albers presented the Coordinator's report.

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.

Ibisch asked about the status of the historic school project. Albers stated that he found contact information for a CEDA employee who may be able to assist KARE with writing a grant. Borgstrom-Durst stated that they were looking for some funding to structurally tide the building over so that it could be sold to a developer, ideally as senior housing. Additional discussion followed on the renewed historic tax credit program.

- V. City Administrators Report. Ibisch presented the Administrator's report. Report included in meeting packet.
- VI. Kasson Parks Survey – Results. Albers presented the park survey results – discussion followed. Presentation included in meeting packet.
- VII. SMIF Rural Entrepreneurial Ventures Program (REV). Albers explained the REV program. It is a 3-year commitment that provides training and strategies for economic development. Four cities in SE Minnesota will be selected. There is a multi-phase application process that Albers intends to complete. Monson proposed that Albers reach out to Mantorville to see if they would be interested in a joint application – collaborative application may be stronger.
- VIII. RFP – Cemetery land in SW Kasson. Albers stated that one submission for the RFP was received – there will be a presentation made at the next City Council meeting in a closed

session. Monson shared that he reached out to some developers who may be interested in the property but would need more time to submit a proposal. Monson will share contact information with Albers.

IX. Other Business/Open Discussion. None.

X. Items for July meeting. None.

XI. Adjourn. Monson motioned to adjourn the meeting. Borgstrom-Durst seconded.

Ayes (7), Nays (0). Motion carried. Meeting adjourned at 12:49PM.

The next meeting will be held at 12:00PM on July 10th, 2023.

Minutes submitted by:

Ian Albers, Community Development Assistant

Dan Egger, EDA President

08/31/23
15:48:27

CITY OF KASSON
Balance Sheet
For the Accounting Period: 8 / 23

Page: 1 of 3
Report ID: L150

225 EDA FED MIF

Assets

Current Assets

CASH-OPERATING	171,375.34
LOAN PRIN REC- 1760 MILLWORK	67,746.38

Total Current Assets	239,121.72
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Total Assets	239,121.72
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Liabilities and Equity

Total Liabilities

Equity

UNRESERVED FUND BALANCE	235,657.04
CURRENT YEAR INCOME/(LOSS)	3,464.68

Total Equity	239,121.72
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Total Liabilities & Equity	239,121.72
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08/31/23
15:48:27

CITY OF KASSON
Balance Sheet
For the Accounting Period: 8 / 23

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226 EDA RLF

Assets

Current Assets

CASH-OPERATING	89,439.64
Crop Science Investigations, LLC	21,617.11
CHAOTIC GOOD BREWING LOAN-PRINCIPAL REC	44,232.85

Total Current Assets	155,289.60
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Total Assets	155,289.60
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Liabilities and Equity

Total Liabilities

Equity

UNRESERVED FUND BALANCE	155,120.00
CURRENT YEAR INCOME/(LOSS)	169.60

Total Equity	155,289.60
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Total Liabilities & Equity	155,289.60
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08/31/23
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CITY OF KASSON
Balance Sheet
For the Accounting Period: 8 / 23

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290 Economic Development

Assets

Current Assets

CASH-OPERATING	39,864.70
DUE FROM OTHER FUNDS	81,677.89
PREPAID ITEMS	18.72

Total Current Assets	121,561.31
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Total Assets	121,561.31
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Liabilities and Equity

Current Liabilities

ACCRUED WAGE/SALARY PAYABLE	1,137.23
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Total Current Liabilities	1,137.23
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Total Liabilities	1,137.23
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Equity

UNRESERVED FUND BALANCE	120,891.23
CURRENT YEAR INCOME/(LOSS)	(467.15)

Total Equity	120,424.08
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Total Liabilities & Equity	121,561.31
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225 EDA FED MIF

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget
Revenue					
Communi ty/Economi c Devel opment					
3621 INTEREST EARNED	290.99		3,464.68		0.003,464.68
Total Department	290.99		3,464.68		3,464.68
Total Revenue	290.99	100.00	3,464.68	100.00	0.003,464.68
Net Income(Loss)	290.99		3,464.68		

226 EDA RLF

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Revenue						
Communi ty/Economi c Devel opment						
3621 INTEREST EARNED	0.00		169.60		0.00	169.60
Total Department			169.60			169.60
Total Revenue	0.00	100.00	169.60	100.00	0.00	169.60
Net Income(Loss)	0.00		169.60			

08/31/23
15:44:28

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 8 / 23

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Report ID: L140

290 Economic Development

	Actual			Actual			
	Period to Date	%		Year-To-Date	%	Annual Budget	
Revenue							
Communi ty/Economi c Devel opment							
3101	CURRENT AD VALOREM TAXES	0.00		44,753.00	98.84	89,506.00	-44,753.00
3621	INTEREST EARNED	0.00		57.78	0.13	500.00	-442.22
Total Department				44,810.78	98.97	90,006.00	-45,195.22
Total Revenue				0.00	100.00	44,810.78	100.00
				90,006.00		-45,195.22	
Expenses							
Communi ty/Economi c Devel opment							
Communi ty/Economi c Devel opment							
101	FULL-TIME EMPLOYEES - REGULAR	2,594.97	60.45	20,404.41	45.06	47,500.00	27,095.59
121	EMPLOYER PERA CONTRIBUTIONS	194.62	4.53	1,530.31	3.38	3,563.00	2,032.69
122	EMPLOYER FICA CONTRIBUTIONS	154.22	3.59	1,210.97	2.67	2,945.00	1,734.03
123	EMPLOYER MEDICARE CONTRIBUTION	36.06	0.84	283.23	0.63	689.00	405.77
130	EMPLOYER PAID INSURANCE	390.04	9.09	3,099.93	6.85	6,900.00	3,800.07
150	WORKER' S COMPENSATION	0.00		356.00	0.79	110.00	-246.00
210	OPERATING SUPPLI ES	30.44	0.71	158.94	0.35	500.00	341.06
303	ENG I NEER I NG FEES	570.50	13.29	6,720.50	14.84	1,500.00	-5,220.50
304	LEGAL FEES	0.00		623.50	1.38	2,500.00	1,876.50
321	TELEPHONE	10.40	0.24	115.68	0.26	500.00	384.32
325	COMMUNI CATION-OTHER	15.00	0.35	90.00	0.20	200.00	110.00
331	TRAVEL/MI LEAGE	0.00		12.38	0.03	0.00	-12.38
333	STAFF MEETINGS & CONFERENCES	80.00	1.86	862.22	1.90	400.00	-462.22
334	MEMBERSHIP DUES AND FEES	0.00		75.00	0.17	500.00	425.00
343	OTHER ADVERTISING	0.00		0.00		5,000.00	5,000.00
351	LEGAL NOTI CES PUBLI SH I NG	0.00		0.00		100.00	100.00
360	INSURANCE	0.00		220.17	0.49	300.00	79.83
370	MAINTENANCE/SUPPORT FEES	85.00	1.98	680.00	1.50	0.00	-680.00
400	REPAIRS & MAINTENANCE	48.68	1.13	48.68	0.11	0.00	-48.68
414	COMMERCIAL PROGRAMS	0.00		7,675.00	16.95	10,000.00	2,325.00
416	Busi ness Subsidi y (MI CJ)	0.00		0.00		3,000.00	3,000.00
430	OTHER SERVI CE/CHARGES-MI SC.	82.80	1.93	811.01	1.79	3,000.00	2,188.99
440	PROFESSIONAL SERVICES	0.00		300.00	0.66	800.00	500.00
Account Total		4,292.73	100.00	45,277.93	100.00	90,007.00	44,729.07
Total Department		4,292.73	100.00	45,277.93	100.00	90,007.00	44,729.07
Total Expenses		4,292.73	100.00	45,277.93	100.00	90,007.00	44,729.07
Net Income(Loss)		-4,292.73	-100.00	-467.15	-1.03		

08/31/23
15:46:18

CITY OF KASSON
Detail Ledger Query
For the Accounting Periods: 1/23 - 8/23

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	
CR 102250	1	Batch #: 14001 JUNE '23 EDA LOAN PRINCIPAL	JUNE '23 EDA LOAN	6/23		88.29	
CR 102654	1	Batch #: 14023 JUL '23 FINAL EDA LOAN PRINCIPAL	JUL '23 FINAL EDA LOAN	7/23		344.35	
Account Total:				868.88 DB		868.88	
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	
CR 102252	1	Batch #: 14001 JUNE '23 EDA LOAN PRINCIPAL	JUNE '23 EDA LOAN	6/23		327.31	
CR 102656	1	Batch #: 14023 JUL '23 EDA LOAN PRINCIPAL	JUL '23 EDA LOAN	7/23		328.13	
CR 103000	1	Batch #: 14039 AUG '23-EDA LOAN PRINCIPAL	AUG '23-EDA LOAN	8/23		328.95	
Account Total:				70,355.13 DB		2,608.75	67,746.38 DB
Fund Total:					0.00	3,477.63	

08/31/23
15:46:18

CITY OF KASSON
Detail Ledger Query
For the Accounting Periods: 1/23 - 8/23

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	
CR 102698	1	Batch #: 14023 MAY '23 EDA LOAN PRINCIPAL	MAY '23 EDA LOAN	7/23		378.84	
CR 102700	1	Batch #: 14023 JUNE'23 EDA LOAN PRINCIPAL	JUNE'23 EDA LOAN	7/23		380.34	
CR 102702	1	Batch #: 14023 JULY '23 EDA LOAN PRINCIPAL	JULY '23 EDA LOAN	7/23		381.84	
Account Total:			24,630.04 DB			3,012.93	21,617.11 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	
CR 102272	1	Batch #: 14001 JUNE '23 EDA LOAN PRINCIPAL	JUNE '23 EDA LOAN	6/23		365.82	
CR 102682	1	Batch #: 14023 JULY '23 EDA LOAN PRINCIPAL	JULY '23 EDA LOAN	7/23		366.81	
CR 103199	1	Batch #: 14045 AUG '23 EDA LOAN PRINCIPAL	AUG '23 EDA LOAN	8/23		367.80	
Account Total:			47,147.61 DB			2,914.76	44,232.85 DB
Fund Total:					0.00	5,927.69	
Grand Total:					0.00	9,405.32	

FUND 225

EDA Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	01.01.23 Balance	Prin Recvd YTD	08.31.23 Balance	
Millwork	7/1/2016	\$ 90,000	3.0%	499.14	20 years 6/1/2036	70,355	2,609	67,746	No paymnts 9/21 to 8/22
Whitmarsh	6/28/2018	\$ 5,000	4.75%	90	5 years 7/1/2023	869	869	0	

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	08.31.23 Balance
Chaotic Good Brewing	4/15/2022	\$ 50,000	3.3%	488.6	4/15/2032	47,148	2,915	44,233
Crop Science	9/21/2022	\$ 25,000	4.8%	468.92	10/15/2027	24,630	3,013	21,617

Economic Development Authority Coordinator's Report

**Ian Albers
September 2023**



Business visits, assistance, and community updates

On August 2nd, I submitted the application for the SMIF REV program. Later in August, I was notified that Kasson was selected as a finalist for the program and that the review team would be coming to Kasson for a site visit. This site visit will coincide with the September EDA meeting and will be the final phase in the application process – the selected cities will be announced officially at the end of September. I attended the groundbreaking for the new Fire Hall on August 7th – the Fire Department will be housed out of the Public Works building in the interim. On August 11th, I participated in the Festival in the Park Kickball Tournament, where I played for the game-winning Chamber Team. The Chamber, which has been raising funds for banners to be placed on Main St, asked the City to partner in financing through the EDA. The City Council approved the Chamber's request – 50% of the costs (\$2,287.50) will be contributed from the EDA's advertising budget, and the City will provide installation. The request letter and banner designs are included in the packet. Finally, I completed the first phase of data collection for the parking study – the second phase will be completed in September. Coming up later in September, I have many items on my schedule:

September 8th:	Infrastructure Planning for Economic Development Event
September 14th-15th:	Connecting Entrepreneurial Communities Conference
September 21st-23rd:	Parking Study Phase 2
September 25th-28th:	Basic Economic Development Course
September 30th:	Oktoberfest
October 4th:	SE MN Together Housing Bus Tour

BFIP – Three Oh One LLC

Three Oh One, which opened this summer on Main St is requesting BFIP to assist in covering the costs of two signs to be placed on the exterior of the building. The total cost of the project is \$650, and a 50% match of \$325 is requested. The application package is included in the packet.

Oktoberfest

The annual Oktoberfest event is coming to Kasson on September 30th – I am proposing that the EDA contributes \$175 out of the advertising budget to cover the cost of a bounce house rental. An invoice for this amount is included in the packet.



Kasson Chamber of Commerce
PO Box 326, Kasson, MN 55944
www.kassonchamber.org

To: Ian Albers, Community Development Assistant & Tim Ibisch, City Administrator, City of Kasson

August 9, 2023

The Kasson Chamber of Commerce is requesting financial partnership from the City of Kasson through its Economic Development Authority for the purchase and installation of new Main Street Banners. As you are aware, the Chamber has been working toward fundraising and design of Main Street Banners over the last two years. Through sale of ad spaces in our new Kasson Chamber Community Book, we raised \$1,580 dedicated for use towards these banners. Furthermore, please find the proofs of banner designs and related invoice attached.

Our Chamber is requesting the following:

Total Project Cost:	\$4,575.00
Chamber Dedicated Banner Funds:	\$1,580.00
Chamber Advertising Fund:	\$707.50
Kasson EDA (50%):	\$2,287.50

Additionally, we are requesting that banners be received and installed by City of Kasson's Public Works department.

Please contact me with questions. I look forward to your partnership in beautifying our community, including Main Street, especially in time for completion of the Highway 57 construction projects.

Sincerely,

Tom Monson
President
Kasson Chamber of Commerce

KASSON CHAMBER OF COMMERCE

*To strengthen, promote, and support the
Kasson business community*



207 West Main St.
Kasson, MN.
55944

Cost Estimate

Date	Estimate #
8/8/2023	10126

Name / Address
Kasson Chamber of Commerce Attn Tom Monson

If whole order is over \$250 we will need a 50% downpayment before beginning project.

If you have any questions about this quote please give us a call or email.

If Paying with any Credit or Debit Card a 3% charge will be added to cover processing.

	Terms	Ship Via.	FOB
	Due on receipt	Pick up	KLK
Description	Qty	Rate	Total
Smaller Printed Street Banners with custom graphics per attached PDF designs	30	85.00	2,550.00
Bigger Printed Street Banners with custom graphics per attached PDF designs	15	135.00	2,025.00

Signature: _____	Sales Tax:...		\$0.00
Phone #	E-mail	Web Site	Total: \$4,575.00
507-259-3526	jhanson@kassonlasergraphics.net	www.kassonlasergraphics.net	

KASSON



We're
Ready For You!

KASSON



We're
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KASSON



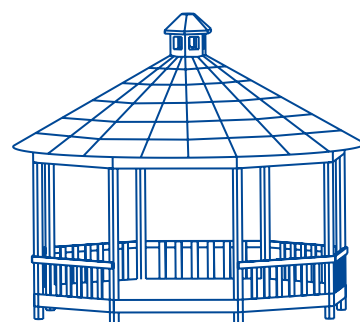
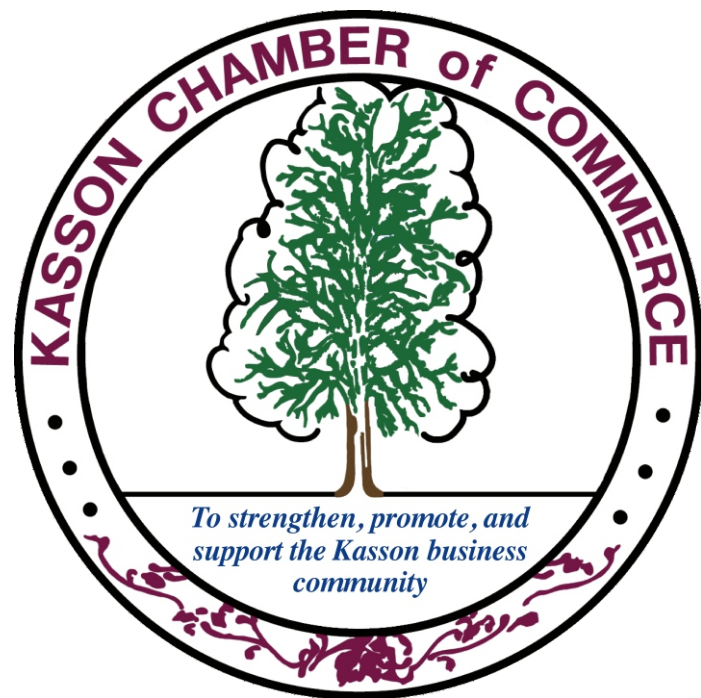
We're
Ready For You!

KASSON



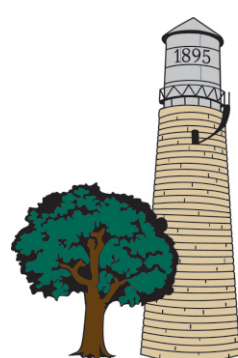
We're
Ready For You!

KASSON



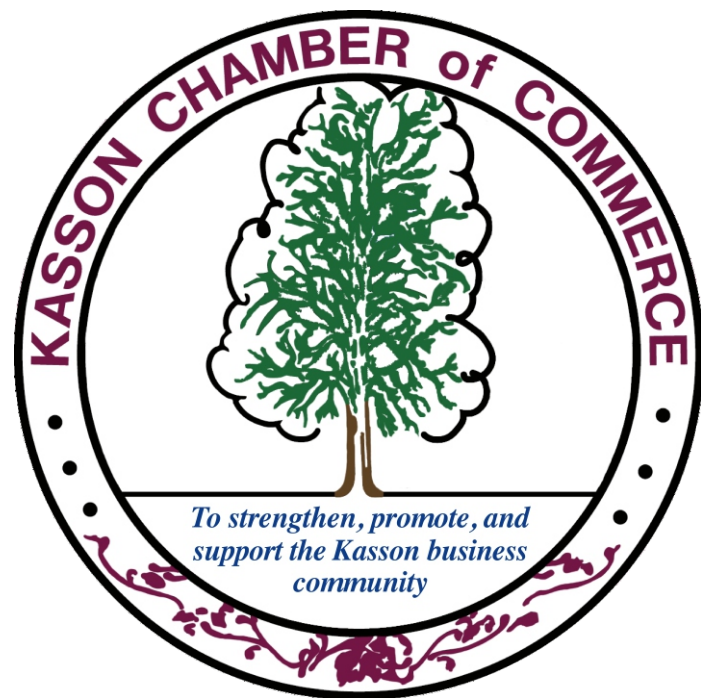
Festival in the Park

**2nd
Weekend in
AUGUST**



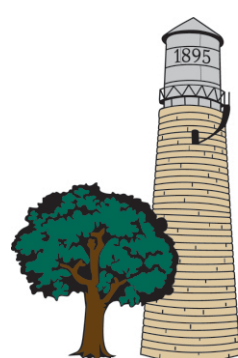
**City of
Kasson**

NOVEMBER



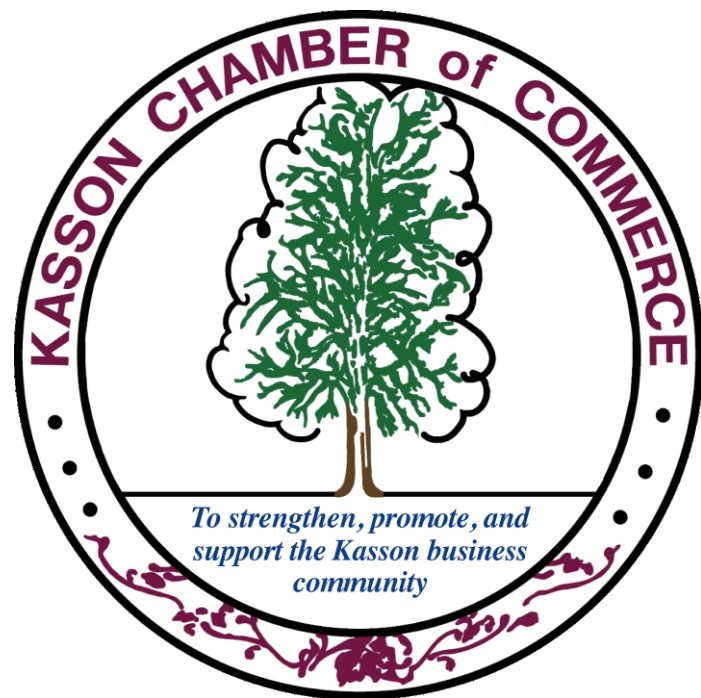
Christmas in Kasson

**1ST
WEEKEND IN
DECEMBER**



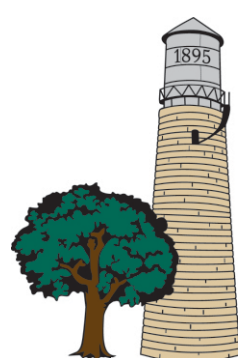
**City of
Kasson**

KASSON



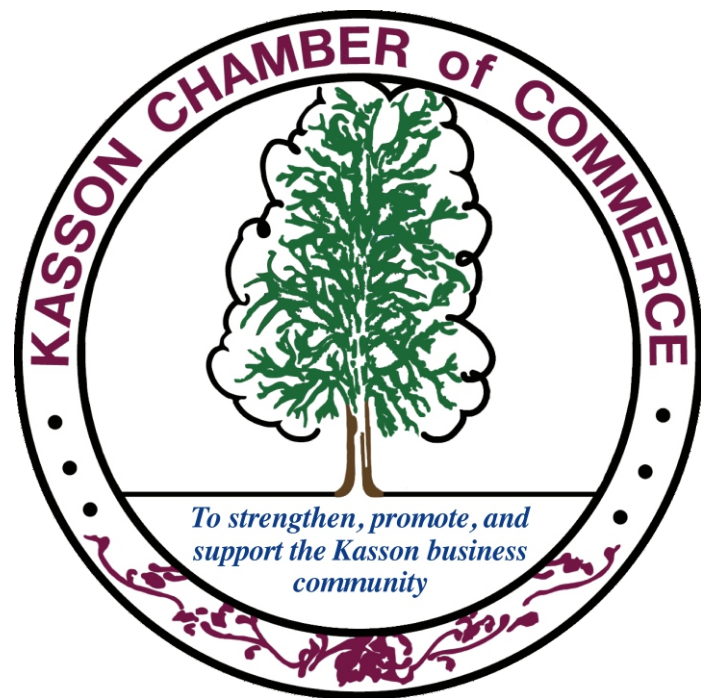
Dodge County Free Fair

**2ND
Week in
July**



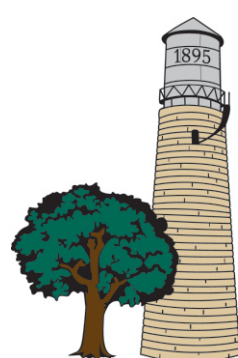
**City of
Kasson**

KASSON



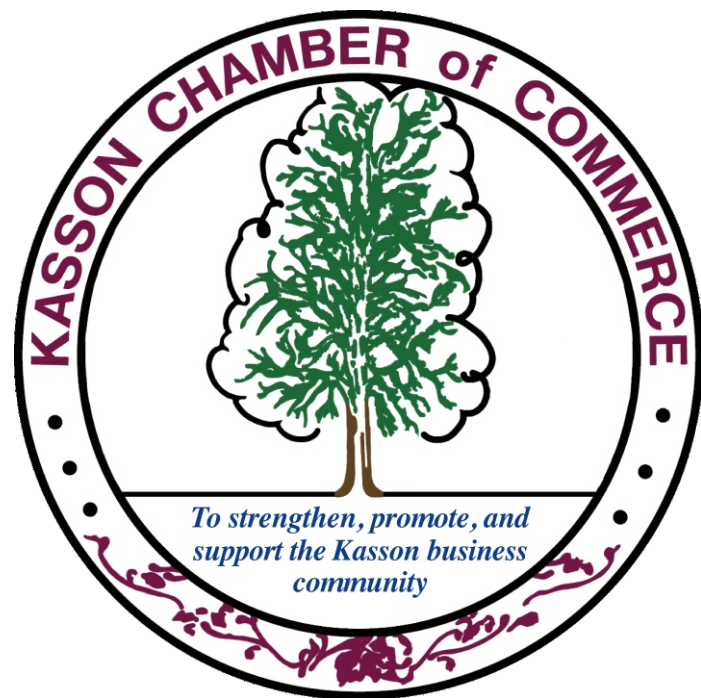
Kasson St. Paddy's Day

**2nd
WEEKEND in
MARCH**



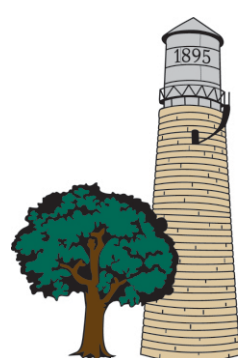
**City of
Kasson**

NOVEMBER



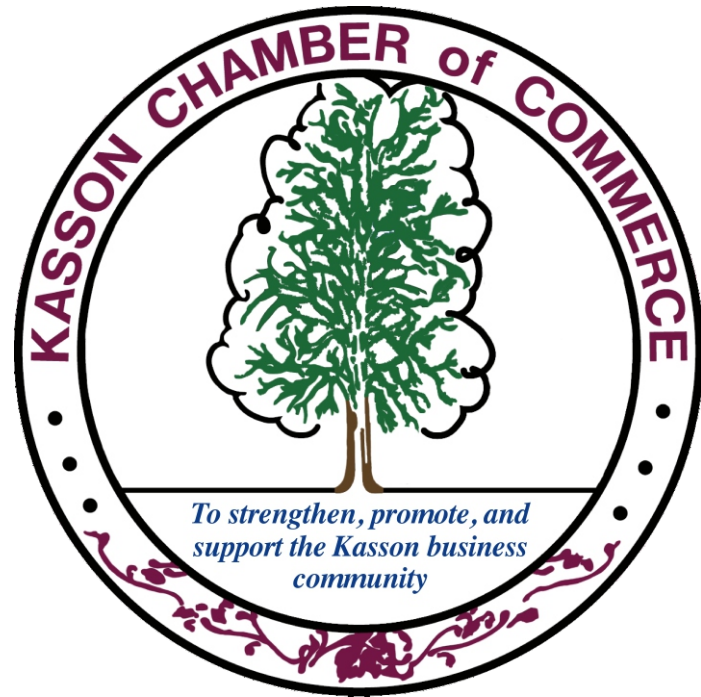
Around & About Kasson

**FRIDAY AFTER
K-M
GRADUATION**



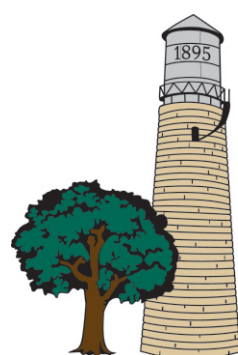
**City of
Kasson**

KASSON



Oktoberfest

**LAST SATURDAY
in SEPTEMBER**



City of
Kasson



Housing Bus Tour

Join us as we visit the communities of Wabasha and Plainview from the comfort of a coach bus!

Each community will share their recent successes in the development of affordable housing and discuss the ongoing and pressing needs for workforce housing. You'll leave the FREE tour with practical ways to enhance your community's housing outlook, new ideas, and new relationships.

Register at: <https://bit.ly/SEMNT2023>

**Wednesday
October 4
2023**



Housing Tour Agenda:

8:00 AM - Coffee, Donuts, and Mingling
8:30-9:30 AM - Speaker (at Wood Lake Meeting Center)
9:45 AM - Bus Departs Rochester
BUS STOP: The Community of Wabasha
BUS STOP: The Community of Plainview
12:30 PM - Lunch, Refreshments, and Networking
3:15 PM - Bus Drop Off in Rochester

The program will kick off with hot coffee, donuts, and a morning educational session with Ben Winchester, UMN Extension Center for Community Vitality Educator. Then we will hit the road, hearing from other speakers while en route to our spotlight communities.

**There is limited seating so please
register by September 15 at:**

<https://bit.ly/SEMNT2023>

Thank You to Our Event Sponsors





To: City Council
Date: 9/13/2023

Agenda Heading: City Administrator's Report

“I cannot endure to waste anything so precious as autumnal sunshine
by staying in the house.”— **Nathaniel Hawthorne**

- **Stagecoach Trail Discussion.** The Stagecoach State Trail is a legislatively authorized state trail which will connect to the Douglas State Trail in or near Rochester, Rice Lake State Park, and eventually the proposed Wildflower State Trail in or near Owatonna. These links also provide an opportunity to connect local trail systems in Southeast Minnesota, most notably the Rochester Area and Blufflands Trail systems. This may also prove important in creating different loop systems in the region to the north, east and south of the trail.

For the purposes of this plan, the trail has been divided into seven planning segments. The segments are Douglas State Trail to Highway 5 (Oxbow Park); Highway 5 to Kasson/Mantorville; Mantorville to Wasioja; Wasioja to Dodge Center; Dodge Center to Claremont; Claremont to Rice Lake State Park; and Rice Lake State Park to Owatonna. Since the alignment has not been determined, criteria for location of the trail are provided, along with alternative corridor options being considered for each planning segment. Recently, the City of Byron asked Kasson and Olmsted County to begin the planning process for this project again. They are interested in adding a connection to Oxbow Park. We have had our first meeting and will be meeting again in October. My expectation is that most of the work will be done at a staff level before anything is presented.

- **SRO Changes.** As background, in 2023 statutory changes were made regarding the scope of force allowable by teachers and school personnel, including school resource officers (SROs) and other police officers working in school settings. Interpretations of the new language resulted in widespread concern that there were now significant limitations on the types of force that could be used, even in dangerous situations. On August 22, 2023, the Minnesota Attorney General issued an opinion addressing some of these concerns and making clear that reasonable force to prevent bodily harm or death is not prohibited. Pursuant to Minn. Stat. § 8.07, the opinions of the Attorney General are binding and decisive until the question involved is decided otherwise by a court of competent jurisdiction. Cities have continued questions after the AGO opinion was released.

Indeed, several law enforcement related groups and representatives expressed significant concerns that guidance was missing on the types of force that could be used to restrain students in situations involving serious and violent acts including property destruction.

While the underlying law change has created significant concern for members, the LMC was not consulted when this specific legislation was adopted. As such, the League's role has been to understand and analyze how legislative changes impacting police tactics should be considered relative to city and officer risk and offer perspective for us to consider in local policy decisions. On August 28, 2023, the League released an updated training memo which considers the effects of both the Attorney General's opinion and the balance of the statutory amendments. This information has been shared with staff at a City-by-City level. Currently, I have no additional information to share, but we're certainly monitoring this.

- **MMUA Round-up.** I appreciated the opportunity to attend the MMUA conference earlier this month to meet with other work professionals and network as well as accepting the award which was passed around our last meeting. Many cities are dealing with the same issues including capacity building, and power supply concerns. Several of the classes I attended were related to setting rates. The structures of rates are changing with the new technology and power supply instability i.e. moving to variable amounts of power. Time of use and demand charges will likely be instituted in our next rate promulgation in 2026. While these changes are happening, the KPU continues to work to provide solutions to the problems at hand including a near-term need for additional transmission in Kasson itself.
- **2024 Budget.** There are 2 proposals to review tonight. One is the preliminary budget from department heads and the other is based on feedback from the Mayor and Councilmember Johnson. They met with me and went through the budget and to indicate areas that they had questions about or thought could be deferred. Those options include some deferred maintenance, reduction in capital expenditure, and unallocating some previously allotted funds. The proposed budget should be guided by the Council's outlined targets: public safety and fire coverage, a first-rate park system, updated infrastructure, and economic development. It's important to remember 38¢ per dollar goes to our public safety departments to help our firefighters and police officers and 11¢ goes back to maintaining our streets. Some other changes were to the library budget. There was some feeling that, based on the large capital spent there over the last 2 years, that the percentage should be dropped from a 11% increase to closer to 3% increase. Overall, the general fund is dropping by over \$150,000 from 2023. The entire increase is due to current and new debt service from projects that were approved by Council or via the ballot measure last fall. Please advise if you have other areas for reductions or changes.
- **Planning and Zoning.** P&Z had a full agenda this week with several items up for consideration. Amongst them was a request for a Preliminary Plat submitted by Renaissance Infrastructure Consulting to create commercial property approximately 1.25 acres in size. The proposed property, known as Family Dollar Addition, would be on the north side of the current Dollar General. Included with that was a request for a Zoning Amendment submitted by Renaissance Infrastructure Consulting to change the Zoning District of the subdivision as well. I recommended approving that though I have questions regarding the first request. They also discussed a request for a Minor

Subdivision by Ken Durst and Janice Borgstrom-Durst involving Lots 17 and 18, Block 25 of the Original Plat, City of Kasson and a request for a Conditional Use Permit by Tim Morten to allow for placement of a fence closer than three feet to the property line, and to allow for placement of a fence exceeding 36 inches in height and with transparency less than 50% within the required front yard area of a corner lot, located at 11 5th St NW. Kasson Code of Ordinances Section 154.312. In accordance with the request from the Council, approved requests of this nature will be placed under the consent agenda. They can still be moved out for Council review. They also reviewed a CUP request from by Jadenn Clark and Jaren Hollenback to allow for placement of a fence closer than three feet to the property line at 1307 1st Ave Circle NE Kasson, MN.

- **Dodge Center Ambulance Meeting.** The City of Dodge Center and Dodge Center Ambulance are looking at getting city and township leaders back together to look at the future of the ambulance service. Previously, the discussion revolved around the options of tax districts, per capita, and joint powers board to help facilitate financial stability. I am planning on attending the next meeting on September 27th. I don't foresee any changes happening without significant buy-in from the City Council and I will bring back any information that is provided. Enclosed in tonight's packet is the letter from DCA.

Meetings or Events Attended or Planned for Attendance

August 16	CMPAS
August 17	Technical Review
	Bigelow 9 th meeting
	Marti Planning meeting
August 18	Value Engineering Review
August 21	MMUA
August 22	MMUA
August 23	MMUA
	City Council
August 24	DRC
	City Engineer
	EDA staff meeting
August 25	Stagecoach Trail meeting
August 29	Fire Hall Construction meeting
August 30	City Budget Meeting-Johnson/McKern
	October Fest Planning-Chamber
August 31	Technical Review
	Library Director meeting
	Don Marti-water loop meeting
September 11	Planning and Zoning
September 12	Fire Hall Construction meeting
	Library Board
September 13	Chamber of Commerce
	City Council

2023 Business Façade Improvement Program **Kasson Economic Development Authority**



Duration:	The Program will accept applications until November 28, 2023 . Unless approved by the EDA, all projects must be completed with submitted invoices and completion photos within 12 months of award date. Any projects not completed and/or submitted for reimbursement by that time will not be eligible for reimbursement regardless of approval.
Matching grant:	Up to \$2,000 per building/lot per calendar year
Matching requirement:	Commercial building/lot within the City of Kasson. <i>Please note</i> – property must be current on taxes and obligations with the city.
Eligible project:	See list of eligible project items on the next page
Program contact:	Ian Albers, Community Development Assistant eda@cityofkasson.com

To apply, applicants must submit a complete application, including the necessary attachments, to City Hall by no later than the third Tuesday of the month for consideration at the next month's EDA meeting. The EDA will not consider retroactive approval projects; **NO WORK MAY BE DONE PRIOR TO EDA APPROVAL.**

Required Documentation for Application

- ☒ Completed application form
- ☒ Bona fide cost estimate of entire project
- ☒ Project plans, drawings, or sketches
- ☒ Photos of property work area before work begins
- ☒ Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
- ☐ Other documents requested by EDA/Council

For a leased property:

- ☒ A copy of the lease agreement and written permission from the property owner

Required Documentation for Reimbursement

- ☐ Photo of property after work is complete
- ☐ Proof of payment (invoice, receipt, etc.)

Kasson EDA will approve or deny reimbursement based on the completed project documentation and receipts of work completed and paid for by applicant.

Request for reimbursement must be submitted to City Hall within twelve (12) months of project approval.

[See page 4 for more details]

Business Façade Improvement Program – Guidelines

Eligible project items:

- Painting of building exterior; including necessary scraping, repairing and preparation for completion
- Rehab/replacement of exterior windows visible from public areas that enhance the character of the building
- Rehab/replacement of exterior doors visible from public areas that enhance the character of the building
- Siding
- Installation of brick onto building façade
- Brick tuckpointing
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies)
- Signage
- Ancillary decorative lighting
- Surface parking lots that improve the property's curb appeal
- Screening of unsightly features such as utility connections, dumpsters, etc.
- Permanent and semi-permanent landscaping features
- Other permanent or semi-permanent decorative features that enhance visual aesthetics

Ineligible project items:

- Any interior work
- New construction and building additions
- Acquisition
- Improvements not visible from public areas
- Moveable landscaping features
- Improvements already completed or in progress at time of application

Evaluation criteria:

- Overall impact to the community
- Aesthetic improvement to the area
- Need for assistance
- Total owner investment/equity in the project
- Previous or concurrent usage of other EDA and/or City incentive programs

Applications will be denied if, in the sole option of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

The EDA reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and is in the best interest of the community.

Reimbursement will be approved by City Council; applicants must submit proof of payment (invoice) and photos of the completed projects.

Incomplete applications will not be reviewed

Business Façade Improvement Program – Application
Kasson Economic Development Authority

Name: Samuel Robinson Date: 8/14/23
Business: Three Oh One LLC
Email: 301.kasson@gmail.com Phone: (507) 206-9047
Mailing Address: 301 W Main ST
City/State/ZIP: Kasson MN 55944
Project Address: 301 W Main ST Kasson MN 55944
Project Summary: Two exterior signs will be added
to the current facade of the building

Total Project Cost: \$650.00

Total Amount Requested: \$~~650.00~~
\$325.00

Application Certification

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

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

Samuel Robinson
Name/Title (printed)

Name/Title (printed)

Sam Robinson 8/14/23
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

8/14/23

THREE OH ONE
SAM ROBINSON

PROJECT

ITEM	DESCRIPTION	COST	QTY	Total
POLYMETAL SIGN	1 - 42" ROUND AND 1 - 60" ROUND BLACK POLYMETAL PANEL WITH WHITE VINYL LETTERING - THREE. OH. ONE. - PRICE INCLUDES INSTALLATION	650.00		650.00
PERMITS	PRICE DOES NOT INCLUDE PERMIT FEES	0.00		0.00
	Sales Tax	0.00		0.00
		Total		\$650.00

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

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

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

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

QUOTED BY Chris A. Abel
Chris A. Abel

SIGNATURE _____
DATE _____



Search mail



Compose

Inbox

43

Starred

Snoozed

Sent

Drafts

More

Labels

Installation of a sign Inbox x

Tony Paulson & Scott Binner <bp_management@yahoo.com>
to me, Scott

9:00

Per Tony Paulson & Scott Binner of BP Management,
Sam Robinson has our approval to install signage on the property at 301 West Main St Kasson, MN 55944 as long as it fall
ordinances.

Thank you,
Tony & Scott
BP Management
603 2nd St NW
Kasson, MN 55944
(507)421-3833

Thank you.

Thank you for letting us know.

Thank you for the update.

Reply

Reply all

Forward

A photograph of a green building with horizontal siding. A white banner with red text is hanging on the wall between two windows. The banner says "NOW OPEN!". The building has a grey downspout on the left and a blue and yellow painted curb in the foreground. The sky is blue with some clouds.

NOW OPEN!



open

three
on
one.

301

BUSINESS HOURS
Mon 10:00 - 12:00
Tue 10:00 - 12:00
Wed 10:00 - 12:00
Thu 10:00 - 12:00
Fri 10:00 - 12:00
Sat 10:00 - 12:00
Sun 10:00 - 12:00

welcome to
THREE ON ONE!
NUTRITION | ENERGY | LIFESTYLE
LOWERS
CALORIES
THREE ON ONE

42" LOGO



5' LOGO



INVOICE

Kasson Chamber of Commerce

08/30/2023

To

Kasson EDA
Attention: Tim Ibisch
401 5th Street SE
Kasson, MN 55944

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Qty	Description	Unit Price	Line Total
1	Bounce House Rental/Chamber Oktoberfest Event	\$175.00	\$175.00
		Subtotal	\$175.00
		Sales Tax	
		Total	\$175.00

Make all checks payable to Kasson Chamber of Commerce

Thank you for your support!

Kasson Chamber of Commerce/P.O. Box 326/Kasson, MN 55944