

# **KASSON ECONOMIC DEVELOPMENT AUTHORITY**

Kasson City Hall  
Tuesday, August 4<sup>th</sup>, 2020  
12:00 PM

<b>I.</b>	<b>Call Meeting to Order</b>	
<b>II.</b>	<b>Approve Minutes of the Previous Meeting</b>	
	a. July 2020 Minutes . . . . .	1
<b>III.</b>	<b>Financial Report</b>	
	a. Balance Sheet . . . . .	4
	b. Income Statement . . . . .	7
	c. EDA Loans . . . . .	10
<b>IV.</b>	<b>EDA Board Seat Application</b>	
	a. Memo . . . . .	11
	b. Kathy O’Malley Application . . . . .	12
<b>V.</b>	<b>Business Façade Improvement Grant</b>	
	a. Memo . . . . .	14
	b. Full Circle Wellness Application . . . . .	16
	c. Stage by Staige Reimbursement Request . . . . .	20
	d. Borgstom-Durst Reimbursement Request . . . . .	22
<b>VI.</b>	<b>2021 Budget</b>	
	a. Memo . . . . .	26
	b. Proposed 2021 Budget . . . . .	27
<b>VII.</b>	<b>City-Owned Land (SW)</b>	
	a. Memo . . . . .	28
	b. Map . . . . .	29
	c. Comprehensive Plan Context . . . . .	30
<b>VIII.</b>	<b>Coordinators Report . . . . .</b>	<b>36</b>
	a. CARES Act - Small Business Relief Fund Guidelines . . . . .	38
<b>IX.</b>	<b>City Administrators Report. . . . .</b>	<b>40</b>
<b>X.</b>	<b>Other Business</b>	
<b>XI.</b>	<b>Items for September EDA Meeting</b>	
<b>XII.</b>	<b>Adjourn</b>	

**Next meeting will be held on Tuesday September 1<sup>st</sup>, 2020**



## KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, July 14<sup>th</sup>, 2020

12:00PM

**DRAFT** MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at City Hall this 14<sup>th</sup> day of July 2020 at 12:00PM.

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

Absent: None.

The following staff members were present: Timothy Ibisch - City Administrator, Nicholas Ouellette - EDA Staff.

- I. Call Meeting to Order. Egger called the meeting to order at 12:00PM.
- II. Approve Minutes of the Previous Meeting. Peterson motioned to approve the June 2<sup>nd</sup> minutes. McKern seconded.  
  
Ayes (5), Nays (0). Motion carried.
- III. Financial Report. Ouellette reported major updates in the financial report and all loans were being repaid. McKern motioned to approve the Financial Report. Monson seconded.  
  
Ayes (5), Nays (0). Motion carried.
- IV. EDA Business Survey. Ouellette discussed his findings from the survey to gauge the impact of COVID-19 on the local economy. Ouellette noted the businesses most negatively impacted by COVID-19 were those that had been impacted by Walz Executive Order 20-04 and 20-08. These types of businesses operate with high levels of close contact such as restaurants, salons, and gyms. Ouellette notes businesses in the trades were able to return to a more normal level of business. Ouellette found that businesses were appreciative of the survey and a few businesses were unaware of the EDA; Ouellette took this opportunity to share EDA programs and services. Those businesses that expressed a need for relief programs desired forgivable loans and grants.
- V. Business Façade Improvement Grant. Ouellette discussed the three items requiring action under the Business Façade Improvement Grant. Ouellette discussed the 2020 BFIP application from Stage by Staige for a new sign and window decal, the 2019 BFIP request for reimbursement from Legion 333 for \$2,000 for the completed Freedom Rock concrete patio, and the 2019 BFIP request for reimbursement from Daniels Plaza, LLC for \$1,380 for the completed landscaping project.

McKern motioned to approve the Stage by Staiges 2020 BFIP application. Peterson seconded.

Ayes (5), Nays (0). Motion carried.

Monson motioned to approve the Legion 333 2019 BFIP request for reimbursement. Larsen seconded.

Ayes (5), Nays (0). Motion carried.

Monson motioned to approve the Daniels Plaza, LLC BFIP request for reimbursement. Larsen seconded.

Ayes (5), Nays (0). Motion carried.

VI. 2021 Budget. Proposed 2021 budget changes were not reflected in the packet. Ibisch noted some of the purposed changes included reallocating funds to the advertising budget. Ouellette will send out the proposed budget to the EDA Board this month.

VII. Coordinators Report. Ouellette noted the City of Kasson had been awarded a 2020 Trail Connections Grant for \$82,390 and documents to execute the grant agreement with MN DNR were being worked on. Ouellette discussed new updates to the EDA webpage, a \$10,000 grant application was submitted to the Minnesota Historical Society to help fund the WPA Wall restoration. Ouellette discussed the planned collaboration meeting between the Kasson and Mantorville EDAs, including possible items to collaborate on such as marketing. Ouellette noted the meeting date is planned for October 1<sup>st</sup>. Ouellette discussed his tour of the Dodge County Independent Building and meeting with Ed and Tina Butler to reconfigure the main floor office space into a co-working space. Ouellette noted he would be assisting the Butlers to research business plans for co-working spaces, and that he would like to conduct a survey of businesses to understand demand for a coworking in Kasson. Ouellette also discussed the Kasson Active Business Directory he had created.

Egglar motioned to approve spending to mail out a survey to determine the demand for a coworking space. Borgstrom-Durst seconded.

Ayes (6), Nays (0).

VIII. City Administrators Report. Ibisch discussed his Administrators report. The Board discussed the possibility to use CARES Act funds towards economic assistance and what costs to businesses would be considered eligible for funds. Ibisch discussed utility credits as a possibility.

IX. Other Business. Ouellette noted no applications for the EDA Board seat had been received to date. Borgstrom-Durst discussed the need for workforce housing as new trades jobs are established in neighboring Dodge Center. Ibisch discussed whether the City could involve itself in the development of workforce housing through advertising or the use of land.

X. Items for the August EDA Meeting. CARES Act Funds, 2021 Budget, and the survey of local office needs.

XI. Adjourn. McKern motioned to adjourn the meeting. Monson seconded.

Ayes (6), Nays (0). Motion carried. Meeting adjourned at 1:03PM.

The next meeting will be held at 12:00PM on August 4<sup>th</sup>, 2020.

Minutes Submitted by: \_\_\_\_\_  
Nicholas Ouellette, EDA Coordinator

\_\_\_\_\_  
Dan Egger, EDA President

DRAFT

225 EDA FED MIF

Assets

Current Assets

CASH-OPERATING	38,430.33
MONEY MARKET-SMITH BARNEY	159.25
INVESTMENT INTEREST RECEIVABLE	72.00
LOAN PRIN REC-WHITMARSH	3,236.00
LOAN PRIN REC- 1760 MILLWORK	75,728.71
LOAN PRIN REC-GIBBS	46,945.83
LOAN PRIN REC- L & A (MAIN STREET FITNESS)	38,370.37
LOAN PRIN REC- DOLLAR VIDEO	15,905.39
SPECIAL ASSESSMENTS--DEFERRED	11,708.17

Total Current Assets 230,556.05

Total Assets 230,556.05

Liabilities and Equity

Current Liabilities

Deferred Revenue Assessments	11,708.69
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Total Current Liabilities 11,708.69

Total Liabilities 11,708.69

Equity

UNRESERVED FUND BALANCE	211,251.99
CURRENT YEAR INCOME/(LOSS)	7,595.37

Total Equity 218,847.36

Total Liabilities & Equity 230,556.05

226 EDA RLF

Assets

Current Assets

CASH-OPERATING	72,562.00
GADIENT-PRIN RECEIVABLE	5,000.00
DAISY MAE CONSIGN PRIN RECEIVABLE	2,400.00

Total Current Assets 79,962.00

Total Assets 79,962.00

Liabilities and Equity

Total Liabilities

Equity

CURRENT YEAR INCOME/(LOSS)	79,962.00
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Total Equity 79,962.00

Total Liabilities & Equity 79,962.00

290 Economic Development

Assets

Current Assets

CASH-OPERATING	49,608.22
DUE FROM OTHER FUNDS	82,677.89
PREPAID ITEMS	30.00

Total Current Assets 132,316.11

Total Assets 132,316.11

Liabilities and Equity

Current Liabilities

ACCRUED WAGE/SALARY PAYABLE	0.31
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Total Current Liabilities 0.31

Total Liabilities 0.31

Equity

UNRESERVED FUND BALANCE	152,331.02
CURRENT YEAR INCOME/(LOSS)	( 20,015.22)

Total Equity 132,315.80

Total Liabilities & Equity 132,316.11

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 7 / 20

225 EDA FED MIF

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget
<b>Revenue</b>					
Community/Economic Development					
3611 SPECIAL ASSESSMTS - PRINC	2,927.05		2,927.05		0.00 2,927.05
3612 SPECIAL ASSESSMT-PENALTY/	263.42		263.42		0.00 263.42
3621 INTEREST EARNED	459.45		4,397.90		0.00 4,397.90
3626 MONEY MARKET INTEREST	0.00		7.00		0.00 7.00
<b>Total Department</b>	<b>3,649.92</b>		<b>7,595.37</b>		<b>0.00 7,595.37</b>
<b>Total Revenue</b>	<b>3,649.92</b>	<b>100.00</b>	<b>7,595.37</b>	<b>100.00</b>	<b>0.00 7,595.37</b>
<b>Net Income(Loss)</b>	<b>3,649.92</b>		<b>7,595.37</b>		

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 7 / 20

226 EDA RLF

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	
<b>Revenue</b>						
Community/Economic Development						
3621 INTEREST EARNED	0.00		2.00	5.00	0.00	2.00
3921 TRANSFER FROM OTHER FUNDS	0.00		80,000.00****.**		0.00	80,000.00
<b>Total Department</b>			<b>80,002.00****.**</b>			<b>80,002.00</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>100.00</b>	<b>80,002.00</b>	<b>100.00</b>	<b>0.00</b>	<b>80,002.00</b>
<b>Expenses</b>						
Community/Economic Development						
Community/Economic Development						
430 OTHER SERVICE/CHARGES-MISC.	0.00		40.00	100.00	0.00	-40.00
Account Total			40.00	100.00		-40.00
<b>Total Department</b>			<b>40.00</b>	<b>100.00</b>		<b>-40.00</b>
<b>Total Expenses</b>	<b>0.00</b>		<b>40.00</b>	<b>100.00</b>	<b>0.00</b>	<b>-40.00</b>
<b>Net Income(Loss)</b>	<b>0.00</b>		<b>79,962.00****.**</b>			

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 7 / 20

290 Economic Development

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	
<b>Revenue</b>						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	45,266.50	374.49	45,266.50	69.15	90,533.00	-45,266.50
3107 ABATEMENT LEVY	115.00	0.95	115.00	0.18	0.00	115.00
3621 INTEREST EARNED	0.00		65.00	0.10	2,000.00	-1,935.00
<b>Total Department</b>	<b>45,381.50</b>	<b>375.44</b>	<b>45,446.50</b>	<b>69.42</b>	<b>92,533.00</b>	<b>-47,086.50</b>
<b>Total Revenue</b>	<b>45,381.50</b>	<b>100.00</b>	<b>45,446.50</b>	<b>100.00</b>	<b>92,533.00</b>	<b>-47,086.50</b>
<b>Expenses</b>						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	918.41	7.60	6,199.21	9.47	11,700.00	5,500.79
121 EMPLOYER PERA CONTRIBUTIONS	68.87	0.57	464.91	0.71	878.00	413.09
122 EMPLOYER FICA CONTRIBUTIONS	56.58	0.47	382.55	0.58	725.00	342.45
123 EMPLOYER MEDICARE CONTRIBUTION	13.24	0.11	89.48	0.14	170.00	80.52
130 EMPLOYER PAID INSURANCE	78.22	0.65	413.23	0.63	2,000.00	1,586.77
150 WORKER'S COMPENSATION	0.00		47.76	0.07	100.00	52.24
210 OPERATING SUPPLIES	22.88	0.19	157.89	0.24	400.00	242.11
303 ENGINEERING FEES	0.00		0.00		3,000.00	3,000.00
304 LEGAL FEES	0.00		0.00		4,000.00	4,000.00
321 TELEPHONE	22.25	0.18	131.68	0.20	500.00	368.32
325 COMMUNICATION-OTHER	0.00		176.67	0.27	200.00	23.33
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		396.00	0.60	500.00	104.00
351 LEGAL NOTICES PUBLISHING	0.00		50.70	0.08	0.00	-50.70
360 INSURANCE	0.00		291.21	0.44	360.00	68.79
414 COMMERCIAL PROGRAMS	0.00		2,000.00	3.06	20,000.00	18,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,654.43	2.53	4,500.00	2,845.57
440 PROFESSIONAL SERVICES	0.00		285.00	0.44	500.00	215.00
444 OTHER CONTRACTUAL SERVICES	10,907.00	90.23	32,721.00	49.98	42,500.00	9,779.00
720 OPERATING TRANSFERS	0.00		20,000.00	30.55	0.00	-20,000.00
<b>Account Total</b>	<b>12,087.45</b>	<b>100.00</b>	<b>65,461.72</b>	<b>100.00</b>	<b>92,533.00</b>	<b>27,071.28</b>
<b>Total Department</b>	<b>12,087.45</b>	<b>100.00</b>	<b>65,461.72</b>	<b>100.00</b>	<b>92,533.00</b>	<b>27,071.28</b>
<b>Total Expenses</b>	<b>12,087.45</b>	<b>100.00</b>	<b>65,461.72</b>	<b>100.00</b>	<b>92,533.00</b>	<b>27,071.28</b>
<b>Net Income(Loss)</b>	<b>33,294.05</b>	<b>275.44</b>	<b>-20,015.22</b>	<b>-30.58</b>		

EDA Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	12.31.19 Balance	Prin Recvd YTD	7.31.20 Balance
Klampe	3/1/2005	\$ 8,293	2.0%	53.37	15 years 2/1/2020	106	106	0
L & A(Main Street Fitness)	4/29/2009	\$ 75,000	3.0%	415.95	20 years 4/29/2029	40,589	2,219	38,370
Dollar Video	8/1/2009	\$ 50,000	3.0%	345.29	14 years 9/1/2024	18,023	2,117	15,906
Gibbs	10/14/2015	\$ 80,000	3.0%	772.49	10 years 1/1/2026	52,128	5,183	46,945
Millwork	7/1/2016	\$ 90,000	3.0%	499.14	20 years 6/1/2036	77,876	2,147	75,729
Whitmarsh	6/28/2018	\$ 5,000	4.75%	90	5 years 7/1/2023	3,768	532	3,236



TREE  
CITY  
USA

CITY OF  
KASSON

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

## **MEMO**

**To: Economic Development Authority Board**

**From: Nicholas Ouellette, EDA Staff**

**Date: July 30, 2020**

**Re: Open EDA Board Seat Application**

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### **Summary:**

An EDA Board seat was vacated at the end of 2019. City Hall is accepting applications for the EDA Board seat until the position is filled. One application has been received since reopening the application process in June.

The application questionnaires included in this packet was submitted by Kathy O'Malley.

### **Action Requested:**

It is requested the EDA Board review and discuss the application. Following the discussion, it is requested the EDA Board determine whether to make a recommendation to the Mayor to appoint the candidate.

# CITY OF KASSON

## VOLUNTEER BOARDS/COMMITTEES/COMMISSIONS APPLICATION

### APPLICANT INFORMATION

**Date:** 7-17-2020

Application for: Cemetery Board \_\_\_\_\_ Economic Development Authority  X   
Library Board \_\_\_\_\_ Park Board \_\_\_\_\_  
Planning & Zoning Commission \_\_\_\_\_

#### **Personal Information:**

**Name:** Kathy O'Malley  
**Address:** 209 West Main Street Kasson, and 306 1<sup>st</sup> Ave NE Kasson  
**Telephone:** (Home) 507-634-7355 (Work) 507-696-8016  
**Place of Employment:** Self-employed Realtor, Office Kasson  
**Email address:** realtorkathyo@aol.com

#### **Please describe work, volunteer or life experiences that you have had that would prepare you for being a member of this group.**

I worked at Mayo Clinic for 39 years in cardio-pulmonary research as Sr. research technologist and study coordinator. I was the lead on many groundbreaking studies and research. Being a lead, required a great deal of collaboration, detailed work and innovation. Taking on projects that require delegation, as well as dedication. Collaborating with other areas through out Mayo. Most time, under timelines and deadlines. Adapting to change on the fly is always needed. I was part of a small group of 5 that we did a study at the South Pole. Dedication for sure to a given project is important. Regardless of the environment and elements that may be of a challenge. Key to projects is listening to others and working with their ideas as well as yours to accomplish a mutual goal. What is best for our community as a whole. I am a licensed realtor as well. I have worked on several projects with contractors in our area, as well as others from outside our area and outside of our state. I am not afraid to reach out to others to bring ideas for projects. I am very familiar with requirements for projects, and if in question, always willing to reach out for the "experts" for the best answers needed. I am a business owner. Understand some of the frustrations that can arise with that title. My son and I work together in real estate and have built a great business in our area. We were very honored to have been named one of the top 3, of all the realtors in our area (\*800 plus) in fan favorite voting last year. We respect and work hard for our clients.

#### **What skills and abilities do you have that would be helpful in doing the work of this board/committee/commission?**

I always do my "homework" before jumping into a project. That gives arise to new ideas and having a working knowledge of expectations of others on a project. Others views are always helpful, and gives better insight to allow for a smooth project. I am very detailed.

Working in real estate, every line item on a form could be a commitment on a clients part, money. So very detailed. I work well with teams, and always try to understand the best in others or projects, but not afraid to ask the “tough” questions when needed. To be sure we look at things from different perspectives. I really am a hard worker.

**With what you know about this area, what do you see as the three most significant issues this board/committee/commission will need to address in the next two years?**

Fire station really needs updating, as does the police station. The area by the high school needs to be addressed for safety of cars, buses, children walking to school.

**Personally, with the current knowledge you have of this area, what two or three suggestions/ideas would you like to see discussed?**

City needs a really good grant writer. I say that because our main street needs a ‘face lift’. Numerous grants that may apply to our small community. Minnesota Main Street Program, Mn Legacy. If you build it, they will come....would love to see our community become more of a destination than a drive through. Making the downtown more of an attraction for fun and outings. Such as June-August, monthly games or music, or vendors, classic car shows. Similar to Hastings historic downtown. Then maybe the empty buildings would fill.

Preservation Alliance of Mn another one to tap into with grants. That would help with our historic projects.

Community Center-not just for seniors, but for youth, projects, meetings. I know school is used a lot for this currently but they are closed for 3 months. This would be a great addition to our community.

**What one or two contributions do you think you would make, in the short term (first few months) and in the long term (after a year)?**

I currently reach out weekly to investors all over the state as well as outside of Mn. When working with historic school trying to get an investor interested. I always promote our community as a whole. Commercially as well as residentially for interest in investments. Biggest contribution: my work ethic, my fresh ideas, honesty and dedication and commitment to this community. I have lived here since 1969. Graduated from K-M. Married the “boy across the street” and have been married for 47 years and lived here our whole lives. I own a business building on main street.

**Do you have any potential conflicts of interest serving on this board?**

I do not feel I have a conflict. That does not mean in the future, with hopefully lots of projects coming along, that being in real estate it may not happen. If others were in question of a conflict, I would not hesitate to discuss and exclude myself as required.



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# CITY OF KASSON

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

**To: Economic Development Authority Board**

**From: Nicholas Ouellette, EDA Staff**

**Date: July 30, 2020**

**Re: Business Façade Improvement Program**

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### **2020 Business Façade Improvement Program**

#### **Full Circle Wellness Application**

Full Circle Wellness has submitted a BFIP application to install a sign for the new business. Work on this project will be conducted by National Fleet Graphics. The total project cost is \$445, and the expected matching grant is valued at \$222.50. The project fits the guidelines for the program, and it is recommended the EDA approve the application. Attached are the application and supporting documents.

#### **Action Requested:**

It is requested the EDA Board approve the project application from Full Circle Wellness for a new sign.

#### **Stage by Staige Reimbursement Request**

Stage by Staige has submitted a request for reimbursement for their 2020 BFIP project to install a new sign and window decal. Included in this packet are photos of the completed project and proof of payment. The reimbursement request is for **\$377**. The cost of installing the new sign and window decal was \$754.85.

#### **Action Requested:**

It is requested the EDA Board approve the \$377.00 reimbursement request from Stage by Staige.

**2019 Business Façade Improvement Program**

**Janice Borgstrom-Durst (Downtown Fence Mural) Reimbursement Request**

Janice Borgstrom-Durst has submitted a request for reimbursement for her 2019 BFIP project to paint a mural on the blue fence in Downtown Kasson. Included in this packet are photos of the completed project, receipts, and invoice. The reimbursement request is for **\$2,000**. The total cost of the project was \$4,453.16.

**Action Requested:**

It is requested the EDA Board approve the \$2,000.00 reimbursement request from Janice Borgstrom-Durst.

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This is the final project from the 2019 Business Façade Improvement Program. Below is a spreadsheet for the projected final 2019 program balance. Pending approval of the final project, this program will have granted \$9,742.50 towards business façade improvements in the community.

PROJECT	AMOUNT REQUESTED	AMOUNT REIMBURSED	PROJECTED FUND BALANCE	FUND BALANCE
				\$ 20,000.00
Manorwood Court Association, Inc.	\$ 2,000.00	\$ 2,000.00	\$ 18,000.00	\$ 18,000.00
Trail Creek Coffee Roasters	\$ 362.50	\$ 362.50	\$ 17,637.50	\$ 17,637.50
Erdmans County Market	\$ 2,000.00	\$ 2,000.00	\$ 15,637.50	\$ 15,637.50
Legion 333	\$ 2,000.00	\$ 2,000.00	\$ 13,637.50	\$ 13,637.50
Daniels Restaurant	\$ 1,485.00	\$ 1,380.00	\$ 12,152.50	\$ 12,257.50
Janice Borgstrom-Durst	\$ 2,000.00	*\$ 2,000.00	<b>\$ 10,152.50</b>	<b>*\$ 10,257.50</b>

*\* Pending EDA Approval*

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

Name: Anne Schwanke Date: 7.13.20  
Business: Full Circle Wellness Clinic  
Email: 'anne'@fullcirclewellness Phone: 507-634-6071  
clinic.com  
Mailing Address: PO Box 122  
City/State/ZIP: Kasson, MN 55944  
Project Address: 11 E. Vets. Mem. Hwy  
Project Summary: Sign for business

Total Project Cost: \$ 445.<sup>00</sup> Total Amount Requested: \$222.50

**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.

Anne Schwanke, APRN CNM, WHNP  
Name/Title (printed) OWNER Name/Title (printed)  
Anne Schwanke 7/16/2020  
Signature Date Signature Date

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



602 South Mantorville Ave  
Kasson, MN 56044

607-834-4141 Direct  
607-834-4280 Fax  
www.justcallhome.com

July 22, 2020

Re: Annemarie Schwanke/Full Circle Wellness Clinic LLC

To Whom It May Concern:

This letter is to verify that Annemarie Schwanke has funds available to pay for her business signage. Questions regarding this matter can be directed to my attention here at the bank.

Matt Bradford  
Market President  
Kasson Branch

A handwritten signature in black ink, appearing to read "Matt Bradford", written over the typed name.



BP MANAGEMENT

BP Management is giving the approval for Full Circle Wellness to hang a sign on the South side of the 11 East Veterans Memorial Building.

*Jung Paulson* 7-16-2020

*Latt Bunn* 7/16/2020

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Qty ( 1 ) 42" x 42" Print on 3M180 w/ Laminate, Cut Contour; Apply Graphic to S/S Die-Bond Substrate

TO Anne Schwanke

COMPANY Full Circle Wellness

DATE 7-16-20



# Invoice



318 South St SE  
PO Box 193  
Dodge Center, MN 55927

Date	Invoice #
6/24/2020	30382

**PAID**  
07-17-2020

Bill To
Stage by Staige Karen Staige

P.O. No.	Terms

Quantity	Description	Rate	Amount
1	8 x 4' S/S 3mm Polymetal Sign	450.00	450.00T
1	Kiwi / White Front Door Window Decal	68.00	68.00T
1	Installation Fee	185.00	185.00T
	Sales Tax	7.375%	51.85

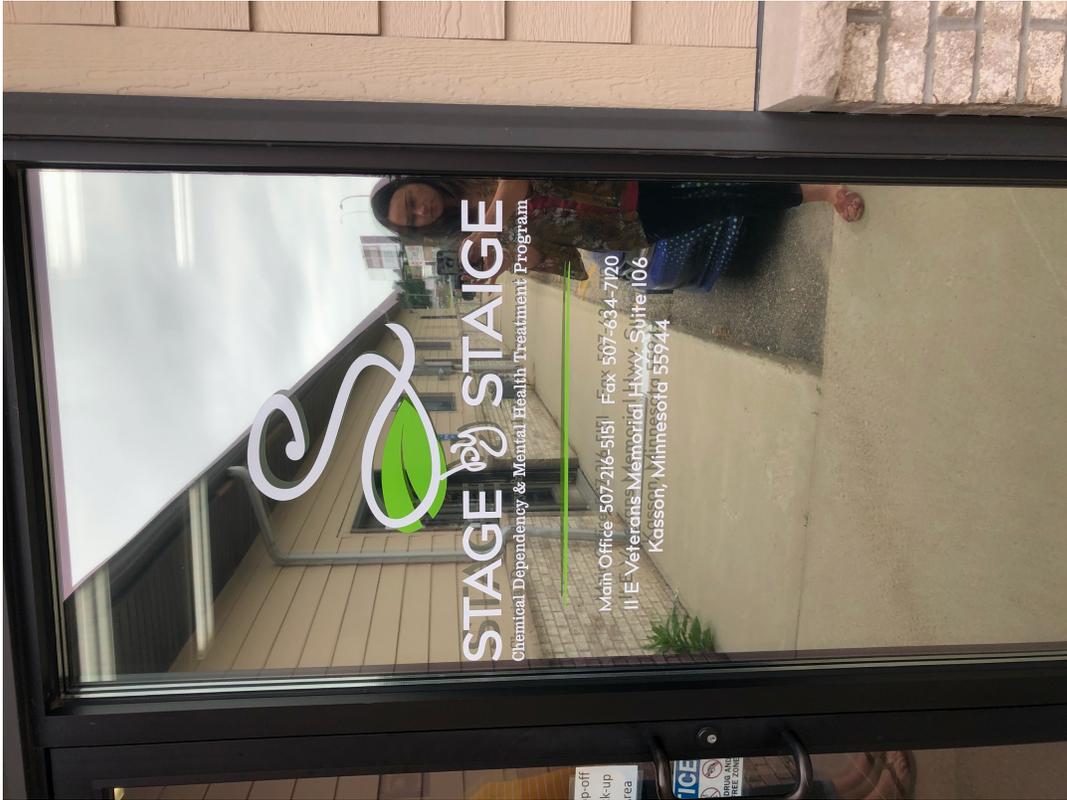
Thank you for your business.

**Total** \$754.85

**Payments/Credits** -\$754.85

*A Finance Charge of 1.5% per month will be charged on balances over 30 days old. This is an annual rate of 18%*

**Balance Due** \$0.00



RCN 18445



Prices shown are valid today only.

**MENARDS®**  
STORE # 3314 RCN  
6733 Prairie Vista Drive  
Rochester, MN 55901  
FAX: (507) 281-3664  
EMAIL: RCNPlumbing@menards.com

GUEST NAME - ADDRESS - PHONE

PICKING LIST - GUEST COPY

PAGE 1 OF 1



SOLD BY: JADIE A.  
DATE: 07/18/20

Ph:  
JOB DESC:

AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
1 EACH	3" X 10' CORR TUBING SOLIDSOLID W/COUPLER	689-3635
1 EACH	4" X 10' CORR TUBING SOLIDSOLID W/COUPLER	689-3897

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pickup items on this picking list today will result in an additional charge to you if, on the day of pick-up, the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

**Guest Instructions:**

- Take this picking list to a cashier to pay for the merchandise.
- Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
- Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
- When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
- Sign the Gate Attendant's signature pad verifying you've received the merchandise.

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

**READ THE TERMS AND CONDITIONS CAREFULLY.** All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR BUSINESS INTERRUPTION, LOSS OF DATA, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgment rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

**THIS IS NOT A RECEIPT**

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PRE-TAX TOTAL: 6.49

RCN 18474



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**MENARDS®**  
STORE # 3314 RCN  
6733 Prairie Vista Drive  
Rochester, MN 55901  
FAX: (507) 281-3664  
EMAIL: RCNBuildingMaterials@menards.com

GUEST NAME - ADDRESS - PHONE

PICKING LIST - GUEST COPY

PAGE 1 OF 1



SOLD BY: BRIAN D.  
DATE: 07/18/20

Ph:  
JOB DESC:

AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
1 EACH	3/4 (23/32CAT) X48 AC2 TRF PLYWOOD AG PAD	123-5090

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

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PRE-TAX TOTAL: 36.57

**MENARDS®**

STORE # 3314 RCHN  
6733 Prairie Vista Drive  
Rochester, MN 55901

FAX: (507) 281-3664  
EMAIL: RCHNBuildingMaterials@menards.com

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RCHN 18459



GUEST NAME - ADDRESS - PHONE  
PICKING LIST - GUEST COPY  
PAGE 1 OF 1

SOLD BY: BREZAN D.  
DATE: 07/18/20

PH:  
JOB DESC:

AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
2 EACH	2X4-8' AC2 GREEN TRTD GROUND CONTACT	111-0818

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE  
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU!**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pickup. Pick up must be available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up purchases within the time frame may result in the original purchase price for any product not picked up.

**Guest Instructions:**

1. Take this picking list to a cashier to pay for the merchandise.
2. Load your merchandise in your vehicle. (All vehicles are subject to inspection.)
3. Load your merchandise in your vehicle. Menards will gladly help you load your materials but cannot be held liable for damage to your vehicle.
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

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PRE-TAX TOTAL: 11.54

Carson Borgstrom  
 20 E Veterans Memorial Hwy  
 Kasson, MN

# Kasson Mural INVOICE

Janice Borgstrom-Durst  
 105 W Main Street  
 Kasson, MN

**Invoice #** 0000001  
**Invoice Date** 08/03/2020  
**Due Date** 08/03/2020

Item	Description	Unit Price	Quantity	Amount
Product	Primer (gal.) - Kilz 2	29.99	2.00	59.98
	Ecology Fee for GALLONS	0.99	4.00	3.96
Product	Paper Towels	0.99	4.00	3.96
Product	Paint Marker, Liquid, White	5.99	2.00	11.98
Product	Sharpie Marker, 2 Pack	3.99	3.00	11.97
Product	Brush , 1/2 In.	0.89	6.00	5.34
Product	Brush, 1 In.	3.49	3.00	10.47
Product	Waste Basket, White	4.49	1.00	4.49
Product	Spray Painter, Titanium Silver	9.99	1.00	9.99
Product	Exterior Paint - Premixed Gallon	30.99	2.00	61.98
Product	Exterior Paint - Premixed Quart	13.99	1.00	13.99
	Ecology Fee for QUARTS	0.49	8.00	3.92
Product	Exterior Paint - Customized Color Quart	14.99	7.00	104.93
Product	Exterior Wood Screws - 9x3	10.99	1.00	10.99
Product	TORX Deck Screws - 9x2 1/2	10.99	1.00	10.99
Product	Brush Artist Set, 3 Piece	3.99	1.00	3.99
Product	Brush Cleaner	8.99	1.00	8.99
	Product Tax Total	24.65	1.00	24.65
Hours	\$18/Hour	18.00	224.00	4,032.00
<b>Subtotal</b>				4,398.57
<b>Total</b>				4,398.57
<b>Amount Paid</b>				0.00
<b>Balance Due</b>				\$4,398.57

*+ Menards supplies*

*54.99*  
*\$4453.16*





TREE  
CITY  
USA

CITY OF  
KASSON

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

## MEMO

**To: Economic Development Authority Board**

**From: Nicholas Ouellette, EDA Staff**

**Date: July 30, 2020**

**Re: 2021 EDA Budget**

---

### Summary:

City Administrator Ibisch and I have reviewed the EDA budget for 2021. Attached in this packet are the proposed changes to the budget. I have highlighted the budget changes on the spreadsheet for your convenience. The key changes proposed are a \$10,000 decrease in commercial programs and a \$5,000 increase to the advertising budget. With a well-funded revolving loan fund and the level of funds used in commercial programs in past years, we felt it would be appropriate to budget \$10,000 for this line item so that funds may be allocated towards other uses. This allows for an increase in the advertising budget. With predicted impacts to local businesses (57 construction and COVID-19) and the possibility of developing city-owned land in the southwest, the EDA Board can use advertising funds to promote Kasson businesses and possible projects to develop the southwest land.

### Action Requested:

It is requested the EDA Board review and propose any changes to the budget the Board desires. Following the discussion, it is requested the EDA Board approve the proposed budget for 2021.

ECONOMIC DEVELOPMENT/COMMUNITY/ECONOMIC DEVELOPMENT	2018		2019		BUDGET	ACTUAL	2020		PROPOSED 2021	COMMENTS
	BUDGET	ACTUAL	BUDGET	ACTUAL			BUDGET	ACTUAL		
290.4650.101	40,450	10,799	11,500	6,782	11,700	5,281	11,700			
290.4650.121										
290.4650.121	3,034	799	863	488	878	396	878			
290.4650.122	2,508	634	713	423	725	326	725			
290.4650.123	587	148	167	99	170	76	170			
290.4650.130	4,000	959	1,100	538	2,000	335	4,300			
<b>Personnel Subtotal</b>	<b>50,578</b>	<b>13,339</b>	<b>14,342</b>	<b>8,330</b>	<b>15,473</b>	<b>6,414</b>	<b>17,773</b>			
290.4650.150	300	41	300	(36)	100	48	100			
290.4650.210	400	516	400	465	400	135	500			
290.4650.216		-		-		-				
290.4650.240		-		-		-				
290.4650.303	3,000	-	3,000	-	3,000	-	1,000			
290.4650.304	4,000	454	4,000	1,350	4,000	-	2,500			
290.4650.321	500	410	500	329	500	109	500			
290.4650.325	200	120	200	227	200	177	200			Postage
290.4650.333	2,000	-	500	16	500	-	400			
290.4650.334	3,150	356	500	416	500	396	500			
290.4650.343	-	-	-	-	-	-	5,000			
290.4650.351	-	180	-	75	-	51	100			
290.4650.352	-	-	-	-	-	-	-			
290.4650.360	360	314	360	339	360	291	400			
290.4650.380		-		-		-				
290.4650.414			20,000	2,000	20,000	2,000	10,000			Commercial Programs
290.4650.413	2,000	-	-	-	-	-	-			
290.4650.430	4,500	3,076	4,500	1,265	4,500	1,654	3,500			includes \$500 SMIF
290.4650.440	500	270	500	2,967	500	285	800			Marketing
290.4650.444		41,124	42,500	42,355	42,500	21,814	43,750			CEDA
290.4650.720						20,000				
<b>Operations Subtotal</b>	<b>20,910</b>	<b>46,859</b>	<b>77,260</b>	<b>51,767</b>	<b>77,060</b>	<b>46,960</b>	<b>69,250</b>			
<b>Total ECONOMIC DEVELOPMENT</b>	<b>71,488</b>	<b>60,198</b>	<b>91,602</b>	<b>60,098</b>	<b>92,533</b>	<b>53,374</b>	<b>87,023</b>			

 = budget increase  
 = budget decrease



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

## MEMO

**To: Economic Development Authority Board**

**From: Nicholas Ouellette, EDA Staff**

**Date: July 30, 2020**

**Re: City-Owned Land, SW Kasson**

---

### Summary:

City Administrator Ibisch and I would like to bring attention to the city-owned land in SW Kasson (Parcel #240041300). As the city owns this land, it is a development opportunity for the EDA to pursue in order to achieve goals of the Board and Comprehensive Plan. Included in the packet are multiple maps from the Comprehensive Plan which outline factors to consider when discussing future development of the land.

As the EDA Staff, I am seeking direction from the EDA Board as to the possible development of this parcel. There have been inquiries from private parties to purchase and develop portions of the land. If the EDA was to advertise the land as open to development, I am sure there would be a large amount of inquiries for different types of development.

The Board may consider the following (non-exhaustive) list of items for this discussion:

- Subdividing the land for different development
- Analysis of the land by an engineer for future development
- Comprehensive Plan guidelines for commercial development
- Comprehensive Plan future land use plan calls for park land with low density residential development on an adjacent lot
- Need for park land in South Kasson
- Impact of natural features on future infrastructure and development
- Community input
- Types of residential development
- Accessibility of the land
- Possible grants for development (DEED/commercial, parks, community infrastructure, etc.)



between the front of a building and the street. Parking should be examined on a district basis whereby individual businesses do not have to have separate parking lots but contribute to a shared system. This is particularly useful for uses that have different peak hours, such as a theatre and an office. When additional parking is needed, structured parking should be considered to minimize the amount of buildings that must be removed in the downtown area.

**DOWNTOWN DESIGN PRINCIPLES:**

- » Encourage two to three-story buildings.
- » Buildings should possess components that offer protection to pedestrians, such as awnings and canopies.
- » Encourage the use of quality building materials that complement the existing historic architecture.
- » Encourage building orientation, height-to-width ratios and placement of door and window openings to be proportional to those of surrounding commercial buildings.
- » Maintain the existing downtown street grid so as to ensure the historic walkable character remains.
- » Avoid development of long stretches of blank, inactive building walls along streets by requiring active window spaces that allow views into and out of buildings.
- » Consider cultivating unique housing options in downtown such as live/work housing and artist lofts.
- » Concentrate the location of city-wide community uses and attractions, such as

civic buildings, museums, arts and cultural attractions, entertainment venues, community events, and gatherings in downtown.

- » Maintain an attractive, high quality streetscape that allows for safe and convenient traffic movements and efficient snow removal, and enhances pedestrian comfort and safety.
- » Integrate public art such as sculpture and murals, into the design of the public realm (parks, streets, storefronts, signage, etc.).
- » Maintain appropriate trail connections to the district for all users.
- » A clear wayfinding system within and connecting to downtown directs visitors to key destinations and public parking lots.



Murals and other forms of public art enliven the public realm in downtown.

**WHAT WE'VE HEARD:**

"Downtown needs a major revitalization in order to draw businesses. Some consistency with colors, store fronts, and expectations with renovations are needed in order to make sense for further expansions and growth."

**BUSINESS PARKS**

Business parks are intended to provide a coordinated and planned environment for business uses including manufacturing, light industrial, research and design, or professional offices. They are broadly defined and are intended to cultivate economic growth through a job-rich and activity-rich development pattern.

The Comprehensive Plan envisions Kasson's industrial, manufacturing, and business climate to evolve over the next 20 years. Some of this change will come from new growth on raw land at the edge of the community. New growth will provide opportunities not otherwise available within the existing pattern. Infill development within existing business areas is important, not only from the efficient use of utilities and infrastructure, but also from a connectivity and district character perspective. Vacant lots are generally less attractive and are missing design elements such as sidewalks or landscaping that create



Stormwater management should be thought of as an amenity and places for employees to walk should be considered.

DRAFT - MAY 2018

KASSON UPWARD 2040 4-13



Building facades should be designed to have a rhythm and pattern.

a desirable business district.

Land uses in this type of district may generate noise, traffic, odors, and at times unsightly storage of product or supplies. Site design and building aesthetics in this district should aim to mitigate these effects, contributing to the view from public streets and conveying the quality and durable construction of spaces within. Such design considerations support the image of Kasson as an attractive community for visitors and prospective businesses.



Entries should be marked by architectural features that emphasize their importance.

**BUSINESS PARK DESIGN PRINCIPLES:**

- » Encourage outside storage and heavy equipment to be oriented on the site in a way to minimize impacts on adjacent uses that are not of a similar nature.
- » Encourage natural areas to be integrated seamlessly into the development.
- » Stormwater management should be thought of as an amenity to the site and not as simply a required improvement.
- » Recreation areas should be considered to enhance the physical environment for employees and provide places to take walks, host corporate events, or simply eat lunch.
- » Support the use of buffers and screening when adjacent to residential neighborhoods.
- » Orient buildings on the site to complement the natural topography and to take advantage of the site's microclimate, solar, daylighting, natural ventilation and energy flows.
- » Buildings with large footprints (15,000 sf and higher) and/or elevations (1,500sf or higher), should consider being articulated in such a



Buildings with large footprints and/or elevations should be articulated in such a way as to break up the apparent scale of the building.

way as to break up the apparent scale of the building into smaller areas.

- » Encourage building mass that reinforces the definition and importance of the street or open space.
- » Encourage entries to be marked by architectural features that emphasize their importance. Features such as tall building features, a change in the building plane, projecting overhangs, special lighting, awnings and signage can signify the location and importance of an entry.
- » Building facades should consider being designed to have a rhythm and pattern measured according to human movement and scale.
- » As much as possible, give preference to locally (within 500 miles) harvested and manufactured materials to express dedication to the local economy.
- » Driveways should be aligned with existing or planned driveways on the opposite side of the street or oriented to existing or future street median breaks.
- » At least one sidewalk connection between the building and the perimeter street is encouraged. Consider sidewalk connections to the building entries or ground plaza areas from large parking areas.
- » Where opportunities exist for shared parking between users with staggering peak parking demands, owners and developers should make an effort to take advantage of this opportunity to reduce the total number of parking spaces

within each site or parcel.

- » Bicycle parking and/or carpool parking spaces should be provided at an amount equivalent to at least 10% of the total automobile parking.

**BUSINESS PARK DISTRICTS**

As mentioned earlier, business parks are intended to provide a coordinated and planned environment. Additionally, each area guided for industrial/manufacturing/business has its own unique context within the city, and therefore should reflect that. Each of the city's future districts are illustrated in Figure 4.6. The business park districts consist of an Eco/Tech District, Agricultural District, and Hwy. 14 District. Their particular character is detailed below.

**Eco/TECH DISTRICT**

Characteristics of the Eco/Tech District include:

- » Ecologically friendly and technology oriented businesses
- » Partnerships with K-M Schools, resource recovery specialists (landfill), energy based uses
- » Low/no heavy truck traffic because of proximity to school and distance from Hwy. 14

**AGRICULTURAL DISTRICT**

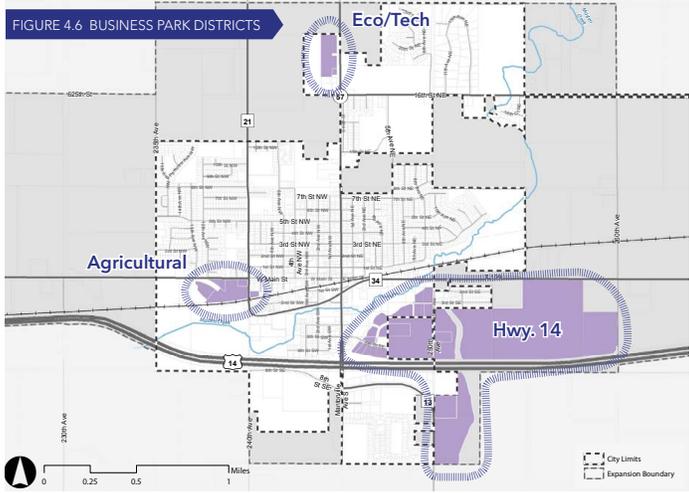
Characteristics of the Agricultural District include:

- » Agricultural, farm and implement, and grain and feed oriented businesses
- » Proximity to agricultural uses
- » Railroad spur access

**Hwy. 14 DISTRICT**

Characteristics of the Hwy. 14 District include:

- » Large and regional employers and general industrial and manufacturing



- » Easy access to Highway 14
- Further exploration and master planning may be necessary to understand the potential for these district character concepts, their feasibility, infrastructure needs, and marketability.

DRAFT - MAY 2018

KASSON UPWARD 2040 4-15

**GOALS, POLICIES, ACTION STEPS**

**LAND USE GOALS AND POLICIES**

These goals and policies provide direction for future land use investment, development, redevelopment, and land use decision making within Kasson. They also provide direction to maintain the quality of life and working environment.



Oftentimes cities can look to their past for unique and exemplary design character and form. These former Kasson railroad stations are great examples of Kasson's past built form.

Source: Past and Present Minnesota Railroad Stations. <http://www.west2k.com/mn.htm>

- GOAL 4.1** Maintain an adequate and balanced supply of land uses to accommodate 2040 forecasts for job and household growth.
- Policy 4.1.1** Coordinate with land owners, developers, and builders to understand development potential and desires on a community wide basis.
  - Policy 4.1.2** Plan capital improvements (roads, infrastructure, utilities) consistent with phased growth areas.
  - Policy 4.1.3** Re-evaluate (and update if needed) the future land use plan every three to five years

- GOAL 4.2** Grow first within our corporate limits where infrastructure currently exists. Expansion of our corporate limits should be driven by the ability to efficiently provide infrastructure without prematurely forcing development in skipped over areas.
- Policy 4.2.1** Continue to coordinate with adjacent townships to ensure an orderly annexation process
  - Policy 4.2.2** Ensure infrastructure investments have a financial plan to fund both capital expenditures

and ongoing operating, maintenance, and replacement needs.

**Policy 4.2.3** Minimize the fragmentation and development of agricultural lands and open spaces in and around the city.

**GOAL 4.3** Support the redevelopment of dilapidated, underutilized, or economically obsolete land uses.

- Policy 4.3.1** Monitor and track long term (6 month or more) building or land vacancies within the city and collaborate with owners to find compatible re-use.
- Policy 4.3.2** Consider using available redevelopment tools available to the City to support redevelopment and reuse efforts where a greater public benefit can be realized.
- Policy 4.3.3** Evaluate and support alternative zoning tools (approaches) that encourage the integration of land uses and placemaking strategies while not impeding or discouraging investment in the market place.
- Policy 4.3.4** Design the Downtown public realm (street, sidewalk, public parking areas, plazas, parks) to encourage local businesses and retailers to bring their business outside during community events or high volume shopping days/times.

- GOAL 4.4** Ensure future development occurs in a coordinated, connected, and compatible manner relative to existing development.
- Policy 4.4.1** Require through the site planning and building plan adequate design considerations to transition new development to adjacent development in a way that minimizes negative

projects, informing the design review and approval of individual development projects.

**RESIDENTIAL NEIGHBORHOODS**

Kasson's residential neighborhoods are a key contributor in its quality of life and small town atmosphere. The community is committed to expanding and maintaining a diverse range of housing options to meet the needs of a wide range of residents of various ages and socioeconomic situations. To support the development of the City's neighborhoods, it is important to focus on policies that maintain the character that community residents' value.

A neighborhood's design will more likely influence its perception of attractiveness and livability than its individual uses. It is therefore important that both old and new neighborhoods have the design characteristics that address the community's values.

One key feature of desirable neighborhoods is the sense of connection they offer residents to other neighborhoods and to the greater community. Kasson's existing grid pattern is an example of a neighborhood feature that contributes to connectivity. The well spaced network of collector streets disperse traffic, making for a safer and more enjoyable pedestrian and bicycling experience within residential neighborhoods. Connected street systems are also more efficient in providing services such as snow plowing, public safety, and street maintenance.

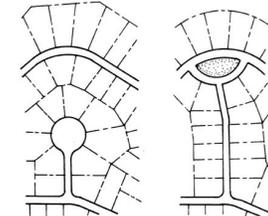
In addition to connected streets, neighborhoods should have trails or sidewalks so residents can safely and conveniently move throughout and between neighborhoods, as well as to other community destinations and the proposed greenway system.

**NEIGHBORHOOD DESIGN PRINCIPLES:**

- » Encourage the development of a variety of housing types and styles within a neighborhood.
- » Front residential streets with the primary entrances to residences, porches, stoops and windows rather than excessive garage doors.
- » Continue the establishment of well spaced collector streets to distribute traffic and minimize congestion.
- » Use alleys to manage access where appropriate.
- » Maximize connectivity between neighborhoods by minimizing the use of cul-de-sacs in favor of a connected street system using a grid or curvilinear pattern.
- » Support active living through the development of sidewalk or trails along both sides of all streets.
- » Ensure each resident is within a 5 to 10 minute walk of a park.
- » Encourage park and open space features to be designed with public street frontage rather than being hidden behind homes.
- » Design multi-family housing to minimize the perceived density, provide appropriate setbacks, and contribute to a safe, walkable public realm.
- » Encourage preservation and rehabilitation of historic homes, structures, and sites. Develop historic interpretation and signage to highlight "hidden" historic sites.
- » Provide for flexibility for home businesses and



Subdivisions designed primarily with cul-de-sac decrease walkability and concentrate traffic on a few streets and intersections.



If a continuation of grid pattern is not desired, looped or curvilinear streets can still provide connectivity.



Subdivisions should have sidewalks and homes with design features that minimize the presence of the garage along the street.

LAND USE & COMMUNITY CHARACTER

DRAFT - MAY 2018

KASSON UPWARD 2040 4-11

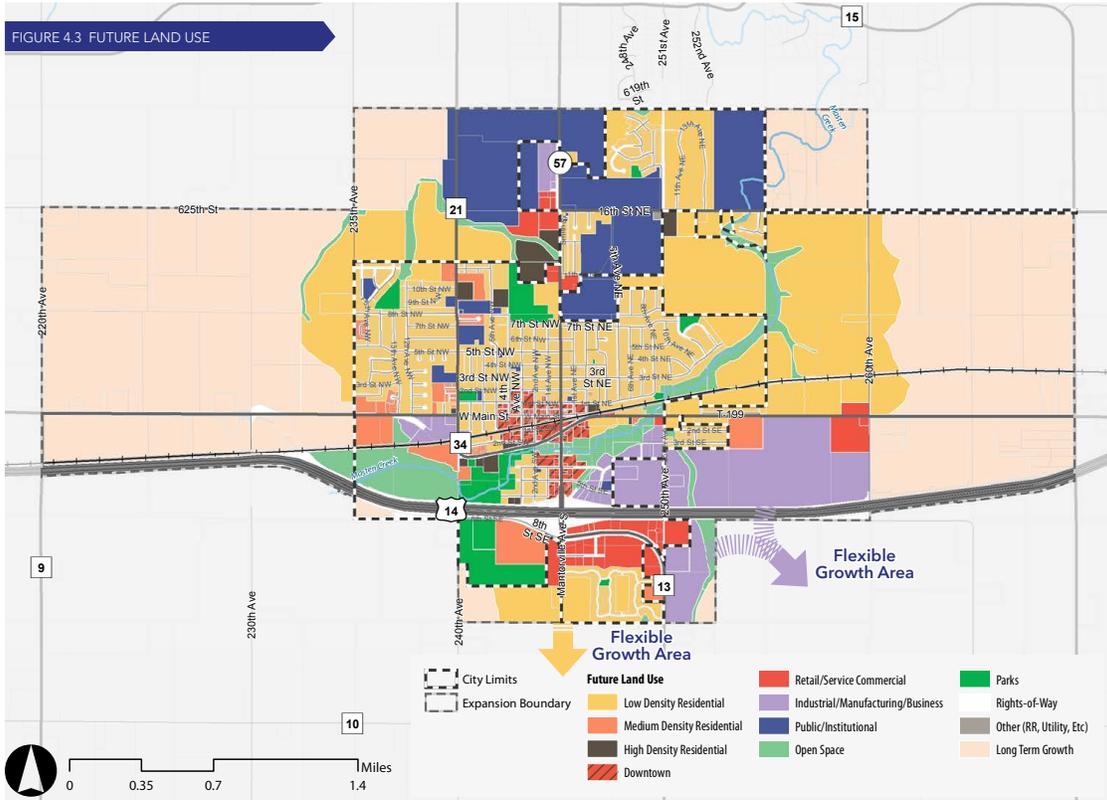
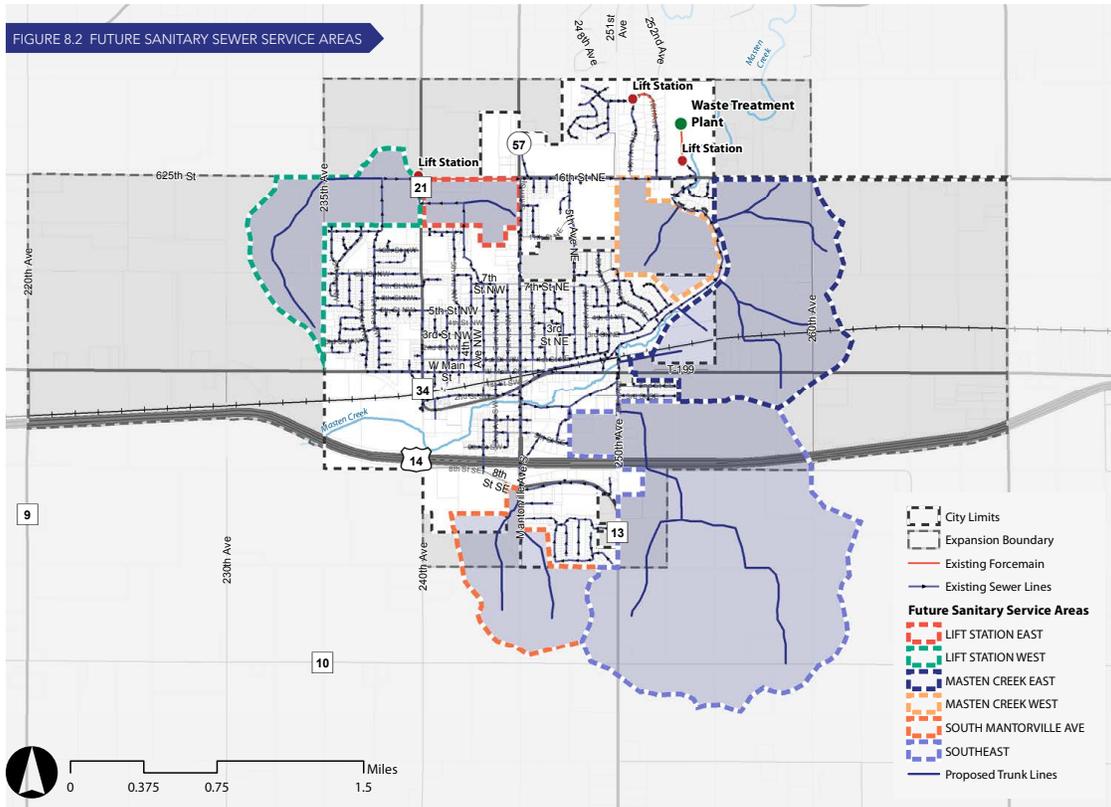


FIGURE 8.2 FUTURE SANITARY SEWER SERVICE AREAS



DRAFT - MAY 2018

KASSON UPWARD 2040 8-3

FIGURE 2.26 NATURAL FEATURES

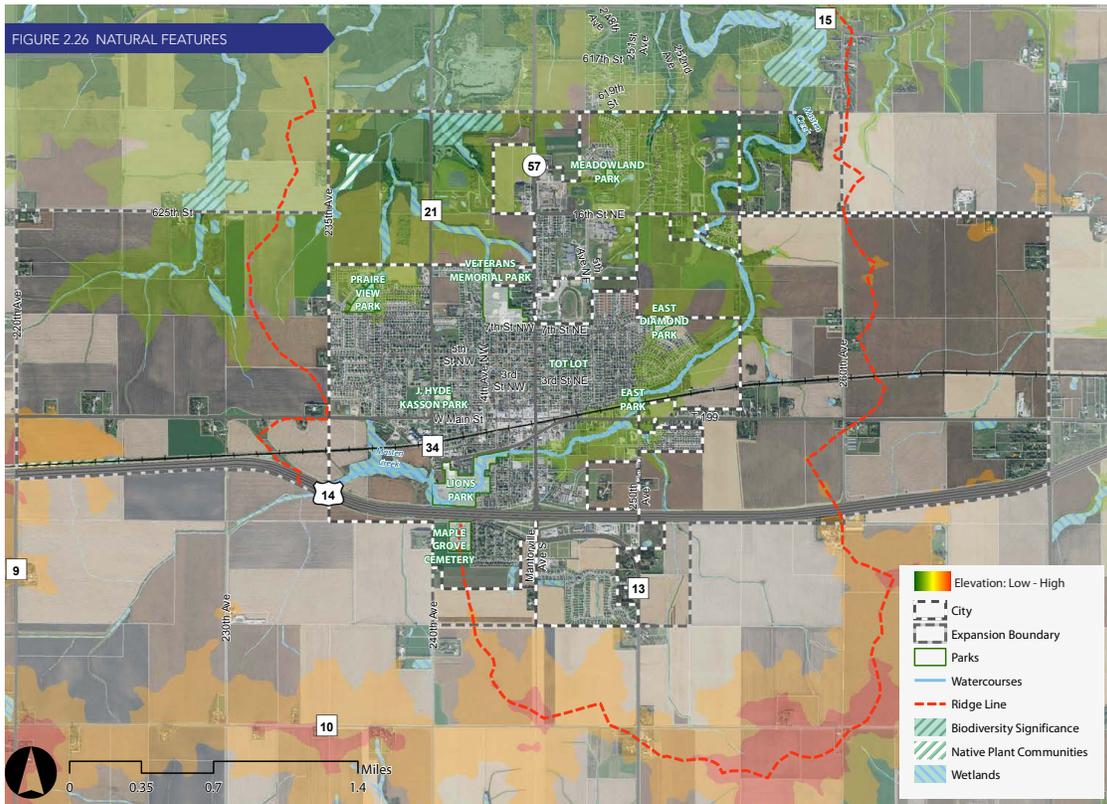


FIGURE 7.2 FUTURE FUNCTIONAL CLASS ROADWAYS

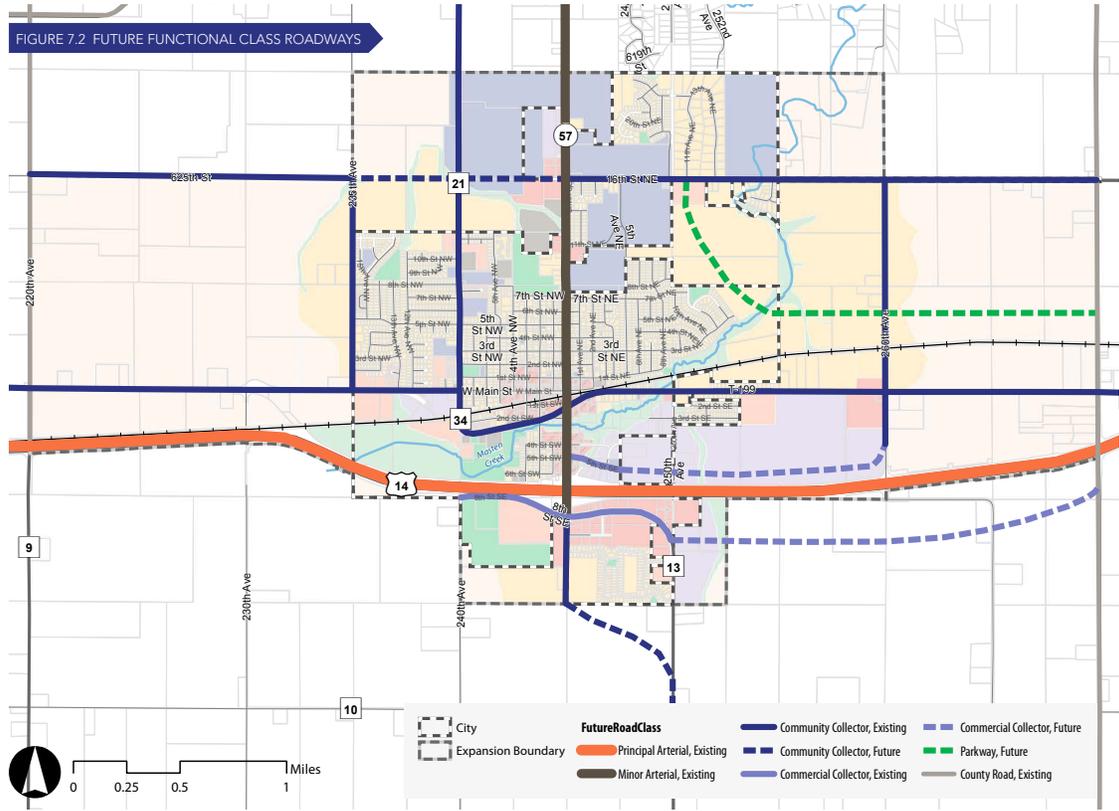
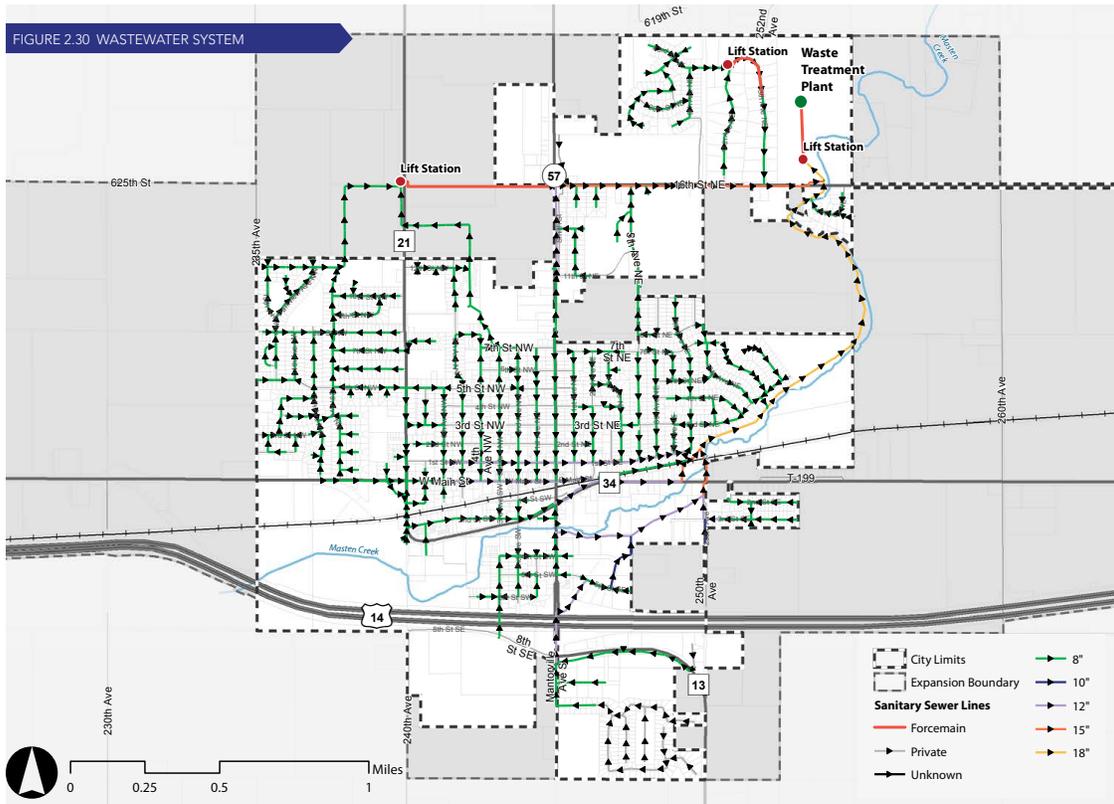


FIGURE 2.30 WASTEWATER SYSTEM



COMMUNITY CONTEXT

FIGURE 2.31 WATER SYSTEM

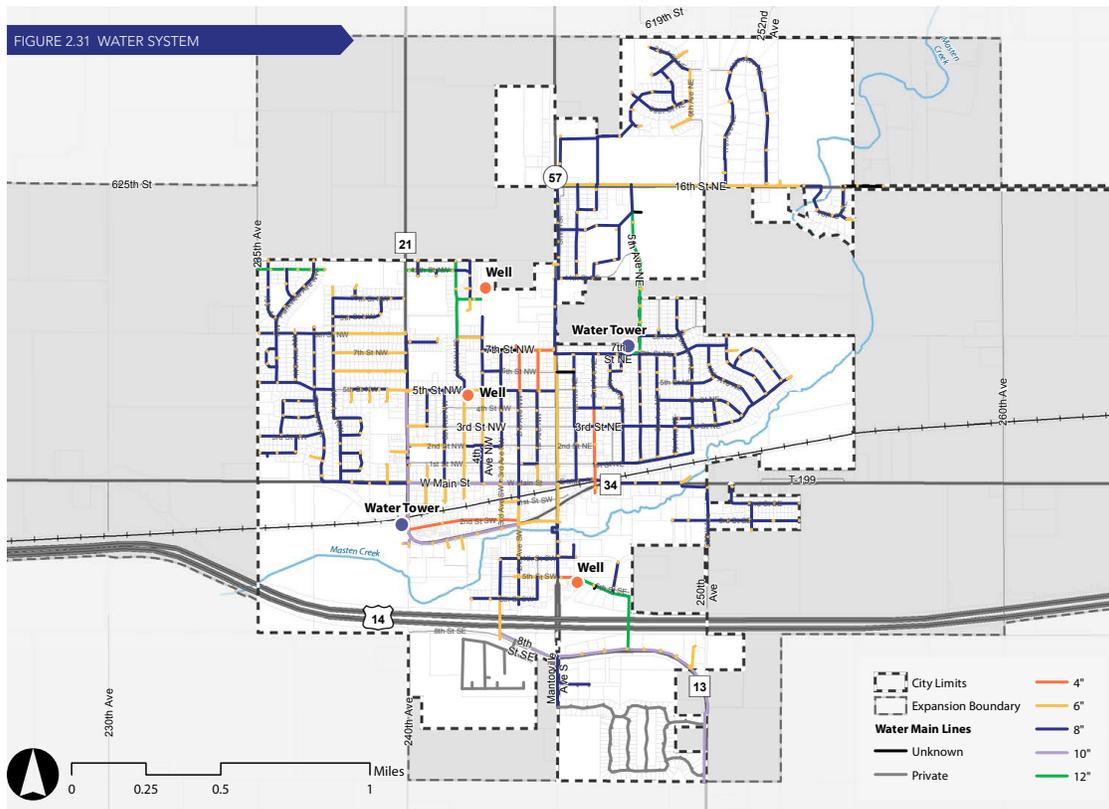
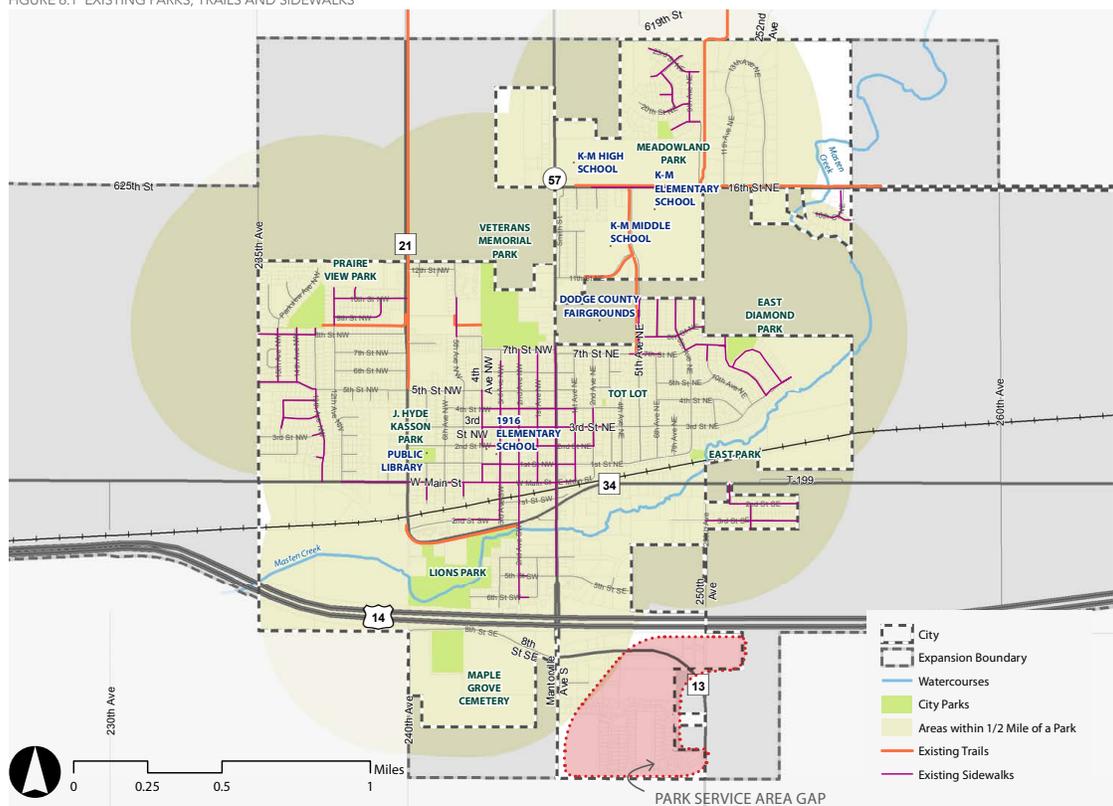


FIGURE 6.1 EXISTING PARKS, TRAILS AND SIDEWALKS



# **Economic Development Authority Coordinators Report**

**Nicholas Ouellette**  
**July 14, 2019 – August 4, 2019**



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## **Utility Metrics Collection**

I have collected some metrics and maps on Kasson's utility capacity to better understand the City's capacity for business attraction and growth. I have yet to organize these metrics into a formal document which is forthcoming.

## **Kasson Mantorville Collaboration**

Discussions are ongoing with my counterpart in Mantorville. We will soon be developing a meeting plan to present to each of our EDA Boards.

## **Office Space Needs Survey**

A survey to determine the demand for a co-working space as well as other types of office space has been posted to the Kasson Facebook page. A letter with a link to the survey has been mailed out to businesses registered at residential addresses in Kasson. Demand for co-working office space may come from businesses currently operating out of residential properties.

The DCI Building was recently featured on KIMT for a story on transforming the building to co-working offices. <https://www.kimt.com/content/video/571951962.html>

## **Open EDA Board Seat**

An application was submitted for the open EDA Board seat. This application will be reviewed at the August EDA meeting.

## **Proposed 2021 EDA Budget**

City Administrator Ibisch and I have reviewed and proposed changes to the 2021 EDA Budget. Those changes will be reviewed by the EDA during the August meeting.

## **CARES Act Funds**

Dodge County is expected to enter into an agreement with CEDA to create and manage a Small Business Relief Fund established with CARES Act funds. Dodge County has committed \$700,000 to the program which will make grants of up to \$10,000 available to Dodge County businesses. Attached in this packet are the draft guidelines. Dodge County has requested each City in Dodge County commit 10% of their CARES Act funds towards

the program. CEDA plans to consult with city administrations on applications before grants are approved. More information on this program will be available soon as we hope to get the program up and running as soon as possible.

### **Business Façade Improvement Program**

2019 BFIP: Reimbursements were submitted to Legion 333 and Daniels Plaza. The remaining project from 2019 is Janice Borgstrom-Durst's mural on the fence downtown. Work has begun on this final project.

2020 BFIP: Stage by Staige has submitted a request for reimbursement for their sign and window decal project. An application has been received from Full Circle Wellness to construct a sign for the new business. Both the reimbursement request and application will be reviewed at the August meeting.

## Small Business Relief Fund Guidelines

To provide emergency assistance to local small businesses in \_\_\_\_\_ County adversely impacted by the COVID-19 pandemic, the \_\_\_\_\_ County Small Business Relief Fund will provide grants of up to \$ \_\_\_\_\_ to small businesses most in need of support.

Funds will help small businesses pay for critical expenses such as rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening. Providing this support will increase the capacity of small businesses with a physical location in \_\_\_\_\_ County to survive the current crisis and will help prevent potential future blight scenarios.

We understand there is a cost to reopening your business safely. These grant funds can also be used to ensure your business can afford to operate while maintaining the social distancing guidelines for the safety of your employees and customers.

This program will be administered by \_\_\_\_\_.

### Terms

- Up to \$ \_\_\_\_\_ grant based on economic injury from COVID-19 and eligible expenses.
- Funds can be used for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, or other critical non-payroll business expenses (including expenses related to reopening and staying safe) as approved by the fund administrator.

### Eligible Businesses

Businesses must meet all of the following criteria as of March 1, 2020 to be eligible.

- Must be a business with an establishment in \_\_\_\_\_ County
- Must have been operating prior to March 1, 2020
- Must have appropriate licenses, in good standing with the Minnesota Secretary of State, and current on property taxes as of August 1, 2020, if applicable
- Must demonstrate a business loss since March 15, 2020
- Must demonstrate that any funds received through this program do not duplicate assistance received from other sources (e.g. PPP, EIDL, MN DEED, other city/county CARES Act funding, etc...)

Certain businesses are ineligible, including:

- Home-based businesses; those without a physical establishment, (except in-home childcare providers will be eligible)
- Non-profit organizations
- Corporate chains, multi-state chains
- Individuals who have or are currently receiving assistance through the Pandemic Unemployment Assistance (PUA) program or assistance from their municipality
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling
- Businesses that derive any income from adult entertainment

- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

In addition to the \_\_\_\_\_ County Small Business Relief Fund, businesses are strongly encouraged to apply for all available COVID-related funding. However, due to the limited amount of funding and in order to serve as many businesses as possible, businesses are ineligible to receive duplicative funds from the \_\_\_\_\_ County Small Business Relief Fund AND city, state, or other federal funds. Businesses receiving city, state, or federal relief funds are still eligible for the \_\_\_\_\_ County Small Business Relief fund, but must use County funds for eligible expenses other than those covered by city, state, or federal funds.

### **Application Process**

- Application Forms will be accepted beginning \_\_\_\_\_ through \_\_\_\_\_ at noon.
- Completed Application Forms can be emailed to \_\_\_\_\_.
- If applications exceed the funding available, the \_\_\_\_\_ will select grant recipients by \_\_\_\_\_.
- Upon notice of an approved application, applicants will be required to submit the following within 10 business days:
  - 2019 Federal Business Tax Return or appropriate Business Tax Schedule- based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue.
  - Evidence of revenue loss related to the COVID 19 emergency. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include Sales Tax Reporting, Period Statements from 3<sup>rd</sup>-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
  - Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate documents, disburse grant proceeds, or meet program reporting requirements.
  - Failure to submit required documentation will result in forfeiture of the grant award.

Note: The \_\_\_\_\_ County Board reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.



To: City Council

Date: 7/22/2020

**Agenda Heading:** City Administrator's Report

"Summer afternoon--summer afternoon; to me those have always been  
the two most beautiful words in the English language."

--Henry James

- **Energy Assistance.** The Energy Assistance Program closed for the 2019-20 fiscal year on July 1. Customers who suspect they might qualify for assistance should continue to apply. When they are approved, they will be among the first recipients when the program begins anew on October 15. Their Director Michael Schmitz, at the Division of Energy Resources, has indicated that MN received \$19 million less than expected under the CARES Act for LIHEAP. Despite lower than expected funding, all eligible applicants, who applied during the extended 2019-20 cycle, received substantial assistance for the period (around \$750, depending on income). Another pandemic-related agency decision allowed applicants to use up to their total assistance amount toward "crisis" purposes and allowed past-due bills to qualify as one of those purposes without a disconnection notice. We continue to encourage customers who are struggling to apply and have been setting them up on payment plans. There is no reason any customer should feel left out.
- **EDA Committee Update.** The EDA met to discuss a number of topics, most particularly they reviewed a listing of businesses that exist in the community. Many of these were ones that the Board had not heard of because they are home-based. One aspect of the work the EDA will try to do is moving to help these home-based businesses take the next step and move into their own space. In order to support that, a coworking space proposal is being developed in conjunction with the owners of the DCI building. A status report is included in your packet along with the business list. The board also discussed housing and how they can encourage more cost-effective housing options, including work force housing. One area that could be managed is on the City owned land to the Southwest. Of course, that creates another issue, namely the need for additional ponding and infrastructure to access that property. Our CEDA representative will be working to ascertain whether or not these options are potentially viable.
- **CMPAS Review.** Last week I attended the CMPAS meeting in Glencoe, MN. One item of discussion was the impact that the COVID-19 outbreak has had to the electrical usage and revenue. Right now, they are estimating a negative effect of 7-10%. Our numbers have been somewhat skewed, first by a warm spring and then with the need for extra cooling this summer. In the fullness of time it will hopefully not drop below a 10% net loss because we have the budget capacity to handle that.

On another note, it seems our transmission study may be delayed because the Beehive system that is used for consumption tracking is not currently at the information level needed. We may opt to use a contracted service to help update the system, and we should have adequate funding because of the change to 3 fulltime staff instead of 4.

- **Parks & Recreation Updates.** The Parks Board met to discuss the ongoing operations at the Aquatic Center and other projects. Use of the pool has been steady, however despite the hot weather we have not been hitting our limits. The Board may advise some alterations of the plan in terms of the timing. These changes were not unforeseen operating as we have in the COVID environment. In addition, the Park Supervisor will be providing information on the total costs of the potential wall repairs. Overall, the parks look great and with the stump grinding completed last week we are right on schedule in terms of work completed. A number of capital projects will be done at the pool this fall, including a resurfacing of the slides and work on the equipment. One other note, a Park Board seat has opened up, and the Board will be looking to add another member. We will bring this to the Council at a future date for approval of the Mayor's appointment.
- **2020 Special Session #2 started July 13.** To extend a peacetime emergency for another 30 days, Governor Walz called back the Legislature. The Governor also supports the DFL-led House's proposal for police reform and a bonding proposal that includes projects for Minneapolis. The Republican-led Senate wants to discontinue the peacetime emergency, and change the House police reform and bonding proposal. Right now, it seems unlikely that the Senate and House will be able to come to terms, however Minority Leader Daudt is personally negotiating with the Governor, especially regarding the bonding bill. I will provide more info as it becomes available.
- **Planning and Zoning Board.** P&Z met last week and had a very good conversation regarding the updated City Code. While the meeting stretched until after 8 pm, it proved to be very productive and I believe it is reasonable to expect the completed product to be available in September for a public hearing. A number of changes will be included and an updated zoning map will be provided to the Council as soon as it is possible. One thing that came up during the discussion was the status on our variance and CUP's. In the past at times some may not have been filed and recorded appropriately. The City Clerk is recommending that henceforth, the staff control the process by filing documents directly with the County. This may require an upcharge however, that will primarily be due to the 46.50 that the County charges for recording.
- **Natural Gas Franchise.** Included in your packet is an update regarding the charges that other area cities have for their natural gas fees. I had a very pleasant conversation with Paul O'Sullivan who is the Senior Account Manager for Minnesota Energy Resources in our area. He should be providing information regarding their preferred methodology. Its likely some sort of base fee and usage amount could be the best way to facilitate implementation. I believe that segmenting this revenue would provide us the most prudent solution and make this an easier progression. Stewartville's would be an interesting one, however many other examples also exist.

**NOTE:** Currently, there is an open seat on the EDA board, if you know someone who might be interested please let them know to apply online or here at City Hall.

## **Meetings and Events Attended**

June 18 SRTS Review-City Engineer  
Annexation Review

June 19 Southeast MN EDA professionals

June 24 City Council Meeting

June 25 City Engineer  
Bigelow Projects-Les Conway  
Department Heads Meeting

June 30 Police Chief Retirement Ceremony  
Meeting with KARES - old school  
CEDA-Ed/Tina Butler

July 1 CARES Act Funding Webinar  
EMS Committee

July 2 City Attorney  
City Engineer

July 8 Chamber of Commerce  
Safety Committee  
Worksession-Bubany  
City Council Meeting

July 9 City Engineer  
Meeting with WSE re: annexation

July 10 Southeast EDA Professionals

July 13 Water Meter Checks  
Electric Distribution Study Update  
Planning Commission

July 14 EDA Board  
KARE Annual Meeting

July 15 CMPAS Meeting

July 16 City Engineer

July 20 Personnel Committee

July 21 Park and Rec Committee

July 22 City Council