KASSON CITY COUNCIL REGULAR MEETING AGENDA Wednesday, April 11, 2018

PLEDGE OF ALLIEGANCE

6:00 A. COUNCIL

1. Approve agenda - Make additions, deletions or corrections at this time.

2. Consent Agenda - All matters listed under Item 2, Consent Agenda, are considered to be routine and noncontroversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.

a. Minutes from March 28, 2018 Regular Meeting

- b. Claims processed after the March 28, 2018 regular meeting, as audited for payment
- c. Conferences:
 - 1. Jesse Kasel SRO Training Aug 6-7 St. Paul, MN
- d. Evaluations:

1. Corey Carstensen Streets/Public Works inc from grade 7 step 6 to grade 7 step 7 (\$24.96ph) eff. 3/12/18

- 2. Dan Trapp Lead W/WW Oper inc. from grade 11 step 6 to Grade 11 Step 7 (\$32.72) eff. 1/1/18
 - 3. Kris Anderson Streets/Public Works No increase already at top
 - 4. Ron Unger Park and Rec Director No increase already at top
 - 5. Steve Howarth Ice Arena Manager No increase already at top

6. Charlie Bradford Public Works Director inc from grade 16 Step 4 to Grade 16 step 5 (\$41.69) eff. 1/14/18

7. Nick Fitch W/WW Oper II inc from grade 9 Step 3 to Grade 9 Step 4 (\$25.97ph) eff. 2/12/18

8. Cassie Sullivan Util Billing Specialist inc from grade 8 step 1 to grade 8 step 2 (\$22.79ph) eff. 2/6/18

- 9. Linda RappeCity ClerkNo increase already at top10. Jan NaigDeputy City ClerkNo increase already at top11. Nancy ZaworskiFinance DirectorNo increase already at top12. Cathy PlettaLiquor Store ManagerNo increase already at top
- e. Uncollectible Accounts Write offs

f. Resolution Accepting Donation to Kasson Fire Department

B. VISITORS TO THE COUNCIL

- 1. Cody Lawson Sirens
- 2. Jason Boynton Smith Schafer Associates 2017 Annual Audit
 - a. Issued Governance Letter
 - b. Issued Significant Deficiencies Letter
 - c. Issued Financial Statements

C. PUBLIC FORUM

• May not be used to continue discussion on an agenda item that already had been held as a public hearing. • This section is limited to 15 minutes and each speaker is limited to 4 minutes.

- · Speakers not heard will be first to present at the next Council meeting.
- · Speakers will only be recognized once.
- · Matters under negotiation, litigation or related to personnel will not be discussed.
- \cdot Questions posed by a speaker will generally be responded to in writing.
- \cdot Speakers will be required to state their name and their address for the record.

D. PUBLIC HEARING

E. COMMITTEE REPORT

- 1. Arena Committee Report
- 2. March Park Board Draft Notes
 - a. Hire 2018 Aquatic Center Employees Motion Required

F. OLD BUSINESS

- 1. Position Descriptions Motion Required
- 2. Street Closure Request Motion Required
- 3. Funding for 2017 Street Project Motion Required

G. NEW BUSINESS

- 1. Ordinance 110 Alcoholic Beverages Motion Required
- 2. Approve Abbreviated Publication Motion Required
- 3. Ordinance 154 Height Limitations Motion Required
- 4. Approve Abbreviated Publication Motion Required

H. MAYOR'S REPORT

I. ADMINISTRATORS REPORT

- 1. April 16 at 6PM at Kasson Public Library a joint meeting of PZ, CC and Comp plan working group
- 2. Coming Updates to Utility Ordinance
- 3. Upcoming SEMLM Meetings

J. ENGINEER'S REPORT

1. Sidewalks

K. PERSONNEL

- 1. Two Seasonal Positions Motion Required
- 2. Police Chief Recommendation for Full Time Officer Motion Required
- 3. Police Chief Recommendation for Part Time Officer Motion Required

L. ATTORNEY

- 1. Closed Meeting Real Estate Offers and Counteroffers
- 2. Closed Meeting Attorney/Client Privilege

M. CORRESPONDENCE

- 1. LMC Legislative Conference
- 2. Conference Reports
- 3. March PD Stats
- 4. Water Supply Plan Approval Letter
- 5. Electric Department Report

N. ADJOURN

April 11, 2018 Agenda Summary

Ordinance 110 Alcoholic Beverages

The current ordinance makes reference to licenses that a city without a Municipal Store may issue. Upon recommendation from the Liquor Store Manager and MMBA, "including wine and strong beer," was added to Chapter 110.51

Ordinance 154

Added (P) Sports Press Boxes of more than one story; to eliminate the need for a variance.

Comprehensive Plan

Comments on the draft Comprehensive Plan will be collected through the Planning Commission meeting on April 9. There will be a joint meeting of the City Council, Planning Commission and Comp Plan Working Group on Monday, April 16, 6 p.m. at the Kasson Public Library.

A Public Open House at 5:30 p.m. and Public Hearing will take place on May 14, 2018 at 6:30 p.m. with City Council adoption on the Comprehensive Plan on June 13, 2018.

Future Ordinance Updates

City Staff are working to provide for consistent language throughout the utility ordinance; especially in regard to utility payments. The current ordinance includes the owner of the premises as severally liable to pay for service to the premises however the owner is not currently receiving the utility billing on a monthly basis. Additionally, the dates of readings, billings and payment due dates do not match up with our current system.

Two Seasonal Positions

There are two seasonal positions budgeted: one in parks and the other in water/wastewater. Ron Unger would like to hire Harrison back for this summer. If Harrison is not available, we would ask Manpower to provide us with two seasonal workers.

KASSON CITY COUNCIL REGULAR MEETING MINUTES March 28, 2018

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 28th day of March, 2018 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Buck, Eggler, McKern and Zelinske **THE FOLLOWING MEMBERS WERE ABSENT**: Borgstrom

THE FOLLOWING WERE ALSO PRESENT: City Administrator Theresa Coleman, City Attorney Melanie Leth, City Clerk Linda Rappe, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, Everett Paulson, Adam Heymann, Todd Suhr and Judy Zelinske

COUNCIL

Approve agenda

Remove: F.1 to reschedule to April 11 due to scheduling conflicts Change: K.1 Water/wastewater operator II job description only Change: A.2.e. – Change of amount to \$128,446.84 on Pay Request #8 Add: J.3 Safe routes to school grant application Remove: E.1 – Arena Update

Motion to Approve the Amended Agenda made by Councilperson Eggler, second by Councilperson Zelinske with all voting Aye.

Consent Agenda

Minutes from March 14, 2018 Regular Meeting

Claims processed after the March 14, 2018 regular meeting, as audited for payment in the amount of \$349,960.44

Acknowledge Committee Minutes:

Planning Com	mission Draft 3-12-18		
Pay Request #8	SL Contracting	\$128,446.84	2017 Street Assessment Project
Change Order #2	SL Contracting	\$7500.00	2017 Street Assessment Project
-	-		

Resolution Accepting Donation to Kasson Park and Recreation Department

Resolution #3.3-18

Resolution Accepting Donations for the Park and Recreation Department

(on file)

Motion to Approve the Consent Agenda made by Councilperson Buck, second by Councilperson Zelinske with all voting Aye.

VISITORS TO THE COUNCIL

PUBLIC FORUM

Todd Suhr –1001 5th St NW – Save the Sirens Petition - Mr. Suhr addressed the Council regarding what was in the news this week regarding a request to stop the sirens three times a day. He has started a save the siren petition and 530 people so far have signed the petition.

City Council Meeting Minutes March 28, 2018

Adam Heymann - 405 1^{st} Ave SW – Mr. Heymann would like to close 1^{st} Ave SW, between 4^{th} St and 5^{th} St they are having a wedding at their house on June 16, 2018. The closure would be from noon to 10:00PM. The only other person affected is Wade and Jamie Finnie and they have submitted a letter that they support it.

PUBLIC HEARING

COMMITTEE REPORT

CUP for Church/School – As a result of the zoning being denied at the last meeting. <u>Motion to</u> <u>Adopt the Resolution made by Councilperson Eggler, second by Councilperson Zelinske with all</u> <u>voting Aye</u>.

Resolution #3.4-18 Resolution Denying a Conditional Use Permit to Allow for Church and Private Education Institution at 105 Mantorville Ave S, Kasson ,MN (on file)

CUP for Child Care Facility – As a result of the zoning being denied at the last meeting. <u>Motion to</u> <u>Adopt the Resolution made by Councilperson Zelinske, second by Councilperson Eggler with all</u> <u>voting Aye</u>.

Resolution #3.5-18

Resolution Denying a Conditional Use Permit to Allow for Child Care Facility Serving 13 or more Persons at 105 Mantorville Ave S, Kasson, MN

(on file)

Resolution Amending Resolution Denying Zoning Map Amendment for 105 S Mant Ave. – Administrator Coleman stated that there was an error on the resolution and the property should remain C-M not C-2.

Motion to Approve the Amended Resolution changing that the property is remaining C-M and not C-2 made by Councilperson Buck, second by Councilperson Eggler with all voting Aye. Resolution #3.1-18 Amended

Resolution Denying a Zoning Map Amendment for the Property Known as 105 Mantorville Ave S, Kasson, MN

<u>(on file)</u>

Councilperson Buck reported on the Park Board meeting held last night – there are 18 softball teams for the summer, Ron Unger has all of the aquatic center hiring done, 35-45 boulevard trees have been ordered so far, they are planting 3 trees in East Diamond Park for Arbor Day and the "Clean it up" campaign will be on May 5, 2018.

OLD BUSINESS NEW BUSINESS

MAYOR'S REPORT

Proclamation for National Library Week – The Mayor Proclaimed April 8-14, 2018 as National Library Week

City Council Meeting Minutes March 28, 2018

DARE Graduation – Mayor McKern attended the graduation of 150 5th graders from the DARE program.

Planning Session Recap – Mayor McKern thanked attendees Administrator Coleman. Finance Director Zaworski, Engineer Theobald and Public Works Director Bradford for the information they provided.

Upcoming Comp Plan Open House May 14th 6:30pm at City Hall – The Open House will be at 5:30PM with the public hearing at 6:30PM

CEDA Regional Development Tour stopping in Kasson – Kasson is on the CEDA Regional Development Tour this year. There is more information in the Economic Development Coordinators report in correspondence.

ADMINISTRATORS REPORT

Future DMC Presentation – Lisa Clark, Executive Director for the DMC Economic Development Agency would like an opportunity to come and give an update. The Council agreed to invite her to give a 15 min presentation at a future council meeting.

Potential Meeting with Senator Senjem – Senator Senjem would like an opportunity to meet with the City Council. The Council agreed doing a meeting in conjunction with the Comprehensive Plan rollout. Engineer Theobald will contact Senator Senjem to give him an update on funding for 16th St NE.

ENGINEER'S REPORT

Resolution Establishing 11th St. NE as a Municipal State Aid Street. – Engineer Theobald stated that this is on the north side of fair grounds, due to our growth we are allowed to designate more street and potentially get more money. The Council asked if there is criteria to designate a street. Engineer Theobald stated that it has to be contiguous to a current MSAS street and have a higher traffic volume and it fits with how many miles of streets we can allocate. <u>Motion to Approve the Resolution made by</u> Councilperson Buck, second by Councilperson Eggler with all voting Aye.

Resolution #3.6-18 Resolution Establishing Municipal State Aid Streets (on file)

2017 Street Project - Open House – A kick off meeting for 2018 portion of the 2017 street assessment project at 1:00PM and 6:00PM on April 5, 2018 at City Hall. Once the project start there will be weekly meetings will be on the corner just west of the pool at 9AM and 5:30PM.

Preconstruction meeting will be on April 5, 2018 at 10:30 at the Public Works Building.

Safe Routes to School Grant Application - Engineer Theobald stated that the City has been awarded the \$300,000 from MnDOT for Safe Routes to School Grant for the trails and sidewalks around the school. This is a project for 2022.

PERSONNEL

City Council Meeting Minutes March 28, 2018

Approve all Job Descriptions – Water/Wastewater Operator II only – This position is what the Public Works Director is requesting. <u>Motion to Approve the Water/Wastewater Operator II made</u> by Councilperson Zelinske, second by Councilperson Eggler with all voting Aye.

Accept resignation of Nick Fitch – <u>Motion to Accept the Resignation of Nick Fitch and Thanked</u> <u>Him for His Service made by Councilperson Eggler, second by Councilperson Buck with all voting</u> <u>Aye.</u>

Approve Posting Position – <u>Motion to Approve posting the position of Water/Wastewater</u> <u>Operator II made by Councilperson Eggler, second by Councilperson Zelinske with all voting Aye.</u>

ATTORNEY

Lease for Old Library Building 16 1st Ave NW – Attorney Leth stated that Section Ten of the Lease regarding improvements was added to the lease. Other language to be added is regarding the market value of rent. Mayor McKern handed out an escalating scale for rent over 5 years as a sample. This lets the renter adjust their business plan for increasing rent each year. Council agreed to include this in the lease as an attachment/guideline. This will be incorporated and brought back to next meeting.

Closed Meeting – Real Estate Offers and Counteroffers

Meeting was closed at 6:35pm to discuss real estate offers and counteroffers. Meeting re-opened 7:06PM: Mayor McKern stated that there was an update from the City Attorney on real estate offers and counteroffers. <u>Motion to Authorize city staff to approach the owners of</u> <u>the property on the southeast corner of 16th St NE and Mantorville Ave regarding an option to</u> <u>acquire made by Councilperson Eggler, second by Councilperson Buck with all voting Aye.</u>

CORRESPONDENCE - Correspondence was reviewed

ADJOURN 7:32PM

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

SIGNATURE PAGE

THE ATTACHED LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

THIS INCLUDES WARRANT NUMBERS:

#1-#3 GRAND TOTAL SUBMITTED FOR PAYMENT \$ 335 403.90

DATE APPROVED: <u>04-11-18</u>

#1 #168,674.83 #2 3464.50 #3 165, 145.57 337 884.90 - 1791.00 (Jund 609 - lost check - VOID) - 22,50 (Jund 101 - dup. payment - VOID) - 314.10 (Jund 604 - VOID CHECK) - 353.40 (Jund 604 - Lost check - VOID) \$ 335, 403.90

03/29/18 08:22:21

CITY OF KASSON Claim Approval List For the Accounting Period: 3/18 For Pay Date: 03/29/18

Page: 1 of 4 Report ID: AP100V ۱ 🙀

For Pay Date = 03/29/18 . . .

*	• • •	Over	spent	expenditure	

Claim/	Check Vendor #/Name/	Document \$/ Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund	Org	Acct	Object Proj	Accoun
28279	5668 AMERICAN LIFEGUARD PRODUCT	S LLC 712.99						
	94140 03/16/18 SPINE BOARDS/CPR MASKS/HIP	PKS 712.99		101	514	4514	210	1010
	Total for V	endor: 712.99						
28280	5065 Gale/CENGAGE LEARNING	50.00						
	62729457 01/19/18 COURSE SUBSCRIPTION BAL	ANCE 50.00		211	550	4550	218	1010
	Total for V	endor: 50.00						
28281	199 LMC INS TRUST	39,465.00						
	03/05/18 1st QTR CMC 1001158-2	946.45		101	220	4220	360	1010
	03/05/18 1st QTR CMC 1001158-2	11.35		101	220	4220	160	1010
	03/05/18 1st QTR CMC 1001158-2	622.39		101	514	4514	360	1010
	03/05/18 1st QTR CMC 1001158-2	3,130.68		101	522	4522	360	1010
	03/05/18 1st QTR CMC 1001158-2	201.32		101	517	4517	360	1010
	03/05/18 1st QTR CMC 1001158-2	783.60		101	191	4191	360	1010
	03/05/18 1st QTR CMC 1001158-2	53.83		101	527	4527	430	1010
	03/05/18 1st QTR CMC 1001158-2	69.42		101	417	4417	360	1010
	03/05/18 1st QTR CMC 1001158-2	81.91		290	650	4650	360	1010
	03/05/18 1st QTR CMC 1001158-2	3,212.94		602	948	4948	360	1010
	03/05/18 1st QTR CMC 1001158-2	1,918.53		602	947	4947	360	1010
	03/05/18 1st QTR CMC 1001158-2	11.35		602	948	4948	160	1010
	03/05/18 1st QTR CMC 1001158-2	1,385.80		601	943	4943	360	1010
	03/05/18 1st QTR CMC 1001158-2	11.35		601	943	4943	160	1010
	03/05/18 1st QTR CMC 1001158-2	100.12		101	194	4194	360	1010
	03/05/18 1st QTR CMC 1001158-2	1,807.35		604	957	4957	360	1010
	03/05/18 1st QTR CMC 1001158-2	11.35		604	959	4959	160	1010
	03/05/18 1st QTR CMC 1001158-2	672.03		609	979	4979	360	1010
	03/05/18 1st QTR CMC 1001158-2	11.35		609	977	4977	160	1010
	03/05/18 1st QTR CMC 1001158-2	1,006.51		101	310	4310	360	1010
	03/05/18 1st QTR CMC 1001158-2	66.43		101	312	4312	360	1010
	03/05/18 1st QTR CMC 1001158-2	180.67		605	963	4963	360	1010
	03/05/18 1st QTR CMC 1001158-2	2,097.13		101	920	4920	360	1010
	03/05/18 1st QTR CMC 1001158-2	32.79		101	526	4526	430	1010
	03/05/18 1st QTR CMC 1001158-2	789.22		101	111	4111	160	1010
	03/05/18 1st QTR CMC 1001158-2	68.07		101	111	4111	160	1010
	03/05/18 1st QTR CMC 1001158-2	5,448.26		101	210	4210	360	1010

Page: 2 of 4 Report ID: AP100V

For Pay Date = 03/29/18

* ... Over spent expenditure

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Claim/	Check	•	Vendor #/Nau	e/ I	ocument \$/	Disc \$					Cash
		Invoice	#/Inv Date/D	escription	Line \$		PO #	Fund Org	Acct	Object Proj	Account
	03/05/18	lst QTR	CMC 1001158	-2	79.42			101 210	4210	160	1010
	03/05/18	lst QTR	CMC 1001158	-2	771.36			101 140	4140	360	1010
	03/05/18	1st QTR	CMC 1001158	-2	22.69			101 140	4140	160	1010
	03/05/18	1st QTR	СМС 1001158	-2	99.25			101 417	4417	360	1010
	03/05/18	lst QTR	CMC 1001158	-2	721.38			211 550	4550	360	1010
	03/05/18	1st QTR	CMC 1001158	-2	11.35	<u>s</u>		211 550	4550	160	1010
	03/05/18	1st QTR	CMC 1001158	-2	142.35			610 984	4984	360	1010
	03/05/18	EXCESS 1	SIABILITY 10	01160-2	11,372.00			101 920	4920	360	1010
	03/05/18	LIQUOR I	LIABILITY 10	01159-2	1,513.00			609 979	4979	360	1010
				Total for Vendor:	39,465.	00					
28282		2289 SL	CONTRACTING	, INC	128,446.8	34					
	03/26/18	REQ #8-	17 STR ASSM	NT PROJ	128,446.84*			423 311	4311	430 41602	1010
				Total for Vendor:	128,446.	84					
				# of Claims	4 Tota	1: 168,674.83					

CITY OF KASSON Fund Summary for Claims For the Accounting Period: 3/18

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$28,485.28
211 Library Fund	
1010 CASH-OPERATING	\$782.73
290 Economic Development	
1010 CASH-OPERATING	\$81.91
423 3rd,4th 5th Av 2017 Street Assessment	
1010 CASH-OPERATING	\$128,446.84
601 Water Fund	
1010 CASH-OPERATING	\$1,397.15
602 Sewer Fund	
1010 CASH-OPERATING	\$5,142.82
604 Electric Fund	
1010 CASH-OPERATING	\$1,818.70
605 Storm Water	
1010 CASH-OPERATING	\$180.67
609 Liquor Fund	
1010 CASH-OPERATING	\$2,196.38
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$142.35

Total: \$168,674.83

03/29/18 08:22:22

CITY OF KASSON Claim Approval Signature Page For the Accounting Period: 3/18 Page: 4 of 4 Report ID: AP100A

CITY OF KASSON 401 5TH STREET SE KASSON. MN 55944-2204

The claim batch dated are approved for payment. APPROVED il Member Council Member

04/05/18 11:05:45

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/05/18

Page: 1 of 3 Report ID: AP100V

For Pay Date = 04/05/18* ... Over spent expenditure

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org	Acct	Object Proj	Cash Account
		-						
28322	668 CONTINENTAL RESEARCH CORP	1,449.6	53					
	462081CRC1 03/14/18 SUPER HOT PLUS	1,449.63			602 948	4948	210	1010
	Total for Vendor	: 1,449.	63					
28323	234 DUANE W NIELSEN COMPANY	599.9	0					
	17738 03/12/18 CALIBRATE INFL & EFFL MAGMETER	599.90			602 947	4947	400	1010
	Total for Vendor	; 599.	90					
28324	5529 MANPOWER	886.7	2					
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	177.34*	r		101 140	4140	444	1010
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	133.01*	·		101 191	4191	444	1010
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	133.01*	-		601 944	4944	444	1010
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	266.01*	,		602 949	4949	444	1010
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	133.01*			604 959	4959	444	1010
	32576100 03/25/18 WAGES THRU 3/25-ADMIN ASSIST	44.34*			605 964	4964	444	1010
	Total for Vendor	: 886.	72					
28325	4604 MIDWEST LEAK DETECTION	95.0	0					
	1181 03/07/18 LOCATE-LEAK NEAR SCHOOL ENTRAN	95.00		,	601 943	4943	400	1010
	Total for Vendor	: 95.	00					
28326	2344 MN VALLEY TESTING LABORATORIES	433.2	5					
	908560 03/13/18 SUSP SOLIDS/MERCURY TESTING	433.25			602 947	4947	440	1010
	Total for Vendor	: 433.	25					
	# of Claims	5 Tota	1: 3,464.50					

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*2

CITY OF KASSON Fund Summary for Claims For the Accounting Period: 4/18

Page: 2 of 3 Report ID: AP110

Fund/Account	Amount	
101 General Fund		
1010 CASH-OPERATING	\$310.35	
501 Water Fund		
1010 CASH-OPERATING	\$228.01	
502 Sewer Fund		·
1010 CASH-OPERATING	\$2,748.79	
504 Electric Fund		
1010 CASH-OPERATING	\$133.01	
505 Storm Water		
1010 CASH-OPERATING	\$44.34	

Total: \$3,464.50

04/05/18 11:05:46

CITY OF KASSON Claim Approval Signature Page For the Accounting Period: 4/18 Page: 3 of 3 Report ID: AP100A

CITY OF KASSON 401 5TH STREET SE KASSON. MN 55944-2204

The claim batch dated are approved for payment. APPROVED Member Council Member

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/12/18

Page: 1 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Descripti		PO #	Fund Org Acc	t Object Proj	Cash Account
28284	3708 ABC OF LIFE	300.00				
20201	1003 03/30/18 CPR FOR RESERVES (6)			875 210 43	210 430	1010
		or Vendor: 300.00		015 440 4.		1010
28285	4496 ALL SEASONS POWER & SF	ORT 126.74				
	25497 03/26/18 SAW CHAINS/BAR OIL	126.74		101 524 4	524 430	1010
	Total f	or Vendor: 126.74				
28318	5664 AMARIL UNIFORM COMPANY	1,653.57				
	IV120844 03/30/18 F.R. CLOTHING/UNIFO	RMS 1,653.57		604 957 49	957 214	1010
	Total f	or Vendor: 1,653.57				
28286	5542 ANCOM COMMUNICATIONS I	NC 578.56				
	77752 03/30/18 8 EAR PIECE W) TUBES	578.56		101 220 42	20 240	1010
	Total f	or Vendor: 578.56				
28328	5049 ARTISAN BEER COMPANY	49.00				
	3250300 03/27/18 BEER	49.00		609 975 49	75 252	1010
	Total f	or Vendor: 49.00				
28361	7 B & B TRANSFORMER INC	5,594.91				
	24340 04/04/18 1 TRANSFORMER	648.73			57 270	1010
	24339 04/04/18 4 TRANSFORMERS	4,946.18		604 957 49	157 270	1010
	Total f	or Vendor: 5,594.91				
28288	203 BAKER & TAYLOR INC	366.31				
	2033539025 02/27/18 BOOKS	210.85		211 550 45	50 218	1010
	0003070251 03/01/18 cr-BOOK	-5.12		211 550 45	50 218	1010
	2033554575 03/06/18 BOOKS	44.62			50 218	1010
	2033567320 03/12/18 BOOKS	53.78			50 218	1010
	2033584488 03/19/18 BOOKS	62.18		211 550 45	50 218	1010
	Total f	or Vendor: 366.31				

Page: 2 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/	Check	Vendor #/Name/	Document \$/ Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$	PO #	Fund (Org Acct	Object Proj	Accoun
28329		1012 BELLBOY CORPORATION	996.35					
	63396100	03/22/18 LIQUOR	172.45		609	975 497	5 251	1010
	63396100	03/22/18 WINE	160.00		609	975 497	5 251	1010
	63396100	03/22/18 FREIGHT	4.00		609	975 497	5 335	1010
	97355400	03/22/18 DUM DUMS	16.03		609	976 497	6 343	1010
	97355400	03/22/18 BAGS/ 1 1/4" NUMBERS	55.69		609	975 497	5 210	1010
	97355400	03/22/18 SALES TAX	3.33		609	975 497	5 210	1010
	97355400	03/22/18 SALES TAX	-3.33		609	202	5	1010
	63501800	03/22/18 LIQUOR	197.50		609	975 497	5 251	1010
	63501800	03/22/18 FREIGHT	2.00		609	975 497	5 335	1010
	97391000	03/29/18 SHOT CUPS	62.28		609 :	975 497	5 254	1010
	63591400	04/05/18 LIQUOR	243.00		609 3	975 497	5 251	1010
	63591400	04/05/18 FREIGHT	6.00		609 9	975 497	5 335	1010
	97418600	04/05/18 BAGS	77.40		609 9	975 497	5 210	1010
	97418600	04/05/18 SALES TAX	5.32		609 9	975 497	5 210	1010
	97418600	04/05/18 SALES TAX	-5.32		609	202	5	1010
		Total for Ve	ndor: 996.35					
28289		5669 BLAISDELL, SARAH	156.17					
SENT :	TO REVENU	E RECAPTURE. CUSTOMER PAID THE BI	LL. ALSO PAID THRU REVENUE					
RECAP:	TURE. RE	FUND DUPLICATE PAYMENT TO CUSTOMER						
	2108-03	03/29/18 REFUND OVERPAYMENT ON ACC	T 156.17		604	221	2	1010
		Total for Ve	ndor: 156.17					
28346		4151 BLUE TARP FINANCIAL INC	249.98					
		TITI DOG INKE FINANCING INC						
	71083335	03/27/18 MANUAL CHAIN HOIST	249.98		602 9	947 494	7 220	1010
	71083335		249.98		602 9	947 494	7 220	1010
28330		03/27/18 MANUAL CHAIN HOIST	249.98 ndor: 249.98		602 9	947 494	7 220	1010
28330		03/27/18 MANUAL CHAIN HOIST Total for Ve	249.98 ndor: 249.98		602 9 609 9			1010 1010
28330	10807748	03/27/18 MANUAL CHAIN HOIST Total for Ver 5239 BREAKTHRU BEVERAGE MN WINE	249.98 ndor: 249.98 & 1,848.89			975 497	5 251	
28330	10807748 10807748	03/27/18 MANUAL CHAIN HOIST Total for Ver 5239 BREAKTHRU BEVERAGE MN WINE 79 03/21/18 LIQUOR	249.98 ndor: 249.98 & 1,848.89 239.40		609 9	975 497 975 497	5 251 5 335	1010
28330	10807748 10807748 10807779(03/27/18 MANUAL CHAIN HOIST Total for Ver 5239 BREAKTHRU BEVERAGE MN WINE 79 03/21/18 LIQUOR 79 03/21/18 FREIGHT	249.98 ndor: 249.98 & 1,848.89 239.40 6.17		609 <u>9</u> 609 9	975 497 975 497 975 497	5 251 5 335 5 251	1010 1010
28330	108077483 108077483 108077790 108077790	03/27/18 MANUAL CHAIN HOIST Total for Ver 5239 BREAKTHRU BEVERAGE MN WINE 79 03/21/18 LIQUOR 79 03/21/18 FREIGHT 08 03/28/18 LIQUOR	249.98 ndor: 249.98 & 1,848.89 239.40 6.17 616.13		609 <u>6</u> 609 <u>6</u> 609 9	975 497 975 497 975 497 975 497	5 251 5 335 5 251 5 251	1010 1010 1010
28330	108077487 108077487 108077790 108077790 108077790	03/27/18 MANUAL CHAIN HOIST Total for Ver 5239 BREAKTHRU BEVERAGE MN WINE 79 03/21/18 LIQUOR 79 03/21/18 FREIGHT 08 03/28/18 LIQUOR 08 03/28/18 WINE	249.98 ndor: 249.98 & 1,848.89 239.40 6.17 616.13 96.00		609 9 609 9 609 9	975 497 975 497 975 497 975 497 975 497	5 251 5 335 5 251 5 251 5 251 5 254	1010 1010 1010 1010

Page: 3 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/		ocument \$/ Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund	Org	Acct	Object Proj	Account
	2080197987 03/28/18 WINE CREDIT	-88.08		609	975	4975	251	1010
	1080780978 04/04/18 LIQUOR	831.23		609	975	4975	251	1010
	1080780978 04/04/18 WINE	40.00		609	975	4975	251	1010
	1080780978 04/04/18 FREIGHT	20.35		609	975	4975	335	1010
	Total for Vendor:	1,848.89						
28290	126 BRIGGS & MORGAN P A	8,500.00						
	614624 03/23/18 G.O. 2018 SEWER REV BOND	8,500.00*		602	710	4710	621	1010
	Total for Vendor:	8,500.00						
28291	5514 CEDA	10,281.00						
	03/31/18 2ND QTR 2018-EDA SERVICES	10,281.00*		290	650	4650	444	1010
	Total for Vendor:	10,281.00						
28331	5667 CINTAS	72.20						
	4004730546 03/28/18 MAT-L.S.	72.20		609	979	4979	410	1010
	Total for Vendor:	72.20						
28292	30 CMS OF ROCHESTER	3,991.67						
	18-316 03/31/18 KA BLDG-MILEAGE	315.36		101	240	4240	331	1010
	18-316 03/31/18 KA BLDG-INSPECTION FEES	3,676.31		101	240	4240	444	1010
	Total for Vendor:	3,991.67						
28368	15 CULLIGAN OF KASSON	28.95						
	03/31/18 SOFTENER RENT-C H 4/1-4/30	28.95		101	194	4194	410	1010
	Total for Vendor:	28.95						
28362	2212 DAVE SYVERSON FREIGHTLINER	90.38						
	287100 03/07/18 PARTS-WIPER MOTOR-FREIGHTLINER	90.38		604	957	4957	220	1010
	287100 03/07/18 SALES TAX	6.21		604	957	4957	220	1010
	287100 03/07/18 SALES TAX	-6.21		604		2025		1010
	Total for Vendor:	90.38						
28293		6,004.00						
	03/01/18 24.004.1300 '18 PROP. TAX	4,030.00		610		4984	430	1010
	03/01/18 24.201.0021 '18 PROP. TAX	14.00		609		4976	430	1010
	03/01/18 24.901.1450 '18 PROP. TAX	1,960.00		290	650	4650	430	1010
	Total for Vendor:	6,004.00						

Page: 4 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/		ocument \$/ Dis Line \$	9C \$ PO #	Fund Org	g Acct	Object Proj	Cash Account
28375	69 DODGE COUNTY ENVIRONMENTAL	19.00					
20070	03/31/18 WASTE DISPOSAL-SHOP	19.00		604 957	7 4957	430	1010
	Total for Vendor:						2020
28294	5156 DODGE COUNTY INDEPENDENT/DODGE	265.00					
	3605 03/26/18 ORD #871	40.00		101 113	8 4113	353	1010
	3615 03/29/18 500 VERIFIED CLAIM FORMS	90.00		101 140	4140	210	1010
	3618 03/29/18 P C HEARING NOTICE	100.00*		101 191	4191	351	1010
	3566 03/07/18 L S AD-SHOP LOCAL AD 3/7	35.00		609 976	5 4976	343	1010
	Total for Vendor:	265.00					
28319	2070 EARL'S SMALL ENGINE REPAIR INC	78.00					
	#HELD 03/30/18 CARB.	78.00		101 524	4524	430	1010
	Total for Vendor:	78.00					
28376	17 EDGAR TRUCKING	501.92					
	23757 03/07/18 FREIGHT	137.25		609 975	i 4975	335	1010
	23775 03/14/18 FREIGHT	96.26		609 975	i 4975	335	1010
	23796 03/21/18 FREIGHT	113.33		609 975	6 4975	335	1010
	23815 03/28/18 FREIGHT	155.08		609 975	5 4 975	335	1010
	Total for Vendor:	501.92					
28295	145 FESTIVAL IN THE PARK	10,000.00					
	03/27/18 2018 FESTIVAL DONATION	10,000.00		101 111	. 4111	430	1010
	Total for Vendor:	10,000.00					
28296	4390 FLOM, TAMMI	64.02					
	03/27/18 MAILBOX DAMAGED BY PLOW	64.02		101 312	4312	430	1010
	Total for Vendor:	64.02					
28357	3766 FTN FINANCIAL	24.00					
	5005260 03/25/18 SAFEKEEPING FEES	18.00*		391 650	4650	430	1010
	5005260 03/25/18 SAFEKEEPING FEES	6.00		604 959	4959	430	1010
	Total for Vendor:	24.00					

Page: 5 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/		ocument \$/ Disc :				Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund Org Acc	t Object Proj	Account
28297	56 GILLETTE PEPSI ROCHESTER	183.31				
	9369614 03/27/18 POP FOR RESALE-ARENA	183.31		606 516 4	516 261	1010
	Total for Vendor:	183.31				
28377	3257 GILLUND ENTERPRISES	601.00				
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.42		101 310 4	310 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		101 312 4	312 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		101 517 4	517 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		601 943 4	943 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		602 948 4	948 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		604 957 4	957 220	1010
	845435 03/19/18 RUST PENETRANT/CHAIN LUBE	142.43		605 963 4	963 220	1010
	845435 03/19/18 SALES TAX	9.79		604 957 4	957 220	1010
	845435 03/19/18 SALES TAX	-9.79		604 2	025	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		101 310 4	310 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		101 312 4	312 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		101 517 4	517 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		601 943 4	943 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		602 948 4	948 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.57		604 957 4	957 220	1010
	845443 03/26/18 cr-RUST PENETRANT/cr-CHAIN LUB	-56.58		605 963 4	963 220	1010
	845443 03/26/18 SALES TAX	-3.89		604 957 4	957 220	1010
	845443 03/26/18 SALES TAX	3.89		604 2	025	1010
	Total for Vendor:	601.00				
28347	28 GRAYBAR ELECTRIC	801.55				
	9303211705 03/27/18 BALLASTS/LED T STEM MOUNTS	342.92		604 957 4	957 220	1010
	9303211705 03/27/18 LED LIGHTING-WWTP	458.63		602 947 4	947 220	1010
	Total for Vendor:	801.55				
28348	77 HAWKINS INC	3,122.94				
	4250389 03/26/18 CHLORINE CYL/LPC-5	2,411.44		601 943 4	943 210	1010
	4251198 03/27/18 E+ PUMP	711.50		601 943 4	943 220	1010
	Total for Vendor:	3,122.94				

Page: 6 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/	Check Vendor #/Name/ I Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Or	g Acct	Object Proj	Cash Account
28378	5036 HOHENSTEINS INC	371.50					
	955572 04/05/18 BEER	371.50		609 97	5 4975	5 252	1010
	Total for Vendor:	371.50					
28369	5064 HOMETOWN HAULERS LLC	857.00					
	33511 04/01/18 MARCH GARBAGE-C H	30.10		101 32	3 4323	\$ 430	1010
	33511 04/01/18 MARCH GARBAGE-LIBRARY	50.88		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-WWTP	135.32		602 94	7 4947	430	1010
	33511 04/01/18 MARCH GARBAGE-SHOP	178.78		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-F D	67.66		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-L S	58.35		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-PARKS	209.76		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-P D	31.50		101 32	3 4323	430	1010
	33511 04/01/18 MARCH GARBAGE-ARENA	94.65		606 51	.6 4516	5 430	1010
	Total for Vendor:	857.00					
28379	2549 INTERSTATE MOTOR TRUCKS INC	74.82					
	2026683 03/05/18 PARTS	74.82		101 31	2 4312	220	1010
	Total for Vendor:	74.82					
28332	3484 J. J. TAYLOR DIST. CO. OF MN	181.20					
	2776114 03/26/18 BEER	178.20		609 97	5 4975	5 252	1010
	2776114 03/26/18 FREIGHT	3.00		609 97	5 4975	5 335	1010
	Total for Vendor:	181.20					
28333	25 JOHNSON BROTHERS LIQUOR CO	4,471.52					
	5969577 03/27/18 LIQUOR	1,448.56		609 97	5 4975	5 251	1010
	5969578 03/27/18 WINE	1,046.40		609 97	5 4975	5 251	1010
	673081 03/27/18 WINE CREDIT	-13.10		609 97	5 4975	5 251	1010
	5973689 04/02/18 WINE	120.00		609 97	5 4975	5 251	1010
	5975034 04/03/18 LIQUOR	681.65		609 97	5 4975	5 251	1010
	5975035 04/03/18 WINE	650.06		609 97	5 4975	5 251	1010
	5975036 04/03/18 WINE	537.95		609 97	5 4975	5 251	1010
	Total for Vendor:	4,471.52					

Page: 7 of 19 Report ID: AP100V

For Pay Date = 04/12/18 * ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	Cash Account
28349		3454 KASSON CAR CARE	340.22					
	16779 03	/26/18 REPL SHIFT CONTROL-TRAPP'S	233.12		601 943	4943	400	1010
	16812 04	/03/18 TIRE CHANGE-CUSHMAN	107.10		101 522	4522	2 400	1010
		Total for Vend	lor: 340.22					
28363		2833 KEEPRS, INC.	142.71					
	374963-0	1 03/29/18 ARMORSKIN/PANTS-PECK	142.71		101 210	4210) 214	1010
		Total for Vend	lor: 142.71					
28334		5673 KM ACTIVITIES	1,500.00					
	04/02/1	8 L.S. DONATION-ROBOTICS TEAM	1,500.00		609 976	4976	5 343	1010
		Total for Vend	lor: 1,500.00					
28298		37 KMTELECOM	2,967.43					
	04/01/1	8 PHONES-P D	718.91		101 210	4210	321	1010
	04/01/1	8 PHONES-F D	175.22		101 220	4220	321	1010
	04/01/1	8 PHONES-C H	585.64		101 140	4140	321	1010
	04/01/1	8 PHONES-PLANNING/ZONING	21.11		101 191	4191	L 321	1010
	04/01/1	8 PHONES-EDA	31.84		290 650	4650) 321	1010
	04/01/1	8 PHONES-K.A.C.	71.84		101 514	4514	4 321	1010
	04/01/1	8 ADVERTISING-K.A.C.	7.70		101 514	4514	4 343	1010
	04/01/1	8 PHONES-LIBRARY	136.41		211 550	4550	321	1010
	04/01/1	8 PHONES-WATER	110.13		601 944	4944	321	1010
	04/01/1	8 PHONES-WW	71.52		602 949	4949	321	1010
	04/01/1	8 PHONES-WW OPERATIONS	119.68		602 947	4947	321	1010
	04/01/1	8 PHONES-PARK N REC	225.99		101 510	4510	321	1010
	04/01/1	8 PHONES-STREETS	35.65		101 310	4310) 321	1010
	04/01/1	8 PHONES-SHOP	305.08		604 959	4959	321	1010
	04/01/1	8 PHONES-L S	151.20		609 976	4976	5 321	1010
	04/01/1	8 PHONES-ARENA	185.46		606 516	4516	5 321	1010
	04/01/1	8 ADVERTISING-ARENA	14.05		606 516	4516	5 343	1010
		Total for Vend	lor: 2,967.43					

Page: 8 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	Cash Account
28299	157 LEAGUE OF MINNESOTA CITIES	99.00					
20077	270124 03/21/18 COLEMAN-LEGISLATIVE CONF	99.00*		101 140	4140	332	1010
	Total for Vendor	: 99.00					
28358	5674 LEONARD, JENNIFER	1,000.00					
	05/05/29 UPDATES & REFRESHER-KAC SOFTWA	1,000.00		101 514	4514	430	1010
	Total for Vendor	: 1,000.00					
28359	5529 MANPOWER	832.32					
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	166.46*		101 140	4140		1010
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	124.85*		101 191	4191		1010
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	124.85*		601 944	4944		1010
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	124.85*		602 949	4949		1010
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	249.70*		604 959	4959		1010
	32603701 04/01/18 WAGES 4/1-ADMIN ASSIST	41.61*		605 964	4964	444	1010
	Total for Vendor	: 832.32					
28350	385 MAXSON ELECTRIC INC	385.02					
	6051 03/23/18 S WELL-PIPE FOR LOW VOLTAGE	385.02		601 943	4943	8 440	1010
	Total for Vendor	: 385.02					
28301	2617 MENARDS-ROCHESTER NORTH	128.78					
	15626 03/23/18 SMOKE ALARM/ELECTRICAL-C H	128.78 ,		101 140	4140	220	1010
	Total for Vendor	: 128.78					
28302	4636 METERING & TECHNOLOGY SOLUTIONS	5,132.78					
	11274 03/23/18 16 METERS W) ERTS	2,566.39		601 943	494:		1010
	11274 03/23/18 16 METERS W) ERTS	2,566.39		602 948	494	8 260	1010
	Total for Vendor	5,132.78					
28303	89 METRO SALES INC	1,154.60					
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11		101 140	414		1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11		101 310	431		1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11		101 191	419		1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11		101 517	451		1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11		290 650	465	0 210	1010

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/12/18

Page: 9 of 19 Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/		Document \$/	Disc \$	"					Cash
	Invoice #/Inv Date/Description	Line \$		PO #	Fund	0rg	Acct	Object Proj	Account
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11			601	944	4944	210	1010
	INV1037673 03/22/18 QTRLY MAINT-BEW 3/26-6/25	30.11			602	949	4949	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.11			604	959	4959	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W 3/26-6/25	30.10			605	963	4963	210	1010
	INV1037673 03/22/18 SALES TAX	2.07			604	959	4959	210	1010
	INV1037673 03/22/18 SALES TAX	-2.07			604		2025		1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			101	140	4140	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			101	310	4310	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			101	191	4191	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			101	517	4517	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			290	650	4650	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			601	944	4944	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			602	949	4949	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			604	959	4959	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR 3/26-6/25	66.50			605	963	4963	210	1010
	INV1037673 03/22/18 SALES TAX	4.57			604	959	4959	210	1010
	INV1037673 03/22/18 SALES TAX	-4.57			604		2025		1010
	INV1037673 03/22/18 QTRLY MAINT-B&W-P D 3/26-6	6 21.02*			101	210	4210	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR-P D 3/26-6	6 155.28*			101	210	4210	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W-P.W.B. 3/2	2 13.20			601	944	4944	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W-P.W.B. 3/2				602	949	4949	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W-P.W.B. 3/2	2 26.40			604	959	4959	210	1010
	INV1037673 03/22/18 QTRLY MAINT-B&W-P.W.B. 3/2	2 13.20			605	963	4963	210	1010
	INV1037673 03/22/18 SALES TAX	1.82			604	959	4959	210	1010
	INV1037673 03/22/18 SALES TAX	-1.82			604		2025		1010
	INV1037673 03/22/18 QTRLY MAINT-CLR-P.W.B. 3/2	2 8.57			601	944	4944	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR-P.W.B. 3/2	2 8.57			602	949	4949	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR-P.W.B. 3/2				604	959	4959	210	1010
	INV1037673 03/22/18 QTRLY MAINT-CLR-P.W.B. 3/2	2 8.56			605	963	4963	210	1010
	INV1037673 03/22/18 SALES TAX	1.18			604	959	4959	210	1010
	INV1037673 03/22/18 SALES TAX	-1.18			604		2025		1010
	Total for Vendo:	r: 1,154.6	0						
28304	299 MISSISSIPPI WELDERS SUPPLY CO	91.17							
	2683883 03/26/18 WELDING SUPPLIES	91.17			101	522	4522	220	1010
	Total for Vendo:	r: 91.1	.7						

Page: 10 of 19 Report ID: AP100V

For Pay Date = 04/12/18

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	Cash Account
						<u>,</u>	
28300	728 MN DEPT OF COMMERCE	99.11					
	1000039913 03/28/18 SERV. AREA UPDATES	99.11		604 959	4959	430	1010
	Total for Vendor	: 99.11					
28372	376 MN DEPT OF HEALTH	23.00					
	#13032 04/05/18 ANDERSON-CLASS D LIC RENEWAL	23.00		601 944	4944	430	1010
	Total for Vendor	: 23.00					
28370	55 MN ENERGY RESOURCES CORP	6,045.42					
	04/02/18 NAT GAS-K.A.C.	49.05		101 514	4514	380	1010
	04/02/18 NAT GAS-L. S.	109.28		609 979	4979	380	1010
	04/02/18 NAT GAS-OLD LIBRARY (SOPHIA'S)	79.41		101	1151		1010
	04/02/18 SALES TAX	5.46		101	1151		1010
	04/02/18 SALES TAX	-5.46		101	2025		1010
	03/27/18 NAT GAS-C H	300.83		101 194	4194	380	1010
	03/28/18 NAT GAS-P D	187.80		101 210	4210	380	1010
	03/28/18 NAT GAS-F D	197.80		101 220	4220	380	1010
	03/28/18 NAT GAS-F D	306.67		101 220	4220	380	1010
	04/02/18 NAT GAS-PARK MAINT SHED	159.10		101 522	4522	380	1010
	04/03/18 NAT GAS-P.W.B. 1/2	521.20		101 310	4310	380	1010
	04/03/18 NAT GAS-P.W.B. 1/2	521.20		604 957	4957	380	1010
	04/03/18 SALES TAX	35.83		604 957	4957	380	1010
	04/03/18 SALES TAX	-35.83		604	2025		1010
	04/03/18 NAT GAS-D C ICE ARENA	1,392.24		606 516	4516	380	1010
	04/03/18 NAT GAS-WWTP	1,976.21		602 947	4947	380	1010
	04/02/18 NAT GAS-LIBRARY	244.63		211 550	4550	380	1010
	Total for Vendor	: 6,045.42					
28305	2344 MN VALLEY TESTING LABORATORIES	433.25					
	910426 03/27/18 SUSP SOLIDS/MERCURY TESTING	433.25		602 947	4947	440	1010
	Total for Vendor	: 433.25					
28306	1016 NAIG, JAN	29.06					
	03/27/18 POSTAGE-LIQ LIC RESEND TO AGED	24.70		101 140	4140	325	1010
	03/27/18 1st QTR MILES-MISC CITY ERRAND	4.36		101 140	4140	331	1010
	Total for Vendor	: 29.06					

Page: 11 of 19 Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund	Org	Acct	Object Proj	Cash Account
28335	60 NORTHERN BEVERAGE DIST. CO. LL	10,565.40						
	245445 03/22/18 BEER	2,663.50		609	975	4975		1010
	245445 03/22/18 FREIGHT	2.00		609	975	4975	335	1010
	245671 03/29/18 BEER	4,842.30		609	975	4975		1010
	245671 03/29/18 FREIGHT	2.00		609	975	4975	335	1010
	245908 04/05/18 BEER	3,053.60		609	975	4975	252	1010
	245908 04/05/18 FREIGHT	2.00		609	975	4975	335	1010
	Total for Vendor	10,565.40						
28308	2380 OLSON TREE SERVICES INC	2,180.00						
	1734 03/19/18 REMOVE 3 TREES-107 6 ST NW	680.00		101	524	4524	430	1010
	1734 03/19/18 REMOVE 2 TREES-101 2 ST NE	900.00		101	524	4524	430	1010
	1734 03/19/18 REMOVE 1 TREE-608 1 ST NW	300.00		101	524	4524	430	1010
	1734 03/19/18 REMOVE 1 TREE-506 7 ST NW	300.00		101	524	4524	430	1010
	Total for Vendor	: 2,180.00						
28307	5670 OXBOW PARK	75.00						
	03/26/18 NATURALIST PROG-TOUCH LEARN	75.00		211	550	4550	441	1010
	Total for Vendor	75.00						
28343	58 PETTY CASH - CLERKS OFFICE	25.16						
	02/22/18 POSTAGE-PFA LOAN MAILING	6.70		602		1650		1010
	03/14/18 C H SUPPLIES	15.26		101	140	4140	210	1010
	03/22/18 BATTERIES FOR C H	3.20		101	140	4140	210	1010
	Total for Vendor	25.16						
28336	23 PHILLIPS WINE & SPIRITS	7,314.40						
	2330165 03/27/18 LIQUOR	2,136.50		609	975	4975	251	1010
	2330166 03/27/18 WINE	987.75		609	975	4975	251	1010
	2330167 03/27/18 MIXES	45.00		609	975	4975	254	1010
	2333977 04/03/18 LIQUOR	3,515.69		609	975	4975	251	1010
	2333978 04/03/18 WINE	629.46		609	975	4975	251	1010
	Total for Vendor	: 7,314.40						

Page: 12 of 19 Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Or	rg Acct	Object Proj	Cash Account
	446 PITNEY BOWES GLOBAL FINA	NCIAL 158.37					1010
28309	3102037713 03/20/18 PST MTR LEASE 1/19-			101 19			1010
	3102037713 03/20/18 PSI MIK LEASE 1/19-	4/18 79.18		604 9			1010
	3102037713 03/20/18 FST MAR 2002 -, 44 3102037713 03/20/18 SALES TAX	5.44		604 9			1010
	3102037713 03/20/18 SALES TAX	-5.44		604	2025	5	1010
	3102037713 03720718 58510 1.4. Total for	Vendor: 158.37					
28380	396 PROLINE DIST. INC.	59.63					1010
28380	121925 03/20/18 HOSE CLAMP/DRILL BIT/DI	SC 8.51		101 3			1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/DI	SC 8.52		101 3			1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/DI	ISC 8.52		101 5			1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/DI	ISC 8.52		601 9			1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/DI	ISC 8.52		602 9		-	1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/D	ISC 8.52		604 9			1010
	121925 03/20/18 HOSE CLAMP/DRILL BIT/D	ISC 8.52		605 9			1010
	121925 03/20/18 NOA CALL , 121925 03/20/18 SALES TAX	0.59		604 9			1010
	121925 03/20/18 SALES TAX	-0.59		604	202	5	1010
		r Vendor: 59.63					
28364	4 3208 PUBLIC SAFETY CENTER IN	C 292.91			210 421	0 210	1010
20305	5792286 03/21/18 NIK TEST E-MARIJUANA	292.91*		101 3	210 421	0 210	1010
		r Vendor: 292.91					
2838	1 5502 RAPPE, MARK	132.75		101	522 452	2 214	1010
2000	03/29/18 UNIFORMS (JEANS)	132.75		TOT	944 3 94		
	Total fo	r Vendor: 132.75					
2831	0 5671 RECREATION BY LEMMIE JO	NES LLC 2,130.00			514 453	14 220	1010
1004	RLJ2108-02 03/21/18 POOL SAFETY PAD-AC			101	D14 4D.	L7 64V	2010
	Total fo	or Vendor: 2,130.00					
2831	1 5672 RISMEYER, RYAN	5.38		~~ /	22	10	1010
2031	0964-05 03/23/18 RL MTR DEP REFUND AFT	TAPPL TO 5.38		604	22	14	
	964-05 03/23/18 KL MIR DEF KErond mit mit Total for Vend	or Vendor: 5,38					

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/12/18

Page: 13 of 19 Report ID: AP100V

For Pay Date = 04/12/18* ... Over spent expenditure

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Claim/	Check Vendor #/Name, Invoice #/Inv Date/Dea		cument \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	Cash Account
28312		2	158.01					
	03/31/18 FOOD/WASTE BAGS-HAWK		128.83*		101 210	4210		1010
	03/31/18 COMPUTER ADAPTER		29.18*		101 210	4210	210	1010
	*	Total for Vendor:	158.01					
28337	63 SCHOTT DIST CO I	INC	20,176.61					
	308715 03/22/18 BEER		3,325.40		609 975	4975	252	1010
	308715 03/22/18 NA BEVERAGE		54.00		609 975	4975	254	1010
	309403 03/29/18 BEER		8,710.10		609 975	4975	252	1010
	309403 03/29/18 NA BEVERAGE		168.00		609 975	4975	254	1010
	310022 04/05/18 BEER		7,805.76		609 975	4975	252	1010
	310022 04/05/18 NA BEVERAGE		113.35		609 975	4975	254	1010
	:	Cotal for Vendor:	20,176.61					
28382	254 SHARE CORP		495.64					
	50474 04/02/18 VEG. CONTROL		495.64		101 522	4522	210	1010
	c	otal for Vendor:	495.64					
28313	5027 SMITH SCHAFER &	ASSOCIATES, LTD.	12,000.00					
	56950 03/24/18 2017 ANNUAL AUD	T	2,928.00		601 944	4944	301	1010
	56950 03/24/18 2017 ANNUAL AUD	T	4,086.00*		604 959	4959	301	1010
	56950 03/24/18 2017 ANNUAL AUD	T	900.00		606 516	4516	301	1010
	56950 03/24/18 2017 ANNUAL AUD	T	4,086.00*		609 151	4151	301	1010
	1	otal for Vendor:	12,000.00					
28338	3850 SOUTHERN GLAZER	S OF MN	3,232.35					
	1664673 03/28/18 LIQUOR		2,352.20		609 975	4975	251	1010
	1664673 03/28/18 WINE		234.00		609 975	4975	251	1010
	1664673 03/28/18 FREIGHT		40.30		609 975	4975	335	1010
	5029198 03/30/18 FREIGHT		3.10		609 975	4975	335	1010
	1667311 04/04/18 LIQUOR		407.00		609 975	4975	251	1010
	1667311 04/04/18 WINE		188.00		609 975	4975	251	1010
	1667311 04/04/18 FREIGHT		7.75		609 975	4975	335	1010
	r	otal for Vendor:	3,232.35					

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/12/18

Page: 14 of 19 Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org Acct	Object Proj	Cash Account
			196.74				1010
28314		5614 STAPLES ADVANTAGE			202 200	40 210	1010
	33721352	203 03/17/18 PENS/3 HOLE PAPER/FOLDE	101.95		005 57 5	76 210	1010
	33721352	203 03/17/18 CALCULATOR TAPE	7.01		005 57.0	76 210	1010
	33721352	203 03/17/18 SALES TAX	-7.01		002	125	1010
	33721352	203 03/17/18 SALES TAX	19.99		101 210	140 210	1010
	3372135	205 03/17/18 HANGING FOLDERS	8.99		101 100	140 210	1010
	3372135	206 03/17/18 LETTER PADS	-17.79		101 100	140 210	1010
	3372696	650 03/24/18 cr-PERF LEGAL PADS	24.99		101 110 -	140 210	1010
	3372696	652 03/24/18 12" WOOD CLOCK	-14.63		003 370 -	976 210	1010
	3372696	653 03/24/18 cr-CALCULATOR	-1.01		000 0.0	976 210	1010
	3372696	653 03/24/18 SALES TAX	1.01		005	025	1010
	3372696	653 03/24/18 SALES TAX	-6.40		101 140 4	140 210	1010
	3372696	654 03/24/18 cr-HANGING FOLDERS Total for Ve	· · · · ·				
		3236 STUART C IRBY CO	314.25		co4 057	1957 240	1010
28351	-	3236 STUART CIRBLE OF	218.86		001 200	957 220	1010
	S010673	3922 03/26/18 SPIRAL LINK STICK	95.39		604 907 -	557 250	
	S010673	3922 03/26/18 BUCKET STGE BAG Total for Ve	andor: 314.25				
		153 STUSSY CONSTRUCTION INC	1,397.55		101 310	4310 220	1010
28383	3	03/31/18 3/4# ROAD ROCK	1,397.55		101 111		
	43447	Total for V	endor: 1,397.55				
0005	2	498 TEIGEN PAPER & SUPPLY INC	67.14		101 210	4210 210	1010
2835	2 225260	04/02/18 FOLD TOWELS	25.35*		101 210	4210 220	1010
		04/02/18 CAN LINERS	41.79				
	339203	Total for V	endor: 67.14		·		
2831	Б	123 THRONDSON OIL & LP GAS CO	3,479.40		101 310	4310 210	101
2831		5 03/23/18 P. DIESEL	621.76		101 312	4312 210	101
	332635	5 03/23/18 P. DIESEL	621.76		601 943	4943 210	101
	222022	5 03/23/18 P. DIESEL	77.72		602 948	4948 210	101
		5 03/23/18 P. DIESEL	77.72		604 957	4957 210	101
	33303:	5 03/23/18 P. DIESEL	77.72		605 963	4963 210	101
	53563	5 03/23/18 P. DIESEL	77.72				

CITY OF KASSON Claim Approval List For the Accounting Period: 4/18 For Pay Date: 04/12/18

Page: 15 of 19 Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check	Ver Invoice #/1	ndor #/Name/ Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	
	335635 335898 335898 335898 335898 335898 335898 335898 335898	03/23/18 SAL1 03/23/18 SAL1 04/05/18 P.1 04/05/18 P.1 04/05/18 P. 04/05/18 P. 04/05/18 P. 04/05/18 P. 04/05/18 P.	ES TAX ES TAX DIESEL DIESEL DIESEL DIESEL DIESEL DIESEL ES TAX	5.34 -5.34 770.00 770.00 96.25 96.25 96.25 96.25 96.25 96.25 6.62 -6.62		604 957 604 101 310 101 312 601 943 602 948 604 957 605 963 604 957	4957 2025 4310 4312 4943 4948 4957 4963 4957 2025	210 210 210 210 210 210 210 210 210	1010 1010 1010 1010 1010 1010 1010 101
28310	5 03/26	/18 MEALS-ANN	Total for	74.17 74.17 Vendor: 74.17 169.51		602 947 602 947			1010 1010
2835	526185 4 97889 97889	03/28/18 TOT 03/28/18 CBO	Total for LITY CONSULTANTS INC	1,844.62 105.00 NIA 1,503.75 235.87		601 943 602 94 602 94	7 494	7 440	1010 1010 1010
2832	46391 46391 46391	03/30/18 UTI 03/30/18 UTI 03/30/18 UTI	LI INFORMATION SYSTEM LITY BILLING MAILING LITY BILLING MAILING LITY BILLING MAILING LITY BILLING MAILING Total for	S INC 1,984.67 396.93 396.93 793.88 396.93		601 94 602 94 604 95 605 96	9 49 9 49	49 325 59 325	1010 1010 1010 1010
283	98038 98038	58207 03/20/3 58207 03/20/3	RIZON WIRELESS 18 CELL PHONES-P D 18 CELL PHONES-STREET 18 CELL PHONES-PARKS	1,709.35 789.02 3 101.51 112.48		101 23 101 33 101 53	10 43	10 321 10 321 10 321	1010 1010 1010

Page: 16 of 19 Report ID: AP100V

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For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$ PC)# Fun	d Org	Acct	Object Proj	Cash Account
	9803858207 03/20/18 CELL PHONES-WATER	61.68		60	1 944	4944	321	1010
	9803858207 03/20/18 CELL PHONES-WW	143.81		60	2 949	4949	321	1010
	9803858207 03/20/18 CELL PHONE-P.W. DIRECTOR	56.76		60	4 959	4959	321	1010
	9803858207 03/20/18 CELL PHONES-ELECTRIC	350.85		60	4 959	4959	321	1010
	9803858207 03/20/18 CELL PHONES-ARENA	93.24		60	6 516	4516	321	1010
	Total for Vendo	r: 1,709.35						
28287	2519 VRIEZE, BRYAN	1,625.00						
	734170 03/30/18 OPEN/CLOSE-OSTLAND-FULL	450.00		61	0 984	4984	444	1010
	734170 03/30/18 OPEN/CLOSE-BRENNAND-FULL	575.00		61	0 984	4984	444	1010
	734170 03/30/18 OPEN/CLOSE-RAMER-FULL	600.00		61	0 984	4984	444	1010
	Total for Vendo	r: 1,625.00						
28339	5047 WATERVILLE FOOD & ICE INC	78.70						
	806664 03/29/18 ICE-LIQUOR STORE	78.70		60	9 975	4975	257	1010
	Total for Vendo	r: 78.70						
28365	637 WEBER, LETH & WOESSNER PLC	5,904.00						
	MAR '18PR 04/02/18 20.6 HRS LEGAL-P D	2,478.00		10	1 160	4160	304	1010
	MAR '18 04/02/18 3.5 HRS LEGAL-ADMINISTRATION	507.50		10	1 160	4160	304	1010
	MAR '18 04/02/18 3.45 HRS LEGAL-PLANNING	500.25			1 191			1010
	MAR '18 04/02/18 1.5 HRS LEGAL-S MANT AV PROJ	217.50*			1 311			
	MAR '18 04/02/18 6.6 HRS LEGAL-COUNCIL	957.00			1 111			1010
	MAR '18 04/02/18 3.3 HRS LEGAL-LOT SALE	468.00			0 650			1010
	MAR '18 04/02/18 5.2 HRS LEGAL-CC MTGS	754.00			1 111			1010
	MAR '18 04/02/18 .15 HR LEGAL-WATER SUPPLY	21.75		60	1 944	4944	304	1010
	Total for Vendo	r: 5,904.00						
28366	-	215.57						
	04/05/18 MILES-ADV DATA PRACTICES CLASS	184.76		-	1 210			1010
	04/05/18 MEALS-ADV DATA PRACTICES CLASS	30.81		10	1 210	4210	333	1010
	Total for Vendo	r: 215.57						
28321		4,272.96						
	034402 03/27/18 SECONDARY WIRE	3,721.39			4 957		220	1010
	035774 03/28/18 PEDESTAL CONN	286.77			\$ 957		220	1010
	039200 03/29/18 PEDESTAL CONN	264.80		60	4 957	4957	220	1010

4,272.96

Total for Vendor:

Page: 17 of 19 . Report ID: AP100V

For Pay Date = 04/12/18
 * ... Over spent expenditure

Claim/	Check	Vendor #/Nam	•		ment \$/	Disc \$	7				Cash
		Invoice #/Inv Date/I	Description	Li	ine \$		PO #	Fund Org	ACCL	Object Proj	Account
28340		2407 WINE MERCHANTS	8		351.00						
	7176399	03/27/18 LIQUOR			159.00			609 975	4975	251	1010
	7176400	03/27/18 WINE			192.00			609 975	4975	251	1010
			Total for Ve	endor:	351.0	0					
28341		3010 ZUMBRO VALLEY	RECREATION CI	LUB	150.00						
	04/02/	18 LIQ. STORE-SCORECAR	D SPONSOR		150.00			609 976	4976	343	1010
			Total for Ve	endor:	150.00	D					
			# of Claim	ns 84	Total	165,745.57					

CITY OF KASSON Fund Summary for Claims For the Accounting Period: 4/18

101 General Fund 1010 CASH-OPERATING \$38,438.62 211 Library Fund \$822.35 290 Economic Development \$822.35 1010 CASH-OPERATING \$12,837.45 391 Oppidan/Folkestad TIF \$1010 1010 CASH-OPERATING \$18.00 401 Permanent Revolving Impr Fund \$18.00 1010 CASH-OPERATING \$217.50 601 Water Fund \$217.50 601 Water Fund \$10,465.54 602 Sewer Fund \$10,465.54 602 Sewer Fund \$17,553.30 604 Electric Fund \$19,405.78 605 Storm Water \$825.24 606 ICE ARENA \$2,862.95 609 Liquor Fund \$2,862.95 609 Liquor Fund \$2,862.95 609 Liquor Fund \$26,343.84
1010 CASH-OPERATING \$38,438.62 211 Library Fund \$822.35 1010 CASH-OPERATING \$822.35 290 Economic Development \$12,837.45 1010 CASH-OPERATING \$12,837.45 391 Oppidan/Folkestad TIF \$100 1010 CASH-OPERATING \$18.00 401 Permanent Revolving Impr Fund \$18.00 401 Permanent Revolving Impr Fund \$217.50 601 Water Fund \$10,465.54 602 Sewer Fund \$10,465.54 602 Sewer Fund \$17,553.30 604 Electric Fund \$19,405.78 605 Storm Water \$1010 CASH-OPERATING \$825.24 606 ICE ARENA \$2,862.95 606 ICE ARENA \$2,862.95 \$2,862.95
211 Library Fund\$822.351010 CASH-OPERATING\$822.35290 Economic Development\$12,837.451010 CASH-OPERATING\$12,837.45391 Oppidan/Folkestad TIF\$1001010 CASH-OPERATING\$18.00401 Permanent Revolving Impr Fund\$217.50601 Water Fund\$217.50601 Water Fund\$10,465.54602 Sewer Fund\$10,465.54602 Sewer Fund\$17,553.30604 Electric Fund\$19,405.78605 Storm Water\$19,405.78605 Storm Water\$22.241010 CASH-OPERATING\$22.24606 ICE ARENA\$22.862.95609 Liquor Fund\$2,862.95
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1010 CASH-OPERATING \$56,343.84
610 Maple Grove Cemetery
1010 CASH-OPERATING \$5,655.00
875 Community Policing Fund
1010 CASH-OPERATING \$300.00

Total: \$165,745.57

CITY OF KASSON Claim Approval Signature Page For the Accounting Period: 4/18 Page: 19 of 19 Report ID: AP100A

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CITY OF KASSON 401 5TH STREET SE KASSON. MN 55944-2204

S The claim batch dated are approved for payment. APPROVED _Council[®] Member

Uncollectible Account Write-Offs

Write-offs 4/6/2018

ACCOUNT NAME	DATE LISTED	AMOUNT	REMARKS
Kanestadt, Jill	2009	608.40	STATUTE OF LIMITATIONS
Kohn, Lonnie	2008	54.48	STATUTE OF LIMITATIONS
Mabrier, Chris	2010	276.90	STATUTE OF LIMITATIONS
Schaub, Michelle	2009	71.00	STATUTE OF LIMITATIONS
Wyant, Dustin	2010	59.99	STATUTE OF LIMITATIONS
Bemis, Cynthia	2009	500.00	STATUTE OF LIMITATIONS FD
Olmos, Victoria	2009	500.00	STATUTE OF LIMITATIONS FD
Deetz, Brandy	2010	184.29	STATUTE OF LIMITATIONS
Johnson, Eileen	2010	157.04	STATUTE OF LIMITATIONS
Mays, Michelle	2010	296.39	STATUTE OF LIMITATIONS
Nolan, Onnah	210	74.35	STATUTE OF LIMITATIONS
Rios, Cesar	2010	52.78	STATUTE OF LIMITATIONS
Senter, Perry Wayne	e 2010	106.06	STATUTE OF LIMITATIONS
		2,941.68	

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CITY OF KASSON RESOLUTION #4.x-18

RESOLUTION ACCEPTING DONATIONS FOR THE KASSON FIRE DEPARTMENT

WHEREAS, The Molitor Brothers Farm has made a donation to the City of Kasson in the amount of \$250.00 to be allocated to lawful purposes to the Fire Department.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA:

These donations to the City of Kasson Fire Department are hereby accepted.

ADOPTED this 11th day of April, 2018.

ATTEST:

Chris McKern, Mayor

Linda Rappe, City Clerk

The motion for the adoption of the foregoing resolution was made by Council Member -and duly seconded by Council Member --. Upon a vote being taken, the following members voted in favor thereof: --. Those against same: --.



April 2, 2018

Honorable Mayor and Members of the City Council **City of Kasson, Minnesota**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Kasson, Minnesota for the year ended December 31, 2017, and have issued our report thereon dated April 2, 2018. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated January 17, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Kasson, Minnesota are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the City during the year for which there is a lack of authoritative accounting guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated the estimated useful lives assigned to capital assets and determined that these lives were reasonable in relation to the financial statements taken as a whole.

Net Pension Liability

Management's estimate of the net pension liability is actuarially determined. We have evaluated the estimates used in the study and determined they were reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

City of Kasson, Minnesota Page Two

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatement. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We requested certain representations from management that are included in the management representation letter dated April 2, 2018.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the Budgetary Comparison Schedules, the Schedule of Funding Progress for retiree health plan, the Schedule of City and Non-Employer Proportionate Share of Net Pension Liability, and the Schedule of City Pension Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

City of Kasson, Minnesota Page Three

Other Matters (Continued)

We were engaged to report on the combining and individual nonmajor fund statements and schedules which accompany the financial statements but are not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the city council of the City of Kasson, Minnesota and the City's management and is not intended to be, and should not be, used by anyone other than those specified parties.

Very truly yours,

Smith, Schape and associates, Led.

Rochester, Minnesota



Honorable Mayor and Members of the City Council **City of Kasson, Minnesota**

In planning and performing our audit of the financial statements of the governmental activities, the businesstype activities, each major fund, and the aggregate remaining fund information of the City of Kasson, Minnesota as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the City of Kasson, Minnesota's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City's internal control to be a significant deficiency:

Accounting and Financial Reporting

A City of this size has an inherent limitation in its ability to effectively segregate its accounting duties and to prepare annual full disclosure financial statements in accordance with generally accepted accounting principles. It would not be practical for the City to devote the resources required to overcome this limitation.

This communication is intended solely for the information and use of management, the City Council, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

Smith, Schape and associates, Led.

Rochester, Minnesota April 2, 2018

Rochester Office • 220 South Broadway • Suite 102 • Rochester, MN 55904 • PH (507) 288-3277 • FAX (507) 288-4571 Offices in: Twin Cities and Red Wing • www.smithschafer.com

KASSON PARK BOARD NOTES MARCH 27, 2018 draft

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 27th day of March at 6:00 P.M. There was not a quorum.

THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT: Jason Farnsworth, Doug Buck, Greg Kuball and Chuck Coleman

THE FOLLOWING WERE ABSENT: Liza Larsen, Roger Franke and Janet Sinning

ALSO PRESENT: Parks & Rec Supervisor Ron Unger and Deputy Clerk Jan Naig

I. Call to Order: The meeting was called to order at 6:00 P.M. by Acting Chairperson Unger.

II. Approve minutes: Due to lack of a quorum no action was taken. Unger asked if there were any items to address on the January minutes or February meeting notes.

III. New Business:

A. Adult softball meeting. The league directors' meeting is April 3rd in Faribault. Unger has scheduled a meeting for the local team managers on April 10th to distribute materials and to collect fees. There are currently 14 mens' teams and four co rec teams in the league.

B. Hire 2018 Kasson Aquatic Center employees. Unger distributed a list of employees that he has recommended for hire at the Aquatic Center for the 2018 season. Wages for all positions were set in January. The Board Members in attendance directed Councilperson Buck to present this list to the City Council for approval:

Water Safety Instructors: Jared Johnson, Marisa Alvarado, Brayden Tjosaas, Levi Flom, Justin Mastin, Benjamin Peters, Gabrielle Alvardao, Mabel Wyttenbach and Jacob Keller

Lifeguards: Noah Ryan, Jonathan Johnson, Matthew Harfmann, Madelyn Larsen, Destiny Anderson, Colton Ostgaard, Brody Hegge, Alex Black, Peyton Head, Preston Hitterdal, Grace Worden, Christine Farnberg and Jack Jensen Lifeguards-subject to successful completion of their Red Cross training: Addyson Smith, Carter Nelson, Kayla Schubert, Malia Schubert, Jordan Kern, Melissa Seljan, Aaron Winkle, Madison Cummings, Olivia Mathias, Carter Wyttenbach, Jayson Mendenhall, Luke Olson, Keyan Smith, Dalton Ostgaard, Kyler Kujath, Tanner Paulson, Niclas Vanoort, Julia Christenson and Mitchell Nelson Admission/Concession and Crossing Guards: Katie McNeill, Morgan Bradford, Madison Nelson, Cassi McNeill, Conner McKern, David Bannon, Jack Sorensen, Zachary Trapp, Preston Wilson, Taylor Johnson, Alex Kirmse, Rachel Schultz, Norah Mulrine, Brenna Barwald, Jordyn Bauer, Kennedy Kraus, Sean Inman, Olivia Cogswell, Mitchell Bungum, Morgan Coy, Maclyn Smith, Owen Bradford, Carlee Koehler, Brock Swanson, Kayla Head and Jakob Thiesse

C. Set 2018 Arbor Day observance – April 27. The national Arbor Day observance is the last Friday in April. Unger will schedule the City's observance for that date, April 27th. Trees will be planted in East Diamond Park. Board Members are encouraged to attend the observance which will take place in the Park at 10:00 A.M. Unger will find out if the Lions Club will participate in the program. He will also contact the Dodge County Independent.

Unger reported to the group that he received the Tree City USA designation plaque and flag today. This is the 38th year that the City has received the designation.

D. Park signage – Meadowland and J. Hyde Kasson Parks. Unger budgeted to have two more park signs installed in 2018. Meadowland and J. Hyde Kasson Parks will get the signage in 2018. Abel Signs will be contacted to make the signs.

E. "Just Pick It Up" campaign. Coleman set the date for May 5th to do the annual city clean-up campaign. Rain date will tentatively be May 12th. Unger will provide the vests and bags. He will also provide a list of areas in need of extra spring clean-up.

IV. Old Business:

A. Boulevard tree program. Friday is the last day to place orders for boulevard trees. Twenty-one residents have place orders for 35 to 45 trees. Next year the timeframe for placing orders for boulevard trees may need to be changed. Orders may need to be submitted in January to enable The Treehouse to order the requested trees from their supplier.

Our City Engineer is working with Unger to create a map for replacement trees for the 2017 street assessment project. They are trying to create diversity in the replacement trees that will be planted in the boulevard. There will be seven species available to order. A meeting is set for April 5th to talk to residents in phase 1 of the street project about replacement trees.

B. Movies in the Park update. Naig has been in contact with Kurt Albrecht about the movie dates. These are the dates he has scheduled for us: June

22, June 29 and July 6. She has one confirmed sponsor and one tentative. She will continue to look for a third sponsor.

C. K-M Community Ed update. Unger did talk to Community Ed after the February meeting and presented the Park Board's proposal for using the Aquatic Center for lap swim along with a membership to their workout center. They have taken it under advisement and will get back to Unger.

D. Lions Park picnic shelter. Unger got bids for the structure, cement work and electrical work for the new shelter in Lions Park. The structure will be 27' x 56'. Unger and Terry Meyers of the Lions Club made a presentation to the City Council on February 28th. The cost of the structure is approximately \$36,000.00. It was approved by the Council since the funds are budgeted. The order for the structure was placed with Cleary Building Corporation to lock in the price. The concrete work will be done by Stone by Stone and the electrical work will be done by A & A Electric. Unger expressed his gratitude to the City Council for their help in getting the project approved.

E. Dodge County Extension meeting - trees. The meeting that was scheduled for March 5th was cancelled due to weather. It has been rescheduled for April 11th at the Community Ed building at 6:30 P.M. Unger will talk about our boulevard tree program, tree maintenance, our Tree Management Program and Emerald Ash Borer issues.

F. Other. Coleman asked a question about a split tree that is on the property line of two residents. One of the homeowners asked if the City would remove the tree if it is in the electric lines. Unger recommended that they find out if it is the resident's electric service or a main overhead line. If it is the electric line, the Electric Department may trim out the branches near the overhead line. The two neighbors should work together to remove the tree if it is split.

V. Correspondence: None.

VI. Adjourn: The discussion ended at 6:54 P.M.

Deputy Clerk

The next meeting will be on April 17, 2018 at 6:00 P.M.

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

MEMO

TREE

CITY USA

To: Mayor McKern and City Council Members

Date: April 6, 2018

Re: Job Descriptions

Attached are all of the job descriptions minus the job description for Wastewater Operator II approved at the last Council meeting.

- 1. There was a desire for uniform language that had been omitted from some of the job descriptions and that language has been added.
- 2. The job descriptions for the Public Works-Parks Seasonal and Public Works Parks Part-time positions, which hadn't been approved in 2017, are included.
- 3. The Public Works Parks position had been approved with the other job descriptions at the July 12, 2017 Council meeting.

Budget Impact: \$0

Council Action Requested: To approve the job descriptions.



Classification: Administrative AssistantDepartment: AdministrationReports to: City Administrator, Community Development Director and Finance DirectorFLSA Classification: Hourly, Non-ExemptPay Grade:6

Date of last revision: April 11, 2018

Position Summary

This position acts under the general direction of the City Administrator, Community Development Director and Finance Director to perform administrative office support which includes maintaining records and files, answering phone and providing excellent customer service as part of a team. This position administers the electric conservation program and related work.

Essential Duties and Responsibilities

Administrative Duties

- Answers phones and provides excellent customer service to residents, vendors, contractors, staff and elected officials;
- Opens and distributes incoming mail;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Assists UB in receipt of payments and postings;
- Maintains website, electronic message board and cable TV.

Provides administrative support to City Administrator

- Maintains record and filing;
- Responsible for CIP Program Management;
- Orders office supplies;
- Assists UB in receipt of payments and postings.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all personnel;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of Associate's Degree in related field; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Requirements:

Must be flexible and able to adapt to changing work demands;

- Must be able to work independently;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Must have and maintain a valid MN Driver's License.

Physical Demands and Working Conditions

This position works in a well-lit, well-ventilated and temperature controlled office. Primarily work inside and sedentary.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

- Must be able to use computer and office equipment, calculator, postage machine, copiers and printer;
- Must have extensive knowledge in Microsoft Office and other specialized software;
- Must be able to use an adding machine.

Classification: Admission-Concession-Crossing GuardDepartment: Aquatic CenterReports to: Aquatic Center Manager, Parks and Recreation Supervisor and Public Works DirectorFLSA Classification: Hourly, Non-Exempt-SeasonalPay Grade:Date of last revision: April 11, 2018

Position Summary

This position provides excellent customer service for the Aquatic Center working as a Concession Food Handler, Admission/Front Desk employee and Highway Crossing Guard. This is a seasonal position for 3-4 months.

	Essential Duties and Responsibilities
Customer S	Service and Admission
٠	Assists customers by answering questions and concerns and assisting with services;
٠	Operate cash register and software programs.
Concession	1
٠	Must be able to operate equipment that includes, but not limited to: slush machine, pizza warmer, freezer, refrigerator, cheese warmer, popcorn machine, hot dog steamer, microwave, napkin holders, soda cooler and cleaning equipment;
•	Prepare and serve food in a clean and healthy environment.
Cross Guar	d
•	Must be capable to cross pedestrians across highway safely and orderly.
Assist Aqua	atic Center
•	Inspect facilities and equipment on a daily schedule and report unsafe conditions;
•	Maintain inventory and report needed supplies and items;
٠	Responsible for cleaning concession and admission area;
•	Assist on special projects as needed.
Provides ex	xcellent customer service and high-quality service levels
• Otl	her duties as assigned or apparent;
• Mi	ist be able to work independently;
	velops and maintains a good working knowledge of all City and department policies and procedures to help ilitate compliance with such policies and procedures by all assigned personnel;
	velops respectful and cooperative relationships with colleagues, the public and outside vendors to help ablish and maintain Kasson's reputation as a well-maintained City;
rec	al directly with customers and residents to provide information in response to inquiries, concerns or quests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as oviding high-level of customer satisfaction.
While these upon to pe and meet p	e areas are the primary focus of the position, we believe strongly in teamwork and employees will be called rform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified performance expectations. Individuals must be able to perform every essential function. Reasonable lations may be made to enable individuals with disabilities to perform all essential functions established for

Qualifications

Requirements:

this position.

• Must be trained on Automated External Defibrillator, Rescue Equipment and other safety items;

- Must be familiar with emergency procedures and assist in basic first aid during emergency needs;
- Must possess excellent communication skills for patrons and colleagues;
- Must be flexible and understanding of scheduling and work duties;
- Must be able to make decision and work independently.

Physical Demands and Working Conditions

Performing essential functions of the position regularly requires the incumbent to remain seated in the normal position for extended periods of time while performing repetitive work according to set procedures and sequence or pace.

- Frequently is required to stand, walk, talk or hear, sit, climb or balance, knee, crouch, crawl and smell.
- The position must frequently lift and move up to 10 pounds, occasionally lift and/or move up to 75 pounds.
- This position is regularly required to use hands and fingers, feel or operate objects, tools or controls and reach to use hands or fingers, feel or operate objects, tools and reach with hands and arms.

Equipment Utilized

- Majority of the time uses Microsoft Office and City software necessary to complete essential job functions and office equipment.
- Must be able to use air condition, exhaust fans, breakers, kitchen equipment, attendance clicker, stereo equipment and phone and answering machine.
- Must be able to use broom, mop, hand-held stop sign

Classification: Apprentice Line workerDepartment: Electric DepartmentReports to: Electric Supervisor and Public Works DirectorFLSA Classification: Hourly/Non-ExemptPay Grade:Date of last revision: April 11, 2018

Position Summary

This position operates, maintains and repairs the City's existing electric distribution system and construct new circuits on that system in a safe, timely manner which continues or expands reliable service to the City's electric customers. This position performs other public utility and/or public works duties as scheduled or required to maintain utility or public work services to the community.

Essential Duties and Responsibilities

Maintenance of underground and overhead electric facilities

- Maintains and/or repairs the existing electric underground and overhead distribution system in a safe, timely
 manner as scheduled or required, which includes primary, secondary and SCADA system;
- Replace poles and underground equipment and conductor, string, upgrade equipment and hardware, replace faulted equipment replace streetlights;
- Confers regularly with the Electric Supervisor to decide the timing and priority of work to be done; keeps Supervisor informed of important matters and contributes to overall planning, design, maintenance and upgrading of the City's electric distribution system;
- Constructs new overhead and underground distribution circuitry which will upgrade and/or expand service and set new poles, trench new underground wire and string new conductor;
- Performs related systems duties including but not limited to installation of switching equipment, tree trimming
 around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to
 keep the system up and running;
- Maintain metering (new, replacement, reading, removal and reinstall for construction);
- Perform underground locations;
- Performs related systems duties including but not limited to installation of switching equipment, tree trimming around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to keep the system up and running;
- Provides excellent customer service while responding to customer concerns and questions;
- Operate 7200/1247OW system;
- Respond to outages and fix in a timely manner;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all personnel;
- Develops respectful and cooperative relationships with co-workers, the public, and outside vendors which helps establish and maintain Kasson's reputation as a well-managed City.

Assists Public Works Department

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure
 maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;

- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and documentation completion of a State-accredited Power Line school and progress toward the Journey License.

Requirements:

- Must live within a 30-minute call time of the City and work outside normal working hours and respond to emergencies;
- Must have a valid MN Commercial's driver license and be certified in CPR, First Aid, Pole Top Rescue, Forklift and Digger Truck Operation;
- Must have current knowledge on maintenance, repair and construction of an electric underground and overhead distribution system;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Must be able to make timely decisions which affect the electric utilities;
- Must have general knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of electric utility lines;
- Must have general knowledge of the tools, materials and equipment used in electric utility line repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal electrical construction, maintenance and repairs. This position requires stamina and strength and will work off the ground and work in awkward positions around dangerous high voltage lines.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms-length,

Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor
weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to
vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic
chemicals.

Equipment Utilized

Primarily outside work, and subject to extreme temperature. rating machines, operating motor vehicles or equipment and observing general surroundings and activities;

- Regular use of Digger, Backhoe, Trencher and pickup.
- Majority of the job requires the use City Bucket Truck.

Classification: Aquatic Center Manager Reports to: Parks and Recreation Supervisor and Public Works Director FLSA Classification: Hourly and seasonal

Department: Parks and Recreation

Pay Grade:

Date of last revision: April 11, 2018

Position Summary

This position is responsible for supervisory position coordinating and the day-to-day operations of the Kasson Aquatic Center. This is a seasonal position.

Essential Duties and Responsibilities

Manage Aquatic Center

- Oversees daily swimming pool operations, activities and facilitates in a safe manner;
- Plans, trains, organizes, assigns duties, schedules and directs all Shift Supervisors, Lifeguards, Water Safety • Instructors, Admission Workers/Crossing Guards and Concession employees;
- Organizes yearly swimming pool lessons and distributes passing certificates;
- Responsible for ordering supplies to include concessions, maintenance and facility care products; •
- Assist with cleaning and testing water chemistry daily; •
- Maintains records of attendance, maintenance and receipts;
- Perform and document first-aid and rescue as needed;
- Schedules aquatic programs, special events and rentals. •

Assist Park and Recreation Supervisor

- Assists Director on projects;
- Provide a final seasonal report of the Aquatic Center;
- Enforces policies as per State Law, City Code and City Council Resolutions. •

Supervision of Work

- Assists the Parks and Recreation Supervisor to recruit, manage, and develop staff by establishing goals and • objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis; •
- Assists in hiring process; .
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Parks and Recreation Supervisor;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help ٠ facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help • establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent; •
- Must be able to work independently; ٠
- Develops and maintains a good working knowledge of all City and department policies and procedures to help • facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help . establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or . requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as

providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Experience supervising staff, programs and pool facility operations. Must possess American Red Cross Lifeguarding Training Certificate, CPR and Professional Rescuer certifications and the American Red Cross Water Safety Instructor certificate.

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must wear proper Aquatic Center issued attire: shirts, shorts, swimsuits, sweatpants, hoodies, visors, non-slip shoes when scheduled to work;
- Ability to work cooperatively with a variety of people to accomplish work demands according to established timetables;
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner;
- Must be able to work independently;
- Must have and maintain valid MN Driver's License;
- Maintain safety of patrons and customers service are a priority. Must respond to and resolve inquiries and complaints from patrons and parents;

Physical Demands and Working Conditions

This position is generally in the office and is subject to continuous keyboarding, repetitive movement and is sedentary.

- Frequently must exert up to 25 pounds of force, rarely exert 50 pounds of force;
- Frequently required to stand, walk, talk or hear, sit, climb or balance, kneel, crouch, crawl and smell;
- Occasionally lift up to 75 pounds;
- Has specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling.

Equipment Utilized

- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions and use office equipment that includes calculators, postage machine, copiers and phone system.
- Responsible for computer software programs for admissions and concession registers.
- Responsible for observing weather conditions and safety factors (water slide, activities area, umbrellas, climbing
 wall, door/windows, air conditioner/exhaust fans, breakers, kitchen equipment, vacuum, stereo equipment,
 phone/answering machine and open and/or close the facility during the seasons.

• Must be capable of operating equipment relative to this position which shall include but not limited to: Automated External Defibrillator, Handicap Lift Chair, Rescue Equipment and other related items.

•

Classification: LifeguardDepartment: Aquatic CenterReports to: Aquatic Center Manager, Parks and Recreation Supervisor and Public Works DirectorFLSA Classification: Hourly, Non-Exempt-SeasonalPay Grade:Date of last revision: April 11, 2018

Position Summary

This position provides excellent customer service for the Aquatic Center working as a Lifeguard. This position is responsible to monitor pool deck and in water for overall safety of guests and to prevent and respond to emergencies.

Essential Duties and Responsibilities

Lifeguard

- Assists customers by answering questions and concerns and assisting with services;
- Maintain a controlled and safe swimming environment for participants;
- Maintain reasonable availability for parents/guardians or students to ask questions or discuss concerns;
- Complete and submit appropriate records and reports as required by the American Red Cross and the Kasson Aquatic Center.

Assist Aquatic Center

- Inspect facilities and equipment on a daily schedule and report unsafe conditions;
- Clean Aquatic Center;
- Serve as admission/concession employee when or if needed.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Requirements:

- Must possess current American Red Cross Lifeguarding Training Certificate;
- Must possess current CPR/AED and Professional Rescuer Certificates;
- Must possess excellent communication skills for patrons and colleagues;
- Must wear proper Kasson Aquatic Center issued attire; shirts, shorts, swimsuits, sweatpants, hoodies, visor, nonslip shoes when scheduled to work;
- Must be able to work independently;
- Must have good decision-making skills;

- Must possess a thorough knowledge and application of lifeguarding surveillance;
- Possess a teaching style when helping teach swim lessons with a water safety instructor which demonstrates enthusiasm, patience, confidence, and ability to relate to children/participants.
- Must be flexible and understanding of scheduling and work duties;
- Must be able to make decisions.

Physical Demands and Working Conditions

Performing essential functions of the position regularly requires the incumbent to remain seated in the normal position for extended periods of time while performing repetitive work according to set procedures and sequence or pace.

- Frequently is required to stand, walk, talk or hear, sit, climb or balance, knee, crouch, crawl and smell.
- The position must frequently lift and move up to 10 pounds, occasionally lift and/or move up to 75 pounds.
- This position is regularly required to use hands and fingers, feel or operate objects, tools or controls and reach to use hands or fingers, feel or operate objects, tools and reach with hands and arms.
- Specific vision abilities required by this job includes close vision, distance vision, depth perception, and the ability to adjust focus.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of the time uses Microsoft Office and City software necessary to complete essential job functions and
 office equipment.
- Must be able to use air condition, exhaust fans, breakers, kitchen equipment, attendance clicker, stereo equipment and phone and answering machine.
- Must be able to use broom, mop, hand-held stop sign

Classification: Aquatic Center Shift SupervisorDepartment: Aquatic CenterReports to: Aquatic Center Manager, Parks and Recreation Supervisor and Public Works DirectorFLSA Classification: Hourly and seasonalPay Grade:Date of last revision: April 11, 2018

Position Summary

This position is responsible for supervisory position coordinating and the day-to-day operations of the Kasson Aquatic Center. This is a seasonal position.

Essential Duties and Responsibilities

Assists Aquatic Manager

- Oversees daily swimming pool operations, activities and facilitates in a safe manner;
- Organizes, assigns duties, schedule and directs all Lifeguards, Water Safety Instructors, Admission Workers/Crossing Guards and Concession employees;
- Organizes yearly swimming pool lessons and distributes passing certificates;
- Maintain certification records;
- Maintains records and reports on daily attendance, maintenance, money receipts and prepares cash register closeout at close of business day;
- Responds to and resolves inquires and complaints from patrons or parents;
- Perform and document first-aid and rescue as needed;
- Schedules aquatic programs, special events and rentals.

Supervision of Employees

- Responsible to learn computer software programs for admissions and concession registers and train staff;
- Responsible for supervision and inspection of employee duties, including nightly cleaning duties;
- Responsible for ordering supplies and working with vendors;
- Assist with cleaning, test water chemistry daily, perform and document first-aid and rescues;
- Must be observant to weather condition and safety factors;
- Work as an admission/concession employee or lifeguard, as needed;
- Maintain records and reports on daily attendance, maintenance, money receipts and prepares cash register closeout at close of each business day.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Experience supervising staff, programs and pool facility operations. Must possess American Red Cross Lifeguarding Training Certificate, CPR and Professional Rescuer certifications and the American Red Cross Water Safety Instructor certificate.

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Attend all safety and training sessions that are required of the Kasson Aquatic Center and the City of Kasson;
- Must wear proper Aquatic Center issued attire: shirts, shorts, swimsuits, sweatpants, hoodies, visors, non-slip shoes when scheduled to work;
- Ability to work cooperatively with a variety of people to accomplish work demands according to established timetables;
- Must be able to work independently;
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner;
- Must maintain the safety of patrons and customer service are a priority. Must respond to and resolves inquiries and complaints from patrons and parents.

Physical Demands and Working Conditions

This position is generally in the office and is subject to continuous keyboarding, repetitive movement and is sedentary.

- Frequently must exert up to 25 pounds of force, rarely exert 50 pounds of force;
- Frequently required to stand, walk, talk or hear, sit, climb or balance, kneel, crouch, crawl and smell;
- Occasionally lift up to 75 pounds;
- Has specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling.

Equipment Utilized

- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions and use office equipment that includes calculators, postage machine, copiers and phone system.
- Responsible for computer software programs for admissions and concession registers.
- Responsible for observing weather conditions and safety factors (water slide, activities area, umbrellas, climbing
 wall, door/windows, air conditioner/exhaust fans, breakers, kitchen equipment, vacuum, stereo equipment,
 phone/answering machine and open and/or close the facility during the seasons.
- Operate mechanics (water slide, activities area, umbrellas, climbing wall, doors/windows, air conditioner/exhaust fans, breakers, kitchen equipment, vacuum, stereo equipment, phone/answering machine and open and/or close the facility during the season.
- Must be capable of operating equipment relative to this position which shall include but not limited to: Automated External Defibrillator, Handicap Lift Chair, Rescue Equipment and other related items.

Classification: Chief of PoliceDepartReports to: Administrator and City CouncilFLSA Classification: ExemptPay Grade:16Date of last revision: April 11, 2018-

Position Summary

This position performs protective services and administrative work planning, organizing and directing police operations. This position handles personnel and public information matters ensuring that all laws, regulations and procedures are followed. This position coordinates work with other law enforcement agencies, City officials and the City Administrator. This position supervises all personnel of the department.

Essential Duties and Responsibilities Ensures emergency assistance is administered and public safety information is communicated Ensures emergency assistance is administered; ٠ Ensures that public safety information and community service information is distributed; ٠ Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement; Develops and recommends new or modified ordinances which are consistent with applicable laws but enable the City to increase the effectiveness of local law enforcement, community policing and citizen education programs; Develops and leads the presentation of community-based initiatives designed to promote support and • understanding of local law enforcement, community policing and education programs through increased interactions of department personnel at all levels with citizens and community groups in circumstances other than an enforcement role; Develops and implements programs and procedures to ensure security of commercial and residential property; • Makes periodic public addresses concerning police operations and law enforcement; Serves as liaison with county, state and federal agencies and assists with law enforcement activities and administration. Identifies and provides police services Establishes operational procedures for attaining objectives and providing services; Investigates citizen activity that threatens the safety, legal rights and property of others; • Develops and implements policies and programs that deter criminal and antisocial behavior; Represents the City in mutual-benefit law enforcement programs and promotes intra-agency relationships • which benefit the City and its surrounding cities or counties due to coordinated efforts and resources. Oversees and/or performs the timely, complete preparation and submission of State-required reporting and ٠ related documentation by established deadlines in addition to ensuring that deadlines and security protocols are followed for all department files and related documentation. Confers regularly with the Emergency Services Commission and City Administrator to review all aspects of ٠ department operations, update them on new developments, recommend / request new or modified policies and protocols which will improve the department's overall effectiveness and efficiency, and report on issues and ideas from the law enforcement field with direct application to the City of Kasson. Prepares and reviews operational and administrative reports and provides recommendations to City Council. • **Department Head and Supervision of Employees**

- Preparation of annual staffing and staff development plans, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work

Department: Police

activities of the Department in alignment with the vision and directives of the City Council;

- Assists in hiring process;
- Develops and priorities works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Conducts evaluation of job performance for assigned personnel on a routine basis, which also includes
 performance improvement plans and discipline;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor's Degree in law enforcement and a three-month law enforcement skills training to qualify for P.O.S.T licensed as a peace officer and at least 8 years of experience; or any equivalent combination of substantial experience and training from a combination of service years as a peace officer, sergeant, lieutenant, captain in law enforcement or other management-rank equivalent in military service which provides the requisite knowledge and abilities for this position.

Desired Qualifications: Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must have completed FEMA National Incident Management Systems Training;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to work independently;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance;

- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must have the ability to supervisor and/or coordinate the work of others;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works inside and at times works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;
- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Must have the ability to hear normal levels of speech;
- Physical strength and agility is required to fully perform this position.

Equipment Utilized

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operate shotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to perform NIC drug testing occasionally.

Classification: Circulation Technician Reports to: Library Director FLSA Classification: Hourly, Non-Exempt Date of last revision: April 11, 2018 Department: Library Department

Pay Grade: 6

Position Summary

This position performs skilled technical work cataloguing and classifying library materials, processing library materials, maintaining and updating databases, assisting patrons, and related work as required. This position assists and communicates with patrons to determine and locate their informational needs. This position manages technical services to ensure new materials are made available to the public in a timely manner.

Essential Duties and Responsibilities

Patron Customer Service

- Handles day-to-day operation of the library including materials selection, cataloging and classification; reference requests supervision, program planning and coordinating, staff scheduling, etc.;
- Represents the Library at various functions, events, meetings, etc.;
- Answers telephones and greets patrons in a manner which promotes good customer service;
- Monitors fund cash balances; handles library receipts collected and reviews invoices for payment;
- Maintains working order of all technologies at the Library;
- Prepares and delivers Storytime;
- Manages Circulation Desk and shelving of materials daily;
- Manages administrative and maintenance duties for the Library;
- Develops respectful and cooperative relationships with co-workers, the public, and outside vendors which help establish and maintain Kasson's reputation as a well-managed Library and City.

Manage Technical Services

- Provide collection analysis and development;
- Requires a broad understanding of multiple classification and automation systems;
- Prepares materials to be readily accessed by public patrons;
- Serve as chief cataloger to prepare all materials for timely disbursement to patrons;
- Ensures that materials are correctly coded accordingly to regional library standards and requirements.

Manage Library Communications

- Serve as communication agent to prepare press releases, public service announcements, program publicity; calendars, signage and flyers;
- Collaborate with community to maintain a high-profile community presence;

• Maintain and update library website.

Coordinate Summer Reading Program

- Manage registrants and program participants;
- Produce marketing materials;
- Responsible for incentive programs, contests, performances, special events and educational offerings to plan and implement program, spanning 8 months of the year;
- File all necssary reports;
- Supervise all aspects of program including planning, preparation, publicity, registration, materials acquisition, programs and storytimes;
- Create, maintain and update Summer Reading Program website.

Assist Library Director

• Supervise all aspects of program including planning, preparation, publicity, registration, materials acquisition,

programs, storytimes, special events and rewards;

- Serve on Strategic Planning Committee to plan library's mission now and in the future;
- Maintain with inventory: assess, prepare and record all materials ordered.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the Library and City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor's degree in Library Services and some additional training in cataloging and two years of experience; or any equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position.

Requirements:

- Must obtain and maintain a valid MN Driver's License;
- Formal training in technical library cataloging;
- Ability to adapt to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Must have the ability to perform independent detailed work, as well as synthesize and analyze information;
- Ability to adapt to influence people about opinions, attitudes or judgments about ideas or things;
- Ability to adapt to perform repetitive work according to set procedures and sequence or pace;
- Ability to adapt to perform under stress when confronted with emergency;
- Must have the ability to work cooperatively with a variety of people to accomplish work demands according to
 established timetable;
- Must have the ability to establish and maintain effective working relationships with library patrons, associates and the general public.

Physical Demands and Working Conditions

Primarily work inside and 50% of work is sedentary.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force;
- This work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision,
- Must have the ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to

perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Equipment Utilized

• Regular use of office equipment telephone, computer, Microsoft Office software, automation software programs, fax and scanner.

Classification: City Administrator		Department: Administration
Reports to: City Council		
FLSA Classification: Exempt	Pay Grade:	20
Date of last revision: April 11, 2018		

Position Summary

This position acts as a resource for and provides support to the Kasson City Council. It is the role of this position to initiate, interpret and implement Council direction. This position must interact with staff, citizens, commissioners, independent contractors and others to gauge the need of the community and formulate plans to meet the needs of the City of Kasson.

Essential Duties and Responsibilities

City Council

- Interacts and supports City Councilmembers and Commissioners;
- Develops and maintains a good working knowledge of all City and department policies and procedures in order to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with co-workers, the public, boards, agencies and other
 organizations, and outside vendors which help establish and maintain Kasson's reputation as a well-managed
 City;
- Confers with the City Council on a regular basis; keeps the Council informed of all important matters; and contributes to the overall planning, design and maintenance of the City of Kasson;
- Prepares for and attends City Council meetings. Ensures that meetings are conducted in a smooth and
 efficient manner and that scheduled agenda items are addressed during the course of each meeting;
- Acts as the information conduit to the public, City employees and the City Council;
- Recommends to the City Council in such matters as finance, efficiency of operations, and compliance with State and Federal regulations to assure the soundness and legality of decisions made by the Council.

Manages day-to-day operations of the City

- Coordinates the administration of all departments to ensure their smooth and efficient operations and the attainment of department objectives;
- Supervises all employees to ensure that work is performed at a satisfactory level. Reviews and evaluates department performance on a continuing basis and establishes proper measures for performance;
- Participates in the development of the annual budget in conjunction with the Finance Director and consistent with the City's objectives and policies. Monitors that all expenditures remain within the framework of the plan;
- Initiates, develops, implements and monitors short and long range strategic goals and projects (i.e.; Capital Improvements Plan, Utility Rate Restructuring, Economic Development programs, etc.);
- Maintains government records in accordance with the State records retention schedule;
- Performs duties as required by statutes, ensuring that all State and Federal requirements are met as to minimize any legal exposures;
- Responsible for the City's financial interests. Accounts for all receipts and disbursements of City funds;
- Monitors financial solvency and ensures compliance with State and Federal regulations;
- Oversees elections to ensure smooth and efficient conduction of these events.

Department Head

- Oversees, supervises and manages all Department Heads;
- Oversees preparation of bid specifications for new equipment and materials;
- Provides for planning and design of City infrastructure and facilities;
- Prepares reports and maintains records and files;

- Represents the City's interests in meetings with mutual interest organizations to promote cooperative working relationships;
- Enforces policies as per State Law, City Code and City Council Resolutions.

Supervision

- Preparation of annual staffing and staff development plans, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Meets monthly with department heads to reconcile reports of work planned, work underway and work completed;
- Provides direction to facilitate completion of work in a safe and efficient manner;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management. Conducts evaluation of job performance for assigned personnel on a routine basis; prepares reports as requested;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel.
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor Degree in related field and two years of experience; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Desirable Qualifications:

- Master's Degree in related field
- 4 years of municipal experience

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;

- Must be able to work independently;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Ability to read text of considerable difficulty; writing skills are required at a level consistent with writing text designed to persuade;
- Verbal communication needs to be at the level of resolving conflicts, grievances or technical disputes on complex or often emotional issues;
- Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts may be insufficient or misleading, requiring extensive inquiry or research extending into unrelated work areas;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things;
- Adaptability to perform repetitive work according to set procedures and sequence or pace;
- Adaptability to perform under stress when confronted with emergency, critical or unusual situations;
- Ability to work cooperatively with a variety of people to accomplish work demands according to established timetables;
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner.

Physical Demands and Working Conditions

Primarily work inside and sedentary.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices.

Equipment Utilized

• Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions and use office equipment that includes calculators, postage machine and copiers.

Classification: City Clerk
Reports to: City Administrator
FLSA Classification: Hourly, Non-Exempt
Date of last revision: April 11, 2018

Department: Administration

Pay Grade: 10

Position Summary

This position acts under the general direction of the City Administrator, Community Development Director and Finance Director to plan, organize, provide oversight and to participate in all City functions and projects. This position is responsible for retaining custody and maintaining all City official records and history. This position is responsible for functions relating to payroll, benefits and human resources. This position performs all functions related to running City elections and general bookkeeping of municipal operations. This position reviews and signs all building permits and works closely with the City Engineer and GIS.

Essential Duties and Responsibilities

Assists City Administrator

- Provides administrative support to City Council;
- Serve as Administrative Assistant to Planning and Zoning Commission Fire Relief Board and EDA;
- Assist other departments with duties that include: purchase supplies, typing and filing of ordinances;
- Assists the City Administrator, Community Development Director and Finance Director on special projects;
- Prepares the annual update of City Code.

Administers payroll, benefits and human resources

- Maintains strict confidentiality;
- Prepare and balances quarterly payroll taxes and reports;
- Performs the submission of payroll information for processing;
- Administration of sick leave and vacation benefit programs and monitors leave accruals and balance;
- Performs reconciliation of payroll related general ledger accounts, distribution of employee W-2 forms and employee benefits;
- Assists with recommended changes/updates to employee handbook;
- Must stay updated on employment law, human resources, payroll laws and insurance updates;
- Files pay equity reports;
- Coordinates LTD and STD insurance claims and payments;
- Prepare and balances quarterly payroll taxes and reports and reconciles federal, FICA, state, local and unemployment tax payments.

Maintains City records and prepares packets and minutes for City meetings

- Prepares agendas and announcements of meetings and hearings;
- Attends meetings and maintains record of minutes and informs;
- Coordinates timing of publication and meetings and publishes official notices and advertises public hearings and notifies members of regular and special meetings;
- Writes resolutions and ordinances for meetings;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Manages building permits and licenses

- Coordinates and maintains business permits and building permits;
- Collect fees for licenses and receipts and reconcile building permits quarterly.

Manage Elections and Supervision of Election Judges

• Plans, prepares and conducts Federal, State and Local elections;

- Hires and trains election judges;
- Keep current on all election laws and procedures and manages to provide timely publications regarding the election.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate's Degree in related field and 8 years of experience in related field; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Desired Qualifications:

• IIMC, Masters of Municipal Clerk designation

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be a Certified Municipal Clerk or attain certification within 4 years;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Must be able to work on matters with cooperation, explanation and persuasion involving enforcement of laws, ordinances and policies and procedures;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Adaptability to influence people about opinions; openness to attitudes or judgments about ideas, people;
- Adaptability to perform under stress when confronted with emergency, critical or unusual situations;
- Ability to work cooperatively with a variety of people to accomplish work demands and meet timetables;
- Ability to perform arithmetic operations quickly and accurately and perceive pertinent detail;
- Must have and maintain a valid MN Driver's License.

Physical Demands and Working Conditions

This position works in a well-lit, well-ventilated and temperature controlled office. Primarily work inside and sedentary.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

- Must be able to use computer and office equipment;
- Must have extensive knowledge in Microsoft Office and other specialized software;
- Must have knowledge of GIS;
- Must be able to use an adding machine.

Classification: Community Development DirectorReports to: City AdministratorFLSA Classification: ExemptPay Grade: 14Date of last revision: April 11, 2018

Department: Community Development

Position Summary

This position directs the Planning and Zoning and Economic Development activities of the City of Kasson as well as the oversight of development projects as assigned.

Essential Duties and Responsibilities

Community Development and Economic Development

- Provides staff support to the Planning Commission and the Economic Development Authority, including preparing meeting agendas, minutes and public hearing notices and provides staff reports;
- Attends all the regular and special meetings of the Planning Commission and Economic Development Authority
 and attends City Council meetings as assigned by the City Administrator;
- Attends staff and department head meetings and keeps the Administrator informed of important matters;
- Reviews land development plans for consistency with City plans, land use regulations, policies, and applicable state environmental regulations; advises builders and developers on land use ordinances, the City comprehensive plan, and other requirements by phone or in person; and maintains appropriate documentation;
- Keeps the City's comprehensive plan, land use plan, zoning ordinance, and subdivision ordinance up to date as required through research and interaction with concerned parties;
- Supervises and administers development plan reviews following proper procedures from the initial inquiry through the final disposition;
- Makes recommendations to the Planning Commission based on City guidelines and generally accepted planning practices regarding development plans; presents information to the Planning Commission, City Administrator and City Council in oral and/or written form;
- Administers and enforces the City's zoning, subdivision and nuisance ordinances;
- Works with the Building Official in the building permit process, including review of all site plans for conformance with city zoning regulations;
- Uses knowledge of revolving loan programs, TIF financing, DTED programs and other business assistance
 programs to work with existing businesses to help foster their stability and expansion and to develop a climate
 favorable for new business development;
- Serves as Zoning Administrator;
- Reporting to government agencies (i.e. business subsidy);
- Works with regional organizations and developers to foster well-managed housing growth;
- Assists the City Administrator with developing and maintaining existing contacts with other municipalities, state and federal agencies, foundations, business associations, etc. pertaining to economic development;
- Administers all annexation procedures and conducts all associated follow-up work;
- Develops promotional literature and plans and implements promotional activities to increase interest and awareness in the community.

Department Head

- Preparation of department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Leads the operations of the Department and oversees in alignment with the vision and directives of the City Council;

- Develops and prioritizes works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor Degree in Urban and Regional Studies or related field and five years of experience; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Desirable Qualifications:

- Master's Degree in related field
- 2 years of municipal experience

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Ability to read text of considerable difficulty; writing skills are required at a level consistent with writing text designed to persuade;
- Verbal communication needs to be at the level of resolving conflicts, grievances or technical disputes on complex or often emotional issues;

- Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts may be insufficient or misleading, requiring extensive inquiry or research extending into unrelated work areas;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things;
- Adaptability to perform repetitive work according to set procedures and sequence or pace;
- Ability to work cooperatively with a variety of people to accomplish work demands according to established timetables;
- Math skills at a level consistent with performing algebraic operations and some advanced techniques used in analysis and planning, such as calculus and statistics, preferred;
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner.

Physical Demands and Working Conditions

Primarily work inside and sedentary.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

• Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions and use office equipment that includes calculators, postage machine and copiers.

Classification: Custodian	Department: Administration	
Reports to: City Administrator		
FLSA Classification: Hourly, Non-Exempt	Pay Grade:	2
Date of last revision: April 11, 2018		

Position Summary

This position maintains the cleanliness of City owned facilities including trash removal, recycling, sweeping, vacuuming, mopping, dusting, bathroom cleaning, and restocking supplies. This position keeps Administration informed of supply needs and maintenance issues.

Essential Duties and Responsibilities

Maintains cleanliness of City owned facilities

- Operates necessary equipment and machines to perform facility cleaning;
- Cleans City owned facilities;
- Provides trash removal and recycling removal;
- Restocks all necessary supplies
- Confers regularly with the City Administrator to discuss the timing and priority of work to be done and keep the Administrator informed of important matters which may require attention at that level;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;

- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Must be able to work independently;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to cleaning and maintenance.

- Occasionally must exert up to 25 pounds of force, rarely exert 50 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

• Majority of this position will require using vacuum, mop, and other cleaning equipment.

Classification: Deputy City Clerk	Depar
Reports to: Finance Director and City Administrator	
FLSA Classification: Hourly, Non-Exempt	Pay G
Date of last revision: April 11, 2018	

Department: Administration

ay Grade: 8

Position Summary

This position acts under the general direction of the City Administrator and Finance Director to plan, organize, provide oversight and to participate in all City functions and projects. This position is responsible for supporting Park Board operations, Park and Recreation Director, Aquatic Center Manager and Supervisors and City Administrator. This position provides excellent customer service to customers and assists with financial preparation, receipting and reporting of finances, license processing and processing non-utility billing and accounts receivable.

Essential Duties and Responsibilities

City administrative duties

- Process non-utility billing accounts receivable (construction projects, EDA Loans, etc.);
- Processes licenses (liquor, garbage, amusement devices, gambling permits, etc.);
- Supports Parks and Recreation Director;
- Processes claims, invoices, payments for all purchases;
- Support the Department Head, Festival Committee
- Working closely with Department Heads and knowledge of their budgets;
- Monitors budgets and credit card purchases.

Processes receipting of Library, Arena, Liquor Store, Police and Fire Department

- Prepares and processes special accounts receivables for construction projects;
- Prepares and submits reporting for Liquor Store.

Assist Park Board

- Prepares agendas and announcements of meetings and hearings;
- Attends meetings and maintains record of minutes and informs;
- Publishes official notices and advertises public hearings and notifies members of regular and special meetings;
- Assists Park and Recreation Supervisor;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

General Office Duties

- Provides excellent customer service;
- Answers questions from customers and residents.

Manage Mandatory Reporting

- Prepares and processes Government Reporting sales-taxes, OSHA and 1099's;
- Prepares and processes insurance claims, work comp claims and property claims;
- Prepares and processes licensing reporting, Liquor Store reporting and Aquatic Center Operations reporting.

Assist Finance Director

- Provide overall financial support for Finance Director (bank reconciliation prep);
- Processes non-utility billing accounts receivable.
- Provides excellent customer service and high-quality service levels
 - Other duties as assigned or apparent;
 - Must be able to work independently;
 - Develops and maintains a good working knowledge of all City and department policies and procedures to help

facilitate compliance with such policies and procedures by all assigned personnel;

- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or
 requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as
 providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate's Degree in related field and 2 years of experience in related field; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Desired Qualifications:

• IIMC, Masters of Municipal Clerk designation

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must obtain and maintain the Certified Municipal Clerk Training within 4 years of hire and progress toward Master Certification;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Adaptability to influence people about opinions; openness to attitudes or judgments about ideas, people;
- Adaptability to perform under stress when confronted with emergency, critical or unusual situations;
- Ability to work cooperatively with a variety of people to accomplish work demands and meet timetables;
- Ability to perform arithmetic operations quickly and accurately and perceive pertinent detail;
- Must have and maintain a valid MN Driver's License.

Physical Demands and Working Conditions

This position works in a well-lit, well-ventilated and temperature controlled office. Primarily work inside and sedentary.

- While performing the essential functions of this position, the individual may be subject to some evening and weekend work dependent upon service needs;
- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;

- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

- Must be able to use computer and office equipment, calculator, postage machine, copiers and printer;
- Must have extensive knowledge in Microsoft Office and other specialized software;
- Must have knowledge of GIS;
- Must be able to use an adding machine.

Classification: Electric Supervisor Reports to: Public Works Director FLSA Classification: Hourly/Non-Exempt Date of last revision: April 11, 2018 **Department:** Electric Department

Pay Grade: 13

Position Summary

This purpose of this position is to manage all aspects of the current electrical distribution system as well as plan for future growth. This position is responsible for the maintenance of facilities, and equipment and personnel needs. This position performs hands on instruction of all jobs done and included in electrical work.

Essential Duties and Responsibilities

Manages Electric Department

- Ensures procedures are followed to minimize liabilities for the City;
- Investigates complaints and problems and creates efficient and effective solutions;
- Prepares reports and maintains records and files for Electric utilities;
- Oversees operations of Department;
- Prepares for and attends monthly board meetings at CMPAS;
- Operates associated department equipment along with work in the field:
- Keeps current on electric industries and regulations to ensure the City is compliant with local, State and Federal regulations.

Administrative Responsibilities

- Prepares budget for approval;
- Maintains OSHA recordkeeping and MPUC reporting;
- Maintains working relationship with engineers, Public Works Director and City Administration and staff;
- Serves as an alternate board member at CMPAS our power agency and consult with City Administrator on future energy purchases and contracts.

Assists Public Works

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs.

Supervision

- Assists the Public Works Director to recruit, manage, and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Public Works Director;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;

- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate Degree with a degree or diploma from accredited line school, completion of State Certified Apprenticeship program (8000 hours), State Certification from Department of Labor as Journey Lineworker, completion of Certified Journeymen Line Worker (six years for complete certification) and six years of experience

Desired Qualifications:

• Municipal experience and/or supervisory or management experience.

Requirements:

- Must be able to respond with a 30-minute call time of the City and work outside normal working hours and respond to emergencies;
- Must obtain and maintain Certificate for Merchant Job Training or equivalent;
- Must obtain and maintain a Class A driver's license with CDL endorsement;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Must be able to make timely decisions which affect the electric utilities;
- Must have the ability to supervise and/or coordinate the work of others;
- Must have the ability to work with relative independence and knowing when to involve others in important or critical situations is key to maintaining compliance with regulatory standards;
- Must have a thorough knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of electric utilities;
- Must have a thorough knowledge of the tools, materials and equipment used in electric utilities repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of electric utilities. This position requires stamina and strength and will work off the ground and work in awkward positions around dangerous high voltage lines.

• Frequently requires the regular exertion of up to 25 pounds of force, occasional exertion of up to 50 pounds of force and intermittent exertion of up to 100 pounds of force;

- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken work levels and this position is exposed to loud noises;
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor
 weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to
 vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic
 chemicals.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Frequently this position will have to operate bucket trucks, Digger Derrick and pickups with and without various trailers, reel and line stringing equipment.
- Rarely this position will operate backhoe and trencher and snow removal equipment.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Emergency Services Administrativ	e Assistant Der	partment: Police
Reports to: Chief of Police		
FLSA Classification: Hourly-Non-Exempt	Pay Grade:	7
Date of last revision: April 11, 2018		

Position Summary

This position supports police and fire operations by providing recording of data, answering phones and correspondence, following up with insurance requests for both police and fire. This position is responsible for providing animal licenses, running of criminal histories for various services while maintaining strict confidentiality. This position provides excellent customer service by answering questions and at times assign officers to calls for service.

Essential Duties and Responsibilities

Performs Confidential Administrative Support

- Performs intermediate confidential administrative support work related to police, fire, and emergency medical response reports;
- Performs advanced word processing tasks from rough draft or verbal instructions;
- Answers routine correspondence; prepares materials and mailings;
- Performs records data management in a timely and accurate manner within the department record systems and electronic state reporting systems;
- Opens and distributes police department communication;
- Provides clerical support, handles private and confidential data and prepares memos;
- Maintains office files;
- Develops and maintains a good working knowledge of all police department procedures in order to help facilitate compliance with such policies and procedures by all assigned personnel;
- Prepares billings and invoices related to emergency services;
- Maintains all police department forms;
- Maintains Crime Free Housing Program and Animal Licensing;
- Supports City Ordinances;
- Reviews and edits correspondence and reports for accuracy.

Administrative Duties

- Receives and screens calls;
- Answers routine and specific questions;
- Develops respectful and cooperative relationships with co-workers, the public and outside vendors which help establish and maintain Kasson Police Department reputation as well-managed departments;
- Takes accurate messages and informs emergency services staff of applicable concerns;
- Orders and maintains necessary office supplies, equipment and conducts cost comparisons.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associates Degree; or any equivalent combination of experience and training which provides the requisite knowledge and abilities for this position.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain BCA, NCIC and use certification and remain updated on data practices laws and procedures;
- Must be able to take direction and instructions from supervisor and abide by department guidelines and regulations;
- Must be able to work independently;
- Must be flexible and able to adapt to changing work demands;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must maintain strict confidentiality;
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Adaptability to perform under stress when confronted with emergency, critical or unusual situations;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position works in a well-lit, well-ventilated and temperature controlled office.

- Noise level is minimal;
- Occasional ability to lift or move up to 25 pounds;
- While performing the essential functions of this position, the individual may be subject to some evening and weekend work dependent upon service needs;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions;
- Performing essential functions of the position regularly requires the incumbent to remain seated in the normal position for extended periods of time with occasional lifting or carrying of objectives from five to twenty pounds.

Equipment Utilized

- Must be able to use computer and office equipment;
- Must have extensive knowledge in Microsoft Office and other specialized software;

Classification: Finance Director	I	Department: Finance
Reports to: City Administrator		
FLSA Classification: Exempt	Pay Grade:	16
Date of last revision: April 11, 2018		

Position Summary

This position is responsible for managing the Finance Department by directing and leading the Team to ensure timely and accurate analysis and review of operations, budgets, reports, projects, financial systems, processes, policies/procedures and internal controls. This position works closely with the City Administrator in ongoing operations, planning and policies of the City.

Essential Duties and Responsibilities

Financial Preparation Review and Analysis

- Responsible for development and maintenance of 20-year plan, incorporating financial goals and impacts of rates and levies and updates annually;
- Provides oversight of accounts receivable, accounts payable, utility billing and payroll;
- Responsible for debt/investment management, cash flow and project financing;
- Responsible for Tax Increment/Tax Abatement processing and reporting and annual reporting;
- Review and update software systems;
- Assists with Aquatic Center reporting/oversight software reporting;
- Budget preparation and review with Department heads;
- Responsible for all financial reporting, scheduling preparation and reconciliation and works with auditors.

Department Head

- Oversees preparation of bid specifications for new equipment and materials;
- Maintains and updates policies;
- Prepares reports and maintains records and files and governmental agency reporting;
- Represents the City's interests in meetings with mutual interest organizations to promote cooperative working relationships;
- Enforces policies as per State Law, City Code and City Council Resolutions.

Supervision

- Provides work direction to Deputy City Clerk, Utility Billing Specialist, City Clerk and Administrative Assistant;
- Preparation of annual staffing and staff development plans, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Develops and priorities works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management. Assists in the evaluation of job performance for assigned personnel on a routine basis; prepares reports as requested;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel.
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Assist City Administrator

• In absence of City Administrator, acts as City Administrator;

- Coordinates and implements special projects;
- Provides support for City Administrator, City Council and other Boards and Committees, as needed;
- Manages and administers insurance coverages and risk management oversight;
- Provides reporting of assessments to County;
- Responsible for grant-writing;
- Provides data security and acts as interface with IT support;
- Serves as GreenSteps Co-Coordinator;
- Completes and files pay study and rate study.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor Degree in a related field and 5 years of experience in city/government finances or in accounting/finance; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Desired Qualifications:

- CMA Certification
- Master Municipal Clerk

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Ability to read text of considerable difficulty; writing skills are required at a level consistent with writing text designed to persuade;
- Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts may be insufficient or misleading, requiring extensive inquiry or research extending into unrelated work areas;

- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things;
- Adaptability to perform repetitive work according to set procedures and sequence or pace;
- Adaptability to perform under stress when confronted with emergency, critical or unusual situations;
- Ability to work cooperatively with a variety of people to accomplish work demands according to established timetables;
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner;
- Verbal communication needs to be at the level of resolving conflicts, grievances, or technical disputes on complex or often emotional issues;
- Must have the ability to supervisor and/or coordinate the work of others.

Physical Demands and Working Conditions

This position is generally in the office and is subject to continuous keyboarding, repetitive movement and is sedentary.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

 Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions and use office equipment that includes calculators, postage machine, copiers and servers and data security.

Pay Grade: 1

Classification: Ice Arena Cashier Department: Parks and Recreation Reports to: Ice Arena Manager and Public Works Director

FLSA Classification: Hourly, Non-Exempt

Date of last revision: April 11, 2018

Position Summary

This position is responsible for tabulating and reporting ice arena sales, tracks and verifies reporting. This position is responsible for reconciling cash and prepare deposits. This position is also responsible for light cleaning of the arena foyer to ensure that the arena is a safe and welcoming place.

Essential Duties and Responsibilities

Responsible for bookkeeping of Ice Arena

- Processes all weekly ice arena revenues;
- Processes all ice arena deposits;
- Responsible for reconciling cash and preparing deposits for the bank;
- Responsible for tracking and verifying reporting with the Finance Director;
- Monitors budget.

Maintains Ice Arena Foyer

- Provides light cleaning in Ice Arena Foyer;
- Ensures that Foyer is a safe and welcoming environment for guests.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
 - Must be able to work independently;
 - Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and training or experience in bookkeeping; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;

- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to work independently;
- Ability to work cooperatively with a variety of people to accomplish work demands and meet timetables;
- Ability to perform arithmetic operations quickly and accurately and perceive pertinent detail;
- Must have and maintain a valid MN Driver's License.

Physical Demands and Working Conditions

This position works in a well-lit, well-ventilated office that can be cold. Primarily work inside and sedentary.

- Noise level is minimal;
- While performing the essential functions of this position, the individual may be subject to some evening and weekend work dependent upon service needs;
- This position is frequently sedentary and used to repetitive movement such as keyboarding;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions;
- Performing essential functions of the position regularly requires the incumbent to remain seated in the normal position for extended periods of time with occasional lifting or carrying of objectives from five to twenty pounds.

Equipment Utilized

- Must be able to use computer and office equipment, calculator, postage machine, copiers and printer;
- Must have extensive knowledge in Microsoft Office and other specialized software;
- Must be able to use a cash register.

Classification: Ice Arena Supervisor	
Reports to: Public Works Director	
FLSA Classification: Exempt	
Date of last revision: April 11, 2018	

Department: Public Works

Pay Grade: 12

Position Summary

This position is responsible for planning, scheduling and budgeting, coordinating and implementing all ice arena events and recreational programs covering multiple age groups in a manner which maximizes program participation based on the community needs and demographics, and within resources available to fund the programming. This position also performs additional public works duties.

Essential Duties and Responsibilities

Manage Ice Arena

- Prepare and manage Ice Arena schedule;
- Prepares and sets up a wide variety of recreational programming based on expressed interests of the community and recruits sufficient program staff to effectively schedule and manage the programs to help ensure maximum participation opportunities;
- Prepares current year and future program plans and all related details with enough lead time to facilitate the readying of the Ice Arena and the overall publicity and registration processes which must be finished well ahead of time to have a successful season of programming;
- Attends safety and training workshops and performs additional job-related duties as assigned;
- Schedules ice arena maintenance in a manner which ensures safe activity sites with a minimum of interruption.

Provide customer service

- Meets regularly with Public Works Director on important matters;
- Develops cooperative and ongoing relationships with the Park and Recreation Board, Dodge County, parent volunteers, the local business community, local schools and State agencies who can support and enhance department programming and offer resources to help maintain the highest quality programming possible;
- Develops respectful and cooperative relationships with co-workers, the public, and outside vendors which helps establish and maintain Kasson's reputation as a well-managed City.

Supervision

- Assists the Public Works Director to recruit, manage, and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Public Works Director;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Assist Public Works

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or
 requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as
 providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: An Associate Degree and three years of experience; or any equivalent combination of formal preparation or substantial experience in park and recreation programming, training and experience which provides the requisite knowledge and abilities for this position

Desired Qualifications:

• Additional training provided by State associations or related organizations and/or municipal experience.

Requirements:

- Must obtain and maintain a valid Minnesota driver's license;
- Must be able to work independently;
- Must obtain and maintain Certified Ice Rink Manager (CIRM);
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must have the ability to supervisor and/or coordinate the work of others;
- While performing essential functions of the position, an individual will work regular and rotating shifts, and be available or arrange coverage for response as needed to major events which affect the department or City.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to the maintenance and program administration of the ice arena and other park and recreation activities.

- Occasionally must exert up to 50 pounds of force, rarely 100 pounds of force;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make the distinctions in sound;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;

Equipment Utilized

This position must be able to run the following equipment needed to maintain the Ice Arena:

- Rarely this position will have to operate snow blower.
- Occasionally this position will need to operate the floor scrubber and edger.
- Frequently this position will operate the Zamboni.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Investigator	Department: Police	
Reports to: Chief of Police		
FLSA Classification: Hourly-Non-Exempt	Pay Grade:	12
Date of last revision: April 11, 2018		

Position Summary

This position provides performs intermediate protective service work investigating crimes, processing crime scenes, maintaining evidence and performing other specialized duties relating to criminal investigation, law enforcement and special services.

Prepares reports for cases	
 Conducts interviews and interrogations 	
 Conducts interviews and interrogations 	;
 Prepares reports for court cases and test 	stifies in court, as needed.
Investigates	
	nicide, narcotics, sex offenses, liquor laws, prostitution, burglary,
assaults, fraud and forgery;	
 Supervises the recovery, disposition and 	I return of lost, stolen or abandoned property;
 Obtains and evaluates evidence for use 	in legal proceedings;
 Develops and uses informants along with 	h other specialized information resources;
Drafts search warrants, subpoenas, affice	davits, etc. for crime investigation;
 Prepares a defensible report for use in a 	court.
Assist Police Chief	
 Maintains a relationship and assists with 	n SE MN Violent Crime Task Force (SEMNVCT);
 Oversees police reserve functions; 	
 Makes arrests and patrols as needed; 	
 Responds quickly and safely to emerger 	icy and life threatening situations;
Provides work direction to Patrol Office	rs and Sergeants.
Supervision	
	nage, and develop staff by establishing goals and objectives, providing portunities, ensuring employees receive proper on-the-job training,
•	erformance for assigned personnel on a routine basis;
 Assists in hiring process; 	
Assists in the preparation of annual staf	fing and staff development plans, department budget, anticipated surable criteria to evaluate the department's overall performance with the Chief of Police;
	knowledge of all City and department policies and procedures to help and procedures by all assigned personnel;
· · ·	ationships with colleagues, the public and outside vendors to help
establish and maintain Kasson's reputat	
Provides excellent customer service and high-q	
 Other duties as assigned or apparent; 	
 Must be able to work independently; 	
, , ,	knowledge of all City and department policies and procedures to help
	and procedures by all assigned personnel;

- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associates Degree in law enforcement and 5 years' of patrol experience; or any equivalent combination of substantial experience and training from a combination of service years as a peace officer, sergeant, lieutenant, captain in law enforcement or other management-rank equivalent in military service which provides the requisite knowledge and abilities for this position.

Desired Qualifications: Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension
 certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3
 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism
 once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of
 force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to work independently;
- Must be able to take direction and instructions from supervisor and abide by department guidelines and regulations;
- Must be skilled in the use of complex audiovisual surveillance equipment;
- Must have thorough knowledge of police investigative techniques of identification;
- Must have thorough knowledge of the geography of the City and location of important buildings;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour
 or in whatever circumstance and can be on call and live within 10 miles of the City;
- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Must maintain strict confidentiality;
- Must maintain strict focus and attention to detail;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

• Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;

- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;
- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Must be able to hear normal levels of speech;
- Physical strength and agility is required to fully perform this position.

Equipment Utilized

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operate shotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to properly use and operate surveillance equipment.
- Must be able to perform NIC drug testing occasionally.

Classification: Lead Journey Line WorkerDepartment: Electric DepartmentReports to: Electric Supervisor and Public Works DirectorFLSA Classification: Hourly/Non-ExemptPay Grade: 12Date of last revision: April 11, 2018

Position Summary

This position operates, maintains and repairs the City's existing electric distribution system and construct new circuits on that system in a safe, timely manner which continues or expands reliable service to the City's electric customers. This position serves as the Electric Supervisor in the absence of the Electric Supervisor.

Essential Duties and Responsibilities

Maintenance of underground and overhead electric facilities

- Contributes to overall planning, design, maintenance and upgrading of the City's electric distribution system;
- Maintains and/or repairs the existing electric underground and overhead distribution system in a safe, timely manner as scheduled or required, which includes primary, secondary and SCADA system;
- Constructs new overhead and underground distribution circuitry which will upgrade and/or expand service;
- Performs related systems duties including but not limited to installation of switching equipment, tree trimming around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to keep the system up and running;
- Maintain metering (new, replacement, reading, removal and reinstall for construction);
- Perform underground locations;
- Provides excellent customer service while responding to customer concerns and questions;
- Respond to outages and fix in a timely manner;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help
- Supervises Department in the absence of the Electric Supervisor.

Tree trimming and line clearance

• Performs related systems duties including but not limited to installation of switching equipment, tree trimming around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to keep the system up and running.

Assists Electric Supervisor

- Responds to interdepartmental questions, customer complaints and questions;
- Emergency after hour call outs;
- Meets regularly with Electric Supervisor on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director;
- Participates in daily inspection and recording of operations of electric systems;
- Assists in performing maintenance, making repairs and operational adjustments to the system;
- Oversees the Department in the absence of the Electric Supervisor;
- Perform Equipment maintenance.

Supervision

• Oversees the Department in the absence of the Electric Supervisor.

Assists Public Works

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and a degree or diploma from accredited line school, completion of State Certified Apprenticeship program (8000 hours), State Certification from Department of Labor as Journey Lineworker, completion of Certified Journeymen Line Worker (six years for complete certification) and six years of experience

Requirements:

- Must be able to respond with a 30-minute call time of the City and work outside normal working hours and respond to emergencies;
- Must have a valid MN Commercial's driver license and be certified in CPR, First Aid, Pole Top Rescue, Forklift and Digger Truck Operation;
- Must be able to work independently;
- Must have current knowledge on maintenance, repair and construction of an electric underground and overhead distribution system;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to make timely decisions which affect the electric utilities;
- Must have general knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of electric utilities;
- Must have general knowledge of the tools, materials and equipment used in electric line repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal electrical construction, maintenance and repairs. This position requires stamina and strength and will work off the ground and work in awkward positions around dangerous high voltage lines.

• Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;

- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and
 arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or
 crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms-length,
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals.

Equipment Utilized

Primarily outside work, and subject to extreme temperature. rating machines, operating motor vehicles or equipment and observing general surroundings and activities;

- Regular use of Digger, Backhoe, Trencher and pickup.
- Majority of the job requires the use City Bucket Truck.

Classification: Library Assistant Reports to: Library Director FLSA Classification: Hourly, Non-Exempt Date of last revision: April 11, 2018 **Department:** Library Department

Pay Grade: 3

Position Summary

This position assists and communicates with patrons to determine and locate their informational needs. This position is responsible for a variety of functions to maintain the library and its day-to-day services.

Essential Duties and Responsibilities

Patron Customer Service

- Handles day-to-day operation of the library including materials selection, cataloging and classification; reference requests supervision, program planning and coordinating, staff scheduling, etc.;
- Represents the Library at various functions, events, meetings, etc.;
- Answers telephones and greets patrons in a manner which promotes good customer service;
- Monitors fund cash balances; handles library receipts collected and reviews invoices for payment;
- Maintains working order of all technologies at the Library;
- Preparing and delivering Storytime;
- Recruit, administrate and assign duties to the Volunteer Team;
- Assist patron with technology issues;
- Manages Circulation Desk and shelving of materials daily;
- Manages administrative and maintenance duties for the Library;
- Develops and maintains a good working knowledge of the Library Board and all City and department procedures to facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with co-workers, the public, and outside vendors which help establish and maintain Kasson's reputation as a well-managed Library and City.

Summer Reading Program

- Plan, coordinate and implement annual library party;
- Book performers and collect grant requirements;
- Use data and project ordering needs for prizes and supplies;
- Provide coordination between venue staff and performers;
- Lead and M.C. events that are held off-site.

Assist Library Director

- Performs event planning and meetings;
- Performs book deliveries and Book Clubs;
- Research books for collection department;
- Shelving of books and materials;
- Assist with circulation reports;
- Maintains Library use calendar;
- Maintain Library Facebook page and other social media tools;
- Utilizing the SELCO regional Windows computer system and makes reserves, assess and collection patron fines and pregistration of new patrons and updates status of materials such as damaged or withdrawn; troubleshooting;
- Confers regularly with the Library Director to decide the timing and priority of work to be done; keeps the Library Director informed of all important matters and contributes to the overall mission of the Library.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the Library and City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate degree and one year of library experience or any equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position.

Requirements:

- Must obtain and maintain a valid MN Driver's License;
- Ability to adapt to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Must be able to troubleshoot problems and fix circulation and cataloging issues;
- Ability to adapt to influence people about opinions, attitudes or judgments about ideas or things;
- Ability to adapt to perform repetitive work according to set procedures and sequence or pace;
- Ability to adapt to perform under stress when confronted with emergency;
- Must have the ability to work cooperatively with a variety of people to accomplish work demands according to
 established timetable;
- Must have the ability to establish and maintain effective working relationships with library patrons, associates and the general public.

Physical Demands and Working Conditions

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force;
- This work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision,
- Must have the ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Equipment Utilized

Primarily work inside and sedentary only 50% of time.

 Regular use of office equipment telephone, typewrite, computer, Microsoft and other necessary software programs.

Classification: Library DirectorDepartment: Library DepartmentReports to: Kasson Public Library Board of Trustees and City AdministratorFLSA Classification: ExemptPay Grade:Date of last revision: April 11, 2018

Position Summary

This position manages and maintains the operation of the Library. This position coordinates projects and clubs according to direction of the Kasson Public Library Board of Trustees (KPL). This position oversees staff and provides high quality of patron service.

Essential Duties and Responsibilities

Managers Library Operations

- Handles day-to-day operation of the library including materials selection, cataloging and classification; reference requests supervision, program planning and coordinating, staff scheduling, etc.;
- Represents the Library at various functions, events, meetings, etc.;
- Monitors fund cash balances; handles library receipts collected and reviews invoices for payment;
- Maintains working order of all technologies at the Library;
- Manages Circulation Desk and shelving of materials daily;
- Manages administrative and maintenance duties for the Library.

Liaison to Kasson Public Library Board of Trustees

- Prepares Library's annual budget working with the Library Board, City Administrator and City Council;
- Prepares agenda and attend Library Board meetings;
- Confers with the Library Board keeping them informed of important matters; contributes to the overall planning, design and maintenance of the Library and it's mission;
- Recommends policies and procedures to the Board ensuring compliance;
- Identifies and recommends long-range objectives and strategies to the Board; develops and submits cost estimate ensuring the best use of organization resources;
- Informs Library Board of SELCO regional programs and activities; maintains records and prepares reports for State Library Agency (LDS), SELCO and other government agencies;
- Coordinates the Friends of the Kasson Public Library Inc.

Department Head and Supervision of Employees

- Preparation of annual staffing and staff development plans, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work activities of the Department in alignment with the vision and directives of the Library Board and City Council;
- Assists in hiring process;
- Develops and priorities works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Conducts evaluation of job performance for assigned personnel on a routine basis, which also includes performance improvement plans and discipline;
- Develops and maintains a good working knowledge of the Library Board and all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;

Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help
establish and maintain Kasson's reputation as a well-maintained Library and City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the Library and City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor of Science in Library Science and three years of experience or any equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position.

Requirements:

- Must obtain and maintain a valid MN Driver's License;
- Comprehensive knowledge of library principles, methods, materials and practices; comprehensive knowledge of reader interest levels;
- Must be able to work independently;
- Must have a thorough knowledge of books and authors, periodicals, reference media and library media; comprehensive knowledge of cataloging procedures and problems;
- Must have a thorough knowledge of the Library and City and department policies and procedures; thorough knowledge and ability to use databases an web reporter;
- Must have the ability to analyze library service problems and participate effectively in solving them; ability to plan and supervise the work of subordinates;
- Must have exellent verbal and written communication skills;
- Must have the ability to establish and maintain effective working relationships with library patrons, associates and the general public.

Physical Demands and Working Conditions

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force;
- This work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision,
- Must have the ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Primarily work inside and sedentary.

• Regular use of office equipment telephone, typewrite, computer, Microsoft and other necessary software programs.

Classification: Journey Lineworker **Department:** Electric Department

Reports to: Electric Supervisor and Public Works Director

11

FLSA Classification: Hourly/Non-Exempt

Date of last revision: April 11, 2018

Position Summary

This position operates, maintains and repairs the City's existing electric distribution system and construct new circuits on that system in a safe, timely manner which continues or expands reliable service to the City's electric customers.

Essential Duties and Responsibilities

Pay Grade:

Maintenance of underground and overhead electric facilities

- Maintains and/or repairs the existing electric underground and overhead distribution system in a safe, timely ٠ manner as scheduled or required, which includes primary, secondary and SCADA system;
- Replace poles and underground equipment and conductor, string, upgrade equipment and hardware, replace faulted equipment replace streetlights;
- Constructs new overhead and underground distribution circuitry which will upgrade and/or expand service and • set new poles, trench new underground wire and string new conductor;
- Performs related systems duties including but not limited to installation of switching equipment, tree trimming • around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to keep the system up and running;
- Maintain metering (new, replacement, reading, removal and reinstall for construction); •
- Perform underground locations; •
- Provides excellent customer service while responding to customer concerns and questions; ٠
- Operate 7200/1247OW system;
- Performs related systems duties including but not limited to installation of switching equipment, tree trimming • around high-voltage conductors, general troubleshooting / diagnosis of outages, clean-up from storms, etc. to keep the system up and running;
- Respond to outages and fix in a timely manner; •
- Develops and maintains a good working knowledge of all City and department policies and procedures to help • facilitate compliance with such policies and procedures by all personnel;
- Develops respectful and cooperative relationships with co-workers, the public, and outside vendors which ٠ helps establish and maintain Kasson's reputation as a well-managed City.

Supervision

- In absence of Department Head, provides work direction •
- Trains employees

Assist Public Works Department

- Meets regularly with Public Works Director on important matters; ۰
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure • maintenance and technical/mechanical repairs.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently; ٠
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish • and maintain Kasson's reputation as a well-maintained City;

 Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing highlevel of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and a degree or diploma from accredited line school, completion of State Certified Apprenticeship program (8000 hours), State Certification from Department of Labor as Journey Lineworker and 6 years of experience

Requirements:

- Must live within a 30-minute call time of the City and work outside normal working hours and respond to emergencies;
- Must have a valid MN Commercial's driver license and be certified in CPR, First Aid, Pole Top Rescue, Forklift and Digger Truck Operation;
- Must have current knowledge on maintenance, repair and construction of an electric underground and overhead distribution system;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to make timely decisions which affect the electric utilities;
- Must have general knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of electric utilities;
- Must be able to work independently;
- Must have general knowledge of the tools, materials and equipment used in electric line repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal electrical construction, maintenance and repairs. This position requires stamina and strength and will work off the ground and work in awkward positions around dangerous high voltage lines.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms-length,
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to

vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals.

Equipment Utilized

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Primarily outside work, and subject to extreme temperature. rating machines, operating motor vehicles or equipment and observing general surroundings and activities;

- Regular use of Digger, Backhoe, Trencher and pickup.
- Majority of the job requires the use City Bucket Truck.

Classification: Liquor Store Clerk Reports to: Liquor Store Manager FLSA Classification: Hourly/Non-Exempt Date of last revision: April 11, 2018 Department: Municipal Liquor Store

Pay Grade: 2

Position Summary

This position is responsible for the retail sales of liquor, beer, wine, ice, mixes and other stock items in a manner which maximizes return to the City and complies with all applicable laws and regulations. This position must stock, restock, and display inventory in a manner which provides an orderly store and helps minimize thefts.

Essential Duties and Responsibilities

Provide excellent customer service

- Verifies age identifications of customers as appropriate, determines those who are legal to purchase from the store, and refuses service to those who are not legally of age or already appear intoxicated;
- Answers customers' questions or advises them on brands, container sizes, prices and uses, transacts the sales in a timely and correct manner, and packages goods for the customers, assisting them as appropriate with big or bulky purchases;
- Develops and maintains a good working knowledge of all City and municipal liquor store policies and procedures to help ensure compliance with such policies and procedures by all personnel;
- Develops respectful and cooperative relationships with co-workers, the public and outside vendors which helps establish and maintain Kasson's reputation as a well-managed City.

Manages Store Inventory and Appearance

- Checks the shelf inventory regularly, restocking as required and maintaining the store in a clean, orderly condition for the safety and shopping ease of customers;
- Ensures that all marking and pricing of the inventory is done correctly, and spot-checks inventory regularly to minimize any discrepancies;
- Verifies accuracy of deliveries and ensures that all goods delivered are correctly placed in the storeroom or on the shelves and logged to the inventory.

Assists Liquor Store Manager

- Confers regularly with the Manager to discuss any problems and/or develop creative ways of increasing business;
- Balances the cash drawer, register tapes, and calculates the daily deposits and is responsible for completing bank deposits;
- Keeps the Manager informed of all important matters, and performs additional job-related duties as scheduled or assigned by the Manager or in-charge Clerk.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called

upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Requires a High Scholl Diploma or GED and six months' retail experience **Requirements:**

- Must be able to obtain and maintain server training;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be available for work during evenings, weekends, holidays, special events, and when coverage is needed due to illness or absences;
- Must be able to work independently;
- Must have the ability to make sound judgments on when and when not to transact sales is key to compliance with applicable laws and City policies;
- Must have the ability to understand and follow oral and written communications;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

Primarily inside work, some of which is in a refrigerated area. Outside when assisting the customer with a large or bulky order and/or doing outside work around the facility.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires vision to be sufficiently good to monitor store operations, transact sales, verify ages and stock / restock inventory;
- Must have the ability to resolve difficult or tense situations after deciding not to transact a sale is very important to protect the City from liability and maintain compliance with applicable regulations and laws.

Equipment Utilized

- Regularly use computer, adding machine and cash register.
- Must use two-wheeled cart for moving inventory.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Liquor Store Manager Reports to: City Administrator Pay Grade: 12 Date of last revision: April 11, 2018

Department: Municipal Liquor Store FLSA Classification: Exempt

Position Summary

This position is responsible for ensuring the safe and legal sale of controlled substances. This position has a fiduciary responsibility to the City to manage the employees, revenues, inventory and expenses. This position is responsible for scheduling and supervising employees and managing the Liquor Store to create an efficient and effective business.

Essential Duties and Responsibilities Manage store employees and operation Verifies age identifications of customers as appropriate, determines those who are legal to purchase from the store, and refuses service to those who are not legally of age or already appear intoxicated; Develops and implements marketing strategy for Kasson Liquor Store to increase sales and participation in special events and promotions; Monitors legislative activities; Constant awareness of employee safety; Develops creatives ways of increasing business; Balances the cash drawers; prepares deposit and sends paperwork to City offices; prepares daily, weekly and monthly sales reports based on sales and inventory transactions; Monitors inventory, determines vendor orders; meets with vendors on a regular basis to discern quantity buys,

• evaluate price points and examine new products; ensures that all marking and pricing of inventory is done correctly and spot-checks inventory regularly to minimize any discrepancies.

Customer Service

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- Verifies age identifications of customers as appropriate, determines those who are legal to purchase from the • store, and refuses service to those who are not legally of age or already appear intoxicated;
- Answers customers' questions or advises them on brands, container sizes, prices and uses, transacts the sales • in a timely and correct manner, and packages goods for the customers, assisting them as appropriate with big or bulky purchases;
- Develops and maintains a good working knowledge of all City and municipal liquor store policies and • procedures to help ensure compliance with such policies and procedures by all personnel;
- Develops respectful and cooperative relationships with co-workers, the public and outside vendors which helps • establish and maintain Kasson's reputation as a well-managed City.

Manages Store Inventory and Appearance

- ٠ Checks the shelf inventory regularly, restocking as required and maintaining the store in a clean, orderly condition for the safety and shopping ease of customers;
- Ensures that all marking and pricing of the inventory is done correctly, and spot-checks inventory regularly to ٠ minimize any discrepancies.

Department Head and Supervision of Employees

- Preparation of annual staffing and staff development plans for Liquor Store Clerks and Senior Clerk, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Manages inventory;
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work ٠ activities of the Department in alignment with the vision and directives of the City Council;

- Assists in hiring process;
- Develops and priorities works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Conducts evaluation of job performance for assigned personnel on a routine basis, which also includes performance improvement plans and discipline;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor Degree with 2 years of experience; or any equivalent combination of experience and which provides the requisite knowledge and abilities for this position. **Requirements:**

- Must obtain and maintain a valid MN Driver's License;
- Must be able to obtain and maintain server training;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be available for work during evenings, weekends, holidays, special events, and when coverage is needed due to illness or absences;
- Must be able to work independently;
- Must have the ability to make sound judgments on when and when not to transact sales is key to compliance with applicable laws and City policies;
- Must have the ability to supervise and/or coordinate the work of others so they may proceed with confidence in a safe and timely manner;
- Must have the ability to take unsupervised, appropriate initiative to meet deadlines and overall expectations of department performance;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

Primarily inside work, some of which is in a refrigerated area. Outside when assisting the customer with a large or bulky order and/or doing outside work around the facility.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires vision to be sufficiently good to monitor store operations, transact sales, verify ages and stock / restock inventory;
- Must have the ability to resolve difficult or tense situations after deciding not to transact a sale is very important to protect the City from liability and maintain compliance with applicable regulations and laws.

Equipment Utilized

This position primarily works inside, but some work is required in a refrigerated area. This position must be outside when assisting customers with large and bulky orders or when cleaning the building.

- Regularly use computer, adding machine and cash register.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Parks and Recreation S	n: Parks and Recreation Supervisor	
Reports to: Public Works Director		
FLSA Classification: Exempt	Pay Grade:	13
Date of last revision: April 11, 2018		

Position Summary

This position performs administrative and supervisory position responsible for coordinating and directing the City Parks and Recreation Department and its programs. This position manages the planning, maintenance and repair of parks and recreation facilities, grounds and buildings, along with the Aquatic Center and Cemetery.

Essential Duties and Responsibilities
Parks and Recreation Administration Management
 Develops cooperative and ongoing relationships with the Park and Recreation Board, parent volunteers, the local business community, local schools and State agencies who support and enhance department programming and offer resources to help maintain the highest quality programming possible; Represents the City's interests in meetings with mutual interest organizations to promote cooperative working relationships and attends monthly Park Board meetings; Plans, prepares and administers a variety of recreational programming based on interests of the community; Enforces policies as per State Law, City Code and City Council Resolutions.
Assist Public Works
 Meets regularly with Public Works Director on important matters;
 Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director.
Manage Aquatic Center
 Schedules park and pool maintenance in a manner which ensures safe activity sites with a minimum of interruption during the summer season; Oversees the community pool operation to ensure that there is a competent summer staff with a clear understanding of all established safety and use rules for the pool.
Management of Facilities, Ballfields, Playgrounds and Cemetery
 Oversees, supervises and manages playgrounds, cemetery, ballfield, soccer field, football field and field maintenance and turf maintenance; Serves as Cemetery Sexton; Serves as City Forester; Manages construction, repairs and installation of facilities, equipment and playground equipment; Maintains City tree ordinance program.
Supervision
 Assists the Public Works Director to recruit, manage and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management; Can recall employees during emergencies, when needed; Recruit, manage, interview, terminate, approve time and assign work, discipline and develop seasonal staff at the Aquatic Center;

- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance

against established and approved plans with the Public Works Director;

- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate Degree with three years' experience in park and recreation; or any equivalent combination of formal preparation or substantial experience in park and recreation programming which provides the requisite knowledge and abilities for this position.

Requirements:

- Maintain and obtain valid MN Driver's License and valid Class B Driver's License;
- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to emergencies;
- Must be able to work independently;
- Must obtain and maintain certification in Pool and Spa Operators License and Minnesota Tree Inspector License;
- Must be flexible and able to adapt to changing work demands;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must have the ability to supervisor and/or coordinate the work of others.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly
 when performing park and recreation functions which may demand extra hours of work, be available for
 coverage for responses as needed during major events.

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Frequently operates mowers, tractors, skid loaders, load, grader, back hoe, sander, dump truck, buck truck, utility vehicle and pickup truck.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Police Officer /K9 Handler	
Reports to: Chief of Police	
FLSA Classification: Hourly-Non-Exempt	
Date of last revision: April 11, 2018	

Department: Police

Pay Grade: 10

Position Summary

This position provides patrol services to citizens, business owners and visitors of the City of Kasson offering them protection and police services, while maintaining a calm demeanor and a professional appearance, along with enforcing the laws of the city, state and federal government. This position is responsible for quickly responding to calls, providing assistance, containing and resolving disputes, minimizing situational risks and taking appropriate actions to protect and serve the community. This position is responsible for K-9 demonstrations and providing care for K-9.

Essential Duties and Responsibilities

Provides public safety

- Operates an emergency vehicle in a safe and effective manner;
- Patrol community and respond to emergency situations;
- Provides animal control, including the capturing and disposal of animals;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.
- Delivers medical services to include the administration of oxygen, taking of blood pressure, bandaging and stabilizing of injuries, performing CPR and administration of a defibrillator and other medical assistance.

Prepares written and verbal reports and Initial Complaint Reports

- Operates an emergency vehicle in a safe and effective manner;
- Collects data and evidence from motor vehicle accidents and crime scenes and completes local and state mandated accident reports;
- Gives verbal and written reports, investigates complaints, and testifies in court proceedings. Gathers evidence and puts together a report for successful prosecution of a crime;
- Prepares a defensible report for use in court.

Supervises K-9

- Provides care and training for K-9;
- Gives K-9 demonstrations to various groups;
- Determines when to deploy K-9 and provides direction to officers on the scene to respond as necessary.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and Associates Degree in law enforcement and a three-month law enforcement skills training to qualify for P.O.S.T licensed as a peace officer; or any equivalent combination of substantial experience and training from a combination of service years as a peace officer, sergeant, lieutenant, captain in law enforcement or other management-rank equivalent in military service which provides the requisite knowledge and abilities for this position.

Desired Qualifications: Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain K-9 handler certification yearly;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to work independently;
- Must be able to take direction and instructions from supervisor and abide by department guidelines and regulations;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance and can be on call and live within 10 miles of the City;
- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;
- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Must need the ability to hear normal levels of speech;
- Physical strength and agility is required to fully perform this position.

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operating shotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to perform NIC drug testing occasionally.
- Must be able to use and maintain K-9 equipment.

Classification: Police Officer and PT Police Officer	Department: Police
Reports to: Chief of Police	
FLSA Classification: Hourly-Non-Exempt	Pay Grade: 10
Date of last revision: April 11, 2018	а. Та

Position Summary

This position provides patrol services to citizens, business owners and visitors of the City of Kasson offering them protection and police services, while maintaining a calm demeanor and a professional appearance, along with enforcing the laws of the city, state and federal government. This position is responsible for quickly responding to calls, providing assistance, containing and resolving disputes, minimizing situational risks and taking appropriate actions to protect and serve the community.

Essential Duties and Responsibilities

Provides public safety

- Operates an emergency vehicle in a safe and effective manner;
- Patrol community and respond to emergency situations;
- Provides animal control, including the capturing and disposal of animals;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.
- Delivers medical services to include the administration of oxygen, taking of blood pressure, bandaging and stabilizing of injuries, performing CPR and administration of a defibrillator and other medical assistance.

Prepares written and verbal reports and Initial Complaint Reports

- Operates an emergency vehicle in a safe and effective manner;
- Collects data and evidence from motor vehicle accidents and crime scenes and completes local and state mandated accident reports;
- Gives verbal and written reports, investigates complaints, and testifies in court proceedings. Gathers evidence and puts together a report for successful prosecution of a crime;
- Prepares a defensible report for use in court.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

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Qualifications

Education: Associates Degree in law enforcement and a three-month law enforcement skills training to qualify for P.O.S.T licensed as a peace officer; or any equivalent combination of substantial experience and training from a combination of service years as a peace officer, sergeant, lieutenant, captain in law enforcement or other management-

rank equivalent in military service which provides the requisite knowledge and abilities for this position. **Desired Qualifications:** Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to take direction and instructions from supervisor and abide by department guidelines and regulations;
- Must be able to work independently;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance;
- Must maintain strict confidentiality;
- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and
 arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or
 crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;
- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Must have the ability to hear normal levels of speech;
- Physical strength and agility is required to fully perform this position.

Equipment Utilized

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operate shotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to perform NIC drug testing occasionally.

Classification: Public Works Director	Department: Public Works		
Reports to: City Administrator			
FLSA Classification: Exempt	Pay Grade:	16	
Date of last revision: April 11, 2018			

Position Summary

This position is responsible for planning, managing and continually evaluating all assigned public works functions, with directives from the City Administrator. This position must perform administrative work planning, organizing, and directing streets, parks, stormwater utility, water and wastewater utility, electrical utility and other related public works. Department supervision is exercised over Electric, Water and Wastewater, Parks and Recreation and subordinate personnel. This position also manages the cemetery.

Essential Duties and Responsibilities

Department Head

- Oversees, supervises and manages the division of Water, Sewer, Stormwater, Park and Recreation, Streets, Electric, Ice Arena and Cemetery;
- Oversees preparation of bid specifications for new equipment and materials;
- Maintains and updates policies for snow removals, storm water ponds, sidewalk maintenance, etc.;
- Performs a variety of public works construction, maintenance and repair duties as required, balancing the work demands of internal / administrative responsibilities accordingly;
- Serves as Assistant Weed Inspector and carries out those duties as described by the City Code and State Statutes;
- Provides for planning and design of City infrastructure and facilities;
- Meets with consultants and contributes to overall planning, design, maintenance and upgrading of City's infrastructure and inspects contract work and monitors safety;
- Prepares reports and maintains records and files;
- Represents the City's interests in meetings with mutual interest organizations to promote cooperative working relationships;
- Enforces policies as per State Law, City Code and City Council Resolutions.

Department Head and Supervision of Employees

- Preparation of annual staffing and staff development plans, department budgets, anticipated technology / equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans;
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work activities of the Department in alignment with the vision and directives of the City Council;
- Assists in hiring process;
- Develops and priorities works assignments to facilitate completion of work in a safe and efficient manner; prepares weekly reports of work planned and work completed;
- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Conducts evaluation of job performance for assigned personnel on a routine basis, which also includes performance improvement plans and discipline;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Bachelor Degree in related field (construction, building/equipment/facilities maintenance, public works, utility operations and 8 years of experience in related field; or any equivalent combination of experience and education.

Desired Qualifications:

- Considerable experience with outside professional planning services, electrical utilities and bituminous paving experience.
- Municipal experience.
- Department of Health/Class A Water Operator Certificate, Class A Wastewater treatment or electric license.

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must be able to work independently;
- Must have the ability to plan, manage, evaluate the department operations and the work of assigned personnel;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must have the ability to supervisor and/or coordinate the work of others.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 25 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;

- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly when performing park and recreation functions which may demand extra hours of work, be available for coverage for responses as needed during major events.

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Rarely this position will have to operate graders, loaders, dump truck, backhoe, skid loaders, mowers, emergency electrical generators, portable pumps, jetter truck and suction tanker.
- Majority of the job requires the use of the City pickup truck.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Classification: Public Works Parks Ice Arena WorkerDepartment: Public WorksReports to: Parks and Recreational Supervisor, Ice Arena Manager and Public Works DirectorFLSA Classification: Hourly, Non-ExemptPay Grade: 4

Date of last revision: April 11, 2018

Position Summary

This position performs a variety of skilled and semi-skilled park duties and Ice Arena maintenance duties. This position is to perform maintenance duties and custodial duties along with park maintenance and operations of park equipment in the parks and Ice Arena areas.

Essential Duties and Responsibilities

Operates Equipment and Machines for Parks and Grounds Maintenance

- Performs basic construction, installation, and maintenance of buildings, facilities and playgrounds;
- Operates necessary equipment and machines to perform ground and parks maintenance;
- Plants, remove, trim and stump grind trees;
- Prepares ballfields for games by dragging infield lines, edging, lining, fence repairs and grass mowing;
- Performs preventative maintenance and makes minor repairs to vehicles, machines and equipment;
- Performs cemetery maintenance;
- Confers regularly with the Park and Recreation Supervisor to discuss the timing and priority of work to be done and keep the Supervisor informed of important matters which may require attention at that level;
- Performs a variety of grounds and forestry activities including, but not necessarily limited to landscape
 preparation planting, watering, mowing, fertilizing, and trimming, ensuring that all safety precautions are
 followed when dealing with chemicals and equipment;
- Confers regularly with the Park and Recreation Supervisor to discuss timing and priority of work to be done and keep the Supervisor informed of important matters that may require attention at that level.

Maintain and Clean Ice Arena

- Responsible for skate sharpening and ice edging;
- Snow removal during winter months;
- Maintaining outdoor hockey rink;
- Provides trash removal and recycling removal;
- Restocks all necessary supplies;
- Performs ice maintenance and repairs;
- Provides excellent customer service when answering public questions and addressing concerns;
- Operates necessary equipment and machines to clean and maintain the building;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Confers regularly with the Ice Arena Supervisor to discuss the timing and priority of work to be done and keep the Ice Arena Supervisor informed of important matters which may require attention at that level.

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Operates machinery and equipment in a safe and efficient manner when performing additional duties including but not limited to snow removal, sanding, rough landscaping, hauling, etc.;
- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure

maintenance and technical/mechanical repairs, as assigned by the Public Works Director;

- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and two years of experience in construction, general maintenance and operating maintaining equipment; or any equivalent combination of formal preparation or substantial experience in park and recreation programming which provides the requisite knowledge and abilities for this position.

Requirements:

- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to
 emergencies;
- Must obtain and maintain a MN Class B Driver's License;
- Must have training from a school on ice maintenance and Zamboni operation;
- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of the operating characteristics and maintenance requirements of hydraulics, machinery and mechanical principles;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly
 when performing park and recreation functions which may demand extra hours of work, be available for
 coverage for responses as needed during major events.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or equipment and observing general surroundings and activities.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of this position will have to operate mowers, Zamboni, ice edger, snow blower, pickup trucks and skid loaders.
- Rarely operates backhoe, dump trucks, bucket truck and street painter.

Classification: PT Public Works Parks Worker (up to 25 hrs/wk) Department: Public Works Reports to: Parks and Recreational Supervisor and Public Works Director

FLSA Classification: Hourly, Non-Exempt Pay Grade: 1

Date of last revision: April 11, 2018

Position Summary

This position performs a variety of semi-skilled maintenance duties to maintain parks, ballfields, equipment and playground facilities. This position is responsible for the park mowing and grounds maintenance work.

Essential Duties and Responsibilities

Operates Equipment and Machines for Parks and Grounds Maintenance

- Performs basic construction, installation, and maintenance of buildings, facilities and playgrounds;
- Operates necessary equipment and machines to perform ground and parks maintenance;
- Plants, remove, trim and stump grind trees;
- Prepares ballfields for games by dragging infield lines, edging, lining, fence repairs and grass mowing;
- Performs preventative maintenance and makes minor repairs to vehicles, machines and equipment;
- Performs cemetery maintenance;
- Confers regularly with the Park and Recreation Supervisor to discuss the timing and priority of work to be done and keep the Supervisor informed of important matters which may require attention at that level;
- Performs a variety of grounds and forestry activities including, but not necessarily limited to landscape preparation planting, watering, mowing, fertilizing, and trimming, ensuring that all safety precautions are followed when dealing with chemicals and equipment;

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Operates machinery and equipment in a safe and efficient manner when performing additional duties including but not limited to snow removal, sanding, rough landscaping, hauling, etc.;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED

Preferred: two years of experience in construction, general maintenance and operating maintaining equipment; or any equivalent combination of formal preparation or substantial experience in park and recreation programming which provides the requisite knowledge and abilities for this position.

Requirements:

- Must obtain and maintain a MN Class D Driver's License;
- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of the operating characteristics and maintenance requirements of hydraulics, machinery and mechanical principles;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly when performing park and recreation functions which may demand extra hours of work, be available for coverage for responses as needed during major events.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

• Majority of this position will have to operate mowers, pickup trucks and air compressor.

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Classification: Seasonal Public Works Parks Worker

Department: Public Works

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Reports to: Parks and Recreational Supervisor and Public Works Director

FLSA Classification: Hourly, Non-ExemptPay Grade:Pay Grade:Pay Grade:

Date of last revision: April 11, 2018

Position Summary

This position performs a variety of semi-skilled maintenance duties to maintain parks, ballfields, equipment and playground facilities. This position is responsible for the park mowing and grounds maintenance work.

Essential Duties and Responsibilities

Operates Equipment and Machines for Parks and Grounds Maintenance

- Performs basic construction, installation, and maintenance of buildings, facilities and playgrounds;
- Operates necessary equipment and machines to perform ground and parks maintenance;
- Prepares ballfields for games by dragging infield lines, edging, lining, fence repairs and grass mowing;
- Confers regularly with the Park and Recreation Supervisor to discuss the timing and priority of work to be done and keep the Supervisor informed of important matters which may require attention at that level;
- Performs a variety of grounds activities including, but not necessarily limited to landscape preparation
 planting, watering, mowing, ensuring that all safety precautions are followed when dealing with and
 equipment.

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Operates machinery and equipment in a safe and efficient manner when performing additional duties including but not limited to rough landscaping, etc.;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of 18 years of age.

Requirements:

- Must obtain and maintain a MN Class D Driver's License;
- Must be flexible and able to adapt to changing work demands;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly when performing park and recreation functions which may demand extra hours of work, be available for coverage for responses as needed during major events.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

• Majority of this position will have to operate mowers and pickups.

Classification: Public Works Parks WorkerDepartment: Public WorksReports to: Parks and Recreational Supervisor and Public Works DirectorFLSA Classification: Hourly, Non-ExemptPay Grade: 7Date of last revision: April 11, 2018

Position Summary

This position performs a variety of semi-skilled maintenance duties to maintain parks, ballfields, equipment and playground facilities. This position is responsible for the park mowing and grounds maintenance work and pool maintenance. This position is responsible for the construction, installation, operation and maintenance for Parks and Street divisions of Public Works.

Essential Duties and Responsibilities

Operates Equipment and Machines for Parks and Grounds Maintenance

- Performs basic construction, installation, and maintenance of buildings, facilities and playgrounds;
- Operates necessary equipment and machines to perform ground and parks maintenance;
- Plants, remove, trim and stump grind trees;
- Prepares ballfields for games by dragging infield lines, edging, lining, fence repairs and grass mowing;
- Performs preventative maintenance and makes minor repairs to vehicles, machines and equipment;
- Performs cemetery maintenance;
- Confers regularly with the Park and Recreation Supervisor to discuss the timing and priority of work to be done and keep the Supervisor informed of important matters which may require attention at that level;
- Performs a variety of grounds and forestry activities including, but not necessarily limited to landscape
 preparation planting, watering, mowing, fertilizing, and trimming, ensuring that all safety precautions are
 followed when dealing with chemicals and equipment;
- Confers regularly with the Park and Recreation Supervisor to discuss timing and priority of work to be done and keep the Supervisor informed of important matters that may require attention at that level.

Maintain and Clean Aquatic Center

- Assembles and disassembles pool equipment, operates pumps, heathers, filters and maintains water chemistry;
- Ensures that the Center is clean and safe for patrons;

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Operates machinery and equipment in a safe and efficient manner when performing additional duties including but not limited to snow removal, sanding, rough landscaping, hauling, etc.;
- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;

- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and two years of experience in construction, general maintenance and operating maintaining equipment; or any equivalent combination of formal preparation or substantial experience in park and recreation programming which provides the requisite knowledge and abilities for this position.

Requirements:

- Must obtain and maintain a Tree Inspector License and Pool Operating Licensure within 18 months of hire;
- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to emergencies;
- Must obtain and maintain Special Engineer License for Aquatic Center;
- Must obtain and maintain a MN Class B Driver's License;
- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of the operating characteristics and maintenance requirements of hydraulics, machinery and mechanical principles;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

• Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;

- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly when performing park and recreation functions which may demand extra hours of work, be available for coverage for responses as needed during major events.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or equipment and observing general surroundings and activities.

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of this position will have to operate dump trucks, loaders, graders, pickup trucks and skid loaders.
- Frequently operates sanders, sweepers rollers, mowers, milling machine, bucket truck, air compressor, mowers and backhoe.

Classification: Public Works Streets Worker Reports to: Public Works Director FLSA Classification: Hourly, Non-Exempt Date of last revision: April 11, 2018 **Department:** Public Works

Pay Grade: 7

Position Summary

This position performs a variety of semi-skilled street and public works maintenance duties to maintain public infrastructure. This position operates and maintains equipment and machines.

Essential Duties and Responsibilities

Operates Equipment and Machines for Street Maintenance

- Operates necessary equipment and machines to perform ice and sand maintenance for proper snow removal and public safety;
- Operates necessary equipment and machines to perform blacktop milling, patching and repair;
- Operates necessary equipment and machines to maintain gravel roads and materials handling;
- Performs maintenance and makes minor repairs to various equipment and machines;
- Prepares maintenance records on machines and equipment;
- Perform street sign removal, repairs, replacements and additional installations;
- Operates paint striper to paint curbs, striping and cross walks, parking stalls and handicap areas;
- Performs material hauling of sand, rock, gravel and dirt;
- Confers regularly with the Public Works Director to discuss timing and priority of work to be done and keep the Supervisor informed of important matters that may require attention at that level.

Ground Maintenance

- Performs grounds, building and storm water maintenance;
- Operate necessary equipment and machines to perform tree trimming and ground maintenance (mowing, trimming, repairs and cleaning);
- Performs maintenance and makes minor repairs to various equipment and machines;
- Prepares maintenance records on machines and equipment.

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;

• Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and two years of experience in construction, general maintenance and operating maintaining equipment; or any equivalent combination of formal preparation.

Requirements:

- Must obtain and maintain a Tree Inspector License;
- Must obtain and maintain a MN Class B Driver's License;
- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of the operating characteristics and maintenance requirements of hydraulics, machinery and mechanical principles;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Must be able to respond within 30 minutes, if on call;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Must be able to perform essential functions of the position requires alertness and full functioning, particularly when performing street functions which may demand extra hours of work, be available for coverage for responses as needed during major events.

- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or equipment and observing general surroundings and activities.

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of this position will have to operate dump trucks, loaders, graders, pickup trucks and skid loaders.
- Frequently operates sanders, sweepers, rollers, milling machine, bucket truck, air compressor and mowers.
- Rarely operates backhoe and street painter.

Classification: School Resource Officer Reports to: Chief of Police FLSA Classification: Hourly-Non-Exempt Date of last revision: April 11, 2018 Department: Police

Pay Grade: 12

Position Summary

This position is responsible for advising and assisting K-M schools within the district on safety and education programming. In addition, this position investigates and enforces state, federal and local laws for violations occurring in the school or on the grounds of the school while maintaining strict confidentiality. When school is not in session, this position resumes police officer role with the City.

Essential Duties and Responsibilities

Assist staff and students

- Provides supervision and aid in maintaining a safe and effective learning environment;
- Serves as the administrator for visitor management software for the school district;
- Provides informal counseling for staff and students seeking assistance;
- Assists in identifying and counseling problem diverts from the juvenile justice system, prevents delinquent behavior on school grounds;
- Assist school administrators with investigations potentially criminal in nature and perform threat assessments;
- Assists with traffic control in the school area and parking lots;
- Enforces state, federal and local laws for violations occurring in school or on the school grounds;
- Provides supervision of special events.

Classroom presentations pre-K through 12

- Provides D.A.R.E training to 5th graders;
- Prepares information on crime prevention and safety options and delivers various classroom presentations;
- Gives presentations on drug and alcohol use and abuse, crime prevention and other topics that are requested through the PTA, PTO and other school related groups.

Serve as Police Officer

- When school is not in session, this position resumes police officer role with the City;
- Serves as liaison between police department and school district in coordinating resources or other information sharing when pertinent.
- Operates an emergency vehicle in a safe and effective manner;
- Patrol community and respond to emergency situations;
- Provides animal control, including the capturing and disposal of animals;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.
- Delivers medical services to include the administration of oxygen, taking of blood pressure, bandaging and stabilizing of injuries, performing CPR and administration of a defibrillator and other medical assistance;
- Operates an emergency vehicle in a safe and effective manner;
- Collects data and evidence from motor vehicle accidents and crime scenes and completes local and state mandated accident reports;
- Gives verbal and written reports, investigates complaints, and testifies in court proceedings. Gathers evidence and puts together a report for successful prosecution of a crime;

• Prepares a defensible report for use in court.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;

- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associates Degree in law enforcement and 5 years' experience of police officer and completion of SRO and Advanced courses; or equivalent combination of substantial experience and training from a combination of service years as a peace officer, sergeant, lieutenant, captain in law enforcement or other management-rank equivalent in military service which provides the requisite knowledge and abilities for this position.

Desired Qualifications: Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to take direction and instructions from supervisor and abide by department guidelines and regulations;
- Must be able to work independently;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance;
- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must maintain strict confidentiality;
- Must have the ability to hear normal levels of speech;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;

- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;
- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Physical strength and agility is required to fully perform this position.

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operate shotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to perform NIC drug testing occasionally.

Classification: Sergeant Reports to: Chief of Police FLSA Classification: Hourly, Non-Exempt Date of last revision: April 11, 2018

Department: Police

Pay Grade: 12

Position Summary

This position provides patrol services to citizens, business owners and visitors of the City of Kasson offering them protection and police services. This position assists the Chief of Police and manages and maintains equipment. This position is responsible for supervising patrol officers.

Essential Duties and Responsibilities

Provides public safety

- Operates an emergency vehicle in a safe and effective manner;
- Patrol community and respond to emergency situations;
- Provides animal control, including the capturing and disposal of animals;
- Collects data and evidence from motor vehicle accidents and crime scenes and completes local and state mandated accident reports;
- Delivers medical services to include the administration of oxygen, taking of blood pressure, bandaging and stabilizing of injuries, performing CPR and administration of a defibrillator and other medical assistance.
- Gives verbal and written reports, investigates complaints, and testifies in court proceedings. Gathers evidence and puts together a report for successful prosecution of a crime;
- Plans, schedules and conducts interviews of witnesses and suspects linked in some manner to the department investigations, with the goal of clearing such cases as quickly as possible within established policies and protocols.

Supervision

- Assists the Chief of Police to recruit, manage, and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Provides some work direction to Patrol Officers, Reserves, SRO, K-9 Officer and Administrative Assistant, when needed;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Chief of Police;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or

requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associates Degree in law enforcement and a three-month law enforcement skills training to qualify for P.O.S.T licensed as a peace officer and at least 5 years of experience; or any equivalent combination of substantial experience and training from a combination of service years as a peace officer, or other management-rank equivalent in military service which provides the requisite knowledge and abilities for this position. **Desired Qualifications:** Bi-lingual.

Requirements

- Valid MN Driver's License;
- Must obtain and maintain P.O.S.T. licensing 48 credits every three years, MN Bureau of Criminal Apprehension certification of terminal use recertification every 2 years, Emergency Medical Responder re- certification every 3 years, Emergency Vehicle Operations every 5 years, and Data Master Testing recertification every 2 years, prism once a year, firearms certification several times a year and shotgun certification once a year, and Taser, use of force, which includes force on force, chemical weapons, baton, handcuffing, prism once a year;
- Must persevere, according to established laws, policies and protocols, in the face of uncertainty or adverse circumstances;
- Must be able to work independently;
- Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance and can be on call and live within 10 miles of the City;
- Must maintain a level of learning to keep current on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances;
- Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances;
- Must have the ability to supervisor and/or coordinate the work of others;
- Must maintain strict confidentiality;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes threats to public safety.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Requires visual inspection involving small defects and/or parts, using measuring devices involving small defects and/or small parts, and the assembly of fabrication of parts within arms' length;
- Must operate motor vehicles or equipment and observe general surroundings and activities;
- Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement;

- work frequently requires exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and
 exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and
 occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure
 to vibration;
- Must have the ability to hear normal levels of speech;
- Physical strength and agility is required to fully perform this position.

Majority of the time is spent operating equipment, such as squad car, defibrillator, taser, rifle, handcuffs, squad radio, radar unit, siren, lights, portable radio, shotgun and handgun.

- Required to adjust radar unit, operateshotgun and handgun; responsible to check equipment for repairs.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.
- Must be able to perform NIC drug testing occasionally.

Classification: Sr. Liquor Store Clerk Reports to: Liquor Store Manager FLSA Classification: Hourly/Non-Exempt Date of last revision: April 11, 2018 Department: Municipal Liquor Store

Pay Grade: 3

Position Summary

This position is responsible for the retail sales of liquor, beer, wine, ice, mixes and other stock items in a manner which maximizes return to the City and complies with all applicable laws and regulations. This position must stock, restock, and display inventory in a manner which provides an orderly store and helps minimize thefts.

Essential Duties and Responsibilities

Customer Service

- Verifies age identifications of customers as appropriate, determines those who are legal to purchase from the store, and refuses service to those who are not legally of age or already appear intoxicated;
- Answers customers' questions or advises them on brands, container sizes, prices and uses, transacts the sales in a timely and correct manner, and packages goods for the customers, assisting them as appropriate with big or bulky purchases;
- Develops and maintains a good working knowledge of all City and municipal liquor store policies and procedures to help ensure compliance with such policies and procedures by all personnel;
- Develops respectful and cooperative relationships with co-workers, the public and outside vendors which helps establish and maintain Kasson's reputation as a well-managed City.

Manages Store Inventory and Appearance

- Checks the shelf inventory regularly, restocking as required and maintaining the store in a clean, orderly condition for the safety and shopping ease of customers;
- Ensures that all marking and pricing of the inventory is done correctly, and spot-checks inventory regularly to minimize any discrepancies;
- Purchases inventory and manages and processes invoices;
- Verifies accuracy of deliveries and ensures that all goods delivered are correctly placed in the storeroom or on the shelves and logged to the inventory.

Assists Liquor Store Manager

- Confers regularly with the Manager to discuss any problems and/or develop creative ways of increasing business;
- Balances the cash drawer, register tapes, and calculates the daily deposits and is responsible for completing bank deposits;
- Performs training for new employees;
- Keeps the Manager informed of all important matters, and performs additional job-related duties as scheduled or assigned by the Manager or in-charge Clerk.

Supervision of Work and Assist Supervision of Employees

- Assists the Liquor Store Manager to recruit, manage, and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Liquor Store Manager;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help

facilitate compliance with such policies and procedures by all assigned personnel;

• Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Requires a High Scholl Diploma or GED and one year previous inventory control or retail experience **Requirements:**

- Must be able to obtain and maintain server training;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be available for work during evenings, weekends, holidays, special events, and when coverage is needed due to illness or absences;
- Must be able to work independently;
- Must have the ability to make sound judgments on when and when not to transact sales is key to compliance with applicable laws and City policies;
- Must have the ability to understand and follow oral and written communications;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

Primarily inside work, some of which is in a refrigerated area. Outside when assisting the customer with a large or bulky order and/or doing outside work around the facility.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 150 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires vision to be sufficiently good to monitor store operations, transact sales, verify ages and stock / restock inventory;
- Must have the ability to resolve difficult or tense situations after deciding not to transact a sale is very important to protect the City from liability and maintain compliance with applicable regulations and laws.

Equipment Utilized

- Regularly use computer, adding machine and cash register.
- Must use two-wheeled cart for moving inventory.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Kasson Position Description

Classification: Utility Billing Specialist Reports to: Finance Director and City Administrator FLSA Classification: Hourly, Non-Exempt Date of last revision: April 11, 2018

Department: Finance Supervises: No Direct Reports Pay Grade: 8

Position Summary

This position acts under the general direction of the City Administrator and Finance Director to ensure the City is collecting utility revenue efficiently by processing, reviewing, receiving and reconciling utility information. This position provides excellent customer service by assisting work orders for connections, disconnections and transferring of services.

Essential Duties and Responsibilities

Customer Service

- Assists customers by answering questions and concerns and assisting with services;
- Prepares City Newsletter and manages distribution;
- Processes work orders for new service, disconnection of service, connection of service, transfer of service and other issues;
- Performs all walk-in counter payments for multiple departments;
- Manage deposits, credits and rebates;
- Collect online payments from multiple portals;
- Coordinate daily, monthly, quarterly and annual tasks;
- Collect information to assist Finance Director and Electric Supervisor;
- Develops and maintains a good working knowledge of all City and department procedures to help facilities compliance with such policies and procedures while assisting customers.

Responsible for utilities billing

 Manages meter reading input, update rates, prepares, prints and mails bills for electric, water and sewer utilities;

compiles listing of shut-offs, prepares and mails delinquent notices and orders delinquent accounts shut-off per City Administrator direction;

- Manage distribution of utility bill inserts;
- Monitors winter months cold weather rule notices;
- Collects meter deposits and processes all utility collections from the mail or at the counter and penalizes delinquent accounts and sends penalty letters;
- Informs electrical and water departments of dead meters;
- Prepares monthly and yearly reports on utilities including government reports as requested; handles receipt books and enters in register;
- Balances cash drawer and process payments, prepares deposit and handles calls when service outage occurs and coordinates with maintenance department.

Assist Finance Department

- Performs other departmental duties such as answering phones; assisting the public with miscellaneous information or complaints; collecting fees for licenses and receipts;
- Researchers and provides updates for utility rates as needed;
- Assist on special projects as needed.

Provides excellent customer service and high-quality service levels

• Other duties as assigned or apparent;

- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate's Degree in Accounting or related field and one year experience; or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position.

Requirements:

- Obtain and maintain a valid MN Driver's License;
- Ability to adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint;
- Must be able to work independently;
- Ability to adapt to influence people about opinions, attitudes or judgments about ideas or things;
- adaptability to perform repetitive work according to set procedures and sequence or pace;
- Ability to adapt to perform under stress when confronted with emergency, critical or unusual situations; and ability to work cooperatively with a variety of people to accomplish work demands according to established timetables.

Physical Demands and Working Conditions

This position is primarily inside.

- Occasionally must lift 25 pounds, rarely lift 50 pounds;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of the time uses Microsoft Office and City software necessary to complete essential job functions.
- Majority of the time uses calculator, meter reading equipment, printer, envelope stuffer, receipt printer and postage machine.
- Majority of the time uses telephone.

Kasson Position Description

Classification: Water Safety InstructorDepartment: Aquatic CenterReports to: Aquatic Center Manager, Parks and Recreation Supervisor and Public Works DirectorFLSA Classification: Hourly, Non-Exempt-SeasonalPay Grade:Date of last revision: April 11, 2018

Position Summary

This position provides excellent customer service for the Aquatic Center working as a Water Safety Instructor. This position is responsible for providing instruction of water safety and swimming skills to students of all ages and ability levels. This position must serve as a Lifeguard during public swim hours.

Essential Duties and Responsibilities

Water Safety Instructor and Lifeguard

- Provide water safety instruction;
- Assists customers by answering questions and concerns and assisting with services;
- Maintain a controlled and safe learning environment for all participants;
- Give constructive directions to aides and lifeguards helping with sessions;
- Maintain reasonable availability for parents/guardians or students to ask questions or discuss concerns;
- Complete and submit appropriate records and reports as required by the American Red Cross and the Kasson Aquatic Center.

Assist Aquatic Center

- Inspect facilities and equipment on a daily schedule and report unsafe conditions;
- Clean Aquatic Center;
- Serve as admission/concession employee when or if needed.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Requirements:

- Must possess current American Red Cross Lifeguarding Training Certificate;
- Must possess current CPR/AED and Professional Rescuer Certificates;
- Must possess current American Red Cross Water Safety Instructor Certificate;
- Must possess excellent communication skills for patrons and colleagues;

- Must wear proper Kasson Aquatic Center issued attire; shirts, shorts, swimsuits, sweatpants, hoodies, visor, nonslip shoes when scheduled to work;
- Must be able to work independently;
- Must have good decision-making skills;
- Must possess a thorough knowledge and application of lifeguarding surveillance;
- Must be flexible and understanding of scheduling and work duties;
- Must be able to make decision.

Physical Demands and Working Conditions

Performing essential functions of the position regularly requires the incumbent to remain seated in the normal position for extended periods of time while performing repetitive work according to set procedures and sequence or pace.

- Frequently is required to stand, walk, talk or hear, sit, climb or balance, knee, crouch, crawl and smell.
- The position must frequently lift and move up to 10 pounds, occasionally lift and/or move up to 75 pounds.
- This position is regularly required to use hands and fingers, feel or operate objects, tools or controls and reach to use hands or fingers, feel or operate objects, tools and reach with hands and arms.
- Specific vision abilities required by this job includes close vision, distance vision, depth perception, and the ability to adjust focus.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of the time uses Microsoft Office and City software necessary to complete essential job functions and
 office equipment.
- Must be able to use air condition, exhaust fans, breakers, kitchen equipment, attendance clicker, stereo equipment and phone and answering machine.
- Must be able to use broom, mop, hand-held stop sign

Kasson Position Description

Classification: Lead Water-Wastewater Operator	Department:	Water-Wastewater Department
Reports to: Water-Wastewater Supervisor and Public Works Director		
FLSA Classification: Hourly/Non-Exempt	Pay Grade:	11
Date of last revision: April 11, 2018		

Position Summary

This position assists the Water-Wastewater Supervisor in overseeing and performing skilled and technical work and maintenance of the water and wastewater systems. This position contributes to the overall planning, design, and upgrading of the water and wastewater systems. This position assists in providing a continuous supply of safe drinking water and maintaining a safe discharge of effluent wastewater within local, State and Federal regulations. This position provides oversight to water and wastewater operators.

Essential Duties and Responsibilities

Assists Water and Wastewater Supervisor

- Performs daily inspection and recording of operations of both systems;
- Provides excellent customer service while responding to customer concerns and questions;
- Performs maintenance, making repairs and operational adjustments on both systems;
- Collects and analyzes water and wastewater samples for state agencies and records;
- Makes operational adjustments and maintain compliance requirements;
- Attends meetings and assists the reviewing of engineering plans;
- Assists with the completion of various reports and communication with state and federal agencies; ٠
- Assume providing work direction of Department in the absence of the Water and Wastewater Supervisor. ٠

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- **Assists Public Works** Meets regularly with Public Works Director on important matters;
 - Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure • maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Performs basic operations and maintenance of water supply and distribution systems

- Inspects, flushes and repairs fire hydrants;
- Installs and repairs water meters; ٠
- Records radio remote numbers for records and utility billing;
- Locates buried water and sewer lines; •
- Inspects water and sewer line installations; •
- Assists consultants on water and wastewater projects. •

Supervision

- Provides oversight to water and wastewater workers, in the absence of Water-Wastewater supervisor; .
- Train employees as needed; ۲
- Recall employees during emergencies.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as

providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and a variety of licensure and certification. This position must obtain and maintain Class B Wastewater License and Class D Water License and eight years of experience.

Desired Qualifications:

Associates degree in related field and/or municipal experience.

Requirements:

- Must obtain and maintain Type IV bio-solids certificate;
- Must obtain and maintain a Class B driver's license with tanker endorsement;
- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to
 emergencies;
- Must be able to work independently;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to make timely decisions which affect the water and wastewater systems;
- Must have general knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of water and wastewater lines;
- Must have the ability to read, understand and interpret drawings, blue prints and building schematics;
- Must have general knowledge of the tools, materials and equipment used in water and wastewater line repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal water and wastewater treatment plants.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken work levels and this position is exposed to loud noises;
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to

vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Occasionally this position will have to operate graders, loaders, dump truck, backhoe, skid loaders, mowers, emergency electrical generators, portable pumps, jetter truck and suction tanker.
- Majority of the job requires the use of the City pickup truck.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Kasson Position Description

Classification: Water-Wastewater OperatorDepartment: Water-Wastewater DepartmentReports to: Water-Wastewater Supervisor and Public Works DirectorFLSA Classification: Hourly/Non-ExemptPay Grade: 8Date of last revision: April 11, 2018Pay Grade: 8

Position Summary

This position performs semi-skilled technical work operating and maintaining the water and wastewater systems. This position assists in providing a continuous supply of safe drinking water and maintaining a safe discharge of effluent wastewater within local, State and Federal regulations. This position provides quality customer service to residents.

Essential Duties and Responsibilities

Assists in Water and Wastewater Operations

- Performs daily inspection and recording of operations of both systems;
- Provides excellent customer service while responding to customer concerns and questions;
- Performs maintenance, making repairs and operational adjustments on both systems;
- Collects and analyzes water and wastewater samples for state agencies and records.

Assists Public Works

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure
 maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Performs basic operations and maintenance of water supply and distribution systems

- Inspects, flushes and repairs fire hydrants;
- Installs and repairs water meters;
- Inspects water and sewer line installation;
- Records radio remote numbers for records and utility billing;
- Locates buried water and sewer lines.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED and two years of experience or have begun some specialized training in Water Treatment; or any equivalent combination of formal preparation.

Requirements:

- Must be able to hold a class D Water and Class D Wastewater License within 2 years of hire;
- Must be able to obtain and maintain a Class B driver's license with tanker endorsement within three months of hire;
- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to emergencies;
- Must have the ability to read, understand and interpret drawings, blue prints and building schematics;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must have general knowledge water and wastewater operating characteristics and maintenance of water and wastewater systems;
- Must have general knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations;
- Must be able to work independently;
- Must have general knowledge of the occupational hazards of the work and of the necessary safety precautions; some skill in the use and care of hand tools;
- Must have the ability to understand and follow oral and written communications;
- Must have the ability to read meters and charts accurately;
- Must have the ability to establish and maintain effective working relationships with associates and the general public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal water and wastewater treatment plants.

- Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken work levels and this position is exposed to loud noises;
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor
 weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to
 vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic
 chemicals.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Frequently this position will have to operate graders, loaders, dump truck, backhoe, skid loaders, mowers, emergency electrical generators, portable pumps, jetter truck and suction tanker.
- The majority of the job requires the use of the City pickup truck.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Kasson Position Description

Classification: Water-Wastewater Supervisor Reports to: Public Works Director FLSA Classification: Hourly/Non-Exempt Date of last revision: April 11, 2018 Department: Water-Wastewater Department

Pay Grade: 13

Position Summary

This position performs difficult skilled technical work planning and supervising the operations and maintenance of the water and wastewater systems. This position contributes to the overall planning, design, and upgrading of the water and wastewater systems. This position is responsible for providing a continuous supply of safe drinking water and maintaining a safe discharge of effluent wastewater within local, State and Federal regulations.

Essential Duties and Responsibilities

Oversee and monitors operations of the water and wastewater systems

- Ensures procedures are followed to minimize liabilities for the City;
- Investigates complaints and problems and creates efficient and effective solutions;
- Prepares reports and maintains records and files for the water and wastewater systems;
- Meets with consultants on overall planning, designs, maintenance and upgrades of the systems;
- Keeps current on water and wastewater treatment industries and regulations to ensure the City is compliant with local, State and Federal regulations.

Assists Public Works Director

- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director.

Supervision

- Assists the Public Works Director to recruit, manage, and develop staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management;
- Assists in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assists in hiring process;
- Assists in the preparation of annual staffing and staff development plans, department budget, anticipated technology/equipment needs, and measurable criteria to evaluate the department's overall performance against established and approved plans with the Public Works Director;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Supervision

- Provides work direction and oversees overall operation of plant;
- Assigns and reviews work;
- Trains employees;
- Assign/approve time and overtime, when needed;
- Recall employees during emergencies.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help

facilitate compliance with such policies and procedures by all assigned personnel;

- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Associate's Degree with two years of experience; or any equivalent combination of experience and education. This position must obtain and maintain a Class A Wastewater License and Class D Water License.

Desired Qualifications:

• Municipal experience and/or supervisory or management experience.

Requirements:

- Must obtain and maintain Type IV bio-solids certificate, Special Engineer Boiler license for equipment operations;
- Must be able to work independently;
- Must obtain and maintain a Class B driver's license with tanker endorsement;
- Must be able to respond within 30 minutes when on call and work outside normal working hours and respond to
 emergencies;
- Must have the ability to read, understand and interpret drawings, blueprints and building schematics;
- Must be able to read, write and communicate directions, ideas, concepts and desired outcomes in an effective and professional manner;
- Must be able to make timely decisions which affect the water and wastewater systems;
- Must have the ability to supervisor and/or coordinate the work of others;
- Must have the ability to work with relative independence and knowing when to involve others in important or critical situations is key to maintaining compliance with regulatory standards;
- Must have a thorough knowledge of the methods and techniques used in the repair, maintenance, rehabilitation and construction of water and wastewater lines;
- Must have a thorough knowledge of the tools, materials and equipment used in water and wastewater line repair work; thorough knowledge of the occupational hazards and safety precautions of the work;
- Must have the ability to establish and maintain effective working relationships with associates and the public.

Physical Demands and Working Conditions

This position primarily works outside and is subject to extreme temperatures, equipment noise and recognizes hazards related to operation of municipal water and wastewater treatment plants.

• Regularly requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;

- Regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken work levels and this position is exposed to loud noises;
- Work is performed in high, precarious places or in confined spaces and this position is exposed to outdoor
 weather conditions and exposure to the risk of electrical shock, some exposure to extreme heat and exposure to
 vibration and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic
 chemicals.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Occasionally, this position will have to operate graders, loaders, dump truck, backhoe, skid loaders, mowers, emergency electrical generators, portable pumps, jetter truck and suction tanker.
- Most of the job requires the use of the City pickup truck.
- Must demonstrate working knowledge of Microsoft Office and City software necessary to complete essential job functions.

Kasson Position Description

Classification: Zamboni Driver and CustodianDepartment: Ice ArenaReports to: Ice Arena Supervisor and Public Works DirectorFLSA Classification: Hourly, Non-ExemptPay Grade: 1Date of last revision: April 11, 2018

Position Summary

This position maintains the ice arena schedule and manages the cleanliness of arena and drives the Zamboni to provide quality ice for customers.

Essential Duties and Responsibilities

Maintains cleanliness of Ice Arena

- Operates necessary equipment and machines to clean and maintain the building;
- Provides trash removal and recycling removal;
- Restocks all necessary supplies;
- Confers regularly with the Ice Arena Supervisor to discuss the timing and priority of work to be done and keep the Ice Arena Supervisor informed of important matters which may require attention at that level;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Zamboni Driver

- Operates Zamboni;
- Prepares and maintains Zamboni;
- Provides quality ice;

Maintains ice arena schedule.

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;
- Must be able to work independently;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Develops respectful and cooperative relationships with colleagues, the public and outside vendors to help establish and maintain Kasson's reputation as a well-maintained City;
- Deal directly with customers and residents to provide information in response to inquiries, concerns or requests about City services in a respectful and helpful way to establish and maintain Kasson's reputation as providing high-level of customer satisfaction.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. It is expected that this position be fully-qualified and meet performance expectations. Individuals must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for this position.

Qualifications

Education: Minimum of a High School diploma/GED

Requirements:

- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Must be able to work independently;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors and the public.

Physical Demands and Working Conditions

This position is subject to inside and outside work, subject to extremes of temperature, equipment noise and the recognized hazards related to construction, maintenance and repair of City utilities and the public works infrastructure.

- Occasionally must exert up to 50 pounds of force, rarely exert 100 pounds of force;
- Occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling;
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and requires visual inspection involving small defects and/or parts, using measuring devices;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Equipment Utilized

This position is exposed to working near moving mechanical parts and is responsible for operating machines, operating motor vehicles or equipment and observing general surroundings and activities that include:

- Majority of this position will require using vacuum, floor scrubber, mop, and other cleaning equipment.
- Must use Zamboni frequently.
- Must use snow blower and edged occasionally.

Linda Rappe

From: Sent: To: Subject: dwrange@gmail.com on behalf of Kent Berghuis <kent.berghuis@kassonpolice.com> Thursday, March 29, 2018 10:07 AM Linda Rappe Re: Possible street closure

I have no issues with it, looks like all are in agreement. How about the Browns or is that the empty house you are referring to?

On Thu, Mar 29, 2018 at 8:39 AM, Linda Rappe <<u>cityclerk@cityofkasson.com</u>> wrote: Good Morning Kent and Charlie,

A gentleman was at the council meeting last night and would like to close 1st Ave SW between 4th St SW and 5th St SW on June 16, 2018 because he is having his wedding and reception at his home which is located on that section of street. The Closure would be from Noon to 10PM. There is one other house on that section of street and there is a letter attached from the owners of that house in support of the closure. There is another house across the street from Mr. Heymann but that is empty right now and has been for quite a while.

Please reply all if you have any concerns with closing this street from noon to 10PM on June 16, 2018.

Thank you

Linda Rappe, MMC City Clerk City of Kasson 401 5th St SE Kasson, MN 55944 <u>cityclerk@cityofkasson.com</u> (507) 634-6324

-----Original Message-----From: <u>scanner@cityofkasson.com</u> [mailto:<u>scanner@cityofkasson.com</u>] Sent: Thursday, March 29, 2018 8:10 AM To: City Clerk Subject:

This E-mail was sent from "RNPB8D31F" (Aficio MP C3500).

Scan Date: 03.29.2018 08:09:32 (-0500) Queries to: <u>scanner@cityofkasson.com</u>

Charlie-OK barricades \$10 each

3-28.18 On 6-16-18 We will be having our welding at our property at 405 1st Ave S.W. Kasson, we would like to chose the road off, that runs in front at our house, to vehicle traffic. The purpose vould be for SAFety concerns and convenience for our quests and their children. Adam Haymann SARAH TRUAY 507-421-6223 Hwy 57 proposed road closers 2 ら 3 *S* 1 st. Ave 5 m. 4 5. Ľ か 405 157 5 5 Ave S.W.

Wade L & Jamie L Finne 401 1st Ave SW Kasson MN 55944 507-634-2057

Kasson City Council City Hall 401 5th Street SE Kasson MN 55944

Mar 30, 2018

Kasson City Council,

We are in agreement to blocking off 1st Avenue SW from 4th Street SW to 5th Street SW on, June 16th, 2018. We believe the activities throughout the day would warrant this closing for the safety of the guests. Closing off 1st Avenue SW will also prevent curious car traffic from maneuvering around pedestrian guests and parked cars. Safety and of course privacy is our main concern.

Thank you for your consideration and we highly encourage Kasson City Council to agree to the closing off of 1st Avenue SW.

Sincerely,

Wade LA Jamie LAinne

Wade and Jamie Finne

MEMO

To: Mayor and Councilmembers

From: Nancy Zaworski

Date: April 6, 2018

Re: Funding the balance of the 2017 Street Reconstruction Project

In 2017, the City had borrowing needs for the wastewater treatment plant expansion and for the 2017 Street Reconstruction Project. After 2016 passed without legislative action for Minnesota Public Facilities, the 2017 Legislature funded projects. In light of this funding and the 2017 Street Reconstruction project and the need to stay under debt borrowing for the year of \$10 million, the City borrowed what it could for the street project, short of \$600k TO \$700k; to keep the city under the \$10 million.

Near the end of 2017 we worked with the final processing for PFA funding. Due to various reporting and processing delay at the State, the final PFA financing did not come through until 2018. On top of that, we received several more in PSIG grants for the plant expansion.

The city will need \$600k TO \$700k to finish funding the street reconstruction project, which will end in 2019.

As an alternative to borrowing that amount through debt, the proposal is to use funds from the following sources. If there were to be a balance shortfall at the end of 2021, funding options will be reassessed at that time, although we should know where we stand at the end of the construction.

- 1. Extra funds have accumulated in Fund 384(2011A debt) in its last few years. Available balance at 12/31/18 will pay for 2019 General Fund debt payment.
- 2. \$ 76,583.37 paid from the debt service fund for 2018 water portion, with the water fund paying the equivalent of their 2018 debt service for 2011A to the 2017 street project.
- 3. \$40,000 from 2018 General Fund Unallocated
- 4. As the levy for the General Fund 2011A would have dropped off, and to maintain a current levy level related to the overall debt levy, replace levy budget with amount to be transferred for \$89,000 for each of 2019, 2020, and 2021, \$40,000 for levy years 2022,2023, and 2024, and replacement for 2024 debt levy for \$76,000.
- 5. The debt levy for Fund 384 is dropping off and instead this amount would go toward paying for the street project. There would be no change to the levy as a result.

Budget Impact - \$0.

Council Action Requested:

Approve funding actions as listed above.

§ 110.01 ADOPTION OF STATE LAW BY REFERENCE.

The provisions of M.S. Ch. 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2% malt liquor are hereby adopted by reference and are made a part of this Ch. as if set out in full. It is the intention of the City Council that all future amendments to M.S. Ch. 340A are hereby adopted by reference or referenced as if they had been in existence at the time this chapter is adopted.

§ 110.02 CITY MAY BE MORE RESTRICTIVE THAN STATE LAW.

The Council is authorized by the provisions of M.S. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this chapter, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in M.S. Ch. 340A, as it may be amended from time to time.

§ 110.03 DEFINITIONS.

In addition to the definitions contained in M.S. § 340A.101, as it may be amended from time to time, the following terms are defined for purposes of this chapter:

LIQUOR. As used in this chapter, without modification by the words "intoxicating" or "3.2% malt," includes both intoxicating liquor and 3.2% malt liquor.

RESTAURANT. An eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a "restaurant" as defined by this section, an establishment shall have a license from the state as required by M.S. § 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment" or "large establishment" as defined in M.S. § 157.16, Subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this chapter unless it meets the definitions of "small establishment", "medium establishment", "medium establishment" or "large establishment" or "large establishment" or "large establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this chapter unless it meets the definitions of "small establishment", "medium establishment" or "large establishment for purposes of this chapter unless it meets the definitions of "small establishment", "medium establishment" or "large establishment" or "large establishment."

§ 110.04 NUDITY ON THE PREMISES OF LICENSED ESTABLISHMENTS PROHIBITED.

(A) The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section

on the premises of any establishment licensed under this chapter. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this chapter, as set forth in this section, reflects the prevailing community standards of the city.

(B) It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

(C) A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine, or 3.2% malt liquor license or the imposition of a civil penalty under the provisions of § 110.99(B). Penalty, see § 110.99

§ 110.05 CONSUMPTION IN PUBLIC PLACES.

No person shall consume intoxicating <u>liquor</u> or 3.2% malt liquor on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this chapter, in a municipal liquor dispensary if one exists in the eity, or where the consumption and display of liquor is lawfully permitted. Exemption for city parks see § 110.06.

(Ord. 859, passed 5-25-2016) Penalty, see § 110.99

§ 110.06 POSSESSION OF ALCOHOLIC BEVERAGES IN CITY PARKS.

Hours when alcohol is prohibited. It shall be unlawful for any person or persons to bring upon, possess or consume in a city park any intoxicating liquor or 3.2% malt liquor between the hours of 11:00 p.m. and 8:00 a.m. of the following morning of each and every day of the week. It shall be unlawful for any person or persons to bring or possess in a city park any glass containers.

(Ord. 859, passed 5-25-2016) Penalty, see § 110.99

LICENSING

§ 110.20 NUMBER OF LICENSES WHICH MAY BE ISSUED.

State law establishes the number of <u>intoxicating</u> liquor<u>and 3.2% malt liquor</u> licenses that a city may issue. However, the number of licenses which may be granted under this chapter is

limited to the number of license which were issued as of the effective date of this chapter, even if a larger number of licenses are authorized by law or election. The Council in its sound discretion may provide by ordinance that a larger number of licenses may be issued up to the number of licenses authorized by M.S. Ch. 340A, as it may be amended from time to time. If a larger number of licenses in a particular category has been authorized by a referendum held under the provisions of M.S. § 340A.413, Subd. 3, as it may be amended from time to time, but not all of them have been issued, the larger number of licenses is no longer in effect until the Council by ordinance determines that any or all of the licenses may be issued. The Council is not required to issue the full number of licenses that it has available.

§ 110.21 TERM AND EXPIRATION OF LICENSES.

Each license shall be issued for a <u>maxiumummaximum</u> period of one year. All licenses shall expire on March 31 of each year unless another date is provided by ordinance. All licenses shall expire on the same date. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying <u>city</u> <u>City</u> consent to the permit, shall expire on March 31 of each year. (Ord. 859, passed 5-25-2016)

§ 110.22 KINDS OF LIQUOR LICENSES.

The Council of a city that <u>does not have has</u> a municipal liquor store is authorized to issue the following licenses and permits, up to the number specified in § 110.20.

(A) 3.2% malt liquor on-sale licenses, which may be issued only to restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2% malt liquor with the incidental sale of tobacco and soft drinks.

(B) 3.2% malt liquor off-sale license.

(C) Temporary 3.2% malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization.

(D) Off-sale intoxicating liquor licenses, which may be issued only to exclusive liquor stores or drug stores that have an off-sale license which was first issued on or before May 1, 1994. The fee for an off-sale intoxicating liquor license established by the Council under § 110.23 shall not exceed \$100 or a greater amount which may be permitted by M.S. § 340A.408, Subd. 3, as it may be amended from time to time.

(E) On-sale intoxicating liquor licenses, which may be issued to the following establishments as defined by M.S. § 340A.101, as it may be amended from time to time, and this chapter: hotels, restaurants, bowling centers, clubs or congressionally chartered veterans organizations, and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The fee for club licenses established by the Council under § 110.23 shall not exceed the amounts provided for in M.S. § 340A.408, Subd. 2b, as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of M.S. § 340A.404, Subd. 4b, as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of M.S. § 340A.404, Subd. 4b, as it may be amended from time to time.

dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of M.S. § 340A.404, Subd. 4a, as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

(F) Sunday on-sale intoxicating liquor licenses, only after authorization to do so by voter approval at a general or special election as provided by M.S. § 340A.504, Subd. 3, as it may be amended from time to time. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant, club, bowling center, or hotel which has a seating capacity of at least 30 persons, which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. The maximum fee for this license, which shall be established by the Council under the provisions of § 110.23, shall not exceed \$200, or the maximum amount provided by M.S. § 340A.504, Subd. 3c, as it may be amended from time to time.

(G) Combination on sale/off sale intoxicating liquor licenses if the city has a population less than 10,000.

(H) Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days worth of temporary licenses to any one organization in one calendar year.

(I) On-sale wine licenses, with the approval of the Commissioner of Public Safety₁ to:_ restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of M.S. § 340A.404, Subd. 5, as it may be amended from time to time; and to licensed bed and breakfast facilities which meet the criteria in M.S. § 340A.401, Subd. 1, as it may be amended from time to time. The fee for an on-sale wine license established by the Council under the provisions of § 110.23 shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on-sale 3.2% malt liquor license is authorized to sell malt liquor with a content_content over 3.2% (strong beer) without an additional license.

(J) One day consumption and display permits with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.

(K) Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety. The maximum amount of the additional fee which may be imposed by the Council on a person who has been issued a consumption and display permit under the provisions of § 110.23 shall not exceed \$300, or_____the maximum amount permitted by M.S. § 340A.14, Subd. 6, as it may be amended from time to time. Consumption and display permits shall expire on March 31 of each year.

§ 110.23 LICENSE FEES; PRO RATA.

(A) No license or other fee established by the city shall exceed any limit established by M.S. Ch. 340A, as it may be amended from time to time, for an intoxicating-liquor or 3.2% malt liquor license.

(B) The Council may establish from time to time by ordinance or resolution the fee for any of the liquor licenses it is authorized to issue. The license fee may not exceed the cost of issuing the license and other costs directly related to the enforcement of the liquor laws and this chapter. No liquor license fee shall be increased without providing mailed notice of a hearing on the proposed increase to all affected licensees at least 30 days before the hearing.

(C) The fee for all licenses except temporary licenses, granted after the commencement of the license year shall be prorated; but no such prorate fee shall be accepted from any private club or public place which has violated the permit requirement. In computing such fee, any unexpired fraction of a month shall be counted as one month. The written receipt shall be posted in some conspicuous place upon the premises alongside the permit issued by the liquor control commissioner and shall be kept posted at all times.

(D) All license fees shall be paid in full at the time the application is filed with the <u>eityCity</u>. If the application is denied, the license fee shall be returned to the applicant.

(E) A refund of a pro rata share of an annual license fee may occur only if authorized by M.S. § 340A.408, Subd. 5, as it may be amended from time to time. (Ord. 859, passed 5-25-2016)

§ 110.24 COUNCIL DISCRETION TO GRANT OR DENY A LICENSE.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this chapter.

§ 110.25 APPLICATION FOR LICENSE.

Every application for a license under this chapter shall contain the following:

(A) *Verification*. Every application for a license shall be verified and filed with the City Clerk.

(B) *General contents.* In addition to the information required by the Department of Public Safety and the State Bureau of Criminal Apprehension, the initial application shall also contain the further information required herein, as well as other information that the City Council may from time to time require.

(C) *Nature of applicant.* The application shall show whether the applicant is an individual person, corporation, partnership or other form of organization.

(D) *Type of license*. The application shall state the type of license the applicant seeks.

(E) *Individual person.* If the applicant is an individual person, the following information shall be required:

(1) True name, place and date of birth and street address of the applicant.

(2) Whether the applicant has ever used or been known by a name other than his true name and, if so, what was such name, and information concerning dates and places where used.

(3) The name of the business, if it is to be conducted under a designated name or style other than the full individual name of the applicant. In such case, a copy of the certification, as required by M.S. Ch. 333, certified by the Clerk of the District Court, shall be attached to the application.

(4) Whether the applicant is married or single. If married, the true name, place and date of birth and street address of the applicant's present spouse.

(5) Street addresses at which the applicant lived during the preceding five years.

(6) Kind, name and location of every business or occupation the applicant has been engaged in during the preceding five years.

(7) Names and addresses of the applicant's employers and partners, if any, for the preceding five years.

(8) Whether the applicant has ever been convicted of any felony, crime or violation of any ordinance, other than traffic. If so, the applicant shall furnish information as to the time, place and offense for which any such conviction was had.

(9) Whether the applicant or his spouse has ever engaged as an employee of or in operating a saloon, hotel, restaurant, cafe, tavern or other business of a similar nature. If so, the applicant shall furnish information as to time, place and length of time of such employment or operation.

(10) Whether the applicant has ever been in the military service. If so, the applicant shall, upon request, exhibit all discharges.

(11) The name of the manager or proprietor or other agent in charge of the premises to be licensed.

(F) *Partnership*. If the applicant is a partnership, the application shall include the name and address and all information concerning each partner, as is required of a single applicant in division (E) of this section. A managing partner, or partners, shall be designated. The interest of each partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to trade name under the provisions of M.S. Ch. 333, a true copy of such certificate certified by the Clerk of the District Court shall be attached to the application.

(G) *Corporation.* If the applicant is a corporation or other association and is applying for an "on-sale" license, the following information shall be required:

(1) Name and, if incorporated, the state of incorporation.

(2) A true copy of the certificate of incorporation, articles of incorporation or association agreement and bylaws and, if a foreign corporation, a certificate of authority, as described in M.S. Ch. 303.

(3) The name of the manager or proprietor or other agent in charge of the premises to be licensed, giving all the information about such person as is required of a single applicant in division (E) of this section.

(4) A list of all persons who, singly or together with their spouse, or a parent, brother, sister or child of either of them, own or control any interest in such corporation or association, together with their addresses and all information as is required of a single applicant in division (E) of this section.

(H) *Club.* If an application for an on-sale liquor license is submitted by a club, the following information shall be submitted, in addition to that required by the Department of Public Safety and by the prior divisions of this section:

(1) The date the club was first organized and the place of such organization.

(2) The purpose for which the club was originally organized and for which it is now existing.

(3) The number of members.

(4) The name of the manager, proprietor or other person who shall be in charge of the licensed premises.

(5) A sworn statement by a responsible individual having personal knowledge of the facts shall be submitted with the application, verifying that the club meets all of the requirements of M.S. § 340A.101, Subd. 7.

(I) *Legal description.* The exact legal description of the premises to be licensed, together with a plot plan of the area showing dimensions, location of buildings, street access, parking facilities and the locations of and distances to the nearest church building and school grounds.

(J) *Street address.* The street number where the sale of intoxicating liquors is to be conducted and the rooms where liquor is to be sold or consumed. An applicant for an "on-sale" license shall submit a floor plan of the dining room, or dining rooms, which shall be opened to the public, shall show dimensions and shall indicate the number of persons intended to be served in each of such rooms, and where on the premises liquor will be sold. The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

(K) *Federal permit.* If a permit from the federal government is required by the laws of the United States, whether or not such a permit has been issued and, if so required, in what name issued and the nature of the permit.

(L) *Financial interest.* The names and addresses of all persons, other than the applicant, who have any financial interest in the business, buildings, premises, fixtures or stock in trade, the nature of such interest, the amount thereof and the terms for payment or other reimbursement. This information shall include, but not be limited to, any lessees, lessors, mortgagees, mortgagors, lenders, lienholders, trustees, trustors and persons who have cosigned notes or otherwise loaned, pledged or extended security for any indebtedness of the applicant.

(M) *Plans.* Whenever the application for an "on-sale" license to sell intoxicating liquor is for premises planned, under construction or ongoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

(N) *Value of fixtures.* The value of the fixtures and structures, exclusive of the land, on the premises proposed to be licensed.

(O) *References.* The names, residences and business addresses of three persons of good moral character, not related to the applicant or financially interested in the premises or business to be licensed, who may be referred to as the applicant's character or, in any case where information is required of a manager, the manager's character.

(P) *Taxes and other assessments.* Whether or not all real estate and other taxes and assessments or other financial claims with respect to the business premises to be licensed have been paid and, if not paid, the years for which they are delinquent.

(Q) *Release of information.* A release authorizing the city to obtain all financial information that may be appropriate.

(R) *Other information.* Such other information as the City Council shall require. The requirements of this section and other sections of this chapter set forth minimum requirements,

but the Council reserves that right to consider any and all other factors as to the qualifications of any applicant and the suitability of any location.

(S) *Execution.* If the application is by an individual person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by a partnership, by all partners; or if by an unincorporated association, by the manager or managing officer thereof. If the applicant is a partnership, the application, license and bond (or insurance policy) shall be made and issued in the name of all partners.

(T) *Bond.* An application for a license need not be accompanied by a surety bond unless M.S. Ch. 340A requires same.

(U) *Liability insurance*. Prior to the issuance or renewal of a liquor license, the applicant shall file with the City Clerk evidence of financial responsibility. For purposes of the requirements of this section, evidence of financial responsibility shall be established by the applicant in the manner provided by M.S. Ch. 340 or any subsequent amendments thereto.

(V) Approval of security. The security offered under divisions (T) and (U) of this section shall be approved by the City Council and, in the case of applicants for "on-sale" and "on-sale wine" licenses, by the Department of Public Safety. Surety bonds and liability insurance policies shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the city the security under divisions (T) and (U) of this section is a cause for revocation of the license.

(Ord. 859, passed 5-25-2016)

§ 110.26 [RESERVED]

§ 110.27 APPLICATIONS FOR RENEWAL.

At least 90 days before a license issued under this chapter is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

§ 110.28 TRANSFER OF LICENSE.

No transfer of license shall be permitted from place to place or person to person, without complying with the requirements of an original application. (Ord. 859, passed 5-25-2016)-Penalty, see § 110.99

§ 110.29 INVESTIGATION.

(A) *Preliminary background and financial investigation*. On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract

with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee in an amount to be determined by City Council which shall be in addition to any license fee.

(B) *Comprehensive background and financial investigation.* If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be \$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied.

(Ord. 859, passed 5-25-2016)

§ 110.30 HEARING AND ISSUANCE.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

§ 110.31 RESTRICTIONS ON ISSUANCE.

(A) Each license shall be issued only to the applicant for the premises described in the application.

(B) Not more than one license shall be directly or indirectly issued within the city to any one person.

(C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

(D) No license shall be issued for any place or any business ineligible for a license under state law.

(E) No license shall be issued to any person who is not a resident of the state. If the applicant is a corporation, all of the shareholders shall be residents of the state. The provisions of this division (E) shall not apply to any license existing on the effective date of this chapter or to the renewal of an existing license.

(F) No license shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

Penalty, see § 110.99

§ 110.32 CONDITIONS OF LICENSE.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

(A) Within 90 days after employment, every person serving liquor in an establishment which has an "on-sale" license shall receive training regarding the serving of liquor to customers. The training shall be provided by an organization approved by the Council. Proof of training of the servers shall be provided by the licensee.

(B) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

(C) Every licensee shall allow any peace officer, health officer, city employee, -or any other person designated by the Council to conduct inspections, to enter, inspect, and search the premises of the licensee during business hours without a warrant.

(D) No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

(E) Compliance with financial responsibility requirements of state law and of this chapter is a continuing condition of any license.

Penalty, see § 110.99

§ 110.33 HOURS AND DAYS OF SALE.

(A) The hours of operation and days of sale shall be those set by M.S. § 340A.504, as it may be amended from time to time, except that the City Council may, by resolution or ordinance, provide for more restrictive hours than state law allows. Intoxicating liquor may be sold on Sunday between 11:00 a.m. and 12:00 midnight. Additionally, intoxicating liquor may be sold between the hours of 12:00 a.m. and 1:00 a.m. on Monday.

(B) No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2% malt liquor in an on-sale licensed premises in an on-sale licensed premise more than 30 minutes after the time when a sale can legally occur.

(C) No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2% malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 30 minutes after the time when a sale can legally occur.

(D) No person, other than the licensee and any employee, shall remain on the on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(E) Any violation of any condition of this section may be grounds for revocation or suspension of the license.

(Ord. 859, passed 5-25-2016) Penalty, see § 110.99

§ 110.34 MINORS ON PREMISES.

(A) No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2% malt liquor are sold at retail on sale, except that

persons under the age of 18 may be employed as musicians or to perform the duties of a bus person or dishwashing services in places defined as a restaurant, hotel, motel or other multipurpose building serving food in rooms in which intoxicating liquors or 3.2% malt liquor are sold at retail on sale.

(B) No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold. Penalty, see § 110.99

§ 110.35 RESTRICTIONS ON PURCHASE AND CONSUMPTION.

No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of M.S. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place. Penalty, see § 110.99

§ 110.36 SUSPENSION AND REVOCATION.

(A) The Council may either suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this chapter relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, M.S. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

(B) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this chapter or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this division (B) shall continue until the Council determines that the financial responsibility requirements of state law and this chapter have again been met.

 (C) The provisions of § 110.99 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this chapter.
 Penalty, see § 110.99

MUNICIPAL LIQUOR STORES

§ 110.50 APPLICATION OF THIS SUBCHAPTER.

This subchapter, consisting of §§ 110.50 through 110.55, applies only to a city that has in existence on the effective date of this chapter a municipal liquor store.

§ 110.51 EXISTING MUNICIPAL STORES CONTINUED.

If the city has in existence on the effective date of this chapter a municipal liquor store for the sale of intoxicating liquor, the store is continued. Except as provided in § 110.55, noNo off-sale intoxicating liquor, including wine and strong beer, may be sold at retail elsewhere in the city.

Penalty, see § 110.99

§ 110.52 LOCATION.

The municipal liquor store shall be located at a suitable place in the city as the Council determines by motion. However, no premises upon which taxes, assessments, or other public charges are delinquent shall be leased for municipal liquor store purposes. The Council shall have the right to establish additional off-sale and on-sale stores at other locations as it may, from time to time, by motion, determine.

§ 110.53 OPERATION.

(A) *Manager*. The municipal liquor store shall be in the immediate charge of a Liquor Store Manager selected by the Council and paid compensation as is fixed by the Council. The Manager shall not be a person who would be prohibited by law or any provision of this chapter from being eligible for an intoxicating liquor license. The Manager shall furnish a surety bond to the city, conditioned upon the faithful discharge of the duties of the office, in a sum as specified by the Council. The bond premium may be paid by the city or the Manager, in the discretion of the Council. The Manager shall operate the municipal liquor store under the Council's direction and shall perform those duties in connection with the store as may be established by the Council. The Manager shall be responsible to the Council for the conduct of the store in full compliance with this chapter and with the laws relating to the sale of intoxicating liquor and 3.2% malt liquor.

(B) *Other employees.* The Council may also appoint additional employees as may be required and shall fix their compensation. All employees, including the Manager, shall hold their positions at the pleasure of the Council. No person under the age of 18 shall be employed in the store. The Council may require the employees to furnish surety bonds conditioned for the faithful discharge of their duties in a sum as specified by the Council. The premium on the bond may be paid by the city or the employees, as the Council determines.

(C) *Municipal liquor store fund.* All of the revenues received from the operation of a municipal liquor store shall be deposited in a municipal liquor store fund from which all ordinary operating expenses, including compensation of the Manager and employees, shall be paid.

Surpluses accumulating in the fund may be transferred to the general fund of the city or to any other appropriate fund of the city by resolution of the Council, and may be expended for any municipal purpose. The handling of municipal liquor store receipts and disbursements shall comply with the procedure prescribed by law and charter for the receipts and disbursements of city funds generally.

(D) *Financial statement.* The Council shall provide within 90 days following the end of the calendar year for publication a balance sheet using generally accepted accounting procedures and a statement of operations of the municipal liquor store for that year. The balance sheet and statement shall be published in accordance with the provisions of M.S. § 471.6985, as it may be amended from time to time.

(E) *Hours of operation.* The hours during which the sale of intoxicating liquor may be sold shall be as provided in § 110.33. No person, other than the Manager or a store employee, may remain in the municipal liquor store longer than one-half hour after the time when the sale of intoxicating liquor must cease.

Penalty, see § 110.99

§ 110.54 PROOF OF FINANCIAL RESPONSIBILITY.

The city shall demonstrate proof of financial responsibility required by licensees of retail intoxicating liquor establishments under the provisions of M.S. § 340A.409, as it may be amended from time to time.

§ 110.55 ISSUANCE OF OTHER LICENSES.

(A) On sale licenses for the sale of intoxicating liquor. The Council may issue in its sound discretion on sale licenses to a club under M.S. § 340A.404, Subd. 1(4), as it may be amended from time to time. If the voters have authorized their issuance at a special election called for that purpose, the Council may issue on its sound discretion on sale liquor licenses to hotels and restaurants. The number of on-sale licenses issued under this section is governed by M.S. § 340A.413, as it may be amended from time to time, as limited by the provisions of this chapter. The issuance of these licenses is governed by the provisions of this chapter.

(B) Off-sale licenses for the sale of intoxicating liquor. State law does not authorize the issuance of off-sale licenses for the sale of intoxicating liquor by cities which operate a municipal liquor dispensary.

(C) On- and off-sale 3.2% malt liquor licenses. The Council may issue 3.2 % malt liquor licenses in its sound discretion as provided in this chapter.

§ 110.99 PENALTIES.

(A) Any person violating the provisions of this chapter is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

(B) The Council may impose a civil penalty of up to \$2,000 for each violation of M.S. Ch. 340A, as it may be amended from time to time, and of this chapter. Conviction of a

violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, M.S. §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license.

§ 110.01 ADOPTION OF STATE LAW BY REFERENCE.

The provisions of M.S. Ch. 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2% malt liquor are hereby adopted by reference and are made a part of this Ch. as if set out in full. It is the intention of the City Council that all future amendments to M.S. Ch. 340A are hereby adopted by reference or referenced as if they had been in existence at the time this chapter is adopted.

§ 110.02 CITY MAY BE MORE RESTRICTIVE THAN STATE LAW.

The Council is authorized by the provisions of M.S. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this chapter, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in M.S. Ch. 340A, as it may be amended from time to time.

§ 110.04 NUDITY ON THE PREMISES OF LICENSED ESTABLISHMENTS PROHIBITED.

(A) The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this chapter. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this chapter, as set forth in this section, reflects the prevailing community standards of the city.

(B) It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

(C) A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine, or 3.2% malt liquor license or the imposition of a civil penalty under the provisions of § 110.99(B). Penalty, see § 110.99

§ 110.05 CONSUMPTION IN PUBLIC PLACES.

No person shall consume intoxicating liquor or 3.2% malt liquor on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this chapter, in a municipal liquor dispensary or where the consumption and display of liquor is lawfully permitted. Exemption for city parks see § 110.06. Penalty, see § 110.99

§ 110.06 POSSESSION OF ALCOHOLIC BEVERAGES IN CITY PARKS.

It shall be unlawful for any person or persons to bring upon, possess or consume in a city park any intoxicating liquor or 3.2% malt liquor between the hours of 11:00 p.m. and 8:00 a.m. of the following morning of each and every day of the week. It shall be unlawful for any person or persons to bring or possess in a city park any glass containers. Penalty, see § 110.99

LICENSING

§ 110.20 NUMBER OF LICENSES WHICH MAY BE ISSUED.

State law establishes the number of intoxicating liquor and 3.2% malt liquor licenses that a city may issue. The Council is not required to issue the full number of licenses that it has available.

§ 110.21 TERM AND EXPIRATION OF LICENSES.

Each license shall be issued for a maximum period of one year. All licenses shall expire on March 31 of each year unless another date is provided by ordinance. All licenses shall expire on the same date. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying City consent to the permit, shall expire on March 31 of each year.

§ 110.22 KINDS OF LIQUOR LICENSES.

The Council of a city that has a municipal liquor store is authorized to issue the following licenses and permits.

(A) 3.2% malt liquor on-sale licenses, which may be issued only to restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2% malt liquor with the incidental sale of tobacco and soft drinks.

(B) 3.2% malt liquor off-sale license.

(C) Temporary 3.2% malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization.

On-sale intoxicating liquor licenses, which may be issued to the following (E) establishments as defined by M.S. § 340A.101, as it may be amended from time to time, and this chapter: hotels, restaurants, bowling centers, clubs or congressionally chartered veterans organizations. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The fee for club licenses established by the Council under § 110.23 shall not exceed the amounts provided for in M.S. § 340A.408, Subd. 2b, as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of M.S. § 340A.404, Subd. 4b, as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of M.S. § 340A.404, Subd. 4a, as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

(F) Sunday on-sale intoxicating liquor licenses, only after authorization to do so by voter approval at a general or special election as provided by M.S. § 340A.504, Subd. 3, as it may be amended from time to time. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant, club, bowling center, or hotel which has a seating capacity of at least 30 persons, which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. The maximum fee for this license shall be established by the Council under the provisions of § 110.23 or the maximum amount provided by M.S. § 340A.504, Subd. 3c, as it may be amended from time to time.

(H) Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days worth of temporary licenses to any one organization in one calendar year.

(I) On-sale wine licenses, with the approval of the Commissioner of Public Safety, to restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of M.S. § 340A.404, Subd. 5, as it may be amended from time to time; and to licensed bed and breakfast facilities which meet the criteria in M.S. § 340A.401, Subd. 1, as it may be amended from time to time. The fee for an on-sale wine license established by the Council under the provisions of § 110.23 shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on-sale 3.2% malt liquor license is authorized to sell malt liquor with content over 3.2% (strong beer) without an additional license.

(J) One day consumption and display permits with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.

(K) Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety. The maximum amount of the additional fee which may be imposed by the Council on a person who has been issued a consumption and display permit under the provisions of § 110.23 shall not exceed the maximum amount permitted by M.S. §

340A.14, Subd. 6, as it may be amended from time to time. Consumption and display permits shall expire on March 31 of each year.

§ 110.23 LICENSE FEES; PRO RATA.

(A) No license or other fee established by the city shall exceed any limit established by M.S. Ch. 340A, as it may be amended from time to time, for an intoxicatingliquor or 3.2% malt liquor license.

(B) The Council may establish from time to time by ordinance or resolution the fee for any of the liquor licenses it is authorized to issue. No liquor license fee shall be increased without providing mailed notice of a hearing on the proposed increase to all affected licensees at least 30 days before the hearing.

(C) The fee for all licenses except temporary licenses, granted after the commencement of the license year shall be prorated; but no such prorate fee shall be accepted from any private club or public place which has violated the permit requirement. In computing such fee, any unexpired fraction of a month shall be counted as one month. The written receipt shall be posted in some conspicuous place upon the premises alongside the permit and shall be kept posted at all times.

(D) All license fees shall be paid in full at the time the application is filed with the City. If the application is denied, the license fee shall be returned to the applicant.

(E) A refund of a pro rata share of an annual license fee may occur only if authorized by M.S. § 340A.408, Subd. 5, as it may be amended from time to time.

§ 110.24 COUNCIL DISCRETION TO GRANT OR DENY A LICENSE.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this chapter.

§ 110.25 APPLICATION FOR LICENSE.

Every application for a license under this chapter shall contain the following:

(A) *Verification*. Every application for a license shall be verified and filed with the City Clerk.

(B) *General contents.* In addition to the information required by the Department of Public Safety and the State Bureau of Criminal Apprehension, the initial application shall also contain the further information required herein, as well as other information that the City Council may from time to time require.

(C) *Nature of applicant*. The application shall show whether the applicant is an individual person, corporation, partnership or other form of organization.

(D) *Type of license*. The application shall state the type of license the applicant seeks.

(E) *Individual person.* If the applicant is an individual person, the following information shall be required:

(1) True name, place and date of birth and street address of the applicant.

(2) Whether the applicant has ever used or been known by a name other than his true name and, if so, what was such name, and information concerning dates and places where used.

(3) The name of the business, if it is to be conducted under a designated name or style other than the full individual name of the applicant. In such case, a copy of the certification, as required by M.S. Ch. 333, certified by the Clerk of the District Court, shall be attached to the application.

(4) Whether the applicant is married or single. If married, the true name, place and date of birth and street address of the applicant's present spouse.

(5) Street addresses at which the applicant lived during the preceding five

(6) Kind, name and location of every business or occupation the applicant has been engaged in during the preceding five years.

years.

(7) Names and addresses of the applicant's employers and partners, if any, for the preceding five years.

(8) Whether the applicant has ever been convicted of any felony, crime or violation of any ordinance, other than traffic. If so, the applicant shall furnish information as to the time, place and offense for which any such conviction was had.

(9) Whether the applicant or his spouse has ever engaged as an employee of or in operating a saloon, hotel, restaurant, cafe, tavern or other business of a similar nature. If so, the applicant shall furnish information as to time, place and length of time of such employment or operation.

(10) Whether the applicant has ever been in the military service. If so, the applicant shall, upon request, exhibit all discharges.

(11) The name of the manager or proprietor or other agent in charge of the premises to be licensed.

(F) *Partnership*. If the applicant is a partnership, the application shall include the name and address and all information concerning each partner, as is required of a single applicant in division (E) of this section. A managing partner, or partners, shall be designated. The interest of each partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to trade name under the provisions of M.S. Ch. 333, a true copy of such certificate certified by the Clerk of the District Court shall be attached to the application.

(G) *Corporation.* If the applicant is a corporation or other association and is applying for an "on-sale" license, the following information shall be required:

(1) Name and, if incorporated, the state of incorporation.

(2) A true copy of the certificate of incorporation, articles of incorporation or association agreement and bylaws and, if a foreign corporation, a certificate of authority, as described in M.S. Ch. 303.

(3) The name of the manager or proprietor or other agent in charge of the premises to be licensed, giving all the information about such person as is required of a single applicant in division (E) of this section.

(4) A list of all persons who, singly or together with their spouse, or a parent, brother, sister or child of either of them, own or control any interest in such corporation or

association, together with their addresses and all information as is required of a single applicant in division (E) of this section.

(H) *Club.* If an application for an on-sale liquor license is submitted by a club, the following information shall be submitted, in addition to that required by the Department of Public Safety and by the prior divisions of this section:

(1) The date the club was first organized and the place of such organization.

(2) The purpose for which the club was originally organized and for which it is now existing.

(3) The number of members.

(4) The name of the manager, proprietor or other person who shall be in charge of the licensed premises.

(5) A sworn statement by a responsible individual having personal knowledge of the facts shall be submitted with the application, verifying that the club meets all of the requirements of M.S. § 340A.101, Subd. 7.

(I) *Legal description.* The exact legal description of the premises to be licensed, together with a plot plan of the area showing dimensions, location of buildings, street access, parking facilities and the locations of and distances to the nearest church building and school grounds.

(J) *Street address.* The street number where the sale of intoxicating liquors is to be conducted and the rooms where liquor is to be sold or consumed. An applicant for an "on-sale" license shall submit a floor plan of the dining room, or dining rooms, which shall be opened to the public, shall show dimensions and shall indicate the number of persons intended to be served in each of such rooms, and where on the premises liquor will be sold. The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

(K) *Federal permit.* If a permit from the federal government is required by the laws of the United States, whether or not such a permit has been issued and, if so required, in what name issued and the nature of the permit.

(L) *Financial interest.* The names and addresses of all persons, other than the applicant, who have any financial interest in the business, buildings, premises, fixtures or stock in trade, the nature of such interest, the amount thereof and the terms for payment or other reimbursement. This information shall include, but not be limited to, any lessees, lessors, mortgagees, mortgagors, lenders, lienholders, trustees, trustors and persons who have cosigned notes or otherwise loaned, pledged or extended security for any indebtedness of the applicant.

(M) *Plans.* Whenever the application for an "on-sale" license to sell intoxicating liquor is for premises planned, under construction or ongoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

(N) *Value of fixtures*. The value of the fixtures and structures, exclusive of the land, on the premises proposed to be licensed.

(O) *References.* The names, residences and business addresses of three persons of good moral character, not related to the applicant or financially interested in the premises or business to be licensed, who may be referred to as the applicant's character or, in any case where information is required of a manager, the manager's character.

(P) *Taxes and other assessments.* Whether or not all real estate and other taxes and assessments or other financial claims with respect to the business premises to be licensed have been paid and, if not paid, the years for which they are delinquent.

(Q) *Release of information.* A release authorizing the city to obtain all financial information that may be appropriate.

(R) *Other information.* Such other information as the City Council shall require. The requirements of this section and other sections of this chapter set forth minimum requirements, but the Council reserves that right to consider any and all other factors as to the qualifications of any applicant and the suitability of any location.

(S) *Execution.* If the application is by an individual person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by a partnership, by all partners; or if by an unincorporated association, by the manager or managing officer thereof. If the applicant is a partnership, the application, license and bond (or insurance policy) shall be made and issued in the name of all partners.

(T) *Bond*. An application for a license need not be accompanied by a surety bond unless M.S. Ch. 340A requires same.

(U) *Liability insurance*. Prior to the issuance or renewal of a liquor license, the applicant shall file with the City Clerk evidence of financial responsibility. For purposes of the requirements of this section, evidence of financial responsibility shall be established by the applicant in the manner provided by M.S. Ch. 340 or any subsequent amendments thereto.

(V) Approval of security. The security offered under divisions (T) and (U) of this section shall be approved by the City Council and, in the case of applicants for "on-sale" and "on-sale wine" licenses, by the Department of Public Safety. Surety bonds and liability insurance policies shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the city the security under divisions (T) and (U) of this section is a cause for revocation of the license.

§ 110.26 [RESERVED]

§ 110.27 APPLICATIONS FOR RENEWAL.

At least 90 days before a license issued under this chapter is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

§ 110.28 TRANSFER OF LICENSE.

No transfer of license shall be permitted from place to place or person to person, without complying with the requirements of an original application. Penalty, see § 110.99

§ 110.29 INVESTIGATION.

(A) *Preliminary background and financial investigation.* On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee in an amount to be determined by City Council which shall be in addition to any license fee.

(B) *Comprehensive background and financial investigation.* If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be \$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied.

§ 110.30 HEARING AND ISSUANCE.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

§ 110.31 RESTRICTIONS ON ISSUANCE.

(A) Each license shall be issued only to the applicant for the premises described in the application.

(B) Not more than one license shall be directly or indirectly issued within the city to any one person.

(C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

(D) No license shall be issued for any place or any business ineligible for a license under state law.

(E) No license shall be issued to any person who is not a resident of the state. If the applicant is a corporation, all of the shareholders shall be residents of the state. The provisions of

this division (E) shall not apply to any license existing on the effective date of this chapter or to the renewal of an existing license.

(F) No license shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

Penalty, see § 110.99

§ 110.32 CONDITIONS OF LICENSE.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

(A) Within 90 days after employment, every person serving liquor in an establishment which has an "on-sale" license shall receive training regarding the serving of liquor to customers. The training shall be provided by an organization approved by the Council. Proof of training of the servers shall be provided by the licensee.

(B) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

(C) Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct inspections, to enter, inspect, and search the premises of the licensee during business hours without a warrant.

(D) No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

(E) Compliance with financial responsibility requirements of state law and of this chapter is a continuing condition of any license. Penalty, see § 110.99

§ 110.33 HOURS AND DAYS OF SALE.

(A) The hours of operation and days of sale shall be those set by M.S. § 340A.504, as it may be amended from time to time, except that the City Council may, by resolution or ordinance, provide for more restrictive hours than state law allows. Intoxicating liquor may be sold on Sunday between 11:00 a.m. and 12:00 midnight. Additionally, intoxicating liquor may be sold between the hours of 12:00 a.m. and 1:00 a.m. on Monday.

(B) No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2% malt liquor in an on-sale licensed premise more than 30 minutes after the time when a sale can legally occur.

(C) No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2% malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 30 minutes after the time when a sale can legally occur.

(D) No person, other than the licensee and any employee, shall remain on the on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(E) Any violation of any condition of this section may be grounds for revocation or suspension of the license. Penalty, see § 110.99

§ 110.34 MINORS ON PREMISES.

(A) No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2% malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person or dishwashing services in places defined as a restaurant, hotel, motel or other multipurpose building serving food in rooms in which intoxicating liquors or 3.2% malt liquor are sold at retail on sale.

(B) No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold. Penalty, see § 110.99

§ 110.35 RESTRICTIONS ON PURCHASE AND CONSUMPTION.

No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of M.S. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place. Penalty, see § 110.99

§ 110.36 SUSPENSION AND REVOCATION.

(A) The Council may either suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this chapter relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, M.S. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

(B) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this chapter or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this division (B) shall continue

until the Council determines that the financial responsibility requirements of state law and this chapter have again been met.

(C) The provisions of § 110.99 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this chapter. Penalty, see § 110.99

MUNICIPAL LIQUOR STORES

§ 110.51 EXISTING MUNICIPAL STORES CONTINUED.

If the city has in existence on the effective date of this chapter a municipal liquor store for the sale of intoxicating liquor, the store is continued. No off-sale intoxicating liquor, including wine and strong beer, may be sold at retail elsewhere in the city. Penalty, see § 110.99

§ 110.52 LOCATION.

The municipal liquor store shall be located at a suitable place in the city as the Council determines by motion. However, no premises upon which taxes, assessments, or other public charges are delinquent shall be leased for municipal liquor store purposes. The Council shall have the right to establish additional off-sale and on-sale stores at other locations as it may, from time to time, by motion, determine.

§ 110.53 OPERATION.

(A) *Manager*. The municipal liquor store shall be in the immediate charge of a Liquor Store Manager selected by the Council and paid compensation as is fixed by the Council. The Manager shall not be a person who would be prohibited by law or any provision of this chapter from being eligible for an intoxicating liquor license. The Manager shall furnish a surety bond to the city, conditioned upon the faithful discharge of the duties of the office, in a sum as specified by the Council. The bond premium may be paid by the city or the Manager, in the discretion of the Council. The Manager shall operate the municipal liquor store under the Council's direction and shall perform those duties in connection with the store as may be established by the Council. The Manager shall be responsible to the Council for the conduct of the store in full compliance with this chapter and with the laws relating to the sale of intoxicating liquor and 3.2% malt liquor.

(B) *Other employees.* The Council may also appoint additional employees as may be required and shall fix their compensation. All employees, including the Manager, shall hold their positions at the pleasure of the Council. No person under the age of 18 shall be employed in the store. The Council may require the employees to furnish surety bonds conditioned for the faithful discharge of their duties in a sum as specified by the Council. The premium on the bond may be paid by the city or the employees, as the Council determines.

(C) *Municipal liquor store fund.* All of the revenues received from the operation of a municipal liquor store shall be deposited in a municipal liquor store fund from which all ordinary operating expenses, including compensation of the Manager and employees, shall be paid. Surpluses accumulating in the fund may be transferred to the general fund of the city or to any other appropriate fund of the city by resolution of the Council, and may be expended for any municipal purpose. The handling of municipal liquor store receipts and disbursements shall comply with the procedure prescribed by law and charter for the receipts and disbursements of city funds generally.

(D) *Financial statement.* The Council shall provide within 90 days following the end of the calendar year for publication a balance sheet using generally accepted accounting procedures and a statement of operations of the municipal liquor store for that year. The balance sheet and statement shall be published in accordance with the provisions of M.S. § 471.6985, as it may be amended from time to time.

(E) *Hours of operation.* The hours during which the sale of intoxicating liquor may be sold shall be as provided in § 110.33. No person, other than the Manager or a store employee, may remain in the municipal liquor store longer than one-half hour after the time when the sale of intoxicating liquor must cease.

Penalty, see § 110.99

§ 110.54 PROOF OF FINANCIAL RESPONSIBILITY.

The city shall demonstrate proof of financial responsibility required by licensees of retail intoxicating liquor establishments under the provisions of M.S. § 340A.409, as it may be amended from time to time.

§ 110.99 PENALTIES.

(A) Any person violating the provisions of this chapter is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

(B) The Council may impose a civil penalty of up to \$2,000 for each violation of M.S. Ch. 340A, as it may be amended from time to time, and of this chapter. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, M.S. §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license.

ABBREVIATED PUBLICATION

City Kasson Ordinance Chapter 110 Alcoholic Beverages clarification of licenses issued by City with a Municipal Liquor and Municipal Liquor store as exclusive outlet for off-sale intoxicating liquor, including wine and strong beer, in the City of Kasson.

§ 154.052 HEIGHT LIMITATION EXEMPTIONS

The following structures are exempted from the height regulations of this chapter when they are associated with a permitted use or a conditional use granted by permit.

- (A) Chimneys and flues;
- (B) Cooling towers;
- (C) Elevator bulk head;
- (D) Fire towers;
- (E) Grain elevators and silos;
- (F) Stacks;
- (G) Water towers;
- (H) Pumping towers;
- (I) Church spires;
- (J) Clock or bell towers;
- (K) Monuments;
- (L) Cupolas and domes which do not contain useable space;
- (M) Steeples;
- (N) Flagpoles;
- (O) Elevator penthouses;
- (P) Sports press boxes of more than one story, and
- (Q) Mechanical and electrical appurtenances.

Abbreviated Publication

City of Kasson Ordinance Chapter 154.025 Height Limitations Exemptions to included (P) Sports press boxes of more than one story.

h	~~~
Cities in the c	ounties of
Dodge	
Fillmore	
Goodhue	
) Houston	
S Mower	
Olmsted	Southeastern Minnesota League of Municipalities
Wabasha	
Winona	www.semlm.org
Concession of the local division of the loca	vvvv.sciiliil.org

SE MN Leadership Series Afternoon Registration Form Part II – Thinking Critically Monday, April 30, 2018

Location: LeRoy Community Center, 204 West Main Street, LeRoy Directions: https://tinyurl.com/yauhbgu5

1:30 pm Check-in for Leadership session

2:00 – 5:00 pm <u>Leadership and Civic Engagement – Part II: Thinking Critically</u> (CEU Credit available) Presentation especially for local government service, elected officials, appointed officials, key staff. Presenter: Beth Kallestad, MN Extension - (Session 2 of 4 during 2018) <u>Thinking Critically</u>

- Covers process and steps for thinking critically about a topic/issue, bias awareness, and how using a critical thinking system/process helps us get past the bias and minimize prejudice around ideas.
- Conversation and presentation on issues and activities in your communities, boards, committees and staff, as well as areas you'd like to grow your personal leadership skills.
- *CEU Credit available for <u>each</u> of the four Leadership events in 2018. Get CEU Credit at each session. No additional fee for the CEU Credit.*
- Afternoon snack, coffee, and water provided for this session.

5:00 pm Bonus – NO FEE – Economic Development Topic: Project Communication Tools for Local Government, Tools and techniques for effective public communication on projects – Bolton & Menk 6:00 pm Social Time with cash bar

6:30 pm Dinner (Use other registration form from Host City LeRoy to register for dinner.)

7:00 pm Evening SEMLM Event (See other registration form for more information on topics.)

NOTE: Leadership Registrations <u>Due Friday, April 27th</u>

Send afternoon registrations to:

SEMLM - Leadership Series 322 Winona Street SE Chatfield, MN 55923

*****	******	**********
Registration from:	Contac	et Person:
Phone:	E-mail:	
Fee per person of \$25 cov	ers April afternoon Leader	ship session, snack, coffee, water.
	ded. Use registration form Email <u>brenda@semlm.org</u>	from Host City LeRoy to register for the with any questions.)
Fee \$25 per person x	attendees = \$	Make checks payable to "SEMLM"
Names of attendees for aftern	loon registrations:	

Cities in the counties of Dodge Fillmore Goodhue Houston Mower Olmsted Wabasha Winona Www.semlm.org	Evening Dinner Meeting Registration Form Monday, April 30, 2018 Location: LeRoy Community Center, 204 West Main Street, LeRoy Directions: <u>https://tinyurl.com/yauhbgu5</u>
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1:30 pm Check-in for afternoon sessions

2:00 – 5:00 pm Leadership and Civic Engagement Part II: <u>Thinking Critically</u> (CEU Credit available) Use the Leadership Series registration form from SEMLM for the Leadership session, snack, coffee and water.
5:00 pm Bonus – NO FEE – Economic Development Topic: Project Communication Tools for Local Government, Tools and techniques for effective public communication on projects – Bolton & Menk
6:00 pm Social Time with cash bar

6:30 pm Dinner

Welcome from City of LeRoy

7:00 pm SEMLM Business - SEMLM President Dan Eggler

7:15 pm SE MN Regional Economic Impact Forecasting Project Update, Input, Q&A – Brenda Johnson, SEMLM Director

7:30 pm News from Rochester International Airport, Q&A

- Updates, New CAT II Instrument Landing System - John C. Reed, AAE, Executive Director, RST 8:00 pm Using Technology to Enhance Communication for Local Government and Personal Use, Q&A

- Speaker: Matt Mohs, PE, Sr. Project Manager, WSB & Associates

8:25 pm Closing remarks from SEMLM President Eggler.

Adjourn meeting. Open time for networking.

Hosted by the City of LeRoy

Registrations Due Friday, April 27th

Send dinner registrations to: City of LeRoy - Attn: Patty White, City Clerk-Treasurer P.O. Box 359, LeRoy, MN 55951 507-324-5707 (phone) 507-324-5085 (fax)

Registration from	Contact Pe	rson:
Phone:	E-mail:	
Number meals member city	x \$25 =\$	(current paid SEMLM member)
Number meals nonmember city	x \$30 = \$	(no membership fee paid)
Make dinner checks payable to "	City of LeRoy"	
Names of attendees for this registration		

Theresa Coleman

From:	Brandon Theobald <btheobald@whks.com></btheobald@whks.com>
Sent:	Thursday, March 29, 2018 12:01 PM
То:	Linda Rappe
Cc:	'Theresa Coleman'; 'Charlie Bradford (publicworks@cityofkasson.com)'
Subject:	RE: sidewalks

I don't believe typical development agreements specifically call out a width of sidewalk. They do refer to approved plans and specifications; which, since we started, have included 5' wide walk. I know some past plans included 4'wide walk. "Current acceptable standards" should include 5' wide walk.

I recommend we install 5' wide walk on all walks moving forward. Regardless of which subdivision it is in or when a development agreement was approved. The argument could be made that if you are building a house in an area where the construction plans included a 4' walk that you should build 4'. I would counter with referencing the ordinance of "current acceptable standards" which is 5'.

I would recommend taking this recommendation to the Council and if approved start notifying builders through the building permitting process. I am happy to discuss the recommendation with the Council.

Thanks,

Brandon W. Theobald, P.E. 2905 South Broadway I Rochester, MN 55904 Voice: 507.288. 3923 I www.whks.com



From: Linda Rappe [<u>mailto:cityclerk@cityofkasson.com</u>] Sent: Thursday, March 29, 2018 10:34 AM To: Brandon Theobald <<u>BTheobald@Whks.com</u>> Cc: 'Theresa Coleman' <<u>Cityadministrator@cityofkasson.com</u>> Subject: sidewalks

This is what is in the ordinance:

₿ 94.023 SPECIFICATIONS.

Sidewalks shall be constructed and repaired in strict conformance with current acceptable engineering standards, a copy of which is on file in the City Administrator's office. (Prior Code, § 20-25) (Ord. 723, passed - -; Ord. 763, passed - -; Ord. 828, passed 6-11-2008)

So I guess we defer to the development agreements

Linda Rappe, MMC City Clerk



RATE & SERVICE CONFIRMATION LETTER

March 28 2017 City of Kasson 401 5th St SE Kasson, MN, 55944

Dear Theresa

Thank you for choosing Manpower, the leader in the changing world of work. This letter confirms our agreement with City of Kasson ("Client"), to place one or more clerical/administrative and/or light industrial positions described below at the prices set forth below

<u>Manpower Services</u>: Manpower will recruit, interview, screen and assign to Client our employee associates who, through our proven process and expertise, are the best qualified candidate to perform the work described below. Manpower will maintain personnel and payroll records; paying, withholding and transmitting payroll taxes; making unemployment compensation contributions; handling unemployment and workers' compensation claims involving our associates with respect to the compensation that Manpower has agreed to pay; and removing any assigned associate at your request, provided there is a valid legal reason for doing so. In the event specific assignments require background checks, drug screening or other testing, client agrees reimburse Manpower at the actual cost for the testing. Client also agrees to only request testing equivalent to what they would require of their own full-time employees in that respective position.

<u>Client Responsibilities:</u> Manpower expects Client will take responsibility for supervising and controlling the work performed by our associates. Client will also provide all associates with a safe worksite and will provide information, training and safety equipment with respect to any hazardous substances or conditions to which associates may be exposed at the worksite, whether or not required by law. Without limiting the generality of the foregoing, because Client controls the facilities in which associates work, it is agreed that Client is primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws and regulations thereunder, to the extent those laws apply to associates working at Client's facilities. Manpower will, at the request of Client, instruct its employees on general safety matters in accordance with information provided to Manpower by Client. Additionally, client agrees to provide all our associates with a worksite environment free of harassment. In the event there are substantial changes to the agreed assignment duties, the client is required to notify Manpower immediately. Client also agrees to document all hours worked, approve and submit timesheets to Manpower in a timely manner.

Payment terms: Manpower is solely responsible for the compensation of our employees, and must pay each employee for all hours worked. Client agrees to remit the negotiated Bill Rate for all hours worked, including negotiated overtime bill rates for hours worked in excess of forty (40) hours during an agreed pay period. Manpower invoices clients weekly. Payment will be due upon receipt of invoice. In the event the invoice reaches forty-five (45) days past original invoice date, Manpower reserves the right to impose interest charges in the amount of fifteen (15) percent. In the event there is a governmental mandated requirement to increase wages or employer payroll burdens, client agrees to accept and remit additional costs to Manpower from the effective date to the expiration date of this agreement.

Term: The term of this agreement will be ninety (90) days from the signature date of this agreement.

1. JOB DESCRIPTIONS AND LOCATIONS*

Job Description	Location
Parks N Streets Laborer	Kasson, MN

* If the parties decide to change information contained within this letter, for example, adding or deleting jobs or locations, they must notify the Manpower office in writing reflecting the intended change. Manpower reserves the right not to provide an Assigned Employee or candidate for any reason.

2. RATES

Aarkup Percentage of Hourly Rate
Parks N Streets 44.5% Example of a pay rate of \$13.74, the bill rate would be 19.85

3. CONVERSION FEES: If during the term of this Agreement and for six (6) months thereafter, Client solicits or hires away any of Manpower's employees, candidate referrals or Assigned Employees involved in performing services or obligations under this Agreement, or permits any Assigned Employee to transfer to another entity's payroll in order to perform work for Client or at Client's facilities, Client shall pay Manpower a direct hiring conversion fee. Such conversion fee will be based upon and equivalent to the Permanent Placement fee of the placed Candidate's annual salary and will be prorated based on the length of time the Assigned Employee is on assignment as referenced below: For example, based on a \$18 per hour pay rate and working an estimated average of 15 hours a week for 52 weeks the annual wage is \$14,040 per year. The conversion fee or perm placement fee would be 15% of that annual wage or \$2,106. See the table below for further detail:

Time on Assignment	Prorated Fee Schedule
0 to 240 Hours	15% Discount
241 to 480 Hours	25% Discount
481 to 720 Hours	50% Discount
721 + Hours Until Day of Hire	75% Discount

Permanent Placement Fees: Client agrees to pay a fee if Client hires or retains a candidate, in any capacity, referred by Manpower within one (1) year after that candidate was presented to Client, regardless of whether Client learned of or could have learned of the candidate through other means. As follows is the fee payable, which is a fixed percentage of Compensation* paid by Client:

Annualized Compensation	Fee Percentage
Below \$40,000	20%
\$40,000 - \$59,999	25%
\$60,000 - \$79,999	28%
\$80,000 and above	30%

*Compensation includes base gross salary, gross compensation for services, fees, wages, guaranteed and/or anticipated bonus and commission earnings, to be made to the candidate during the first twelve (12) months of employment.

Check or Test	Specific Requirements, If Any	Cost
Criminal Record Check	Single County of current residence 7 year history plus nationwide database search	\$25.00 per employee.
Drug Tests	5 panel Urinalysis	\$35.00 per employee.
Employment Verification	Maximum 2 employers	\$per employee.
Driving Record Check		\$per employee.
Credit Check		\$25.00 per employee.
Education Verification		\$per employee.
Health Compliance		\$per employee.
Other		\$per employee.

4. ADDITIONAL BACKGROUND CHECKS AND TESTING

Once again, thank you for your business. We look forward to providing you with solutions to help you succeed in the changing world of work.

Sincerely,

David Wheeler Manpower Branch Manager

ACKNOWLEDGED AND ACCEPTED: Client	
By:	
Printed Name/Title:	
Date:	

MEMO

DATE:	4/5/2018
TO:	Mayor and Council
FROM:	Chief Berghuis
RE:	Full time replacement for Officer Bodenheim

To Mayor and City Council Representatives:

After receiving 28 applications for the position of Police Officer, we interviewed 13 applicants, after the interviews where completed, we chose to offer the position to one of our current part-time officers, Paul Lindgren, who has been working for us since 2006. With the approval of the council I would like to start Paul at his current level Grade 10 Step 2.

Respectfully Submitted,

Kent Berghuis Chief of Police

MEMO

DATE:	4/5/2018
-------	----------

TO: Mayor and Council

FROM: Chief Berghuis

RE: Part-Time replacement for Part-Time Officer Lindgren

To Mayor and City Council Representatives:

Having moved Part-Time Officer Lindgren to full time status, I request that you allow me to replace this parttime position with another part-time person. After completing interviews, I would like to offer Mikel Harding the position, upon successful completion of a back-ground investigation.

Respectfully Submitted,

Kent Berghuis Chief of Police

TIPS for Communicating with Legislators

BY HEATHER CORCORAN

ity operations are affected in many ways by the decisions of individual legislators. Whether it's water requirements, city street funding, or local government aid, the contact you have with your legislators-and the relationships you build with them-can make a difference.

Make sure you're ready to communicate effectively with

legislators before the session begins on Feb. 20. The first step is to stay informed, and the League of Minnesota Cities has a variety of resources to help you with that at www.lmc. org/legupdates. Here are a few more tips that will help you get your legislators' attention.

Build relationships

Just like maintaining a good road or water treatment plant, a little regularly scheduled relationship maintenance can go a long way. Before the session starts, send your legislators a brief email to introduce (or reintroduce) yourself and your city and maybe even schedule a short meeting to chat about any issues of concern. Then maintain that relationship by doing the following:

- Check in every month with your legislators. Share news about important events in your city, ask them about the status of a bill, or schedule a quick phone meeting to discuss a pressing issue. Don't wait until you need something urgently to contact your legislators.
- If your legislators have an e-newsletter, be sure to read it and then send comments or questions to them about the information. They will appreciate the time you spent to thoughtfully consider their messages.
- Invite your legislators to attend a council meeting in your city during the next session break.

Coordinate your communication efforts

A little planning can produce big results. Take the time to determine what your priorities are for the legislative session and then do the following:

Make sure everyone in city hall understands the priorities and the key messages you want to share with legislators. If different people from your city are talking with legislators, make sure the messages are consistent. Consider appointing a legislative point person, if needed.

- If your city passes a resolution related to legislation, be sure to send it to your legislators, as well as to local media. Communicate not only with your own House and Senate members, but also with legislators who are chairs of relevant committees. Reaching out to the governor's office can also be key, especially for bonding projects. (Please let the League know about your resolutions, too.)
- Description of the comparison staff, as well as a few local business owners, and school district, county, and township officials from your area. Consider wearing a similar color or pattern, and hand out a one-page fact sheet on a priority issue. For examples of the League's fact sheets, visit www.lmc.org/advocacy.



On the web

Need help starting a conversation with your legislator? Check out the League's "Let's CHAT" worksheet at www.lmc. org/chat.

Going to St. Paul to see your legislator? Check out the League's video tour of the Capitol at www.lmc.org/ captour.

Show and tell If your city has a specific

issue that needs legislative attention, show your legislators what the problem, issue, or opportunity is in person, if possible. For example, invite them for a tour of the wastewater treatment plant that's in need of upgrades, or invite them to the council meeting where

you approve the budget. If your legislators can't see the problem in person, send them pictures or videos.

As you show them the problem, tell them stories that illustrate how the issue affects your residents. Have city experts available to answer legislators' questions about the specifics (costs, other solutions you explored, etc.).

If you don't know the answer to a question, tell the legislators you will get back to them (and do!). Ask how the legislator wants to receive more information-should you contact his or her staff or contact the legislator directly via email or phone?

The League can help

If you need help contacting a legislator, setting up your city day at the Capitol, finding out the status of a bill, or anything else related to the legislative session, contact any member of the League's intergovernmental relations (IGR) staff. They will be happy to provide assistance. For contact information, visit www.lmc.org/igr-staff. IIII

Heather Corcoran is IGR member relations coordinator with the League of Minnesota Cities. Contact: hcorcoran@lmc.org or (651) 281-1256.

LEAGUE OF MINNESOTA CITIES **2018 LEGISLATIVE PRIORITIES**

The League of Minnesota Cities promotes excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

MINNESOTA CITY FACTS:

- 853 Cities in Minnesota
- 495 Cities with populations under 1,000
- **148** Cities with populations over 5.000

Bonding

The League supports a substantial bonding bill that includes appropriations for municipal water and wastewater infrastructure, local roads and bridges, the Local Road Wetland Replacement Fund, flood hazard mitigation, and dam repair and removal projects.

Broadband

The League supports funding for the Office of Broadband Development, additional investments in the Borderto-Border Broadband Grant Program, and incentives for private sector service providers to respond to local or regional needs.

MinnesotaCities

www.lmc.org

MinnesotaCities #LMCleg

City Street Funding

The League calls for a dedicated and sustainable state funding source for non-Municipal State Aid (MSA) city streets, legislation that would allow cities to create street improvement districts, and grant funding for cities burdened by cost participation requirements.

Email Retention

The League opposes changes to the records management statutes. Current laws and the city general record retention schedule protect the public's right to access government records.

Housing

The League supports funding for workforce housing and affordable housing programs, including resources in a bonding bill.

Local Government Aid (LGA)

The League calls for a restoration of the local government aid system to at

Pensions

The League supports adjustments of plan benefits to reduce the cost of the pension system before any employer contribution increase is implemented.

Pre-emption/ Local Control

The League opposes legislation that erodes the fundamental principle of local control in cities across Minnesota.

Sales Tax **Exemption on** Construction **Materials**

The League supports legislation to streamline the process required for cities to secure the sales tax exemption on construction materials.

Urban Forest Management

The League supports at least \$5 million per year for a state matching grant program to assist cities with emerald ash borer, and to build cities' capacity to respond to other catastrophic urban forest problems.

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LOCAL GOVERNMENT AID PROGRAM STABILITY



BACKGROUND:

The first official LGA program was created in 1971 and provided funds to counties on a per capita basis for allocation to cities. LGA is distributed using a complex formula that compares a city's spending needs with its ability to raise revenue to ensure a standard of basic services is met across the state of Minnesota.

DID YOU KNOW?

In 2003, the Legislature set the LGA appropriation at \$586.8 million, which was then cut to \$464.9 million. By 2011, the LGA appropriation had been reduced to \$425.3 million. Since 2013, the Legislature has restored \$92 million in funding for LGA and updated the formula to reflect recent fiscal and demographic data.

PROBLEM:

Inflationary pressures on Local Government Aid (LGA) and proposed restrictions that tie the hands of local decision-makers will place undue pressure on the property tax as well as the quality of city services across the state.

- The LGA appropriation is frozen at \$534.4 million for 2018 and beyond.
- Bills that imposes arbitrary limitations on maximum per capita distributions, dedicate and restrict spending of distribution money, or put additional eligibility requirements on cities to receive LGA threaten the stability of the program.
- LGA payments are generally made to cities on July 20 and Dec. 26 each year. This distribution occurs late in the city fiscal year and can create short-term cash flow challenges for some cities.

LEAGUE-SUPPORTED SOLUTION:

The League continues to support the existing LGA formula as the appropriate mechanism to distribute LGA resources and opposes artificial limits on any city or group of cities.

In addition, the League supports legislation to:

- Increase the LGA appropriation to at least \$586.8 million, the level that would have been provided prior to 2003 cuts (**HF 1320/SF 1045**).
- Restore the annual appropriation inflation adjustment.
- Make the one-time 2019 accelerated LGA distribution payment permanent to assist cities with cash flow.



FOR MORE INFORMATION:

Gary Carlson

Intergovernmental Relations Director Phone: (651) 281-1255 Email: gcarlson@lmc.org

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www.Imc.org/LGAfacts

Minnesota Rural Broadband Coalition | Fact Sheet 2018

Goal: The Minnesota Rural Broadband Coalition and its supporters request the 2018 Legislature to fund the Border- to-Border Broadband Development Grant program with \$51.48 million in 2018 to achieve the state's 2026 broadband speed goal of 100 megabits per second (Mbps) download and 20 Mbps upload. Consistent and stable funding of the grant program is important to allow economic development agencies, local governments and others to be creative and collaborative in their approach to providing broadband services to these areas.

Background: The Legislature has traditionally provided funding for the Border-to-Border Broadband Grant Program on an annual basis, rather than over the biennium. Last session, the Legislature included \$20 million for the program. The Office of Broadband Development received 70 applications in the 2017 grant cycle totaling over \$50 million in requests for broadband infrastructure projects throughout the state.

The Governor's Task Force on Broadband Report recommends \$71.48 million per biennium in on-going funding over the next four

years. This will provide broadband internet speeds of 25 Mbps/3 Mbps to the 252,000 households that currently lack such service—and will help Minnesota achieve its statutory broadband speed goal of connecting all Minnesotans with broadband internet speeds of 100 Mbps/20 Mbps by 2026.

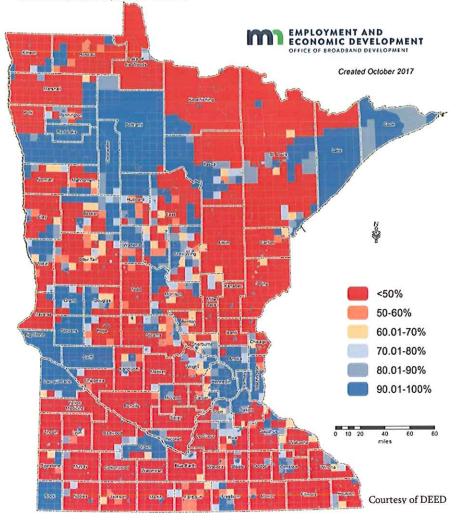
Broadband and internet speeds are improving across Minnesota. What we've achieved is a patchwork of highly successful areas, leaving behind many rural areas that are underserved and will have difficult time reaching the goal without state assistance grants.

"Everyone in Minnesota will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe."

> -The Minnesota Rural Broadband Coalition's vision

2017 Broadband Availability in the State of Minnesota

Percentage of Households served by broadband service of at least 25Mbps/3Mbps Statewide: 88.11%, Rural: 73.45%





LEAGUE OF MINNESOTA CITIES CITY ISSUE FACT SHEET

WAVE OF PRE-EMPTION LEGISLATION ERODES LOCAL AUTHORITY



BACKGROUND:

The League has historically supported the principle of local control, and opposed threats to local control at federal and state levels. League legislative policy SD 1 states that "City government most directly impacts the lives of people and therefore, local units of government must have sufficient authority and flexibility to meet the challenges of governing and providing citizens with local services."

A core value of the League is that locally elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents.

PROBLEM:

Several bills introduced during the 2017 and 2018 legislative sessions collectively serve to undermine Minnesota's robust city-state partnership.

This historic principle is based upon a shared vision and must allow communities and locally elected officials to tailor that vision to the unique needs of their citizens.

Cities use a comprehensive, legal, and open process to develop ordinances. Through this process they often serve as laboratories for public policy. Obstructing this authority will impede innovation that has proven to result in statewide benefits.

LEAGUE-SUPPORTED SOLUTION:

- Reject legislation that erodes the fundamental principle of local control in cities across Minnesota.
- Continue to actively work together and communicate about our communities in a way that respects the authority each form of government is given by voters.

DID YOU KNOW?

More than 40 bills that restrict local decision-making on issues ranging from prohibition of plastic bags to the authority to set a local minimum wage—were introduced during the biennium and could be acted upon in 2018.



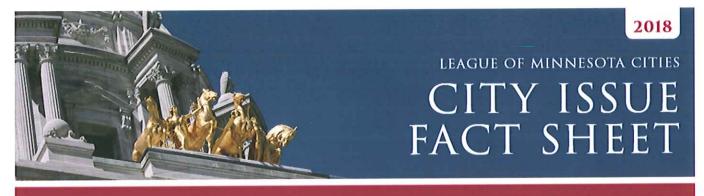
FOR MORE INFORMATION:

Anne Finn

Intergovernmental Relations Asst. Director Phone: (651) 281-1263 Email: afinn@Imc.org Ann Lindstrom

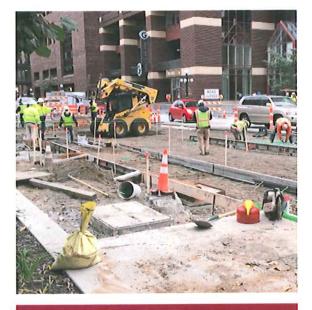
Intergovernmental Relations Representative Phone: (651) 281-1261 Email: alindstrom@lmc.org

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STREAMLINING THE SALES TAX EXEMPTION FOR CONSTRUCTION MATERIALS

Because the current process adds considerable risk and potential cost to the contracting process, many local governments do not pursue the sales tax exemption at all.



DID YOU KNOW?

The simplified sales tax exemption will save local governments and their taxpayers an estimated \$17.3 million in FY 2018.

FOR MORE INFORMATION:

Gary Carlson Intergovernmental Relations Director Phone: (651) 281-1255 Email: gcarlson@lmc.org

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PROBLEM:

Cities, counties, townships, and school districts are eligible to receive a sales tax exemption for purchases of materials and equipment used in public buildings and public infrastructure projects. However, unless the city purchases materials directly, they must follow a very cumbersome set of rules that add significant red tape to the administration of projects.

To secure the exemption, these entities are required to:

- Separately bid labor and materials.
- Designate the contractor as a legal purchasing agent on behalf of the local unit of government.
- Assume the liability for damages caused by defective materials or delivery delays.

LEAGUE-SUPPORTED SOLUTION:

League-supported bills to address this problem **(SF** 283/HF 456 and SF 460/HF 299) will make it easier for cities, counties, townships, and school districts to use the existing local government sales tax exemption.

The legislation creates an alternative process by which contractor purchases on behalf of cities will still be subject to the sales tax, but a city will have the option to apply to the Department of Revenue for a refund of the sales tax paid after completion of the project.

This alternative will provide accountability requested by the Department of Revenue while streamlining administration of public projects receiving the exemption.



www.lmc.org/salestaxfacts

To: Mayor and City Council Administrator Coleman

Re: Summary of 2018 MCFOA conference

Thank you for giving me the opportunity to attend the 81st Municipal Clerks and Finance Officers Association Annual Conference.

The opening keynote address was by Jerrid Sebesta. He walked away from a great job at KARE 11 television without having another job. He's now "living the dream". He talked about the need to keep a balance between your career and your family life.

I attended a breakout session on "Conflict Resolution". The presenter talked about different personality traits and communication styles. She gave examples of techniques that can be used to resolve conflict and help bring people together once you understand these communication styles.

The second Wednesday breakout session was "Demystifying Public Finance". The presenter had information on setting up budgets and how budgets can be funded. He talked about capital items and funding them. It was good basic information on city finances.

Thursday morning started out with election changes presented by Secretary of State Steve Simon and Director of Elections Gary Poser. One of the big changes coming down the road will be the presidential primary election in Minnesota.

The Thursday morning breakout session was put on by the Minnesota Department of Public Safety AGED. They talked about liquor licensing laws. One of the changes they expect in the near future will be the elimination of 3.2% malt liquor. Since very few states still license this type of beverage, the manufacturers will eventually stop manufacturing the product because it will not be cost effective. This may cause convenience stores and other retailers to "push" to be able to sell items that will compete with our Muni. As usual, time was up before they were able to cover all of their material.

Thursday afternoon I attended a session presented by the League of Minnesota Cities Human Resources Director. She talked about policies every city should consider implementing. As more people are working different hours and working from non-traditional office settings, there are more considerations to make sure liability and workers' compensation are covered.

The Friday keynote address was by John Kriesel. He spent 10 years in the Army National Guard. In 2006 his unit struck an IED in Iraq and he lost both of his legs. Through all of the adversity, he has kept a sense of humor and he doesn't feel sorry for himself. It was a very thought provoking talk.

As usual, the networking with personnel from other cities is so important. Even the presenters comment on the things they learn from the questions that come up at the conference. There are always so many vendors at conference too. It's good to touch base with vendors we have used in the past and those we use today. You also learn about other resources that are available for things that may come up in the future. This is a very educational conference with excellent information for all people working in City government offices.

Jan Naig Deputy Clerk

Municipal Clerks and Finance Officers Association Conference March 20-23, 2018

This is a fantastic conference! I am on the board of the association which then encompasses board meetings on Tuesday evening and Friday once the conference is over.

This is a very busy week, sessions I attended were a deep dive into Planning and Zoning, an election law update with Secretary of State Steve Simon, Foreseeing Citizens Breaking points, Inclusivity and Diversity and Conflict Resolution. These were all very informative sessions and it is hard to put into words everything that I learned. There are a lot of new laws for elections being discussed at the legislature this year and Dodge County is considering new machines that have different requirements and a learning curve for election judges. There are a lot of new laws for the 2020 Presidential Primary. This adds an extra election date for 2020.

Another interesting point in the Planning and Zoning session is that creating a precedent would only apply for about a year and to make sure that we are very specific about unique characteristics for variances. A use variance is not allowed in Minnesota.

Linda Rappe

Wastewater Operations Conference March 21 – 23, 2018

I attended the Wastewater Operations Conference at the Marriott Northwest in Brooklyn Park. The conference started on Wednesday March 21st and concluded on Friday March 23rd.

The first morning I sat in a session about Aging Infrastructure Asset Management that was taught by Cara Omana, Scott Gilbertson, Greg Stang, and Jennifer Koenig. They talked about how asset management takes the edge off aging infrastructure. In the afternoon I attended a session on eDMR's that was taught by Tami Dahl. I learned about what are DMR's and what to do with them. Justin Barrick talked about quick tips and tricks to complete DMR's. There was two more speakers that talked about uses of DMR data at the MPCA and Annual Compliance Report. The day closed out with the vendor/professional organization displays.

The second morning I attended a session on New Plants/Upgrades. There were four presentations for the session with multiple speakers. The topics that were covered were the New Ulm Wastewater Treatment Improvements, Nutrient Reduction, Forest Lake Lift Station Rehab, and Otsego Aerobic Digestion Expansion and Optimization. In the afternoon I sat in the Laboratory session. Jennifer Thoreson talked about 2017 Method Update Rule and Using Colilert 18 for Fecal Coliform. Brian Rhodes talked about pH Electrode Care and Maintenance and Sarah Yost finished the session talking about Solving the Mystery of DMRQA.

On the final day I attended a session on Emgering Isssues. The first two speakers were from St. Cloud State and talked about studies they have performed on fathead minnows. The third speaker was Bryen Woo and he talked about Aerobic and Anaerobic Digestion. I finished the day listening to the Ten Most Asked Questions About Social Security.

Charlie Bradford

Date	04/02/2018	INCIDENT ANALYSIS - DAY									
Time Report	1:52:09PM CFS03	Agency Dates	Kasson Po 03/01/201		`hru	03/31/2018					
Activity		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total		
Agency	Kasson Police		× 11								
00059	Miscellaneous Info	0	0	1	0	0	0	0	1		
00064	Juvenile Complaint	3	0	0	3	2	1	1	10		
00089	Officer Complaint	0	0	0	0		0	1	10		
00090	Fail/yield Right/way	0	0	0	0	0	1	0	1		
00099	Mv/property Damage	0	0	0	0	0	1	0	1		
00102	Mv/ran Off Road	0	2	0	0	0	0	0	2		
00128	Vulnerable Adult	0	0	0	1	0	1	0	2		
00140	Dac/cancelled DI	0	1	0	0	0	1	1	3		
00141	Dar/revoked Dl	1	0	0	0	0	0	0	1		
00142	Das/suspended Dl	0	1	0	0	0	1	0	2		
00148	Speed	0	0	0	0	2	0	2	4		
00167	No Seat Belt In Use	0	0	0	0	0	1	0	1		
00197	Marijuana/poss Sm Amt	0	0	0	0	0	0	1	1		
00220	Barking Dog	0	0	0	1	0	0	3	4		
00224	Animal/neglect/unfoun	0	0	1	0	0	0	0	1		
00911	9-1-1 Hang Up Call	0	0	1	0	1	1	0	3		
ALARM		0	0	1	1	0	1	1	4		
ANIBI	Animal Bites	0	0	1	0	0	0	0	1		
ANIFO	Found Animals	1	1	2	1	0	1	1	7		
ANILO	Lost Animals	0	1	1	2	1	0	2	7		
ASSAU	Assaults	0	0	0	0	1	0	0	1		
ASSIS	Assist Other Agency	4	4	0	2	1	6	5	22		
ATVCO	A.t.v. Complaint	0	1	0	0	0	0	0	1		
CELLO	Cell Call Open Line	0	0	2	0	0	0	0	2		
CHIAB	Child Abuse/neglect	0	1	0	0	1	0	0	2		
CIVIL	Civil	3	4	0	1	2	2	0	12		
CPROT	CHILD PROTECTION INTA	0	0	0	2	1	0	1	4		
Demo	K-9 Demo	0	0	0	0	0	0	1	1		
DISTU	Disturbance	0	1	2	1	4	0	1	9		
DISUS	Disorderly Use	0	0	0	1	0	0	0	1		
	Domestic	0	0	0	0	0	0	1	1		
DRICO	Other Driving Complai	0	0	0	1	2	3	0	6		
	Drunkeness	0	0	1	0	0	0	0	1		
EMS	Ambulance Run	4	5	4	5	4	3	4	29		
	Harassment	0	1	0	1	0	2	1	5		
HISCK	Agency History Check	0	0	3	0	0	1	0	4		
K9	K-9 Assist	0	1	1	1	0	1	0	4		
LARCE	Larceny	0	2	0	0	0	1	0	3		
	Medical Assist	0	0	1	0	0	2	0	3		
MISC	Miscellaneous	1	1	1	3	1	2	5	14		
	MN Prairie Assist	0	0	1	0	0	0	0	1		
	Motorist Assist	1	2	0	1	2	3	1	10		
	Mv. Accident	1	1	0	0	1	1	1	5		
	Tampering With MV	0	0	0	1	0	0	0	1		
	Narcotics	0	0 0	2 0	0	0 0	0 1	1 0	3 2		
NOISE	Noise Complaint	0	0	1	1	1	0	0	4		
	Open Door Derking Violations	0	0	1	0	0	0	1	4		
	Parking Violations	0	0	2	0	0	0	0	1		
PERMI	Missing Person Permit To Purchase	0	0	4	6	0	2	0	12		
	Probation Check	0	1	4	1	0	0	0	2		
LKOR A	FIODATION CHECK	U	1	U	1	U	U	U	4		

1

Date	04/02/2018 1:52:09PM	INCIDENT ANALYSIS - DAY							
Time			Agency	Kasson Po	lice				
Report	CFS03		Dates	03/01/201	8 TI	hru 03/	/31/2018		
Activity			Sun	Mon	Tue	Wed	Thur	Fri	Sat
PROFO	Found Property		1	0	0	0	1	0	0
PUBLI	Public Assist		1	0	0	0	0	0	0
RESCK	Residence/business Ck		0	1	0	1	0	2	1
RUNAW	Runaway		0	0	0	1	0	0	0
SCHOO	School Bus Violations		0	1	0	0	0	0	0
SEXOF	Sex Offense		0	0	0	0	0	1	0
SNOWF	Snow Removal		0	0	3	2	0	1	0
SUICT	Suicide Threats		0	0	0	0	0	1	1
SUSPI	Suspicious Activity		1	3	4	3	2	4	6
TEXTD	Texting While Driving		0	0	0	0	0	1	0
THREA	Threats		0	1	0	0	1	0	0
TRAFF	Traffic		9	7	10	11	0	14	13
TRAHZ	Traffic Hazard		0	0	0	1	0	0	1
VEHTH	Theft/car-tk-snow-atv		0	0	1	0	0	1	0
VERIO	Verify Address/Other		0	0	0	0	0	0	1
WARRA	Warrants- Out of Co.		0	0	0	0	3	1	0
WEAPC	Weapons Offense		0	0	0	0	0	1	0
WELCK	Welfare Check		0	2	0	0	0	0	0
1/2000									

XESCO Funeral Escort

Kasson Police Agency Total

Total

XFRAU Fraud

Total

Page

DEPARTMENT OF NATURAL RESOURCES

Minnesota Department of Natural Resources Southern Region 21371 State Hwy 15 New Ulm, MN 56073 507-359-6000

3/22/2018

David Vosen 401 5th St. SE Kasson, Mn 55944

RE: Water Supply Plan Approval, City of Kasson

David,

Our office has completed the review of your Water Supply Plan for public water supply authorized under DNR Water Appropriation Permit #1968-1609. I am pleased to advise you that in accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the Department of Natural Resources, I hereby **approve your Water Supply Plan**. We encourage cities/utility suppliers to complete the attached "Certification of Adoption" form. Please upload the form to MPARS-Water Supply Plan tab as soon as the city/utility supplier officially adopts the Plan.

The DNR, Minnesota Rural Water Association, and The Metropolitan Council encourage the city to educate its customers on how they can reduce household water use. As mentioned at the Water Supply Planning Workshops, the DNR will be contacting you periodically about progress the city has made on their water conservation goals. We encourage you to keep records of your success.

Thank you for your efforts in planning for the future of the City of Kasson water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the city's water appropriation permit, please contact Area Hydrologist Todd Piepho at 507-362-8868.

Sincerely,

Toold Hudean

Todd Kolander EWR South District Manager

Ec: Carmelita Nelson, DNR Todd Piepho, DNR Area Hydrologist

Minnesota Department of Natural Resources • Ecological and Water Resources 21371 State Hwy 15, New Ulm , Mn, 56073

March Dept. Meeting

- 1) Continuing mapping on electric system
- 2) Line Clearance has been done.
- 3) Helped Park Dept. on removal of trees.
- 4) Meter change-outs have continued
- 5) Attended the first session of 4 of the Leadership Academy through MMUA sponsored by CMPAS
- 6) Installing LED fixtures on South Mantorville Ave as part of a Pilot Program we have agreed to take part in at no charge. Fixtures are existing lights that are remodeled with LED components.