

## KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, March 27, 2019

6:00 PM

### PLEDGE OF ALLIANCE

#### 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 non-controversial 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 13, 2019

b. Claims processed after the March 13, 2019 regular meeting, as audited for payment

c. Conferences:

i. Kent Berghuis	Exec Training Institute	St. Cloud, MN	Apr 15-17	\$1075 + travel
ii. Josh Hanson	Exec Training Institute	St. Cloud, MN	April 15-17	\$1075 + travel
iii. Jason Peck	FTO Basic Course	Jordan, MN	April 15-17	\$295 + travel
iv. Jason Peck	Message & Media	St. Paul, MN	May 8-9	\$250 + travel
v. Cathy Pletta	MMBA	Alexandria, MN	April 27-30	\$175 + travel
vi. Katie Aswegan	MMBA	Alexandria, MN	April 27-30	\$175 + travel
vii. Theresa Coleman	Futurist Camp	Wautoma, WI	August 19-23	\$0 + travel
viii. Nancy Zaworski	IMA Annual Conference	San Diego, CA	June 15 20	\$0 + travel

#### B. VISITORS TO THE COUNCIL

#### 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.
- Questions posed by a speaker will generally be responded to in writing.
- Speakers will be required to state their name and their address for the record.

#### D. PUBLIC HEARING

#### E. COMMITTEE REPORT

1. MN Tax Credit Contribution Fund for Affordable Housing

#### F. OLD BUSINESS

1. CMPAS Agreement

#### G. NEW BUSINESS

#### H. MAYOR'S REPORT

1. National Library Week Proclamation
2. City Update

**I. ADMINISTRATORS REPORT**

1. Dodge County Ice Arena
2. Hire Mike Bubany for potential Tax Abatement
3. Building Permit Fees

**J. ENGINEER'S REPORT**

1. Street Maintenance Project
2. Library Drainage and Parking Lot

**K. PERSONNEL**

1. Personnel Handbook
  - a. KFD Standard Operating Guidelines
  - b. 2016 Seasonal Employee Handbook
2. Doug Griffin Resignation as Safety Officer
3. Manpower Agreement
4. Todd Kispert Resignation

**L. ATTORNEY**

1. Closed session for Litigation Strategy Update

**M. CORRESPONDENCE**

1. Cash and Investment Summaries
2. February Financial Statement
3. State of the Cities
4. Dodge County Safety Workshop
5. Safety Committee Report
6. Department Head Meeting

**N. ADJOURN**

Please go to [www.cityofkasson.com](http://www.cityofkasson.com) for full video

**KASSON CITY COUNCIL REGULAR MEETING MINUTES  
March 13, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of March, 2019 at 6:00 P.M.

**THE FOLLOWING MEMBERS WERE PRESENT:** Burton, Eggler, Ferris, McKern and Zelinske

**THE FOLLOWING MEMBERS WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Coleman, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Finance Director Nance Zaworski, Alex Malm, Kyle Haemig, Mike Marti, William Marti, Margaret Finne, John Bausman, Christie Bausman, Judy Zelinske, David Martin, Rich Massey, Aaron and Sonja Thompson, Coy Borgstrom, Trent Langemo, Sara Brown, Doug Buck, Diane Obrien, Jason Wilker, Everett Paulson, Tim O'Morro, Pat Brown, Julie Nagorski,

**PLEDGE OF ALLIEGENCE**

**APPROVE AGENDA**

**Motion to Approve the Agenda as Presented made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

**CONSENT AGENDA**

Minutes from February 27, 2019

Claims processed after the February 27, 2019 regular meeting, as audited for payment in the amount of \$147,117.75

Resolution Certifying Delinquent Accounts to County Auditor

***Resolution #3.1-19***

***Resolution Certifying Delinquent Claims to the County Auditor  
(on file)***

Resolution Write Off Accounts

***Resolution #3.2-19***

***Resolution Writing Off Uncollectible Accounts  
(on file)***

Conferences:

Charlie Bradford SE District Water Operator School 3/13-15-19 Rochester \$160

**Motion to Approve the Consent Agenda made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.**

## **VISITORS TO THE COUNCIL**

Mike Marti – Stone Ridge Storm Pond – David Martin requested that he be moved to E.1.d to be able to speak then

Kyle Haemig – CMPAS – there are opportunities to purchase wind power at a reasonable cost and this is up to each one of the 12 members of CMPAS. There are three options; do nothing, or a straight forward wind contract and the third is a wind shape contract. Mr. Haemig recommended a wind shape product and a not to exceed price. Attorney Leth has not had an opportunity to review the contract yet. Mayor McKern would like legal opinion before acting on this. It will be brought back to the next Council meeting.

## **PUBLIC FORUM**

Trent Langemo – 1400 2<sup>nd</sup> Ave Cir NE – Mr. Langemo stated that he spoke at Planning Commission meeting Monday evening. This is regarding the Thompson addition. He put his questions in writing and appreciated Ms. Coleman's prompt response. Main concerns were parking overflow, association documents and privacy fence not with the concept of the project.

Aaron and Sonja Thompson would like to move their opportunity to speak to E.1.c

## **PUBLIC HEARING**

### **COMMITTEE REPORT**

#### **Planning Commission**

**Hoisington Kogler Group Proposal** – This is within the budgeted amount for professional services.

**Motion to Approve the Proposal from HKGi made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

CUP for Nursery – Attorney Leth went through background, a letter on July 12, 2018 outlined the alleged violations of the CUP and requested bring the property into compliance within 30 days, a public hearing was held on September 10, 2018 and comments were taken by citizens as well as Mr. Wilker's attorney and no action was taken. It was intended for the parties to sit down and come to a mutual resolution. It has been 6 months and the Planning Commission reviewed the relevant information. They are recommending that the CUP be revoked. Attorney Leth has outlined the alleged violations. The council can discuss and modify as they see fit. Mayor McKern stated that he doesn't want to do anything negative against a business; we have been trying to work with him. Mayor McKern is not in favor of the fines or penalties. City Attorney stated that since the City is aware of this violation, ignoring it would create a problem enforcing any CUP's. Councilperson Zelinske would like to see the Mr. Wilker submit another conditional use permit and then, time limits can be put on the conditions. Councilperson Zelinske stated that if Mr. Wilker would work with the City he has no issue but he is not working with us. Councilperson Burton stated that this permit was issued in 2010 and he has had 9 years to come into compliance and the City is reactionary and complaint driven. Councilperson Burton has no interest in driving a business out of town but we are here to enforce the ordinances of the City and the City is to the point that this is the action we have to take. Mayor McKern went through the conditions and finds of fact. **Motion to Approve the Resolution Revoking the Conditional Use Permit Number 2010-2 Issued For**



**Operation of A Nursery and Landscaping Business made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

**Resolution #3.3-19**

**Resolution Revoking Conditional Use Permit Number 2010-2 Issued For Operation of a Nursery and Landscaping Business**  
**(on file)**

**Motion to Not Enforce Any Penalties for 60 days to give Mr. Wilker an opportunity to work with the City made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.**

**Preliminary Plat for Thompson Addition** – Recommendation from Planning Commission is to approve with conditions. There was a lot of discussion regarding a trail or sidewalk along the north side of the property and all along the south side of 16<sup>th</sup> St. NE. The Safe Routes to School recommendation is a sidewalk on the south side. Councilperson Zelinske stated that he is committed to having a sidewalk continue to the west. Parking was discussed. Mr. Thompson stated that there are two garage spots and two driveway spots for each unit. No overflow parking has been planned nor is it required by ordinance. Congestion was discussed. The property is currently platted for five driveways coming out onto 16<sup>th</sup> St NE and 5<sup>th</sup> Ave NE and this reduces that to one driveway. The curb could be yellow with no parking signs from the driveway to the corner. Mr. Thompson stated the units are all three bedrooms, three baths and single level living. Mr. Thompson has not decided on a community garbage can or individual ones. Administrator Coleman stated the parkland, wac and sac fees were paid when Hacks 2<sup>nd</sup> was platted and she wanted to make the council aware that the ordinance states that they can determine whether additional fees can or need to be assessed. Mayor McKern stated that we honor the wac, sac and parkland fees. Mr. Thompson would like to put the sidewalk in last. Councilperson Burton suggested that the sidewalk should go in at the completion of the development or with the Safe Routes to School project in 2022. Councilperson Ferris asked about a timeline and Mr. Thompson stated that all depends on how fast they sell. Mr. Thompson has asked for and is concerned with fees that will be charged to him and he was instructed to talk with the City Engineer. Mr. Thompson stated that he has talked to the neighbor adjacent and made arrangements with that neighbor for some kind of buffer the property, otherwise there is a large buffer with the school property between them and anyone else. **Motion to Approve the Resolution with amendments of instead of providing trail to provide sidewalk and to remove the wac, sac and parkland fees made by Councilperson Burton, second by Councilperson Egglar with All Voting Aye.**

**Resolution #3.4-19**

**Resolution Approving the Preliminary Plat of Thompson Addition**  
**(on file)**

**Preliminary Plat for Stone Ridge 2<sup>nd</sup> Subdivision** – Visitor to council Mike Marti – Planning Commission recommended approval at their meeting on Monday, March 11, 2019. David Martin, Massy Surveying, stated that the Mr. Marti is proposing two options for storm water management for the subdivision, one option is a pond on Schutte's property and the other is a regional pond passing through Schutte's property and that would serve more subdivisions, they feel the regional pond should be headed, designed and constructed by the City, there is a concern of wetlands and a study would have to be done and then there would be going to the County and acquiring land. In the meantime they would like to move forward with the understanding that, if a regional pond is

not constructed, then Marti would put a pond on Schutte's property to serve Stone Ridge and Stone Ridge Second. Councilperson Burton stated that Schutte's property is not in the City and we have no control over that and we can only approve this if the storm water issue is satisfied at final plat. Mr. Marti is not opposed to putting in a pond on Schutte's and to be credited when the regional pond is put in when 16<sup>th</sup> St NW is put in.

**Motion to Approve the Preliminary Plat for Stone Ridge Second with the Conditions Listed made by Councilperson Egler, second by Councilperson Burton with All Voting Aye.**

***Resolution #3.5-19***

***Resolution Approving the Preliminary Plat of Stone Ridge Second Addition  
(on file)***

**Variance for Casey's Sign** – Planning Commission held the public hearing on Monday, March 11, 2019 and recommended approval. Administrator Coleman stated that she had a comment from Commissioner Tinsley that, this makes this sign the same size as the Domino's Pizza sign. **Motion to Approve the Variance for the Casey's General Store Sign made by Councilperson Ferris, second by Councilperson Zelinske with All Voting Aye.**

***Resolution #3.6-19***

***Resolution Approving a Variance to the Sign Height of Free Standing Ground sign for Casey's General Store  
(on file)***

**OLD BUSINESS**

**NEW BUSINESS**

**Approve Annual Distribution Report** – Administrator Coleman stated that the Council has adopted the distributive generation policy and this is a report that goes to the State each year. **Motion to Approve made by Councilperson Egler, second by Councilperson Zelinske with All Voting Aye.**

**MAYOR'S REPORT**

**Summary of Council Work Session** – Mayor McKern stated that it was a good session and thanked everyone for their efforts; Mayor McKern stated that he would like to form a community services/ems/safety committee.

**Art Tiff** – library director – Director Tiff stated that there has been water leaking through the delivery door since it is not installed correctly. When the building was constructed they had a superintendent and the landscaping was contracted out and the slope is not correct. They cannot go back to a subcontractor. Mr. Tiff wanted the council to be aware of this situation.

**ADMINISTRATORS REPORT**

**ENGINEER'S REPORT**

**PERSONNEL**

**Water/Wastewater Operator** – Administrator Coleman stated that we do not have one and no proposal from manpower. The Council instructed the Administrator to post the position and keep looking.

**Personnel Handbook** – The City Attorney has made her comments and that it would be appropriate to put a blade length and exception for people who need it for work on the weapon description.

City Council Meeting Minutes March 13, 2019  
KFD Standard Operating Guidelines  
2016 Seasonal Employee Handbook

**ATTORNEY**

Closed Session – Litigation Strategy

Meeting Closed at 7:30PM

Meeting Re-Opened at 7:45PM

Mayor McKern stated that the Attorney updated the Council on litigation nothing to report

**CORRESPONDENCE**

Correspondence was reviewed with attention to the Highway 14 meeting on March 19 in Owatonna and Congratulations to Charlie Bradford for being Class A Operator of the Year and Jeff Ulve was Maintenance Person of the Year from MN Wastewater Operator Association SE Section.

Councilperson Eggler stated that on Monday, March 18 he will be presenting at a hearing before the State Senate.

**ADJOURN at 7:48PM**

**Motion to Adjourn made by Councilperson Eggler, second by Councilperson Zelinske with all voting Aye to Adjourn.**

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor

## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #4

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 360,027.18

DATE APPROVED: 3/27/19

# 1	17,184.13
# 2	61,849.54
# 3	4,922.13
# 4	279,059.32
VOID # 57282 (replaced)	<2,982.94>
<hr/>	
360,027.18	

#1

03/14/19  
11:29:33

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 3/19  
For Pay Date: 03/14/19

Page: 1 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30916		5692 ALADTEC, INC.	2,620.00					
	2019-0563	02/28/19 ONLINE EMPLOY SCHEDULING	2,620.00			101 220 4220	240	1010
		Total for Vendor:	2,620.00					
30923		5843 BROCK, ELIZABETH	50.39					
		RL MTR DEP REFUND 0917-05	50.39			604 2212		1010
		Total for Vendor:	50.39					
30917		5098 CARDMEMBER SERVICE	592.53					
	02/27/19	DRUG TEST KITS	98.88			101 210 4210	210	1010
	02/13/19	HANSON-BCA TRAINING	75.00			101 210 4210	333	1010
	02/19/19	TOUCH SCREEN	220.95			101 210 4210	210	1010
	02/21/19	TONER CARTRIDGES	82.93			101 210 4210	210	1010
	02/05/19	BATTERIES	21.46			101 210 4210	210	1010
	02/25/19	BCA TRAINING	25.00			101 210 4210	333	1010
	02/25/19	POSTAGE	15.99			101 210 4210	210	1010
	03/01/19	PCH INTELLIUS	9.95			101 210 4210	210	1010
	03/01/19	FEES	42.37			101 210 4210	210	1010
30918		5098 CARDMEMBER SERVICE	762.85					
	02/04/19	POP FOR RESALE- L.S.	197.89			609 975 4975	254	1010
	02/28/19	POP FOR RESALE- L.S.	213.36			609 975 4975	254	1010
	02/02/19	ROOM-LMC CONF-MCKERN	117.20			101 111 4111	333	1010
	02/02/19	ROOM-LMC CONF-EGGLER	117.20			101 111 4111	333	1010
	02/02/19	ROOM-LMC CONF-BURTON	117.20			101 111 4111	333	1010
		Total for Vendor:	1,355.38					
30919		82 CHS INC	95.19					
	02/28/19	3.072 UNLD-PARKS	5.89			101 522 4522	212	1010
	02/28/19	41.64 UNLD - STREETS	89.30			101 310 4310	212	1010
		Total for Vendor:	95.19					
30920		15 CULLIGAN OF KASSON	371.76					
	02/28/19	SOFTENER REPAIR-PD	337.81*			101 210 4210	440	1010
	02/28/19	SOFTENER RENT-CH	33.95			101 194 4194	410	1010
		Total for Vendor:	371.76					

03/14/19  
11:29:33

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 3/19  
For Pay Date: 03/14/19

Page: 2 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30921		5156 DODGE COUNTY INDEPENDENT/DODGE	196.00					
	5642	01/24/19 AD- FD	150.00*			101 220 4220	325	1010
	5777	02/15/19 SUBSCRIPTION	46.00			101 220 4220	216	1010
		Total for Vendor:	196.00					
30924		5844 ERICKSON, BERNICE	52.93					
		RL MTR DEPOSIT REFUND 1877-10	52.93			604 2212		1010
		Total for Vendor:	52.93					
30922		2618 FIRE SAFETY USA INC	424.99					
	119717	02/13/19 BULLARD REPAIR/CHARGER	424.99			101 220 4220	400	1010
		Total for Vendor:	424.99					
30925		28 GRAYBAR ELECTRIC	49.29					
	9308735598	02/20/19 HUBBELL WIRING/WALLPLATE	49.29			606 516 4516	220	1010
		Total for Vendor:	49.29					
30927		55 MN ENERGY RESOURCES CORP	9,879.26					
	504849532	03/04/19 NAT GAS- KAC	48.73			101 514 4514	380	1010
	507830933	03/04/19 NAT GAS- LIQ STORE	207.39			609 979 4979	380	1010
	507599896	03/04/19 NAT GAS- OLD LIBRARY	105.55			101 1151		1010
	507599896	03/04/19 S T NAT GAS- OLD LIBRARY	7.26			101 1151		1010
	507599896	03/04/19 S T NAT GAS- OLD LIBRARY	-7.26			101 2025		1010
	507599896	03/04/19 TRAN T NAT GAS- OLD LIBRARY	0.53			101 1151		1010
	507599896	03/04/19 TRAN T NAT GAS- OLD LIBRARY	-0.53			101 2026		1010
	052608052	03/04/19 NAT GAS- CH	309.40			101 194 4194	380	1010
	053410885	03/01/19 NAT GAS-PD	477.55			101 210 4210	380	1010
	505582267	03/01/19 NAT GAS-FD#2	571.29			101 220 4220	380	1010
	502710405	03/06/19 NAT GAS-FD	597.59			101 220 4220	380	1010
	507254919	03/04/19 NAT GAS-PARK MAIN SHED	301.69			101 522 4522	380	1010
	504080887	03/05/19 NAT GAS-PW BLDG 1/2	1,420.30			101 310 4310	380	1010
	504080887	03/05/19 NAT GAS- PW BLDG 1/2	1,420.30			604 957 4957	380	1010
	504080887	03/05/19 S T NAT GAS - PW BLDG 1/2	97.65			604 957 4957	380	1010
	504080887	03/05/19 S T NAT GAS - PW BLDG 1/2	-97.65			604 2025		1010
	504080887	03/05/19 TR TX NAT GAS- PW BLDG 1/2	7.10			604 957 4957	380	1010
	504080887	03/05/19 TR TX NAT GAS- PW BLDG 1/2	-7.10			604 2026		1010

03/14/19  
11:29:33

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 3/19  
For Pay Date: 03/14/19

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	503913191	03/08/19 NAT GAS- ICE ARENA	2,456.06			606 516 4516	380	1010
	506103016	03/07/19 NAT GAS-NEW LIBRARY	337.45			211 550 4550	380	1010
	503306122	03/05/19 NAT GAS-WWTP	1,625.96			602 947 4947	380	1010
		Total for Vendor:	9,879.26					
30928		5845 PETERSON, GREGG	81.74					
		RL MTR DEPOSIT REFUND 1850-07	81.74			604 2212		1010
		Total for Vendor:	81.74					
30926		3236 STUART C IRBY CO	173.59					
	S011222811	02/26/19 GLOVE & SLEEVE TESTING	173.59			604 957 4957	444	1010
		Total for Vendor:	173.59					
30929		3382 VERIZON WIRELESS	1,673.70					
	02/20/19	To be distributed	1,673.70			101 1151		1010
		Total for Vendor:	1,673.70					
30930		2427 XCEL ENERGY	159.91					
	02/18/19	UTIL SERV NW LIFT STATION 1/16	159.91			602 948 4948	380	1010
		Total for Vendor:	159.91					
		# of Claims	15	Total:	17,184.13			

03/14/19  
11:29:34

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 3/19

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Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$10,157.87
211 Library Fund	
1010 CASH-OPERATING	\$337.45
602 Sewer Fund	
1010 CASH-OPERATING	\$1,785.87
604 Electric Fund	
1010 CASH-OPERATING	\$1,778.95
606 ICE ARENA	
1010 CASH-OPERATING	\$2,505.35
609 Liquor Fund	
1010 CASH-OPERATING	\$618.64
Total:	\$17,184.13



03/14/19  
11:29:34

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 3/19

Page: 5 of 5  
Report ID: AP100A

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

The claim batch dated \_\_\_\_\_ are approved for payment.

APPROVED \_\_\_\_\_ Council Member  
\_\_\_\_\_ Council Member

03/18/19  
14:13:37

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 3/19  
For Pay Date: 03/20/19

Page: 1 of 5  
Report ID: AP100V

#2

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30934	E	34 CITY OF KASSON	30,316.26					
		12/26/18 CITY UTILITIES-C H	330.96			101 194 4194	380	1010
		12/26/18 CITY UTILITIES-C H BI-DIRECT	3.39			101 194 4194	380	1010
		12/26/18 CITY UTILITIES-P D	805.24			101 210 4210	380	1010
		12/26/18 CITY UTILITIES-STR LTS (LED)	453.01			101 316 4316	380	1010
		12/26/18 CITY UTILITIES-STR LTS	3.49			101 310 4310	380	1010
		12/26/18 CITY UTILITIES-F D	338.28			101 220 4220	380	1010
		12/26/18 CITY UTILITIES-MAIN STR LTS	872.73			101 316 4316	380	1010
		12/26/18 CITY UTILITIES-MANT AV STR LTS	245.54			101 316 4316	380	1010
		12/26/18 CITY UTILITIES-STREET LTS	4,577.77			101 316 4316	380	1010
		12/26/18 CITY UTILITIES-K.A.C.-HIGH FLO	79.69			101 514 4514	380	1010
		12/26/18 CITY UTILITIES-K.A.C.-LOW FLOW	50.39			101 514 4514	380	1010
		12/26/18 CITY UTILITIES-K.A.C.-BI DIREC	474.03			101 514 4514	380	1010
		02/27/19 CITY UTILITIES-K.A.C.-REC'D VA	30.80			101 514 4514	380	1010
		02/27/19 CITY UTILITIES-N2 BALL PARK LT	51.50			101 517 4517	380	1010
		02/27/19 CITY UTILITIES-NO. PARK #3	77.34			101 517 4517	380	1010
		02/27/19 CITY UTILITIES-NO. PARK MAINT	197.69			101 522 4522	380	1010
		02/27/19 CITY UTILITIES-E SHELTER-VETS	50.50			101 522 4522	380	1010
		02/27/19 CITY UTILITIES-NO. PARK CONCES	22.66			101 517 4517	380	1010
		02/27/19 CITY UTILITIES-VETS PARK ATHL	22.66			101 517 4517	380	1010
		02/27/19 CITY UTILITIES-NE YOUTH BALLFI	22.66			101 517 4517	380	1010
		02/27/19 CITY UTILITIES-W SHELTER-VETS	27.26			101 522 4522	380	1010
		02/27/19 CITY UTILITIES-NO. PARK #1	74.42			101 310 4310	380	1010
		02/27/19 CITY UTILITIES-WELL #4	1,352.56			601 941 4941	380	1010
		02/27/19 CITY UTILITIES-WELL #2	262.52			601 941 4941	380	1010
		02/27/19 CITY UTILITIES-WELL #3	81.39			601 941 4941	380	1010
		02/27/19 CITY UTILITIES-WELL #5	2,088.91			601 941 4941	380	1010
		02/27/19 CITY UTILITIES-8 AV WATER TOWE	388.10			601 941 4941	380	1010
		02/27/19 CITY UTILITIES-LITTLES LIFT ST	83.69			602 948 4948	380	1010
		02/27/19 CITY UTILITIES-L.S.	822.48			609 979 4979	380	1010
		02/27/19 CITY UTILITIES-NO. PARK #4	23.23			101 522 4522	380	1010
		02/27/19 CITY UTILITIES-WWTP-WA/SE	1,564.20			602 947 4947	380	1010
		02/27/19 CITY UTILITIES-WWTP-ELECTRIC	6,871.15			602 947 4947	381	1010
		02/27/19 CITY UTILITIES-WWTP-BASEMENT	38.27			602 947 4947	380	1010
		02/27/19 CITY UTILITIES-WWTP-GARAGE	17.75			602 947 4947	380	1010
		02/27/19 CITY UTILITIES-NO. PARK #2	27.49			101 522 4522	380	1010

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CITY OF KASSON  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		02/27/19 CITY UTILITIES-OLD WATER TOWER	49.83			101 526 4526	430	1010
		02/27/19 CITY UTILITIES-D C AMBULANCE S	163.90			101 417 4417	380	1010
		02/27/19 CITY UTILITIES-P.W.B. 1/2	575.25			101 310 4310	380	1010
		02/27/19 CITY UTILITIES-P.W.B. 1/2	575.24			604 957 4957	380	1010
		02/27/19 SALES TAX	39.55			604 957 4957	380	1010
		02/27/19 SALES TAX	-39.55			604 2025		1010
		02/27/19 TRAN TAX	2.88			604 957 4957	380	1010
		02/27/19 TRAN TX	-2.88			604 2026		1010
		02/27/19 CITY UTILITIES-SOLAR BILLBOARD	40.16			604 956 4956	381	1010
		02/27/19 CITY UTILITIES-D C ICE ARENA	4,863.21			606 516 4516	380	1010
		02/27/19 CITY UTILITIES-ELECTRONIC SIGN	30.18			101 111 4111	430	1010
		02/27/19 CITY UTILITIES-PARK & RIDE LOT	73.85			101 316 4316	380	1010
		02/27/19 CITY UTILITIES-16 ST-E OF BRID	122.93			101 316 4316	380	1010
		02/27/19 CITY UTILITIES-16 ST-CENTER	203.98			101 316 4316	380	1010
		02/27/19 CITY UTILITIES-16 ST-W OF BRID	89.62			101 316 4316	380	1010
		02/27/19 CITY UTILITIES-LIBRARY	930.45			211 550 4550	380	1010
		02/27/19 CITY UTILITIES-102 15 ST NE-B	76.92			101 1151		1010
		02/27/19 CITY UTILITIES-LIONS PARK SHEL	22.66			101 522 4522	380	1010
		02/27/19 CITY UTILITIES- 85 VET MEM PKW	64.33			101 522 4522	380	1010
		Total for Vendor:	30,316.26					
30931	E	5691 FURTHER-FSA	96.28					
		03/04/19 FLEX REIMBURSEMENT	96.28			101 2177		1010
		Total for Vendor:	96.28					
30932	E	108 MN DEPARTMENT OF REVENUE	20,843.00					
		FEB SL TX PAYABLE	13.52			101 2025		1010
		FEB TRAN TX PAY	0.99			101 2026		1010
		FEB SL TX PAY-USE	8.12			101 2025		1010
		FEB TRAN TAX PAY USE	0.59			101 2026		1010
		FEB SL TX PAYABLE	2.97			211 2025		1010
		FEB TRAN TX PAYABLE	0.44			211 2026		1010
		UTILITIES FEB SL TX PAY	18,906.77			604 2025		1010
		UTILITIES FEB TRAN TX PAY	1,375.09			604 2026		1010
		FEB SL TAX PAY USE	160.84			604 2025		1010
		FEB TRAN TAX PAY USE	11.70			604 2026		1010
		UTILITIES FEB SALES TAX PAY	337.43			601 2025		1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		UTILITIES FEB TRAN TAX PAY	24.54			601 2026		1010
		Total for Vendor:	20,843.00					
30933	E	973 MN DEPT OF REVENUE	10,594.00					
		FEB- LIQ STORE SALES TX PAYABL	10,035.61			609 2025		1010
		FEB - LIQ STORE TRAN TX PAY	537.00			609 2026		1010
		FEB - LIQ STORE SL TAX PAY USE	19.94			609 2025		1010
		FEB - LIQ STORE TRAN TX PAY US	1.45			609 2026		1010
		Total for Vendor:	10,594.00					
		# of Claims	4	Total:		61,849.54		
		Total Electronic Claims				61,849.54		
		Total Non-Electronic Claims						

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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$10,455.68
211 Library Fund	
1010 CASH-OPERATING	\$933.86
601 Water Fund	
1010 CASH-OPERATING	\$4,535.45
602 Sewer Fund	
1010 CASH-OPERATING	\$8,575.06
604 Electric Fund	
1010 CASH-OPERATING	\$21,069.80
606 ICE ARENA	
1010 CASH-OPERATING	\$4,863.21
609 Liquor Fund	
1010 CASH-OPERATING	\$11,416.48
Total:	\$61,849.54

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CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 3/19

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

The claim batch dated Signature are approved for payment.

APPROVED Lee Council Member  
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Claim Approval List  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31006		2683 BECHER'S NAPA AUTO PARTS	1,016.67					
	334114	02/01/19 FUEL/OIL/AIR FILTERS	140.33			101 312 4312	220	1010
	334182	02/01/19 WIPER BLADES	22.14			101 210 4210	220	1010
	334369	02/04/19 POWERATED BELT	12.39			604 957 4957	220	1010
	334369	02/04/19 S T POWERATED BELT	0.85			604 957 4957	220	1010
	334369	02/04/19 ST POWERATED BELT	-0.85			604 2025		1010
	334398	02/04/19 DEX COOL/MOTOR TUNE UP	24.67			101 312 4312	220	1010
	334418	02/04/19 WINDSHIELD WASH	3.98			101 312 4312	220	1010
	334513	02/05/19 OIL FILTER/OIL	18.25			602 947 4947	220	1010
	334547	02/05/19 WIPER BLADES	40.98			101 210 4210	220	1010
	334616	02/06/19 26 IN TRICO FORCE	21.49			101 210 4210	220	1010
	334742	02/07/19 WIPER BLADES	32.68			101 312 4312	220	1010
	334772	02/07/19 EVOLUTION BLADE	15.50			604 957 4957	220	1010
	334772	02/07/19 S T EVOLUTION BLADE	1.07			604 957 4957	220	1010
	334772	02/07/19 S T EVOLUTION BLADE	-1.07			604 2025		1010
	335162	02/11/19 FUEL PUMP/FILTER/HOSE	148.06			101 312 4312	220	1010
	335217	02/11/19 FUSE HOLDER/FUSE KIT	16.77			101 312 4312	220	1010
	335604	02/15/19 RED & TACKY	148.99			602 947 4947	220	1010
	335918	02/19/19 WIRE KIT	22.99			101 312 4312	220	1010
	335931	02/19/19 PUSH STARTER	13.68			101 312 4312	220	1010
	335998	02/20/19 21 IN TRICO FORCE	34.88			101 312 4312	220	1010
	336207	02/22/19 TOGGLE RED	11.69			604 957 4957	220	1010
	336207	02/22/19 S T TOGGLE RED	0.80			604 957 4957	220	1010
	336207	02/22/19 S T TOGGLE RED	-0.80			604 2025		1010
	336415	02/25/19 21 IN TRICO FORCE	17.44			101 312 4312	220	1010
	336763	02/28/19 FLEX TUBING/MUFFLER	269.76			101 312 4312	220	1010
		Total for Vendor:	1,016.67					
31008		5098 CARDMEMBER SERVICE	635.37					
	03/01/19	VACUUM CLEANER	199.99*			211 550 4550	240	1010
	03/01/19	DVD'S	26.84			211 550 4550	219	1010
	03/01/19	DVD'S	16.10			211 550 4550	219	1010
	03/01/19	DVD'S	18.49			211 550 4550	219	1010
	03/01/19	CHAMBER DUES	50.00			211 550 4550	334	1010
	03/01/19	LIBRARY SUPPLIES	18.44			211 550 4550	210	1010
	03/01/19	BOOKS	69.90			211 550 4550	218	1010

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CITY OF KASSON  
Claim Approval List  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	03/01/19	DVD'S	66.22			211 550 4550	219	1010
	03/01/19	DVD'S	17.96			211 550 4550	219	1010
	03/01/19	DVD'S	17.99			211 550 4550	219	1010
	03/01/19	BOOK	14.44			211 550 4550	218	1010
	03/01/19	MBRSHP-AMAZON	119.00			211 550 4550	334	1010
31009		5098 CARDMEMBER SERVICE	282.15					
	01/02/19	VINYL SEAT COVER	282.15			604 957 4957	220	1010
		Total for Vendor:	917.52					
31007		37 KMTELECOM	2,987.94					
	03/01/19	PHONES CITYWIDE	2,987.94			101 140 4140	321	1010
		Total for Vendor:	2,987.94					
		# of Claims	4	Total:	4,922.13			



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CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 3/19

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$3,797.79
211 Library Fund	
1010 CASH-OPERATING	\$635.37
602 Sewer Fund	
1010 CASH-OPERATING	\$167.24
604 Electric Fund	
1010 CASH-OPERATING	\$321.73
Total:	\$4,922.13

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CITY OF KASSON  
Claim Approval Signature Page  
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CITY OF KASSON  
401 5TH STREET SE  
KASSON, MN 55944-2204

The claim batch dated Signature are approved for payment.

APPROVED See Council Member  
Page Council Member

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Claim Approval List  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30936		2205 AMERICAN ALUMINUM ACCESSORIES	323.00					
	88405	03/01/19 K-9 SQUAD BLOCK/COATING	323.00*			101 680 4210	550	1010
		Total for Vendor:	323.00					
30996		3063 ANDERSON, KRIS	350.00					
		UNIFORM REIMBURSEMENT	350.00			101 517 4517	214	1010
		Total for Vendor:	350.00					
30937		4282 APPLIED CONCEPTS INC.	794.00					
	343582	02/28/19 ANTENNAS/CABLES	794.00*			101 210 4210	444	1010
		Total for Vendor:	794.00					
30938		5049 ARTISAN BEER COMPANY	129.10					
	3330538	03/12/19 BEER	129.10			609 975 4975	252	1010
		Total for Vendor:	129.10					
30939		203 BAKER & TAYLOR INC	384.63					
	2034365312	02/25/19 BOOKS	102.47			211 550 4550	218	1010
	2034374657	03/01/19 BOOKS	258.27			211 550 4550	218	1010
	2034368414	02/26/19 BOOKS	23.89			211 550 4550	218	1010
		Total for Vendor:	384.63					
30940		1012 BELLBOY CORPORATION	822.30					
	99101500	02/28/19 BAGS	33.90			609 975 4975	210	1010
	99101500	02/28/19 S.T. BAGS	2.33			609 975 4975	210	1010
	99101500	02/28/19 S.T. BAGS	-2.33			609 2025		1010
	99101500	02/28/19 TRAN TX BAGS	0.17			609 975 4975	210	1010
	99101500	02/28/19 TRAN TX BAGS	-0.17			609 2026		1010
	68552800	02/28/19 LIQUOR	666.40			609 975 4975	251	1010
	68552800	02/28/19 FREIGHT	8.00			609 975 4975	335	1010
	68650800	03/07/19 WINE	112.00			609 975 4975	251	1010
	68650800	03/07/19 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	822.30					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30997		946 BERGHUIS, KENT	270.00					
	03/19/19	POST LIC- BERGHUIS	90.00			101 210 4210	430	1010
	03/19/19	POST LIC-KASEL	90.00			101 210 4210	430	1010
	03/19/19	POST LIC-RUNNELLS	90.00			101 210 4210	430	1010
		Total for Vendor:	270.00					
30941		4708 BOUND TREE MEDICAL LLC	392.85					
	83068947	12/24/18 EPINEPHRINE INJECTOR	392.85			101 220 4220	240	1010
		Total for Vendor:	392.85					
30942		2023 BRADFORD, CHARLES	160.00					
		BRADFORD- MN ANWA OPERATOR SCH	160.00			601 944 4944	333	1010
		Total for Vendor:	160.00					
30943		5239 BREAKTHRU BEVERAGE MN WINE &	4,048.97					
	1080937790	03/06/19 LIQUOR	1,134.61			609 975 4975	251	1010
	1080937790	03/06/19 WINE	172.00			609 975 4975	251	1010
	1080937790	03/06/19 FREIGHT	14.95			609 975 4975	335	1010
	1080937791	03/06/19 BEER	122.75			609 975 4975	252	1010
	1080941097	03/13/19 LIQUOR	2,292.81			609 975 4975	251	1010
	1080941097	03/13/19 WINE	48.00			609 975 4975	251	1010
	1080941097	03/13/19 MIXES	102.00			609 975 4975	254	1010
	1080941097	03/13/19 FREIGHT	44.85			609 975 4975	335	1010
	1080941098	03/13/19 BEER	117.00			609 975 4975	252	1010
		Total for Vendor:	4,048.97					
30944		131 BUREAU OF CRIMINAL APPREHENSION	250.00					
		PECK-MEDIA CLASS	250.00			101 210 4210	333	1010
		Total for Vendor:	250.00					
30945		228 CARRIAGE HOUSE ANIMAL HOSPITAL	315.69					
	190081	03/07/19 HACK SUPPLIES/VACCINATIONS	315.69*			101 210 4210	440	1010
		Total for Vendor:	315.69					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30946		2410 CENTRAL MN MUNICIPAL POWER AGE	166,952.47					
	6523	02/28/19 CMPA DUES FEB	1,500.00			604 959 4959	334	1010
	6523	02/28/19 FEES FOR SERVICES	1,296.68			604 959 4959	430	1010
	6523	02/28/19 PURCH'D POWER FEB	136,057.83			604 956 4956	381	1010
	6523	02/28/19 PURCH'D POWER TRANS FEB	27,097.66			604 956 4956	381	1010
	6523	02/28/19 CAPACITY PURCH'D FEB	-308.00			604 956 4956	381	1010
	6523	02/28/19 CIP MONTHLY ASSMNT FEB	1,308.30			604 959 4959	429	1010
		Total for Vendor:	166,952.47					
30947		5667 CINTAS	78.32					
	4018122183	03/13/19 MAT	78.32			609 979 4979	410	1010
		Total for Vendor:	78.32					
30948		5329 CITY AUTO GLASS-ALBERT LEA	278.92					
	I301032377	03/07/19 WINDSHEILD	278.92			101 210 4210	400	1010
		Total for Vendor:	278.92					
30949		3146 CLEMENTS	281.00					
	03/11/19	LGHTS/LOCK RPR-'09 CHEVY	140.50			601 943 4943	220	1010
	03/11/19	LGHTS/LOCK RPR-'09 CHEVY	140.50			602 948 4948	220	1010
		Total for Vendor:	281.00					
30950		5224 COLEMAN, THERESA	273.49					
	MILES 471.52		273.49			101 140 4140	332	1010
		Total for Vendor:	273.49					
30951		668 CONTINENTAL RESEARCH CORP	1,065.34					
	474178-CR	02/05/19 BACTO DOSE	1,065.34			602 948 4948	210	1010
		Total for Vendor:	1,065.34					
30952		5846 CRAFT, CARLISA	33.00					
	KAC CREDIT RETURN		33.00			101 2200		1010
		Total for Vendor:	33.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30998		3314 DECKLEVER MECHANICAL INC	300.00					
	218000355	12/31/18 REPAIR MECHANICAL	300.00			606 516 4516	400	1010
		Total for Vendor:	300.00					
30953		953 DISCOUNT PAPER PRODUCTS	108.87					
	03/05/19	50 ROLLS RECEIPT PAPER/TONER	108.87			609 975 4975	210	1010
	03/05/19	S T 50 ROLLS RECEIPT PAPER/TON	7.49			609 975 4975	210	1010
	03/05/19	S T 50 ROLLS RECEIPT PAPER/TON	-7.49			609 2025		1010
	03/05/19	TRAN TX 50 ROLLS RECEIPT PAP	0.55			609 975 4975	210	1010
	03/05/19	TRAN TX 50 ROLLS RECEIPT PAP	-0.55			609 2026		1010
		Total for Vendor:	108.87					
30954		187 DODGE COUNTY	250.00					
		PASS THRU CR 24.100.5020	125.00			101 1151		1010
		PASS THRU CR 24.100.5080	125.00			101 1151		1010
		Total for Vendor:	250.00					
30955		232 DODGE COUNTY HIGHWAY DEPT	5,652.48					
	74 03/04/19	160 SALT AND SAND-FEB	5,652.48			101 312 4312	220	1010
		Total for Vendor:	5,652.48					
30956		17 EDGAR TRUCKING	802.12					
	24610 02/01/19	FREIGHT	192.51			609 975 4975	335	1010
	24620 02/06/19	FREIGHT	158.64			609 975 4975	335	1010
	24630 02/13/19	FREIGHT	180.03			609 975 4975	335	1010
	24649 02/21/19	FREIGHT	114.08			609 975 4975	335	1010
	24661 02/27/19	FREIGHT	156.86			609 975 4975	335	1010
		Total for Vendor:	802.12					
30999		21 ERDMAN'S SUPERMARKETS INC	110.70					
	B724779 02/22/19	POP FOR RESALE	48.18			609 975 4975	254	1010
	B725056 03/08/19	POP FOR RESALE	62.52			609 975 4975	254	1010
		Total for Vendor:	110.70					

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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30957		5847 FIELD TRAINING SOLUTIONS	295.00					
		PECK-FTO COURSE	295.00			101 210 4210	333	1010
		Total for Vendor:	295.00					
30958		5036 HOHENSTEINS INC	370.50					
		125322 03/06/19 BEER	370.50			609 975 4975	252	1010
		Total for Vendor:	370.50					
30959		2462 HOISINGTON KORGLER GROUP INC	7,500.00					
		019-005-2 03/11/19 TH 57 GATEWAY/STREET	7,500.00			101 191 4191	440	1010
		Total for Vendor:	7,500.00					
30960		25 JOHNSON BROTHERS LIQUOR CO	6,770.28					
		1234493 03/05/19 LIQUOR	1,545.89			609 975 4975	251	1010
		1234494 03/05/19 WINE	1,174.25			609 975 4975	251	1010
		1234495 03/05/19 MIXES	49.50			609 975 4975	254	1010
		1235417 03/06/19 LIQUOR	787.52			609 975 4975	251	1010
		1235418 03/06/19 WINE	696.24			609 975 4975	251	1010
		1239597 03/12/19 LIQUOR	1,494.22			609 975 4975	251	1010
		1239598 03/12/19 WINE	930.70			609 975 4975	251	1010
		1239599 03/12/19 BEER	91.96			609 975 4975	252	1010
		1239600 03/12/19 MIXES	0.00			609 975 4975	254	1010
		Total for Vendor:	6,770.28					
30961		3454 KASSON CAR CARE	100.00					
		19013 03/11/19 TOW 19-934	100.00			101 210 4210	430	1010
		Total for Vendor:	100.00					
31005		35 KASSON HARDWARE HANK	560.64					
		CITY HALL SUPPLIES	13.95			101 140 4140	220	1010
		ICE/SNOW R&M SUPPLIES	72.51			101 312 4312	220	1010
		ICE/SNOW-SMALL TOOLS	90.95*			101 312 4312	240	1010
		WWTP SUPPLIES	52.97			602 947 4947	210	1010
		PD OPER SUPPLIES	38.97			101 210 4210	210	1010
		STREET- R & M SUPPLIES	7.12			101 310 4310	220	1010
		FIRE DEPT R & M SUPPLIES	10.58			101 220 4220	220	1010

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		ELEC R & M SUPPLIES	107.19			604 957 4957	220	1010
		S T ELECTRIC SUPPLIES	7.37			604 957 4957	220	1010
		S T ELECTRIC SUPPLIES	-7.37			604 2025		1010
		TRAN TX ELECTRIC SUPPLIES	0.54			604 957 4957	220	1010
		TRAN TX ELECTRIC SUPPLIES	-0.54			604 2026		1010
		LIQUOR STORE SUPPLIES	31.97			609 978 4978	210	1010
		ST LS SUPPLIES	2.20			609 978 4978	210	1010
		ST LS SUPPLIES	-2.20			609 2025		1010
		TRAN TX LS SUPPLIES	0.16			609 978 4978	210	1010
		TRAN TX LS SUPPLIES	-0.16			609 2026		1010
		ARENA SMALL TOOLS	64.99			606 516 4516	240	1010
		WATER SUPPLIES	22.96			601 943 4943	210	1010
		ARENA- R & M SUPPLIE	46.48			606 516 4516	220	1010
		Total for Vendor:	560.64					
30962		711 KISPERT, TODD	114.26					
		MILES- LEADERSHIP ACADEMY	114.26			604 959 4959	333	1010
		Total for Vendor:	114.26					
30963		5674 LEONARD, JENNIFER	1,251.68					
		03/20/19 UPDATES & REFRESHER-KAC	1,251.68			101 514 4514	430	1010
		Total for Vendor:	1,251.68					
30965		5529 MANPOWER	1,662.77					
		33710453 03/10/19 WAGES THRU 3/10/2019	172.25*			101 140 4140	444	1010
		33710453 03/10/19 WAGES THRU 3/10/2019	129.19*			101 191 4191	444	1010
		33710453 03/10/19 WAGES THRU 3/10/2019	129.19*			601 944 4944	444	1010
		33710453 03/10/19 WAGES THRU 3/10/2019	129.19*			602 949 4949	444	1010
		33710453 03/10/19 WAGES THRU 3/10/2019	258.38*			604 959 4959	444	1010
		33710453 03/10/19 WAGES THRU 3/10/2019	43.05*			605 964 4964	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	160.30*			101 140 4140	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	120.23*			101 191 4191	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	120.23*			601 944 4944	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	120.23*			602 949 4949	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	240.46*			604 959 4959	444	1010
		33731730 03/17/19 WAGES THRU 3/17/2019	40.07*			605 964 4964	444	1010
		Total for Vendor:	1,662.77					



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30964		5848 MCANDREWS, RON AND MONA	49.99					
		MAILBOX DAMAGED BY PLOW	49.99			101 312 4312	430	1010
		Total for Vendor:	49.99					
30966		4636 METERING & TECHNOLOGY SOLUTIONS	5,007.92					
	13774	03/08/19 28 METERS	2,503.96			601 943 4943	260	1010
	13774	03/08/19 28 METERS	2,503.96			602 948 4948	260	1010
		Total for Vendor:	5,007.92					
30967		89 METRO SALES INC	116.85					
	1281205	02/22/19 QTRLY MAIN B & W	63.13			211 550 4550	370	1010
	1281205	02/22/19 QTRLY MAIN COLOR	53.72			211 550 4550	370	1010
		Total for Vendor:	116.85					
30968		2234 MID-AMERICAN RESEARCH CHEMICAL	1,726.00					
	659968	03/08/19 INDUS SOLV	246.56			101 310 4310	220	1010
	659968	03/08/19 INDUS SOLV	246.56			101 312 4312	220	1010
	659968	03/08/19 INDUS SOLV	246.56			101 517 4517	220	1010
	659968	03/08/19 INDUS SOLV	246.56			601 943 4943	220	1010
	659968	03/08/19 INDUS SOLV	246.56			602 948 4948	220	1010
	659968	03/08/19 INDUS SOLV	246.56			604 957 4957	220	1010
	659968	03/08/19 INDUS SOLV	246.64			605 963 4963	220	1010
	659968	03/08/19 S T INDUS SOLV	16.95			604 957 4957	220	1010
	659968	03/08/19 S T INDUS SOLV	-16.95			604 2025		1010
	659968	03/08/19 TRAN TX INDUS SOLV	1.23			604 957 4957	220	1010
	659968	03/08/19 TRAN TX INDUS SOLV	-1.23			604 2026		1010
		Total for Vendor:	1,726.00					
30969		2158 MN CHIEFS OF POLICE ASSN	1,075.00					
	9516	03/05/19 BERGHUIS- ETI REGIST	1,075.00			101 210 4210	333	1010
		Total for Vendor:	1,075.00					
31000		3462 MN DEPT OF HEALTH	1,005.00					
	2351129863	03/01/19 '19 KAC PERMIT	555.00			101 514 4514	430	1010
	2351129863	03/01/19 '19 KAC CONC STAND	450.00			101 514 4514	430	1010

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31001		3462 MN DEPT OF HEALTH	450.00					
	2670429862	03/01/19 '19 PERMIT -VET PARK CONC	450.00			101 517 4517	430	1010
		Total for Vendor:	1,455.00					
31002		376 MN DEPT OF HEALTH	46.00					
		BRADFORD CLASS C WATER SYSTEM	23.00			601 944 4944	430	1010
		ULVE CLASS C WATER SYSTEM OPER	23.00			601 944 4944	430	1010
		Total for Vendor:	46.00					
30970		291 MN MUNICIPAL BEVERAGE ASSN	1,165.00					
		PLETTA- MMBA CONF	665.00*			609 976 4976	333	1010
		ASWEGAN- MMBA CONF	500.00*			609 976 4976	333	1010
		Total for Vendor:	1,165.00					
30971		2841 MODERN MARKETING INC	315.94					
	03/06/19	MOOD PENCILS	315.94			875 210 4210	210	1010
		Total for Vendor:	315.94					
30972		2696 NELSON ELECTRIC MOTOR REPAIR INC	1,351.50					
	8853 03/06/19	PUMP REPAIR	1,351.50			602 948 4948	400	1010
		Total for Vendor:	1,351.50					
30973		60 NORTHERN BEVERAGE DIST. CO. LL	6,215.89					
	410154 03/07/19	BEER	1,886.40			609 975 4975	252	1010
	410496 03/14/19	BEER	4,327.49			609 975 4975	252	1010
	410496 03/14/19	FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	6,215.89					
30974		4919 PEOPLE'S ENERGY COOPERATIVE	69.94					
	03/05/19	ELRC SERV-CEMETERY	30.34			610 984 4984	380	1010
	03/05/19	STRT LGHTS LETH SUBD	39.60			101 316 4316	380	1010
		Total for Vendor:	69.94					

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30975		23 PHILLIPS WINE & SPIRITS	3,270.84					
	2514881	03/05/19 LIQUOR	679.63			609 975 4975	251	1010
	2514882	03/05/19 WINE	708.00			609 975 4975	251	1010
	2514883	03/05/19 MIXES	42.00			609 975 4975	254	1010
	2518575	03/12/19 LIQUOR	1,463.60			609 975 4975	251	1010
	2518576	03/12/19 WINE	332.61			609 975 4975	251	1010
	2518577	03/12/19 MIXES	45.00			609 975 4975	254	1010
		Total for Vendor:	3,270.84					
30976		5684 RAY O'HERRON CO. INC.	330.90					
	1914014	03/12/19 GUN SUPPLIES	330.90			101 210 4210	210	1010
		Total for Vendor:	330.90					
30977		63 SCHOTT DIST CO INC	11,888.69					
	344892	03/07/19 BEER	1,954.00			609 975 4975	252	1010
	344892	03/07/19 NA BEVERAGE	128.00			609 975 4975	254	1010
	345639	03/14/19 BEER	9,283.09			609 975 4975	252	1010
	345639	03/14/19 NA BEVERAGE	14.00			609 975 4975	254	1010
	345640	03/14/19 BEER	509.60			609 975 4975	252	1010
		Total for Vendor:	11,888.69					
30978		4066 SEATING & ATHLETIC FACILITY	2,341.00					
		03/13/19 4 ROW BLEACHER	2,341.00			101 517 4517	240	1010
		Total for Vendor:	2,341.00					
30979		64 SELCO	1,404.37					
	046100	03/01/19 FEB AUTOMATION & PC	1,404.37			211 550 4550	309	1010
		Total for Vendor:	1,404.37					
30980		743 SO CENTRAL HUMAN RELATIONS CTR	320.00					
		03/07/19 EVALUATION	320.00*			101 210 4210	440	1010
		Total for Vendor:	320.00					

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30981		3850 SOUTHERN GLAZER'S OF MN	3,310.80					
	1792744	03/06/19 LIQUOR	163.00			609 975 4975	251	1010
	1792744	03/06/19 WINE	138.00			609 975 4975	251	1010
	1792744	03/06/19 FREIGHT	7.75			609 975 4975	335	1010
	1795388	03/13/19 LIQUOR	2,692.70			609 975 4975	251	1010
	1795388	03/13/19 WINE	252.00			609 975 4975	251	1010
	1795388	03/13/19 FREIGHT	57.35			609 975 4975	335	1010
		Total for Vendor:	3,310.80					
30982		153 STUSSY CONSTRUCTION INC	186.47					
	44297	02/27/19 ROAD ROCK	186.47			601 943 4943	400	1010
		Total for Vendor:	186.47					
30983		3689 SUPERIOR MECHANICAL	123.00					
	103066	03/06/19 HTG SYSTEM	123.00			211 550 4550	400	1010
		Total for Vendor:	123.00					
30984		498 TEIGEN PAPER & SUPPLY INC	198.13					
	351248	03/07/19 ROLL TOWELS/LINERS	108.97			211 550 4550	210	1010
	351286	03/07/19 TOWELS	89.16			101 210 4210	210	1010
		Total for Vendor:	198.13					
31003		2737 THOMAS TOOL & SUPPLY INC	129.99					
	4831EQ	03/12/19 20 V STRING TRIMMER	129.99			606 516 4516	220	1010
		Total for Vendor:	129.99					
30985		5834 THOMSON REUTERS	120.00					
	839921959	02/28/19 INVESTIGATION	120.00*			101 210 4210	440	1010
		Total for Vendor:	120.00					
30987		123 THRONDSOIL OIL & LP GAS CO	1,726.00					
	343945	03/06/19 P DIESEL/#1 DIESEL	690.40			101 310 4310	210	1010
	343945	03/06/19 P DIESEL/#1 DIESEL	690.40			101 312 4312	210	1010
	343945	03/06/19 P DIESEL/#1 DIESEL	86.30			601 943 4943	210	1010
	343945	03/06/19 P DIESEL/#1 DIESEL	86.30			602 948 4948	210	1010
	343945	03/06/19 P DIESEL/#1 DIESEL	86.30			604 957 4957	210	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		343945 03/06/19 P DIESEL/#1 DIESEL	86.30			605 963 4963	210	1010
		343945 03/06/19 S T P DIESEL/#1 DIESEL	5.93			604 957 4957	210	1010
		343945 03/06/19 S T P DIESEL/#1 DIESEL	-5.93			604 2025		1010
		343945 03/06/19 TRAN TX P DIESEL/#1 DIESEL	0.43			604 957 4957	210	1010
		343945 03/06/19 TRAN TX P DIESEL/#1 DIESEL	-0.43			604 2026		1010
		Total for Vendor:	1,726.00					
30986		4503 TITAN MACHINERY	485.81					
		12098586 03/08/19 WHEEL/INSET	485.81			101 312 4312	220	1010
		Total for Vendor:	485.81					
30988		5849 TRUCK UTILITIES INC	28,312.00					
		0334923 03/04/19 CRANE AND INSTALLATION	28,312.00			602 1640		1010
		Total for Vendor:	28,312.00					
30989		2675 ULVE, JEFF	35.00					
		FUEL/PARKING-WW CONF	35.00			602 947 4947	333	1010
		Total for Vendor:	35.00					
30990		5035 VALLI INFORMATION SYSTEMS INC	2,123.64					
		51724 02/28/19 UTILITY BILLING MAILING	424.73			601 944 4944	325	1010
		51724 02/28/19 UTILITY BILLING MAILING	424.73			602 949 4949	325	1010
		51724 02/28/19 UTILITY BILLING MAILING	849.45			604 959 4959	325	1010
		51724 02/28/19 UTILITY BILLING MAILING	424.73			605 963 4963	325	1010
		Total for Vendor:	2,123.64					
30991		3167 VESSCO INC	288.29					
		75848 03/04/19 GASKETS	288.29			602 947 4947	220	1010
		Total for Vendor:	288.29					
31004		5497 VOSEN, DAVID	116.02					
		VOSEN-UNIFORMS	116.02*			602 948 4948	214	1010
		Total for Vendor:	116.02					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
30992		5047 WATERVILLE FOOD & ICE INC	49.76					
	05-909313	03/14/19 ICE	49.76			609 975 4975	257	1010
		Total for Vendor:	49.76					
30993		2407 WINE MERCHANTS	509.00					
	7224885	03/05/19 WINE	509.00			609 975 4975	251	1010
		Total for Vendor:	509.00					
30994		5468 ZELINSKE, LONNIE	117.20					
		ZELINSKE-ROOM-LMC EXP OFFICIAL	117.20			101 111 4111	333	1010
		Total for Vendor:	117.20					
30995		2552 ZUMBRO VALLEY MUTUAL AID ASSN	25.00					
	03/04/19	2019 DUES	25.00			101 220 4220	334	1010
		Total for Vendor:	25.00					
		# of Claims	70	Total:	279,059.32			

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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$27,715.30
211 Library Fund	
1010 CASH-OPERATING	\$2,137.82
601 Water Fund	
1010 CASH-OPERATING	\$4,066.90
602 Sewer Fund	
1010 CASH-OPERATING	\$34,872.59
604 Electric Fund	
1010 CASH-OPERATING	\$168,855.07
605 Storm Water	
1010 CASH-OPERATING	\$840.79
606 ICE ARENA	
1010 CASH-OPERATING	\$541.46
609 Liquor Fund	
1010 CASH-OPERATING	\$39,683.11
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$30.34
875 Community Policing Fund	
1010 CASH-OPERATING	\$315.94
Total:	\$279,059.32

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 3/19

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

APPROVED \_\_\_\_\_ Council Member

\_\_\_\_\_  
Council Member



# Minnesota Tax Credit Contribution Fund for Affordable Housing



An innovative new tool that encourages local businesses and neighbors to invest in their community by creating housing opportunities.

## WHY

The private market is not supplying housing that is affordable to working people in Minnesota. A public private partnership is the best way to ensure an adequate supply of housing. The Minnesota Tax Credit Contribution Fund incentivizes private investment and promotes community and economic development.

## WHAT

Since its inception in 2011, North Dakota's Housing Incentive Fund (HIF) has leveraged roughly \$5 for every \$1 invested, creating more than 2,500 units across the state. Modeled after North Dakota's HIF, the Minnesota Tax Credit Contribution Fund for Affordable Housing will encourage local businesses and neighbors to invest in their community.

The program is capitalized by contributions from taxpayers that have state tax liabilities. Participating taxpayers receive credit against their state tax liability in exchange for their contribution to a specific development or the general loan pool. The program relies on taxpayer support to provide low-cost financing to developers of affordable housing.

## A proven model, simple and effective

**Commonwealth Development Vice President Erin Anderson** works in Minnesota and North Dakota to create affordable housing. She has utilized North Dakota's Housing Incentive Fund to build 60 units in two communities, providing affordable housing for working families and seniors. "It was a simple process with a major impact," Anderson says. "The Fund attracted essential investments by local financial institutions who saw the need for additional housing and wanted to invest in the Fund to fill funding gaps and advance needed projects. Minnesota would absolutely benefit from this proven, flexible tool."

**Skip Duchesneau, President of D.W. Jones**, which develops affordable housing in 25 communities throughout Greater Minnesota, says: "We need straightforward, effective tools - like the Minnesota Tax Credit Contribution Fund - that allow local businesses to partner with developers to meet pressing local needs for affordable, workforce, and senior housing. This Fund would be an efficient state investment that leverages private, state, and federal resources to positively impact communities across the state."

**Greg Handberg, Senior Vice President at Minneapolis-based developer Artspace**, utilized the North Dakota Housing Incentive Fund to create 34 units of affordable housing in Minot. "The Fund was a simple, effective tool; the contributor got to say that they helped make affordable housing happen in their community, and we were able to close financing gaps to advance the project and get the job done." Becky Carlson St. Clair, Director of Property Development at Artspace, says, "It was a win-win-win scenario - for the developer, the investor, and the community. A program like this in Minnesota could have a significant impact."

## HOW IT WORKS

Eligible applicants apply to the state housing agency for funds. Successful applicants are issued a conditional commitment of funds during which time the applicants solicit contributions. If a project does not solicit the full amount of funds, the state can allocate funds from the general pool.

The funds are provided by the state agency to each project in the form of subordinate forgivable or bona fide soft loans, if requested by the developer for tax purposes. The forgivable loans require no periodic payments and are forgiven in their entirety if the project satisfies the ongoing rent/income restriction requirements.

Contributors receive a dollar-for-dollar certificated state tax credit to be claimed in the same year as the contribution against their state tax liability. If the amount of the credit exceeds the contributing taxpayer's tax liability for the taxable year, the excess may be carried forward to each of the ten succeeding taxable years.

Contributions are made on a project-specific basis or on a general pool basis to be used to fund projects statewide. If a single project receives contributions in excess of its awarded amount, the state housing agency allocates the contribution to another project.

## BENEFITS

**Flexibility:** This program allows for greater flexibility to support different types of projects that serve different needs. As a Minnesota tool, it is more flexible than existing federal resources that fund new development and preservation. Minnesota Housing Finance Agency will still prioritize the types of projects to be awarded during each annual application process. The state could use this tool in conjunction with other programs or award by itself to provide gap financing.

**Simplicity:** The credit does not require syndication; therefore, every dollar invested stays in Minnesota and goes directly to the project.

**Easy to participate:** Any taxpayer with state income, corporate, or insurance premium tax liabilities would be eligible to contribute and receive a credit. Those without state tax liability can still contribute to a development. A contribution does not give the contributor ownership interest in the housing project. The contributor only receives the tax credits in exchange for their contribution. This makes it easier for businesses in need of housing to participate.

**Leverage:** The program makes housing projects feasible by leveraging other private, state and federal resources.

**Good for Greater Minnesota:** The program will work better for Greater Minnesota than existing federal credits or other proposed state credits. Existing federal tax credit programs can be difficult to utilize outside of metropolitan communities.

### Boosts local businesses

» Banks can receive CRA credit; a huge advantage for projects in Greater Minnesota. This model allows banks to donate to projects in areas where they would not purchase federal tax credits.

» Investments in housing pay for themselves by creating jobs and ensuring an adequate supply of homes affordable to working people.

CONTACT: Libby Murphy, MHP Deputy Policy Director  
libby.murphy@mhponline.org, 651-925-5556

# MN Tax Credit Contribution Fund for Affordable Housing Sign-on Letter

Fill out this form to add your name or organization to the letter below, which urges Minnesota lawmakers to support the Minnesota Tax Credit Contribution Fund for Affordable Housing. Learn more about the mechanics and benefits of the Fund here: [bit.ly/MN-TCF](http://bit.ly/MN-TCF)

\*\*\*

Dear [lawmaker],

A proven tool to incentivize private investment and promote community and economic development, we urge you to join us in supporting the Minnesota Tax Credit Contribution Fund for housing, modeled after North Dakota's Housing Incentive Fund (HIF). Since its inception in 2011, North Dakota's HIF has leveraged roughly \$5 for every \$1 invested, creating more than 2,500 units across the state. Minnesota communities of all sizes would benefit from this simple, effective tool.

The program is capitalized by contributions from taxpayers that have state income, corporate, or insurance premium tax liabilities. In exchange for contributions to affordable housing, participating taxpayers receive credit against their state tax liability equal to their contribution to a specific development or to a general loan pool. Participation in the program is simple; the credit is flexible, easy to use statewide, leverages significant private equity, and boosts local businesses.

The Minnesota Tax Credit Contribution Fund is about neighbors helping neighbors to create housing opportunities that help businesses and communities thrive. Please join us in supporting this innovative new tool.

Sincerely,

[Signing individuals and organizations]

\*\*\*

**CITY OF KASSON  
RESOLUTION 3.x-19**

**RESOLUTION AUTHORIZING THE EXECUTION OF A WHOLESALE POWER AGREEMENT**

**WHEREAS**, City of Kasson, Minnesota (“City”) owns and operates an electric utility system under Minnesota law and through such utility distributes and sells electric power and energy at retail;

**WHEREAS**, City is a member of the Central Minnesota Municipal Power Agency, a joint electric power agency formed under Minnesota Statutes Section 453.51 through 453.62 (“CMMPA”);

**WHEREAS**, City has determined that it is in the best interests of its electric ratepayers to enter into a power sales agreement with CMMPA for the purchase of an entitlement share of a long term fixed dispatch energy product being obtained by CMMPA from a wholesale supplier;

**WHEREAS**, the agreement is anticipated to (i) start in 2021 for a term of no less than 10 years and no greater than 15 years (ii) include a price of energy that does not exceed \$31.00 per megawatt hour for the term of the agreement; and (iii) include renewable attributes commensurate with the energy share; and

**WHEREAS**, the Council has examined all other matters it deems relevant;

**NOW, THEREFORE**, be it resolved as follows:

1. The “Power Sales Agreement Between Central Minnesota Municipal Power Agency and the Kasson Electric Department for Purchase of Fixed Dispatch Energy” (“Agreement”) be hereby approved in substantially the form presented to the Council.
2. Mayor is authorized to execute and deliver the Agreement to the counterparties on behalf of the City, with such changes therein as shall be approved by the City Attorney and/or other designated representatives of the City, the execution thereof to constitute conclusive evidence of the Mayor’s approval of any and all changes or revisions therein from the form of the Agreement hereby approved.

**THIS RESOLUTION SHALL BE IN FULL FORCE AND EFFECT IMMEDIATELY AFTER ITS PASSAGE AND APPROVAL AS PROVIDED BY LAW.**

Passed and approved this 27<sup>th</sup> day of March, 2019.

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Chris McKern, Mayor

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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: \_\_\_\_\_.



**WEBER, LETH & WOESSNER, PLC**  
Attorneys

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**Melanie J. Leth**  
**Timothy A. Woessner**  
**Brian L. Weber, of Counsel**  
*Attorneys*

**Lindsay C. Saxton**  
**Nicole J. Frey**  
*Paralegals*

March 22, 2019

Central Minnesota Municipal Power Agency  
459 South Grove Street  
Blue Earth, MN 56013

RE: Power Sales Agreement

This opinion is being rendered, as requested by the Central Minnesota Municipal Power Agency (the "Agency"), in connection with the execution and delivery of the Power Sales Agreement Between Central Minnesota Municipal Power Agency and the City of Kasson for a Purchase of Fixed Dispatch Energy dated April \_\_\_\_, 2019 (the "Agreement").

I am the attorney for the City of Kasson (the "Participant") and have acted as such in connection with the execution and delivery of the Agreement. In that capacity, I have examined copies of the following:

1. The Agreement referenced above;
2. The proposed Resolution to be adopted by the Participant authorizing the execution of the Agreement; and
3. Such other documents, instruments, certificates, and records as I have deemed relevant and necessary as a basis for the opinions set forth hereinafter.

Based on the foregoing, I am of the opinion that:

- (a) Valid Existence. The Participant is a municipal corporation duly created and validly existing pursuant to the Constitution and statutes of the State of Minnesota.

- (b) Performance. The Participant has full legal right and authority to enter into the Agreement and to carry out its obligations pursuant to the Agreement.
- (c) Authority. The Participant has the authority to purchase electrical energy and electrical capacity and to enter into a contract for that purpose. The Mayor and City Administrator of the Participant have the authority to bind the Participant.
- (d) Rates and Charges. The Participant has full legal right and authority to fix, impose, and collect rates and charges, and such rates and charges are not subject to the regulatory jurisdiction of any State government, local government (other than that of the Participant), or other regulatory authority.
- (e) Ownership of Electric Utility System. The Participant has legal title to and the beneficial interest in and is beneficially possessed of the electric utility system or integrated utility system such Participant owns, maintains, and operates.
- (f) Authorization and Execution. The Participant may approve the Agreement and its execution and delivery at its next meeting duly called and scheduled for March 27, 2019, if a quorum is present and acting throughout. The Agreement may then be duly authorized, executed and delivered by the appropriate officers of the Participant, and assuming that CMMPA has all the requisite power and authority to execute and deliver and has duly authorized, executed and delivered the Agreement, the Agreement would constitute a legal, valid and binding obligation of the Participant enforceable in accordance with its terms, subject however to the effect of, and to restrictions and limitation imposed by or resulting from bankruptcy, insolvency, moratorium, reorganization or other similar laws affecting creditors' rights generally. No opinion is rendered as to the availability of any particular remedy.
- (g) No Violation. The execution and delivery of the Agreement by the Participant, the performance by the Participant of its obligations hereunder, and the consummation of the transactions contemplated herein do not and will not contravene any provision of the Certificate of Incorporation or any other organizational document of the Participant and any amendment thereto under which the Participant is organized and presently operating or any existing law or any existing order, injunction, judgment, decree, rule or regulation of any court or administrative agency having jurisdiction over the Participant or its property, or result in a breach or violation of any of the terms and provisions of, or constitute a default under, any existing bond resolution, indenture, mortgage, deed of trust or other agreement to which the Participant is a party or by which it or its property is bound.
- (h) Approvals. All approvals, consents or authorizations of, or registrations or filings with, any governmental or public agency, authority or person required on the part

of the Participant in connection with the execution, delivery and performance of the Agreement have been obtained or made.

- (i) Litigation. To the knowledge of this attorney after due inquiry, there is no litigation or other proceedings pending or threatened in any court or other tribunal of competent jurisdiction (either State or Federal) questioning the creation, organization, or existence of the Participant or the validity, legality, or enforceability of the Agreement.

Sincerely,

WEBER, LETH & WOESSNER, PLC

A handwritten signature in cursive script, appearing to read 'M. Leth', written in dark ink.

Melanie J. Leth  
City Attorney for the City of Kasson

**Appendix C**  
**Schedule of Wind Shape Fixed Dispatch for Kasson**

Hour	Weekday Summer Months	Weekend Summer Months	Weekday Non-Summer Months	Weekend Non-Summer Months
0	1.2	1.0	0.8	0.6
1	1.0	0.8	0.6	0.4
2	0.9	0.7	0.6	0.4
3	1.0	0.7	0.6	0.4
4	1.1	0.8	0.7	0.5
5	1.3	1.0	0.9	0.7
6	0.0	1.4	0.0	1.1
7	0.0	1.7	0.0	1.3
8	0.0	1.9	0.0	1.5
9	0.1	2.2	0.0	1.7
10	0.2	2.3	0.0	1.8
11	0.5	2.3	0.0	1.9
12	0.5	2.4	0.0	1.9
13	0.6	2.4	0.0	1.8
14	0.3	2.4	0.0	1.8
15	0.5	2.3	0.0	1.8
16	0.3	2.3	0.0	2.0
17	0.4	2.7	0.2	2.2
18	0.5	2.7	0.2	2.3
19	0.4	2.6	0.3	2.3
20	0.5	2.6	0.2	2.3
21	0.2	2.4	0.0	2.1
22	2.0	1.8	1.7	1.5
23	1.5	1.3	1.1	1.0
Maximum MW for Season	2.0	2.7	1.7	2.3
Maximum MW for Year	2.7			
Estimated Yearly Energy, MWH	6,861			
Estimated Yearly Load Factor	29.0%			

All volumes shown above are in tenths of MW

Hours are defined as "Hours Starting", Central Prevailing Time. So "Hour 0" may be understood to be the hour starting midnight.

Weekends Are Defined As Saturday, Sunday, and NERC Holidays. Weekdays are therefore Monday through Friday (except NERC Holidays)

Summer months defined as June 1 through September 30



**Appendix C**  
**Schedule of Wind Shape Fixed Dispatch for Kasson**

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2	0.9	0.7	0.6	0.4
3	1.0	0.7	0.6	0.4
4	1.1	0.8	0.7	0.5
5	1.3	1.0	0.9	0.7
6	0.0	1.4	0.0	1.1
7	0.0	1.7	0.0	1.3
8	0.0	1.9	0.0	1.5
9	0.1	2.2	0.0	1.7
10	0.2	2.3	0.0	1.8
11	0.5	2.3	0.0	1.9
12	0.5	2.4	0.0	1.9
13	0.6	2.4	0.0	1.8
14	0.3	2.4	0.0	1.8
15	0.5	2.3	0.0	1.8
16	0.3	2.3	0.0	2.0
17	0.4	2.7	0.2	2.2
18	0.5	2.7	0.2	2.3
19	0.4	2.6	0.3	2.3
20	0.5	2.6	0.2	2.3
21	0.2	2.4	0.0	2.1
22	2.0	1.8	1.7	1.5
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Weekends Are Defined As Saturday, Sunday, and NERC Holidays. Weekdays are therefore Monday through Friday (except NERC Holidays)

Summer months defined as June 1 through September 30

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**POWER SALES AGREEMENT**

**BETWEEN**

**CENTRAL MINNESOTA MUNICIPAL POWER AGENCY AND**

---

**FOR A PURCHASE OF FIXED DISPATCH ENERGY**

**APRIL \_\_, 2019**

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**THIS AGREEMENT** (“Agreement”) is executed by and between the Central Minnesota Municipal Power Agency, a municipal corporation and political subdivision of the State of Minnesota created under Minnesota law (“CMMPA” or “Agency”), and the City of \_\_\_\_\_, a Minnesota city that owns and operates a municipal electric utility under Minnesota law (the “Participant”).

### **RECITALS**

1. CMMPA has entered into a Confirmation Of Physical Energy Sale Transaction with \_\_\_\_ under the terms and conditions contained in the North American Energy Markets Association Capacity and Energy Tariff (or EEI Master Agreement) for the purchase of a long term firm energy product at a designated point of delivery within the area governed by the \_\_\_\_\_ **[Midcontinent Independent System Operator, OR Southwest Power Pool]** (“Transaction”). Said product has a fixed dispatch unique to each Participant per schedules outlined in **Appendix C**.
2. Participant is a member of CMMPA and has passed a resolution authorizing purchase of an entitlement share of the Transaction and desires to enter an agreement with CMMPA to purchase such an entitlement share.
3. CMMPA proposes to sell, and the Participant proposes to purchase, the Participant's entitlement share, as defined below.

## **AGREEMENT**

- 1. Term of Agreement.** This Agreement shall be effective immediately upon execution and delivery of the power sales agreements between CMMPA and the Project participants listed on Appendix A (“Participants”), and shall remain in effect for the period commencing January 1, \_\_\_\_\_ and ending December 31, \_\_\_\_\_, inclusive (“Term”).
- 2. Sale and Purchase.** CMMPA shall sell and deliver and Participant shall purchase and receive a quantity of the energy product equivalent to Participant’s entitlement share of the Transaction, as designated on Appendix A (“Entitlement Share”), all in accordance with the terms of this Agreement. Delivery of Participant’s Entitlement Share shall commence immediately upon such energy product becoming available to CMMPA in accordance with the Transaction. Participant shall also receive renewable energy attributes equivalent in volume to said energy.
- 3. Rates for Purchase and Sale.** The purchase and sale of Participant’s Entitlement Share shall be \$\_\_\_\_\_ per MWh.
- 4. Delivery.** CMMPA shall be responsible for delivery of Participant’s Entitlement Share. Such delivery shall be at \_\_\_\_\_ and shall be accomplished by CMMPA in accordance with the procedures, protocols and applicable business practices of the [Midcontinent Independent System Operator, OR Southwest Power Pool] for settlement of energy products.
- 5. Project Decisions.** CMMPA shall have responsibility for decisions on behalf of the Participants with respect to all matters related to the Transaction, consistent with the

overall best interests of the Participants and CMMPA's requirements, obligations or covenants relative to the Transaction, other applicable agreements, or other legal requirements.

**6. Billing.** CMMPA shall bill Participant for Participant's Entitlement Share of the Transaction on a calendar-month basis. Bills shall be issued by CMMPA as soon as practicable in each month following the calendar month to which the bill applies. All bills shall show separately all charges, including any administrative charges. Bills shall be payable to CMMPA within thirty (30) days of receipt of the invoice. Any amounts due and not paid by the Participant on or before the close of business on the 15th day of the month may, at CMMPA's sole discretion, accrue interest until paid at the rate of one and one-half percent (1½%) per month, or the standard rate of the Federal Energy Regulatory Commission, whichever is less.

**7. Billing Disputes.** Except as set forth below, Participant shall not have the right to challenge any billing statement rendered by CMMPA in relation to the Transaction, invoke arbitration of the same or bring any court or administrative action of any kind questioning the propriety of the same after a period of twenty-four months from the date of rendering.

If Participant disputes any portion of any bill issued by CMMPA under this Agreement, Participant shall pay the full amount of the disputed charges when due, and shall give written notice of the dispute (unless the dispute is based upon information not reasonably available to the Participant at the time required to give notice under this paragraph) to CMMPA not later than 90 days after the date such payment is due. Such

notice shall identify the amount in dispute and set forth a full statement of grounds on which such dispute is based. No adjustment shall be considered or made for disputed charges unless notice is given, as provided above. CMMPA shall review such notice and provide Participant with a determination within thirty (30) days following receipt of such notice. If the matter is not resolved in such manner, the matter may be submitted to dispute resolution, as provided below. Upon final determination (whether by agreement, arbitration, adjudication or otherwise) of the correct amount, any difference shall be appropriately reflected as a debit or credit on the next bill.

**8. Nature of the Obligation to Pay.** Participant shall have no right to terminate its purchase of its Entitlement Share of the Transaction under this Agreement, nor any right to withhold from CMMPA any payments due or to become due under this Agreement; nor any right to recover from CMMPA any amounts previously paid under this Agreement unless such amounts were paid in error or contrary to the provisions of this Agreement or law. The obligation of Participant to pay all rates and charges established by CMMPA under this Agreement shall not be subject to any reduction, whether by offset, counterclaim, recoupment or otherwise and shall not be otherwise conditioned upon performance by CMMPA of its obligations under this Agreement, or by the other Participants of their obligations, or any other instrument or agreement.

**9. Rate Sufficiency Obligation.** Participant shall establish, maintain and collect rates and charges for electric service so as to provide revenues sufficient, together with available electric system reserves, to enable the Participant to pay CMMPA (i) all amounts payable under this Agreement; (ii) all other operating expenses of Participant's

electric system; and (iii) all other obligations of Participant payable from, or constituting a lien on, the revenues of its electric system.

**10. Electric System Operations.** Participant covenants to operate and maintain its electric system in a sound, businesslike manner in accordance with Prudent Utility Practice, as defined below.

“Prudent Utility Practice” shall mean any of the practices, methods and acts (including but not limited to the practices, methods and acts engaged in or approved by a significant portion of the electrical utility industry at a given time) which, in the exercise of reasonable judgment in the light of the facts known at the time the decision was made, could have been expected to accomplish the desired result at the lowest reasonable cost consistent with good business practices, reliability, safety and expedition. Prudent Utility Practice is not intended to be limited to the optimum practice, method or act, to the exclusion of all others, but rather to be a spectrum of possible practices, methods or acts. In evaluating whether any matter conforms to Prudent Utility Practice, the parties shall take into account (i) the fact that both the Participant and CMMPA are bodies politic and corporate and political subdivisions under the laws of the State of Minnesota, with the statutory duties and responsibilities thereof, and (ii) the terms and conditions of the PPA and other applicable Project-related agreements.

**11. Source of Payments.** Participant shall not be required to make any payments to CMMPA under this Agreement except from the revenues and other moneys derived by the Participant from its electric department or system. Participant hereby agrees that amounts payable by the Participant under this Agreement shall be paid by the Participant

as an operating expense of the Participant's electric system. In no event shall CMMPA, or any other person or entity, including any person or entity to which revenues under this Agreement have been assigned or pledged, be entitled to look to, or seek to recover from, any other revenues, monies or property of Participant for payment of any amounts due under this Agreement. The obligation of Participant to make payments for services under this Agreement shall not constitute a general obligation of Participant and Participant shall not be required to make such payments from any source other than the revenues and funds referred to in this paragraph. In no event shall Participant be required to make payments under this Agreement from tax revenues or to impose any new tax or adjust any existing tax for such purpose.

**12. Default.** Upon failure of Participant to make any payment in full when due under this Agreement or to perform any obligation herein, CMMPA shall make demand upon the Participant, and, subject to the dispute provisions of this Agreement, if said failure is not cured within 20 days from the date of such demand it shall constitute a default at the expiration of such period ("Default"). Notice of such demand and any subsequent Default shall be provided to the other Participants by CMMPA.

If Participant in good faith disputes the legal validity of said demand, it shall make such payment or perform such obligation within said 20-day period under protest directed to CMMPA. Such protest shall specify the reasons upon which the protest is based. The parties shall then implement the dispute resolution process provided below.

Upon occurrence of a Default, CMMPA shall use its best efforts to sell and transfer all or a portion of such Participant's Entitlement Share for all or a portion of the



remainder of the term of this Agreement. The other Participants shall be given the first right to accept such portion of the defaulting Participant's Entitlement Share on a pro rata basis in accordance with the Participants' entitlement shares as depicted on Appendix A. Any remaining portion of the Participant's Entitlement Share may then be made available for sale or transfer to non-participating electric utilities. If all or any portion of Participant's Entitlement Share is transferred pursuant to this paragraph, the Participant's Entitlement Share shall not be reduced, and the Participant shall remain liable to CMMPA to pay the full amount owed for its Participant Entitlement Share as if such sale had not been made, except that Participant's liability shall be discharged to the extent that CMMPA receives payment from the purchaser or purchasers thereof.

**13. Other Participants' Payment Default.** Upon a Default of any other Participants, and except as all or a portion of such other Participants' entitlement shares may be transferred in accordance with paragraph 12, above, Participant's Entitlement Share shall be automatically increased for the remaining term of this Agreement on a pro rata basis with the entitlement shares of the other non-defaulting Participants, and the entitlement shares of such other defaulting Participants shall be reduced correspondingly; provided, that no such reduction shall reduce the defaulting Participants' obligations under their respective power sales agreements; and further provided, that the sum of such step-up increases for Participant pursuant to this paragraph shall not exceed, without consent of the Participant, an Accumulated Maximum Step-Up Percentage, as defined and set forth in Appendix A.

Failure of Participant to make payments for any amounts due to CMMPA for step-up increases to Participant's Entitlement Share under the previous paragraph shall constitute a Default, and the fact that other Participants may have assumed the obligation to make such payments shall not relieve Participant of its liability for such step-up payments. Any other Participants assuming such obligation, either individually or as a member of a group, shall have a right to enforce Participant's obligation to make step-up payments, diminished to the extent such Participants have received value from the absorption of Participant's increased Entitlement Share under the step-provisions of this Agreement. To enforce these rights, CMMPA or the other Participants, either jointly or severally, may initiate any lawsuit, action or proceeding, at law or in equity, including suits for specific performance, against Participant. CMMPA shall be entitled to recover from the defaulting Participant any and all legal fees and other costs incurred by CMMPA as a result of Participant's Default.

**14. Default events other than Nonpayment.** Failure of Participant to adhere to any covenant, agreement or obligation of this Agreement, other than a failure to make required payments, shall be deemed a "Nonpayment Default". CMMPA may bring any suit action, or proceeding in law or in equity, including mandamus, injunction, specific performance, declaratory judgment, or any combination thereof, to enforce such covenant, agreement or obligation against the Participant. Such remedies shall be in addition to all other remedies provided for herein.

**15. Records and Audit.** CMMPA shall maintain adequate records to substantiate the charges provided under this Agreement. Participant shall have the right to audit those

records, at any time during regular business hours upon reasonable advance notice. In the event an audit shows a refund due Participant or underpayment to CMMPA, the next month's billing shall be adjusted accordingly.

**16. Participant Information.** Participant agrees to supply CMMPA, upon request, with such information and documentation as may be required, including financial statements and other information reasonably available to Participant, in order to allow CMMPA to respond to requests for such information from any federal, state or local regulatory body, or as may be required by the Transaction.

**17. Enforcement of Obligations.** CMMPA shall at all times maintain and promptly and vigorously enforce its rights under the Transaction against the appropriate counterparties. In addition, CMMPA shall diligently enforce all other provisions of the Transaction to the benefit of the Project Participants.

**18. Force Majeure.** Neither Participant, nor CMMPA, shall be considered in default as to any obligation under this Agreement if prevented from fulfilling such obligations by reason of uncontrollable forces, the term "uncontrollable forces" being deemed for purposes of this Agreement to mean any cause beyond the control of the party affected, including but not limited to, failure of facilities, flood, earthquake, storm, lightning, fire, epidemic, war, riot, civil disturbance, labor disturbance, sabotage, terrorism, unavailability of fuel, and restraint of court or public authority, which by due diligence and foresight such party could not reasonably have been expected to avoid. Either party rendered unable to fulfill any obligation by reason of uncontrollable forces shall exercise due diligence to remove such inability with all reasonable dispatch.

**19. Modification and Uniformity of Agreements.** This Agreement shall not be subject to termination by any party under any circumstances, whether based upon the default of any other party under this Agreement, or any other instrument, or otherwise, except as specifically provided in this Agreement. This Agreement shall not be amended, modified, or otherwise changed by agreement of parties in any manner that will materially and adversely affect the security afforded by the provisions of this Agreement for the payment of all charges associated with Participant's Entitlement Share.

**20. Notices.** Any notice, demand, approval, proposal, protest, direction or request provided for in this Agreement to be delivered, given or made to Participant shall be deemed delivered, given or made if delivered in writing in person or mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the person and at the address designated in writing filed with CMMPA by the Participant. The Participant may change such designation, at any time and from time to time, by giving notice to CMMPA as below provided. Any such notice, demand or request to be delivered, given or made to CMMPA shall be deemed delivered, given or made if delivered in writing, in person, or sent by mail as above provided to the following address:

Chief Executive Officer  
Central Minnesota Municipal Power Agency  
459 South Grove Street  
Blue Earth, Minnesota 56013

Or such other address designated by CMMPA, as provided above.

**21. Dispute Resolution.** The Parties agree to use commercially reasonable efforts to settle promptly any disputes or claims arising out of or relating to this Agreement through

negotiation conducted in good faith between senior executives or management personnel having authority to reach such a settlement. The negotiations shall take place as soon as practicable after, but in no event more than thirty (30) days after, a dispute arises. If after these negotiations the dispute is not resolved, then either or both Parties may pursue any legal remedies to the dispute at law or in equity, or pursue arbitration, as provided below.

If either party elects to pursue arbitration, copies of any such request shall be given to all other Participants and it shall specify the issue or issues in dispute. Within ten days after receipt of such a request CMMPA and the Participant shall confer and attempt to agree upon appointment of a single arbitrator. If such agreement is not accomplished, CMMPA or the Participant may request the American Arbitration Association to appoint an arbitrator. The arbitrator so selected or appointed shall conduct a hearing within thirty days thereafter, unless such time is extended by agreement of CMMPA and the Participant. The arbitrator shall notify the parties of his or her decision, stating his or her reasons for such decision and separately listing his or her findings of fact and conclusions of law. The arbitrator shall not have the power to amend or add to this Agreement. Subject to such limitation, the decision of the arbitrator shall be final and binding on CMMPA and the Participant except that either party may petition a court of competent jurisdiction for review of errors of law. The pendency of arbitration or legal action shall affect neither the obligation of the Participant to make any payment in full when due under this Agreement nor the obligations of CMMPA to provide power to the Participant. The prevailing party of a disputed matter shall be entitled to recover from the other party the costs of legal fees and other costs of arbitration or court proceedings.

22. **Applicable Law.** This Agreement is made under and shall be governed by the law of the State of Minnesota.

23. **Severability.** If any section, paragraph, clause or provision of this Agreement shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall be unaffected by such adjudication and all of the remaining provisions of this Agreement shall remain in full force and effect as though such section, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not been included herein.

24. **Assignment of Agreement.** This Agreement shall inure to the benefit of, and shall be binding upon, the respective successors and assigns of the parties to this Agreement; provided, that neither this Agreement, nor any interest herein, shall be assigned or transferred or sold by the Participant, including in connection with any sale, transfer or other disposition of Participant's system, except as provided herein, without the written consent of CMMPA. No such assignment or transfer or sale shall relieve the Participant of any obligation hereunder.

25. **Duly Authorized Signatories; Binding Effect of Execution.** CMMPA as to its signatory and the Participant as to its signatory each hereby represents and warrants that the person executing this Agreement on its respective behalf is duly authorized to do so, and that, by such execution set forth on the following page of this Agreement, such party is hereby duly and lawfully bound by this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2019.

**CENTRAL MINNESOTA MUNICIPAL POWER  
AGENCY**

By

\_\_\_\_\_

\_\_\_\_\_  
Timothy Stoner, President

By

\_\_\_\_\_

Theresa Coleman, Secretary

**THE (COUNCIL/COMMISSION) OF  
THE CITY OF \_\_\_\_\_, MINNESOTA**

By

\_\_\_\_\_

Title:

By

\_\_\_\_\_

Title:

**APPENDIX A**  
**PARTICIPANTS AND PARTICIPANT ENTITLEMENT SHARES**

The Participants that have entered into Power Sales Agreements with CMPA for the Transaction are:

1. Blue Earth	Participant Entitlement Share = 7,685 MWH Step-Up Percentage = 16.6%
2. Janesville	Participant Entitlement Share = 3,268 MWH Step-Up Percentage = 7.1%
3. Kasson	Participant Entitlement Share = 6,861 MWH Step-Up Percentage = 14.8%
4. Kenyon	Participant Entitlement Share = 2,164 MWH Step-Up Percentage = 4.7%
5. Sleepy Eye	Participant Entitlement Share = 9,534 MWH Step-Up Percentage = 20.6%
6. Windom	Participant Entitlement Share = 16,719 MWH Step-Up Percentage = 36.2%

Notes

- 1) Total yearly volume (in MWH) is shown above. The actual Participant Entitlement Share varies by month (see Appendix B).
- 2) Because Entitlement Share varies by month, the Step-Up Percentage is calculated as a percent of the total annual energy averaged over the transaction period (2021-2035).
- 3) Members receive output on a fixed schedule that is specified in Appendix C.



## **APPENDIX B**

**[See Spreadsheet]**

## **APPENDIX C**

**[See Spreadsheet]**



*City of Kasson*

**National Library Week Proclamation**

WHEREAS, today's libraries are not just about books but what they do for and with people;

WHEREAS, libraries of all types are at the heart of cities, towns, schools and campuses;

WHEREAS, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect;

WHEREAS, libraries and librarians build strong communities through transformative services, programs and expertise;

WHEREAS, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy;

WHEREAS, libraries promote civic engagement by keeping people informed and aware of community events and issues;

WHEREAS, librarians and library workers partner with other civic organizations to make sure their community's needs are being met;

WHEREAS, libraries and librarians empower their communities to make informed decisions by providing free access to information;

WHEREAS, libraries are a resource for all members of the community regardless of race, ethnicity, ability or socio-economic status, by offering services and educational resources that transform lives and strengthen communities;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that I, Chris McKern, Mayor of Kasson, Minnesota, proclaim National Library Week, April 7-13, 2019. I encourage all residents to visit the library this week and explore what's new at your library.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Kasson, Minnesota to be affixed this twenty-seventh day of March In the year of our Lord two thousand nineteen.

---

Chris McKern, Mayor

---

Theresa Coleman, City Administrator



**March 27, 2019**

**Administrator's Summary**

Planning and Zoning

Stone Ridge Second and Thompson Final Plat Public Hearings on April 8

Planning and Zoning Commission Workshop on April 22

Purchase Power

City Attorney's Opinion provided

Electric Service Territory Expansion

Awaiting response to request presented to Ross Lexvold at Xcel Energy.

Personnel Policy

Removed weapon from the definitions; to eliminate conflict with multi-tools.

Dodge County Ice Arena

Administrator will have additional information in regard to DC Fair use of the Arena following the DC Board of Commissioners meeting on Tuesday, March 26, 2019.

Potential Tax Abatement Project

Administrator and EDA Coordinator have been exploring an opportunity to move the Prairie Willows 4 development forward.

Building Permit Fees

Administrator working with Building Inspector and SEMMCHRA before providing a correction for a calculation error within the Building Permit Fees; will follow up at the next meeting.

## Theresa Coleman

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**From:** Tony Bigelow <tony@bigelowhomes.net>  
**Sent:** Wednesday, March 13, 2019 11:30 AM  
**To:** Theresa Coleman  
**Subject:** RE: Prairie Willows  
**Attachments:** PW 4 Original Bid.pdf

Theresa,

I didn't see that I ever sent you the cost of the soil correction.

Attached is the original bid from IMS to do both the east and west half of Prairie Willows 4<sup>th</sup>. (13 townhome lots and 9 patio lots). This bid was done in March 2017. Also, an email from early June from David at Massey with his new calculations after the soil borings were complete.

In May 2017, we got the soil boring report and IMS said that it was going to get expensive. He re-bid doing the east portion (9 lots) only, with the new soil information. That added \$86,312.50 to the bid for those 9 lots. I have a written bid from him showing this as well.

He didn't formally re-bid the west 13 townhome lots because we both knew it was going to be fruitless. But, based on calculations from David at Massey and Doug's opinion, that was going to be an extra \$112,000 to correct the soils for those pads.

So, the total soil correction needed over and above the original bid, is approximately \$198,000. I have all the soil boring info and notes from my file (bids & calculations from Massey) .

Thank you,

Tony

**From:** Theresa Coleman <cityadministrator@cityofkasson.com>  
**Sent:** Wednesday, March 13, 2019 10:52 AM  
**To:** Tony Bigelow <tony@bigelowhomes.net>  
**Subject:** RE: Prairie Willows

Tony,

I'll look back through my correspondence. I think I was waiting for you to provide me with the cost of the soil correction for the townhomes. It's possible that the City could offer some assistance.

Theresa

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**From:** Tony Bigelow [mailto:tony@bigelowhomes.net]  
**Sent:** Wednesday, March 13, 2019 10:35 AM  
**To:** Theresa Coleman (cityadministrator@cityofkasson.com)  
**Subject:** Prairie Willows

Hi Theresa,

I know we haven't talked about the patio homes & townhomes we are planning for Prairie Willows 4<sup>th</sup> in quite some time.

I believe I sent you copies of the home plans and prices we are contemplating out there.

As you know we have poor soils on both the east and west phase of this development which stopped us from going ahead with the project. Would the City be able to help with the soil correction in a form of tax abatement or otherwise?

Thank you for your time,

**Tony Bigelow**  
4057 28<sup>th</sup> St NW  
Rochester MN 55901  
507-529-1161

## Theresa Coleman

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**From:** Tony Bigelow <tony@bigelowhomes.net>  
**Sent:** Friday, March 15, 2019 3:26 PM  
**To:** Theresa Coleman (cityadministrator@cityofkasson.com)  
**Subject:** Prairie Willows 4th  
**Attachments:** 20190315100854459.pdf

Theresa:

See attached plans. The patio home plan we are currently building in Rochester and it is listed for \$242,800. (Lot cost is \$50,000 on a 55' wide alley-loaded lot).

If we can keep our lot price around \$35,000 this would sell for around \$228,000 in Kasson.

The townhome plan we are currently building in Kenyon. This plan sells for \$215,000 in Kenyon with \$18,000 for the lot price.

I think we will be around \$30,000 lot cost in Prairie Willows, putting this plan at \$227,000.

With the bids from IMS we got after the soil borings, lot costs for both the east and west half of this project were over \$40,000 per lot. Obviously, that was not going to work for this style of housing and the price level we were trying to reach.

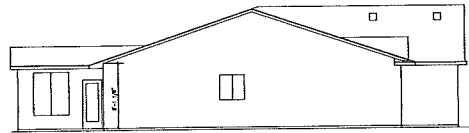
On another note, Joel said he would prefer if we got the \$200,000 up front and the City or County got paid back over time. Reason for this is obviously that it's a lot of money, but primarily because getting a loan to do this development would be near impossible to justify to a bank. They only will borrow 75-80% of the appraised value, so we still would need to come up with plenty of cash even without the additional soil costs.

I would have to re-bid this project to see what the numbers come in at today to develop. I will try to get that done soon to see where we expect to be at on lot price.

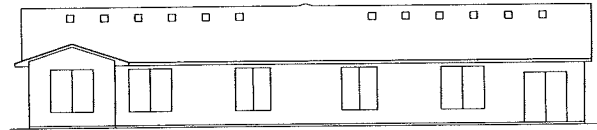
Thanks,

Tony

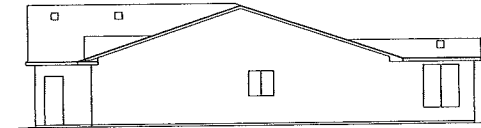
PW4 Townhome



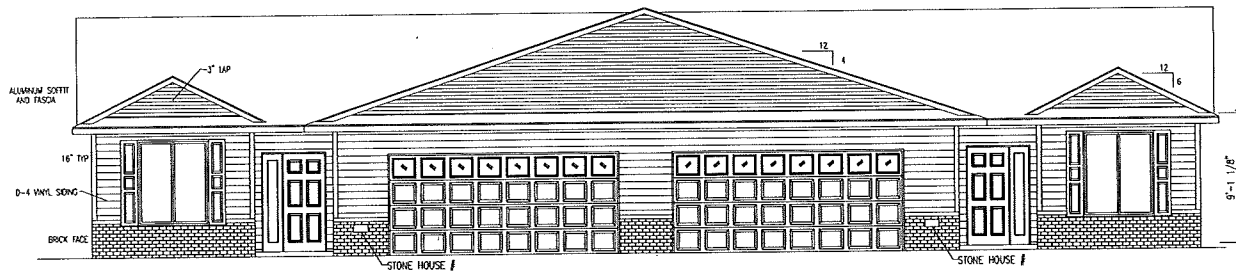
LEFT ELEVATION  
1/8"=1'



REAR ELEVATION  
1/8"=1'



RIGHT ELEVATION  
1/8"=1'



FRONT ELEVATION  
1/4"=1'

PROGRESSIVE PLAN  
DESIGN LLP  
RESIDENTIAL ARCHITECTURE  
710 South 1st St. Suite 100  
Tulsa, Oklahoma 74106  
918-596-1111  
www.progressiveplan.com

THIS DOCUMENT IS THE PROPERTY OF PROGRESSIVE PLAN DESIGN LLP. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PROGRESSIVE PLAN DESIGN LLP. ANY VIOLATION OF THESE TERMS SHALL BE CONSIDERED A BREACH OF CONTRACT AND SUBJECT TO LEGAL ACTION.

CONTRACTOR: BICELOW HOMES  
OWNER: WHITEHALL TOWNHOMES LOT #3&4 BLK. #1

DATE: 07-18-18  
NOTED: 1810845  
NOTED

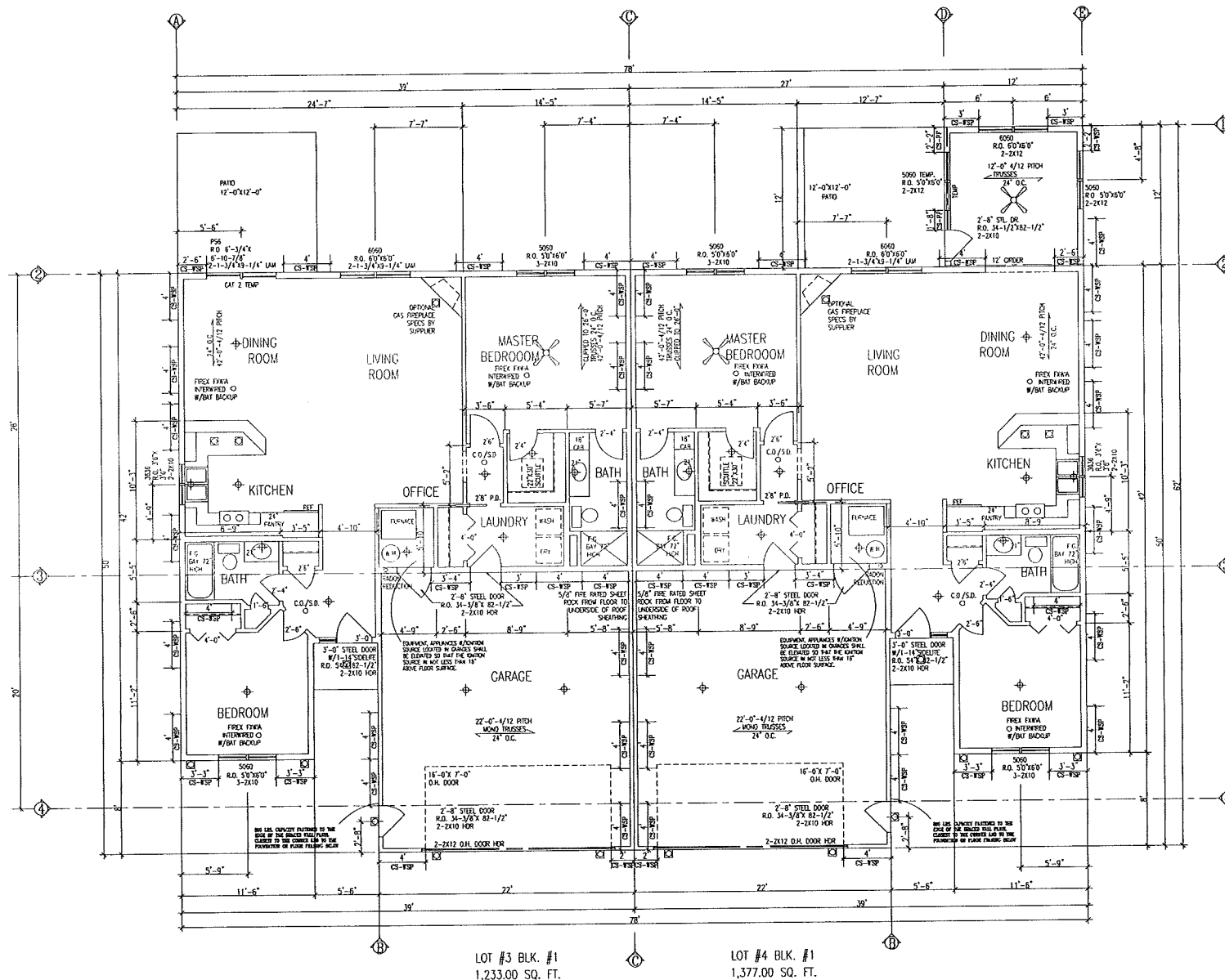
**PROGRESSIVE PLAN  
DESIGN LLP**  
RESIDENTIAL ARCHITECTURE  
714 County Rd 3 W Byron MN 55006  
progressiveplan@progressiveplan.com (507) 776-6477

These charges have been referred to the attorney general, who has promised to see that the charges are properly investigated. The attorney general has also promised to see that the charges are properly investigated. The attorney general has also promised to see that the charges are properly investigated.

CONTRACTOR: BIGELOW HOMES

OWNER: WHITETAIL TOWNHOMES LOT #3&4 BLK. #1

B.B.  
 07-16-10  
 NOTED  
 1810845  
 NOTED



MAIN FLOOR PLAN  
SCALE 1/4"=1'-0"

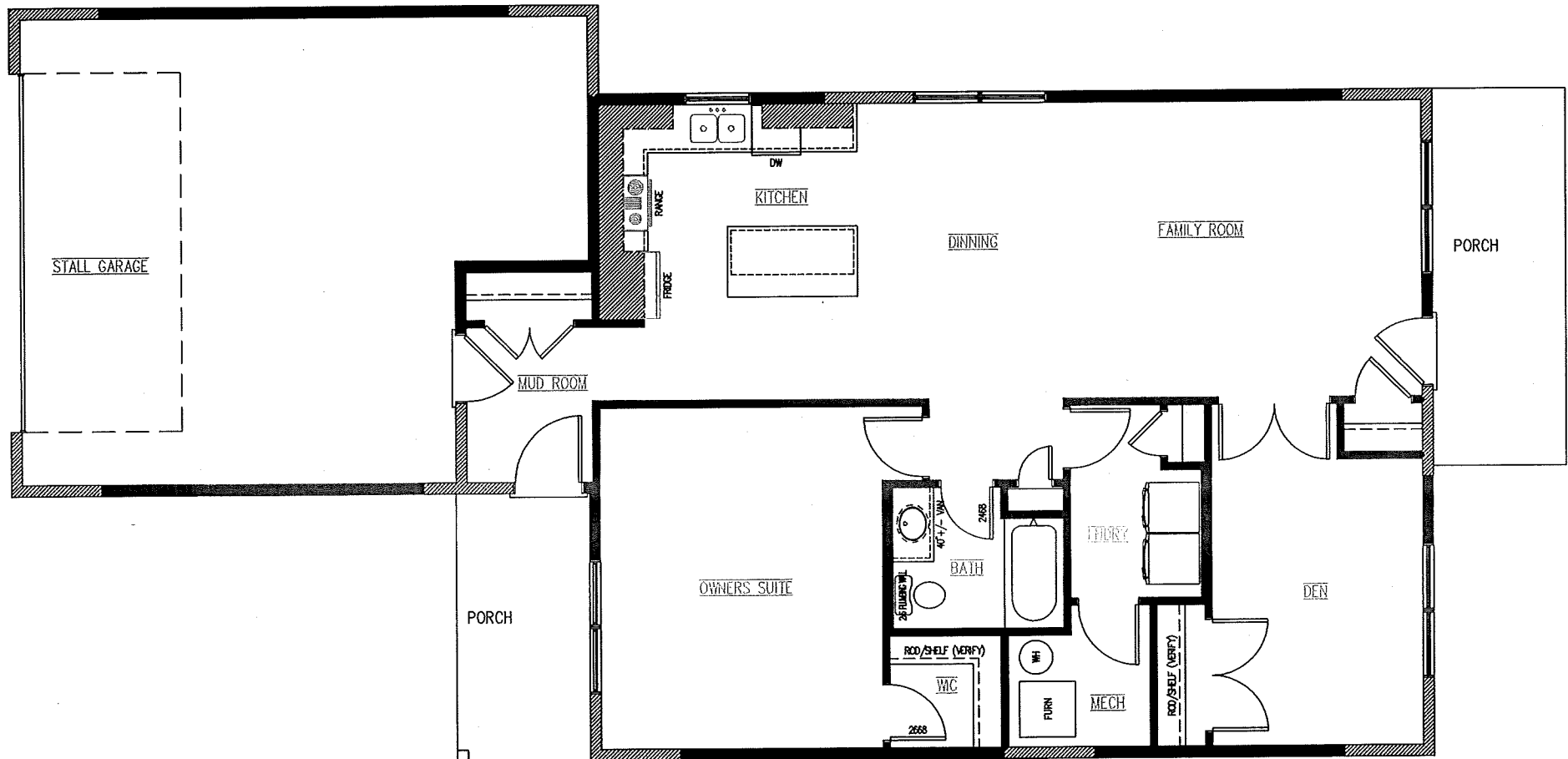
9'1-1/8" PLATE



pw4 patio



pw4 ratio



# PRAIRIE WILLOW ESTATES FOURTH

**OWNER/DEVELOPER**  
BIGELOW VOITZ LAND DEVELOPMENT LLC  
4057 28th STREET NW, SUITE 100  
ROCHESTER, MN 55901

**SURVEYOR & ENGINEER**  
MASSEY LAND SURVEYING & ENGINEERING  
P.O. BOX 100  
MASSON, MN 55944

PLANNED UNIT DEVELOPMENT DATA (PUD)

**WEST PUD**  
1. PUD AREA = 2.64 ACRES  
2. PUD DENSITY = 4.9 DU/AC  
3. PUD GREEN SPACE = 61%

**EAST PUD**  
1. PUD AREA = 1.72 ACRES (NET EXCLUDES COUNTY R/W)  
2. PUD DENSITY = 5.8 DU/AC  
3. PUD GREEN SPACE = 61%

### Preliminary Plot Description

That part of the Northeast Quarter of Section 32, Township 107 North, Range 16 West, Dodge County, Minnesota, described as follows:

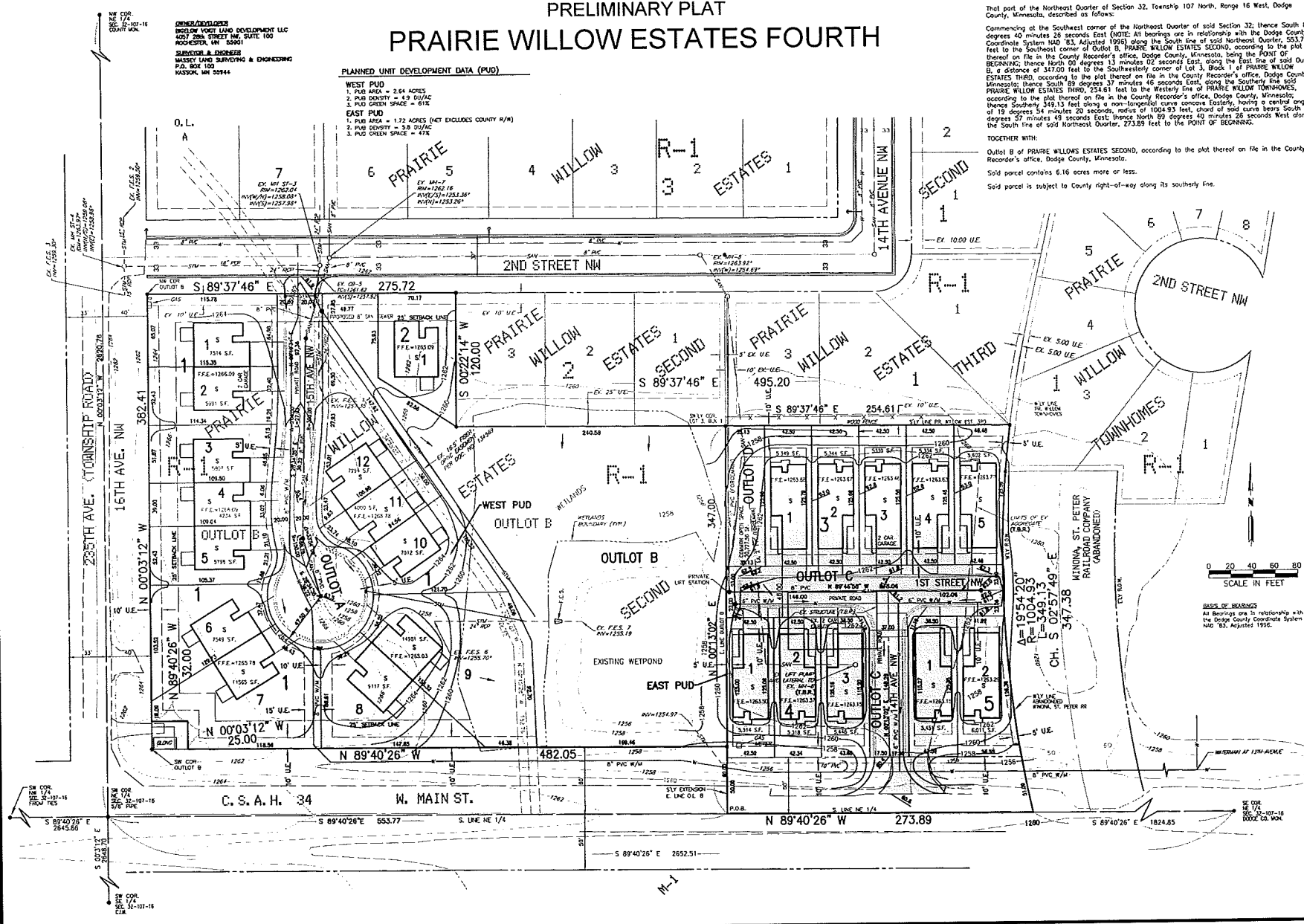
[illegible]

TOGETHER WITH:

Outlot B of PRAIRIE WILLOWS ESTATES SECOND, according to the plat thereof on file in the County Recorder's office, Dodge County, Minnesota.

Sold parcel contains 6.16 acres more or less.

Said parcel is subject to County right-of-way along its southerly line.



BASIS OF BEARINGS  
All Bearings are in relationship with  
the Dodge County Coordinate System  
NAD '83 Adopted 1995

**MASSEY**  
SURVEYING & ENGINEERING  
P.O. BOX 100, KASSON, MN 55944

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Date 1/26/2017  
LIC. NO. 41814

You created this PDF from an application that is not licensed to print to novaPDF printer (<http://www.novapdf.com>)

**Tony**

---

**From:** Tony  
**Sent:** Tuesday, June 06, 2017 11:53 AM  
**To:** Tony  
**Subject:** FW: Revised Site Quantities for Soil Corrections

*TB- PWY<sup>th</sup> Extra dirt work*

*TB 6-6-17*

---

**From:** David Martin [<mailto:dmartin@kmtel.com>]

**To:** Tony  
**Subject:** Revised Site Quantities for Soil Corrections

Tony,

I redid the site volume calculations to take into account the soil corrections. The quantities I came up with are as follows:

West PUD

Common Excavation 15,945 cy  
Structural fill borrow 10,904 cy  
Excess cut material to be hauled offsite 14,300 cy

East PUD

Common Excavation 3748 cy  
Structural Fill borrow 13,487 cy  
Excess cut material to be hauled offsite 1,976 cy

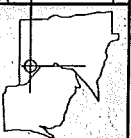
Total structural fill borrow required 24391 cy.

David A. Martin, P.E.  
Massey Land Surveying & Engineering  
P.O. Box 100, Kasson, MN 55944  
Office (507)-634-4505  
Cell (507)-951-2092  
Fax (507)-634-6560  
[www.masseylandsurveying.com](http://www.masseylandsurveying.com)

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

David A. Muesel  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 License No.: 51131

**M. A. SIESEY**  
**LAND SURVEYING & ENGINEERING**  
 P.O. BOX 100, KASSON, MN 55944  
 PH. NO. 507-634-4305, FAX NO. 507-634-6580



**GRADING PLAN**  
**PRAIRIE WILLOW ESTATES FOURTH**  
 PART OF THE NE 1/4 SECTION 32, T. 107 N. R. 16 W  
 CITY OF KASSON, DODGE COUNTY, MINNESOTA

NO.	DATE	REVISION
1	1/1/00	INITIAL DESIGN
2	2/1/00	REVISED DESIGN
3	3/1/00	REVISED DESIGN
4	4/1/00	REVISED DESIGN
5	5/1/00	REVISED DESIGN
6	6/1/00	REVISED DESIGN
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304	4/1/25	REVISED DESIGN
305	5/1/25	REVISED DESIGN
306	6/1/25	REVISED DESIGN
307	7/1/25	REVISED DESIGN
308	8/1/25	REVISED DESIGN
309	9/1/25	REVISED DESIGN
310	10/1/25	REVISED DESIGN
311	11/1/25	REVISED DESIGN
312	12/1/25	REVISED DESIGN
313	1/1/26	REVISED DESIGN
314	2/1/26	REVISED DESIGN
315	3/1/26	REVISED DESIGN
316	4/1/26	REVISED DESIGN
317	5/1/26	REVISED DESIGN
318	6/1/26	REVISED DESIGN
319	7/1/26	REVISED DESIGN
320	8/1/26	REVISED DESIGN
321	9/1/26	REVISED DESIGN
322	10/1/26	REVISED DESIGN
323	11/1/26	REVISED DESIGN
324	12/1/26	REVISED DESIGN
325	1/1/27	REVISED DESIGN
326	2/1/27	REVISED DESIGN
327	3/1/27	REVISED DESIGN
328	4/1/27	REVISED DESIGN
329	5/1/27	REVISED DESIGN
330	6/1/27	REVISED DESIGN
331	7/1/27	REVISED DESIGN
332	8/1/27	REVISED DESIGN
333	9/1/27	REVISED DESIGN
334	10/1/27	REVISED DESIGN
335	11/1/27	REVISED DESIGN
336	12/1/27	REVISED DESIGN
337	1/1/28	REVISED DESIGN
338	2/1/28	REVISED DESIGN
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348	12/1/28	REVISED DESIGN
349	1/1/29	REVISED DESIGN
350	2/1/29	REVISED DESIGN
351	3/1/29	REVISED DESIGN
352	4/1/29	REVISED DESIGN
353	5/1/29	REVISED DESIGN
354	6/1/29	REVISED DESIGN
355	7/1/29	REVISED DESIGN
356	8/1/29	REVISED DESIGN
357	9/1/29	REVISED DESIGN
358	10/1/29	REVISED DESIGN
359	11/1/29	REVISED DESIGN
360	12/1/29	REVISED DESIGN
361	1/1/30	REVISED DESIGN
362	2/1/30	REVISED DESIGN

*Swenke*

# IMS

## CONTRACTING LLC

SITE DEVELOPMENT | UTILITIES & EXCAVATING

*Imms \$ 449,569*

P. O. Box 5  
Kasson, MN 55944  
Phone: 507-634-7778  
Fax: 507-634-7771

### Estimate & Agreement

**PROJECT:** PRAIRIE WILLOW ESTATES

**LOCATION:** KASSON, MN

**PLAN DATE:** 2/21/2017

**ENGINEER:** MASSEY

**BID TIME & DATE:**

**BID SCHEDULE** \$ 449,569.66

\$ 449,569.66

**ADDENDUMS 1-3 NOTED**

- NOTES: 1.) NO BOND, TRAFFIC CONTROL, REMOVAL OF SILT FENCE, NO ASBESTOS ABATEMENT,  
NO PERMITS, NO COST FOR UTILITY RELOCATION OR TEMP SERVICES (CSAH 34)  
BID ASSUMES PHONE LINE WILL NOT BE IN UTILITY TRENCH UPON EXCAVATION,  
NO SOIL CORRECTIONS OR SWEEPING  
2.) COMMON BORROW IS PRICED HAULING EXCESS MATERIAL FOR SOUTH FORK ADDITION.

THIS PROPOSAL MAY ONLY BE ACCEPTED IF SIGNED BY OWNER'S AUTHORIZED REPRESENTATIVE AND RECEIVED BY SWENKE IMS CONTRACTING WITH 30 DAYS OF PROPOSAL DATE.

ACCEPTANCE BY: BIGELOW HOMES

SWENKE IMS CONTRACTING, LLC

BY: \_\_\_\_\_

BY: *[Signature]*

ITS: \_\_\_\_\_

DATED: \_\_\_\_\_

DATED: *3/14/2017*

ITEM DESCRIPTION	QUANTITY	UNIT MEAS	UNIT PRICE	TOTAL
CLEARING & GRUBBING	1.00	LS	\$1,000.00	\$1,000.00
REMOVE OF EXISTING STRUCTURE	1.00	LS	\$14,000.00	\$14,000.00
REMOVE EXISTING PIPE	192.00	LF	\$20.00	\$3,840.00
REMOVE EXISTING CURB AND GUTTER	59.00	LF	\$6.00	\$354.00
PAVEMENT REMOVAL	92.00	SY	\$6.00	\$552.00
AGGREGATE REMOVAL	5,426.00	SY	\$0.01	\$54.26
REMOVE LIFT STATION	1.00	LS	\$2,000.00	\$2,000.00
REMOVE AND SALVAGE CASTING	1.00	LS	\$150.00	\$150.00
ABANDON 2" F.M.	1.00	EA	\$500.00	\$500.00
COMMON EXCAVATION (P)	6,027.00	CY	\$7.00	\$42,189.00
COMMON FILL (BORROW)	8,196.00	CY-LV	\$7.00	\$57,372.00
TOPOIL BORROW	421.00	CY	\$10.00	\$4,210.00
GEOTEXTILE FABRIC, TYPE 5	2,904.00	SY	\$2.00	\$5,808.00
AGGREGATE BASE, CL. 5	1,470.00	TN	\$17.00	\$24,990.00
1 1/2" WEARING COURSE	198.00	TN	\$73.00	\$14,454.00
2 1/2" NON-WEARING COURSE	331.00	TN	\$73.00	\$24,163.00
TACK COAT	122.00	GAL	\$2.00	\$244.00
12" RCP, CL. 3	177.00	LF	\$34.00	\$6,018.00
24" RCP, CL. 3	15.00	LF	\$42.00	\$630.00
27" RCP, CL. 3	350.00	LF	\$50.00	\$17,500.00
21" RCP, CL. 3	69.80	LF	\$38.00	\$2,652.40
21" RCP FES	2.00	EA	\$1,500.00	\$3,000.00
UTILITY CROSSING 4" SDR 35 (4 PIPES)	3.00	EA	\$500.00	\$1,500.00
4" PERF. PVC EDGE DRAIN	1,504.00	LF	\$12.00	\$18,048.00
4" PVC CLEANOUTS	4.00	EA	\$200.00	\$800.00
8" PVC SDR 26	266.00	LF	\$45.00	\$11,970.00
2" PVC SDR 21 - FORCEMAIN	474.00	LF	\$25.00	\$11,850.00
SANITARY LATERAL 4" PVC 26 (NEW)	12.00	EA	\$750.00	\$9,000.00
SANITARY LATERAL 4" PVC 26 (EXISTING)	1.00	EA	\$750.00	\$750.00
SANITARY LATERAL 1 1/4" PVC SDR 26	9.00	EA	\$750.00	\$6,750.00
1" WATER SERVICE (EXISTING)	1.00	EA	\$1,050.00	\$1,050.00
1" WATER SERVICE (NEW)	21.00	EA	\$1,050.00	\$22,050.00
2" INSULATION	256.00	SF	\$4.00	\$1,024.00
6" GATE VALVE AND BOX	3.00	EA	\$1,300.00	\$3,900.00
8" GATE VALVE AND BOX	3.00	EA	\$1,500.00	\$4,500.00
FIRE HYDRANT	2.00	EA	\$4,000.00	\$8,000.00
8" PVC C900	1,393.00	LF	\$32.00	\$44,576.00
6" PVC C900	365.00	LF	\$30.00	\$10,950.00
8" X 6" TEE-HYDRANT	1.00	EA	\$400.00	\$400.00
8" X 6" TEE	1.00	EA	\$400.00	\$400.00
6" TEE	1.00	EA	\$300.00	\$300.00
8" TEE	2.00	EA	\$400.00	\$800.00
8" 22.5 BEND	7.00	EA	\$500.00	\$3,500.00
8" 11.25 BEND	4.00	EA	\$1.00	\$4.00
6" DIP CAP	1.00	EA	\$200.00	\$200.00
8" DIP CAP	1.00	EA	\$200.00	\$200.00
MANHOLE TYPE 4 (48")	1.00	EA	\$3,000.00	\$3,000.00
MANHOLE TYPE 4 (60")	1.00	EA	\$4,000.00	\$4,000.00
MANHOLE TYPE 3	3.00	EA	\$3,600.00	\$10,800.00
CB TYPE1	2.00	EA	\$2,300.00	\$4,600.00
REINSTALL CASTING	1.00	EA	\$500.00	\$500.00
RIP RAP, CL. 3	9.00	CY	\$90.00	\$810.00
CONCRETE GUTTER	59.00	LF	\$35.00	\$2,065.00
DRIVE OVER C&G	1,443.00	LF	\$15.00	\$21,645.00
SILT FENCE	1,600.00	LF	\$2.00	\$3,200.00
ROCK WEEPER DITCH CHECKS	1.00	LS	\$500.00	\$500.00
BIOROLL DITCH CHECKS	1.00	LS	\$1,500.00	\$1,500.00
INLET PROTECTION	3.00	EA	\$200.00	\$600.00
FERT. 10-20-20	886.00	LBS	\$3.00	\$2,658.00

MULCH TYPE 3	9.00	TN	\$1.00	\$9.00
E&S MATTING (NAG S75BN)	910.00	SY	\$2.00	\$1,820.00
SEEDING	532.00	LBS	\$5.00	\$2,660.00
CONSTRUCTION ENTRANCE	2.00	EA	\$500.00	\$1,000.00

3-14-17 original bid E&W → TOTAL \$449,569.66

Grading \$ 116,709 ÷ 22 lots = \$ 5,305/lot

Dev Costs \$ 332,860 ÷ 22 lots = \$ 15,130/lot

EAST 9 Pctio  
WEST 13 TH  

---

22 lots



**BUILDING PERMIT FEES**

150.05\*

**Homes & Other Construction****Valuation of Structure**

\$1-\$500	( \$40.00	
\$501-\$2,000	90.29 ( \$40.00	1st \$500 plus \$3.35 for each additional \$100 or fraction thereof, to and including \$2,000 90.29
\$2,001-\$25,000	90.25	1st \$2,000 plus \$11.40 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001-\$50,000	352.45 \$444.45	1st \$25,000 plus \$6.12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$505.54	1st \$50,000 plus \$5.39 for each additional \$1,000 or fraction thereof, to and including \$100,000 775.04
\$100,001-\$500,000	\$775.04	1st \$100,000 plus \$4.31 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001-\$1,000,000	\$2,499.84	1st \$500,000 plus \$2.81 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$4,330.34	1st \$1,000,000 plus \$2.81 for each additional \$1,000 or fraction thereof
	State Surcharge	.0005 x Valuation
	Plan Review Fee	65% of Building Permit Fee
	Reinspection Fee	\$60.00
	Plumbing Permit	\$60.00
	Mechanical Permit	\$60.00
	Siding Permit	\$100.00
	Windows Permit	\$100.00
	Sump Pump Permit	\$100.00
	Permit Extension	\$60.00
150.07*	Permit Research	\$60.00

**Mobile Homes**

Installation Permit \$250.00

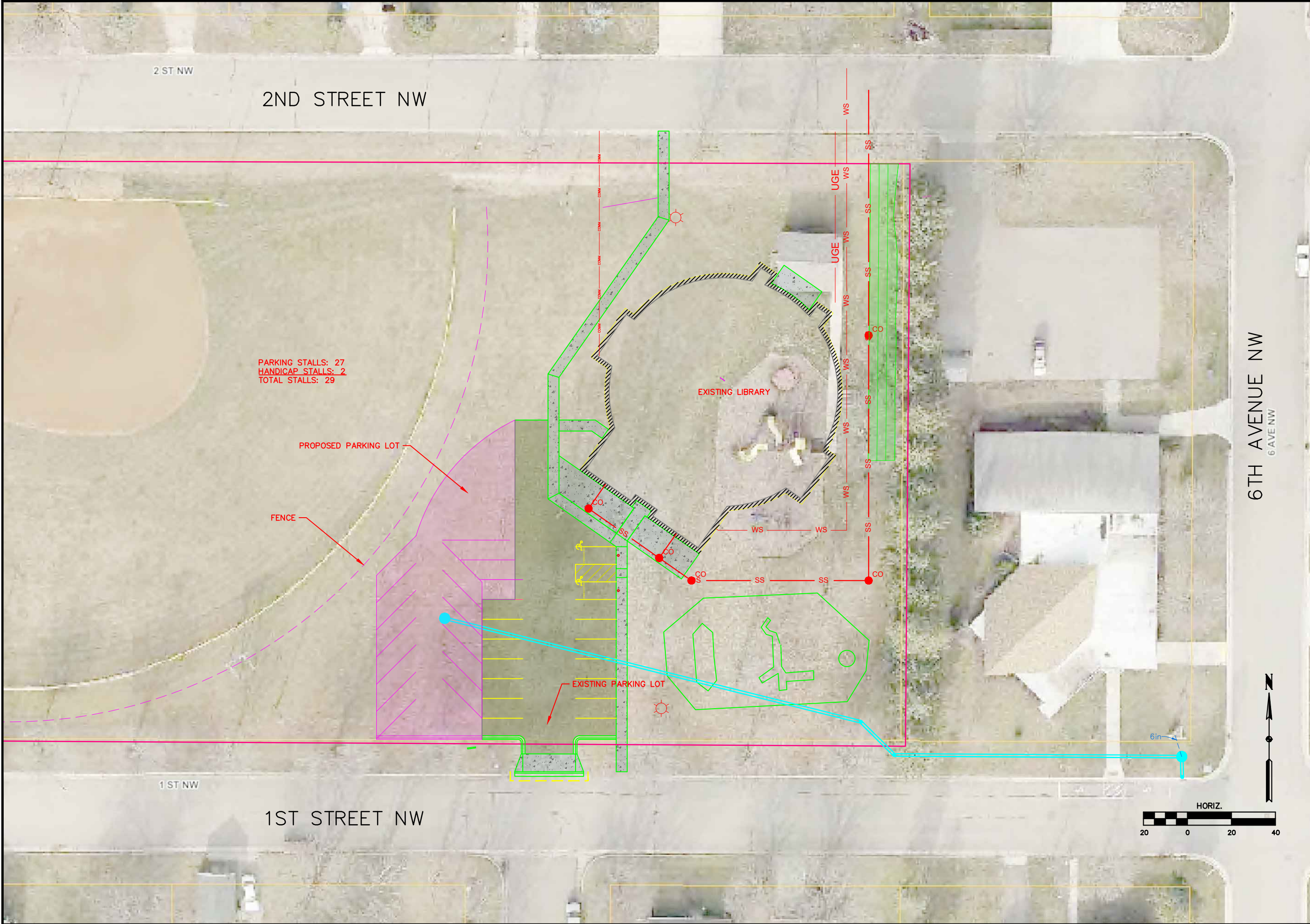
**Roofing Construction**

Shingling Permit \$100.00

Reissue of Expired Permit Equal to original permit fee

Failure to Obtain Permit \$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST									
Library Parking Lot Addition									
Kasson, Minnesota									
11/19/2018									
	<b>Option 1: 29 Total Stalls</b>								
<u>No.</u>	<u>Item</u>	<u>Quantity</u>			<u>Unit Price</u>				<u>Total</u>
1	Common Excavation, 10"	255	CY	@	\$	10.00	\$		2,600.00
2	Aggregate Base, Class 5, 8"	170	CY	@	\$	30.00	\$		5,100.00
3	Breaker Run	60	CY	@	\$	50.00	\$		3,000.00
4	Geotextile Fabric	700	SY	@	\$	2.50	\$		1,800.00
5	Bituminous Pavement 3"	140	Tons	@	\$	90.00	\$		12,600.00
6	Striping	1	LS	@	\$	500.00	\$		500.00
7	Concrete Curb & Gutter	50	LF	@	\$	30.00	\$		1,500.00
8	Turf Restoration	1	LS	@	\$	500.00	\$		500.00
						Subtotal	\$		27,600.00
						Contingency (10%)	\$		2,760.00
						Engineering	\$		5,000.00
						<b>Total</b>	<b>\$</b>		<b>35,400.00</b>
	<b>Option 2: 34 Total Stalls</b>								
<u>No.</u>	<u>Item</u>	<u>Quantity</u>			<u>Unit Price</u>				<u>Total</u>
1	Common Excavation, 10"	270	CY	@	\$	10.00	\$		2,700.00
2	Aggregate Base, Class 5, 8"	180	CY	@	\$	30.00	\$		5,400.00
3	Breaker Run	60	CY	@	\$	50.00	\$		3,000.00
4	Geotextile Fabric	780	SY	@	\$	2.50	\$		2,000.00
5	Bituminous Pavement 3"	160	Tons	@	\$	90.00	\$		14,400.00
6	Striping	1	LS	@	\$	500.00	\$		500.00
7	Concrete Curb & Gutter	50	LF	@	\$	30.00	\$		1,500.00
8	Concrete Apron	170	SF	@	\$	15.00	\$		2,600.00
9	Turf Restoration	1	LS	@	\$	500.00	\$		500.00
						Subtotal	\$		32,600.00
						Contingency (10%)	\$		3,260.00
						Engineering	\$		5,000.00
						<b>Total</b>	<b>\$</b>		<b>40,900.00</b>



2ND STREET NW

1ST STREET NW

6TH AVENUE NW  
6 AVE NW

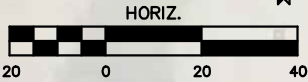
PARKING STALLS: 27  
HANDICAP STALLS: 2  
TOTAL STALLS: 29


PROPOSED PARKING LOT

FENCE

EXISTING LIBRARY

EXISTING PARKING LOT





engineers + planners + land surveyors

I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**PRELIMINARY ONLY – NOT FOR CONSTRUCTION**

Name \_\_\_\_\_ License No. \_\_\_\_\_ Date \_\_\_\_\_

REVISIONS	
NO.	DATE

OPTION 1

LIBRARY PARKING LOT ADDITION  
KASSON, MINNESOTA  
2018

SCALE:  
AS SHOWN

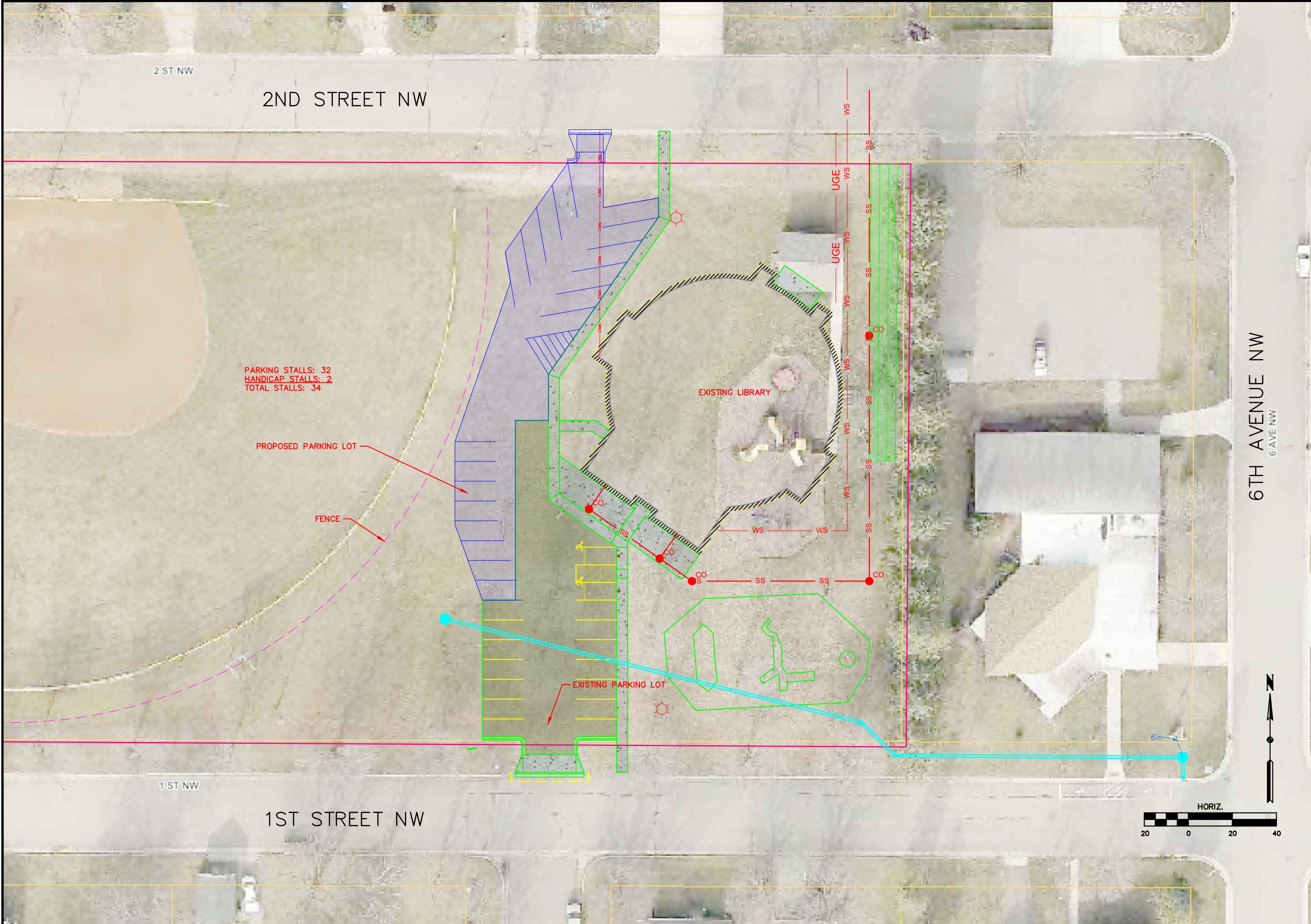
WHKS PROJECT NO.  
8104.18

DRAWN BY:  
---

CHECKED BY:  
BWT

SHEET  
1 OF 2





2 ST NW

2ND STREET NW

1 ST NW

1ST STREET NW

PARKING STALLS: 32  
HANDICAP STALLS: 2  
TOTAL STALLS: 34

PROPOSED PARKING LOT


FENCE

EXISTING LIBRARY

EXISTING PARKING LOT

6TH AVENUE NW  
6 AVE NW





engineers + planners + land surveyors

I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**PRELIMINARY ONLY – NOT FOR CONSTRUCTION**

Name \_\_\_\_\_ Date \_\_\_\_\_ License No. \_\_\_\_\_

REVISIONS	
NO.	DESCRIPTION

OPTION 2

LIBRARY PARKING LOT ADDITION  
KASSON, MINNESOTA  
2018

SCALE:  
AS SHOWN

WHKS PROJECT NO.  
8104.18

DRAWN BY:  
---

CHECKED BY:  
BWT

SHEET  
2 OF 2

**(Bold is updated or new, page #s and formatting will be completed once approved)**



# **CITY OF KASSON EMPLOYMENT POLICY HANDBOOK**

**Adopted by the City Council on \_\_\_\_\_, 2019**

**CITY OF KASSON**

## EMPLOYMENT POLICY

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**If this policy and union contracts differ union employees should consult their respective contracts**



# CITY OF KASSON

## EMPLOYMENT POLICY

### PART I.

#### A. GENERAL POLICY STATEMENT, ORGANIZATION & AUTHORITY

##### SCOPE

In adopting this policy, it is the intention of the City Council to establish, insofar as permitted by the laws of the State of Minnesota and the ordinances of the City of Kasson, a uniform City policy, and the following rules, regulations and policies shall apply to all City employees regardless of position except those policies applying to union members as stipulated in a union contract. Any conflict between these policies and other authorized guidelines shall be resolved by the controlling boards or commissions.

#### B. STATEMENT OF POLICY

It is the policy of the City of Kasson, in recognition of the essential rights of all employees and applicants as individuals, to provide equal opportunities without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission. This policy applies to all phases of employment including, but not limited to, recruitment, hiring and promotion in all job classifications.

It is also the policy of the City of Kasson to take Affirmative Action to insure that all personnel actions, such as rate of compensation, employee benefits, transfers, lay-offs, demotions, training, terminations and promotions shall be administered without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission.

**"The provisions of this personnel policy serve as a guide for administrative actions concerning City personnel matters and shall not be construed as contractual provisions or as establishing terms of employment. All City employees subject to these guidelines are "at will" employees. The City may terminate any employee with or without cause at the sole discretion of the City under guidelines of this policy.** These guidelines as set forth supersede past practices and /or written representation of regular terms or conditions of employment. Rules set out below are not necessarily all-inclusive because circumstances that have not been anticipated may arise, which require or warrant appropriate disciplinary action, including discharge.

Failure of an employee to perform in a manner consistent with this policy shall constitute grounds for reprimand, suspension, demotion or dismissal.

#### C. RESOLUTIONS REPEALED



Resolutions relative to the personnel and employment policy heretofore adopted by the City Council are hereby repealed. All previous policies inconsistent with those contained herein are also repealed. **This policy supersedes any and all prior versions of the policy, and all employees are subject to its terms and conditions.**

**D. DEFINITIONS**

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

Appointing Authority means the City Council or other officer or board authorized by the statute or lawfully delegated authority to make appointments to positions under the City policies.

Council means the City of Kasson City Council.

Day means calendar day except where otherwise stated in a specific rule.

Demotion means a change by an employee from a position to another position with less responsible duties and a lower salary range.

Department Head means an appointed City official duly authorized and responsible to supervise the activities of a department or agency under his or her jurisdiction. The persons in the following positions shall be considered to be Department Heads: the City Administrator, the Community Development Director, the Finance Director, the Electric Supervisor, the Water/Wastewater Supervisor, the Park and Recreation Director, the Director of Public Works, the Chief of Police, the Liquor Manager, Fire Chief, the Ice Arena Supervisor and the Library Director. Additionally, the City Administrator shall be the supervisor of all of the aforementioned Department Heads.

Desirable Qualifications means the requirements of training and experience desired but not necessary to qualify for a given position.

Dismissal means the termination of employment of an employee for cause.

**Employee means an individual who has successfully completed all stages of the selection process.**

**Fulltime means an employee who is required to work forty (40) or more hours per week year-round in an ongoing position.**

Layoff means the forced termination of employment because of shortage of funds or curtailment of services.

Military Leave means the leave of absence granted by state law to employees entering active duty in the armed forces of the State of Minnesota or the United States of America.

Medical Leave means the leave of absence granted by state and federal law to employees meeting the medical qualifications as set forth in policy.

Minimum Qualifications means the requirements of training and experience necessary to qualify for a given position.

Position means a group of current duties and responsibilities, assigned by a department head with recommendation and approval by the City Council, requiring the full or part-time employment of one person.

Probationary Period means the first six (6) months working test period during which a new appointee is required to demonstrate his or her fitness for the position to which he or she is appointed by actual performance of the duties of the position. Police have a one year probationary period.

Promotion means a change of an employee from one position to another with more responsible duties and a higher salary range.

Resignation means the termination of employment made at the request of the employee.

**Seasonal Employee means employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, seasonal employees will be scheduled with business needs and in a manner that ensures positions retain seasonal status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.**

Suspension means an enforced leave of absence with or without pay, for disciplinary purposes pending investigation of charges made against an employee.

Temporary Appointment means an appointment of a person not on a register to fill a position pending the establishment of a register for such position.

**Temporary Employee means an employee hired for a specific number of days not to exceed 180 days.**

Termination means retirement, resignation or dismissal of an employee.

Transfer means a change from one position to another having the same salary range and usually involving the performance of similar duties and requiring essentially the same qualifications of training and experience.

Veterans means all persons defined as veterans by Minnesota Statute Section 197.45, as amended.

Veterans Preference means the preference granted to veterans by Minnesota Statutes, Section 197.45 and Section 197.46 as amended.

## PART II.

### A. PROCEDURES

#### 1) Applications

All applications for City positions may be obtained from the City Administrator's office of the City of Kasson. All applications shall be processed by the City Administrator and the appropriate Department Head at the authorization of the City Council. Applications for employment shall generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. **Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.**

**Unsolicited applications will not be kept on file.**

**Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.**

#### 2) Examination

At the present time there are no validated examinations in use for general City employment. This does not apply to Minnesota Merit System or Civil Service.

#### 3) Conditions of Employment

All full and part time employees shall be required to pass a physical examination by a qualified licensed physician as a condition of employment. The physical examination shall be paid for by the City.

As a condition of employment a criminal background check shall be performed on all applicants selected for interview for employment with the City of Kasson. The results of the criminal background check must be to the satisfaction of the City Administrator and the City Council.

As a condition of employment any potential new employee who would be required by their job description to use City vehicles shall have their driving record checked. The results of the driving record check must be to the satisfaction of the City Administrator and the City Council.

Police candidates are also required to take and pass a psychiatric evaluation. The psychiatric evaluation shall be paid for by the City.

As a condition of employment every employee shall enroll in Direct Deposit of their paycheck.

The use of public property for personal use is strictly forbidden. This includes but is not limited to: borrowing vehicles or equipment for private use; washing private vehicles in public buildings; changing oil or other mechanical work on a private vehicle in a public building (it makes no difference if it is the weekend); allowing others access to public building or equipment for personal use; using meeting rooms for private parties or events that are not regularly available to the general public, etc.

#### 4) Probationary Period

Every employee hired, rehired, transferred or promoted shall be required to successfully complete a probationary period of six months from the date of employment, transfer, or promotion. This period shall be used to observe closely and evaluate the employee's performance, to secure the most effective adjustment of the employee to his or her position. The evaluation procedure and the personnel policy shall be adhered to. Only employees whose performance meets the "meets expectations" standard of work shall be recommended for retention. The probationary period for police officers is 12 months.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting regular status or terminating the employee, a six-month extension of the probationary period may be granted. A request for extension must be made through the office of the City Administrator with final decision by the City Council. A request for extension must be submitted by the beginning of the sixth month and shall specify the reasons why the extension is required. A copy of the request shall be provided to the probationary employee.

## 5) Terminations

### a. Resignation

An employee may resign from City employment by presenting his or her resignation in writing to the supervisor, with a copy to the City Administrator. At least 14 calendar days shall be required to resign in good standing. Department Heads shall be required to give at least 30 days written notice of termination. Unauthorized leave of absence by an employee for three consecutive workdays shall be considered as a resignation by such employee.

### b. Reduction In Force

The City Council may terminate an employee without prejudice for the reasons of abolition of a position, shortage of work or funds, or other valid reasons outside the employee's control. No employees shall be terminated while there are emergency, limited-term or probationary employees serving in the same type of position.

### c. Retirement

Employees intending to retire should notify the City Administrator's office at least 30 days prior to their last workday.

### d. Termination of Employment Process

An employee desiring to terminate employment shall notify his/her department head in writing (signed) of his/her intention to retire or resign. The copy of this notice shall be sent to the office of the City Administrator for submission to the City Council.

On the employee's final date of employment, he/she shall be responsible for the surrender of all City property to include keys, equipment, materials, city issued clothing, **files, records, usernames, passwords**, etc., to his/her department head. Said items returned shall then be verified by employee's department head as a separate entry in employee's personnel file.

The City Administrator shall issue the appropriate warrants for pay and separation benefits and conclude the individual employee record.

#### 6) Status Changes

##### a. Promotions/Transfers

Promotions or transfers may be made in emergency situations or when deemed practical by a Department Head and approved by the City Council. The employee must already possess the required qualifications and the required probationary period shall begin from the date of promotion.

Whenever an employee transfers from one City position to another, he or she shall carry with him or her to the new position any accumulated sick leave and vacation benefits, as well as his or her seniority.

#### 7) Evaluation

New employees shall receive training and periodic feedback as to their performance during their probationary period.

Upon the expiration of the probationary period, the employee shall be evaluated using standard evaluation procedures to determine whether the employee shall be placed on regular status. The evaluation date shall be based on the position hire date.

Each regular employee shall be evaluated annually in a private meeting with at least the immediate supervisor, the results to be placed in the employee's personnel file following Council action. Evaluations shall be considered in determining wage/salary step increases and in making promotions, demotions and dismissals. **At least a "meets expectations" is required to be able to gain a step on the pay scale.**

#### 8) Other Employment

Although other employment is not encouraged by the City, any City employee engaging in outside employment shall adhere to the following guidelines:

Employees may not engage in any outside occupation, employment or business that might hinder their impartial or objective performance of their public duties, be incompatible with their City employment or impair their efficiency on the job. Bona fide members of the Kasson Fire Department or the "First Responders," may, at their discretion, respond to emergency fire or medical calls during regular hours of employment; however, City employees performing emergency or critical duties for the City at the time of an emergency fire or medical call, shall not respond to said emergency fire or medical call.

Other employment shall be regarded as secondary to regular City employment and shall not interfere with availability of employees for emergency or call in duty. There shall be no worker's compensation or sick leave payments to any individual injured in the course of outside employment.

#### 9) Disciplinary Actions

a. Verbal Reprimand

A verbal reprimand shall be the most informal type of discipline, and shall be the initial means with which violations of this policy or departmental policy shall normally be dealt. Upon the recognition of a violation by, or problem with, an employee, the Department Head shall serve documented notice on the employee by verbal reprimand with his/her recommendation toward resolving the employee's action.

b. Written Reprimand

Upon the failure of verbal reprimand to correct a condition under which employee's performance continues to be substandard or unsatisfactory, or if the employee continues to violate policies of the City, the responsible department head may resort to reprimanding the employee in writing. A written reprimand shall be construed as a warning, and shall clearly describe the nature of the violation and required action and shall be signed by both the department head and the employee. The department head shall cause a copy of the written reprimand to be furnished to the City Administrator's office. The employee shall have the opportunity to respond to the charges conveyed in the reprimand. **Serious infractions may require skipping either the verbal or written reprimand, or both.**

c. Suspension, Demotion, and Discharges and Causes Therefore

When a department head has good reason to believe that an employee under his or her jurisdiction has given cause for his or her suspension, demotion or discharge, he or she shall notify said employee, in writing, setting forth the charges against him or her. Said written charges shall, with the recommendation of the City department head, then be filed immediately with the City Administrator for subsequent action by the City Council. Upon an official action by the City Council, the City Administrator shall cause a statement of such findings and the decision of the City Council to be served in writing on the employee. Service of this decision upon the employee shall constitute an official notice of his or her suspension, demotion, discharge or exoneration as the case may be. The charges, reply and order of the suspension, demotion, discharge or exoneration shall be filed in the City Administrator's office in the employee's personnel file.

The following causes, while not exclusive, may be causes for suspension, demotion or discharge of an employee from City employment; when such employee:

1. Has violated any lawful and responsible official regulation or order or failed to obey any lawful and reasonable direction made and given by his/her superior(s), when such violation or failure to obey constitutes an act of insubordination or a serious breach of proper discipline has resulted or may reasonably be expected to result in loss or injury to the employee, co-worker or the public;
2. Has been determined intoxicated or impaired due to a prescribed or an unprescribed narcotic drug while on duty;
3. Has been wantonly offensive in his or her conduct or language toward the public or other employees;
4. Has been incompetent or inefficient in the performance of the duties of his or her position;

5. Is careless or negligent with property of the City;
6. Has used, threatened or attempted to use, political influence in securing promotion, leave of absence, transfer, change of classification, pay or nature of work;
7. Has been induced, has induced, or attempted to induce an employee in City government to commit an unlawful act, or to act in violation of any lawful and reasonable official regulation including this policy, or has taken any fee, gift, or thing of value in the course of his or her work or in connection therewith for his or her personal use from any person, when such fee, gift, or item of value is given in the hope or expectation of receiving a favor or better treatment than that normally accorded other persons;
8. Has been absent from duty without leave as defined in this policy or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved, revoked or canceled by the City Council; provided, however, that if such absence or failure to report for duty is excusable, the department head with the approval of the City Council may revoke the charges;
9. Has willfully made a false statement in any questionnaire, application, or form designed or used for the purpose of gaining employment in the City; or has shown proven dishonesty in the performance of duties;
10. Has been guilty of gross misconduct, which shall include but not be limited to petty theft or loan of public property for private or personal use on or off government premises;
11. Illegal sales of intoxicating beverages by employees of the Municipal Liquor Store:

Any employee of the Kasson Municipal Liquor Store who commits an "illegal sale" of an intoxicating liquor shall be discharged notwithstanding any other section or provision contained in the City of Kasson Employment Policy. When the Kasson Municipal Liquor Store manager has good reason to believe that an employee under his/her jurisdiction has made an illegal sale, he or she shall notify said employee, in writing, setting forth the charges against him or her. Said written charges shall then be filed immediately with the City Administrator for subsequent action by the City Council. Upon an official action by the City Council, the City Administrator shall cause a statement of such findings and the decision of the City Council to be served in writing on the employee. Service of this decision upon the employee shall constitute an official notice of his/her discharge or exoneration as the case may be. The charges, reply and order of discharge or exoneration shall be filed in the City Administrator's office in the employee's personnel file.

For the purposes of this section, an "illegal sale" of intoxicating liquor shall be any one or a combination of the following acts:

- a. A sale of intoxicating liquor to a minor.
- b. The sale of intoxicating liquor to an obviously intoxicated person.

- c. The sale of intoxicating liquor on a day or at a time when, by statute, it is illegal to sell intoxicating liquor.

#### 10) Hours of Work

The regular workday for Kasson City Employees shall be eight hours. The regular workweek shall be 40 hours. Department heads reserve the right to vary the scheduling depending on need not to exceed 40 hours in a seven day (Sunday-Saturday) period.

Department heads may schedule lunch periods for their respective employees on a staggered basis, in those departments where keeping that department open during lunch and break periods is necessary. **An unpaid lunch break of at least 30 minutes will be given to employees when an employee works eight (8) or more consecutive hours.** Fifteen minutes shall be the maximum normal rest period and may be taken twice daily at the discretion of the respective department head. Rest breaks are not to be used to extend lunch breaks, extending starting time or used to leave early. Rest breaks may not be accumulated.

Union employees should consult their individual contracts

#### 11) Overtime

##### a. Exempt Positions

Exempt employees working for the City of Kasson meet the criteria outlined in one of the four Fair Labor Standards Act (FLSA) exemptions (Executive, Administrative, Professional and Computer) in order to meet the “duties” test and be considered exempt.

Exempt employees under the Fair Labor Standards Act are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. In recognition for working extra hours, these employees may take some time off during the normal working hours with supervisory approval. Employees shall not earn overtime but also shall not be subject to variations in pay based on quality or quantity of work actually performed. Exempt employees receive a predetermined amount of pay each pay period. Exempt employees must submit a time sheet to report paid sick, holiday and vacation leave. Submission of a time sheet for regular work hours is voluntary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) or more hours on a given day. Exempt employees must communicate their absence to the City Administrator or his/her designee who has discretion to deviate from the standard leave policy for specific situations. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

Absences of less than four (4) hours do not require the use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal workday requirement.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation shall be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position’s



responsibilities, the position shall be reviewed to determine whether a part-time position shall meet the needs of the City.

The time off for working in excess of 40 hours shall not be on a one-for-one basis. Deductions from the weekly salary may be made when: The employee is absent for a day or more for personal reasons unrelated to illness or injury; the employer imposes penalties for a major safety violation (e.g., suspension without pay); no work is performed in that week.

**b. Non-Exempt Positions**

The maximum workweek for non-exempt employees shall be 40 hours. Overtime may be worked with the prior consent of the respective department heads. When an employee works more than forty (40) hours, the City must pay overtime at the rate of 1 1/2 times the employer's rate of pay, or shall grant time off through compensatory time at 1 1/2 hours off for each hour of overtime worked.

Union Employees should consult their respective contracts.

Vacation, sick leave, and breaks of less than 15 minutes shall be counted as hours worked for the purpose of determining entitlement to overtime compensation.

**c. Compensatory Time**

Compensatory time-off shall be the preferred method of overtime payment. This shall mean that employees shall receive time and 1/2 of their normal hours, for all hours worked in excess of 40 hours per week credited to the employee's overtime account. This overtime shall then be used as time off at such time mutually agreeable to the employee and the Department Head. The employee shall have the option of choosing compensatory time or monetary compensation for hours worked in excess of 40 hours per week. It is intended the above procedure shall permit the City to provide each regular employee with a full paycheck on a year around basis and to avoid unpaid layoffs.

Comp-time shall be used up as time off as soon as practical. The compensatory time off must be documented on the employee's time form, and may not at any time accrue to more than 80 hours of available compensatory time. Compensatory time off shall not be counted as hours worked for the purpose of determining entitlement to overtime compensation.

**d. On-Call**

**Union employees should consult their respective contracts.**

**e. Court Time**

When a police officer is required to appear in court on City matters on his day off, court time shall be considered work time. The officer shall be paid for court time from the time they leave their home destined for the courthouse to the time they return home from the courthouse.

**Union Employee Consult your Contract**

**f. Meals, Breaks**

**Police Union Employees Consult your contract.**

If a police officer is not completely relieved from duty for the purposes of eating regular meals (breakfast, lunch or dinner), these meal periods shall be considered work time in the computation of the officer's entitlement to overtime compensation. If the police officer is completely relieved from duty for the purpose of eating regular meals, these bona fide meal periods shall not be considered as work time.

g. Seasonal, Temporary and Part Time Employees

Seasonal, temporary, part-time employees shall be paid overtime in an amount equal to the minimum overtime rate established by the State of Minnesota Fair Labor Statutes Act.

12) Compensation Plan

The City of Kasson utilizes a Base Pay Structure. Adjustments may be made upon approval of the City Council.

a. Regular Employees

**Only those employees who receive a "meets expectations" or higher on their annual performance evaluations shall be eligible for continued pay adjustments.**

b. Part Time Employees

**Once the part-time employee has worked 1000 hours they shall have a performance evaluation. Only those employees who receive a "meets expectations" or higher on the performance evaluation shall be eligible for a step increase.**

c. Paydays

Paydays shall be on a biweekly basis. All employees shall participate in the electronic transfer of paychecks, known as Direct Deposit.

13) Drug Free Awareness Program

The City's ongoing "Drug-free Awareness Program" is hereby established to inform employees regarding:

1. The dangers of drug abuse in the workplace.
2. The City's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It shall be the responsibility of the Office of City Administrator to inform all new employees of this policy at orientation and all present employees by written notification.

#### 14) Drug-Free Workplace Policy

##### a. Scope

The Drug-Free Workplace Act of 1988 (hereafter "Act") was enacted on November 18, 1988, as part of other federal omnibus drug legislation. This law requires organizations applying for federal grants to certify that they shall provide a drug-free workplace.

In accordance with the Act and for the benefit of its employees, the City of Kasson through the implementation of this policy is committed to maintaining a drug-free workplace.

##### b. Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Any violation of this policy by an employee of the City of Kasson shall result in personnel action as indicated in Item C, including possible termination of employment, when appropriate.

##### c. Guidelines

##### 1. Terminology

Unless otherwise indicated in this policy, the terms used have the same meanings that they have in the Act and in the regulations adopted pursuant to the Act. The term "workplace" refers to all facilities or places operated or owned by the City as well as any location at which an employee is engaged in work for the City.

##### 2. Responsibilities

- a. As a condition of employment, employees shall abide by the policy and notify the office of the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.
- b. Within ten (10) days after receiving such notice from the employee or otherwise receiving actual notice of the conviction, the City shall notify the appropriate federal agency.
- c. In addition, within thirty (30) days of receiving such notice from the employee or otherwise receiving actual notice of the conviction, the City shall take at least one (1) of the following actions in regard to the convicted employee:
  - 1. Take appropriate personnel action against the convicted employee, up to and including termination; and/or

2. Require the convicted employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- d. Procedures for employees with Commercial Driver's Licenses who test positive for drugs or alcohol must follow procedures set out in the MMUA Drug and Alcohol Testing Consortium.

#### Alcohol Testing, Limitation of Duties and Employee Compensation

If the test of a City of Kasson Employee, who is subject to the requirements of 49 C.F.R. Part 382, results in an MRO verified positive test or breath test for alcohol with an alcohol concentration of 0.04 or greater, the employee is placed on leave immediately following notification and is permitted to use compensatory time, sick time or vacation time, and/or unpaid leave. At a minimum, an employee who has violated the prohibited alcohol use rules shall not be allowed to return to duty until a subsequent test results in an MRO verified negative test.

An employee whose test results indicate an alcohol concentration of 0.02 or greater, but less than 0.04, shall not be allowed to perform safety sensitive functions until the start of the employees next regularly scheduled duty period, but not less than 24 hours following the alcohol test. The employee shall not be allowed to drive City vehicles during the same period and a designated supervisor shall arrange for the employee to receive a ride home. Leave shall continue as described herein until a subsequent test results in an MRO verified negative test.

#### Drug Testing, Limitation of Duties and Employee Compensation

If the test of a City of Kasson employee, who is subject to the requirements of 49 C.F.R. Part 382, results in an MRO verified positive test for drugs, the employee is placed on leave immediately following notification and is permitted to use compensatory time, sick time or vacation time and/or unpaid leave. The employee is entitled to the option of a retest of the initial sample for confirmation, the cost of which is provided for by the employee.

#### Assessment, Treatment and Follow-up Testing for Drugs or Alcohol

The employee shall be referred by the City of Kasson to an appropriate substance abuse professional for assessment and enrollment in a treatment and rehabilitation program. The employee must be assessed and, if recommended by the substance abuse professional, initiate treatment for drug or alcohol abuse by the preapproved agency as quickly as possible, but within a time not to exceed five working days. Results of the positive drug or alcohol test and terms of the rehabilitation shall remain confidential, except as provided by the Federal Regulations.

Employees referred to the treatment of a rehabilitation program as a result of an MRO verified positive drug test or breath or other test showing an alcohol concentration above 0.04, must comply with all other conditions of treatment and counseling program recommended by the substance abuse professional.

Successful completion of the prescribed program shall be required for the employee to continue employment with the City of Kasson. Return to duty shall occur only upon the direction of the MRO or

substance abuse professional. Upon returning to work, employees shall be subject to a minimum of six unannounced tests for a period of not to exceed sixty months.

### Financial Responsibility

All insurance benefits in force at the time of the position test shall continue at the expense of the City, and shall be reimbursed by the employee within sixty days of his or her return to work or upon termination of the employee's employment, whichever occurs first thus assuring the continuation of benefits for the employee upon return to work. All expenses of the substance abuse treatment and rehabilitation program shall be paid for by the employee, with the employee health insurance provider funding that portion as provided in the benefit plan. Employees opting to not comply with any portions of the assessment, treatment and follow-up requirements, also opt to discontinue employment with the City of Kasson, at which time the costs incurred by the City are due in full.

### Work Duties and Return to Work

Non-covered duties of the employee on leave shall be reassigned until the MRO or substance abuse professional determines that the employee may return to duty. Employees who undergo substance abuse treatment and counseling under this policy and who continue to work for the City of Kasson must meet all established standards of conduct and job performance.

### Disciplinary Actions

An employee holding a commercial drivers license whose test results indicate drug use or alcohol concentration of 0.04 or greater shall be subject to the Disciplinary Actions for employees as outlined in this Policy.

### Repeat Offense

If an employee is undergoing substance abuse treatment and counseling or has returned to duty upon successfully completing such treatment and rehabilitation and a subsequent test is verified by the MRO as positive, or results in an alcohol concentration of 0.04 or greater, the employee shall be terminated.

## 15) Mutual Respect Policy

### a. Purpose

Mutual respect, consideration, and courtesy are traditional at the City of Kasson and are expected of every member of its staff. All staff members of the City of Kasson have the right to pursue their careers without fear of intimidation or harassment from co-workers or their organizational superiors.

### b. Policy

Disrespectful behavior of any kind -- sexual or any other form, ranging from malicious or idle gossip, backstabbing, inappropriate humor and subtle hints to overt acts, threats or physical contacts--shall not be tolerated. An individual who experiences intimidation or harassment is asked to report it, using the complaint policy and procedure listed in item 15A.

#### 15A Complaint Policy and Procedure

Complaints directed to City Administrator, the Department Heads or Supervisors shall be considered as to whether the complaint alleges illegal activity, a violation of city policy, or simply poor employee conduct. The City particularly and specifically has an obligation to investigate if there are complaints of discrimination or harassment; employee theft, embezzlement, or fraud; retaliation based upon making a complaint or claim of any type of harassment. No employee who reports a complaint shall be retaliated against in any way. Retaliation of any type shall also be categorized as harassment under the Mutual Respect Policy. All written complaints must be investigated. All written complaints must be signed, confidentiality cannot be guaranteed.

In a timely manner, response to a complaint may include some or all of the following:

- Consultation and review of employee handbooks, personnel policies, union contracts, city code and other written procedures, particularly to determine the appropriate course of action and documentation.
- Contact with law enforcement if necessary
- Selection of an investigator, if it is not the person to whom the complaint was made.
- Interview with the complainant
- Interview with offender
- Interviews with others as appropriate
- Review of information gathered
- If appropriate, corrective action shall be taken. The City has the right to apply any sanctions or a combination of sanctions to deal with unreasonable conduct, such as:
  - Counseling the offender(s)
  - Establishment of an improvement plan
  - Probation, with a warning of suspension or discharge for continuing or recurring offenses
  - Suspension without pay
  - Termination

Any disciplinary action resulting from a complaint should be placed in the offender's personnel file.

If at the end of the review conducted by the City Administrator, the Department Heads or Supervisors, the complainant feels the complaint is not satisfactorily resolved, the person may approach the City Council.

#### 16) Harassment Policy

The City of Kasson is committed to providing a work environment that is free of discrimination. Harassment based upon a person's race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission is unlawful. In keeping with this commitment, the City of Kasson strictly prohibits unlawful harassment in any form, including verbal, physical and visual harassment.

This policy strives to provide a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of supervisors, co-workers, visitors or agents of the City. This included a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment of all types is against the law and shall not be tolerated by the City of Kasson.

If an employee believes they have been harassed by a co-worker, supervisor, visitor, or agent of the City, they should follow the Complaint Policy and Procedures set out in 15A of this handbook.

#### 17) Sexual Harassment Policy

It is the policy of the City of Kasson that sexual harassment of employees is prohibited. The City of Kasson believes that every employee has the right to a work environment free from sexual harassment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include termination.

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
4. such conduct is based on sex and would have not occurred "but for" the sex of the victim even though it is not clearly sexual in nature of an explicit sexual advance.

Anyone wishing to file a claim of sexual harassment should follow the Complaint Policy and Procedure set out in 15A of this handbook.

#### 18) Conflict of Interest Policy

To maintain proper control and accountability over City functions and operations and to reduce potential organizational conflicts of interest that may arise due to the employment of an employee's spouse, relative or roommate, the following policy shall apply:

- a. The term "relative" when used in this policy shall mean any two or more individuals who are related to each other by blood, marriage, adoption or legal guardianship. This shall include "relative" of council members or their spouses as defined here.

- b. The term “roommates” when used in this policy shall mean any two or more individuals who reside in the same dwelling unit.
- c. The City shall not employ two or more roommates or two or more persons who are relatives in regular full-time or regular part-time positions under the following circumstances:
1. Where one employee shall appoint, supervise, evaluate, discipline or dismiss another of his/her relatives or his/her roommate.
  2. Where one employee shall be responsible for auditing the work of another member of his/her relatives or his/her roommate.
  3. Where confidentiality of the City would be compromised.
  4. Where other circumstances exist which would place those defined as “relatives” or “roommates” in a situation of actual, reasonably foreseeable or perceived conflict between the City’s interest and their own.

## (19) COMMUNICATIONS

EVERYTHING INCLUDED IN THE COMMUNICATIONS SECTION IS SUBJECT TO THE MN DATA PRACTICES ACT AND IS THE PROPERTY OF THE CITY OF KASSON

### General Information:

This policy serves to protect the security and integrity of the City of Kasson’s electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City shall do so on an as-needed basis as determined by the City Administrator or Department Head.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

### A) Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and shall continue to occur. Some controls are necessary, however, to protect the City’s equipment and computer network and to prevent abuse of this privilege.

- Reasonable, incidental personal use of City computers and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use. All use of City computers and software, including personal use, must be consistent with provisions in this policy.



- Employees shall not connect their own peripheral tools or equipment to City owned systems (such as digital cameras, PDAs, disks or flash cards, etc.), without prior approval from the City Administrator or Department Head and must follow provided directions for protecting the City's computer network.
- Files from appropriate personal use of the City's equipment may be stored on your computer's hard drive, providing the size of all personal files does not exceed 50MB.
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate it should be forwarded to the City Administrator for a determination.
- Only city employees may use city-owned equipment.

#### Software, hardware, games and screen savers

In general, the City shall provide all software and hardware required for an employee to perform his or her job duties. Requests for new or different equipment or software should be made to your supervisor. Except as provided below, employees shall not download or install any software on their computer without the prior approval of the City Administrator. The City reserves the right to remove any unauthorized programs or software, equipment, downloads or other resources.

Microsoft clipart and photo files contained on the site [www.microsoft.com](http://www.microsoft.com) may be downloaded by employees without prior approval. "Automatic Microsoft updates" may be downloaded without prior approval and should be completed by a user within two days of notice.

Unapproved software or downloads (free or purchased), hardware, games, screensavers, toolbars, clipart, music and movie clips, other equipment, software, or downloads that have not been specifically approved by the City Administrator may compromise the integrity of the city's computer system and are prohibited.

#### B) Internet

The following considerations apply to all uses of the Internet whether business related or personal.

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not participate in any Internet chat room unless the topic area is related to City business
- The City may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City Administrator.
- Reasonable personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions, etc. With the exception of the Police Department for use in an investigation. If you are unsure whether a site may include inappropriate information, you should not visit it.

- Internet use during work hours should be limited to subjects directly related to job duties.
- No software or files may be downloaded from the Internet unless approved in advance by the City Administrator. This includes but is not limited to free software or downloads, maps weather information, toolbars, music or photo files, clipart, screensavers and games.

### C) Electronic Mail

The City provides employees with an e-mail address for work-related use. Some personal use of the City's e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

Employee e-mails (including those that are personal in nature) may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed by the City Administrator and without notice to the employee. The following policies relate to e-mails of both business and personal content:

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read (e.g. avoid gossip, personal information, swearing, etc.)
- Use caution or avoid corresponding by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information, etc.)
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not curse or use swear words in an e-mail.

### D) Instant Messaging

The city does not provide employees with resources or tools to communicate by Instant Messaging (IM) when conducting city business. Employees are not allowed to use IM as a mechanism for personal communication through the city's computer network or when using city equipment, and are not allowed to download or install any IM software on their city computer.

### E) Social Media

Cities should distinguish between use of social media sites such as Facebook and MySpace, et al., blogs and microblogs such as Twitter, for official city business versus personal use. When using social media to support official city business in accordance with job duties, individuals should clearly identify themselves as connected to the city. Personal use of social media by city staff – whether about the city or not, and whether positive or negative – shall reflect on the city as a whole. Personal use of social media should not violate any city policies already in existence, such as those on harassment prevention.

### F) Storing and transferring documents

Electronic documents, including e-mails and business-related materials created on an employee's home or personal computer for City business, should be stored on the City network in accordance with records retention policies for that department. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City shall not retain e-mails longer than one year on the network or in the network back-ups.
- E-mail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City's network files.
- Documents or e-mails that may be classified as protected or private information should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or whether it is considered protected or private, check with your Department Head.

Transferring data and documents between computer systems required information to be stored on a floppy disc, CD-ROM, flash or USB drive, or other storage media. These items may also be used to transmit computer viruses or other items harmful to the City's computer network.

The City has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates.

#### G) Passwords and physical security of equipment

Employees are responsible for maintaining all computer and media passwords and following these guidelines:

- All media addresses and passwords are the property of the City. All are immediately surrendered to the city upon termination or suspension.
- Your passwords should not be shared or told to anyone.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

It is recommended that employees lock their workstation (press Ctrl-Alt-Del keys) if you shall be away from your desk or office for more than five minutes. Unlock your computer by doing the same and typing in your password. Use caution if you leave equipment unattended because it is generally small and portable. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site

facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City Administrator about appropriate security measures.

#### H) Notice of computer problems

Employees are responsible for notifying their Department Head or the Finance Director about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

#### I) Cellular Phone Policy

**Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:**

- **Its use in no way limits the conduct of work of the employee or other employees.**
- **No personal profit is gained or outside employment is served**

**All cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.**

**Supervisors may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.**

**Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.**

#### J) Laptop/Portable Computer Use:

It is the responsibility of the employee using a laptop computer or other portable equipment, to keep the equipment in a safe environment, protected to the extent possible from theft or damage. Any portable computer damaged or stolen must be reported immediately to the City. All data collected, stored, processed or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Privacy Act. Additional software or programs may not be loaded without prior authorization and any copying of software on a portable computer for personal use is prohibited.

## **20) PROHIBITING FIRE ARMS AT WORK**

**The City of Kasson hereby establishes a policy prohibiting all employees, except sworn employees of the Police Department, from carrying or possessing firearms while acting the course and scope of employment for the city. This policy includes employees with valid permits to carry firearms. The possession or carrying of a firearm by employees other than sworn Police Officers is prohibited while working on city property or while working in any location on behalf of the city. This includes but is not limited to:**

- Driving on city business;**
- Riding as a passenger in a car or any type of mass transit on city business;**
- Working at city hall or any other city-owned work site;**
- Working off-site on behalf of the city;**
- Performing emergency or on-call work after normal business hours and on weekends;**
- Working at private residences and at businesses on behalf of the city;**
- Attending training or conferences on behalf of the city;**

**An exception to this policy, employees may carry and possess firearms in city-owned parking areas if they have obtained the appropriate permit(s). Therefore, if a city employee must drive his or her personal vehicle on city business, he or she may check a firearm with the city Police Department during the work day and retrieve it after work. The Police Department will establish procedures to ensure that the firearm is locked up and is not able to be retrieved by anyone other than the owner/employee.**

**When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.**

**Violations of this policy are subject to disciplinary action in accordance with the city's disciplinary procedures policy.**

**The City reserves the right to search and inspect employee property while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premises including desks, lockers and file cabinets.**

**The City encourages employees who are aware of policy violations to promptly report the violations to their supervisors or to the City Administrator. No employee acting in good faith, who reports violations of this policy will be subject to retaliation or harassment based upon their report.**

## **21. CREDIT CARD POLICY**

**The police department and utility departments have charge accounts for gas. Each charge should identify the vehicle, mileage, department to be charged and the person signing the receipt. The City also has charge accounts at local businesses. Each purchase at these businesses should identify the department to be charged and the person signing the receipt.**

**The City Administrator, Finance Director, Deputy Clerk, Fire Chief, Police Chief Public Works Director, Library Associate and Library Director have City credit cards and authorization from this department head is needed to use it.** Department Heads are responsible for verifying and approving each credit invoice for their Department.

**ABSOLUTELY NO PERSONAL PURCHASES/CHARGES ARE ALLOWED.**

## 22. CITY DRIVING POLICY

**This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.**

**The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.**

**The city will determine appropriate action on a case-by-case basis.**

### Driver Training

Each City department will be responsible for determining what, if any, initial training will be necessary for new hires or transferred employees. Supervisors will arrange for on the job or special training if needed. All employees will be expected to participate in driving related safety courses deemed relevant to their departments and/ or job classifications. Such courses may be offered periodically through the City's safety program or may be offered through and for specific departments.

Remedial or supplemental driver training may be required for drivers who have been identified as having such need. Examples of this include, but are not limited to patterns of violations found during review(s) of the driving record, complaint(s) from members of the public, and/or any accidents or "near misses" that the employee might be involved in.

### Accident Reporting, Review and Analysis

Law enforcement reports will be the primary means accepted to document the facts of a City vehicle accident. The employee should contact the law enforcement agency with jurisdiction (where the accident occurred) immediately following the incident and request that a report be completed. The employee shall submit to any testing and provide any documentation as requested by law enforcement.

### Vehicle Inspection, Maintenance and Records

Each department within the City should establish vehicle inspection and maintenance programs to meet its needs. Practices and criteria will be developed to comply with state and federal DOT standards, Minnesota rules and statutes, along with manufacturers' recommendations. Written or electronic records will be arranged in a systematic fashion to document all inspection, service and repair.

### Use of Personal Vehicles for City Business

Employees should avoid using their own private vehicle to respond to emergencies that arise except where absolutely necessary, or as directed by their immediate supervisor, Department Head, Chief of Police, Fire Chief, or the City Administrator. The City recognizes that from time-to-time, employee(s) may need to use his/her/their own vehicle to respond to emergency situations that occur within the City. If and when this situation arises, the employee shall obey all traffic laws and regulations in response to the emergency. Employees shall not operate their own personal vehicle in response to City emergencies without a valid license and insurance as required by law.

### Seatbelt Use

City employees are required to wear seatbelts and obey all traffic rules pursuant to Minnesota Law. The City will not be responsible for any citation that the employee might receive during the course of their employment whether they are using a private vehicle or a City owned vehicle, and will not indemnify the employee for any fines, fees, expenses, or damages.

### Distracted Driving

The first priority of all employees while driving City vehicles is the safety of themselves, their passengers and the public. Communication devices, electronic equipment and vehicle controls should only be used or adjusted when it is clearly safe to do so. Drivers shall obey current state laws pertaining to driver distraction and exercise good judgment in areas allowing discretion.

## **23. Contacting the City Attorney**

**In order to avoid potential conflicts and to control the cost of legal services, the City of Kasson adopts the following policy regarding contacting the city attorney.**

**The following procedure is established for City employees, Commissioners and Council Members that want to contact the City Attorney for assistance:**

- Submit their request in writing to the City Administrator or the Mayor, in writing.**
- State the purpose of the contact.**
- Obtain written approval prior to calling the Attorney.**

**Requests will be approved by the Mayor or the City Administrator if the request meets one of the following criteria:**

- The request is for information on an issue currently affecting city business**
- The request is for information on an issue relevant to current city business**
- The request is for information that could create a potential problem relevant to city business.**

**If the request for information is agreed to at any Council meeting, then no further approval is necessary.**

**If the request is made to the Attorney during a meeting s/he is attending, no further approval is necessary.**

**In the case of on-going City projects, approval will be given to authorized staff on a per project basis.**

**All information given must be shared in writing with a quorum of the City Council, and/or Commissioners at the next appropriate meeting.**

**Nothing in this section shall limit the Police Department's access to the City Attorney.**

**Nothing in this section shall limit any person's rights under the law to contact the City Attorney.**

**The City Attorney has been advised of this policy and agrees to follow it. The City Attorney also:**

- Reserves the right to investigate the validity of any request,**
- Will confine his/her answer to only the issue presented,**
- Reserves the right to refuse to respond,**
- May choose to contact the Mayor or the City Administrator prior to responding.**



## PART III.

### A. BENEFITS & SERVICES

#### 1) Seniority

Seniority shall be determined by an employee's length of employment time, and is the basis for determining various employee benefits. Only full-time and continuous employment time shall count toward seniority. Seasonal or temporary work time prior to appointment to regular full-time status shall not count toward seniority. Authorized leave of absence as well as lay-off because of lack of work or funds shall not result in loss of seniority.

#### 2) Holidays

Full-time employees shall receive 80 hours to be divided equally among the designated holidays throughout the year. (Except years when Christmas Eve falls on a weekday those years there shall be 84 hours). Union employees should consult their respective contracts in regards to holidays. The City shall observe the designated holidays by conducting no official business, excluding those departments required to maintain necessary operations. Union employees should refer to their union contract in regard to work performed on the holiday.

Designated holidays are as follows:

- a. New Year's Day - January 1st
- b. Martin Luther King Day - 3rd Monday in January
- c. Washington's & Lincoln's Birthdays - 3rd Monday in February
- d. Memorial Day - Last Monday in May
- e. Independence Day - July 4th
- f. Labor Day - First Monday in September
- g. Veterans Day - November 11th
- h. Thanksgiving Day - 4th Thursday in November
- i. Day after Thanksgiving Day - 4th Friday in November
- j. Christmas Day - December 25th

Holidays falling on Sunday shall be observed on the following Monday by those employees working Monday through Friday. Holidays falling on Saturday shall be observed on the preceding Friday by such employees, with the exception of the New Year's Day Holiday, which shall be observed the following Monday.

During years in which Christmas Eve falls on a weekday a ½ day (afternoon) shall be observed as a holiday. If Christmas Eve falls on a weekend no holiday shall be “observed”.

All regular employees working twenty (20) hours or more a week on a year- round basis are eligible for holidays at their regular rate of pay on a pro rata basis.

### 3) Vacation

#### a. Eligibility

Full-time salaried or hourly employees and part-time employees who are regularly scheduled to work 30 hours or more per week on a year-round basis shall accrue paid vacation at the regular rate of pay on a pro rata basis for actual hours worked. Only time actually worked while the employee is so classified shall count towards vacation eligibility and benefits.

Employees regularly scheduled to work less than 30 hours per week and temporary or seasonal employees shall not be eligible for vacation benefits.

#### b. Amount of Vacation Allowed

Beginning 1 through 2 years consecutive full-time service	3.08 hours per pay period(10 days)
Beginning 3 through 7 years consecutive full-time service	4.62 hours per pay period(15 days)
Beginning 8 through 11 years of consecutive full-time service	5.54 hours per pay period(18 days)
Beginning 12 through 15 years of consecutive full-time service	6.46 hours per pay period(21 days)
Beginning 16+ years of consecutive full-time service	7.39 hours per pay period(24 days)
Union employees should consult their contract	

#### c. Other Terms and Conditions

Transferred and promoted employees may utilize accrued vacation time during their probationary period only with the approval of their supervisor. Vacation time accrued by an employee in another office or department shall be transferred with the employee to the new office or department.

Employees who are on a lay-off or on an authorized leave of absence without pay shall not accrue vacation or sick leave time during the period of such layoff or authorized leave.

#### d. Accrual

An employee may accrue vacation leave to a maximum of 1-1/2 times the vacation leave earned by the employee in the year. Four (4) or more continuous weeks of vacation may be taken only if efficient operation of the department may be continued and must be approved by the City Council.

#### e. Requests

On a regular basis, department supervisors shall consult with employees eligible for vacation to determine the vacation schedule for the department. Employees requesting vacation time shall submit such request in writing at least ten (10) days in advance to the department supervisor. If more than one (1) employee in a given office requests vacation time for the same period, requests shall be considered

by the department supervisor and vacation shall be granted on the basis of seniority and/or other circumstances surrounding the situation. Requests for vacation time shall not be granted if the employee's absence may impair the efficiency of the office or department. Notice in advance shall be given to the City Administrator's office as to vacations to be taken by department heads of three days or more.

f. Waiving Vacation Period

Employees shall not be permitted to waive vacation time for the purpose of receiving double pay.

Employees may use accumulated vacation time as an extension of sick leave, provided sick leave benefits have been exhausted, with the approval of the department supervisor.

g. Terminal/Unused Vacation

When an employee has proper notice or when an employee is laid off or retires, he/she shall be paid for vacation time accrued and unused to the date of separation.

The retiring employee may choose to convert the unused vacation to their Post Retirement Medical Expense Account.

4) Sick Leave

a. Eligibility

Full-time and part-time employees consistently working twenty (20) hours or more per week shall be eligible for sick leave grants. In the case of regular part-time employees, grants shall be made on a prorated basis directly proportionate to the number of hours worked.

Employees classified as temporary, part-time (less than 20 hours per week) and seasonal shall not be eligible for sick leave.

b. When Granted

Sick leave with pay shall be granted for personal illness, medical examination, medical treatment or legal quarantine, for the employee and minor children, or in the case of a work-connected injury.

Per State Statute **181.9413** an employee may use up to 160 hours of sick leave for illness, medical examination, medical treatment or legal quarantine for adult children, spouses, siblings, parents, parent-in-laws, grandchildren, grandparents, and stepparents. This also allows for use of sick time for "safety leave" to provide or receive assistance personally or for listed relatives due to sexual assault, domestic abuse or stalking. However, for these relatives, the leave is limited to 160 hours in any 12-month period. The 160-hour limit does not apply to the employee's stepchild, biological or foster child, either under 18 or under 20 if still attending secondary school.

When an employee is eligible for Worker's Compensation payments for hours of lost time due to a work related injury or illness, the employee may supplement these payments with a prorated portion of his or her sick leave pay, so that the combination of the two shall equal his or her regular pay for a period. When the period of disability is three days or less, all lost time shall be paid from the employee's sick leave account on a prorated basis directly proportionate to the number of hours worked, as Minnesota

Statutes do not provide for Worker's Compensation payment during this period. The work related injury shall be reported immediately to the employee's supervisor, who shall complete a "Supervisor's Report of Accident" form for submission to the City Administrator's Office. The employee shall, at the earliest possible opportunity, appear at the City Administrator's Office to assist in completion of a "First Report of Injury" form. The lost time shall be limited to the actual time deemed medically necessary for the treatment of said work related injury or illness, and shall be documented as such on the employee's time sheet.

Employees who are on a lay-off or on an authorized leave of absence without pay shall not accrue sick leave time during the period of such layoff or authorized leave.

c. Request For

When a request for sick leave is necessary, employees shall notify their respective department heads at the earliest practicable time. Failure to make a diligent effort to give such notice may result in a payroll deduction for the time taken.

Employees claiming sick leave for more than three (3) consecutive days may be required to file with their respective department supervisor, competent written evidence that they have been absent as authorized for this purpose. (In the case of a serious illness of self or in the immediate family requiring the employee's attendance see the Family Medical Leave.) Additional sick leave may be granted by the City Administrator.

d. Accrual

3.39 hours of sick leave shall be granted for each completed pay period. Additions to or deductions from each employee's sick leave account shall be made each pay period. Only days that the employee would normally have worked shall be charged against his or her sick leave account. For employees hired before January 1, 1999, unused sick leave shall accrue to a maximum of 1000 hours. Employees hired on or after January 1, 1999 shall be allowed to have a maximum accumulation of 600 hours of sick leave.

e. Exclusions

The following situations are excluded from sick leave benefits:

1. When illness or injury is due to or incurred while in the employ of others.
2. When illness, injury or physical inability results from excessive use of alcohol, or non-prescribed drugs, or abuse of prescribed drugs except as part of the medically accepted treatment program.
3. During an unpaid leave of absence with stated guidelines.
4. When holidays occur during an employee's sick leave.
5. After termination of employment.

f. Unused Sick Leave

When an employee who leaves employment with the City of Kasson and meets the minimum requirements of this program as outlined below, he/she shall be eligible to participate in a post-employment insurance program provided by the City of Kasson.

A. Employee has completed:

1. Ten (10) to fourteen (14) years of employment with the City of Kasson and;
2. Has between three hundred (300) and four hundred (400) hours of sick leave accumulated as of their last day of employment.

This employee shall have the first 300 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (base 300 hours) shall be equal to one-half ( $1/2$ ) of the hours at the time of termination/retirement multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The hours accumulated in excess of 300, up to 600 hours shall be converted on a 4 to 1 formula. The dollar value of accumulated sick leave hours in excess of the 300 base hours shall be equal to one-fourth ( $1/4$ ) of the hours at the time of termination/retirement, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The total dollars available based on the formulas as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses. The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

B. Employee has completed:

1. Fifteen (15) to nineteen (19) years of employment with the City of Kasson and;
2. Has between four hundred (400) and five hundred (500) hours of sick leave accumulated as of their last day of employment:

This employee shall have the first 450 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (base 450 hours) shall be equal to one-half ( $1/2$ ) of the hours at the time of termination/retirement, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The hours accumulated in excess of 450, up to 600 hours shall be calculated on an hour for hour (1-1) formula. The dollar value of accumulated sick leave hours in excess of 450 base hours shall be equal to each hour (1-1) at the time of qualification, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses. The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

C. Employee has completed:

1. Twenty (20) or more years of employment with the City of Kasson and;
2. Has between five hundred (500) and six hundred (600) hours of sick leave accumulated as of their last day of employment:

That employee shall have the first 450 hours accumulated converted on a hour for hour (1-1) formula. The dollar value of accumulated sick leave hours (the first 450 hours) shall be equal to the hours multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The hours accumulated in excess of 450, up to 600 hours shall be converted on a two to one (2-1) formula. The dollar value of accumulated sick leave hours in excess of 450 hours shall be equal to one-half (1/2) of the hours at the time of qualification, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses. The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

- D. Employees who do not meet the minimum range of accumulated hours in the program: 300 – 400 hours for 10-14 years; 400 – 500 hours for 15-19 years; and 500 – 600 hours for 20 or more years, shall not be eligible to receive any payment for unused sick leave.
- E. All monies earned as a result of this unused sick leave program must be used to pay medical related expenses per the program provided by the City of Kasson. No monies shall be paid directly to the terminating/retiring employee.

5. Court and Jury Duty Leave

After notice to department supervisor, an employee shall be granted leave with pay for:

1. Service upon a jury.
2. Appearance before a court, legislative committee or other judicial or quasi-judicial body as a witness in an action involving a federal government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

The employee shall turn over to the City any per diem payment received as a result of service on a jury or as a witness in the above listed actions. Money received as expenses shall be kept by the employee.

Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the City but as an individual, shall be taken as a deduction from the employee's comp time account or from the employee's vacation account. If these accounts are exhausted this time may be taken as leave of absence without pay with department head approval.

6. Funeral Leave

In the event of death of a member of the immediate family, funeral leave may be taken for the actual time required, not to exceed three (3) workdays, except with the approval of the department supervisor.

However, in the case of a spouse or child, up to forty (40) hours per incident may be granted. In this case "Immediate family" shall mean spouse, children, parents, grandparents, grandchildren, siblings or spouse's immediate family. These hours are NOT deducted from the sick leave account.

Employees are also granted eight (8) hours within a 12 month period of Funeral Leave to be used for funerals not involving immediate family members with the approval of the employee's department supervisor. These hours ARE deducted from the sick leave account.

#### 7. Special Leaves

Full-time and part-time employees may be granted a leave of absence without pay for periods not to exceed twelve (12) months. A written application must be submitted to the respective department head. Leaves may be granted at the recommendation of the employee's respective department head and with the approval of the City Council. Leave agreements must be in writing and signed by the interested parties.

Probationary employees may be granted leave without pay for periods not to exceed thirty (30) calendar days only in the event of sickness, disability, or death in the family. Written application for such leave shall be supported by evidence as may be required by the employee's respective department head and the City Council. Extension of leave for probationary employees not to exceed six (6) months, may be granted under the recommendation of the respective department head, with the approval of the City Council.

All leave without pay shall be subject to cancellation by the respective department head and the City Council if at any time it is found that the employee is using the leave for purposes other than specified at the time of approval (in this case the employee could also be subject to disciplinary action), or when the interests of the City of Kasson require that said employee return to his/her employment.

Sick leave and vacation leave shall not accumulate during leaves without pay, however, the requesting employee may be required to use any accumulations of comp time, vacation and sick leave used respectively. Medical insurance, if desired to be kept in force by the employee, shall be paid in full by the employee after thirty (30) days. Positions restoration shall be at Council's discretion.

#### 8. Family/Medical Leave Policy

##### A. Policy

It is the policy of the City of Kasson, to provide up to a total of twelve (12) workweeks of leave during a 12-month period (using a rolling 12-month period, defined as the prior 12 months), for employees at the time of birth or adoption of their child or at the time of a serious health condition affecting the employee or a family member. This policy is adopted in accordance with the federal "Family and Medical Leave Act of 1993". Family/Medical Leave shall be taken simultaneously with Minnesota Parenting Leave.

##### B. Eligibility

An employee qualifies when that person have been employed by the City for least twelve (12) months and has worked at least 1250 hours in the twelve (12) months preceding the commencement of the leave. Employers must count hours employees would have worked but for military service as part of the 1250 hour requirement to determine FMLA eligibility.

## C Definitions

- (1) spouse – means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized,
- (2) son or daughter – means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age 18, or older and “incapable of self-care because of a mental or physical disability”
- (3) parent – means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.(but not parent-in-law),

## FAMILY - PARENTAL LEAVE

Eligible employees may take family leave for the birth of a child, and to care for the newborn child, or for the placement of a child for adoption or foster care. A "son or daughter" is defined in section 8 (C)(2). An employee entitlement to leave for the birth or placement of a son or daughter expires at the end of the 12-month period beginning on the date of the birth or placement. Circumstances may require that leave begin before the actual date of birth or placement. This type of leave may not be taken intermittently.

A husband and wife who are both eligible for leave and who are both employed by the City are permitted to take only a combined total of twelve (12) weeks of leave during the designated 12-month period.

The employee shall substitute any accrued sick time, once that is exhausted then they shall substitute any accrued comp time, once that is exhausted they shall substitute any accrued vacation time before an unpaid leave may begin. Employers may not require employees to use paid time off, vacation pay where the employee on FMLA leave is also receiving disability benefits or worker's compensation benefits.

## FAMILY - MEDICAL LEAVE

Eligible employees may take family medical leave to care for their spouse, son or daughter, or parent (but not parent-in-law) as defined in section 8(C), if that family member has a serious health condition or for a personal serious health condition that makes the employee unable to perform the essential functions of their position.

Married employees would each have 12 weeks for their own serious health condition or to care for an immediate family member, as defined.

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential care facility;
- any period of incapacity requiring absences from work, school or other regular daily activities of more than three (3) calendar days that also involves continuing treatment by (or under the supervision of) a health care provider; or



- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three (3) calendar days.

Examples of a "serious health condition" include but are not limited to:

- heart attacks and conditions requiring surgery (e.g., bypass or valve operations)
- most cancers
- back conditions requiring extensive therapy or surgery
- strokes
- severe nervous disorder (e.g., mental illness resulting from stress)
- severe respiratory conditions
- pregnancy, severe morning sickness, prenatal care
- childbirth and recovery from childbirth
- appendicitis
- pneumonia
- emphysema
- severe arthritis
- injuries caused by serious accidents on or off the job
- treatment for substance abuse (not absence caused by use of substance)

With respect to an employee, the term "serious health condition" is intended to cover conditions or illnesses that affect the employee's health to the extent that he/she must be absent from work on a recurring basis for three (3) days or more and involves continuing treatment by a health care provider. With respect to family members, the term "serious health condition" is intended to cover conditions or illnesses that affect the health of the family member so that he/she is similarly unable to participate in school or in his/her regular daily activities. Family leave may be taken because of the illness of a son, daughter, spouse or parent (as described in the first paragraph) this does not include in-laws.

The employee shall substitute any accrued sick time, once that is exhausted then they shall substitute any accrued comp time, once that is exhausted they shall substitute any accrued vacation time before an unpaid leave may begin. Employers may not require employees to use paid time off, vacation pay where the employee on FMLA leave is also receiving disability benefits or worker's compensation benefits.

## QUALIFYING EXIGENCY LEAVE

- The FMLA regulations define exigency leave to include:
- Short term deployment;
- Military events and related activities;
- Child care and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation;
- Post employment activities;
- Additional activities where the employer and employee agree to the leave;

## QUALIFYING EXIGENCY LEAVE

The qualifying exigency leave permits employees the opportunity to handle affairs concerning the call of a parent, child or spouse to federal military service. The January 16, 2009 regulations extend qualifying exigency leave only to families of National Guard or Reserve components called to state service. The qualifying exigency leave counts against the employee's 12 week per 12 month total FMLA leave period.

## CARING FOR MILITARY PERSONNEL LEAVE

The second type of military leave permits an employee to have protected leave for a maximum of 26 weeks in a single 12 month period. The leave year for this type of leave must commence on the first day the employee begins the caring for military personnel leave regardless of whether or not the employer uses a different system (e.g. calendar year) for other FMLA leaves.

Furthermore, although this 26 week leave is available only once in a 12-month period, additional leaves for other covered members or for the same service member, if a new injury or sickness develops, are available in subsequent 12 month periods.

## NOTIFICATION - PARENTAL AND MEDICAL LEAVES

When the need for family leave is foreseeable for a birth or placement of a child, the employee must give the City at least thirty (30) days' notice before the date the leave is to begin. Request for a leave should be made by completing a "Leave of Absence" form.

When planning medical treatments, employees should consult with their respective Department Head when giving notice and make reasonable efforts to schedule the leave so as not to unduly disrupt the department's operations, subject to the approval of the health care provider.

When unforeseen events occur that require leave, employees must give notice as soon as practicable, ordinarily within one or two working days. Notice should be given either in person or by phone when medical emergencies are involved, and may be given by the employee's spouse, other family member or other responsible party if the employee is unable to do so due to a serious health condition. Written notice shall not be required in the case of a medical emergency.

## GENERAL PROVISIONS

### Intermittent Leave

Employees may use intermittent leave or leave on a reduced schedule, subject to requirements for notice and certification for the care of a spouse, son, daughter or parent (as described in section 8(C)) with a serious health condition, or for their own serious health condition, when leave on this basis is medically necessary. Intermittent leave could be a few hours off, or a day or a week off at intervals as the employee's needs require. A reduced leave schedule could be a regular schedule of a three-day week, or working only mornings, etc.

### Medical Certification

Upon requesting leave because of a serious health condition of a spouse, son, daughter, parent (as described in section 8(C)) or an employee's own serious health condition, the employee must have the health provider of the person with the condition complete the "Certification of Physician or Practitioner" form.

Medical certification for family medical leave must be provided in advance or at the start of the leave. If the need for the leave does not permit this timing, medical certification should be provided within 15 calendar days after the leave begins, unless it is not practicable to do so under the circumstances.

If there is reason to doubt the validity of the medical certification, the City may require, at its own expense, the opinion of a second health care provider designated or approved by the City, but not employed regularly by the City.

If the second opinion differs from the first opinion, the City may require, at its own expense, the opinion of a third health care provider, designated or approved jointly by the City and the employee. The third health care provider's opinion is final and binding by both the City and the employee.

The City may require the employee to obtain subsequent medical re-certification on a reasonable basis.

### Position Restoration

The employee shall be entitled to be restored to his/her prior employment benefits, status, pay and other terms and conditions of employment, or to an equivalent position the employee held prior to FMLA leave. An employee who has taken unpaid leave due to a serious health illness he/she has personally experienced must provide a statement from his/her physician prior to resuming work that states that the employee is fully able to return to work.

### Exceptions:

The City Council shall have the option of denying restoration under the Key Employee Restoration rule, upon the determination that the city would sustain substantial and grievous economic injury. The term "Key Employee" is defined as an employee who is salaried, and is among the highest paid 10 percent of all salaries and non-salaried employees. In determination of this status, the year-to-date earnings as of the date leave is requested shall be used in the employer's computation.

If the city, during the FMLA leave, eliminated a work shift, thus laying off all employees in that shift, or affected the transfer of employees according to an existing collective bargaining agreement or reduced the amount of overtime as an operational necessity to all employees there would be no right to restoration.

### Key Employee Restoration

The City Council may deny restoration of a key employee should a determination be made that restoration would cause the city a "substantial and grievous economic injury" to its operations. Factors in this consideration would include whether the city has the ability to temporarily replace the key

employee as opposed to hiring a permanent replacement, in addition to having to reinstate the key employee to an equivalent position within the organization. Upon receiving a request from a key employee for leave, the City Council shall notify the employee of his/her status as a key employee.

#### Pay Adjustments

The employee shall be entitled to any pay scale adjustments that occurred during the unpaid leave of absence period.

#### Benefits

Sick leave and vacation shall continue to accumulate only during periods of compensated leave. Sick leave and vacation benefits shall cease to accrue during periods of unpaid leave.

The City shall maintain coverage under the group health plan, for the duration of the leave, at the level and under the conditions that coverage would have been provided if the employee had continued working and had not taken leave. During unpaid leaves, premiums shall be recovered from employee per payroll deduction within 60 days upon return to work.

In the event the employee fails to return to work at the end of the leave period, or due to circumstances other than those expressed in the leave of absence request, or failing to provide re-certification of medical condition, the City Council may seek recovery of health care premiums paid by the city on behalf of the employee.

#### Catastrophic Circumstances

If an employee claims that he/she cannot return from leave because of a serious health condition, the City may require that this claim be supported by medical certification from a health care provider. The employee must provide a copy of the medical certification within 15 calendar days from the date of the City's request.

Approvals for leave under this provision are as outlined in the Kasson Employee Policy.

This policy is intended to be a general summary of the FMLA. Each situation shall be evaluated on a case by case basis in accordance with the Statute and regulations.

For the forms for Family/Medical Leave see the City Clerk.

### **9. Leave Donation Policy**

**With the consent of the City Administrator, employees having accrued regular sick leave and/or vacation leave will be allowed to donate a portion of such accrued regular sick leave and/or vacation leave to a shared bank in order to aid fellow employees experiencing a major life threatening illness suffered by the employee, the employee's spouse, or the employee's minor child. A major life threatening illness shall include, but not necessarily be limited to: heart attack, stroke, organ transplant, or other life threatening illness as defined by a physician's diagnosis.**

**The major life threatening illness must be supported by a physician's statement to be eligible for consideration.**

**An employee is only eligible to receive donated sick leave and/or vacation leave for normal work hours lost due to a life threatening illness as defined above.**

**An employee will be eligible to receive donated sick leave and/or vacation leave only after the employee's own accrued sick leave, emergency sick leave, compensatory leave, vacation leave, and all other accrued leave have been exhausted.**

**A full-time employee will be allowed to receive up to 20 days (160 hours) of donated leave for any single major life threatening illness. A part-time employee will be allowed to receive up to 10 days (80 hours) of donated leave for any single major life threatening illness. No employee will be eligible to receive donated leave until he or she has successfully completed the probationary period at the time of their initial hire with the City.**

**An employee using donated time from the shared bank must not be receiving a paid disability benefit from any source that is greater than or equal to his or her base salary (including an employer-sponsored or personal insurance policy). If otherwise eligible to receive donated leave, employees receiving a paid disability benefit less than his or her base salary would be eligible to receive a pro-rated benefit equaling the difference between the disability benefit received and their base salary.**

**A full-time employee may donate no more than 16 hours of sick leave and/or vacation leave to the shared bank per calendar year. A part-time employee may donate no more than 8 hours of sick leave and/or vacation leave to the shared bank per calendar year.**

**An employee who is donating sick leave and/or vacation leave must do so from the employee's own regular accrued sick leave and/or vacation leave, and must do so in 8 hour increments. Donations from the employee's emergency sick leave are prohibited.**

**A written request using the appropriate form available at City Hall to donate sick leave or vacation leave to the shared bank, or to request to use time from the shared bank must be submitted to the City Administrator. The City Administrator shall have the right to deny and/or limit leave donation requests as deemed necessary and in the best interests of the City of Kasson.**

**Donations shall remain anonymous. However, the employee requesting to use time from the shared bank has the option to request the City Administrator send out an employee communication informing others of his or her need for donated leave. If the employee would like to include medical information in the outgoing communication, the employee must provide the City Administrator with written permission for the information to be released.**

**Donations made to the shared time-off bank are non-refundable, and there are no tax implications to the donating employee. Donated hours are taxable to the receiving employee and are not eligible for additional accrual of benefits. Donations shall be converted in the shared bank based on the donor's hourly rate of pay and given to eligible recipients as time-off hours based on their hourly rate of pay.**

**Donated leave cannot be used for any severance pay, or paid out to an employee in the form of cash, or used in any other manner other than what is stated in this policy.**

**Nothing in this policy shall limit or extend the employee's rights under the Family and Medical Leave Act.**

#### 10. Military Leave

Employees who are in the service in the armed forces of the State or of the United States shall be entitled to leaves of absence as provided for by Minnesota Statutes, Section 192.261. Notification must be made to the department supervisor.

#### 11. Bone Marrow/Organ Donor Leave (MN State Statute 181.945, 181.9456)

Employees who average 20 or more hours per week may take paid leave, not to exceed 40 hours, and subject to verification, to undergo medical procedures to donate bone marrow.

#### 12. Absence Without Leave

Any absence of an employee from scheduled duty that is not properly reported to and authorized by his or her respective department head shall be deemed an absence without leave for which compensation shall not be paid by the City. Unauthorized absence of an employee for three (3) consecutive work days shall be considered by his or her respective department head and the City Council as a resignation of such employee, except in the cases where the conditions of such absence were beyond the employee's control.

#### 13. School Conference and Activity Leave (MN State Statute 181.9412)

Employees may take unpaid leave (they may substitute vacation or comp time pay) up to 16 hours per year to attend school conferences or classroom activities related to the employee's child, provided the conference or activity cannot be scheduled during non-work hours.

#### 14. Terminal Leave (See Terminal Vacation)

#### 15. Administrative Leave

### POLICY

The City of Kasson recognizes that employees involved in critical incidents may be subject to stress reactions both during and post incident. Knowing that these stress reactions may have a corrosive effect on the employee, potentially leading to long term professional and personal problems, the policy of the City shall be to provide immediate follow up care to involved employees as the City deems necessary.

### PURPOSE

To clearly establish for agency personnel:

- Events which are critical incidents.
- Reporting responsibilities for supervisors.
- Departmental level response to critical incidents.
- Involved employee responsibilities.

## SCOPE

This section should be applicable to employees involved in critical incidents directly and may extend to employees with indirect involvement. This policy applies to incidents that occur while the employee is on-duty, at work acting within their capacity as an employee of the City of Kasson.

## STANDARDS

### DEFINITIONS

#### A. Administrative leave:

Paid leave granted to an employee that does not effect or reduce the Employee's annual/vacation or sick leave balance.

#### B. Critical incident:

1. An incident in which deadly force, as defined in MS. 609.066, Subdivision 1, is used by an officer.
2. An incident resulting in death, great bodily harm, or substantial bodily harm to an employee of the City of Kasson or to a member or members of the public.
3. Particularly gruesome suicides or homicides, brutal child abuse cases, or several difficult incidents occurring within a short time frame.
4. A life threatening event or an employee involved with a life or death struggle with another.
5. Additional examples of critical incidents may include, but are not limited to:
  - a. Hostage situations
  - b. Pursuits
  - c. Sudden death or serious injury to a child
  - d. Difficult rescue efforts
  - e. A victim and family known by the responder
  - f. A victim with overwhelming traumatic injuries
  - g. Natural disasters or mass casualty incidents
  - h. Significant unfavorable media coverage of an event

#### C. Immediate Family Members

The employee's spouse, child or stepchild.

#### D. Involved Employee:

An employee of the City of Kasson, or department support personnel who are directly or indirectly involved in a critical incident.

## REPORTING AND RESPONSIBILITIES

A. The department head shall determine if an event is a critical incident as defined by this policy. Occurrences determined to be critical incidents are to be reported immediately to the City Administrator. Through knowledge of the incident, observation of and discussion with involved employees, the City Administrator shall assess whether or not involved employees shall be granted immediate leave from the work place, or continue their respective shifts.

B. The City Administrator may grant employees demonstrating an emotional reaction to the incident administrative leave up to three working days in length.

C. The City Administrator may extend administrative leave for up to two weeks in duration. Employees seeking administrative leave beyond three days must be engaged in a treatment or counseling program intended to alleviate the effects of the critical incident upon the employee.

## DUTY OFFICERS OR DEPARTMENT HEAD DOCUMENTATION

In addition to immediate notification of the City Administrator the senior on-duty officer or Department Head shall prepare written documentation of the incident prior to completion of the work shift. This report may be a narrative supplemental report or, in the absence of a narrative, a memorandum to the City Administrator. The City Administrator may waive this requirement at his/her discretion.

## DEPARTMENT HEAD RESPONSIBILITIES

The Department Head may order debriefings or visits with an experienced licensed psychologist or mental health professional as soon as possible, but no later than 72 hours after the incident. The City Administrator retains the authority to require attendance by employees involved in a critical incident. Employees required or electing to attend de-briefings or professional visits shall be compensated per contract language or City personnel policy as appropriate.

## EXTENDING SERVICES TO FAMILY

Critical incidents not only affect the employee but immediate family members as well. If requested, and at the Administrator's discretion, the City may assist with arranging professional counseling and follow up care by an experienced licensed psychologist or mental health professional for immediate family members affected by the aftermath of the incident.

## POSTTRAUMATIC STRESS SYNDROME BENEFIT

Minnesota State Statute 299A.411 requires law enforcement agencies to provide certain benefits to officers who have been clinically diagnosed as suffering from Posttraumatic Stress Syndrome as a result of the lawful taking of a life and are unable to perform other peace officer job duties provided by the employer.

Employees involved in incidents covered by this legislation shall be afforded the benefits as required by State Statute.

## RETURN TO WORK



Employees placed on leave following involvement in a critical incident may be required to meet with an experience licensed psychologist or mental health professional to assure that the employee is prepared for return to work.

#### 16. Insurance Program

**The City of Kasson shall pay 90% of the Single high deductible health plan premium and 80% of the Family high deductible health plan premium. The City of Kasson shall also contribute half of the maximum out-of-pocket expenditure to the employees' health savings plan, either a VEBA or HSA, on a per pay period basis.**

**In accordance with the federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended**

The City will also offer a dental plan employees may purchase on a pre-tax basis.

The City will provide, Life, AD&D, Short Term Disability and Long Term Disability for each fulltime employee

#### Flexible Spending Plan

Employees may elect to fund a medical reimbursement account and/or a dependent care reimbursement account and/or a dental and vision only reimbursement account depending on the health savings plan that they choose. This benefits the employee, allowing them to recover unreimbursable medical and dependent care costs by payroll deductions made on a pre-tax basis, thus reducing the employee's tax liability and thereby enhancing their earnings. Employees qualify for participation in this program following six months of employment with the City of Kasson.

Policies and procedures governing the Flexible Spending Plan shall be defined by the firm under contract with the City of Kasson for this purpose. Funds in the medical reimbursement account may not be used to fund dependent care and vice versa. Maximum amounts that are reimbursable to the employee for the purpose of medical reimbursement and for dependent care reimbursement are as established by contract by the City of Kasson.

Charges that exceed the City contribution for insurance coverages may be reimbursed through this Flexible Spending Program.

#### Consolidated Omnibus Reconciliation Act (COBRA)

Consolidated Omnibus Reconciliation Act (COBRA) is available for every eligible exiting City employee. Terminating employees shall have the option to continue in force the City's insurance policy for the employee and dependents provided that the policy remains in force for active employees of the City. In order to continue coverage, eligible electing employees shall pay the City, on a monthly basis, the cost of the continued coverage. Eligible employees shall be allowed to continue the coverage until

re-employment and eligibility for health care coverage under a group policy, contract or plan sponsored by the same or another employer or for a period of eighteen (18) months after the termination of employment, whichever is shorter. Eligible employees shall be those employees who were terminated for reasons other than the employee's disability or retirement. The City shall be required to inform an eligible employee within ten (10) days after termination of employment of the following matters:

- a. Of the eligible employee's right to elect to continue coverage;
- b. The amount that must be paid monthly to the employer to retain coverage;
- c. The manner in which and the office of the employer to which the payment to the employer must be made; and
- d. The time by which the payments to the employer must be made to retain coverage.

The COBRA forms shall be available from the City Clerk.

In the event that an otherwise eligible terminated employee elects not to continue coverage, coverage for said employee and his dependents shall terminate on the last day of the month in which the employee is terminated.

For further information on termination of insurance coverage, each employee should review his/her policy or contact the claims agent.

#### Children's Health Insurance Program Reauthorization Act of 2009

CHIPRA required that group health plans allow the employees and eligible dependents to enroll in the group health plan if either the employee or dependent:

- Loses coverage under the State Children's Health Insurance Plan, or;
- Loses coverage under the Medicaid Program, or;
- The employee or dependent becomes eligible for a premium assistance subsidy. The state may pay the subsidy to the employee as a reimbursement if the employer has elected not to receive the subsidy or otherwise pay the employer directly.

#### Enrollment Period

CHIPRA requires a 60 day enrollment period for these special enrollment events where other HIPAA special enrollment events include a 30 day period.

#### Insurance Continuance

The terminating/retiring employee and employee's dependents may continue to participate indefinitely in the employer-sponsored insurance's that the employee participated in immediately before retirement, under the following conditions:

- a. The continuation requirement of this applies only to a former employee who is receiving a disability benefit or an annuity from a Minnesota public pension plan other than a volunteer

firefighter plan, or who has met age and service requirements necessary to receive an annuity from such a plan.

- b. The former employee may keep coverage until he/she reaches age 65.
- c. A former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment. This does not require dependent coverage to continue after the death of the former employee.
- d. The former employee must pay the entire premium for continuation of coverage. The City may discontinue coverage if the former employee fails to pay the premium within the deadline provided for payment of premiums.
- e. The City shall notify an employee before termination of employment of the options available and of the deadline for electing to continue to participate.
- f. The former employee must notify the City Clerk of intent to participate within the deadline provided. A former employee who does not elect to continue participation does not have a right to reenter the City's insurance program.
- g. The former employee who initially selects dependent coverage may later drop dependent coverage while retaining individual coverage. A former employee may not drop individual coverage and retain dependent coverage.

#### 17. Pension Plan

Since January 1, 1968, all new qualified employees are covered under PERA or under a combined Plan of Social Security and PERA (Public Employees Retirement Association).

For further information contact the City Clerk or email to: [www.mnpera.org](http://www.mnpera.org)

#### 18. Employee Education, Meeting and Travel Policies for City Employees for in and out-of-state.

##### Education and Meetings

City employees may be authorized to attend educational opportunities and meetings (conferences, schools, classes, conventions and meetings). This policy includes apprenticeship programs.

Requests for education and meeting travel must be submitted to the appropriate supervisor in writing on a Conference Request Form.

The educational opportunity or meeting must have a direct impact or relation to the position occupied by the requesting individual.

Education and meetings should be budgeted for in advance.

All reasonable costs associated with education and meetings shall be reimbursed by the City when the preceding requirements have been met. Reimbursements for licensing and apprenticeships shall be made when passing scores are achieved.

A certificate of completion or evidence of passing grade when issued shall be submitted to the City Administrator to be maintained in the employee's personnel file.

### Travel Time and Expenditures

City employees and officials may be authorized travel time and reasonable expenses by the appropriate supervisor to attend conferences, conventions, schools, classes and meetings or to conduct official City business.

Travel needs should be anticipated and budgeted for in advance.

Employees attending the same function are encouraged to share transportation and accommodations insofar, as is practical and reasonable.

Travel of one day must be authorized by a department head. Travel exceeding one day must be approved by the department head and City Administrator and acknowledged by the City Council.

A Conference Request form shall be submitted to the City Administrator. If the employee intends to supplement the trip time with vacation, this should be indicated with costs exceeding those customary to the trip to be financed by the city official or employee.

It is the intent of the City to reimburse the employee or official for necessary reasonable transportation, food, lodging, registration fees, and authorized miscellaneous expenses. Meals purchased for same day/one day meetings will not be reimbursed per IRS guidelines.

City officials and employees shall be reimbursed by filing a "Claim Form" with the Finance Director for review and forwarding to the City Council for payment. All expenses shall be documented by receipts. Other expenses such as mileage need merely be itemized. Claim forms should be submitted within 30 days of travel.

#### a. Transportation

All Employees are expected to use a city vehicle for travel. Mileage shall only be reimbursed when there is not a city vehicle available. Mileage shall be reimbursed at the current IRS rate. Actual costs for air coach or tourist, rail, bus and taxi which are incidental to completion of the trip are reimbursable.

Transportation should normally be the fastest and most economical, usually auto within the state and air coach outside the state.

The city may make payments in advance for airfare, lodging and registration; otherwise all payments shall be made as reimbursements to the employee.

If lodging and travel accommodations are shared with a member of his or her family, the City shall be charged only the amount applicable had the claimant traveled alone.

b. Hotel and Motel

The actual cost, single occupancy rate, shall be reimbursed.

c. Meals

The actual cost, not to normally exceed \$50.00 per day when overnight travel is conducted outside the limits of the City of Kasson, shall be reimbursed. There is no reimbursement for meals for one day or same day meetings per IRS Regulations.

Reimbursement up to a maximum of \$50 (including tip). Reimbursement shall NOT be given for alcoholic beverages. Reimbursement shall NOT be given without the detail receipt (the charge summary shall NOT be accepted).

d. Miscellaneous Expenses

The actual cost of registration fees, parking, and other necessary expenses shall be reimbursed. If a claimant chooses to use his or her personal car on a trip that could be made more expeditiously by air, he or she shall be reimbursed for transportation at the air coach rate less tax, and meals and lodging as if he or she had flown. Extra travel time occasioned by using personal car shall be charged against vacation time.

All conditions and regulations herein shall not apply to employees administering statutory or grant funds or supervised by other agencies.

The city shall not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, recreational expenses such as golf or tennis or other personal expenditures.

19 Elected Official In-State and Out-of-State Travel Policy

Travel by elected officials of the City of Kasson is appropriate when that official is attending conferences, conventions or other training or meetings that further the goals of the City of Kasson. Other such travel to conduct official city business is also considered appropriate.

Elected Official Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council by separate motion at an open meeting and must include an estimate of the cost of the travel, outlining what exactly is being approved. To avoid conflict with any open meeting laws, no more than two Council members may attend any event unless published as a meeting.

In evaluating the travel request, the Council shall consider the following:

- Whether the elected official shall be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
  - Whether the elected official shall be meeting and networking with other elected officials from around the State and the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - Whether the elected official shall be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
  - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
  - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
  - Whether the city has sufficient funding available in the budget to pay the cost of the trip.
  - Whether the elected official has announced their intention to resign, not to seek re-election, or who have been defeated in an election.
2. No reimbursements shall be made for attendance at events sponsored by or affiliated with political parties.
  3. Any elected official may be asked to give oral or written reports on the results of the trip at the next Council meeting or may be asked to turn over materials received to the City.
  4. The City Council may make exception to the policy on a formal motion.

All conditions set out in the Employee Education, Meeting and Travel Policies also apply to Elected Officials.

## 20. Safety Eye Glass Policy

It is the policy of the City of Kasson to make available safety eyeglasses that meet the "Amerimax National Standard for Occupational and Educational Eye and Face Protection," Z87.1.

All employees whose job duties or location pose a greater than normal threat of eye injury from electrical flash or flying objects shall be required to wear safety glasses when performing such duties or working in such location. The Department of Public Works shall recommend to the City Administrator those employees that are so designated. Final authorization shall rest with the City Administrator.

The City shall pay for the purchase of single vision, line bifocal, or lined trifocal industrial eye protection and the required dispensing fee, under its agreement with Twin Cities Optical Company, Inc. and Kasson Eye Care.

The following procedure must be followed to obtain industrial safety eyeglasses under the program:

- a. The Director of Public Works shall verify that the employee qualifies under this policy.

- b. The employee must receive a "Safety Glasses Authorization Form" from the Administration Office signed by the City Administrator. Without this form the employee shall not be able to order safety glasses.
- c. No employee shall be provided safety eye ware filled from a prescription over two years old. Employees may see the eye doctor of their choice for their eye examination. Each employee is responsible for the cost of their own eye examination and any subsequent services.
- d. Employees are to make an appointment at Kasson Eye Care and take the "Safety Glasses Authorization Form" and their prescription to Kasson Eye Care.
- e. The City has pre-approved the purchase of approved industrial frames stocked by Twin City Optical at Kasson Eye Care, with the following specifications:
- f. Eye wear that meets all the specifications of ANSI Z87.1 (1968/69) and OSHA standards. That includes and is limited to: standard safety frames as defined by Twin Cities Optical; single vision, bifocal, or trifocal lenses of glass, plastic, or polycarbonate; solid colors shade 1 or 2 in pink, green, and gray; permanent side shields; slip-in case.
- g. Any costs associated with lens and frame enhancements, including progressive lenses, shall be the employee's responsibility. The City shall take a payroll deduction for the difference above the maximum allowable benefit.

The City shall not pay for nor authorize safety eyeglasses that are not purchased through this Safety Eye Glass Program at Kasson Eye Care.

Employees are responsible for the maintenance and care of their safety eyeglasses. In case of breakage on the job, the City shall pay for the replacement of the broken part(s), upon inspection of the old glasses by the Director of Public Works. The City shall also pay for the replacement of lenses necessitated by excessive scratching and/or pitting or change in prescription, if authorized by the Director of Public Works. If the safety glasses are lost, misplaced, destroyed, or stolen, due to the employee's negligence, the employee shall be responsible for the replacement costs.

Employees designated to wear safety glasses who report to their duty stations without a proper pair of glasses shall be sent home without pay and shall be subject to appropriate disciplinary action.

The provision of safety eyewear, as described in this policy, shall be limited to regular employees of the Public Works Departments of the City.

Upon implementation of this policy, the City shall not reimburse any employee for damage to personal glasses, except as explicitly provided for in negotiated labor contracts.

The wearing of safety eyeglasses alone does not constitute protection where full goggles or other suitable type of eye protection must be worn.

The provision of safety eye glasses, as described in this policy, shall be limited to full-time regular employees of the City.

Upon implementation of this policy, the City shall not reimburse any employee for damage to personal glasses, except as explicitly provided for in negotiated labor contracts.

## 21. UNIFORM POLICY

All equipment and uniforms issued and purchased by the City of Kasson are the property of the City of Kasson and shall be returned in the event of separation of employment.

### Expectations:

Employees should be neat, clean and well-groomed when reporting to work. Shoes should be clean and not excessively worn. Uniforms provided by the City shall be worn and should be clean, not excessively worn or faded, and without holes or frayed areas. T-shirts may be worn under other shirts but shall not be an acceptable uniform for full-time employees. Employees who wear uniforms while on duty do so to bring credit and respect to the City and will not engage in conduct that is disgraceful or an embarrassment to the City. It shall be the responsibility of each employee to see that clothing is clean and maintained. Because the uniform represents the image of the City, employees should not wear their uniforms outside of their scheduled work time at inappropriate locations.

### Public Works Uniforms:

Safety glasses, earplugs, hard hats and safety boots must be worn by Public Works employees whenever the employee is in a designated safety zone, or doing a designated activity which requires wearing them. The City of Kasson shall furnish all coats, hats, boots, gloves, and all other necessary safety equipment for the protection of employees working on live equipment and the employees shall use such protective equipment. All flame retardant clothing required by the Electric Department shall be furnished at the City's expense. Upon notification to the Public Works Director, reimbursement to the Employee shall apply when safety boots are worn out and no longer protect the Employee. Upon hire, employees shall be provided with safety gear, short sleeve work shirts, long sleeve shirts, and reimbursement for safety boots.

### Police Uniforms:

The City shall provide uniforms for members of the Kasson Police Department. Upon hiring the uniform shall consist of: summer and winter uniform shirts, uniform trousers, ties, summer and winter jacket, along with necessary headgear and safety boots. All badges, insignia, patches, official police identification and other required equipment shall be provided by the City. The City will also provide the officer's duty belt, handcuffs, and required holster. The City shall provide the duty weapon, make model and caliber shall be subject to approval of the Police Chief. Official duty ammunition and ammunition utilized for POST required qualification shall be provided by the Employer. Upon notification to the Police Chief, reimbursement to the Employee shall apply when safety boots are worn out and no longer protect the Employee.

### Other Uniforms:



Liquor Store, Library, and Administrative staff may be issued identifying clothing for office and/or traveling to training or workshops. Attire shall be well kept and replaced as necessary.

Damaged Property:

The City of Kasson shall replace worn-out and frayed clothing and equipment and clothing damaged or destroyed while Employee is on duty. The City shall replace personal property damaged or destroyed in the line of duty provided property is approved and submitted for reimbursement.

Part-Time:

Employees shall receive uniforms on a pro-rata basis.

KASSON VOLUNTEER FIRE DEPARTMENT

KASSON, MINNESOTA

STANDARD OPERATING GUIDELINES

March 12, 1997

The rules contained herein are not designed to limit any member in the exercise of his judgment or from taking any action in EXTRAORDINARY situations that a reasonable person would take. Situations may arrive from time to time which cannot be foreseen and for which no rules or procedures can be provided. It is expected that all members will act at such time with promptness and discretion. It is essential for the efficient conduct of the Kasson Volunteer Fire Department that it be organized on a prearranged, systematic basis.

The fundamental purpose of the Kasson Volunteer Fire Department is the protection of life and property. The basic principles of the method which this Department practices in so doing is outlined herein under the title "STANDARD OPERATING GUIDELINES." Members should always bear in mind that they are serving the City of Kasson, even though voluntarily, and that their conduct and behavior is subject to criticism by the general public to a greater extent than almost any other line of work. Exemplary conduct by all members at all times is to be the rule.

A. RESPONDING TO FIRES

1. Members will respond to all fire calls.
2. Members using vehicles to respond to a call will use their emergency flashers and headlights and drive at a reasonable speed and obey all traffic laws, signs and signals.
3. Members will put on the following equipment prior to boarding any of the fire apparatus: boots, bunker pants and helmet, at a minimum.
4. Members not making a truck will remain at the hall until relieved by the Chief or officer in charge.
5. No member shall ride on the rear tailboard of any vehicle while going to or from a fire scene, call, or training drills.
6. Seat belts will be used in all vehicles by all persons in compliance with State statutes.
7. Highest ranking officer on the scene is in charge of that particular fire call.
8. Drivers of vehicles will use emergency lights, headlights and siren when responding to all fires and emergencies.
9. RURAL RESPONSE: Rescue 1, Engine #1, Tanker #1 & 2 and a compliment of 14 firefighters. (Grass fire - grass rig.)
10. CITY RESPONSE: Rescue 1, Engine #1 & 2, Ladder #I and a full complement of firefighters. Members can use any means available to respond.
11. MUTUAL AID RESPONSE: The discretion of the requesting department and officer in charge. Tanker will go with (2) firefighters to "water only" calls.
12. CAR FIRES, ACCIDENTS or RESCUE CALLS: Rescue I and Engine #1, Tanker #1 and up to 14 firefighters.
13. Vehicles will leave hall on officer's command or in an officer's vehicle.

## B. ARRIVING AT THE SCENE

1. The Chain of Command at the fire scene shall be:

CHIEF

ASSISTANT CHIEF

CAPTAINS - in order of seniority 1 & 2 & 3

FIRE MARSHAL & TRAINING OFFICER & SR FIRE FIGHTER

2. All vehicles nearing the fire scene will receive orders from the Command Post or Officer in Charge for orders and directions on where to set up.
3. Fire attack personnel, in response to alarms for structures and automotive vehicles, shall be required to operate on the fire ground wearing full turnout gear, including the department's self-contained breathing apparatus (SCBA). No member of the department shall enter a fire involved structure or vehicle without proper protective clothing and breathing apparatus unless such entry has been approved by the officer in charge.
4. NO FIREFIGHTER WILL ENTER A STRUCTURE ALONE. The buddy system will be used, meaning a minimum of two: firefighters entering or exiting a building or structure with full turnout gear on and SCBA with pass device active.
5. In the event of a situation requiring evacuation of firefighters from an area or structure, the Hi-Lo siren will be used by all units at the scene when the order is given via radio or verbally. An evacuation will be called for by the officers in charge on the probability or possibility of an explosion, cave-in, collapse, back draft, etc.
6. Any questions by the media or bystanders will be directed to the officer in charge. No information will be given out by: firefighters, either at the scene or following, as to the cause of the fire or other incriminating information.
7. In the event of suspected arson, any possible evidence at the scene **SHOULD NOT** be disturbed, and should be brought to the attention of the officer in charge, so measurers can be taken to implement proper investigation.
8. Units and personnel will leave a scene when directed to by the officer in charge, and promptly return to the station.
9. Clean up at the scene will be done by all available personnel. All equipment will be placed back on their respective units and returned to the fire station for cleaning.
10. Accountability of firefighters shall be maintained through the Accountability System, as outlined in Exhibit 3.

C. FIRE GROUND SAFETY

1. Full protective clothing will be worn at all fire scenes, accidents, emergencies and training drills.
2. No vehicles will be allowed to drive over charged or uncharged lines or other equipment.
3. There is a need for each member of the department to be alert for dangerous situations and to make others aware of these facts to insure safety to ourselves and other members of the department and general public.

D. RETURNING TO THE STATION

1. All firefighters will help clean equipment and place it back in its proper place on the trucks. This includes washing and rolling hose, cleaning equipment, filling air bottles, refilling gas cans, washing trucks, washing the floors, etc.
2. Any firefighter needing to leave prior to the equipment being cleaned and put away must receive permission from the officers.

E. TRAINING AND MEETINGS

1. All members of the department are required to attend meetings and practices. Members unable to attend meetings or practices must be excused by an officer.
2. All training will be the responsibility of the training officer, and be overseen by the Chief and Assistant Chief.
3. Practice outside of the regular training is encouraged. A minimum of two (2) members is required for such practices for safety reasons. Truck use shall be approved by an officer.
4. All members will attend a scheduled fire school or sectional fire school at least once within five years, not including Fire Fighter I.
5. New members of the department will attain Fire Fighter I status as soon as possible. Generally this is accomplished following the probationary period.
6. No firefighter will drive any fire apparatus unless that person is qualified to operate the pump or so directed by the officer in charge.
7. All members attending fire schools will have their classes approved by the Chief.

## F. COMMUNICATIONS AND PAGERS

1. Personal pagers will be worn at all times as you are required to respond to all fire calls.
2. All Department radios have Channel #1 as the Kasson Fire Department frequency. All radios are to be left on this channel unless conditions warrant a change - i.e. being in an area where you require the use of the repeater or needing contact with Dodge county or other emergency services.
3. Portable radios are to be turned off when returning to the hall and switched to channel #1.
4. The passenger in Rescue 1 will notify Dodge County Sheriff of the following:
  - a. Upon leaving the hall: Notify that you are on route to the scene, or "10-8;"
  - b. Upon arriving at the scene: Notify that you have arrived, or "10-6;" and
  - c. Upon returning to the hall: Notify that you are back at the fire hall, or "10-10."
5. Those using portable radios should relay messages back to the officer in charge if communication with the sheriff is needed.
6. To call another unit:
  - a. Identify yourself first: i.e., Rescue 1 to Engine 1 or Base to Engine 1.
  - b. To call an officer, use his name: Engine #10 to N-A-M-E.

## G. GENERAL PROCEDURES

1. SCBA maintenance will be done by designated personnel according to OSHA standards.
2. Any person using the SCBA will be trained in its proper use. Such persons shall not wear a beard. If glasses are worn, they must meet OSHA and NFPA standards.
3. Firefighters will have a working knowledge of all aspects of firefighting, rescue, first aid and equipment.
4. The truck operator and any other persons taking equipment from a truck are responsible its replacement back on that particular unit.

## H. EXHIBIT #1 -HAZARDOUS MATERIALS INCIDENTS

## I. EXHIBIT #2 - TRUCK OPERATIONS CHECK LIST

## J. SAMPLE NOTICE OF REPRIMAND

## K. CONCLUSION

As members of the Kasson Volunteer Fire Department, firefighters are employees of the City of Kasson. It is imperative that all members participate in all functions of this Department, as the Department can only effectively operate with the full involvement of ALL of its members. Not participating shall be taken as a lack of interest in the Department and a member may be reprimanded as follows:

- a. 1st reprimand will be given verbally by the Chief or one of the Captains;
- b. 2nd reprimand will be given in writing;
- c. 3rd reprimand will be given in writing and will be turned over to the executive committee who will follow the City guidelines for "Employment, Discipline and Termination," as outlined in the City of Kasson Employment Policy.



## **EXHIBIT#1**

### **H. HAZARDOUS MATERIALS INCIDENTS**

1. The Incident Command System will be used in any potential hazardous materials incident. A command post will be designated by the Officer in Charge. Officer in Charge should contact Dodge County Sheriff's Department to notify Regional CHEMTRAC offices.
2. Only trained and needed personnel shall enter the scene area if hazardous materials are detected. Only persons having attended the 4 hour Hazardous Material/First Responder training may respond to the incident. Use the guidelines of SARA Title III CFR.1910.120.
3. First-in units and response personnel must be alert to the possibilities of a hazardous materials problem when responding. They should stay clear of vapor clouds or spilled liquids or dry products.
4. Personnel shall use full protective clothing at the scene and protect equipment from contaminants. Be aware of possible wind changes and a possible increase of the situation.
5. The exact nature of the problem must be determined. In some cases there can be more than one problem. This data collection phase or size-up must be made early. Identify the material before entering or handling the situation. Once that has been accomplished, first-in units and response personnel will notify all remaining units responding to the hazardous situation.
6. When responding, try to approach the scene from up wind and uphill whenever possible.
7. Isolate the scene and the surrounding area by at least 1 000 feet The distance may be increased or decreased as the incident requires.
8. Never drive through any spilled material, or through a vapor cloud, or smoke.
9. Detain and isolate any persons and/or equipment that may have been contaminated and decontaminate, as needed. If there are any injuries where medical attention is required, notify ambulance personnel and the hospital of the name of the hazard prior to sending the persons from the scene.
10. DO NOT touch anything unnecessarily or retain any souvenirs or objects in the incident area, including absorbent material.
11. If the incident is potentially uncontrollable, implement the City of Kasson Emergency Disaster Plan.

## **EXHIBIT#2**

### **I. TRUCK OPERATORS CHECK LIST**

1. Inspect the truck to be certain all compartments are secure and no loose material is laying on the truck.
2. Pull the battery charger cables, electric cords, airline and push the door opener.
3. Enter the truck, turn the master switch on and start the truck.
4. Buckle your seat belt.
5. Check to see that the doors are completely open. Using low gear, drive the vehicle completely out of the garage.
6. Turn on the beacon, warning flashers, headlights and siren. Be certain back up lights are off.
7. Set radio on Channel #1.
8. Do not leave unless you know the location of the fire.
9. Obey all traffic regulations.
10. Do not pass other fire vehicles or firefighters unless directed to do so.
11. When arriving at the fire, turn off the siren.
12. Follow parking directions issued by officer in command, or park truck in a location that will allow for tankers and trucks to come and go.
13. Engage the pump, circulate the water, and wait for directions.
14. The driver shall ALWAYS stay with the truck until relieved.
15. No one shall touch the pump panel unless approved by the operator.
16. No lights or sirens shall be used when returning to the fire hall, with the exception of standard headlights and tail lights.
17. When backing up, one fireman will assist the driver by standing in an observable position to direct him.

18. Trucks must be put back into service upon returning to the fire hall. Operators are responsible for refueling and watering their unit, including fueling generators and spare cans.
19. Drivers are subject to State statutes regarding driving and the use of alcohol when called into duty. **No firefighter may drive if impaired by alcohol or prescription drugs.**
20. Members witnessing another member out of compliance with #19 should take appropriate action.

**J.**

**NOTICE OF REPRIMAND**

EMPLOYEE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE OF OFFENSE: \_\_\_\_\_

TIME OF OFFENSE: \_\_\_\_\_

NOTICE: This reprimand is given to you for violation of company rules and regulations as follows:

VIOLATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our records indicate that you were given written and/or verbal reprimands for violations of company rules and regulations on the following date(s): \_\_\_\_\_

\_\_\_\_\_

Another written reprimand may result in termination of your employment.

I certify that I gave this written reprimand to the above named on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Supervisor's Signature

I certify that I received this written reprimand on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Employee's Signature

Original - Supervisor; Copies - Employee & Personnel File

**CITY OF KASSON**

**HANDBOOK**

**FOR**

**SEASONAL EMPLOYEES**

**2016**

## **Welcome to the City of Kasson**

Congratulations on being accepted for seasonal employment with the City of Kasson. We hope your seasonal employment with the City will be an enjoyable and satisfying experience.

### **INTRODUCTION**

This handbook contains policies and procedures for City of Kasson seasonal employees. It is the policy of the City of Kasson, in recognition of essential rights of all employees and applicants as individuals, to provide equal opportunities without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission. This policy applies to all phases of employment including, but not limited to, recruitment, hiring and promotion in all job classifications.

It is also the policy of the City of Kasson to take Affirmative Action to insure that all personnel actions, such as rate of compensation, employee benefits, transfers, lay-offs, demotions, training, terminations and promotions shall be administered without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission.

The provisions of this personnel policy serve as a guide for administrative actions concerning City personnel matters and shall not be construed as contractual provisions or as establishing terms of employment. All City employees subject to these guidelines are “at will” employees. The employer may terminate any employee with or without cause at the sole discretion of the City under guidelines of this employment policy. These guidelines as set forth supersede past practices and/or written representation of regular terms or conditions of employment. Rules set out below are not necessarily all-inclusive because circumstances that have not been anticipated may arise, which require or warrant appropriate disciplinary action, including discharge.

Failure of an employee to perform in a manner consistent with this policy shall constitute grounds for reprimand, suspension, demotion or dismissal.

The policies and procedures contained in this handbook may be revised from time to time as the City deems appropriate without prior notice. Because of the need to change policies to accommodate changes in the City of Kasson, statements in the handbook are not to be considered binding upon the City.

This handbook does not constitute a contract.

### **GENERAL INFORMATION**

As a summer employee in the Park and Rec Department, you will be asked to do a great variety of job duties. Typical jobs include mowing grass (both with riding mowers and push mowers), trimming, cleaning parks and picking up garbage, painting picnic tables and benches, working on ball fields, lifeguard duties, working as a cashier at the pool, acting as crossing guard, working in concession stands and many more.

You may be required to do many jobs requiring a reasonable amount of physical strength – shoveling dirt, pushing mowers, trimming weeds, and operating other power equipment, lifesaving, lifting boxes, etc.

You will be required to work in some unpleasant situations, for example: cleaning plugged toilets, removing vomit or fecal matter from the swimming pool or emptying garbage cans.

We understand you may have no experience in many of the above areas. We will provide the training necessary to perform the job tasks. We do not expect you to operate any equipment you feel is unsafe or that you feel you require more training to operate. Your supervisor will arrange for further training or a different task until the training takes place.

Minors under age 16 are prohibited from operating or assisting in the operation of powered machinery including: lawn mowers, snow blowers or garden equipment.

Public contact occurs in nearly all City positions. **You are expected to act and speak in a professional, courteous manner to the public and other City staff members at all times.** Failure to do so may result in termination of City employment.

## **HOURS OF WORK**

The regular workday for Kasson City Employees shall be eight hours. The regular workweek shall be 40 hours. Department heads reserve the right to vary the scheduling depending on need not to exceed 40 hours in a seven day (Sunday-Saturday) period. **A minor under 16 years of age** may not work: before 7:00 AM or after 9:00 PM, for more than 40 hours per week, or for more than 8 hours per 24-hour period. **Minors under 18 years of age** may not be employed as a lifeguard, except for a minor with Red Cross life-saving certificate (or equivalent) **who works under uninterrupted adult supervision.**

One half-hour shall be the normal lunch period. Fifteen minutes shall be the maximum normal rest period and may be taken twice daily at the discretion of the respective department head. Rest breaks are not to be used to extend lunch breaks, to extend starting time or used to leave early. Rest breaks may not be accumulated.

## **OVERTIME**

Seasonal, temporary and part-time employees shall be paid overtime in an amount equal to the minimum overtime rate established by the State of Minnesota Fair Labor Statutes Act. Overtime hours will be with **prior consent of the Department Head**.

## **HOLIDAYS**

As an incentive to have the Aquatic Center staffed on holidays, the City Council has approved a pay rate of 1 ½ times the employee's rate of pay for hours worked on holidays (Memorial Day, Independence Day and Labor Day).

## **INSTRUCTIONS FOR COMPLETING TIMECARDS**

Seasonal employees complete the same type of timecard as regular employees. Your supervisor will instruct you on the correct manner of reporting your worked time.

Every two weeks a new timecard will be available. Each day you should keep track of the number of hours worked for the pay period. Signed timecards should be turned in to your supervisors at the end of a pay period.

## **PAY DAYS & PAY NOTICES**

As a condition of employment every employee shall enroll in Direct Deposit of their paycheck. Paydays are on a biweekly basis—every other Friday. You are paid for the previous two weeks. Notices of Deposit for seasonal employees will be distributed by your supervisor or emailed to you unless other

arrangements are made. **Contact the Payroll Specialist to have your Notice of Deposit e-mailed to you.**

### **TIME OFF**

If you are sick, call your supervisor immediately. The direct numbers to the Park & Rec Department and Aquatic Center are:

Ron Unger      634-4165 (office)    507 421-2278 (cell)  
Aquatic Center 634-7755

### **SAFETY**

1. Safety Training. The City's safety coordinator will meet with **all summer employees** to discuss safety issues including:

- A. AWAIR program
- B. Bloodborne pathogens
- C. Hearing conservation
- D. Right to Know program
- E. Heat Stress
- F. Emergency & Fire Prevention Plans/Fire Extinguishers

2. Safety Equipment. Other safety equipment is provided and must be worn while you are exposed to specific hazards. This equipment includes: eye protection, latex gloves, safety vests, hard hats and hearing protection.

3. Hepatitis shots. The City will offer the Hepatitis B vaccine for all seasonal employees. The shots are in a series of three. There is a beginning shot. A second shot after one month. The final shot is six months later. For those employees who started the series last summer, we require the date of your last vaccination. If you would like the vaccination, there will be no charge to you. Forms will need to be completed by a parent or guardian for employees under 18 years of age.

4. Operating fuel pumps. Park maintenance employees will be instructed on the proper way to operate unleaded gasoline and diesel fuel pumps.

5. Cell Phones-Aquatic Center staff. Cell phones are not to be present while you are at your work stations and must be kept stored while you are on duty. Electronic devices can be used when employees are on a break and not at their work stations. The Parks and Recreation Supervisor will determine any exceptions to this rule.

### **ATTIRE**

You will be working for the public on public property and you are expected to dress accordingly. For Park Maintenance employees this means reasonable T-shirts or cotton shirts. T-shirts with foul language or gestures are unacceptable. Do not wear new clothes. Park maintenance workers probably will be working with paint, grease or dirt, so wear things that are not of great value to you. If provided with seasonal garments (t-shirts, etc.), you are required to wear them everyday.

Park maintenance employees are to wear work boots. Contact the Parks and Recreation Supervisor about reimbursement for steel-toe work boot purchases.

Attire for the Aquatic Center staff will be determined by the Manager and the Parks and Rec Supervisor.



## **TERMINATION OF EMPLOYMENT**

On the employee's final date of employment, he/she shall be responsible for the surrender of all City property to include keys, recreation equipment, cell phones or pagers, materials, etc., to his/her Department Head. Said items returned shall then be verified by the employee's Department Head.

## **INJURIES ON THE JOB**

All job-related injuries must be reported to a supervisor **IMMEDIATELY**. A First Report of Injury form must be completed. The forms can be obtained from the Parks and Rec Supervisor.

In an emergency, call 911 or go directly to Kasson Mayo Clinic, 411 W Main Street (507)-634-7011.

## **VEHICLE ACCIDENTS**

Law enforcement reports will be the primary means accepted to document the facts of a City vehicle accident. For accidents occurring in situations not normally subject to police investigation, the employee should contact the law enforcement agency with jurisdiction (where the accident occurred) immediately following the incident and request that a report be completed. The employee shall submit to any testing and provide any documentation as requested by law enforcement.

The City safety committee will review all documented incidents (with identifying information redacted) at their regular meetings. Additional inquiry may be made to clarify uncertain issues and obtain further information. Recommendations may be made to assist in corrective actions, if needed. Department supervisors will analyze reports, statements, recommendations and other information to decide upon what actions(s) to take.

## **USE OF CITY VEHICLES**

As a condition of employment any potential new employee who would be required by their job description to use City vehicles shall have their driving record checked. The results of the driving record check must be to the satisfaction of the City Administrator and the City Council.

1. The City may provide a city owned vehicle for specified departments to be used while performing job related duties for the City.
2. The City shall provide all fuel, maintenance, insurance and repairs for the assigned City vehicle.
3. All City-owned vehicles shall be clearly marked displaying the name "City of Kasson". The only exception to this policy is for police vehicles designated as unmarked by the Chief of Police.
4. The vehicles shall be used for authorized City business only.
5. Persons using City owned vehicles shall obey all traffic laws and regulations established by the State of Minnesota and the City of Kasson for operation of a motor vehicle. This includes using seat belts when provided.
6. Persons using City owned vehicles shall pay any fines assessed if a violation should occur of any laws/regulations. The City may revoke driving privileges to employees with excess violations or poor driving records.
7. Persons using City owned vehicles shall possess and maintain a current and valid Minnesota Driver's License.

8. A City owned vehicle or leased vehicle may not be used for transportation to or from the residence of a City employee unless it has been determined that the employee may use the vehicle in accordance with their employment duties.

### **Seatbelt Use**

City employees are required to wear seatbelts and obey all traffic rules pursuant to Minnesota Law. The City will not be responsible for any citation that the employee might receive during the course of their employment whether they are using a private vehicle or a City owned vehicle, and will not indemnify the employee for any fines, fees, expenses or damages.

### **Distracted Driving**

The first priority of all employees while driving City vehicles is the safety of themselves, their passengers and the public. Communication devices, electronic equipment and vehicle controls should only be used or adjusted when it is clearly safe to do so. Drivers shall obey current state laws pertaining to driver distraction and exercise good judgment in areas allowing discretion.

### **USE OF PUBLIC PROPERTY**

The use of public property for personal use is strictly forbidden. This includes but is not limited to: borrowing vehicles or equipment for private use; washing private vehicles in public buildings; changing oil or other mechanical work on a private vehicle in a public building (it makes no difference if it is the weekend); allowing others access to public buildings or equipment for personal use; using meeting rooms for private parties or events that are not regularly available to the general public, etc.

### **HAZARDOUS SUBSTANCES**

Be aware that some of the materials with which you are working may be hazardous substances. Read all labels before using any product. If you need more information than is provided on the label, we have a listing of Material Safety Data Sheets for each City building. These sheets contain the following information: the name of the product, who makes or sells it and their address, why it is hazardous, how you can be exposed to the hazard, what conditions could increase the hazard, how to safely handle the substance, and what to do in case of a spill or emergency. If you need this information, see a supervisor.

### **SMOKING POLICY**

The City Council has adopted an ordinance to protect the public health, comfort and environment and to promote a safe and healthy environment for municipal employees and citizens who use municipally owned buildings and vehicles and to provide an environment that is free from the affects of tobacco use and its associated health risks.

Smoking is unlawful in the City buildings (including the entire area within the fences surrounding the swimming pool) and in any motor vehicle owned by the City. Anyone observed violating this policy may be subject to disciplinary action.

Reminder: It is illegal for an individual under age 18 to smoke. Employees under age 18 and smoking will be subject to discipline, up to and including termination.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the City of Kasson that sexual harassment of employees is prohibited. The City of Kasson believes that every employee has the right to a work environment free from sexual harassment. Any employee found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include termination.

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual’s employment; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment; or
3. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
4. such conduct is based on sex and would have not occurred “but for” the sex of the victim even though it is not clearly sexual in nature of an explicit sexual advance.

Anyone wishing to file a claim of sexual harassment should follow the Complaint Policy and Procedure set out in the handbook.

## **MUTUAL RESPECT POLICY**

### **a. Purpose**

Mutual respect, consideration and courtesy are traditional at the City of Kasson and are expected of every member of its staff. All staff members of the City have the right to pursue their careers without fear of intimidation or harassment from co-workers or their organizational superiors.

### **b. Policy**

Disrespectful behavior of any kind – sexual or any other form, ranging from malicious or idle gossip, back-stabbing, inappropriate humor and subtle hints to overt acts, threats or physical contacts –shall not be tolerated. An individual who experiences intimidation or harassment is asked to report it, using the Complaint Policy and Procedure set out in this handbook.

## **HARASSMENT POLICY**

The City of Kasson is committed to providing a work environment that is free of discrimination. Harassment based upon a person’s race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission is unlawful. In keeping with this commitment, the City of Kasson strictly prohibits unlawful harassment in any form, including verbal, physical and visual harassment.

This policy strives to provide a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of supervisors, co-workers, visitors or agents of the City. This included a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment of all types is against the law and shall not be tolerated by the City of Kasson.

If an employee believes that they have been harassed by a co-worker, supervisor, visitor, or agent of the City, they should follow the Complaint Policy and Procedure set out in this handbook.

## **COMPLAINT POLICY AND PROCEDURE**

Complaints directed to City Administrator, the Department Heads or Supervisors shall be considered as to whether the complaint alleges illegal activity, a violation of city policy, or simply poor employee conduct. The City particularly and specifically has an obligation to investigate if there are complaints of discrimination or harassment; employee theft, embezzlement, or fraud; retaliation based upon making a complaint or claim of any type of harassment. No employee who reports a complaint shall be retaliated

against in any way. Retaliation of any type shall also be categorized as harassment under the Mutual Respect Policy. All written complaints must be investigated. All written complaints must be signed, confidentiality cannot be guaranteed.

In a timely manner, response to a complaint may include some or all of the following:

- Consultation and review of employee handbooks, personnel policies, union contracts, city code and other written procedures, particularly to determine the appropriate course of action and documentation.
- Contact with law enforcement if necessary
- Selection of an investigator, if it is not the person to whom the complaint was made.
- Interview with the complainant
- Interview with offender
- Interviews with others, as appropriate
- Review of information gathered
- If appropriate, corrective action shall be taken. The City has the right to apply any sanctions or a combination of sanctions to deal with unreasonable conduct, such as:
  - Counseling the offender(s)
  - Establishment of an improvement plan
  - Probation, with a warning of suspension or discharge for continuing or recurring offenses
  - Suspension without pay
  - Termination

Any disciplinary action resulting from a complaint should be placed in the offender's personnel file.

If at the end of the review conducted by the City Administrator, the Department Heads or Supervisors the complainant feels the complaint is not satisfactorily resolved, the person may approach the City Council.

## **COMMUNICATIONS**

**EVERYTHING INCLUDED IN THE COMMUNICATIONS SECTION IS SUBJECT TO THE MN DATA PRACTICES ACT AND IS THE PROPERTY OF THE CITY OF KASSON**

### **General Information:**

This policy serves to protect the security and integrity of the City of Kasson's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City shall do so on an as-needed basis as determined by the City Administrator or Department Head.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

### **A) Personal Use**

The City recognizes that some personal use of City-owned computers and related equipment has and shall continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

- Reasonable, incidental personal use of City computers and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use. All use of City computers and software, including personal use, must be consistent with provisions in this policy.
- Employees shall not connect their own peripheral tools or equipment to City owned systems (such as digital cameras, PDAs, disks or flash cards, etc.), without prior approval from the City Administrator or Department Head and must follow provided directions for protecting the City's computer network.
- Files from appropriate personal use of the City's equipment may be stored on your computer's hard drive, providing the size of all personal files does not exceed 50MB.
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.
- Only city employees may use city-owned equipment.

Software, hardware, games and screen savers

In general, the City shall provide all software and hardware required for an employee to perform his or her job duties. Requests for new or different equipment or software should be made to your supervisor. Except as provided below, employees shall not download or install any software on their computer without the prior approval of the City Administrator. The City reserves the right to remove any unauthorized programs or software, equipment, downloads or other resources.

Microsoft clip art and photo files contained on the site [www.microsoft.com](http://www.microsoft.com) may be downloaded by employees without prior approval. "Automatic Microsoft updates" may be downloaded without prior approval and should be completed by a user within two days of notice.

Unapproved software or downloads (free or purchased), hardware, games, screensavers, toolbars, clip art, music and movie clips, other equipment, software or downloads that have not been specifically approved by the City Administrator may compromise the integrity of the city's computer system and are prohibited.

## B) Internet

The following considerations apply to all uses of the Internet whether business related or personal.

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not participate in any Internet chat room unless the topic area is related to City business.
- The City may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City Administrator.
- Reasonable personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions, etc.

With the exception of the Police Department for use in an investigation. If you are unsure whether a site may include inappropriate information, you should not visit it.

- Internet use during work hours should be limited to subjects directly related to job duties.
- No software or files may be downloaded from the Internet unless approved in advance by the City Administrator. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clip art, screensavers and games.

### C) Electronic Mail

The City provides employees with an e-mail address for work-related use. Some personal use of the City's e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

Employee e-mails (including those that are personal in nature) may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed by the City Administrator and without notice to the employee. The following policies relate to e-mails of both business and personal content:

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read (e.g. avoid gossip, personal information, swearing, etc.)
- Use caution or avoid corresponding by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information, etc.)
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not curse or use swear words in an e-mail.

### D) Instant Messaging

The city does not provide employees with resources or tools to communicate by Instant Messaging (IM) when conducting city business. Employees are not allowed to use IM as mechanism for personal communication through the city's computer network or when using city equipment, and are not allowed to download or install any IM software on their city computer.

### E) Social Media

Cities should distinguish between use of social media sites such as Facebook and MySpace, et al., blogs and microblogs such as Twitter, for official city business versus personal use. When using social media to support official city business in accordance with job duties, individuals should clearly identify themselves as connected to the city. Personal use of social media by city staff - whether about the city or not, and whether positive or negative - shall reflect on the city as a whole. Personal use of social media should not violate any city policies already in existence, such as those on harassment prevention.

#### F) Storing and transferring documents

Electronic documents, including e-mails and business-related materials created on an employee's home or personal computer for City business should be stored on the City network in accordance with records retention policies for the department. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City shall not retain e-mails longer than one year on the network or in the network back-ups.
- E-mail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City's network files.
- Documents or e-mails that may be classified as protected or private information should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is government record for purposes of records retention laws, or whether it is considered protected or private, check with your Department Head.

Transferring data and documents between computer systems required information to be stored on a floppy disc, CD-ROM, flash or USB drive, or other storage media. These items may also be used to transmit computer viruses or other items harmful to the City's computer network.

The City has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates.

#### G) Passwords and physical security of equipment

Employees are responsible for maintaining all computer and media passwords and following these guidelines:

- All media addresses and passwords are the property of the City. All are immediately surrendered to the City upon termination or suspension.
- Your passwords should not be shared or told to anyone.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

It is recommended that employees lock their workstation (press Ctrl-Alt-Del keys) if you shall be away from your desk or office for more than five minutes. Unlock your computer by doing the same and typing in your password. Use caution if you leave equipment unattended because it is generally small and portable. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site

facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City Administrator about appropriate security measures.

#### H) Notice of Computer problems

Employees are responsible for notifying their Department Head or the Finance Director about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

#### I) Laptop/Portable Computer Use

It is the responsibility of the employee using a laptop computer or other portable equipment, to keep the equipment in a safe environment, protected to the extent possible from theft or damage. Any portable computer damaged or stolen must be reported immediately to the City. All data collected, stored, processed or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Privacy Act. Additional software or programs may not be loaded without prior authorization and any copying of software on a portable computer for personal use is prohibited.

### **DISCIPLINARY ACTIONS**

#### a. Verbal Reprimand

A verbal reprimand shall be the most informal type of discipline, and shall be the initial means with which violations of this policy or departmental policy shall normally be dealt. Upon the recognition of a violation by, or problem with, an employee, the Department Head shall serve documented notice on the employee by verbal reprimand with his/her recommendation toward resolving the employee's action.

#### b. Written Reprimand

Upon the failure of verbal reprimand to correct a condition under which employee's performance continues to be substandard or unsatisfactory, or if the employee continues to violate policies of the City, the responsible Department Head may resort to reprimanding the employee in writing. A written reprimand shall be construed as a warning, and shall clearly describe the nature of the violation and required action and shall be signed by both the Department Head and the employee. The Department Head shall cause a copy of the written reprimand to be furnished to the City Administrator's office. The employee shall have the opportunity to respond to the charges conveyed in the reprimand. Should the charges be deemed erroneous the written reprimand shall be destroyed.

#### c. Suspension, Demotion and Discharges and Causes Therefore

When a Department Head has good reason to believe that an employee under his or her jurisdiction has given cause for his or her suspension, demotion or discharge, he or she shall notify said employee, in writing, setting forth the charges against him or her. Said written charges shall, with the recommendation of the City Department Head, then be filed immediately with the City Administrator for subsequent action by the City Council. Upon an official action by the City Council, the City Administrator shall cause a statement of such findings and the decision of the City Council to be served in writing on the employee. Service of this decision upon the employee shall constitute an official notice of his or her suspension, demotion, discharge or exoneration as the case may be. The charges, reply and order of the suspension, demotion, discharge or exoneration shall be filed in the City Administrator's office in the employee's personnel file.

The following causes, while not exclusive, may be causes for suspension, demotion or discharge of an employee from City employment; when such employee:



1. Has violated any lawful and responsible official regulation or order or failed to obey any lawful and reasonable direction made and given by his/her superior(s), when such violation or failure to obey constitutes an act of insubordination or a serious breach of proper discipline has resulted or may reasonably be expected to result in loss or injury to the employee, co-worker or the public;
2. Has been determined intoxicated or impaired due to a prescribed or an unprescribed narcotic drug while on duty;
3. Has been wantonly offensive in his or her conduct or language toward the public or other employees;
4. Has been incompetent or inefficient in the performance of the duties of his or her position;
5. Is careless or negligent with property of the City;
6. Has used, threatened or attempted to use, political influence in securing promotion, leave of absence, transfer, change of classification, pay or nature or work;
7. Has been induced, or attempted to induce an employee in City government to commit an unlawful act, or to act in violation of any lawful and reasonable official regulation including this policy, or has taken any fee, gift, or thing of value in the course of his or her work or in connection therewith for his or her personal use from any person, when such fee, gift, or item of value is given in the hope or expectation of receiving a favor or better treatment than that normally accorded other persons;
8. Has been absent from duty without leave as defined in this policy or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved, revoked or canceled by the City Council; provided, however, that if such absence or failure to report for duty is excusable, the Department Head with the approval of the City Council may revoke the charges;
9. Has willfully made a false statement in any questionnaire, application, or form designed or used for the purpose of gaining employment in the City; or has shown proven dishonesty in the performance of duties;
10. Has been guilty of gross misconduct, which shall include but not be limited to petty theft or loan of public property for private or personal use on or off government premises.

Joe Fitch

Kasson Fire Department

2/28/2019

Dear Colleagues,

Effective 3/1/2019, I officially step down from my position as Safety Officer for the Kasson Fire Department and will take the role as a normal Fire Fighter within the department.

Douglas Griffin

Safety Officer

Kasson Fire Department



## RATE & SERVICE CONFIRMATION LETTER

March 8, 2019  
City of Kasson  
401 5<sup>th</sup> Stree SE  
Kasson , MN 55944

Dear Theresa,

Thank you for choosing Manpower, the leader in the changing world of work. This letter confirms our understanding with you, City of Kasson, to place one or more clerical/administrative and/or light industrial temporary or permanent positions.

As discussed, Manpower will recruit, interview, screen and assign to you our employee associates who, through our proven process and expertise, are the best qualified candidate to perform the work described below. We will also 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 we have agreed to pay; and removing any assigned associate at your request for any lawful reason. In the event specific assignments require background checks, drug screening or other testing, you will reimburse us at the actual cost for the testing. You will also only request testing equivalent to what you would require of your own full-time employees in that respective position.

Manpower expects you to take responsibility for directing and controlling the work performed by our associates. We also expect you to provide all associates with a safe worksite that is free from harassment and to provide information, training and safety equipment with respect to any hazardous substances or conditions to which associates may be exposed at the worksite. Because you control the facilities in which our associates work, it is agreed that you will be primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws and regulations, to the extent those laws apply to our associates working at your facilities. Manpower will, at your request, instruct our associates on general safety matters in accordance with information that you provide to us. Additionally, you also agree to document all hours worked, approve and submit *electronic timesheets or paper time sheets by exception*, to us in a timely manner. In the event there are substantial changes to the agreed assignment duties, you will notify us immediately.

Manpower is solely responsible for the compensation of our employees, and must pay each employee for all hours worked. You agree 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 will invoice you weekly. Payment will be due upon receipt of invoice. In the event there is a governmental mandated requirement to increase wages or employer payroll burdens, you agree to accept and remit payment for such additional costs incurred by us from the effective date to the expiration date of this agreement.

The term of this relationship will be six (6) months from the signature date of this agreement.

We will fill roles for the following job descriptions and locations:

<b>Position Description</b>	<b>Location</b>
Administrative Positions	Kasson, MN
Waste Water Treatment Operator	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 may choose not to provide an Assigned Employee or candidate for any reason.

As discussed, the following rates will apply:

<b>Position</b>	<b>Markup Percentage of Hourly Rate</b>
Administrative Positions	45.83%
Waste Water Treatment Operator	48%

\*The above Rates are comprised in part and subject to the following costs associated with Manpower's government mandated employer obligations: FICA, FUTA, SUTA, and Worker's Compensation statutory minimums.

If during the term of this Agreement and for six (6) months thereafter, you solicit or hire away any of Manpower's employees, candidate referrals or Assigned Employees involved in performing services or obligations under this Agreement, or permit any Assigned Employee to transfer to another entity's payroll in order to perform work for you or at your facilities, you 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:

Time on Assignment	Prorated Fee Schedule
0 to 240 Hours	15% Discount from Permanent Placement Fee
241 to 480 Hours	25% Discount from Permanent Placement Fee
481 to 720 Hours	50% Discount from Permanent Placement Fee
721 + Hours Until Day of Hire	75% Discount from Permanent Placement Fee

You also agree to pay a fee if you hire or retain a candidate, in any capacity, referred by Manpower within one (1) year after that candidate was presented to you, regardless of whether you 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 you:

Annualized Compensation	Fee Percentage
Below \$40,000	18%
\$40,000 - \$59,999	20%
\$60,000 - \$79,999	22%
\$80,000 and above	25%

\*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.

Finally, we will perform the following background checks and tests for temporary employees assigned to you:

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.
Driving Record Check		\$12.00 per employee.
Drug Tests	5 panel urinalysis	\$45.00 per employee.
Credit Check		\$12.00 per employee.
Education Verification		\$10.00 per employee.
Health Compliance		\$ per employee.
Other		\$ per employee.

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,



**ManpowerGroup US Inc.**  
**Market Delivery**

<b>ACKNOWLEDGED AND ACCEPTED:</b>
<b>Client</b>
By:
Printed Name/Title:
Date:

Charlie,

Writing this is hard for me but I have been offered a position at Rochester Public Utilities and will be resigning at the City of Kasson.

After 33 years I knew this was not going to be easy to move on.

I am grateful for all the years the City has employed me. I am not sure what the City of Kasson would expect for a start date but they would like me to start April 29<sup>th</sup> at R.P.U.

I would like to use some vacation to get some things in order. I will close with just saying thanks for everything everyone has done for me and couldn't be more thankful for all the memories I have had during my career with the City of Kasson.

Sincerely,

A handwritten signature in dark ink, appearing to read "Todd Kispert", written in a cursive style.

Todd Kispert

Cash and Investment Summary Jan-19	Draft	1010				1011		1040		1041		TOTAL
		CASH-		CASH-		CASH-		CASH-				
		CASH	Debt Service	Investments	Money Markets	CASH	Debt Service	Investments	Money Markets			
101 General Fund		160,254		1,560,020		14,246					1,734,520	
210 STABILIZATION FUND		17,055		-		2,235					19,290	
211 Library Fund		138,529		-		-					138,529	
225 EDA Financial Assistance Fund		55,167		75,000		-					130,167	
247 Assisted Living		-									-	
248 Downtown		11									11	
249 TIF		-									-	
290 Economic Development		26,552		-							26,552	
382 16th St NE		11,715									11,715	
384 GO Refinding 2011		(8,296)		34,880		211					26,795	
385 Aquatic Center		75,185									75,185	
386 Fire Truck and Equipment		1,771									1,771	
389 Oppidan Assessment		10,736									10,736	
391 Oppidan/Folkestad TIF		127,313		745,000		3,028					875,340	
392 GO Refunding 2015A		167,472									167,472	
393 2017 Street Assessment Project		106,535		284,000		1,322					391,857	
401 Permanent Revolving Impr Fund		105,692		852,750		8,766					967,208	
412 16th St NE		(17,700)									(17,700)	
423 3-4-5		296,807									296,807	
424 Hwy 57		(26,805)									(26,805)	
426 16th St NW		(10,544)									(10,544)	
601 Water Fund		(5,946)		180,950		1,483					428,875	
602 Sewer Fund		(78,375)		1,534,691		1,126					1,849,306	
604 Electric Fund		(67,698)		2,312,900		10,896					2,300,698	
605 Storm Water		(120,306)		1,025,000		7,254					1,029,933	
606 ICE ARENA		(27,135)		-		-					(27,135)	
609 Liquor Fund		52,300		519,800		8,750					580,850	
610 Maple Grove Cemetery		49,367		100,999		3,090					153,456	
875 Community Policing Fund		11,967		-							11,967	
877 Festival in Park Fund		14,600									14,600	
		1,066,224	806,836	9,225,990	62,408						11,161,457	

Cash and Investment Summary Draft

Feb-19

	1010	1011	1040	1041	TOTAL
	CASH	Debt Service	Investments	Money Markets	
101 General Fund	(14,373)		1,560,020	14,657	1,560,304
210 STABILIZATION FUND	17,055		-	2,396	19,451
211 Library Fund	114,384		-	-	114,384
225 EDA Financial Assistance Fund	56,571		75,000	-	131,571
247 Assisted Living	-				-
248 Downtown	11				11
249 TIF	79,736				79,736
290 Economic Development	25,395		-		25,395
382 16th St NE	11,715				11,715
384 GO Refinding 2011	25,856		-		25,856
385 Aquatic Center	75,185				75,185
386 Fire Truck and Equipment	1,771				1,771
389 Oppidan Assessment	10,736				10,736
391 Oppidan/Folkestad TIF	128,320		745,000	3,820	877,140
392 GO Refunding 2015A	167,472				167,472
393 2017 Street Assessment Project	107,351		284,000	1,461	392,812
401 Permanent Revolving Impr Fund	106,294		852,750	10,022	969,066
412 16th St NE	(17,700)				(17,700)
423 3-4-5	190,597				190,597
424 Hwy 57	(26,819)				(26,819)
426 16th St NW	(10,544)				(10,544)
601 Water Fund	36,104	252,388	180,950	1,588	471,031
602 Sewer Fund	(13,039)	391,863	1,569,249	1,412	1,949,486
604 Electric Fund	201,536	44,599	2,312,900	11,490	2,570,526
605 Storm Water	(87,476)	117,985	1,025,000	7,466	1,062,975
606 ICE ARENA	(45,591)		-	-	(45,591)
609 Liquor Fund	53,089		519,800	9,225	582,114
610 Maple Grove Cemetery	47,093		100,999	3,368	151,459
875 Community Policing Fund	11,967		-		11,967
877 Festival in Park Fund	14,600				14,600
	1,267,295	806,836	9,225,669	66,906	11,366,706

03/12/19  
11:58:40

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 2 / 19

*Draft*

Page: 1 of 31  
Report ID: L140

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
<b>Revenue</b>						
<b>Government Wide</b>						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		1,912,818.00	-1,912,818.00
3107 ABATEMENT LEVY	0.00		0.00		5,897.00	-5,897.00
3210 BUSINESS LICENSES/PERMITS	35.00	0.02	35.00	0.01	13,500.00	-13,465.00
3341 LOCAL GOVERNMENT AID	0.00		0.00		1,080,311.00	-1,080,311.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		3,869.00	-3,869.00
3410 CHARGES FOR SERVICES	0.00		4.66		2,000.00	-1,995.34
3415 CITY HALL RENT	0.00		0.00		100.00	-100.00
3621 INTEREST EARNED	1,347.94	0.62	1,347.94	0.22	13,000.00	-11,652.06
3622 RENTS AND ROYALTIES	300.00	0.14	600.00	0.10	0.00	600.00
3624 MISC REVENUE - REFUNDS	0.00		15.00		1,000.00	-985.00
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		16,000.00	-16,000.00
Total Department	1,682.94	0.77	2,002.60	0.33	3,048,495.00	-3,046,492.40
<b>Planning and Zoning</b>						
3413 ZONING/SUBDIVISION FEES	300.00	0.14	1,220.00	0.20	2,000.00	-780.00
3624 MISC REVENUE - REFUNDS	400.00	0.18	775.00	0.13	4,000.00	-3,225.00
Total Department	700.00	0.32	1,995.00	0.32	6,000.00	-4,005.00
<b>Cable TV</b>						
3495 FRANCHISE ROW USE	0.00		0.00		60,000.00	-60,000.00
Total Department					60,000.00	-60,000.00
<b>Police</b>						
3345 POLICE/FIRE STATE AIDS	0.00		0.00		61,000.00	-61,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		4,500.00	-4,500.00
3369 OTHER COUNTY GRANT	0.00		0.00		58,000.00	-58,000.00
3420 PUBLIC SAFETY	39.92	0.02	39.92	0.01	200.00	-160.08
3511 COURT FINES	1,357.86	0.62	1,357.86	0.22	13,000.00	-11,642.14
3624 MISC REVENUE - REFUNDS	1,275.00	0.58	1,395.00	0.23	3,000.00	-1,605.00
Total Department	2,672.78	1.22	2,792.78	0.45	139,700.00	-136,907.22
<b>Fire</b>						
3346 STATE FIRE AID	0.00		0.00		40,000.00	-40,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		7,000.00	-7,000.00
3421 Fire Contracts	0.00		33,750.16	5.48	36,470.00	-2,719.84
3422 SPECIAL FIRE PROTECTION S	20.00	0.01	30.00		15,000.00	-14,970.00
3623 CONTR/DONATION FROM PRIVA	11,020.00	5.03	11,270.00	1.83	8,000.00	3,270.00
3624 MISC REVENUE - REFUNDS	0.00		0.00		5,000.00	-5,000.00
Total Department	11,040.00	5.04	45,050.16	7.32	111,470.00	-66,419.84



03/12/19  
11:58:40

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 2 / 19

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101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Building Inspection						
3220 NON-BUSINESS LICENSES & P	2,965.84	1.35	9,972.54	1.62	68,858.00	-58,885.46
3414 PLAN CHECK FEES	1,526.62	0.70	5,776.77	0.94	34,000.00	-28,223.23
3416 MECHANICAL INSPECTION FEE	357.00	0.16	1,192.00	0.19	4,000.00	-2,808.00
3417 PLUMBING INSPECTION FEES	299.00	0.14	899.00	0.15	2,500.00	-1,601.00
Total Department	5,148.46	2.35	17,840.31	2.90	109,358.00	-91,517.69
Animal Control						
3220 NON-BUSINESS LICENSES & P	0.00		50.00	0.01	1,700.00	-1,650.00
3514 OTHER FINES	0.00		0.00		2,500.00	-2,500.00
Total Department			50.00	0.01	4,200.00	-4,150.00
Highways, Streets, Roadways						
3364 COUNTY MUNICIPAL STATE AI	36,688.50	16.76	36,688.50	5.96	72,640.00	-35,951.50
Total Department	36,688.50	16.76	36,688.50	5.96	72,640.00	-35,951.50
Street Lighting						
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		55,000.00	-55,000.00
Total Department					55,000.00	-55,000.00
Parks and Recreation						
3622 RENTS AND ROYALTIES	195.58	0.09	251.46	0.04	2,700.00	-2,448.54
Total Department	195.58	0.09	251.46	0.04	2,700.00	-2,448.54
Swimming Pool						
3472 SWIMMING POOL FEES DAILY	0.00		0.00		106,000.00	-106,000.00
3474 CONCESSIONS	0.00		0.00		40,000.00	-40,000.00
3475 LESSONS	0.00		0.00		20,000.00	-20,000.00
3478 FACILITY RENTAL	0.00		0.00		3,500.00	-3,500.00
3480 SWIM PASSES	0.00		0.00		70,000.00	-70,000.00
3482 SWIM TEAM	0.00		0.00		1,500.00	-1,500.00
Total Department					241,000.00	-241,000.00
Other Recreational Facilities						
3471 OTHER ORGANIZED ACTIVITIE	0.00		0.00		500.00	-500.00
3473 PLAYGROUND FEES	0.00		0.00		500.00	-500.00
3479 SOFTBALL FEES	0.00		0.00		5,100.00	-5,100.00
Total Department					6,100.00	-6,100.00

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<b>Park Areas</b>						
3474 CONCESSIONS	0.00		0.00		3,500.00	-3,500.00
3623 CONTR/DONATION FROM PRIVA	0.00		3,000.00	0.49	0.00	3,000.00
Total Department			3,000.00	0.49	3,500.00	-500.00
Total Revenue	58,128.26	100.00	109,670.81	100.00	3,860,163.00	-3,750,492.19
<b>Expenses</b>						
<b>Council</b>						
<b>Council</b>						
101 FULL-TIME EMPLOYEES - REGULAR	1,254.46	0.57	5,249.33	0.85	30,750.00	25,500.67
102 FULL-TIME EMPLOYEES - OVERTIME	10.82		16.94		0.00	-16.94
121 EMPLOYER PERA CONTRIBUTIONS	94.90	0.04	243.74	0.04	1,626.00	1,382.26
122 EMPLOYER FICA CONTRIBUTIONS	69.40	0.03	308.41	0.05	1,907.00	1,598.59
123 EMPLOYER MEDICARE CONTRIBUTION	16.27	0.01	72.20	0.01	446.00	373.80
130 EMPLOYER PAID INSURANCE	394.78	0.18	801.57	0.13	4,800.00	3,998.43
150 WORKER'S COMPENSATION	0.00		163.00	0.03	150.00	-13.00
160 LIABILITY INSURANCE	772.42	0.35	772.42	0.13	4,000.00	3,227.58
210 OPERATING SUPPLIES	61.20	0.03	61.20	0.01	150.00	88.80
304 LEGAL FEES	439.00	0.20	439.00	0.07	11,000.00	10,561.00
333 STAFF MEETINGS & CONFERENCES	199.41	0.09	1,354.41	0.22	2,000.00	645.59
334 MEMBERSHIP DUES AND FEES	0.00		3,216.50	0.52	4,500.00	1,283.50
351 LEGAL NOTICES PUBLISHING	0.00		0.00		400.00	400.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		1,100.00	1,100.00
430 OTHER SERVICE/CHARGES-MISC.	14.87	0.01	14.87		23,000.00	22,985.13
Account Total						
	3,327.53	1.52	12,713.59	2.07	85,829.00	73,115.41
Total Department	3,327.53	1.52	12,713.59	2.07	85,829.00	73,115.41
<b>Ordinances and Proceedings</b>						
<b>Ordinances and Proceedings</b>						
353 ORDINANCE PUBLICATION	0.00		0.00		3,500.00	3,500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		1,000.00	1,000.00
Account Total						
					4,500.00	4,500.00
Total Department					4,500.00	4,500.00
<b>Mayor</b>						
<b>Mayor</b>						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		0.00		4,800.00	4,800.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		298.00	298.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		70.00	70.00
Account Total						
					5,168.00	5,168.00
Total Department					5,168.00	5,168.00
<b>City Clerk</b>						
<b>City Clerk</b>						
101 FULL-TIME EMPLOYEES - REGULAR	8,696.55	3.97	17,329.20	2.82	125,700.00	108,370.80
102 FULL-TIME EMPLOYEES - OVERTIME	8.94		13.65		0.00	-13.65
121 EMPLOYER PERA CONTRIBUTIONS	648.90	0.30	1,295.13	0.21	9,429.00	8,133.87
122 EMPLOYER FICA CONTRIBUTIONS	498.03	0.23	993.81	0.16	7,793.00	6,799.19
123 EMPLOYER MEDICARE CONTRIBUTION	116.46	0.05	232.37	0.04	1,823.00	1,590.63

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130 EMPLOYER PAID INSURANCE	2,263.65	1.03	4,146.85	0.67	21,000.00	16,853.15
150 WORKER'S COMPENSATION	0.00		849.00	0.14	600.00	-249.00
160 LIABILITY INSURANCE	22.86	0.01	22.86		80.00	57.14
210 OPERATING SUPPLIES	52.52	0.02	1,126.34	0.18	4,000.00	2,873.66
216 PERIODICALS	0.00		0.00		220.00	220.00
220 REPAIR/MAINTENANCE SUPPLIES	8.67		8.67		1,000.00	991.33
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,500.00	3,500.00
321 TELEPHONE	3,372.78	1.54	3,372.78	0.55	6,900.00	3,527.22
325 COMMUNICATION-OTHER	300.00	0.14	416.67	0.07	2,400.00	1,983.33
331 TRAVEL/MILEAGE	0.00		0.00		600.00	600.00
332 ADMINISTRATOR MEETINGS &	147.20	0.07	177.20	0.03	3,500.00	3,322.80
333 STAFF MEETINGS & CONFERENCES	600.00	0.27	1,170.00	0.19	5,000.00	3,830.00
334 MEMBERSHIP DUES AND FEES	50.00	0.02	3,363.40	0.55	5,400.00	2,036.60
343 OTHER ADVERTISING	0.00		0.00		1,200.00	1,200.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		200.00	200.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		80.00	80.00
360 INSURANCE	808.04	0.37	808.04	0.13	3,300.00	2,491.96
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
430 OTHER SERVICE/CHARGES-MISC.	1.00		6.00		900.00	894.00
440 PROFESSIONAL SERVICES	0.00		630.00	0.10	1,900.00	1,270.00
444 OTHER CONTRACTUAL SERVICES	488.36	0.22	1,042.38	0.17	0.00	-1,042.38
Account Total						
	18,083.96	8.26	37,004.35	6.01	207,525.00	170,520.65
Total Department	18,083.96	8.26	37,004.35	6.01	207,525.00	170,520.65
Elections						
Elections						
101 FULL-TIME EMPLOYEES - REGULAR	251.28	0.11	500.27	0.08	3,350.00	2,849.73
102 FULL-TIME EMPLOYEES - OVERTIME	2.35		3.76		0.00	-3.76
121 EMPLOYER PERA CONTRIBUTIONS	19.02	0.01	37.79	0.01	251.00	213.21
122 EMPLOYER FICA CONTRIBUTIONS	13.91	0.01	27.63		208.00	180.37
123 EMPLOYER MEDICARE CONTRIBUTION	3.25		6.46		49.00	42.54
130 EMPLOYER PAID INSURANCE	79.15	0.04	160.56	0.03	960.00	799.44
Account Total						
	368.96	0.17	736.47	0.12	4,818.00	4,081.53
Total Department	368.96	0.17	736.47	0.12	4,818.00	4,081.53
Accounting						
Accounting						
301 AUDITING/ACCOUNTING	4,000.00	1.83	4,000.00	0.65	4,900.00	900.00
351 LEGAL NOTICES PUBLISHING	0.00		157.50	0.03	1,600.00	1,442.50
Account Total						
	4,000.00	1.83	4,157.50	0.68	6,500.00	2,342.50
Total Department	4,000.00	1.83	4,157.50	0.68	6,500.00	2,342.50
Assessing						
Assessing						
305 ASSESSING FEES	0.00		30,809.00	5.01	30,809.00	0.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		300.00	300.00
Account Total						
			30,809.00	5.01	31,109.00	300.00
Total Department			30,809.00	5.01	31,109.00	300.00

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<b>Law-Legal Services</b>						
<b>Law-Legal Services</b>						
304 LEGAL FEES	2,020.00	0.92	2,020.00	0.33	35,000.00	32,980.00
Account Total	2,020.00	0.92	2,020.00	0.33	35,000.00	32,980.00
Total Department	2,020.00	0.92	2,020.00	0.33	35,000.00	32,980.00
<b>Planning and Zoning</b>						
<b>Planning &amp; Zoning</b>						
150 WORKER'S COMPENSATION	0.00		0.00		200.00	200.00
210 OPERATING SUPPLIES	0.00		141.01	0.02	500.00	358.99
304 LEGAL FEES	2,484.00	1.13	2,484.00	0.40	7,500.00	5,016.00
321 TELEPHONE	0.00		0.00		250.00	250.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		2,000.00	2,000.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		1,500.00	1,500.00
351 LEGAL NOTICES PUBLISHING	0.00		120.00	0.02	1,000.00	880.00
360 INSURANCE	696.37	0.32	696.37	0.11	4,400.00	3,703.63
440 PROFESSIONAL SERVICES	6,824.67	3.12	6,824.67	1.11	37,000.00	30,175.33
444 OTHER CONTRACTUAL SERVICES	366.27	0.17	781.80	0.13	0.00	-781.80
Account Total	10,371.31	4.74	11,047.85	1.79	54,350.00	43,302.15
Total Department	10,371.31	4.74	11,047.85	1.79	54,350.00	43,302.15
<b>Data Processing</b>						
<b>Data Processing</b>						
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		4,500.00	4,500.00
370 MAINTENANCE/SUPPORT FEES	75.00	0.03	1,793.50	0.29	5,700.00	3,906.50
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
Account Total	75.00	0.03	1,793.50	0.29	12,200.00	10,406.50
Total Department	75.00	0.03	1,793.50	0.29	12,200.00	10,406.50
<b>General Govt Building</b>						
<b>General Govt Buildings</b>						
103 PART-TIME EMPLOYEES	283.05	0.13	490.12	0.08	4,300.00	3,809.88
121 EMPLOYER PERA CONTRIBUTIONS	21.19	0.01	36.71	0.01	323.00	286.29
122 EMPLOYER FICA CONTRIBUTIONS	16.96	0.01	29.40		267.00	237.60
123 EMPLOYER MEDICARE CONTRIBUTION	3.97		6.89		62.00	55.11
150 WORKER'S COMPENSATION	0.00		267.00	0.04	250.00	-17.00
210 OPERATING SUPPLIES	102.80	0.05	102.80	0.02	300.00	197.20
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		250.00	250.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		800.00	800.00
360 INSURANCE	104.02	0.05	104.02	0.02	2,800.00	2,695.98
380 UTILITY SERVICES	276.76	0.13	276.76	0.04	6,000.00	5,723.24
400 REPAIRS & MAINTENANCE	0.00		0.00		4,000.00	4,000.00
410 RENTALS	28.95	0.01	57.90	0.01	700.00	642.10
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		300.00	300.00
Account Total	837.70	0.38	1,371.60	0.22	20,352.00	18,980.40
Total Department	837.70	0.38	1,371.60	0.22	20,352.00	18,980.40

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General Engineering						
General Engineering						
303 ENGINEERING FEES	0.00		0.00		15,000.00	15,000.00
Account Total					15,000.00	15,000.00
Total Department					15,000.00	15,000.00
Police						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	273.88	0.13	519.02	0.08	3,500.00	2,980.98
121 EMPLOYER PERA CONTRIBUTIONS	20.55	0.01	38.93	0.01	263.00	224.07
122 EMPLOYER FICA CONTRIBUTIONS	16.44	0.01	31.17	0.01	217.00	185.83
123 EMPLOYER MEDICARE CONTRIBUTION	3.84		7.28		51.00	43.72
Account Total	314.71	0.14	596.40	0.10	4,031.00	3,434.60
Police						
101 FULL-TIME EMPLOYEES - REGULAR	42,799.74	19.55	87,020.68	14.14	722,518.00	635,497.32
102 FULL-TIME EMPLOYEES - OVERTIME	2,319.90	1.06	3,869.89	0.63	11,500.00	7,630.11
103 PART-TIME EMPLOYEES	9,654.44	4.41	18,904.72	3.07	45,000.00	26,095.28
104 Canine	230.72	0.11	461.44	0.07	3,000.00	2,538.56
121 EMPLOYER PERA CONTRIBUTIONS	8,910.58	4.07	17,564.90	2.85	123,591.00	106,026.10
122 EMPLOYER FICA CONTRIBUTIONS	236.04	0.11	731.11	0.12	8,000.00	7,268.89
123 EMPLOYER MEDICARE CONTRIBUTION	762.79	0.35	1,537.40	0.25	9,818.00	8,280.60
130 EMPLOYER PAID INSURANCE	10,570.58	4.83	21,884.23	3.56	118,412.00	96,527.77
150 WORKER'S COMPENSATION	0.00		37,901.00	6.16	27,000.00	-10,901.00
160 LIABILITY INSURANCE	80.00	0.04	80.00	0.01	350.00	270.00
210 OPERATING SUPPLIES	1,023.68	0.47	1,415.70	0.23	9,000.00	7,584.30
212 MOTOR FUELS	1,194.67	0.55	1,194.67	0.19	13,000.00	11,805.33
214 UNIFORMS	669.00	0.31	845.36	0.14	4,000.00	3,154.64
220 REPAIR/MAINTENANCE SUPPLIES	36.54	0.02	36.54	0.01	1,000.00	963.46
240 SMALL TOOLS/MINOR EQUIPMENT	197.39	0.09	197.39	0.03	9,000.00	8,802.61
309 EDP, SOFTWARE & DESIGN	0.00		0.00		350.00	350.00
321 TELEPHONE	935.38	0.43	935.38	0.15	18,577.00	17,641.62
325 COMMUNICATION-OTHER	20.00	0.01	20.00		900.00	880.00
333 STAFF MEETINGS & CONFERENCES	432.49	0.20	1,582.49	0.26	8,000.00	6,417.51
334 MEMBERSHIP DUES AND FEES	0.00		7,704.30	1.25	9,000.00	1,295.70
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	5,764.48	2.63	5,764.48	0.94	20,400.00	14,635.52
370 MAINTENANCE/SUPPORT FEES	0.00		99.99	0.02	12,500.00	12,400.01
380 UTILITY SERVICES	518.01	0.24	518.01	0.08	7,200.00	6,681.99
400 REPAIRS & MAINTENANCE	670.00	0.31	770.00	0.13	10,000.00	9,230.00
410 RENTALS	0.00		13.20		0.00	-13.20
430 OTHER SERVICE/CHARGES-MISC.	240.00	0.11	400.00	0.06	6,000.00	5,600.00
440 PROFESSIONAL SERVICES	120.00	0.05	2,850.00	0.46	1,500.00	-1,350.00
Account Total	87,386.43	39.92	214,302.88	34.82	1,199,866.00	985,563.12
Total Department	87,701.14	40.06	214,899.28	34.91	1,203,897.00	988,997.72

Fire

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Government Buildings and Library						
103 PART-TIME EMPLOYEES	36.54	0.02	36.54	0.01	1,500.00	1,463.46
121 EMPLOYER PERA CONTRIBUTIONS	2.75		2.75		109.00	106.25
122 EMPLOYER FICA CONTRIBUTIONS	2.19		2.19		93.00	90.81
123 EMPLOYER MEDICARE CONTRIBUTION	0.51		0.51		22.00	21.49
Account Total	41.99	0.02	41.99	0.01	1,724.00	1,682.01
Fire						
101 FULL-TIME EMPLOYEES - REGULAR	140.75	0.06	217.52	0.04	50,000.00	49,782.48
121 EMPLOYER PERA CONTRIBUTIONS	10.56		16.32		525.00	508.68
122 EMPLOYER FICA CONTRIBUTIONS	8.40		12.89		434.00	421.11
123 EMPLOYER MEDICARE CONTRIBUTION	1.96		3.01		702.00	698.99
130 EMPLOYER PAID INSURANCE	26.40	0.01	48.16	0.01	1,300.00	1,251.84
150 WORKER'S COMPENSATION	0.00		16,456.00	2.67	13,150.00	-3,306.00
160 LIABILITY INSURANCE	11.43	0.01	11.43		50.00	38.57
210 OPERATING SUPPLIES	433.97	0.20	1,418.78	0.23	7,520.00	6,101.22
212 MOTOR FUELS	50.27	0.02	50.27	0.01	2,700.00	2,649.73
214 UNIFORMS	0.00		0.00		3,000.00	3,000.00
216 PERIODICALS	0.00		0.00		500.00	500.00
220 REPAIR/MAINTENANCE SUPPLIES	115.61	0.05	115.61	0.02	4,000.00	3,884.39
240 SMALL TOOLS/MINOR EQUIPMENT	245.30	0.11	245.30	0.04	35,000.00	34,754.70
321 TELEPHONE	0.00		0.00		2,500.00	2,500.00
330 TRAINING	0.00		0.00		15,000.00	15,000.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		6,000.00	6,000.00
334 MEMBERSHIP DUES AND FEES	0.00		464.00	0.08	2,500.00	2,036.00
343 OTHER ADVERTISING	0.00		0.00		300.00	300.00
360 INSURANCE	1,069.82	0.49	1,069.82	0.17	7,620.00	6,550.18
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		400.00	400.00
380 UTILITY SERVICES	1,188.16	0.54	1,188.16	0.19	10,000.00	8,811.84
400 REPAIRS & MAINTENANCE	717.00	0.33	717.00	0.12	7,000.00	6,283.00
430 OTHER SERVICE/CHARGES-MISC.	120.81	0.06	135.81	0.02	46,000.00	45,864.19
444 OTHER CONTRACTUAL SERVICES	1,735.00	0.79	1,735.00	0.28	5,000.00	3,265.00
Account Total	5,875.44	2.68	23,905.08	3.88	221,201.00	197,295.92
Total Department	5,917.43	2.70	23,947.07	3.89	222,925.00	198,977.93
Building Inspection						
Building Inspection						
331 TRAVEL/MILEAGE	288.26	0.13	288.26	0.05	3,200.00	2,911.74
444 OTHER CONTRACTUAL SERVICES	3,709.60	1.69	3,709.60	0.60	45,000.00	41,290.40
Account Total	3,997.86	1.83	3,997.86	0.65	48,200.00	44,202.14
Total Department	3,997.86	1.83	3,997.86	0.65	48,200.00	44,202.14
Animal Control						
Animal Control						
210 OPERATING SUPPLIES	0.00		0.00		175.00	175.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		2,000.00	2,000.00
Account Total					2,325.00	2,325.00
Total Department					2,325.00	2,325.00

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CITY OF KASSON  
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101 General Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Highways, Streets, Roadways						
Highways, Streets, Roadways						
101 FULL-TIME EMPLOYEES - REGULAR	8,400.06	3.84	16,738.13	2.72	109,700.00	92,961.87
103 PART-TIME EMPLOYEES	0.00		0.00		11,342.00	11,342.00
121 EMPLOYER PERA CONTRIBUTIONS	629.94	0.29	1,255.26	0.20	9,079.00	7,823.74
122 EMPLOYER FICA CONTRIBUTIONS	485.78	0.22	963.57	0.16	7,504.00	6,540.43
123 EMPLOYER MEDICARE CONTRIBUTION	113.60	0.05	225.34	0.04	1,755.00	1,529.66
130 EMPLOYER PAID INSURANCE	2,213.29	1.01	4,827.88	0.78	31,614.00	26,786.12
150 WORKER'S COMPENSATION	0.00		11,034.00	1.79	7,800.00	-3,234.00
210 OPERATING SUPPLIES	2,902.75	1.33	3,892.99	0.63	10,000.00	6,107.01
212 MOTOR FUELS	142.44	0.07	142.44	0.02	5,000.00	4,857.56
214 UNIFORMS	0.00		0.00		1,300.00	1,300.00
220 REPAIR/MAINTENANCE SUPPLIES	470.65	0.21	687.32	0.11	16,000.00	15,312.68
240 SMALL TOOLS/MINOR EQUIPMENT	43.08	0.02	43.08	0.01	3,000.00	2,956.92
321 TELEPHONE	75.05	0.03	75.05	0.01	2,310.00	2,234.95
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,200.00	1,200.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		250.00	250.00
360 INSURANCE	1,423.34	0.65	1,423.34	0.23	6,000.00	4,576.66
380 UTILITY SERVICES	1,572.76	0.72	1,572.76	0.26	14,000.00	12,427.24
400 REPAIRS & MAINTENANCE	0.00		708.89	0.12	10,000.00	9,291.11
410 RENTALS	0.00		59.65	0.01	100.00	40.35
430 OTHER SERVICE/CHARGES-MISC.	926.31	0.42	941.31	0.15	2,500.00	1,558.69
440 PROFESSIONAL SERVICES	0.00		0.00		1,500.00	1,500.00
444 OTHER CONTRACTUAL SERVICES	36.93	0.02	61.55	0.01	2,000.00	1,938.45
Account Total						
	19,435.98	8.88	44,652.56	7.25	254,254.00	209,601.44
Total Department	19,435.98	8.88	44,652.56	7.25	254,254.00	209,601.44
Paved Streets						
Paved Streets						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		299.80	0.05	10,000.00	9,700.20
303 ENGINEERING FEES	0.00		0.00		41,000.00	41,000.00
400 REPAIRS & MAINTENANCE	0.00		0.00		151,268.00	151,268.00
Account Total						
			299.80	0.05	202,268.00	201,968.20
Total Department			299.80	0.05	202,268.00	201,968.20
Ice & Snow Removal						
Ice & Snow Removal						
102 FULL-TIME EMPLOYEES - OVERTIME	7,568.45	3.46	9,535.42	1.55	13,000.00	3,464.58
121 EMPLOYER PERA CONTRIBUTIONS	567.58	0.26	715.11	0.12	975.00	259.89
122 EMPLOYER FICA CONTRIBUTIONS	449.84	0.21	566.42	0.09	806.00	239.58
123 EMPLOYER MEDICARE CONTRIBUTION	105.25	0.05	132.56	0.02	189.00	56.44
130 EMPLOYER PAID INSURANCE	1,267.63	0.58	1,576.41	0.26	2,500.00	923.59
150 WORKER'S COMPENSATION	0.00		1,081.00	0.18	1,000.00	-81.00
210 OPERATING SUPPLIES	2,881.28	1.32	3,623.18	0.59	8,000.00	4,376.82
212 MOTOR FUELS	21.23	0.01	21.23		1,000.00	978.77
220 REPAIR/MAINTENANCE SUPPLIES	3,514.46	1.61	3,791.50	0.62	20,000.00	16,208.50
240 SMALL TOOLS/MINOR EQUIPMENT	415.98	0.19	415.98	0.07	500.00	84.02
360 INSURANCE	68.88	0.03	68.88	0.01	300.00	231.12
400 REPAIRS & MAINTENANCE	0.00		481.11	0.08	8,200.00	7,718.89

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101 General Fund

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410 RENTALS	0.00		0.00		50.00	50.00
430 OTHER SERVICE/CHARGES-MISC.	85.89	0.04	85.89	0.01	2,500.00	2,414.11
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		5,000.00	5,000.00
Account Total	16,946.47	7.74	22,094.69	3.59	64,020.00	41,925.31
Total Department	16,946.47	7.74	22,094.69	3.59	64,020.00	41,925.31
Street Lighting						
Street Lighting						
380 UTILITY SERVICES	3,645.99	1.67	3,645.99	0.59	55,000.00	51,354.01
Account Total	3,645.99	1.67	3,645.99	0.59	55,000.00	51,354.01
Total Department	3,645.99	1.67	3,645.99	0.59	55,000.00	51,354.01
Sidewalks						
Sidewalks						
400 REPAIRS & MAINTENANCE	0.00		0.00		50,000.00	50,000.00
Account Total					50,000.00	50,000.00
Total Department					50,000.00	50,000.00
Waste Collection and Disposal						
Waste Collection & Disposal						
430 OTHER SERVICE/CHARGES-MISC.	836.04	0.38	836.04	0.14	9,800.00	8,963.96
Account Total	836.04	0.38	836.04	0.14	9,800.00	8,963.96
Total Department	836.04	0.38	836.04	0.14	9,800.00	8,963.96
Emer Mgmt/Health						
Emer Mgmt/Health						
210 OPERATING SUPPLIES	0.00		0.00		2,000.00	2,000.00
360 INSURANCE	178.43	0.08	178.43	0.03	760.00	581.57
380 UTILITY SERVICES	73.96	0.03	73.96	0.01	2,000.00	1,926.04
400 REPAIRS & MAINTENANCE	0.00		0.00		2,000.00	2,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		5,000.00	0.81	7,000.00	2,000.00
444 OTHER CONTRACTUAL SERVICES	0.00		670.40	0.11	1,000.00	329.60
Account Total	252.39	0.12	5,922.79	0.96	14,760.00	8,837.21
Total Department	252.39	0.12	5,922.79	0.96	14,760.00	8,837.21
Parks and Recreation						
Parks & Recreation						
210 OPERATING SUPPLIES	0.00		168.68	0.03	500.00	331.32
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		100.00	100.00
321 TELEPHONE	122.95	0.06	122.95	0.02	4,500.00	4,377.05
325 COMMUNICATION-OTHER	20.00	0.01	20.00		100.00	80.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		50.00	50.00
334 MEMBERSHIP DUES AND FEES	60.00	0.03	360.00	0.06	500.00	140.00
410 RENTALS	0.00		0.00		30.00	30.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		3,500.00	3,500.00
Account Total	202.95	0.09	671.63	0.11	9,280.00	8,608.37
Total Department	202.95	0.09	671.63	0.11	9,280.00	8,608.37
Playgrounds						
Playgrounds						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		3,000.00	3,000.00
Account Total					3,000.00	3,000.00
Total Department					3,000.00	3,000.00



	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
<b>Swimming Pool</b>						
<b>Swimming Pool</b>						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		9,300.00	9,300.00
103 PART-TIME EMPLOYEES	0.00		0.00		141,500.00	141,500.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		8,773.00	8,773.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		2,052.00	2,052.00
130 EMPLOYER PAID INSURANCE	0.00		0.00		500.00	500.00
150 WORKER'S COMPENSATION	0.00		9,356.00	1.52	5,800.00	-3,556.00
210 OPERATING SUPPLIES	0.00		291.73	0.05	25,000.00	24,708.27
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		12,000.00	12,000.00
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		20,000.00	20,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
262 COST OF CONCESSIONS	0.00		0.00		25,000.00	25,000.00
321 TELEPHONE	0.00		0.00		1,100.00	1,100.00
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
344 PROMOTION	0.00		0.00		3,000.00	3,000.00
360 INSURANCE	665.72	0.30	665.72	0.11	3,300.00	2,634.28
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		2,500.00	2,500.00
380 UTILITY SERVICES	395.40	0.18	395.40	0.06	65,000.00	64,604.60
400 REPAIRS & MAINTENANCE	10.00		10.00		4,000.00	3,990.00
410 RENTALS	0.00		0.00		750.00	750.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		340.00	0.06	10,000.00	9,660.00
Account Total						
	1,071.12	0.49	11,058.85	1.80	340,725.00	329,666.15
Total Department	1,071.12	0.49	11,058.85	1.80	340,725.00	329,666.15
<b>Other Recreational Facilities</b>						
<b>Other Recreational Facilities</b>						
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		186.00	186.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		44.00	44.00
210 OPERATING SUPPLIES	13.81	0.01	141.48	0.02	8,500.00	8,358.52
214 UNIFORMS	0.00		0.00		500.00	500.00
220 REPAIR/MAINTENANCE SUPPLIES	8.04		22.55		5,500.00	5,477.45
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,850.00	2,850.00
333 STAFF MEETINGS & CONFERENCES	11.32	0.01	11.32		350.00	338.68
334 MEMBERSHIP DUES AND FEES	0.00		130.00	0.02	450.00	320.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	112.62	0.05	112.62	0.02	2,000.00	1,887.38
380 UTILITY SERVICES	98.51	0.04	98.51	0.02	9,000.00	8,901.49
400 REPAIRS & MAINTENANCE	0.00		481.10	0.08	8,500.00	8,018.90
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		3,000.00	3,000.00
444 OTHER CONTRACTUAL SERVICES	0.00		15,000.00	2.44	21,600.00	6,600.00
Account Total						
	244.30	0.11	15,997.58	2.60	65,730.00	49,732.42
Total Department	244.30	0.11	15,997.58	2.60	65,730.00	49,732.42

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101 General Fund

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Park Areas						
101 FULL-TIME EMPLOYEES - REGULAR	14,268.09	6.52	28,470.29	4.63	185,600.00	157,129.71
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		2,000.00	2,000.00
103 PART-TIME EMPLOYEES	1,541.24	0.70	2,866.33	0.47	27,000.00	24,133.67
121 EMPLOYER PERA CONTRIBUTIONS	1,185.74	0.54	2,350.30	0.38	14,070.00	11,719.70
122 EMPLOYER FICA CONTRIBUTIONS	921.97	0.42	1,821.70	0.30	11,631.00	9,809.30
123 EMPLOYER MEDICARE CONTRIBUTION	215.64	0.10	426.09	0.07	3,112.00	2,685.91
130 EMPLOYER PAID INSURANCE	2,818.66	1.29	6,006.80	0.98	43,000.00	36,993.20
150 WORKER'S COMPENSATION	0.00		10,816.00	1.76	8,100.00	-2,716.00
210 OPERATING SUPPLIES	352.43	0.16	352.43	0.06	3,000.00	2,647.57
212 MOTOR FUELS	65.00	0.03	65.00	0.01	6,000.00	5,935.00
214 UNIFORMS	0.00		0.00		1,500.00	1,500.00
220 REPAIR/MAINTENANCE SUPPLIES	779.71	0.36	1,165.88	0.19	12,000.00	10,834.12
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		79.17	0.01	3,000.00	2,920.83
262 COST OF CONCESSIONS	0.00		0.00		2,000.00	2,000.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		150.00	150.00
360 INSURANCE	3,337.08	1.52	3,337.08	0.54	10,000.00	6,662.92
380 UTILITY SERVICES	496.98	0.23	496.98	0.08	6,000.00	5,503.02
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
410 RENTALS	0.00		59.65	0.01	6,500.00	6,440.35
430 OTHER SERVICE/CHARGES-MISC.	12.50	0.01	193.00	0.03	3,000.00	2,807.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		6,500.00	6,500.00
Account Total						
	25,995.04	11.87	58,506.70	9.51	355,563.00	297,056.30
Total Department	25,995.04	11.87	58,506.70	9.51	355,563.00	297,056.30
Forestry and Nursery						
Forestry & Nursery						
210 OPERATING SUPPLIES	0.00		0.00		600.00	600.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		339.98	0.06	750.00	410.02
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		25.00	25.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		25.00		8,700.00	8,675.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		14,000.00	14,000.00
Account Total						
			364.98	0.06	24,475.00	24,110.02
Total Department			364.98	0.06	24,475.00	24,110.02
Historic Watertower						
Historic Watertower						
430 OTHER SERVICE/CHARGES-MISC.	62.00	0.03	62.00	0.01	2,000.00	1,938.00
Account Total						
	62.00	0.03	62.00	0.01	2,000.00	1,938.00
Total Department	62.00	0.03	62.00	0.01	2,000.00	1,938.00
Dodge County Arena						
Dodge County Arena						
430 OTHER SERVICE/CHARGES-MISC.	128.25	0.06	128.25	0.02	22,677.00	22,548.75
440 PROFESSIONAL SERVICES	0.00		270.00	0.04	300.00	30.00
Account Total						
	128.25	0.06	398.25	0.06	22,977.00	22,578.75
Total Department	128.25	0.06	398.25	0.06	22,977.00	22,578.75

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101 General Fund

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Capital						
Council						
580 OTHER EQUIPMENT	0.00		0.00		22,500.00	22,500.00
Account Total					22,500.00	22,500.00
City Clerk						
570 OFFICE EQUIP AND FURNISHINGS	0.00		0.00		6,000.00	6,000.00
Account Total					6,000.00	6,000.00
Fire						
550 MOTOR VEHICLES	0.00		0.00		56,666.00	56,666.00
Account Total					56,666.00	56,666.00
Highways, Streets, Roadways						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		50,000.00	50,000.00
540 HEAVY MACHINERY	0.00		0.00		74,136.00	74,136.00
550 MOTOR VEHICLES	276.90	0.13	553.10	0.09	0.00	-553.10
611 BOND INTEREST	43.14	0.02	86.98	0.01	0.00	-86.98
Account Total						
	320.04	0.15	640.08	0.10	124,136.00	123,495.92
Park Areas						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		55,800.00	55,800.00
550 MOTOR VEHICLES	0.00		0.00		30,000.00	30,000.00
Account Total					85,800.00	85,800.00
Total Department	320.04	0.15	640.08	0.10	295,102.00	294,461.92
Unallocated Expenses						
Unallocated Expenditures						
360 INSURANCE	13,067.55	5.97	13,067.55	2.12	21,650.00	8,582.45
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		7,970.00	7,970.00
433 MMUA SAFETY PROGRAM	16.01	0.01	3,791.00	0.62	7,000.00	3,209.00
Account Total						
	13,083.56	5.98	16,858.55	2.74	36,620.00	19,761.45
Total Department	13,083.56	5.98	16,858.55	2.74	36,620.00	19,761.45
Other Financing Uses						
Other Financing Uses						
720 OPERATING TRANSFERS	0.00		89,000.00	14.46	89,000.00	0.00
Account Total						
			89,000.00	14.46	89,000.00	
Total Department			89,000.00	14.46	89,000.00	
Total Expenses	218,925.02	100.00	615,508.56	100.00	3,854,272.00	3,238,763.44
Net Income (Loss)	-160,796.76	-73.45	-505,837.75	-82.18		

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211 Library Fund

	Actual		Actual			Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%			
Revenue							
Library							
3101 CURRENT AD VALOREM TAXES	0.00		0.00		334,913.00	-334,913.00	
3362 COUNTY CONTR - SELCO	0.00		0.00		61,396.00	-61,396.00	
3410 CHARGES FOR SERVICES	18.88	0.08	35.90	0.07	400.00	-364.10	
3412 CHARGES FOR SERVICES-PRIN	68.00	0.29	166.73	0.30	400.00	-233.27	
3513 LIBRARY FINES	129.08	0.55	374.63	0.68	5,000.00	-4,625.37	
3621 INTEREST EARNED	0.00		0.00		150.00	-150.00	
3623 CONTR/DONATION FROM PRIVA	3,241.44	13.86	3,391.44	6.19	1,050.00	2,341.44	
3624 MISC REVENUE - REFUNDS	24.99	0.11	41.28	0.08	400.00	-358.72	
Total Department	3,482.39	14.89	4,009.98	7.31	403,709.00	-399,699.02	
Total Revenue	3,482.39	100.00	4,009.98	100.00	403,709.00	-399,699.02	
Expenses							
Government Buildings and Library							
Government Buildings and Library							
103 PART-TIME EMPLOYEES	703.01	3.01	1,526.65	2.78	9,974.00	8,447.35	
121 EMPLOYER PERA CONTRIBUTIONS	52.74	0.23	114.53	0.21	728.00	613.47	
122 EMPLOYER FICA CONTRIBUTIONS	42.17	0.18	91.67	0.17	602.00	510.33	
123 EMPLOYER MEDICARE CONTRIBUTION	9.87	0.04	21.45	0.04	250.00	228.55	
Account Total	807.79	3.45	1,754.30	3.20	11,554.00	9,799.70	
Total Department	807.79	3.45	1,754.30	3.20	11,554.00	9,799.70	
Library							
Library							
101 FULL-TIME EMPLOYEES - REGULAR	12,729.28	54.42	29,640.48	54.07	241,750.00	212,109.52	
103 PART-TIME EMPLOYEES	632.94	2.71	1,137.79	2.08	0.00	-1,137.79	
121 EMPLOYER PERA CONTRIBUTIONS	1,002.16	4.28	2,270.50	4.14	18,300.00	16,029.50	
122 EMPLOYER FICA CONTRIBUTIONS	896.65	3.83	2,006.02	3.66	15,128.00	13,121.98	
123 EMPLOYER MEDICARE CONTRIBUTION	209.67	0.90	469.10	0.86	3,583.00	3,113.90	
130 EMPLOYER PAID INSURANCE	3,058.47	13.08	6,298.03	11.49	39,200.00	32,901.97	
150 WORKER'S COMPENSATION	0.00		2,203.00	4.02	1,000.00	-1,203.00	
160 LIABILITY INSURANCE	11.43	0.05	11.43	0.02	0.00	-11.43	
210 OPERATING SUPPLIES	474.06	2.03	617.51	1.13	2,800.00	2,182.49	
216 PERIODICALS	0.00		205.40	0.37	450.00	244.60	
218 BOOKS	1,836.60	7.85	2,475.39	4.52	10,800.00	8,324.61	
219 AUDIO VISUAL	26.84	0.11	26.84	0.05	5,800.00	5,773.16	
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		700.00	700.00	
222 ELECTRONIC SERVICES	0.00		1,531.10	2.79	6,000.00	4,468.90	
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		100.00	100.00	
304 LEGAL FEES	0.00		0.00		1,000.00	1,000.00	
309 EDP, SOFTWARE & DESIGN	0.00		1,404.37	2.56	15,200.00	13,795.63	
321 TELEPHONE	0.00		63.00	0.11	1,700.00	1,637.00	
325 COMMUNICATION-OTHER	0.00		0.00		500.00	500.00	
331 TRAVEL/MILEAGE	0.00		0.00		500.00	500.00	
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		850.00	850.00	
334 MEMBERSHIP DUES AND FEES	50.00	0.21	50.00	0.09	500.00	450.00	

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211 Library Fund

	Actual		Actual		Annual Budget *	Variance
	Period to Date	%	Year-To-Date	%		
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	756.91	3.24	756.91	1.38	3,500.00	2,743.09
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		2,000.00	2,000.00
380 UTILITY SERVICES	896.18	3.83	896.18	1.63	8,700.00	7,803.82
400 REPAIRS & MAINTENANCE	0.00		0.00		2,500.00	2,500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		141.30	0.26	2,000.00	1,858.70
433 MMUA SAFETY PROGRAM	0.00		592.50	1.08	844.00	251.50
440 PROFESSIONAL SERVICES	0.00		270.00	0.49	500.00	230.00
441 LIBRARY PROGRAMS	0.00		0.00		4,000.00	4,000.00
570 OFFICE EQUIP AND FURNISHINGS	0.00		0.00		2,000.00	2,000.00
Account Total	22,581.19	96.55	53,066.85	96.80	392,155.00	339,088.15
Total Department	22,581.19	96.55	53,066.85	96.80	392,155.00	339,088.15
Total Expenses	23,388.98	100.00	54,821.15	100.00	403,709.00	348,887.85
Net Income(Loss)	-19,906.59	-85.11	-50,811.17	-92.69		

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290 Economic Development

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		69,602.00	-69,602.00
3621 INTEREST EARNED	0.00		0.00		2,000.00	-2,000.00
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		20,000.00	-20,000.00
Total Department					91,602.00	-91,602.00
Total Revenue					0.00 100.00	0.00 100.00 91,602.00 -91,602.00
Expenses						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	848.20	73.31	1,690.25	11.48	11,500.00	9,809.75
121 EMPLOYER PERA CONTRIBUTIONS	63.04	5.45	125.62	0.85	863.00	737.38
122 EMPLOYER FICA CONTRIBUTIONS	50.91	4.40	101.45	0.69	713.00	611.55
123 EMPLOYER MEDICARE CONTRIBUTION	11.89	1.03	23.71	0.16	167.00	143.29
130 EMPLOYER PAID INSURANCE	74.61	6.45	154.95	1.05	1,100.00	945.05
150 WORKER'S COMPENSATION	0.00		65.00	0.44	300.00	235.00
210 OPERATING SUPPLIES	0.00		141.01	0.96	400.00	258.99
303 ENGINEERING FEES	0.00		0.00		3,000.00	3,000.00
304 LEGAL FEES	0.00		0.00		4,000.00	4,000.00
321 TELEPHONE	0.00		0.00		500.00	500.00
325 COMMUNICATION-OTHER	20.00	1.73	136.67	0.93	200.00	63.33
333 STAFF MEETINGS & CONFERENCES	0.00		15.89	0.11	500.00	484.11
334 MEMBERSHIP DUES AND FEES	0.00		100.50	0.68	500.00	399.50
360 INSURANCE	88.39	7.64	88.39	0.60	360.00	271.61
414 COMMERCIAL PROGRAMS	0.00		0.00		20,000.00	20,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,220.00	8.29	4,500.00	3,280.00
440 PROFESSIONAL SERVICES	0.00		270.00	1.83	500.00	230.00
444 OTHER CONTRACTUAL SERVICES	0.00		10,588.75	71.92	42,500.00	31,911.25
Account Total					1,157.04 100.00	14,722.19 100.00 91,603.00 76,880.81
Total Department					1,157.04 100.00	14,722.19 100.00 91,603.00 76,880.81
Total Expenses					1,157.04 100.00	14,722.19 100.00 91,603.00 76,880.81
Net Income (Loss)					-1,157.04-100.00	-14,722.19-100.00

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601 Water Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget *	Variance
Revenue						
Distribution						
3621 INTEREST EARNED	783.04	3.75	783.04	0.24	5,000.00	-4,216.96
3622 RENTS AND ROYALTIES	2,307.13	11.05	4,614.26	1.41	23,500.00	-18,885.74
3624 MISC REVENUE - REFUNDS	0.00		0.00		500.00	-500.00
3710 WATER SALES - CUSTOMERS	66,019.92	316.24	131,601.69	40.19	754,469.00	-622,867.31
3715 CONNECTION/RECONNECTION F	0.00		0.00		100.00	-100.00
3716 WATER ACCESS CHARGE-BP	3,600.00	17.24	12,000.00	3.66	0.00	12,000.00
3718 METER SALES	1,075.00	5.15	3,525.00	1.08	6,000.00	-2,475.00
3746 PENALTIES	650.14	3.11	1,206.12	0.37	7,000.00	-5,793.88
Total Department	74,435.23	356.55	153,730.11	46.94	796,569.00	-642,838.89
Total Revenue	74,435.23	100.00	153,730.11	100.00	796,569.00	-642,838.89
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	156.96	0.75	254,596.90	77.75	254,283.00	-313.90
611 BOND INTEREST	24.46	0.12	23,143.22	7.07	43,597.00	20,453.78
620 PAYING AGENT FEES	0.00		247.50	0.08	0.00	-247.50
Account Total	181.42	0.87	277,987.62	84.89	297,880.00	19,892.38
Total Department	181.42	0.87	277,987.62	84.89	297,880.00	19,892.38
Power and Pumping						
Power & Pumping						
380 UTILITY SERVICES	1,942.18	9.30	1,942.18	0.59	40,000.00	38,057.82
Account Total	1,942.18	9.30	1,942.18	0.59	40,000.00	38,057.82
Total Department	1,942.18	9.30	1,942.18	0.59	40,000.00	38,057.82
Distribution						
Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	6,600.28	31.62	13,177.59	4.02	86,000.00	72,822.41
102 FULL-TIME EMPLOYEES - OVERTIME	174.70	0.84	297.40	0.09	5,000.00	4,702.60
121 EMPLOYER PERA CONTRIBUTIONS	508.13	2.43	1,010.72	0.31	6,825.00	5,814.28
122 EMPLOYER FICA CONTRIBUTIONS	402.38	1.93	799.28	0.24	5,642.00	4,842.72
123 EMPLOYER MEDICARE CONTRIBUTION	94.06	0.45	186.86	0.06	1,320.00	1,133.14
130 EMPLOYER PAID INSURANCE	1,227.01	5.88	2,568.95	0.78	12,500.00	9,931.05
150 WORKER'S COMPENSATION	0.00		3,688.00	1.13	3,000.00	-688.00
160 LIABILITY INSURANCE	11.43	0.05	11.43		40.00	28.57
210 OPERATING SUPPLIES	396.71	1.90	3,906.22	1.19	50,000.00	46,093.78
212 MOTOR FUELS	155.99	0.75	155.99	0.05	1,200.00	1,044.01
214 UNIFORMS	15.00	0.07	15.00		420.00	405.00
220 REPAIR/MAINTENANCE SUPPLIES	8.04	0.04	82.20	0.03	62,100.00	62,017.80
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		203.00	0.06	5,000.00	4,797.00
260 METERS	0.00		792.00	0.24	8,000.00	7,208.00
360 INSURANCE	1,442.49	6.91	1,442.49	0.44	6,000.00	4,557.51
400 REPAIRS & MAINTENANCE	0.00		481.09	0.15	85,000.00	84,518.91
410 RENTALS	0.00		0.00		2,600.00	2,600.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		300.00	0.09	3,600.00	3,300.00

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601 Water Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
433 MMUA SAFETY PROGRAM	71.01	0.34	2,441.01	0.75	4,800.00	2,358.99
440 PROFESSIONAL SERVICES	505.00	2.42	505.00	0.15	2,500.00	1,995.00
444 OTHER CONTRACTUAL SERVICES	36.94	0.18	61.57	0.02	0.00	-61.57
Account Total	11,649.17	55.80	32,125.80	9.81	351,547.00	319,421.20
Total Department	11,649.17	55.80	32,125.80	9.81	351,547.00	319,421.20
Administration						
Administration						
101 FULL-TIME EMPLOYEES - REGULAR	4,253.19	20.37	8,474.53	2.59	76,500.00	68,025.47
102 FULL-TIME EMPLOYEES - OVERTIME	6.58	0.03	10.34		0.00	-10.34
121 EMPLOYER PERA CONTRIBUTIONS	319.42	1.53	635.53	0.19	5,738.00	5,102.47
122 EMPLOYER FICA CONTRIBUTIONS	246.32	1.18	489.96	0.15	4,743.00	4,253.04
123 EMPLOYER MEDICARE CONTRIBUTION	57.64	0.28	114.63	0.04	1,109.00	994.37
130 EMPLOYER PAID INSURANCE	823.82	3.95	1,683.02	0.51	13,000.00	11,316.98
210 OPERATING SUPPLIES	0.00		262.45	0.08	800.00	537.55
216 PERIODICALS	0.00		0.00		100.00	100.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,406.00	4,406.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		0.00		750.00	750.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		500.00	500.00
321 TELEPHONE	39.87	0.19	39.87	0.01	2,400.00	2,360.13
325 COMMUNICATION-OTHER	506.88	2.43	623.55	0.19	5,000.00	4,376.45
333 STAFF MEETINGS & CONFERENCES	240.00	1.15	240.00	0.07	1,500.00	1,260.00
334 MEMBERSHIP DUES AND FEES	0.00		270.40	0.08	500.00	229.60
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		1,200.00	1,200.00
370 MAINTENANCE/SUPPORT FEES	231.40	1.11	917.66	0.28	2,725.00	1,807.34
430 OTHER SERVICE/CHARGES-MISC.	12.50	0.06	25.00	0.01	200.00	175.00
438 CREDIT CARD FEES	0.00		308.37	0.09	2,800.00	2,491.63
440 PROFESSIONAL SERVICES	0.00		540.00	0.16	1,800.00	1,260.00
444 OTHER CONTRACTUAL SERVICES	366.27	1.75	781.80	0.24	0.00	-781.80
Account Total	7,103.89	34.03	15,417.11	4.71	131,371.00	115,953.89
Total Department	7,103.89	34.03	15,417.11	4.71	131,371.00	115,953.89
Total Expenses	20,876.66	100.00	327,472.71	100.00	820,798.00	493,325.29
Net Income(Loss)	53,558.57	256.55	-173,742.60	-53.06		



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602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Sewage Distribution						
3621 INTEREST EARNED	912.84	1.84	912.84	0.34	6,000.00	-5,087.16
3718 METER SALES	0.00		0.00		8,000.00	-8,000.00
3720 SEWER SERVICE	154,776.33	311.43	309,412.64	116.54	1,785,000.00	-1,475,587.36
3725 SEWER CONNECTION FEES	2,250.00	4.53	7,500.00	2.82	20,000.00	-12,500.00
3746 PENALTIES	1,596.48	3.21	3,033.31	1.14	18,000.00	-14,966.69
3922 OTHER MISC-GOVT	0.00		0.00		132,500.00	-132,500.00
Total Department	159,535.65	321.01	320,858.79	120.85	1,969,500.00	-1,648,641.21
Total Revenue	159,535.65	100.00	320,858.79	100.00	1,969,500.00	-1,648,641.21
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	156.96	0.32	105,137.86	39.60	775,824.00	670,686.14
611 BOND INTEREST	24.46	0.05	58,388.34	21.99	116,395.00	58,006.66
Account Total						
	181.42	0.37	163,526.20	61.59	892,219.00	728,692.80
Total Department	181.42	0.37	163,526.20	61.59	892,219.00	728,692.80
Sewer Plant						
Sewer Plant						
101 FULL-TIME EMPLOYEES - REGULAR	13,602.15	27.37	27,167.78	10.23	175,400.00	148,232.22
102 FULL-TIME EMPLOYEES - OVERTIME	536.02	1.08	855.04	0.32	10,000.00	9,144.96
103 PART-TIME EMPLOYEES	0.00		0.00		11,440.00	11,440.00
121 EMPLOYER PERA CONTRIBUTIONS	1,060.44	2.13	2,101.72	0.79	13,905.00	11,803.28
122 EMPLOYER FICA CONTRIBUTIONS	843.80	1.70	1,669.98	0.63	12,204.00	10,534.02
123 EMPLOYER MEDICARE CONTRIBUTION	197.34	0.40	390.58	0.15	2,854.00	2,463.42
130 EMPLOYER PAID INSURANCE	2,373.90	4.78	5,006.25	1.89	23,550.00	18,543.75
150 WORKER'S COMPENSATION	0.00		8,255.00	3.11	6,000.00	-2,255.00
160 LIABILITY INSURANCE	0.00		0.00		35.00	35.00
210 OPERATING SUPPLIES	30.98	0.06	1,375.52	0.52	35,000.00	33,624.48
211 CHEMICALS	0.00		5,658.07	2.13	60,000.00	54,341.93
212 MOTOR FUELS	0.00		0.00		2,000.00	2,000.00
214 UNIFORMS	0.00		0.00		910.00	910.00
216 PERIODICALS	0.00		0.00		30.00	30.00
220 REPAIR/MAINTENANCE SUPPLIES	45.94	0.09	-133.29	-0.05	16,000.00	16,133.29
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		50,000.00	50,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	24.41	0.05	24.41	0.01	5,000.00	4,975.59
301 AUDITING/ACCOUNTING	0.00		0.00		3,818.00	3,818.00
303 ENGINEERING FEES	0.00		0.00		10,000.00	10,000.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		400.00	400.00
321 TELEPHONE	0.00		0.00		2,400.00	2,400.00
333 STAFF MEETINGS & CONFERENCES	820.00	1.65	820.00	0.31	2,200.00	1,380.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		130.00	130.00
360 INSURANCE	2,032.05	4.09	2,032.05	0.77	8,000.00	5,967.95
370 MAINTENANCE/SUPPORT FEES	0.00		459.25	0.17	1,365.00	905.75
380 UTILITY SERVICES	3,492.49	7.03	3,492.49	1.32	65,000.00	61,507.51

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602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
381 PURCHASED POWER	3,264.00	6.57	3,264.00	1.23	122,000.00	118,736.00
400 REPAIRS & MAINTENANCE	101.65	0.20	101.65	0.04	50,000.00	49,898.35
430 OTHER SERVICE/CHARGES-MISC.	159.06	0.32	159.06	0.06	3,200.00	3,040.94
433 MMUA SAFETY PROGRAM	0.00		2,073.75	0.78	4,130.00	2,056.25
440 PROFESSIONAL SERVICES	4,772.50	9.60	5,675.75	2.14	50,000.00	44,324.25
Account Total	33,356.73	67.12	70,449.06	26.53	746,971.00	676,521.94
Total Department	33,356.73	67.12	70,449.06	26.53	746,971.00	676,521.94
Sewage Distribution						
Sewer Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	3,456.53	6.96	6,893.81	2.60	45,400.00	38,506.19
102 FULL-TIME EMPLOYEES - OVERTIME	69.21	0.14	118.29	0.04	5,000.00	4,881.71
121 EMPLOYER PERA CONTRIBUTIONS	264.46	0.53	525.96	0.20	3,780.00	3,254.04
122 EMPLOYER FICA CONTRIBUTIONS	208.43	0.42	414.14	0.16	3,125.00	2,710.86
123 EMPLOYER MEDICARE CONTRIBUTION	48.73	0.10	96.81	0.04	731.00	634.19
130 EMPLOYER PAID INSURANCE	680.43	1.37	1,413.25	0.53	7,500.00	6,086.75
150 WORKER'S COMPENSATION	0.00		2,514.00	0.95	3,000.00	486.00
160 LIABILITY INSURANCE	11.43	0.02	11.43		40.00	28.57
210 OPERATING SUPPLIES	372.25	0.75	562.74	0.21	11,000.00	10,437.26
212 MOTOR FUELS	105.56	0.21	105.56	0.04	6,400.00	6,294.44
214 UNIFORMS	224.99	0.45	354.98	0.13	210.00	-144.98
220 REPAIR/MAINTENANCE SUPPLIES	8.04	0.02	22.55	0.01	2,000.00	1,977.45
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,500.00	1,500.00
260 METERS	0.00		792.00	0.30	8,000.00	7,208.00
360 INSURANCE	3,161.12	6.36	3,161.12	1.19	13,000.00	9,838.88
380 UTILITY SERVICES	61.32	0.12	150.70	0.06	3,500.00	3,349.30
400 REPAIRS & MAINTENANCE	1,289.00	2.59	1,770.09	0.67	65,000.00	63,229.91
410 RENTALS	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		3,000.00	3,000.00
433 MMUA SAFETY PROGRAM	71.01	0.14	367.26	0.14	590.00	222.74
440 PROFESSIONAL SERVICES	0.00		0.00		2,000.00	2,000.00
444 OTHER CONTRACTUAL SERVICES	36.94	0.07	61.57	0.02	0.00	-61.57
Account Total	10,069.45	20.26	19,336.26	7.28	184,876.00	165,539.74
Total Department	10,069.45	20.26	19,336.26	7.28	184,876.00	165,539.74
San Sewer-Admin/General						
San Sewer-Admin/General						
101 FULL-TIME EMPLOYEES - REGULAR	3,570.02	7.18	7,114.02	2.68	60,000.00	52,885.98
102 FULL-TIME EMPLOYEES - OVERTIME	4.23	0.01	6.58		1,000.00	993.42
121 EMPLOYER PERA CONTRIBUTIONS	267.94	0.54	533.35	0.20	4,575.00	4,041.65
122 EMPLOYER FICA CONTRIBUTIONS	207.70	0.42	413.32	0.16	3,782.00	3,368.68
123 EMPLOYER MEDICARE CONTRIBUTION	48.54	0.10	96.65	0.04	885.00	788.35
130 EMPLOYER PAID INSURANCE	646.90	1.30	1,323.75	0.50	9,600.00	8,276.25
150 WORKER'S COMPENSATION	0.00		0.00		350.00	350.00
210 OPERATING SUPPLIES	0.00		170.45	0.06	1,500.00	1,329.55
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		590.00	590.00
301 AUDITING/ACCOUNTING	0.00		0.00		585.00	585.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00
304 LEGAL FEES	72.50	0.15	72.50	0.03	0.00	-72.50
321 TELEPHONE	160.67	0.32	160.67	0.06	2,956.00	2,795.33
325 COMMUNICATION-OTHER	506.88	1.02	623.55	0.23	5,000.00	4,376.45

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602 Sewer Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		50.00	0.02	20.00	-30.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	231.40	0.47	456.66	0.17	1,750.00	1,293.34
430 OTHER SERVICE/CHARGES-MISC.	7.50	0.02	15.00	0.01	50.00	35.00
438 CREDIT CARD FEES	0.00		308.37	0.12	2,800.00	2,491.63
440 PROFESSIONAL SERVICES	0.00		70.00	0.03	400.00	330.00
444 OTHER CONTRACTUAL SERVICES	366.27	0.74	781.80	0.29	0.00	-781.80
Account Total						
	6,090.55	12.26	12,196.67	4.59	96,868.00	84,671.33
Total Department	6,090.55	12.26	12,196.67	4.59	96,868.00	84,671.33
Total Expenses	49,698.15	100.00	265,508.19	100.00	1,920,934.00	1,655,425.81
Net Income(Loss)	109,837.50	221.01	55,350.60	20.85		

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604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
<b>Revenue</b>						
<b>Transmission/Distribution</b>						
3621 INTEREST EARNED	411.06	0.17	411.06	0.11	10,000.00	-9,588.94
3622 RENTS AND ROYALTIES	419.09	0.18	838.18	0.22	3,000.00	-2,161.82
3624 MISC REVENUE - REFUNDS	166,666.67	69.76	170,438.72	45.71	1,000.00	169,438.72
3735 ELECTRIC ASSESSMENT	440.00	0.18	660.00	0.18	4,400.00	-3,740.00
3740 ELECTRIC SALES-RES/COMM	296,364.86	124.04	605,037.64	162.26	3,980,836.00	-3,375,798.36
3742 ELECTRIC SALES-DEMAND	26,933.23	11.27	59,494.54	15.96	405,000.00	-345,505.46
3745 CONNECTION/RECONNECTION F	0.00		250.00	0.07	4,800.00	-4,550.00
3746 PENALTIES	3,526.22	1.48	7,027.58	1.88	40,000.00	-32,972.42
3747 ELECTRIC METER HOOKUP FEE	130.00	0.05	195.00	0.05	0.00	195.00
3748 Recapture Written Off	59.99	0.03	59.99	0.02	0.00	59.99
3749 CIP Chg	9,262.73	3.88	18,192.56	4.88	111,463.00	-93,270.44
Total Department	504,213.85	211.03	862,605.27	231.33	4,560,499.00	-3,697,893.73
Total Revenue	504,213.85	100.00	862,605.27	100.00	4,560,499.00	-3,697,893.73
<b>Expenses</b>						
<b>Government Buildings and Library</b>						
<b>Government Buildings and Library</b>						
103 PART-TIME EMPLOYEES	164.32	0.07	429.10	0.12	2,950.00	2,520.90
121 EMPLOYER PERA CONTRIBUTIONS	12.33	0.01	32.18	0.01	221.00	188.82
122 EMPLOYER FICA CONTRIBUTIONS	9.86		25.76	0.01	183.00	157.24
123 EMPLOYER MEDICARE CONTRIBUTION	2.31		6.02		43.00	36.98
Account Total	188.82	0.08	493.06	0.13	3,397.00	2,903.94
Total Department	188.82	0.08	493.06	0.13	3,397.00	2,903.94
<b>Debt Service</b>						
<b>Debt Service</b>						
601 BOND PRINCIPAL	0.00		45,190.84	12.12	45,191.00	0.16
611 BOND INTEREST	0.00		3,809.45	1.02	7,167.00	3,357.55
Account Total			49,000.29	13.14	52,358.00	3,357.71
Total Department			49,000.29	13.14	52,358.00	3,357.71
<b>Power Supply</b>						
<b>Power Supply</b>						
381 PURCHASED POWER	183,926.23	76.98	183,926.23	49.33	2,716,346.00	2,532,419.77
Account Total	183,926.23	76.98	183,926.23	49.33	2,716,346.00	2,532,419.77
Total Department	183,926.23	76.98	183,926.23	49.33	2,716,346.00	2,532,419.77
<b>Transmission/Distribution</b>						
<b>Transmission/Distribution</b>						
101 FULL-TIME EMPLOYEES - REGULAR	21,344.87	8.93	46,736.06	12.53	340,500.00	293,763.94
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		13,100.00	13,100.00
121 EMPLOYER PERA CONTRIBUTIONS	1,600.86	0.67	3,505.17	0.94	26,520.00	23,014.83
122 EMPLOYER FICA CONTRIBUTIONS	1,288.96	0.54	2,827.54	0.76	21,923.00	19,095.46
123 EMPLOYER MEDICARE CONTRIBUTION	301.45	0.13	661.28	0.18	5,127.00	4,465.72
130 EMPLOYER PAID INSURANCE	2,756.04	1.15	5,846.66	1.57	27,000.00	21,153.34
150 WORKER'S COMPENSATION	0.00		11,575.00	3.10	12,560.00	985.00
210 OPERATING SUPPLIES	538.15	0.23	637.47	0.17	10,000.00	9,362.53

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604 Electric Fund

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212 MOTOR FUELS	185.34	0.08	185.34	0.05	5,500.00	5,314.66
214 UNIFORMS	0.00		0.00		2,400.00	2,400.00
220 REPAIR/MAINTENANCE SUPPLIES	1,822.02	0.76	7,129.92	1.91	91,500.00	84,370.08
240 SMALL TOOLS/MINOR EQUIPMENT	42.33	0.02	49.53	0.01	4,000.00	3,950.47
260 METERS	0.00		0.00		10,000.00	10,000.00
270 TRANSFORMERS	0.00		6,941.53	1.86	25,000.00	18,058.47
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	1,858.20	0.78	1,858.20	0.50	9,000.00	7,141.80
380 UTILITY SERVICES	1,625.78	0.68	1,625.78	0.44	13,500.00	11,874.22
400 REPAIRS & MAINTENANCE	0.00		516.03	0.14	5,000.00	4,483.97
410 RENTALS	0.00		15.20		500.00	484.80
430 OTHER SERVICE/CHARGES-MISC.	0.00		2,225.47	0.60	3,600.00	1,374.53
433 MMUA SAFETY PROGRAM	86.01	0.04	2,456.01	0.66	4,720.00	2,263.99
437 LOCATES	0.00		50.00	0.01	3,000.00	2,950.00
444 OTHER CONTRACTUAL SERVICES	1,739.67	0.73	1,764.30	0.47	55,000.00	53,235.70
Account Total	35,189.68	14.73	96,606.49	25.91	694,700.00	598,093.51
Total Department	35,189.68	14.73	96,606.49	25.91	694,700.00	598,093.51
Customer Account/Meter Reader						
Customer Account/Mtr Reader						
613 Customer Interest	0.00		0.00		100.00	100.00
Account Total					100.00	100.00
Total Department					100.00	100.00
Administration & General						
Administration & General						
101 FULL-TIME EMPLOYEES - REGULAR	8,692.47	3.64	17,322.65	4.65	146,000.00	128,677.35
102 FULL-TIME EMPLOYEES - OVERTIME	10.82		15.99		2,000.00	1,984.01
121 EMPLOYER PERA CONTRIBUTIONS	651.83	0.27	1,297.46	0.35	11,100.00	9,802.54
122 EMPLOYER FICA CONTRIBUTIONS	506.62	0.21	1,008.10	0.27	9,176.00	8,167.90
123 EMPLOYER MEDICARE CONTRIBUTION	118.48	0.05	235.76	0.06	2,147.00	1,911.24
130 EMPLOYER PAID INSURANCE	1,562.44	0.65	3,196.67	0.86	31,000.00	27,803.33
150 WORKER'S COMPENSATION	0.00		0.00		840.00	840.00
160 LIABILITY INSURANCE	11.43		11.43		40.00	28.57
210 OPERATING SUPPLIES	0.00		427.58	0.11	2,750.00	2,322.42
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,406.00	4,406.00
304 LEGAL FEES	0.00		0.00		5,000.00	5,000.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		1,000.00	1,000.00
321 TELEPHONE	360.95	0.15	360.95	0.10	7,920.00	7,559.05
325 COMMUNICATION-OTHER	1,003.73	0.42	1,120.39	0.30	10,500.00	9,379.61
333 STAFF MEETINGS & CONFERENCES	1,022.18	0.43	2,822.18	0.76	3,500.00	677.82
334 MEMBERSHIP DUES AND FEES	1,500.00	0.63	7,260.00	1.95	40,000.00	32,740.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
370 MAINTENANCE/SUPPORT FEES	496.90	0.21	1,655.18	0.44	4,000.00	2,344.82
400 REPAIRS & MAINTENANCE	0.00		0.00		550.00	550.00
429 CIP PROGRAM	1,308.30	0.55	1,578.14	0.42	95,244.00	93,665.86
430 OTHER SERVICE/CHARGES-MISC.	1,575.19	0.66	1,590.19	0.43	135,000.00	133,409.81
438 CREDIT CARD FEES	72.00	0.03	759.74	0.20	5,600.00	4,840.26
440 PROFESSIONAL SERVICES	0.00		630.00	0.17	7,500.00	6,870.00

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604 Electric Fund

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444 OTHER CONTRACTUAL SERVICES	732.54	0.31	1,563.58	0.42	0.00	-1,563.58
Account Total	19,625.88	8.21	42,855.99	11.49	525,923.00	483,067.01
Total Department	19,625.88	8.21	42,855.99	11.49	525,923.00	483,067.01
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		100,000.00	100,000.00
Account Total					100,000.00	100,000.00
Total Department					100,000.00	100,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		0.00		75,000.00	75,000.00
Account Total					75,000.00	75,000.00
Total Department					75,000.00	75,000.00
Total Expenses	238,930.61	100.00	372,882.06	100.00	4,167,824.00	3,794,941.94
Net Income (Loss)	265,283.24	111.03	489,723.21	131.33		

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605 Storm Water

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget *	Variance
<b>Revenue</b>						
<b>Storm Public Works</b>						
3621 INTEREST EARNED	2,793.92	44.19	2,793.92	1.87	3,000.00	-206.08
3730 STORM USER CHARGE	37,228.87	588.84	74,275.52	49.66	432,280.00	-358,004.48
3746 PENALTIES	381.49	6.03	750.12	0.50	2,200.00	-1,449.88
Total Department	40,404.28	639.06	77,819.56	52.03	437,480.00	-359,660.44
Total Revenue	40,404.28	100.00	77,819.56	100.00	437,480.00	-359,660.44
<b>Expenses</b>						
<b>Debt Service</b>						
<b>Debt Service</b>						
601 BOND PRINCIPAL	0.00		114,451.07	76.53	114,451.00	-0.07
611 BOND INTEREST	0.00		15,685.52	10.49	30,324.00	14,638.48
Account Total			130,136.59	87.01	144,775.00	14,638.41
Total Department			130,136.59	87.01	144,775.00	14,638.41
<b>Storm Public Works</b>						
<b>Storm Public Works</b>						
101 FULL-TIME EMPLOYEES - REGULAR	2,356.47	37.27	4,695.28	3.14	31,000.00	26,304.72
103 PART-TIME EMPLOYEES	0.00		0.00		6,780.00	6,780.00
121 EMPLOYER PERA CONTRIBUTIONS	176.72	2.80	352.12	0.24	2,610.00	2,257.88
122 EMPLOYER FICA CONTRIBUTIONS	138.93	2.20	275.89	0.18	2,342.00	2,066.11
123 EMPLOYER MEDICARE CONTRIBUTION	32.50	0.51	64.51	0.04	504.00	439.49
130 EMPLOYER PAID INSURANCE	563.67	8.92	1,234.08	0.83	7,621.00	6,386.92
210 OPERATING SUPPLIES	372.20	5.89	635.13	0.42	7,000.00	6,364.87
214 UNIFORMS	0.00		0.00		280.00	280.00
220 REPAIR/MAINTENANCE SUPPLIES	8.05	0.13	22.56	0.02	20,500.00	20,477.44
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
325 COMMUNICATION-OTHER	506.88	8.02	623.54	0.42	5,000.00	4,376.46
331 TRAVEL/MILEAGE	0.00		0.00		100.00	100.00
360 INSURANCE	194.37	3.07	194.37	0.13	800.00	605.63
370 MAINTENANCE/SUPPORT FEES	231.40	3.66	385.66	0.26	1,700.00	1,314.34
400 REPAIRS & MAINTENANCE	0.00		481.09	0.32	35,000.00	34,518.91
410 RENTALS	0.00		2.00		0.00	-2.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		75.00	75.00
433 MMUA SAFETY PROGRAM	16.01	0.25	2,386.01	1.60	4,750.00	2,363.99
440 PROFESSIONAL SERVICES	0.00		0.00		5,000.00	5,000.00
Account Total			4,597.20	72.71	131,562.00	120,209.76
Total Department	4,597.20	72.71	11,352.24	7.59	131,562.00	120,209.76
<b>Storm Administration</b>						
<b>Storm Admin</b>						
101 FULL-TIME EMPLOYEES - REGULAR	1,205.06	19.06	2,402.20	1.61	19,500.00	17,097.80
121 EMPLOYER PERA CONTRIBUTIONS	90.31	1.43	179.83	0.12	1,463.00	1,283.17
122 EMPLOYER FICA CONTRIBUTIONS	70.49	1.11	140.31	0.09	1,209.00	1,068.69
123 EMPLOYER MEDICARE CONTRIBUTION	16.49	0.26	32.82	0.02	283.00	250.18
130 EMPLOYER PAID INSURANCE	189.33	2.99	388.44	0.26	3,000.00	2,611.56
150 WORKER'S COMPENSATION	0.00		3,595.00	2.40	5,600.00	2,005.00

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605 Storm Water

	Actual		Actual		Annual Budget *	Variance
	Period to Date	%	Year-To-Date	%		
210 OPERATING SUPPLIES	0.00		46.01	0.03	700.00	653.99
301 AUDITING/ACCOUNTING	0.00		0.00		980.00	980.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	29.00	0.46	29.00	0.02	0.00	-29.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
370 MAINTENANCE/SUPPORT FEES	0.00		141.30	0.09	450.00	308.70
430 OTHER SERVICE/CHARGES-MISC.	2.50	0.04	5.00		200.00	195.00
438 CREDIT CARD FEES	0.00		308.37	0.21	2,800.00	2,491.63
440 PROFESSIONAL SERVICES	0.00		540.00	0.36	725.00	185.00
444 OTHER CONTRACTUAL SERVICES	122.08	1.93	260.53	0.17	0.00	-260.53
Account Total						
	1,725.26	27.29	8,068.81	5.40	42,210.00	34,141.19
Total Department	1,725.26	27.29	8,068.81	5.40	42,210.00	34,141.19
Total Expenses	6,322.46	100.00	149,557.64	100.00	318,547.00	168,989.36
Net Income(Loss)	34,081.82	539.06	-71,738.08	-47.97		



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606 ICE ARENA

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
<b>Revenue</b>						
<b>Ice Arena</b>						
3450 SCHOOL/YOUTH ICE RENTAL	134.00	0.64	3,550.70	8.12	200,000.00	-196,449.30
3451 LEAGUE HOCKEY	2,770.68	13.20	4,353.92	9.96	79,000.00	-74,646.08
3452 PUBLIC SKATE	350.98	1.67	530.98	1.21	2,500.00	-1,969.02
3453 OPEN HOCKEY/ ICE TIME	498.29	2.37	637.99	1.46	5,000.00	-4,362.01
3454 LEASED SIGN REVENUE	0.00		0.00		3,500.00	-3,500.00
3455 CONCESSION/RENTS	0.00		0.00		2,516.00	-2,516.00
3456 POP/GUMBALL SALES	308.74	1.47	308.74	0.71	3,000.00	-2,691.26
3457 SKATE RENTS/SHARPENING	73.00	0.35	116.00	0.27	1,500.00	-1,384.00
3458 PRO SHOP SALES	21.00	0.10	30.00	0.07	200.00	-170.00
3624 MISC REVENUE - REFUNDS	700.07	3.33	700.07	1.60	0.00	700.07
Total Department	4,856.76	23.13	10,228.40	23.40	297,216.00	-286,987.60
Total Revenue	4,856.76	100.00	10,228.40	100.00	297,216.00	-286,987.60
<b>Expenses</b>						
<b>Ice Arena</b>						
<b>Ice Arena</b>						
101 FULL-TIME EMPLOYEES - REGULAR	7,417.60	35.33	14,781.20	33.82	96,500.00	81,718.80
103 PART-TIME EMPLOYEES	3,964.24	18.88	7,682.24	17.58	48,000.00	40,317.76
121 EMPLOYER PERA CONTRIBUTIONS	637.91	3.04	1,287.28	2.95	9,000.00	7,712.72
122 EMPLOYER FICA CONTRIBUTIONS	681.89	3.25	1,345.18	3.08	8,959.00	7,613.82
123 EMPLOYER MEDICARE CONTRIBUTION	159.48	0.76	314.60	0.72	1,400.00	1,085.40
130 EMPLOYER PAID INSURANCE	1,601.85	7.63	3,274.86	7.49	23,000.00	19,725.14
150 WORKER'S COMPENSATION	0.00		4,417.00	10.11	3,500.00	-917.00
210 OPERATING SUPPLIES	76.18	0.36	122.19	0.28	4,000.00	3,877.81
214 UNIFORMS	0.00		0.00		600.00	600.00
220 REPAIR/MAINTENANCE SUPPLIES	602.30	2.87	3,469.70	7.94	7,500.00	4,030.30
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
261 MERCH FOR RESALE-TAX	0.00		0.00		2,000.00	2,000.00
301 AUDITING/ACCOUNTING	0.00		0.00		900.00	900.00
321 TELEPHONE	94.15	0.45	94.15	0.22	3,200.00	3,105.85
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,000.00	1,000.00
334 MEMBERSHIP DUES AND FEES	200.00	0.95	275.60	0.63	400.00	124.40
343 OTHER ADVERTISING	0.00		0.00		200.00	200.00
370 MAINTENANCE/SUPPORT FEES	0.00		276.00	0.63	2,400.00	2,124.00
380 UTILITY SERVICES	5,447.79	25.95	5,447.79	12.46	76,000.00	70,552.21
400 REPAIRS & MAINTENANCE	0.00		0.00		22,500.00	22,500.00
430 OTHER SERVICE/CHARGES-MISC.	113.35	0.54	254.65	0.58	2,000.00	1,745.35
433 MMUA SAFETY PROGRAM	0.00		592.50	1.36	1,010.00	417.50
440 PROFESSIONAL SERVICES	0.00		0.00		500.00	500.00
444 OTHER CONTRACTUAL SERVICES	0.00		73.59	0.17	0.00	-73.59
Account Total	20,996.74	100.00	43,708.53	100.00	315,569.00	271,860.47
Total Department	20,996.74	100.00	43,708.53	100.00	315,569.00	271,860.47

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606 ICE ARENA

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Total Expenses	20,996.74	100.00	43,708.53	100.00	315,569.00	271,860.47
Net Income(Loss)	-16,139.98	-76.87	-33,480.13	-76.60		

CITY OF KASSON  
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		Actual		Actual		Annual Budget "	Variance
		Period to Date	%	Year-To-Date	%		
<b>Manager</b>							
101	FULL-TIME EMPLOYEES - REGULAR	5,745.60	6.52	11,449.44	5.75	75,000.00	63,550.56
121	EMPLOYER PERA CONTRIBUTIONS	430.92	0.49	858.71	0.43	5,625.00	4,766.29
122	EMPLOYER FICA CONTRIBUTIONS	346.80	0.39	691.01	0.35	4,650.00	3,958.99
123	EMPLOYER MEDICARE CONTRIBUTION	81.10	0.09	161.60	0.08	1,088.00	926.40
130	EMPLOYER PAID INSURANCE	742.78	0.84	1,540.11	0.77	8,500.00	6,959.89
150	WORKER'S COMPENSATION	0.00		5,817.00	2.92	5,000.00	-817.00
210	OPERATING SUPPLIES	0.00		430.93	0.22	700.00	269.07
216	PERIODICALS	0.00		0.00		40.00	40.00
240	SMALL TOOLS/MINOR EQUIPMENT	90.64	0.10	181.28	0.09	3,600.00	3,418.72
304	LEGAL FEES	0.00		0.00		100.00	100.00
321	TELEPHONE	0.00		0.00		1,900.00	1,900.00
331	TRAVEL/MILEAGE	0.00		0.00		250.00	250.00
333	STAFF MEETINGS & CONFERENCES	0.00		0.00		900.00	900.00
334	MEMBERSHIP DUES AND FEES	135.00	0.15	735.00	0.37	1,500.00	765.00
343	OTHER ADVERTISING	185.34	0.21	951.37	0.48	9,000.00	8,048.63
351	LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
352	GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370	MAINTENANCE/SUPPORT FEES	0.00		1,150.38	0.58	3,000.00	1,849.62
430	OTHER SERVICE/CHARGES-MISC.	0.00		20.00	0.01	1,000.00	980.00
433	MMUA SAFETY PROGRAM	0.00		592.50	0.30	1,200.00	607.50
439	CASH SHORT	24.97	0.03	63.19	0.03	0.00	-63.19
440	PROFESSIONAL SERVICES	0.00		540.00	0.27	525.00	-15.00
Account Total							
		7,783.15	8.84	25,182.52	12.64	123,853.00	98,670.48
Total Department		7,783.15	8.84	25,182.52	12.64	123,853.00	98,670.48
<b>Cashiers</b>							
<b>Cashiers</b>							
101	FULL-TIME EMPLOYEES - REGULAR	3,123.20	3.55	6,227.60	3.13	44,000.00	37,772.40
103	PART-TIME EMPLOYEES	2,865.73	3.25	6,314.06	3.17	40,000.00	33,685.94
121	EMPLOYER PERA CONTRIBUTIONS	419.51	0.48	832.77	0.42	6,300.00	5,467.23
122	EMPLOYER FICA CONTRIBUTIONS	351.00	0.40	736.98	0.37	5,208.00	4,471.02
123	EMPLOYER MEDICARE CONTRIBUTION	82.12	0.09	172.37	0.09	1,218.00	1,045.63
130	EMPLOYER PAID INSURANCE	1,561.97	1.77	3,155.23	1.58	19,000.00	15,844.77
160	LIABILITY INSURANCE	11.43	0.01	11.43	0.01	40.00	28.57
333	STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334	MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
Account Total							
		8,414.96	9.55	17,450.44	8.76	116,116.00	98,665.56
Total Department		8,414.96	9.55	17,450.44	8.76	116,116.00	98,665.56
<b>Janitor</b>							
<b>Janitor</b>							
210	OPERATING SUPPLIES	132.84	0.15	132.84	0.07	600.00	467.16
Account Total							
		132.84	0.15	132.84	0.07	600.00	467.16
Total Department		132.84	0.15	132.84	0.07	600.00	467.16
<b>Buildings and Maintenance</b>							

03/12/19  
11:58:40

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 2 / 19

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Report ID: L140

609 Liquor Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Buildings & Maintenance						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		88.36	0.04	100.00	11.64
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
360 INSURANCE	2,275.06	2.58	2,275.06	1.14	4,500.00	2,224.94
380 UTILITY SERVICES	616.78	0.70	616.78	0.31	12,500.00	11,883.22
400 REPAIRS & MAINTENANCE	0.00		3,477.47	1.75	21,000.00	17,522.53
410 RENTALS	0.00		156.64	0.08	750.00	593.36
Account Total						
	2,891.84	3.28	6,614.31	3.32	39,850.00	33,235.69
Total Department	2,891.84	3.28	6,614.31	3.32	39,850.00	33,235.69
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		13,000.00	13,000.00
Account Total						
					13,000.00	13,000.00
Total Department					13,000.00	13,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		0.00		16,000.00	16,000.00
Account Total						
					16,000.00	16,000.00
Total Department					16,000.00	16,000.00
Total Expenses	88,090.23	100.00	199,160.42	100.00	1,513,311.00	1,314,150.58
Net Income (Loss)	20,031.75	22.74	15,090.77	7.58		

03/12/19  
11:58:40

CITY OF KASSON  
Income Statement by Department  
For the Accounting Period: 2 / 19

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610 Maple Grove Cemetery

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Cemetery Operations						
3410 CHARGES FOR SERVICES	0.00		400.00	8.75	9,000.00	-8,600.00
3411 CEMETARY LAND RENT	0.00		0.00		6,000.00	-6,000.00
3621 INTEREST EARNED	0.00		0.00		4,000.00	-4,000.00
3624 MISC REVENUE - REFUNDS	0.00		0.00		300.00	-300.00
3711 BURIAL LOTS	0.00		0.00		4,000.00	-4,000.00
Total Department			400.00	8.75	23,300.00	-22,900.00
Total Revenue	0.00	100.00	400.00	100.00	23,300.00	-22,900.00
Expenses						
Cemetery Operations						
Cemetery Operations						
101 FULL-TIME EMPLOYEES - REGULAR	786.62	37.50	1,567.46	34.27	10,500.00	8,932.54
121 EMPLOYER PERA CONTRIBUTIONS	58.99	2.81	117.55	2.57	788.00	670.45
122 EMPLOYER FICA CONTRIBUTIONS	45.98	2.19	91.61	2.00	651.00	559.39
123 EMPLOYER MEDICARE CONTRIBUTION	10.75	0.51	21.43	0.47	152.00	130.57
130 EMPLOYER PAID INSURANCE	132.60	6.32	271.52	5.94	1,600.00	1,328.48
150 WORKER'S COMPENSATION	0.00		838.00	18.32	465.00	-373.00
210 OPERATING SUPPLIES	0.00		15.34	0.34	500.00	484.66
212 MOTOR FUELS	0.00		0.00		500.00	500.00
214 UNIFORMS	0.00		0.00		50.00	50.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		500.00	500.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,000.00	2,000.00
301 AUDITING/ACCOUNTING	0.00		0.00		980.00	980.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		100.00	100.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
360 INSURANCE	150.34	7.17	150.34	3.29	600.00	449.66
370 MAINTENANCE/SUPPORT FEES	882.00	42.05	1,200.30	26.24	1,560.00	359.70
380 UTILITY SERVICES	30.46	1.45	30.46	0.67	250.00	219.54
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		8,000.00	8,000.00
440 PROFESSIONAL SERVICES	0.00		270.00	5.90	400.00	130.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		24,000.00	24,000.00
Account Total	2,097.74	100.00	4,574.01	100.00	54,196.00	49,621.99
Total Department	2,097.74	100.00	4,574.01	100.00	54,196.00	49,621.99
Total Expenses	2,097.74	100.00	4,574.01	100.00	54,196.00	49,621.99
Net Income(Loss)	-2,097.74	-100.00	-4,174.01	-91.25		



## State of the Cities 2019

### Introduction

The League of Minnesota Cities sent the fiscal conditions survey to chief appointed officials in all member cities late last year. We received responses from 195 city officials representing 24 percent of member cities. The fiscal conditions survey contains versions of questions used by the National League of Cities. This marks the 16th year that Minnesota cities have responded to the survey.

The share of cities with positive outlook on their fiscal conditions increased slightly. Most city officials who responded said their city was better able to meet needs in 2018 than in the previous year. This closely echoes the trend reported by the National League of Cities. Its survey revealed that 73 percent of city finance officers reported improved circumstances in 2018. Among midwestern cities that responded to NLC, only 62 percent of them said “better able.” The authors suggest that the lack of increase in the share of cities saying “better able” combined with a trend of revenue growth slowdowns signals that cities are nearing the limits of fiscal expansion. Among Minnesota cities, there was a decline in the share of cities maintaining a positive outlook when thinking about the future.

### Trends to note

- Almost three-quarters of Minnesota city officials responding to the survey (72 percent) said they were better able to meet needs in 2018 than in the previous year, but a smaller share (59 percent) predict favorable circumstances in 2019.

### Ability of Minnesota cities to meet financial needs, 2015-2019 (predicted)

	Better able to meet needs in 2015	Better able to meet needs in 2016	Better able to meet needs in 2017	Better able to meet needs in 2018	Prediction: better able to meet needs in 2019
Number of cities	213	242	185	141	115
Share of cities	67%	67%	66%	72%	59%

- Fourteen percent of city officials responding indicated that they predict 2019 to be about the same as 2018 in terms of fiscal health.
- Infrastructure needs featured among the reasons for some concern about the future.

### Comments from cities:

*“We have some pressing needs for wastewater infrastructure so how that turns out will determine our financial wellbeing.” (city of 1100)*

*“Significant infrastructure maintenance is a large factor in budgeting demands” (city of 1200)*

*“Wastewater infrastructure upgrading from a 1991 project will require more expense. We are hoping to stretch out more of the expense until 2024 when our PFA loan is paid off.” (city of 1000)*

**Look by city size:**

- Overall, small cities (under 2,500 in population) were less likely to say they are better to meet needs in 2018 than in the previous year (65 percent compared to 72 percent for all cities).
- NLC also found that the smallest cities were least likely to report being better able to meet needs
- Looking to the future, 61 percent of small cities expressed optimism about meeting needs in their communities. Just 45 percent of big cities had a positive outlook while 45 percent of them said things would be about the same.

**Revenues**

The survey asked city officials whether they’d seen shortfalls in their various sources of revenue. Shortfalls in property tax revenues and in fees/charges/license revenues were cited most often. About a third of cities said that revenues from those two sources were either slightly less than expected or more than 10 percent less than expected. The NLC fiscal conditions report highlighted a slowing of growth in property tax revenue among its member cities.

**Trends to note:**

- The share of Minnesota cities reporting property tax revenue shortfalls is steady at 33%.
- The most recent survey reveals a decrease in the share of cities reporting a shortfall in fee revenues (28 percent this year compared to 35 percent last year).
- While only 3 percent reported shortfalls in state revenue last year, 12 percent of city respondents experienced this in 2018.
- There is a similar uptick in the rate at which cities experienced shortfalls in federal revenue: About eight percent of cities in 2018 vs. 1 percent in 2017.

**Look by city size:**

- The biggest difference between small and large cities was found in the share reporting property tax shortfalls (37 percent for small and 26 percent for large).
- The table below shows a summary of findings related to revenue shortfalls.

**Share of cities seeing shortfalls in expected revenues 2018**

	Property taxes	Fees/charges/licenses	Lodging/restaurant	State revenues	Federal revenues
Cities overall	33%	28%	5%	12%	8%
Cities under 2,500	37%	29%	2%	14%	9%
Cities over 2,500	26%	25%	8%	8%	7%

**Budget factors**

City budgets are affected by a wide range of factors. Some create strain on budgets while others can have a positive impact on budgets. In 2018, the most frequently identified budget factors that



can increased to strain city resources were: employee wages/salaries, 86 percent (84 percent last year); prices and inflation, 80 percent (81 percent last year); infrastructure needs, 75 percent (75 percent last year); cost of employee benefits, 61 percent (67 percent last year); and public safety needs, 53 percent (47 percent last year). In the NLC study, employee wages, public safety and infrastructure were the three most common areas of reported budget pressures.

**Comments from cities:**

*-The significant increase in infrastructure spending relates primarily to a 3-year railroad underpass project (city of 43,400)*

*-We are still in negotiations for the union contract so no wage increase yet but do anticipate one. Doing a wage study so could go either way at this point but suspect will be similar to Cities in area and...could be a significant increase and hit to the budget (city of 475)*

As far as factors that can improve a city's financial circumstances, 74 percent of cities saw increases in their city tax base over the last year. In 2017, 71 percent reported increases. Slightly more than a third said their local economy had improved. About half said their local economy was stable.

**Look by city size:**

- Small cities were much less likely to report an increase in the value of their tax base (59 percent compared to 74 percent of all cities).
- 85 percent of large cities reported an increase in the cost of employee healthcare, compared to 47 percent of small cities.
- Small and large cities reported increases in infrastructure needs at similar rates (71 percent and 81 percent, respectively).
- Large cities were more likely to see growing costs of employee pensions (70 percent compared to 51 percent overall).
- Large cities reported increasing health of their local economies more than twice as often as small cities.

**Budget actions**

The most common budget strategies employed by Minnesota cities in 2018 for 2019 were changes in taxes, fees/charges, operating spending, infrastructure spending, and public safety spending.

- 73 percent of cities reported increasing their taxes (slightly up from last year).
- 56 percent of cities plan to spend more on public safety (down from 66 percent last year).
- 61 percent of cities will increase their infrastructure spending (up from 57 percent last year).
- 51 percent of cities will grow their rate of operating spending in the next year (slight decrease from last year).
- 26 percent of cities will increase their use of reserves. This is unchanged from last year.

Other strategies, such as service cutbacks or workforce reductions, were not common and only used by a handful of cities. Just like last year, these kinds of service or staff cuts were down quite a bit from the peak of the 2008 recession and Local Government Aid (LGA) cuts, when many cities had to make those painful choices.

**Comments from cities:**

*-For property tax increase, "slight" or "significant" is in the eye of the beholder. Our increase was 5.75%, which I would describe as significant. (city of 88,000)*

*-Significant infrastructure maintenance is a large factor in budgeting demands. Limited bonding capability requires cash and increased taxes to address services and infrastructure. (city of 1200)*

**Look by city size:**

The budget actions where the findings for small and big cities differed the **most** are shown in the table below.

**Budget actions by city size (for 2019)**

	Increasing city wage levels	Increasing taxes	Increasing public safety spending	Growth rate of operating spending	Increasing fees/charges / licenses	Increasing employee benefits
All Cities	81%	73%	56%	51%	34%	26%
Cities over 2,500	95%	80%	80%	67%	52%	35%
Cities under 2,500	71%	68%	40%	41%	23%	19%



## Dodge County Safety Workshop

**WORKSHOP DATE:** Friday, December 14, 2018

**MEETING TIME:** 8:15 AM – Registration, 8:30AM-2:15 PM Workshop (Lunch Provided)

**LOCATION:** Dodge County Administration and Services Building  
Commissioner's Board Room  
721 Main Street North  
Mantorville, MN 55955

### Attendees

- Brian Carstensen, Millton Township
- Cami Reber, City of Mantorville
- David Tsang, MnDOT District 6
- David Kenworthy – Dodge County
- Glen Hahn, Vernon Township
- Guy Kohlhofer, Dodge County Engineer
- Fausto Cabral, MnDOT State Aid
- Jana Nawrocki, State Farm Insurance Agent
- Jessica Schleck, MnDOT/TZD
- Jim Elmquist, Dodge County
- Joe Adams, City of Mantorville
- Kenneth Folie, Canisteo Township
- Mark Schoenfelder, MnDOT
- Rhonda Toquam, Dodge County Commissioner
- Rodney Peterson, Dodge County Commissioner
- Roger Toquam, Ripley Township
- Scott Berg, Milton Township Board
- Scott Larsen, City of Mantorville
- Scott McConkey, Mn Office of Traffic Safety
- Theresa Coleman, City of Kasson
- Tim Tjosas, Dodge County Commissioner
- Troy Christanson, Minnesota State Patrol
- Troy Jobe, Dodge County Highway

### Project Team

- Tara Olds, MnDOT
- Girma Feyissa, MnDOT
- Derek Leuer, MnDOT
- Howard Preston, CH2M
- Cheri Marti, CH2M
- Renae Kuehl, SRF

### Workshop Goals

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#### Welcome, Introductions, and Workshop Goals

- Create a shared understanding of CRSP and Dodge County's infrastructure roadway safety approach
  - Share safety stakeholder perspectives to reduce severe crashes
  - Develop understanding of and collaboratively explore featured, proven infrastructure strategies for CRSP plan consideration.
- 

### County Roadway Safety Plan (CRSP) Updates

- Overview of CRSP and Minnesota TZD Goals

- How are vehicle improvements helping improve safety? There is no doubt that they are helping, but it's hard to know the impact they are having to reduce crashes, since we can't track missed crashes.
  - There have been some bad crashes at areas that did not result in fatalities. Its important to focus on these areas as well
  - There have been improvements to medical care that has reduced fatalities as well.
- **Discussion: What is important to advance road safety in the county?**
  - Projected vehicle designs and impact to road safety
  - Change traffic safety culture – make it socially unacceptable to drive and be on your phone
  - Lack of funding for improvements
  - Improving visibility in selected areas (i.e. area with corn fields)
  - Distracted driving and getting people to use the tools on their phones to make them turn off when you are driving
  - Replace yield signs with stop signs to provide opportunity for better enforcement
  - Increased commuter traffic during peak periods
  - Increased speed limit on state highways in MN
  - Work with farmers to ask them to not plant close to the intersections
  - Getting buy in from everyone involved, not just the decisionmakers. Everyone in the agency needs to be on board and support the initiative.
- **Overview of Proactive Systemic Safety Approach**
  -
- **Implemented Safety Projects and Dodge County Safety Approach**
  - Replaced guardrails
  - Installed chevrons on curves
  - Installed 6" edgelines with wet reflective tape
  - Rumble stripes (rumbles with strip in the rumbles)
  - Enhanced stop signs – increased the size
  - Stop bars
  - Wider shoulders
- **Dodge County Crash Data Overview and Focus Areas**
  - Howard reviewed the dodge county crash data
- **Infrastructure Safety Strategies Presentation & Discussion**
  - Shoulder/edgeline Rumble strips
    - Minimal noise complaints received by the county
  - Mumble strips
    - Installed on a few locations on the east side of Rochester
  - Streetlights
    - Dodge has done only a few.
    - If there is a township road that intersects a county road that has high volume roads, Dodge County is still looking at them.
  - RCUT
    - Dodge County is considering an RCUT at the intersection of CR 15 and CR 14

- How do drivers know how to drive an RCUT? There is signing that designates where to go. MnDOT provides educational materials for local agencies to use with residents.
  - Roundabouts
  - Remove Skew
    - County has received feedback for removing a skew when there hasn't been an existing issue.
    -
- **Site Specific Location Discussion**
  - **Intersection: 16<sup>th</sup> Street (625<sup>th</sup> St) and CSAH 15 (270<sup>th</sup> St)**
    - Issues:
      - West-east road of 16<sup>th</sup> street will be paved in the near future and traffic will want to reroute to this road.
      - There is already 2,200 ADT on 16<sup>th</sup> Street. Increase in traffic is expected when paved. About 1,000 more in each direction.
      - School is being expanded nearby; more development is being added. There are also 2 schools to the west in the city of Kasson.
      - Hill to the north – limited visibility but meets 57 mph design.
      - South on TH 57.
      - Adding an acceleration lane to the south once 16<sup>th</sup> is upgraded is not needed as per Howard.
      - There will be HS football traffic in the evenings.
    - Potential Solutions
      - All-way Stop.
      - Switch the stop signs to be on the opposite road (CSAH 15).
      - Install a street light for evening event lighting. There will be a lot of turning traffic here.
      - Potentially consider an RCUT at CSAH 15 and TH14 to manage diverting traffic.
      - Roundabout.
      - RICWS.
  - **Intersection: MN Hwy 57 and CR 16**
    - Issues:
      - Crashes:
        - Failure to yield.
        - Angle crashes.
        - Daylight crashes.
        - No common contributing factor.
      - The SB right turn lane makes it hard for EB vehicles to see traffic coming in the SB through lane.
      - When approaching the intersection from the west, there is a vertical curve approaching the intersection. The curve distorts the stopping time

- Unclear if crashes at this location are due to drivers blowing the stop sign or drivers that have stopped, made a poor gap selection and pulled out in front of traffic.
  - Potential solutions
    - Have removed trees on the east and west side on TH 57 north of the intersection
    - Install street lights
    - Move stop bars forward from the stop signs to 8-10 feet from the thru lane
    - RICWS – mainline only or both major and minor road
  - **Segment: CSAH 24 (east of Hwy 57)**
    - Issues
      - Known as the river road – motorcycle destination
      - Will be repaved soon. May improve a curve on the segment
      - Fourteen run off the road crashes - six of which were motorcycle related
    - Potential Solutions – motorcycle specific
      - Optical speed markings on pavement
      - Plastic frangible guide posts
        - Hard for maintenance to manage with mowing
      - Establish a clear zone along the curve
      - Rumble strips
    - CSAH 24 and TH 24
      - Unusual parallel road the T's into TH 57 at two locations.
      - Consider closing on end and establish the space between the roads as a parking lot.
- **Wrap Up: Next Steps and Staff Workshop Evaluation**

**To: Chief Berghuis**

**From: Mark Hottel**

**Re: Inspection**

**Date: 3/21/19**

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On March 21, 2019 members of the city's safety committee toured the Police Department. Krista Weigel facilitated the visit on behalf of the PD. Art Tiff and I checked GFI outlets throughout the building and found all to be in working order. We also noted that monthly checks of fire extinguishers have been performed by the department. The two garage overhead door safety mechanisms were tested – okay. There were a few recommendations and/ or suggestions made that will be restated below for your consideration.

2019-1. The electrical service panel in the server room has some unlabeled breakers/ circuits on the right side. If these are active circuits (not merely spares) try to determine what they are for and identify them on the panel cover label.

2019-2. Access to the service panel in the utility room was blocked with stored materials. Try to keep the area clear in front of the panel.

2019-3. A portable air tank in the garage has some serious rust on the underside. We recommend replacing it with a new unit. External and internal rust can thin the shell out causing eventual failure under pressure.

2019-4. We talked about roof leak(s) and looked at the ceiling in the interview room. Insofar as the insulation above is wet, our concern is that mold could be forming if not addressed quickly. Perhaps a plan is in place to correct this asap, which would be great.

2019-5. One of several garage ceiling fans is wobbling badly. There are some methods to improve fan balance which could be tried to help remedy this condition.

City of Kasson  
Department Head Meeting  
Public Works Conference Room  
March 21, 2019  
10:30 a.m.

1. Department Head Reports

a. Police

b. Public Works

c. Streets/Storm

d. Electric

e. Water/Sewer

f. Parks

g. Arena

ICE STATUS FOR DURING FAIR.

h. Liquor Store

i. Library

j. Planning and Zoning/EDA

- PRAIRIE WILLOWS 4  
STONE RIDGE 2  
THOMPSON

k. Fire

l. Finance

m. Administrator





**Kasson Police Department**

19 East Main Street  
Kasson, MN 55944  
507-634-3881  
Fax: 507-634-4698

Department Head Meeting 3/21/2019

Bicycle helmet sales began March 20<sup>th</sup> at 1700, 68 helmets sold so far. We will be selling again on March 23<sup>rd</sup> from 10-1200. We hope to surpass the 100-mark set last year. Seems that the citizens appreciate this service.

Donation goal of \$5,000 toward K-9 squad equipment has been reached. We had partnered with Hero K-9 for this and the equipment for the K-9 car has been ordered.

Squads are in and we will be picking them up on Friday, equipment has been ordered for them.

Converting to NIBRS National Incident Based Reporting System on June 1<sup>st</sup> officer and employee training in May.

Investigator Reding has been busy helping the SE Regional Violent Gang Task Force as of late.

Participated in D.A.R.E. graduation. SRO Jesse did an excellent job presenting to the public and the students, 186 students in this years class.

Sgt.Hanson and myself will be attending the Executive Training Institute in St.Cloud April 14<sup>th</sup> thru the 17<sup>th</sup>. Very good training and topics this year, a lot more focused towards smaller agencies.

Most supervising officers, will be attending the League of Minnesota Cities Loss Control work shop on April 4<sup>th</sup>.

City of Kasson  
Department Head Meeting  
March 21<sup>st</sup>, 2019  
10:30 PM

Public Works

1. Working on 1<sup>st</sup> quarter reviews
2. City Shop has received many thanks, treats, and food for snow efforts
3. Overtime for snow in February was \$20,223.53 (453.25 OT hours, 27 Call hours)
4. Repairs
  - a. Big Snow Blower – Kris/Corey have it running again
  - b. Sander – Kris rebuilt exhaust system
  - c. Loader 721F – Titan repaired brake problem
  - d. Loader 721E – Kris rebuilt wiper system
  - e. Backhoe – new rim and 2 new front tires
  - f. Sweeper – was delivered to Environmental Equipment & Services for repairs
  - g. Salt Dog Sander – repaired clutch
  - h. 07 Dump Truck – welded broken front plow
5. Water Leaks
  - a. Liquor Store – Roof
  - b. Library – Water running in delivery door
  - c. Police Department – Roof
  - d. City Shop – Vent in between locker rooms
6. 16<sup>th</sup> St NE – Road closed, thru traffic only (367.3 tons of class 5, 92.8 tons 1½ screen rock have been applied and road is still terrible)
7. 1<sup>st</sup> St NE around 4<sup>th</sup> Ave exploded
8. I attended AWWA SE District Waterworks training on March 13<sup>th</sup> -15<sup>th</sup>
9. Meeting with Brandon on Friday for 2019 street maintenance and sidewalk work

Streets

1. Snow – plowing, sanding, and hauling snow
2. Equipment repairs
3. Haul rock 16<sup>th</sup> St NE
4. Water problems – cleaning off catch basins
5. Patching potholes

# ELECTRIC

## March Dept. Meeting

Well don't have much put down as I have been gone for the last 6 weeks.

After the guys updated me I can tell you that they were busy with snow and usual tasks in support of billing.

I can tell you Jarrod, Lance and Jeremy should be commended on their efforts to restore power to the area and town in surrounding area of the broken pole accident.

If one would only know what went into an incident like this and what had to be considered once they arrived on scene. Jeremy came in while being sick at home and his commitment should be noted.

To have performed the way they did and in a safe manner make me proud of these guys beyond words.

Todd

## Water/Wastewater Department

Department head meeting Mar. 21st, 2019

- We had water main leak at 300 6<sup>th</sup> Ave SE, leak was about the size of a golf ball.
- The city pumped 14.3 million gallons of water from wells 4 and 5 in February.
- The city treated 19.803 million gallons at the wastewater treatment plant in February, of this 2.234 million was received from Mantorville.
- With the recent rains and snow melt the flows at the treatment plant have increased, for a few days we were near 3 million gallons a day, the plants design is for 2.07 million gallons a day.
- I am continuing to work with the city engineer and Hansen Hauling and Excavation for the removal of the biosolids from the reed beds, I am meeting with Rick from Hansen on 3/21/19.
- Punch list items are being completed at the WWTP, a few computer updates are needed.
- 2018 DNR Water Conservation Report Part 2 was completed 3/19/19.
- Maintenance was completed on the Main and NW lift stations, cleaning and adjusting floats and plugged pumps the main concerns.
- The 1 ton truck has the new crane and utility box.
- Working on completing the biosolids report for EPA, this is a yearly report that has to be sent as part of our being upgraded to a Class A Major treatment plant.
- Jeff Ulve attended the MRWA annual conference in St. Cloud at the beginning of March, Dan Trapp and Dave Vosen will be attending the MPCA conference in Brooklyn Park the last week of March. The city will be receiving a Certificate of Commendation for the year 2018.



## Department Head Meeting

Thursday, March 21<sup>st</sup>, 2019

### Park Department

1. Adult Softball: Held a meeting on March 12<sup>th</sup> to see how many teams will be participating this year in our league. As of today, we have 10 men's teams. We are down 3 teams from last year and we will not have a Friday night co-ed league because only 1 team signed up. We had 4 last year. I have the state league meeting on April 2<sup>nd</sup> in Faribault and I will collect entry fees from the teams on April 9<sup>th</sup>. League play is scheduled to begin May 2<sup>nd</sup>.
2. Boulevard Tree Planting Program: As of today we have only 8 residents that have called in for boulevard trees. Everyone has until March 29<sup>th</sup> to order trees. We still hope to plant trees sometime late April or early May.
3. The Park Board next Tuesday will set April 26<sup>th</sup> this year for 2019 Arbor Day Observance. We will plant 2 more trees down to the Lions Park.
4. Park Camera's: We have All Systems working on our Park camera system. We needed to upgrade the server and do some work down to the police station so that the police dept. can view the cameras up to Veterans Memorial Park. The server was out dated. We had both pop machines vandalized severely a couple of weeks ago, they both will have to be replaced. Pepsi will bring new machines to us in late April.
5. All of our mowers, weed whips, tractors, pumps, and sprayers are ready to go for this coming spring. Corey, Mark and Kris have all the maintenance done on them.
6. I have ordered all of our new drain grates and have contacted Thatcher Pools to have them change the filter sand at the Aquatic Center.

Liquor Store March 2019

We had a leak in the roof over the cooler. Charlie shoveled snow off and put a bucket under it.

The front foyer flooded and water seeped into the cash register area, where it froze. Jared cleaned the floor mat and dried it out.

Last week the House and Senate both passed omnibus liquor bills and sent them to the floor. Both bills included largely local provisions, and did not include wine in grocery.

MMBA has been working with distributors to recognize the Municipal stores , collectively, as a chain account. This has enabled improved purchasing opportunities on certain products.

I am purchasing warm weather products in hopes that Mother Nature agrees with me.

We move to longer hours April 1.

## City Wide Department Head Meeting

10:30 pm, Thursday, March 21, 2018

### KPL Report

1. Working on trying to repair flood damage to library
2. Working on finding funding to increase library parking lot, water drain and sidewalk in delivery area
3. Hiring of a full time replacement staff member and have hired a part time high schooler, which is paid for by Workforce Development, Inc Youth Connections Employment Program
4. Summer Reading Program planning in high gear; Fun Friday events are scheduled, Summer kickoff block party is planned for Thursday, June 6<sup>th</sup> from 6:00pm to 8:00pm
5. Erdman's County Market receipt program paid KPL \$222.02 for the last half of 2018
6. *Electricity - worked well when power went out*

Thanks,

Art T.

Kasson Fire Department – Monthly Meeting  
MAR 04, 2019 - 1900

Meeting Called to Order: Chief Fitch

Roll Call

Minutes of the previous Meeting: Read and Approved

Treasurer's Report – Relief General Fund: \$31,509.16

Appointment of Entertainment: (APR) Alexander C. / Campbell J.

Drill(s):

MAR 18	RIGHT TO KNOW / DC AMBULANCE – OPS (MEET NEW DIRECTOR)
MAR 25	SEEMS – ABDOMINAL EMERG. & GERIATRIC EMERG.
MAR 27	CPR TRAINING @ KMHS – NEED STAFF TO ASSIST
APR 2	SKYWARN TRAINING

STATE FIRE SCHOOL

(SIGN UP TONIGHT) – COURSE SELECTIONS PROCESSED THROUGH T.O. → CHIEF

APR 6 / 7 ROCHESTER

Guest(s): T. Coleman – City Administrator

Old Business:

○ STATE SCHOOLS

- MANKATO
  - Feedback from attendees
    - Relief Association had good information
    - Med Drug class was good – scary whats out there
      - RIT class was to crowded
- ROCHESTER
  - SEE TRAINING OFFICER/CHIEF TONIGHT
  - SIGN UP BY MARCH MEETING

○ 2019 DANCE/RAFFLE

- RELIEF PRESIDENT J. McANDREWS SHARED PLANS TO START ENGAGEMENT EARLY
  - Tickets/mailed/raffle
    - All items moving up in timeline to launch
- BANDS
  - Diesel Drive – Saturday
  - Trouble Shooter - Sunday

○ 2019 STAIR CLIMB

- CHIEF FITCH MADE REFERENCE TO JAN MEETING & OPPORTUNITIES
- GENERAL INTEREST BY STAFF BY NO HARD COMMITMENTS NOTED

○ FIRE HALL CLEAN-UP – March 23

- 0800 START TIME
  - Most Items/Trash to dump
  - EAST END OF FIRE HALL IN NEED OF CLEAN-UP
  - PLANNING SPRING CLEANING



- DONATIONS
  - CHIEF FITCH SHARED UPDATE
    - City Council accepted recommendation
      - Moving forward with process of new helmets with front shield
      - Bullard helmets
        - We will have an account with firm by the end of March
        - Will finalize and prep to order
- CALL REPORTS (FIRE)
  - CAPTAIN J. McANDREWS OFFERED COMMENT
    - Need all times on forms
    - Need detailed narrative of what was done (fire, offer treatment, etc)
      - If treatment is offered during a fire call it's billable
    - Legibility on forms
    - Check off items and quantity used on scene for fire calls
      - These are billable by the City of Kasson
      - Team effort during debrief
        - Capture/review narrative and items used

New Business:

- KM NURSERY GROUP
  - Mommy – Son Hero Night
    - Friday March 8 6 – 8 PM
    - Firefighter in uniform for pictures
      - Contact C. Alexander or J. McAndrews
- CLAREMONT FARMERS – February 21
  - Chief Fitch and Deputy Chief Seljan
    - Fire Department Information Speech
    - Donation to Relief \$100.00
- FIREFIGHTER DERBY
  - On No Response Medical Leave
    - Tentatively March 25, 2019
- SAFETY OFFICER GRIFFIN STEPPING DOWN
  - Effective March 1<sup>st</sup> Safety Officer Griffin is stepping down from Officer position to Firefighter
    - Have enjoyed the great opportunity
    - Would off others to consider the position
- CITY COUNCIL APPROVED NEW HELMET PURCHASE
- NEW MEMBERS STOP BY POLICE DEPARTMENT TO GET APPLICATIONS
  - Open House March 30, 2019
    - 1000 – 1300
    - If you know of others that might be interested invite them down
    - Will have application packets on-site the day of the event
    - Be sure to “Share” the Facebook post

o O2 BAG

▪ T.O. C. SCHUH

- Brought in new bag and when through all items that have been placed in the new bag
- Consolidation of items in the bag will assist in ease of access of all items for air management
- Encouraged all staff to go through and become familiar with content and placement of items with
- Rescue will have a bag
- Ladder and Engine
  - o Med bags have arrived and will be filled

o R. RAATZ

▪ INTRO OF FAMILY MEMBERS WHO CAME TO COOK

=====

▪ Apparatus / Other Status Reports

<input type="checkbox"/>	Rescue	CO/HCN
<input type="checkbox"/>	Engine I	X
<input type="checkbox"/>	Engine II	X
<input type="checkbox"/>	Tanker I	AIR LEAK – BEHIND DASH
<input type="checkbox"/>	Tanker II	X
<input type="checkbox"/>	Ladder I	TIC CHARGER GOING IN THIS WEEK CO/HCN
<input type="checkbox"/>	Grass Rig	X
<input type="checkbox"/>	Utility	X
<input type="checkbox"/>	EMR Unit	CO
<input type="checkbox"/>	HAZMAT	X

Bills Reviews by Relief:

- Approved

Review of Calls:

- 
- o EMS 21
  - o MA 1
  - o Rescue 7
  - o Fire

Good of the Assoc:

Meeting Adjourned

Respectfully Submitted:

Krista Weigel  
Emergency Services Administrative Assistant

... Firefighters not in attendance – Please sign and date your reading of the Meeting Minutes ...

_____	_____
_____	_____
_____	_____

Total budgeted  
.... To 2018

[illegible]

## FINANCE DIRECTOR REPORT

March 21, 2019

1. February Financials
2. Audit results- has gone well. Still working with auditors
3. Budgeted assets ~~for~~ 2019- revised list.
4. 'Glad to have Jan back!