

KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, May 8, 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 April 24, 2019

b. Claims processed after the April 24, 2019 regular meeting, as audited for payment

c. Evaluation:

i. Jeremy Casey	Journeyman	Inc from Grade 11 Step 6 to Step 7 \$33.55 eff 3/17/19
ii. Charlie Bradford	PW Director	Inc from Grade 16 Step 4 to Step 5 \$44.13 eff 1/14/19
iii. Cassie Sullivan	Util Billing Spec	Inc from Grade 8 Step 2 to Step 3 \$24.11 eff 2/6/19
iv. Dan Trapp	Lead W/WW Oper	At top of Scale
v. Stephen Howarth	Ice Arena Mgr	At top of Scale
vi. Kris Anderson	Streets/Public Works	At top of Scale
vii. Corey Carstensen	Streets/Public Works	At top of Scale
viii. Ron Unger	Park and Rec Director	At top of Scale
ix. Mike Ness	Streets/Public Works	At top of Scale

d. Acknowledgment of Committee Minutes:

- i. Park Board April 16, 2019
- ii. Planning Commission April 8, 2019

B. VISITORS TO THE COUNCIL

1. Olivia Torkelson – Regarding having a horse.

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. Finance Committee – Funding Requests

F. OLD BUSINESS

G. NEW BUSINESS

H. MAYOR'S REPORT

1. May 11, Pick It up – Councilperson Egger

I. ADMINISTRATORS REPORT

1. Approve Distributed Generation Policy
 - i. Approve Resolution
 - ii. Approve Fee Schedule
 - iii. Approve abbreviated publication

J. ENGINEER'S REPORT

1. Marti Retention Pond
 - a. Development Agreement
2. E Main Street Storm Sewer
 - a. Construction Plans
 - b. Ad for Bids
 - c. Resolution Approve Plan and Advertising for Bids
3. South Fork – Sanitary Sewer Inflow and Infiltration (I and I) Repair Update

K. PERSONNEL

1. Deputy Chief's Job Descriptions – Administration and Operations
2. Water Wastewater Operator
3. Seasonal Streets Worker Position
4. Electric Supervisor Position
5. Labor Agreement Opener

L. ATTORNEY

1. Development Agreements
 - a. Thompson Addition
2. Closed session for Real Estate and Litigation Update

M. CORRESPONDENCE

1. Department Head Meeting Notes
2. Verizon Lease Termination Letter
3. 2019 MMUA Salary Survey
4. Southern MN Initiative Foundation Donation

N. ADJOURN

Please go to www.cityofkasson.com for full video

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
April 24, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 10th day of April, 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 Attorney Leth, Finance Director Nancy Zaworski, Mike Marti, Everett Paulson, Ben Kall, Adam VanOort, Dirk Erickson, Kraig Durst, Trevor Lampland, Candy McKern, Tim O'Morro, Mike Bubany, Collin Tinsley, Alex Malm and Tony Bigelow

PLEDGE OF ALLIEGENCE

APPROVE AGENDA

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

CONSENT AGENDA

Minutes from April 10, 2019

Claims processed after the March 13, 2019 regular meeting, as audited for payment in the amount of \$434,882.48

Conferences:

Jesse Kasel 2019 Dare Conference Walker, MN Aug 12-14 \$225 + travel

Approve Abbreviated Publication of Fee Schedule (Approved at April 10 Mtg)

Acknowledgment of Committee Minutes:

 Park Board March 26, 2019

 Planning Commission March 11, 2019

 EDA March 5, 2019

Motion to Approve the Consent Agenda as presented made by Councilperson Zelinske, second by Councilperson Ferris with All Voting Aye.

VISITORS TO THE COUNCIL

Ben Kall – Potential Development - Ben Kall and his team, Dirk Erickson and Adam Van Oort, presented their idea for a multi-housing opportunity that would be located to the east of the post office. The first phase would be a 3 story building of one and two bedroom apartments with in-unit laundry and detached garage stalls. Phase 2 would be implemented once they have 90% occupancy in the first building. They have an architect, an engineer and an aggressive timeline.

Mike Bubany, David Drown & Assoc – Bond refunding – We periodically look at the bonds to see what can be done or paid. Mr. Bubany gave the Council a couple of options and suggested that the City wait until the bond call date.

PUBLIC FORUM

PUBLIC HEARING

Tax Abatement – Public Hearing Opened – Mr. Bubany stated the City has been approached by a developer who has platted and subdivided land that requires soil corrections. The developer asked the City for some assistance and tax abatement made the most sense. Mr. Bubany stated that the new taxes that are generated would go back into the project. With tax abatement, each taxing district can make a decision whether they want to participate, the county is not participating and the school was not asked so only the City is participating. The developer is asking for an upfront payment. The development agreement is designed with all of the homes being built by October 1 of 2023; if they are not built by that date, the developer will sign a petition and waiver agreement for the remaining lots. The amount asked for is up to \$200,000. This is for 20 years but we fully expect to get the entire amount plus 5% before 20 years is up. Mayor McKern asked where the \$200,000 will come from. Finance Director Zaworski stated from the revolving loan fund. Mr. Bubany stated that the City is well under the abatement capacity in case another project comes along. Tony Bigelow – stated that they got new bids and he understands how this works and thanked the council for considering this.

Public Hearing Closed

Motion to Approve the Resolution made by Mayor McKern, second by Councilperson Zelinske with All Voting Aye.

Resolution #4.7-19

***Resolution Approving Property Tax Abatement Related to Bigelow-Voigt Land Development, LLC
(on file)***

COMMITTEE REPORT

OLD BUSINESS

Appendix to CMPAS Agreement – Administrator Coleman stated that these are appendixes to the CMPAS Agreement. **Motion to Approve made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

Resolution for Zumbro Water Trail – Administrator Coleman stated that the City of Oronoco has been spearheading this project and since we are also a tributary to the Zumbro River the City of Kasson decided we would participate. **Motion to Approve the Resolution made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

Resolution #4.8-19

***Resolution Supporting Regional Park or Trail Designation Application for the Zumbro Water Trail
(on file)***

NEW BUSINESS

Fund 384 Closeout – Finance Director Zaworski stated that we have a debt service fund that has come to the end of its life for City purposes. The proposal is to use the \$30,000 remainder of the 384 Fund to pay toward the Water Fund debt portion; and that the Water Fund to pay the same

amount to the 423 Fund (the 2017 Street Construction Fund for which we need additional financing). The impact on the Water Fund would be \$0 and the budget impact overall would be \$0.

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

MAYOR'S REPORT

Arbor Day Proclamation – April 26, 2019 – The Mayor read a Proclamation for Arbor Day April 26, 2019

The Mayor thanked Director Zaworski for her help during the power outage in securing shelter for those without power.

The KM School Thank you breakfast is at 6:45 AM tomorrow morning.

Monday they had a meeting with Kranthi Realty, owners of the Shopko property. Mayor McKern stated that they had a positive conversation. They would like to sell or lease. The building is 36,000 sf and we have contact information.

Tree planting at Lion's Park is at 10AM Friday Morning.

ADMINISTRATORS REPORT

ENGINEER'S REPORT

PERSONNEL

Hire Administrative Assistant – Administrator Coleman stated that over a year and a half ago we had an opening for an Administrative Assistant. We have contracted with Manpower to be able to vet out an employee. Amy Johnson has filled this position for a year. Coleman is recommending Amy Johnson for hire by the City. **Motion to Approve made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

ATTORNEY

Development Agreements

Bigelow-Voigt Tax Abatement Agreement – **Motion by Mayor McKern, second by Councilperson Egger to Approve the Development Agreement. All Ayes.**

Thompson Addition – Attorney Leth does not have this one done yet

Stone Ridge Second Addition – Attorney Leth stated that this one is done and sent to Mr. Marti but did not get in the packet. This is very similar to the previous developments and it deals with the storm water issues. The storm water agreement is referenced in the development agreement.

Mike Marti has an issue with wording on a regional pond and he was under the impression that the City was going to take the lead. The minutes from the March 13 meeting where David Martin and Mike Marti asked the City to take the lead on this project were read. There was no conclusion to whom would take the lead. The Council would like to wait until the City Engineer is back and we can get something ironed out.

Closed session for Real Estate and Litigation Update

Meeting Closed at 6:55 PM

Meeting Re-opened at 7:27 PM

Summary – The Council discussed a real estate issue and received a litigation update on current litigation.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:28PM

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

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #2

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 140,833.94

DATE APPROVED: 05-08-19

#1	\$16,764.91
#2	124,069.03
	<hr/>
	\$140,833.94

04/30/19
10:23:06

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/19
For Pay Date: 04/30/19

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#1

For Pay Date = 04/30/19

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31239		5542 ANCOM COMMUNICATIONS INC	707.00					
	86337	03/22/19 BATTERIES	707.00			101 220 4220	240	1010
		Total for Vendor:	707.00					
31232		1012 BELLBOY CORPORATION	490.37					
	69156300	04/11/19 LIQUOR	398.00			609 975 4975	251	1010
	69156300	04/11/19 FREIGHT	8.00			609 975 4975	335	1010
	69261700	04/18/19 LIQUOR	84.37			609 975 4975	251	1010
		Total for Vendor:	490.37					
31233		5098 CARDMEMBER SERVICE	353.09					
	04/02/19	cr-DUPLICATE-VACUUM CLNR	-199.99			211 550 4550	240	1010
	04/02/19	cr-DUPLICATE-DVD's	-61.43			211 550 4550	219	1010
	04/02/19	cr-DUPLICATE-CHAMBER DUES	-50.00			211 550 4550	334	1010
	04/02/19	DVD'S	340.58			211 550 4550	219	1010
	04/02/19	BOOKS	29.03			211 550 4550	218	1010
	04/02/19	OPER SUPPLIES	251.65			211 550 4550	210	1010
	04/02/19	AMAZON CREDIT	-0.06			211 550 4550	219	1010
	04/02/19	LATE FEES FROM FEB STMNT	43.31			211 550 4550	430	1010
		Total for Vendor:	353.09					
31240		2618 FIRE SAFETY USA INC	9,085.00					
	121482	04/09/19 4 ULTRA MOTION PANTS & COATS	9,085.00			101 220 4220	240	1010
		Total for Vendor:	9,085.00					
31234		5678 FURTHER	124.20					
	1344277	04/10/19 APRIL-PARTICIPANT FEES	124.20			101 140 4140	440	1010
		Total for Vendor:	124.20					
31235		3853 J HARLEN CO INC	485.81					
	1260304	03/15/19 CABLE CUTTER	243.95			604 957 4957	240	1010
	1260304	03/15/19 D C TRANSIT TAX	1.14			604 957 4957	240	1010
	1260304	03/15/19 D C TRANSIT TAX	-1.14			604 2026		1010
	1260876	03/20/19 MUCK BOOT	165.60			604 957 4957	214	1010
	1260876	03/20/19 D C TRANSIT TAX	0.77			604 957 4957	214	1010
	1260876	03/20/19 D C TRANSIT TAX	-0.77			604 2026		1010

04/30/19
10:23:06

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/19
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For Pay Date = 04/30/19

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		1260891 03/20/19 "GROUNDS" FLAGS	76.26			604 957 4957	240	1010
		1260891 03/20/19 D C TRANSIT TAX	0.36			604 957 4957	240	1010
		1260891 03/20/19 D C TRANSIT TAX	-0.36			604 2026		1010
		Total for Vendor:	485.81					
31236		5529 MANPOWER	1,775.62					
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	174.49*			101 140 4140	444	1010
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	130.87*			101 191 4191	444	1010
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	130.86*			601 944 4944	444	1010
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	130.86*			602 949 4949	444	1010
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	261.73*			604 959 4959	444	1010
		33821255 04/14/19 WAGES THRU 4/14-ADMIN ASSIST	43.62*			605 964 4964	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	180.64*			101 140 4140	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	135.48*			101 191 4191	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	135.48*			601 944 4944	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	135.48*			602 949 4949	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	270.95*			604 959 4959	444	1010
		33841610 04/21/19 WAGES THRU 4/21-ADMIN ASSIST	45.16*			605 964 4964	444	1010
		Total for Vendor:	1,775.62					
31241		5694 OMC SPORTS MED & ATHLETIC	343.75					
		03/28/19 2018 F D TRAINING	281.25			101 220 4220	333	1010
		03/28/19 2019 F D TRAINING	62.50			101 220 4220	333	1010
		Total for Vendor:	343.75					
31237		5818 WEX Bank	3,400.07					
		58864491 04/23/19 181.062 GAL UNLD-ELECTRIC	460.19			604 957 4957	212	1010
		58864491 04/23/19 76.856 GAL UNLD-PARKS	195.64			101 522 4522	212	1010
		58864491 04/23/19 764.806 GAL UNLD-P D	1,938.94			101 210 4210	212	1010
		58864491 04/23/19 139.766 GAL UNLD-STREETS	352.81			101 310 4310	212	1010
		58864491 04/23/19 62.435 GAL UNLD-WATER	159.10			601 943 4943	212	1010
		58864491 04/23/19 112.095 GAL UNLD-NW	286.39			602 948 4948	212	1010
		58864491 04/23/19 CAR WASH-P D	7.00			101 210 4210	400	1010
		Total for Vendor:	3,400.07					
		# of Claims	9	Total:	16,764.91			

04/30/19
10:23:08

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 4/19

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$13,375.82
211 Library Fund	
1010 CASH-OPERATING	\$353.09
601 Water Fund	
1010 CASH-OPERATING	\$425.44
602 Sewer Fund	
1010 CASH-OPERATING	\$552.73
604 Electric Fund	
1010 CASH-OPERATING	\$1,478.68
605 Storm Water	
1010 CASH-OPERATING	\$88.78
609 Liquor Fund	
1010 CASH-OPERATING	\$490.37
Total:	\$16,764.91

04/30/19
10:23:08

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 4/19

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Report ID: AP100A

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

The claim batch dated _____ are approved for payment.

APPROVED *See signature page* _____ Council Member
_____ Council Member

05/03/19
11:02:36

CITY OF KASSON
Claim Approval List
For the Accounting Period: 5/19
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For Pay Date = 05/09/19

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31281		2160 ABM EQUIPMENT & SUPPLY LLC	721.81					
	0159530IN	04/15/19 SEAT COVER	362.71			604 957 4957	210	1010
	0159530IN	04/15/19 SALES TAX	24.94			604 957 4957	210	1010
	0159530IN	04/15/19 SALES TAX	-24.94			604 2025		1010
	0159530IN	04/15/19 D C TRANSIT TAX	1.81			604 957 4957	210	1010
	0159530IN	04/15/19 D C TRANSIT TAX	-1.81			604 2026		1010
	0159728IN	04/29/19 SEAT COVER	359.10			604 957 4957	210	1010
	0159728IN	04/29/19 D C TRANSIT TAX	1.68			604 957 4957	210	1010
	0159728IN	04/29/19 D C TRANSIT TAX	-1.68			604 2026		1010
		Total for Vendor:	721.81					
31296		3416 ADVANCED PLUMBING & HEATING INC	352.50					
	11128	04/15/19 PVC REPAIRS @ K.A.C.	352.50*			101 514 4514	400	1010
		Total for Vendor:	352.50					
31243		2693 AFFORDABLE PORTABLES	560.00					
	14327	04/10/19 APRIL PORTABLES-7 STD UNITS	560.00			101 522 4522	410	1010
		Total for Vendor:	560.00					
31297		5664 AMARIL UNIFORM COMPANY	432.40					
	IV145367	04/29/19 F.R. JEANS	172.85			604 957 4957	214	1010
	IV45125	04/25/19 F.R. HI-VIS T SHIRTS	259.55			604 957 4957	214	1010
		Total for Vendor:	432.40					
31244		5446 ANCOM TECHNICAL CENTER INC	184.50					
	87032	04/25/19 REPAIRS TO RADIO	184.50			101 210 4210	400	1010
		Total for Vendor:	184.50					
31282		5049 ARTISAN BEER COMPANY	154.20					
	3338364	04/16/19 BEER	154.20			609 975 4975	252	1010
		Total for Vendor:	154.20					
31309		5158 BATTERIES PLUS BULBS	151.90					
	P12451150	03/13/19 BATTERIES-C & 1.5v	151.90			101 220 4220	210	1010
		Total for Vendor:	151.90					

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CITY OF KASSON
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31245		946 BERGHUIS, KENT	14.00					
	04/19/19	PARKING FEE-LMC WKSHF	14.00			101 210 4210	333	1010
		Total for Vendor:	14.00					
31246		4151 BLUE TARP CREDIT SERVICES	61.96					
	71112423 04/16/19	MIG PLIERS/10" FLAT-FREE COR	61.96			101 522 4522	220	1010
		Total for Vendor:	61.96					
31283		5239 BREAKTHRU BEVERAGE MN WINE &	1,665.56					
	2080167387 02/16/17	2017 BEER CREDIT	-15.40			609 975 4975	252	1010
	2080176158 06/13/17	2017 BEER CREDIT	-23.10			609 975 4975	252	1010
	2080184499 10/05/17	2017 LIQUOR CREDIT	-125.91			609 975 4975	251	1010
	2080188464 11/15/17	2017 LIQUOR CREDIT	-6.42			609 975 4975	251	1010
	2080223052 12/20/18	2018 SPARK CIDER CREDIT	-52.55			609 975 4975	251	1010
	2080226106 01/10/19	WINE CREDIT	-128.00			609 975 4975	251	1010
	1080957039 04/16/19	LIQUOR	832.41			609 975 4975	251	1010
	1080957039 04/16/19	WINE	172.00			609 975 4975	251	1010
	1080957039 04/16/19	MIXES	52.00			609 975 4975	254	1010
	1080957039 04/16/19	FREIGHT	16.80			609 975 4975	335	1010
	1080960597 04/24/19	LIQUOR	615.40			609 975 4975	251	1010
	1080960597 04/24/19	WINE	232.00			609 975 4975	251	1010
	1080960597 04/24/19	FREIGHT	11.29			609 975 4975	335	1010
	1080960598 04/24/19	BEER	147.30			609 975 4975	252	1010
	2080085933 04/17/15	2015 BEER CREDIT (WIRTZ)	-57.70			609 975 4975	252	1010
	2080096888 07/14/15	2015 MIXES CREDIT (WIRTZ)	-4.56			609 975 4975	254	1010
		Total for Vendor:	1,665.56					
31247		4333 CARSTENSEN, COREY	154.99					
	04/29/19	SAFETY BOOT REIMBURSEMENT	154.99			101 920 4920	433	1010
		Total for Vendor:	154.99					
31318		5513 CASEY, JEREMY	44.73					
	05/03/19	MEALS-MMUA TRAINING	31.28			604 959 4959	333	1010
	05/03/19	FUEL-MMUA TRAINING	13.45			604 959 4959	333	1010
		Total for Vendor:	44.73					

05/03/19
11:02:36

CITY OF KASSON
Claim Approval List
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For Pay Date = 05/09/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31284		5667 CINTAS	156.27					
	4013818678	12/19/18 2018 MATS-L.S.	77.95			609 979 4979	410	1010
	4015875106	01/30/19 MATS-L.S.	78.32			609 979 4979	410	1010
		Total for Vendor:	156.27					
31248		668 CONTINENTAL RESEARCH CORP	235.25					
	476855CRC1	04/22/19 4CQ PLUS	235.25			101 514 4514	220	1010
		Total for Vendor:	235.25					
31312		187 DODGE COUNTY	6,500.00					
	GUF2018 05/01/19	2019 GIS USER FEES	1,000.00			101 310 4310	440	1010
	GUF2018 05/01/19	2019 GIS USER FEES	1,000.00			601 944 4944	440	1010
	GUF2018 05/01/19	2019 GIS USER FEES	1,000.00*			602 949 4949	440	1010
	GUF2018 05/01/19	2019 GIS USER FEES	1,000.00			604 959 4959	440	1010
	GUF2018 05/01/19	2019 GIS USER FEES	1,000.00*			605 964 4964	440	1010
	05/01/19 2019	PICTOMETRY USER AGRMNT	1,500.00			101 192 4192	309	1010
		Total for Vendor:	6,500.00					
31249		5156 DODGE COUNTY INDEPENDENT/DODGE	90.00					
	6279 04/11/19	CC HEARING NOTICE	90.00			101 111 4111	351	1010
31250		5156 DODGE COUNTY INDEPENDENT/DODGE	150.00					
	6081 03/14/19	AD-NEW F D MEMBERS	150.00			101 220 4220	343	1010
		Total for Vendor:	240.00					
31252		2070 EARL'S SMALL ENGINE REPAIR INC	20.95					
	#HELD 04/25/19	OIL MIX	20.95			101 310 4310	220	1010
		Total for Vendor:	20.95					
31253		5862 FINNLY TECHNOLOGY	925.00					
	1021 04/29/19	KAC SOFTWARE SUPPORT	925.00			101 514 4514	370	1010
		Total for Vendor:	925.00					

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31254		2018 FIRST SUPPLY LLC-ROCHESTER	142.87					
	11635702-0	04/16/19 AQUATIC CENTER PARTS	142.87			101 514 4514	220	1010
		Total for Vendor:	142.87					
31255		2484 GILLETTE PEPSI ROCHESTER	543.42					
	9347980	04/16/19 POP FOR RESALE-PARK MACHINES	543.42			101 510 4510	430	1010
		Total for Vendor:	543.42					
31298		3767 GOODIN COMPANY	115.87					
	09100146-0	04/25/19 PVC UNIONS-K.A.C. REPAIRS	115.87			101 514 4514	220	1010
		Total for Vendor:	115.87					
31325		5242 GOPHER STATE ONE CALL	178.20					
	9041056	04/30/19 132 LOCATES-APRIL	178.20			604 957 4957	437	1010
		Total for Vendor:	178.20					
31256		28 GRAYBAR ELECTRIC	212.60					
	9309641680	04/16/19 YEL, BRN & GRY WIRE	212.60			604 957 4957	220	1010
		Total for Vendor:	212.60					
31257		2560 HANSON, JOSHUA	109.23					
	04/28/19	MEALS-ETI CONF.	109.23			101 210 4210	333	1010
		Total for Vendor:	109.23					
31258		214 HOUSTON'S GARDEN & GIFT	203.94					
	297584	04/25/19 REIMB'D ARBOR DAY TREES	100.00			101 1151		1010
	297584	04/25/19 BAL DUE-ARBOR DAY TREES	103.94			101 524 4524	430	1010
		Total for Vendor:	203.94					
31310		1071 ICMA MEMBERSHIP RENEWALS	874.10					
	844691	05/01/19 COLEMAN DUES 7/1-12/31	437.05			101 140 4140	334	1010
	844691	05/01/19 COLEMAN DUES 1/1-6/30/20	437.05			101 1550		1010
		Total for Vendor:	874.10					

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31303		231 IMAGES ON METAL INC	15.00					
	288228	04/22/19 ULVE-ADD LOGO TO SHIRT	15.00			601 943 4943	214	1010
		Total for Vendor:	15.00					
31285		25 JOHNSON BROTHERS LIQUOR CO	8,842.28					
	1266379	04/16/19 LIQUOR	3,139.68			609 975 4975	251	1010
	1266380	04/16/19 WINE	1,825.25			609 975 4975	251	1010
	1266381	04/16/19 MIXES	107.00			609 975 4975	254	1010
	1271601	04/23/19 LIQUOR	2,314.05			609 975 4975	251	1010
	1271602	04/23/19 WINE	1,344.05			609 975 4975	251	1010
	1271603	04/23/19 BEER	112.25			609 975 4975	252	1010
		Total for Vendor:	8,842.28					
31259		5863 JOHNSON, AMY	111.59					
	04/24/19	MILES-CIP TRAINING IN BLUE EAR	111.59			604 959 4959	429	1010
		Total for Vendor:	111.59					
31260		3454 KASSON CAR CARE	100.00					
	19276	04/22/19 TOW VEH TO IMPD 19-1584	100.00			101 210 4210	430	1010
		Total for Vendor:	100.00					
31319		37 KMTELECOM	3,008.63					
	05/01/19	PHONES-P D	736.88			101 210 4210	321	1010
	05/01/19	PHONES-F D	182.99			101 220 4220	321	1010
	05/01/19	PHONES-C H	601.16			101 140 4140	321	1010
	05/01/19	ADVERTISING-CITY	15.40			101 140 4140	343	1010
	05/01/19	PHONES-PLANNING & ZONING	21.37			101 191 4191	321	1010
	05/01/19	PHONES-EDA	30.94			290 650 4650	321	1010
	05/01/19	PHONES-K.A.C.	69.90			101 514 4514	321	1010
	05/01/19	PHONES-LIBRARY	133.96			211 550 4550	321	1010
	05/01/19	PHONES-WATER	110.37			601 944 4944	321	1010
	05/01/19	PHONES-WWTP	68.27			602 949 4949	321	1010
	05/01/19	PHONES-WWTP OPERATIONS	123.25			602 947 4947	321	1010
	05/01/19	PHONES-PARK & REC	229.40			101 510 4510	321	1010
	05/01/19	PHONES-STREETS	35.72			101 310 4310	321	1010
	05/01/19	PHONES-SHOP	292.43			604 959 4959	321	1010

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		05/01/19 PHONES-L S	149.28			609 976 4976	321	1010
		05/01/19 PHONES-ARENA	193.26			606 516 4516	321	1010
		05/01/19 ADVERTISING-ARENA	14.05			606 516 4516	343	1010
		Total for Vendor:	3,008.63					
31261		199 LMC INS TRUST	500.00					
		4607 04/17/19 DED-CL#84174-CHARTER POWER LIN	500.00			101 310 4310	430	1010
		Total for Vendor:	500.00					
31280		2689 LOCATORS & SUPPLIES INC	101.00					
		0274824IN 04/17/19 RED MARKING PAINT	101.00			604 957 4957	220	1010
		0274824IN 04/17/19 SALES TAX	6.94			604 957 4957	220	1010
		0274824IN 04/17/19 SALES TAX	-6.94			604 2025		1010
		0274824IN 04/17/19 D C TRANSIT TAX	0.51			604 957 4957	220	1010
		0274824IN 04/17/19 D C TRANSIT TAX	-0.51			604 2026		1010
		Total for Vendor:	101.00					
31262		397 M-R SIGN CO INC	1,351.25					
		203798 04/19/19 SQ TUBE POSTS (50)	1,351.25			101 310 4310	220	1010
		Total for Vendor:	1,351.25					
31313		5529 MANPOWER	771.77					
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	6.71*			101 140 4140	444	1010
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	5.04*			101 191 4191	444	1010
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	5.03*			601 944 4944	444	1010
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	5.03*			602 949 4949	444	1010
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	10.07*			604 959 4959	444	1010
		33668135 02/24/19 BAL DUE-WAGES THRU 2/24 ADMI	1.68*			605 964 4964	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	147.64*			101 140 4140	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	110.73*			101 191 4191	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	110.73*			601 944 4944	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	110.73*			602 949 4949	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	221.47*			604 959 4959	444	1010
		33867070 04/28/19 WAGES THRU 4/28-ADMIN ASSIST	36.91*			605 964 4964	444	1010
		Total for Vendor:	771.77					

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31320		5865 MCCLURE, NICOLE & KENNY	48.62					
		05/02/19 MAILBOX POST DAMAGED BY PLOW	48.62			101 312 4312	430	1010
		Total for Vendor:	48.62					
31263		2617 MENARDS-ROCHESTER NORTH	299.00					
		40100 04/24/19 REFRIGERATOR-WWTP	299.00			602 947 4947	240	1010
		Total for Vendor:	299.00					
31264		89 METRO SALES INC	321.00					
		INV1302628 03/22/19 ANN'L MAINT-ARENA TO 12/31	240.75			606 516 4516	370	1010
		INV1302628 03/22/19 ANN'L MAINT-ARENA TO 3/27/	80.25			606 1550		1010
		Total for Vendor:	321.00					
31265		5163 MN DARE OFFICERS ASSOCIATION	450.00					
		04/24/19 KASEL-DARE CONF REGISTRATION	225.00			101 210 4210	333	1010
		04/24/19 STRADTMANN-DARE CONF REGISTRAT	225.00			101 210 4210	333	1010
		Total for Vendor:	450.00					
31314		4213 NEUMAN POOLS INC	180.41					
		0092595-IN 04/26/19 LEVELOR SOLENOID VALVE	180.41			101 514 4514	220	1010
		Total for Vendor:	180.41					
31286		60 NORTHERN BEVERAGE DIST. CO. LL	2,767.22					
		412518 04/18/19 BEER	2,767.22			609 975 4975	252	1010
		Total for Vendor:	2,767.22					
31266		502 ON-SITE COMPUTERS INC	90.75					
		CW63141 04/17/19 CAMERA UPLOAD PROBLEMS-REDING	90.75*			101 210 4210	440	1010
		Total for Vendor:	90.75					
31287		2876 PAUSTIS WINE COMPANY	610.50					
		48504 04/24/19 WINE	600.00			609 975 4975	251	1010
		48504 04/24/19 FREIGHT	10.50			609 975 4975	335	1010
		Total for Vendor:	610.50					

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
31315		2836 PETTY CASH - PARK & POOL	600.00							
	05/01/19	PETTY CASH-KAC START UP CHG	600.00			101 1151				1010
		Total for Vendor:	600.00							
31288		23 PHILLIPS WINE & SPIRITS	9,787.19							
	2537670 04/16/19	LIQUOR	4,382.49			609 975 4975	251			1010
	2537671 04/16/19	WINE	284.00			609 975 4975	251			1010
	2540348 04/22/19	LIQUOR	786.00			609 975 4975	251			1010
	2541264 04/23/19	LIQUOR	3,677.10			609 975 4975	251			1010
	2541265 04/23/19	WINE	570.60			609 975 4975	251			1010
	2541266 04/23/19	MIXES	87.00			609 975 4975	254			1010
		Total for Vendor:	9,787.19							
31267		4037 PREFERRED HEATING & COOLING LLC	190.00							
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.14			101 310 4310	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.14			101 312 4312	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.14			101 517 4517	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.14			601 943 4943	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.14			602 948 4948	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.15			604 957 4957	400			1010
	1488-1-1 04/15/19	REPAIR HEATER @ P W B	27.15			605 963 4963	400			1010
		Total for Vendor:	190.00							
31268		396 PROLINE DIST. INC.	670.32							
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.50			101 310 4310	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.50			101 312 4312	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.50			101 517 4517	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.50			601 943 4943	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.51			602 948 4948	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.51			604 957 4957	220			1010
	131962 04/02/19	DRILL BITS/CABLE TIES/HDWE	51.51			605 963 4963	220			1010
	131962 04/02/19	SALES TAX	3.54			604 957 4957	220			1010
	131962 04/02/19	SALES TAX	-3.54			604 2025				1010
	131962 04/02/19	D C TRANSIT TAX	0.26			604 957 4957	220			1010
	131962 04/02/19	D C TRANSIT TAX	-0.26			604 2026				1010
	132254 04/16/19	CONN HEAT SHRK/CONN NYLON/BITS	32.01			101 310 4310	220			1010

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	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.01			101 312 4312	220	1010
	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.01			101 517 4517	220	1010
	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.01			601 943 4943	220	1010
	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.01			602 948 4948	220	1010
	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.00			604 957 4957	220	1010
	132254	04/16/19 CONN HEAT SHRK/CONN NYLON/BITS	32.00			605 963 4963	220	1010
	132254	04/16/19 SALES TAX	2.20			604 957 4957	220	1010
	132254	04/16/19 SALES TAX	-2.20			604 2025		1010
	132254	04/16/19 D C TRANSIT TAX	0.16			604 957 4957	220	1010
	132254	04/16/19 D C TRANSIT TAX	-0.16			604 2026		1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.24			101 310 4310	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			101 312 4312	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			101 517 4517	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			601 943 4943	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			602 948 4948	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			604 957 4957	220	1010
	132421	04/23/19 CBL TIES/CONN HEAT SHRK/BITS	12.25			605 963 4963	220	1010
	132421	04/23/19 SALES TAX	0.84			604 957 4957	220	1010
	132421	04/23/19 SALES TAX	-0.84			604 2025		1010
	132421	04/23/19 D C TRANSIT TAX	0.06			604 957 4957	220	1010
	132421	04/23/19 D C TRANSIT TAX	-0.06			604 2026		1010
		Total for Vendor:	670.32					
31321		780 RAPPE, LINDA	66.12					
	05/02/19	MILES-MCFOA REGION MTG	66.12			101 140 4140	333	1010
		Total for Vendor:	66.12					
31269		3490 RIVERLAND COMMUNITY COLLEGE	510.00					
	2006SFS57	04/08/19 FIRE/EMS SCHOOL-ALEXANDER	120.00			101 220 4220	330	1010
	2006SFS57	04/08/19 FIRE/EMS SCHOOL-LAWRENCE	120.00			101 220 4220	330	1010
	2006SFS57	04/08/19 FIRE/EMS SCHOOL-PARKIN	150.00			101 220 4220	330	1010
	2006SFS57	04/08/19 FIRE/EMS SCHOOL-THORSON	120.00			101 220 4220	330	1010
		Total for Vendor:	510.00					

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31270		488 RONCO ENGINEERING SALES CO INC	23.42					
	3167144	04/23/19 HOOK	23.42			602 948 4948	240	1010
		Total for Vendor:	23.42					
31289		63 SCHOTT DIST CO INC	6,031.65					
	349519	04/18/19 BEER	5,963.65			609 975 4975	252	1010
	349519	04/18/19 NA BEVERAGE	68.00			609 975 4975	254	1010
		Total for Vendor:	6,031.65					
31271		254 SHARE CORP	510.54					
	88837	04/15/19 VEG. CNTRL	510.54			101 522 4522	210	1010
		Total for Vendor:	510.54					
31326		5027 SMITH SCHAFER & ASSOCIATES, LTD.	1,200.00					
	73169	04/30/19 2018 ANNUAL AUDIT	2,200.00*			604 959 4959	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-200.00*			101 153 4153	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-180.00*			601 944 4944	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-156.00*			602 947 4947	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-24.00			602 949 4949	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-180.00*			604 959 4959	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-40.00*			605 964 4964	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-40.00*			610 984 4984	301	1010
	73169	04/30/19 2018 GASB 68 CREDIT FOR HILDI	-180.00*			609 151 4151	301	1010
		Total for Vendor:	1,200.00					
31290		3850 SOUTHERN GLAZER'S OF MN	3,038.94					
	1808738	04/17/19 LIQUOR	1,069.50			609 975 4975	251	1010
	1808738	04/17/19 WINE	52.00			609 975 4975	251	1010
	1808738	04/17/19 FREIGHT	12.40			609 975 4975	335	1010
	48018cr	04/17/19 LIQUOR CREDIT	-152.00			609 975 4975	251	1010
	1811314	04/24/19 LIQUOR	1,653.54			609 975 4975	251	1010
	1811314	04/24/19 WINE	378.57			609 975 4975	251	1010
	1811314	04/24/19 FREIGHT	24.93			609 975 4975	335	1010
		Total for Vendor:	3,038.94					

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31272		5708 STAPLES BUSINESS CREDIT	551.93					
	107932475	04/24/19 INDEX LABELS/LEGAL POLY JKT	56.58			101 140 4140	210	1010
	107933984	04/24/19 COPY PAPER/STAPLES/MAILER	64.38			101 210 4210	210	1010
	107933984	04/24/19 COPY PAPER-LIBRARY	31.60			211 550 4550	210	1010
	107933984	04/24/19 COPY PAPER/CALC PAPER/SPEAK	138.28			101 140 4140	210	1010
	107933984	04/24/19 COPY PAPER-P W B	4.74			101 310 4310	210	1010
	107933984	04/24/19 COPY PAPER-P W B	4.74			101 517 4517	210	1010
	107933984	04/24/19 COPY PAPER-P W B	4.74			601 943 4943	210	1010
	107933984	04/24/19 COPY PAPER-P W B	4.74			602 948 4948	210	1010
	107933984	04/24/19 COPY PAPER-P W B	7.90			604 957 4957	210	1010
	107933984	04/24/19 COPY PAPER-P W B	4.74			605 963 4963	210	1010
	107933984	04/24/19 SALES TAX	0.54			604 957 4957	210	1010
	107933984	04/24/19 SALES TAX	-0.54			604 2025		1010
	107933984	04/24/19 D C TRANSIT TAX	0.04			604 957 4957	210	1010
	107933984	04/24/19 D C TRANSIT TAX	-0.04			604 2026		1010
	107933984	04/24/19 INK CARTRIDGE-HP8000	114.75			101 140 4140	210	1010
	107933984	04/24/19 INK CARTRIDGE-HP8000	22.95			601 943 4943	210	1010
	107933984	04/24/19 INK CARTRIDGE-HP8000	22.95			602 948 4948	210	1010
	107933984	04/24/19 INK CARTRIDGE-HP8000	45.89			604 957 4957	210	1010
	107933984	04/24/19 INK CARTRIDGE-HP8000	22.95			605 963 4963	210	1010
	107933984	04/24/19 SALES TAX	3.15			604 957 4957	210	1010
	107933984	04/24/19 SALES TAX	-3.15			604 2025		1010
	107933984	04/24/19 D C TRANSIT TAX	0.23			604 957 4957	210	1010
	107933984	04/24/19 D C TRANSIT TAX	-0.23			604 2026		1010
		Total for Vendor:	551.93					
31299		3236 STUART C IRBY CO	1,100.00					
	S011318509	04/24/19 TITANIUM SILVER & DEMING B	92.90			604 957 4957	240	1010
	S011318509	04/25/19 45' TELE-POLE HOT STICK	1,007.10			604 957 4957	240	1010
		Total for Vendor:	1,100.00					
31304		4290 SWENKE IMS CONTRACTING LLC	10,030.00					
	1008	04/25/19 WATER LEAK-5TH ST SW	2,893.00			601 943 4943	400	1010
	1009	04/25/19 WATER LEAK-300 6TH ST SW	2,636.00			601 943 4943	400	1010
	1010	04/25/19 WATER LEAK-300 6TH ST SW	4,501.00			601 943 4943	400	1010
		Total for Vendor:	10,030.00					

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CITY OF KASSON
Claim Approval List
For the Accounting Period: 5/19
For Pay Date: 05/09/19

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Report ID: AP100V

For Pay Date = 05/09/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31305		407 TEAM LABORATORY CHEMICAL CORP	1,437.50					
	0015684	04/26/19 EZ DOSE IT	1,437.50			602 948 4948	210	1010
		Total for Vendor:	1,437.50					
31273		498 TEIGEN PAPER & SUPPLY INC	28.22					
	353012	04/15/19 FOLD TOWELS	28.22			101 140 4140	210	1010
		Total for Vendor:	28.22					
31274		204 THATCHER POOLS & SPAS INC	6,834.62					
	46735-2	04/17/19 CHG SAND IN POOL FILTERS	7,212.62*			101 514 4514	400	1010
	44164-?	10/05/18 cr-WINTER KITS REFUND	-378.00			101 514 4514	210	1010
		Total for Vendor:	6,834.62					
31275		5681 TOP GEAR INC	23.94					
	55989	04/15/19 1 BIKE HELMET-K.P.D.	23.94			875 210 4210	210	1010
		Total for Vendor:	23.94					
31291		5 TOTAL REGISTER SYSTEMS INC	240.00					
	56972	04/17/19 ON-LINE BACK UP THRU 12/31/19	160.00			609 976 4976	370	1010
	56972	04/17/19 ON-LINE BACK UP THRU 4/30/20	80.00			609 1550		1010
		Total for Vendor:	240.00					
31322		4253 TRUCKIN' AMERICA OF ROCHESTER	153.00					
	149132	04/03/19 COM-AA PART	76.50			601 943 4943	240	1010
	149132	04/03/19 COM-AA PART	76.50			602 948 4948	240	1010
		Total for Vendor:	153.00					
31276		4108 ULTIMATE SAFETY CONCEPTS INC	137.00					
	182410	04/19/19 50' HOSE/NOZZLE	137.00			101 310 4310	220	1010
		Total for Vendor:	137.00					
31307		3382 VERIZON WIRELESS	1,692.97					
	9828525477	04/20/19 CELL PHONES-P D	843.08			101 210 4210	321	1010
	9828525477	04/20/19 CELL PHONES-STREETS	92.27			101 310 4310	321	1010
	9828525477	04/20/19 CELL PHONES-PARKS	105.27			101 510 4510	321	1010
	9828525477	04/20/19 CELL PHONES-WATER	56.11			601 944 4944	321	1010

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CITY OF KASSON
Claim Approval List
For the Accounting Period: 5/19
For Pay Date: 05/09/19

Page: 13 of 15
Report ID: AP100V

For Pay Date = 05/09/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		9828525477 04/20/19 CELL PHONES-WW	143.95			602 949 4949	321	1010
		9828525477 04/20/19 CELL PHONE-P.W. DIRECTOR	58.06			604 959 4959	321	1010
		9828525477 04/20/19 CELL PHONES-ELECTRIC	300.25			604 959 4959	321	1010
		9828525477 04/20/19 CELL PHONES-ARENA	93.98			606 516 4516	321	1010
		Total for Vendor:	1,692.97					
31292		4466 VINOCOPIA INC	735.92					
		0231246IN 04/24/19 WINE	566.75			609 975 4975	251	1010
		0231246IN 04/24/19 LIQUOR	169.17			609 975 4975	251	1010
		Total for Vendor:	735.92					
31293		5047 WATERVILLE FOOD & ICE INC	96.43					
		05-909545 04/25/19 ICR-LIQUOR STORE	96.43			609 975 4975	257	1010
		Total for Vendor:	96.43					
31316		637 WEBER, LETH & WOESSNER PLC	2,915.00					
		APR '19 PR 04/30/19 24.7 HRS LEGAL-P D	2,915.00			101 160 4160	304	1010
		Total for Vendor:	2,915.00					
31277		5182 WHKS & CO.	40,560.00					
		39056 04/22/19 16 ST/HWY 57 INTERSECTION	560.00			101 311 4311	303	1010
		39055 04/22/19 HWY 57 IMPROVEMENTS	24,400.00*			424 196 4196	303	1010
		39057 04/22/19 16 ST NE IMPROVEMENTS	15,600.00*			412 196 4196	303	1010
		Total for Vendor:	40,560.00					
31294		2407 WINE MERCHANTS	325.00					
		7230616 04/16/19 WINE	325.00			609 975 4975	251	1010
		Total for Vendor:	325.00					
31278		5864 ZOTALIS, JAMES	54.05					
		04/28/19 MAILBOX DAMAGED BY PLOW	54.05			101 312 4312	430	1010
		Total for Vendor:	54.05					
		# of Claims	72	Total:	124,069.03			

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CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 5/19

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$26,082.78
211 Library Fund	
1010 CASH-OPERATING	\$165.56
290 Economic Development	
1010 CASH-OPERATING	\$30.94
412 16th Street NE	
1010 CASH-OPERATING	\$15,600.00
424 Hwy 57	
1010 CASH-OPERATING	\$24,400.00
601 Water Fund	
1010 CASH-OPERATING	\$11,374.33
602 Sewer Fund	
1010 CASH-OPERATING	\$3,258.25
604 Electric Fund	
1010 CASH-OPERATING	\$6,981.31
605 Storm Water	
1010 CASH-OPERATING	\$1,149.19
606 ICE ARENA	
1010 CASH-OPERATING	\$622.29
609 Liquor Fund	
1010 CASH-OPERATING	\$34,420.44
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$-40.00
875 Community Policing Fund	
1010 CASH-OPERATING	\$23.94
Total:	\$124,069.03

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CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 5/19

Page: 15 of 15
Report ID: AP100A

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

The claim batch dated _____ are approved for payment.

APPROVED See Signature Page Council Member
_____ Council Member

KASSON PARK BOARD MINUTES

APRIL 16, 2019 draft

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 16th day of April at 6:00 P.M.

THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT: Greg Kuball, Dan Eggler, Janet Sinning, Roger Franke and Chuck Coleman

THE FOLLOWING WERE ABSENT: Jason Farnsworth, Liza Larsen and Deputy Clerk Jan Naig

ALSO PRESENT: Parks & Rec Supervisor Ron Unger

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

II. Approve minutes: There was a correction to the draft of the March minutes concerning the motion to approve the February minutes. The motion was seconded by Farnsworth not Coleman. Motion by Eggler and second by Franke, with all voting Aye, to approve the minutes of the March 2019 meeting as corrected.

Coleman asked about the surveillance cameras in Veterans Memorial Park because of the damage to the pop machines.

III. New Business:

- A. Park projects update.** Once the snow melts, work will begin on the Lions Park shelter. The floor will be poured, electric work will be done and sod will be put down. Unger will request \$7,500.00 from Joint Ventures and of that \$5,410.00 will be used to purchase 12 picnic tables for the shelter.

Thatcher has done the work on the sand filters at the Aquatic Center. Fifteen new deck chairs have been ordered from Kasson Hardware Hank. The new drain grates will be installed prior to filling the basins. Some of the play events in the zero depth pool have paint that is flaking. Unger will contact Webber Recreation for quotes to repair the paint. Work also needs to be done on the joints in the large slides. Unger will also get estimates for that work. Plans are to fill the pool during the second week in May.

The ball fields are being used by the K-M School teams. The player benches have been built at the ball field in East Diamond Park.

Plans are to build a small picnic shelter and add a playground modular for ages 5-12 in Meadowland Park this summer.

Unger plans to make a parking lot off the Disc Golf Course on the south side of Masten Creek in Lions Park near the sign on Highway 14.

Park signs will be installed in J. Hyde Kasson Park and Meadowland Park this year.

Parks Department workers will be doing landscape projects at City Hall and in front of Kasson Car Care this year. Sargent's Nursery and MNDOT will be involved with the project at Kasson Car Care.

Unger reported that Harrison Heppelmann will be returning to work in the Parks Department this summer.

- B. Movies in the Park.** Three dates have been reserved for movies in the Park this summer: June 21st, July 12th and August 9th. Dodge County 4-H will sponsor one movie on June 21st. Janet Sinning reported OCEAN High School Exchange Program will sponsor the July 12th movie. Kuball will see if the Kasson Chamber of Commerce will sponsor the August movie.

IV. Old Business:

- A. Boulevard tree program update.** Fifteen residents ordered trees this year. Unger will do boulevard inspections and get the trees ordered next week. The Treehouse will do the planting by the end of May.

Gibbs Lawn Service will provide a bid for the trees that will be planted as part of the street assessment project.

- B. Adult softball update.** There are 12 mens' teams that will play on Thursday evenings. Kevin Voltin will find a second umpire to work on Thursday nights with him. League play begins on May 2.

Unger reported that numbers in the adult softball leagues in southeast Minnesota are down significantly.

- C. Just Pick It Up campaign.** The cleanup campaign will be held on Saturday, May 11. Anyone interested in participating should meet at City Hall at 8:00 A.M. Sinning has contacted the FCCLA organization and Coleman will talk to the Lions Club.

- V. Correspondence:** Unger reminded the Board that Arbor Day will be observed on Friday, April 26. Trees will be planted by the picnic shelter in Lions Park at 10:00 A.M. Coleman has contacted the Lions Club about the event. Next year trees will be planted in East Diamond Park.

VI. Adjourn: Motion by Coleman and second by Kuball, with all voting Aye, to adjourn the meeting at 6:35 P.M.

Chairperson

Deputy Clerk

The next scheduled meeting will be May 21st.

MINUTES OF PLANNING COMMISSION MEETING

April 8, 2019

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 8th day of April, 2019 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Commissioner Ferris, Commissioner Torkelson, Commissioner Tinsley, Commissioner Thompson, Commissioner Zelinske and Commissioner Burton.

THE FOLLOWING WERE ABSENT: Commissioner Fitch

THE FOLLOWING WERE ALSO PRESENT: Administrator Theresa Coleman, City Clerk Rappe, Mike Marti, David Martin, Sonya Thompson, Tim O'Morro, and Ben Kall

CALL TO ORDER AT 6:30

MINUTES OF THE PREVIOUS MEETINGS – March 11, 2019 – Motion to Approve the Minutes made by Commissioner Burton, second by Commission Tinsley with All Voting Aye.

PUBLIC HEARING – FINAL PLAT – THOMPSON ADDITION – Commissioner Thompson recused himself from this portion of the meeting.

City Administrator Coleman stated that the City Engineer's comments were attached and she believes there have been further conversations between the Engineer and Mr. Thompson.

Public hearing opened

Aaron and Sonya Thompson, 504 16th St NE – Mr. Thompson would like to address four of the comments that the City Engineer has made; #11. boring under 16th St will add a lot of cost to the project, #10. adding the width to the driveway, #12. water and sewer lines being 10 feet apart, and #15. the existing utility easements to be vacated. Mr. Thompson feels this is a perfectly good service and doesn't feel this needs to be dug up and replaced and all of these are adding a lot of cost to the project. Administrator Coleman reminded the Commissioners that it is not in their purview to amend the review letter from the City Engineer. Mr. Thompson can take his concerns to the City Council.

Mr. Thompson stated that he did agree to put in a sidewalk.

Public Hearing Closed

Commissioner Burton – would recommend to approve this and to let the Council have the discussion with the Engineer and Public Works Director.

Commissioner Zelinske – this can be worked out with City Council, City Engineer and Public Works Director.

Chairman Ferris – no problem approving this as it is.

Commissioner Torkelson - would approve and to have the Council discuss with the Engineer and Public Works Director.

Commissioner Tinsley – still thinks the drive is narrow at 16 feet but he would go with it since the Fire Chief's recommendation is to leave it at 16 feet.

Motion to Recommend Approval of the Final Plat with the Understanding That the Issues will be Discussed at City Council with the Engineer and Public Works Director made by Commissioner Zelinske, second by Commissioner Burton. Ayes: Burton, Zelinske, Ferris and Tinsley Abstain: Torkelson - due to bidding on the project.

PUBLIC HEARING – FINAL PLAT – STONE RIDGE SECOND ADDITION

Administrator Coleman stated that the City has received a signed storm water agreement between Mr. Marti and Mr. Schuette; to meet the requirements for Option B.

Public Hearing Opened

David Martin, Massey Land Surveying and Mike Marti – Mr. Martin stated that they are in receipt of the Engineer's comments. Mr. Martin stated that he has worked with Guy Kohlhofer from the highway department and filled out the work in the right of way permit to work on County 21.

Public Hearing Closed

Motion to Approve the Final Plat made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.

OTHER

Reminder Special Work session with HKGi on April 22 at 6:00 at Public Works Building

Commissioner Zelinske asked if there has been an application from Mr. Wilker. Coleman stated there has not been an application submitted.

ADJOURN 7:05 PM

Respectfully Submitted,

Linda Rappe, City Clerk

Rank	Project / Request	Cost	Notes
	Northwest Trail	\$ 25,814	balance funded by State Grant - will know by end of July
	Library Drainage	\$ 10,000	
	Library Parking Lot	\$ 40,000	
	Dodge County Fair for not taking ice out	\$ 15,000	\$10,000- \$15,000
	Trail under Hwy 14	\$ 50,000	grant balance of \$130,000
	Kasson Concrete Property	\$ -	Outside offer on the table. \$177,100 plus unpaid taxes \$60,000+
	Library As-Builts	\$ 11,000	
	Fix Library Roof	\$ 50,000	
	Fix Library Plumbing	\$ 20,000	
	Way-Finding Signage	\$ 10,000	
	Demonstration Project SRTS	\$ 4,999	
	Landscape Partnership - Labor	\$ 3,500	
	Demolish House on new parkland	\$ 15,000	
	Generator for Safe Shelter	\$ 80,000	application for FEMA grant
	Parking Lot Liquor Store	\$ 50,000	
	Lions Park Paving	\$ 50,000	
	Water Upgrades at Fairgrounds	\$ 25,000	
	Electric Territory from XCEL	??	
	EDA Loan Fund	??	
	2017 Street Balance - not funded by bonds	\$ 400,000	
	Total	\$ 860,313	
	Funds Available		
	Stabilization Fund	\$ 168,978	
	16th Street Excess Budgeted for 2019	\$ 50,000	
	CMPAS disbursement - Electric	\$ 166,667	

May 8, 2019 Administrator's Summary

Distributed Generation

The State currently has interconnection process standards in effect. Under Minnesota Statute 216B.1661, municipal electric utilities shall adopt an interconnection process that addresses the same issues as the process approved by the Mn Public Utilities Commission. The Kasson Electric Utility Interconnection Process (KEU-MIP) applies to any distributed energy resources no larger than 10-megawatt AC interconnecting to and operating in parallel with Kasson Electric Utility's distribution system.

Through CMMPA/CMPAS, the City of Kasson has partnered with Star Energy Resources to assure that we meet all of the process requirements. The resolution provided approves that process.



*Minnesota Municipal Power Agency 5 kW Hometown Solar
Shakopee, MN*

UNIFORM CONTRACT

ABSTRACT

Interconnection agreement for net energy billing DER systems or DER systems up to 100 kW that are compensated at avoided cost.

UNIFORM CONTRACT FOR COGENERATION AND SMALL POWER PRODUCTION FACILITIES

THIS CONTRACT is entered into _____, ____, by Kasson Electric Utility
a municipal utility under Minnesota law, (hereafter called "Utility") and
_____ (hereafter called "QF").

RECITALS

The QF has installed electric generating facilities, consisting of _____
_____ (Description of facilities), rated at ____ kilowatts AC
of electricity, on property located at _____
_____.

The QF is a customer of the Utility located within the assigned electric service territory of the Utility.

The QF is prepared to generate electricity in parallel with the Utility.

The QF's electric generating facilities meet the requirements of the rules adopted by the Utility on Cogeneration and Small Power Production and any technical standards for interconnection the Utility has established that are authorized by those rules.

The Utility is obligated under federal and Minnesota law to interconnect with the QF and to purchase electricity offered for sale by the QF.

A contract between the QF and the Utility is required.

AGREEMENTS

The QF and the Utility agree:

1. The Utility will sell electricity to the QF under the rate schedule in force for the class of customer to which the QF belongs.
2. The Utility will buy electricity from the QF under the current rate schedule filed with the city council or city-appointed governing body of the utility. The QF elects the rate schedule category hereinafter indicated:

_____ a. Average retail utility energy rate.

- QF capacity must be less than 40 kW.

- _____ b. Simultaneous purchase and sale billing rate.
 - QF capacity must be less than 40 kW.
- _____ c. Roll-over credits.
 - QF capacity must be less than 40 kW.
- _____ d. Time-of-day purchase rates.
 - QF capacity must be 40 kW or more and less than or equal to 100 kW.

A copy of the presently approved rate schedule is attached to this contract.

3. The rates for sales and purchases of electricity may change over the time this contract is in force, due to actions of the Utility or the State of Minnesota, and the QF and the Utility agree that sales and purchases will be made under the rates in effect each month during the time this contract is in force.
4. The Utility will compute the charges and payments for purchases and sales for each billing period. Any net credit to the QF, other than kilowatt-hour credits under clause 2(c), will be made under one of the following options as chosen by the QF.
 - _____ a. Credit to the QF's account with the Utility.
 - _____ b. Paid by check or electronic payment service to the QF within fifteen (15) days of the billing date.
5. Renewable energy credits associated with generation from the facility are owned by:
_____.
6. The QF must operate its electric generating facilities within any rules, regulations, and policies adopted by the Utility not prohibited by the rules governing Cogeneration and Small Power Production on the Utility's system which provide reasonable technical connection and operating specifications for the QF and are consistent with the Minnesota Public Utilities Commission's rules on Cogeneration and Small Power Production, as required under Minnesota Statutes §216B.164, subdivision 9.
7. The QF will not enter into an arrangement whereby electricity from the generating facilities will be sold to an end user in violation of the Utility's exclusive right to provide electric service in its service area under Minnesota Statutes, §216B.37-44.
8. The QF will operate its electric generating facilities so that they conform to the national, state, and local electric and safety codes, and will be responsible for the costs of conformance.

9. The QF is responsible for the actual, reasonable costs of interconnection which are estimated to be \$_____. The QF will pay the Utility in this way:

_____.

10. The QF will give the Utility reasonable access to its property and electric generating facilities if the configuration of those facilities does not permit disconnection or testing from the Utility 's side of the interconnection. If the Utility enters the QF's property, the Utility will remain responsible for its personnel.
11. The Utility may stop providing electricity to the QF during a system emergency. The Utility will not discriminate against the QF when it stops providing electricity or when it resumes providing electricity.
12. The Utility may stop purchasing electricity from the QF when necessary for the Utility to construct, install, maintain, repair, replace, remove, investigate, or inspect any equipment or facilities within its electric system. The Utility may stop purchasing electricity from the QF in the event the generating facilities listed in this contract are documented to be causing power quality, safety or reliability issues to the Utility's electric distribution system.

The Utility will notify the QF before it stops purchasing electricity in this way:

_____.

13. The QF will keep in force general liability insurance against personal or property damage due to the installation, interconnection, and operation of its electric generating facilities. The amount of insurance coverage will be \$ _____. (The amount must be consistent with the distributed generation tariff adopted by the Utility pursuant to Minnesota Statutes §216B.1611, subdivision 3, clause 2.)
14. The QF and the Utility agree to attempt to resolve all disputes arising hereunder promptly and in a good faith manner.
15. The city council or city-appointed body governing the Utility has authority to consider and determine disputes, if any, that arise under this contract in accordance with procedures in the rules it adopts implementing Minnesota Statute §216B.164, pursuant to §216B.164, subdivision 9.
16. This contract becomes effective as soon as it is signed by the QF and the Utility. This contract will remain in force until either the QF or the Utility gives written notice to the other that the contract is canceled. This contract will be canceled thirty (30) days after notice is given. If the listed electric generating facilities are not

interconnected to the Utility's distribution system within twelve months of the contract being signed by the QF and the Utility, the contract terminates. The QF and the Utility may delay termination by mutual agreement.

17. Neither the QF nor the Utility will be considered in default as to any obligation if the QF or the Utility is prevented from fulfilling the obligation due to an act of God, labor disturbance, act of public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, an order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or other cause beyond the QF's or Utility's control. However, the QF or Utility whose performance under this contract is hindered by such an event shall make all reasonable efforts to perform its obligations.
18. This contract can only be amended or modified by mutual agreement in writing signed by the QF and the Utility.
19. The QF must notify the Utility prior to any change in the electric generating facilities' capacity size or generating technology according to the interconnection process adopted by the Utility.
20. Termination of this contract is allowed (i) by the QF at any time without restriction; (ii) by Mutual Agreement between the Utility and the QF; (iii) upon abandonment or removal of electric generating facilities by the QF; (iv) by the Utility if the electric generating facilities are continuously non-operational for any twelve (12) consecutive month period; (v) by the Utility if the QF fails to comply with applicable interconnection design requirements or fails to remedy a violation of the interconnection process; or (vi) by the Utility upon breach of this contract by the QF unless cured with notice of cure received by the Utility prior to termination.
21. In the event this contract is terminated, the Utility shall have the rights to disconnect its facilities or direct the QF to disconnect its generating facilities.
22. This contract shall continue in effect after termination to the extent necessary to allow either the Utility or the QF to fulfill rights or obligations that arose under the contract.
23. Transfer of ownership of the generating facilities shall require the new owners and the Utility to execute a new contract. Upon the execution of a new contract with the new owners this contract shall be terminated.
24. The QF and the Utility shall at all times indemnify, defend, and save each other harmless from any and all damages, losses, claims, including claims and actions relating to injury or death of any person or damage to property, costs and expenses, reasonable attorneys' fees and court costs, arising out of or resulting from the QF's or the Utility's performance of its obligations under this contract,

except to the extent that such damages, losses or claims were caused by the negligence or intentional acts of the QF or the Utility.

25. The Utility and the QF will each be responsible for its own acts or omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts or omissions of any others and the results thereof.
26. The QF's and the Utility's liability to each other for failure to perform its obligations under this contract shall be limited to the amount of direct damage actually occurred. In no event, shall the QF or the Utility be liable to each other for any punitive, incidental, indirect, special, or consequential damages of any kind whatsoever, including for loss of business opportunity or profits, regardless of whether such damages were foreseen.
27. The Utility does not give any warranty, expressed or implied, to the adequacy, safety, or other characteristics of the QF's interconnected system.
28. This contract contains all the agreements made between the QF and the Utility. The QF and Utility are not responsible other than those stated in this contract.

THE QF AND THE UTILITY HAVE READ THIS CONTRACT AND AGREE TO BE BOUND BY ITS TERMS. AS EVIDENCE OF THEIR AGREEMENT, THEY HAVE EACH SIGNED THIS CONTRACT BELOW ON THE DATE LISTED BY SIGNER.

QF

By: _____

Printed Name: _____

DATE: _____

UTILITY

By: _____

Printed Name: _____

DATE: _____

Contract Version: *May 2019*

**Kasson Electric Utility
Policy
Regarding Distributed Energy Resources
and Net Metering**

To establish the application procedure and qualification criteria for all customers for the delivery, interconnection, metering and purchase of electricity from distributed energy resource facilities and to comply with applicable laws and rules governing distributed energy resources.

The utility recognizes its obligation to provide interconnection to eligible qualifying facilities and will comply with all applicable laws and rules governing distributed energy resources.

For purposes of this policy, the following terms have the meanings given them:

- A. **Average retail energy rate** - the average of the retail energy rates, exclusive of special rates based on income, age, or energy conservation, according to the applicable rate schedule of the utility for sales to the class of customer of which the customer/qualifying facility belongs.
- B. **Avoided costs** - the incremental costs to the utility of electric energy or capacity or both which, but for the purchase from the qualifying facility, the utility would generate itself or purchase from another source.
- C. **Contract** - the written agreement between the customer/qualifying facility and the utility, as established in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
- D. **Distributed energy resource (DER)** - a distributed generation system incorporated with or without an electric storage system.
- E. **Interconnection application** - the form to be used by the customer to submit its formal request for interconnection to the utility and which shall be substantially similar in form to that contained in the Distributed Energy Resources Interconnection Process adopted by the utility.
- F. **Interconnection rules** - any applicable rules developed in accordance with Minnesota Statutes §§216B.164 and 216B.1611. This includes the utility's Rules Governing Interconnection of Cogeneration and Small Power Production. It also includes the utility's Distributed Energy Resources Interconnection Process which includes its Simplified Process, Fast Track Process, and Study Process as well as the technical requirements incorporated therein or any future technical requirements adopted by the utility.
- G. **Measured capacity** - for purposes of determining capacity, it shall be measured based on the highest fifteen (15) minute average demand of the unit in any one billing period.
- H. **Net metering/net billing** - the process whereby the customer and the utility compensate each other based on the difference in the amount of energy each sells to the other at the net metered facility.
- I. **Net metered facility** - an electric generation facility constructed for the purpose of offsetting energy use through the use of renewable energy or high efficiency generation sources with a capacity of less than 40 kilowatts that has elected in writing to be compensated for excess generation through net metering/net billing.
- J. **Total generator nameplate capacity** - the nominal voltage (V), current (A), maximum active power (kWac), apparent power (kVA), and reactive power (kvar) at which a distributed energy resource (DER), is capable of sustained operation. For a qualifying facility with multiple units, the total generator capacity is equal to the sum of all individual DER units'

nameplate rating in the qualifying facility. The DER system's total generation capacity may, with the utility's agreement, be limited through use of control systems, power relays or similar device settings or adjustments as identified in IEEE 1547. The customer must fully, accurately and completely disclose in its interconnection application to the utility, the technical specifications for any capacity limiting device contemplated and the customer shall furnish the utility with any factory manuals or other similar documents requested from the utility regarding such limiting or other control devices which factor into the calculation of total generator capacity.

- K. **Qualifying facility** - a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The qualifying facility must be owned by a customer of the utility and located in the utility service area.
- L. **Utility** – Kasson Electric Utility.

In the event an inconsistency exists between terms in this policy and those established by applicable statute, rule or court order, then the definition so established shall supersede the definition used in this policy and shall govern.

All customers are eligible for distributed generation, interconnection with the utility's distribution system and application of net metering upon the following terms and conditions.

1. The customer must meet the eligibility requirements set forth in the federal Public Utility Regulatory Policies Act of 1978 (PURPA) *18 C.F.R. 292.303, 292.304 and Minnesota's distributed generation laws. Minn. Stat. §216B.164.
2. The customer shall complete, sign and return to utility either the Interconnection Application or the Simplified Process Application in the form prescribed in the utility's Distributed Energy Resources Interconnection Process. The application shall be approved by the utility prior to the customer beginning the project. The customer signature on the application indicates the customer shall follow the steps outlined in the utility's interconnection rules.
3. The customer shall enter into a written contract with the utility using the uniform contract contained in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
4. The qualifying facility shall pay the utility for all reasonable costs of interconnection including those costs outlined in Minnesota Statute 216B.164, the utility's DER Interconnection Process, and the State of Minnesota Interconnection Technical Requirements.
5. The qualifying facility's total generator nameplate capacity shall be less than 40 kW and the facility shall operate at a measured capacity of less than 40 kW at all times to qualify for net metering/net billing or roll over credit compensation.
6. The utility may limit the capacity and operating characteristics of qualifying facility single phase generators in a manner consistent with the utility limitations for single phase motors, when necessary to avoid a qualifying facility from causing problems with the service of other customers.
7. The utility may require the qualifying facility to discontinue parallel generation operations when necessary for system safety.

8. The power output from the qualifying facility must be maintained so that frequency and voltage are compatible with normal utility service and do not cause that service to fall outside the prescribed limits of interconnection rules and other standard limitations.
9. The qualifying facility shall keep in force liability insurance against personal or property damage due to the installation, interconnection, and operation of its electric generating facilities. The amount of insurance coverage shall be the maximum amount of said insurance for a qualifying facility or net metered facility as outlined in the utility's DER Interconnection Process.
10. Failure of the qualifying facility to operate its distributed energy resource at a measured capacity below the 40 kW AC capacity limit established by Minn. Stat. §216B.164, Sub. 3 and as contemplated by this policy, shall result in the following. The utility will notify the customer/qualifying facility of the fact that its generating equipment has failed to operate below the 40 kW AC maximum capacity and will provide the customer/qualifying facility with the date, time and kW reading that substantiate this finding.
11. The utility shall compensate the customer/qualifying facility for all metered electricity produced by said qualifying facility during the thirty (30) day period during which the failure occurred, at the utility's wholesale power supplier's avoided cost rate.
12. The utility shall continue to pay the customer/qualifying facility for subsequent electricity produced and delivered pursuant to the contract, at the utility's wholesale power supplier's avoided cost rate until:
 1. The problem with the generator that caused it to operate at or above the statutory maximum capacity has been remedied; and
 2. The utility has been provided documentation adopted by a Minnesota Professional Engineer that confirms the problem with the generator has been remedied.
13. Any customer account eligible for net metering/net billing is not eligible for any other load management discounts unless agreed to by the utility.
14. Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice or paid by check or electronic payment to the customer within fifteen (15) days of the billing date, whichever is selected and indicated in the contract.
15. The customer must be, and continue to be, current with payment on its electric account with utility.
16. The customer must not enter into any arrangement that violates the utility's exclusive right to provide electric service in its service area under Minnesota Statutes §§216B.37-44.
17. In the event that the distributed generator fails to meet the requirements of this policy for a total distributed generation capacity of less than 40 kW AC, and fails to satisfy the corrective requirements set forth in Section 12 above, then the utility will have the right to (1) cancel the contract with the owner of the qualifying facility, and (2) enter into a new contract with the owner of the qualifying facility that, among other changes, adjusts the qualifying facility's rated capacity and specifies avoided cost pricing for the qualifying facility's output. To the extent that the utility does not have the obligation to make purchases from qualifying facilities of 40 kW or greater due to transfer of the obligation to the utility's wholesale supplier that has been approved by the Federal Energy Regulatory Commission, the new agreement will be between the utility's wholesale supplier and the

qualifying facility. In either case, the utility (and, as applicable, the utility's wholesale supplier) and the owner of the qualifying facility will cooperate in the transition from the form of contract set forth in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production to a new form of contract appropriate to a qualifying facility with a capacity of 40 kW or greater.

18. Fully executed interconnection contracts for distributed energy resources may be canceled in the event the distributed energy resource fails to interconnect to the utility's distribution system within twelve (12) months of signing of the interconnection contract by the qualifying facility and the utility.

Rules
Governing the Interconnection of
Cogeneration and Small Power Production Facilities
with
Kasson Electric Utility

Part A. DEFINITIONS

Subpart 1. Applicability. For purposes of these rules, the following terms have the meanings given them below.

Subp. 2. Average retail utility energy rate. "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. The computation shall use data from the most recent 12- month period available.

Subp. 3. Backup power. "Backup power" means electric energy or capacity supplied by the utility to replace energy ordinarily generated by a qualifying facility's own generation equipment during an unscheduled outage of the facility.

Subp. 4. Capacity. "Capacity" means the capability to produce, transmit, or deliver electric energy, and is measured by the number of megawatts alternating current at the point of common coupling between a qualifying facility and the utility's electric system during a 15-minute interval period.

Subp. 5. Capacity costs. "Capacity costs" means the costs associated with providing the capability to deliver energy. The utility capital costs consist of the costs of facilities from the utility and the utility's wholesale provider used to generate, transmit, and distribute electricity and the fixed operating and maintenance costs of these facilities.

Subp. 6. Customer. "Customer" means the person named on the utility electric bill for the premises.

Subp. 7. Energy. "Energy" means electric energy, measured in kilowatt-hours.

Subp. 8. Energy costs. "Energy costs" means the variable costs associated with the production of electric energy. They consist of fuel costs and variable operating and maintenance expenses.

Subp. 9. Firm power. "Firm power" means energy delivered by the qualifying facility to the utility with at least a 65 percent on-peak capacity factor in the month. The capacity factor is based upon the qualifying facility's maximum metered capacity delivered to the utility during the on-peak hours for the month.

Subp. 10. Governing body. "Governing body" means the City Council of the City of Kasson.

Subp. 11. Interconnection costs. "Interconnection costs" means the reasonable costs of connection, switching, metering, transmission, distribution, safety provisions, and administrative costs incurred by the utility that are directly related to installing and maintaining the physical facilities necessary to permit interconnected operations with a qualifying facility. Costs are considered interconnection costs only to the extent that they exceed the costs the utility would incur in selling electricity to the qualifying facility as a nongenerating customer.

Subp. 12. Interruptible power. "Interruptible power" means electric energy or capacity supplied by the utility to a qualifying facility subject to interruption under the provisions of the utility's tariff applicable to the retail class of customers to which the qualifying facility would belong

irrespective of its ability to generate electricity.

Subp. 13. Maintenance power. "Maintenance power" means electric energy or capacity supplied by a utility during scheduled outages of the qualifying facility.

Subp. 14. On-peak hours. "On-peak hours" means either those hours formally designated by the utility as on-peak for ratemaking purposes or those hours for which its typical loads are at least 85 percent of its average maximum monthly loads.

Subp. 15. Point of distributed energy resource (DER) connection. "Point of DER connection" means the point where the qualifying facility's generation system, including the point of generator output, is connected to the customer's electric system and meets the current definition of IEEE 1547.

Subp. 16. Purchase. "Purchase" means the purchase of electric energy or capacity or both from a qualifying facility by the utility.

Subp. 17. Qualifying facility. "Qualifying facility" means a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The initial operation date or initial installation date of a cogeneration or small power production facility must not prevent the facility from being considered a qualifying facility for the purposes of this chapter if it otherwise satisfies all stated conditions. The qualifying facility must be owned by a Customer and located in the utility service area.

Subp. 18. Sale. "Sale" means the sale of electric energy or capacity or both by the utility to a qualifying facility.

Subp. 19a. Standby charge. "Standby charge" means the charge imposed by the utility upon a qualifying facility for the recovery of costs for the provision of standby services necessary to make electricity service available to the qualifying facility.

Subp. 19b. Standby service. "Standby service" means the service to potentially provide electric energy or capacity supplied by the utility to a qualifying facility greater than 40 kW.

Subp. 20. Supplementary power. "Supplementary power" means electric energy or capacity supplied by the utility which is regularly used by a qualifying facility in addition to that which the facility generates itself.

Subp. 21. System emergency. "System emergency" means a condition on the utility's system which is imminently likely to result in significant disruption of service to customers or to endanger life or property.

Subp. 22. Utility. "Utility" means Kasson Electric Utility.

Part B. SCOPE AND PURPOSE

The purpose of these rules is to implement certain provisions of Minnesota Statutes, §216B.164; the Public Utility Regulatory Policies Act of 1978, United States Code, title 16, §824a-3; and the Federal Energy Regulatory Commission regulations, Code of Federal Regulations, title 18, part 292. These rules shall be applied in accordance with their intent to give the maximum

possible encouragement to cogeneration and small power production consistent with protection of the ratepayers and the public.

Part C. FILING REQUIREMENTS

Annually the utility shall file for review and approval, a cogeneration and small power production tariff with the governing body. The tariff must contain schedules 1 – 4.

SCHEDULE 1.

Schedule 1 shall contain the calculation of the average retail utility energy rates to be updated annually.

SCHEDULE 2.

Schedule 2 shall contain all standard contracts to be used with qualifying facilities, containing applicable terms and conditions.

SCHEDULE 3.

Schedule 3 shall contain the utility's adopted interconnection process, safety standards, technical requirements for distributed energy resource systems, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus.

SCHEDULE 4.

Schedule 5 shall contain the estimated average incremental energy costs by seasonal, peak and off-peak periods for the utility's power supplier from which energy purchases are first avoided. Schedule 4 shall also contain the net annual avoided capacity costs, if any, stated per kilowatt-hour and averaged over the on-peak hours and over all hours for the utility's power supplier from which capacity purchases are first avoided. Both the average incremental energy costs and net annual avoided capacity costs shall be increased by a factor equal to 50 percent of the utility and the utility's power supplier's overall line losses due to distribution, transmission and transformation of electric energy.

Part D. AVAILABILITY OF FILINGS

All filings shall be maintained at the utility's general office and any other offices of the utility where rate tariffs are kept. The filings shall be made available for public inspection during normal business hours. The utility shall supply the current year's distributed generation rates, interconnection procedures and application form on the utility website, if practicable, or at the utility office.

Part E. REPORTING REQUIREMENTS

Annually the utility shall report to the governing body for its review and approval an annual report including information in subparts 1-3. The utility shall still comply with other federal and state reporting of distributed generation to federal and state agencies expressly required by statute.

Subpart 1. Summary of average retail utility energy rate. A summary of the qualifying facilities that are currently served under average retail utility energy rate.

Subp. 2. Other qualifying facilities. A summary of the qualifying facilities that are not currently served under average retail utility energy rate.

Subp. 3. Wheeling. A summary of the wheeling undertaken with respect to qualifying facilities.

Part F. CONDITIONS OF SERVICE

Subpart 1. Requirement to purchase. The utility shall purchase energy and capacity from any qualifying facility which offers to sell energy and capacity to the utility and agrees to the conditions in these rules.

Subp. 2. Written contract. A written contract shall be executed between the qualifying facility and the utility.

Part G. ELECTRICAL CODE COMPLIANCE

Subpart 1. Compliance; standards. The interconnection between the qualifying facility and the utility must comply with the requirements in the most recently published edition of the National Electrical Safety Code issued by the Institute of Electrical and Electronics Engineers. The interconnection is subject to subparts 2 and 3.

Subp. 2. Interconnection. The qualifying facility is responsible for complying with all applicable local, state, and federal codes, including building codes, the National Electrical Code (NEC), the National Electrical Safety Code (NESC), and noise and emissions standards. The utility shall require proof that the qualifying facility is in compliance with the NEC before the interconnection is made. The qualifying facility must obtain installation approval from an electrical inspector recognized by the Minnesota State Board of Electricity.

Subp. 3. Generation system. The qualifying facility's generation system and installation must comply with the American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE) standards applicable to the installation.

Part H. RESPONSIBILITY FOR APPARATUS

The qualifying facility, without cost to the utility, must furnish, install, operate, and maintain in good order and repair any apparatus the qualifying facility needs in order to operate in accordance with schedule 3.

Part I. TYPES OF POWER TO BE OFFERED; STANDBY SERVICE

Subpart 1. Service to be offered. The utility shall offer maintenance, interruptible, supplementary, and backup power to the qualifying facility upon request.

Subp. 2. Standby service. The utility shall offer a qualifying facility standby power or service at the utility's applicable standby rate schedule.

Part J. DISCONTINUING SALES DURING EMERGENCY

The utility may discontinue sales to the qualifying facility during a system emergency, if the discontinuance and recommencement of service is not discriminatory.

Part K. RATES FOR UTILITY SALES TO A QUALIFYING FACILITY

Rates for sales to a qualifying facility are governed by the applicable tariff for the class of electric utility customers to which the qualifying facility belongs or would belong were it not a qualifying facility. Such rates are not guaranteed and may change from time to time at the discretion of the utility.

Part L. STANDARD RATES FOR PURCHASES FROM QUALIFYING FACILITIES

Subpart 1. Qualifying facilities with 100-kilowatt capacity or less. For qualifying facilities with capacity of 100 kilowatts or less, standard purchase rates apply. The utility shall make available four types of standard rates, described in parts M, N, O, and P. The qualifying facility with a capacity of 100 kilowatts or less must choose interconnection under one of these rates, and must specify its choice in the written contract required in part V. Any net credit to the qualifying facility must, at its option, be credited to its account with the utility or returned by check or comparable electronic payment service within 15 days of the billing date. The option chosen must be specified in the written contract required in part V. Qualifying facilities remain responsible for any monthly service charges and demand charges specified in the tariff under which they consume electricity from the utility.

Subp. 2. Qualifying facilities over 100-kilowatt capacity. A qualifying facility with more than 100-kilowatt capacity has the option to negotiate a contract with the utility or, if it commits to provide firm power, be compensated under standard rates.

Subp. 3. Grid access charge. A qualifying facility shall be assessed a monthly grid access charge to recover the fixed costs not already paid by the customer through the customer's existing billing arrangement. The additional charge shall be reasonable and appropriate for the class of customer based on the most recent cost of service study defining the grid access charge. The cost of service study for the grid access charge shall be made available for review by the customer of the utility upon request.

Part M. AVERAGE RETAIL UTILITY ENERGY RATE

Subpart 1. Applicability. The average retail utility energy rate is available only to customer-owned qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on either a time-of-day basis, a simultaneous purchase and sale basis or roll-over credit basis.

Subp. 2. Method of billing. The utility shall bill the qualifying facility for the excess of energy supplied by the utility above energy supplied by the qualifying facility during each billing period according to the utility's applicable retail rate schedule.

Subp. 3. Additional calculations for billing. When the energy generated by the qualifying facility

exceeds that supplied by the utility to the customer at the same site during the same billing period, the utility shall compensate the qualifying facility for the excess energy at the average retail utility energy rate.

Part N. SIMULTANEOUS PURCHASE AND SALE BILLING RATE

Subpart 1. Applicability. The simultaneous purchase and sale rate is available only to qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on average retail utility energy rate basis, time-of-day basis or roll-over credit basis.

Subp. 2. Method of billing. The qualifying facility must be billed for all energy and capacity it consumes during a billing period according to the utility's applicable retail rate schedule.

Subp. 3. Compensation to qualifying facility; energy purchase. The utility shall purchase all energy which is made available to it by the qualifying facility. At the option of the qualifying facility, its entire generation must be deemed to be made available to the utility. Compensation to the qualifying facility must be the energy rate shown on schedule 4.

Subp. 4. Compensation to qualifying facility; capacity purchase. If the qualifying facility provides firm power to the utility, the capacity component must be the utility's net annual avoided capacity cost per kilowatt-hour averaged over all hours shown on schedule 4, divided by the number of hours in the billing period. If the qualifying facility does not provide firm power to the utility, no capacity component may be included in the compensation paid to the qualifying facility.

Part O. TIME-OF-DAY PURCHASE RATES

Subpart 1. Applicability. Time-of-day rates are required for qualifying facilities with capacity of 40 kilowatts or more and less than or equal to 100 kilowatts, and they are optional for qualifying facilities with capacity less than 40 kilowatts. Time-of-day rates are also optional for qualifying facilities with capacity greater than 100 kilowatts if these qualifying facilities provide firm power.

Subp. 2. Method of billing. The qualifying facility must be billed for all energy and capacity it consumes during each billing period according to the utility's applicable retail rate schedule.

Subp. 3. Compensation to qualifying facility; energy purchases. The utility shall purchase all energy which is made available to it by the qualifying facility. Compensation to the qualifying facility must be the energy rate shown on schedule 4.

Subp. 4. Compensation to qualifying facility; capacity purchases. If the qualifying facility provides firm power to the utility, the capacity component must be the capacity cost per kilowatt shown on schedule 4 divided by the number of on-peak hours in the billing period. The capacity component applies only to deliveries during on-peak hours. If the qualifying facility does not provide firm power to the utility, no capacity component may be included in the compensation paid to the qualifying facility.

Part P. ROLL-OVER CREDIT PURCHASE RATES

Subpart 1. Applicability. The roll-over credit rate is available only to qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on average retail utility energy rate basis, time-of-day basis or simultaneous purchase and sale basis.

Subp. 2. Method of billing. The utility shall bill the qualifying facility for the excess of energy supplied by the utility above energy supplied by the qualifying facility during each billing period according to the utility's applicable retail rate schedule.

Subp. 3. Additional calculations for billing. When the energy generated by the qualifying facility exceeds that supplied by the utility during a billing period, the utility shall apply the excess kilowatt hours as a credit to the next billing period kilowatt hour usage. Excess kilowatt hours that are not offset in the next billing period shall continue to be rolled over to the next consecutive billing period. Any excess kilowatt hours rolled over that are remaining at the end of each calendar year shall cancel with no additional compensation.

Part Q. CONTRACTS NEGOTIATED BY CUSTOMER

A qualifying facility with capacity greater than 100 kilowatts must negotiate a contract with the utility setting the applicable rates for payments to the customer of avoided capacity and energy costs.

Subpart 1. Amount of capacity payments. The qualifying facility which negotiates a contract under part Q must be entitled to the full avoided capacity costs of the utility. The amount of capacity payments will be determined by the utility and the utility's wholesale power provider.

Subp. 2. Full avoided energy costs. The qualifying facility which negotiates a contract under part Q must be entitled to the full avoided energy costs of the utility. The costs must be adjusted as appropriate to reflect line losses.

Part R. WHEELING

Qualifying facilities with capacity of 30 kilowatts or greater, are interconnected to the utility's distribution system and choose to sell the output of the qualifying facility to any other utility, must pay any appropriate wheeling charges to the utility. Within 15 days of receiving payment from the utility ultimately receiving the qualifying facility's output, the utility shall pay the qualifying facility the payment less the charges it has incurred and its own reasonable wheeling costs.

Part S. NOTIFICATION TO CUSTOMERS

Subpart 1. Contents of written notice. Following each annual review and approval by the utility of the cogeneration rate tariffs the utility shall furnish in the monthly newsletter or similar mailing, written notice to each of its customers that the utility is obligated to interconnect with and purchase electricity from cogenerators and small power producers.

Subp. 2. Availability of information. The utility shall make available to all interested persons upon request, the interconnection process and requirements adopted by the utility, pertinent rate schedules and sample contractual agreements.

Part T. DISPUTE RESOLUTION

In case of a dispute between a utility and a qualifying facility or an impasse in the negotiations between them, either party may request the governing body to determine the issue.

Part U. INTERCONNECTION CONTRACTS

Subpart 1. Interconnection standards. The utility shall provide a customer applying for interconnection with a copy of, or electronic link to, the utility's adopted interconnection process and requirements.

Subp. 2. Existing contracts. Any existing interconnection contract executed between the utility and a qualifying facility with capacity of less than 40 kilowatts remains in force until terminated by mutual agreement of the parties or as otherwise specified in the contract. The governing body has assumed all dispute responsibilities as listed in existing interconnection contracts. Disputes are resolved in accordance with Part T.

Subp. 3. Renewable energy credits; ownership. Generators own all renewable energy credits unless other ownership is expressly provided for by a contract between a generator and the utility.

Part V. UNIFORM CONTRACT

The form for uniform contract that shall be used between the utility and a qualifying facility having less than 40 kilowatts of capacity is as shown in subpart 1.

Subpart 1. Uniform Contract for Cogeneration and Small Power Production Facilities. (See attached contract form.)

**CITY OF KASSON
RESOLUTION #5.X-19**

**RESOLUTION ADOPTING KASSON ELECTRIC UTILITY'S POLICY REGARDING
DISTRIBUTED ENERGY RESOURCES AND NET METERING AND RULES GOVERNING
THE INTERCONNECTION OF COGENERATION AND SMALL POWER PRODUCTION
FACILITIES**

WHEREAS, the City is served by Kasson Electric Utility, which is committed to providing customers with reliable and affordable power.

WHEREAS, the purpose of this Distributed Energy Resources and Net Metering Policy is to establish the qualification criteria and certain responsibilities for the delivery, interconnection, metering, and purchase of electricity from distributed generation facilities.

WHEREAS, this policy, in accordance with Minnesota Statutes §216B.164, shall be implemented to give the maximum possible encouragement to cogeneration and small power production consistent with protection of the utility's ratepayers and the public.

WHEREAS, the purpose of the Cogeneration and Small Power Production Rules is for Kasson Electric Utility to implement certain provisions of Minnesota Statutes §216B.164, the Public Utility Regulatory Policies Act of 1978, and Federal Energy Regulatory Commission regulations related to customer-owned distributed energy resources.

WHEREAS, the adoption of these rules establishes that the Kasson City Council is the interpreting body and arbiter of the provisions of Minnesota Statutes §216B.164 for Kasson Electric Utility.

WHEREAS, Kasson Electric Utility shall annually file a cogeneration and small power production tariff with the Minnesota Public Utilities Commission under these rules.

WHEREAS, the cogeneration and small power production tariff shall include a calculation of average retail utility energy rates, standard contracts to be used with qualifying facilities, interconnection process and technical requirements, and Kasson Electric Utility's estimated average incremental energy costs and net annual avoided capacity costs.

WHEREAS, all filings under these rules shall be maintained at the Kasson Electric Utility offices and shall be made available for public inspection during normal business hours.

THEREFORE, BE IT RESOLVED that the Kasson City Council adopts the following Policy Regarding Distributed Energy Resources and Net Metering and Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities.

Adopted by the Kasson City Council on May 8, 2019.

Attest:

Chris McKern, Mayor

Linda Rappe, City Clerk

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

2019 FEE SCHEDULE

ELECTRIC

ELECTRIC			Oct-May	June-Sept
Base Rate:	\$14.00/month	Residential Energy	0.105	0.12
	\$14.00/month	All Electric Resid. Energy	0.09	0.108
	\$22.00/month	Small Commercial Energy	0.109	0.125
	\$50.00/month	Large Commercial Energy	0.062	0.068
		Large Commercial Demand	\$11.60	\$14.00

Customers with a demand reading between 25 kW and 50 kW monthly have the annual option to select their commercial rate class.

Bi-Directional Meter	\$22.44 per month
Street Security Light	\$10 per month
Conservation Improvement Program Fee	3.00%
Wind Power:	1 unit: \$2.69; 2 units: \$5.39; 3 units: \$8.08

Deposits	\$115.00 – residential (non-owners)
	\$180.00 – commercial (non-owners)

Service Fee	\$50.00	7:00 AM-5:00 PM
	(No reconnections after business hours)	

Electrical Meter	Actual cost of the meter
Electric Installation	\$220.00 per lot in residential subdivisions

*In commercial and industrial areas, the owner shall assume and be solely responsible for 50% of the total cost of the materials for the installation of the electric service including transformer. The owner shall provide the current transformer cabinet and access to the meter. The City shall supply current transformers and meter socket at the City's expense. The owner shall be responsible for supplying and installing service conductors to the transformer in accordance with the state electrical code. The owner shall provide the material for service connections. The City of Kasson shall make all connections.

Estimated Meter Reading	\$110.00 per month after two consecutive estimates
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Miscellaneous

110.0*	Pole Rental	\$10.00 per pole
	Antenna Rental	Per contract basis

Co-Generation Fees

Refer to: Municipal Distributed Energy Resource Interconnection Process

Rates adjusted per outcome of electric rate study. For publication August 3, 2017.

SUMMARY PUBLICATION

CITY OF KASSON FEE SCHEDULE CO GENERATION FEES. Refer to Municipal Distributed Energy Resources Interconnection Process. A full copy is available at City Hall and on the City of Kasson website.

STONE RIDGE SECOND SUBDIVISION DEVELOPMENT AGREEMENT

The parties to this Development Agreement ("Development Agreement") are the City of Kasson, a Minnesota municipal corporation (hereinafter referred to as the "City"), and Michael J. Marti and Nicole L. Marti, (hereinafter referred to as the "Developers").

The City and Developers are sometimes referred to in this Development Agreement as a "Party" or the "Parties."

RECITALS

a. Developers own certain real property within the City limits of Kasson, situated in the County of Dodge, State of Minnesota, and legally described on the attached Exhibit A, hereinafter referred to as "Development Property" or "Premises".

b. Developers have requested permission to construct, at their own expense, certain public improvements within the proposed public right-of-way of the Property according to the plans and specifications prepared by David A. Martin of Massey Land Surveying, Inc.

c. The City is willing to grant Developers permission to complete the proposed improvements at Developers' own expense, provided the proposed improvements are completed in accordance with the terms of this Agreement and under the supervision of the City Engineer or his agent or representative, in addition to any terms and conditions required of all developers undertaking this type of construction within the City. The Developers shall also be responsible for the City Engineer's construction observation and inspection fees which are estimated to be \$28,000.00 for the Development Project.

NOW, THEREFORE, in consideration of the premises, the Parties hereby agree as follows:

1. **Developer Representations and Warranties.**

Developers make the following representations and warranties to the City:

a. Developers are not currently in default under any contract, agreement or

mortgage to which Developers are a party or by which the Development Property is bound which in any way affects the Developers' performance under this Development, nor have any events occurred which would be a default under such contracts, agreements or mortgages but for the passage of time or giving of notice thereof.

b. All construction plans for the Development Property and buildings to be located therein will comply with all applicable Federal, State and local statutes, laws and regulations, including, without limitation, any applicable zoning, environmental, building code or other law (including MPCA and Minnesota Department of Health permits), ordinance or regulation affecting the Development Property and the work to be completed thereon, and Developers shall obtain all permits and licenses required by any Federal, State, regional or local agencies.

c. There is no suit, action, arbitration or legal, administrative or other proceeding or other governmental investigation pending or threatened against or affecting the Developers. To the best of the Developers' knowledge, no council person or other officer or employee of the City is directly or indirectly financially interested in this Development Agreement or any contract, agreement or job thereby contemplated to be entered into or undertaken. Developers warrant that they have not paid or given, and will not pay or give, any official or employee of the City any money or other consideration for obtaining this Development Agreement.

d. Developers shall not allow any waste or nuisance on the premises or allow the premises to be used for any unlawful purposes. Further, Developers shall maintain the premises in a neat and clean condition, including mowing and removal of all construction debris.

e. Developers shall arrange and pay for all utilities furnished to the premises, including, but not limited to, electricity, gas, water, sewer, telephone service, as well as payment of all real estate taxes and all other taxes, if any.

f. Developers shall arrange and pay for the proper abandonment of existing wells

and septic systems located on the Development Property, if any, pursuant to federal, state and local laws and regulations.

g. The Developers warrant that the construction of the infrastructure on the Development Property, which includes the water system, sanitary sewer system, storm sewer system, curbs, gutters, streets and sidewalks, as well as a regional storm water management pond on adjoining property, shall comply with the plans and specifications approved by the City Engineer and attached hereto as Exhibit B. The Developers shall have a pre-construction meeting with the City regarding the installation of the infrastructure. The Developers, and their contractors shall coordinate any water main and sewer main disturbances with the City's staff.

h. Three copies of the project plans and specification shall be signed by the Developers and their engineer and submitted to the City. The City and the City Engineer shall sign all copies and return one to the Developers. There shall be no alterations to the approved plans and specifications except upon the prior written approval of the City and its Engineer.

2. **The Project:**

The work to be completed pursuant to this agreement shall commence on or about May 1, 2019, and shall consist of the following:

a. The Developers shall construct at their expense a water main on the Development Property pursuant to the plans and specifications as approved by the City Engineer. The Developers shall connect the water main to the City's existing water main as indicated on the approved plans and specifications. Prior to such connection, the Developers shall verify that the existing water main is in conformance with applicable federal, state, and local laws and regulations and is sufficient to meet the needs of the Development Property. All applicable water access charges pursuant to Ordinance §53.002 shall be paid to the City prior to the commencement of construction on the Development Property.

b. The Developers warrant that all the labor and materials used in constructing the water main will be of good quality and in conformance of applicable federal, state and local

laws and regulations. Developers further guarantee that the water main shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developers.

c. The Developers shall construct at their expense a sanitary sewer main on the Development Property sufficient to meet the needs of the Development Project and pursuant to the plans and specifications approved by the City Engineer. The Developers shall connect the sanitary sewer main to the City's existing sanitary sewer mains as indicated on the approved plans and specifications. Prior to such connection, the Developers shall verify that the existing sanitary sewer main is in conformance with applicable federal, state, and local laws and regulations and is sufficient to meet the needs of the Development Property. All applicable sewer access charges pursuant to Ordinance §53.002 shall be paid to the City prior to the commencement of construction on the Development Property.

d. The Developers warrants that all the labor and materials used in constructing the sanitary sewer main will be of good quality and in conformance of applicable federal, state and local laws and regulations. Developers further guarantee that the sanitary sewer main shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developers.

e. The Developers shall construct at their expense a storm water collection system for the Development Property, which includes a regional storm water management pond to be constructed upon adjoining property pursuant to Developers' Option to Purchase Easement Rights, sufficient to meet the needs of the Development Project and future development and pursuant to the plans and specifications approved by the City Engineer. The Developer shall connect the storm water collection main to the City's existing storm water collection mains as indicated on the approved plans and specifications. Prior to such connection, the Developer shall verify that the existing storm water collection mains are in conformance with applicable

federal, state, and local laws and regulations and are sufficient to meet the needs of the Development Property.

f. The Developers warrant that all the labor and materials used in constructing the storm water collection system will be of good quality and in conformance with applicable federal, state and local laws and regulations. Developers further guarantee that the storm water collection mains shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developers.

g. The Developers warrant that all labor and materials used in constructing the regional storm water management pond will be of good quality and in conformance with applicable federal, state and local laws and regulations. The Developers shall clean out the pond after homes are constructed upon the Development Property, and before the City accepts ownership of the regional storm water management pond.

h. The Developers warrant that all proposed private utility roadway crossing conduit locations will be installed before roadway construction unless shown on the construction plans.

i. The Developers shall perform testing and observation of all engineered fill outside the right-of-way and shall submit test results and observation records to the City upon completion.¹

j. The Developers shall construct at their expense the street, curbs, and gutters on the Development Property sufficient to meet the needs of the Development Project and pursuant to the plans and specifications approved by the City Engineer. The Developers shall connect the street, curbs, and gutters to the City's existing streets, curbs, and gutters as indicated on the approved plans and specifications. Prior to such connection, the Developers

¹ This information is provided to the City for informational purposes only and is not reviewed by the City.

shall verify that the existing streets, curbs, and gutters are in conformance with applicable federal, state, and local laws and regulations and are sufficient to meet the needs of the Development Property.

k. The Developers warrant that all the labor and materials used in constructing the street, curbs, and gutters will be of good quality and in conformance of applicable federal, state and local laws and regulations. Developers further guarantee that the street, curbs, and gutters shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developers.

l. The Developers shall require sidewalks to be constructed upon the individual lots of the subdivision as homes are built on the lots. Specifically, Developers shall require the sidewalk to be constructed on each lot within six months of the City's final inspection of the home constructed on that lot. The Developers warrant that they will require that all labor and materials used in constructing the sidewalks will be of good quality and in conformance of applicable state and local regulations. Developers further guarantee that the sidewalk on each individual lot shall not have to be replaced for a period of one (1) year from the date of completion of the sidewalk's construction. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of the Developers.

m. Pursuant to Ordinance §152.023, the Developers shall pay to the City all parkland dedication fees or shall provide to the City proof of its satisfaction of the City's parkland dedication requirement by its previous dedication of parkland to the City prior to the commencement of construction on the Development Property.

n. The Developers must implement a soil and erosion control procedure during the course of any construction or site grading and obtain all required MPCA permits. All areas disturbed by excavation and back filling activities must be seeded or sodded

immediately after the work in that area is complete. While work on structures is in progress, the Developers shall erect a silt fence to prevent runoff from impacting other parcels. The City reserves the right to impose additional soil and erosion control requirements, if, in the reasonable opinion of the City Engineer, such requirements are necessary to control erosion.

o. The foregoing project shall be subject to inspection by the City and the City Engineer or his agent or representative. The Developers shall provide the City Engineer or his agent or representative with reasonable access to the Development Property for inspection purposes. The City Engineer shall observe the construction and provide confirmation to the City that the construction is in conformance with the plans and specifications. The Developers shall comply with any corrective action ordered as a result of such inspections. Costs of such inspections shall be born by the Developers and paid by Developers within 30 days upon receipt of invoice.

p. The Developers shall give prompt notice of completion of the Development Project in accordance with the project plans and specifications. The City Engineer or his agent or representative shall conduct a final inspection of the Development Project and shall immediately notify the Developers of any improvements that do not appear to conform to the approved plans and specifications. The cost of such final inspection shall be born by the Developers and paid by Developers within 30 days upon receipt of invoice.

q. Any cost incurred by the City to remedy any non-conformity to the approved plans and specification, whether such non-conformity is discovered at the time of the final inspection or is discovered later, shall be the financial obligation of the Developers and shall be reimbursed or paid to the City within ten (10) days of receipt of a bill for such costs. Such billing shall include a detailed and itemized list of all costs incurred by the City.

r. The City may, in cases of emergencies, proceed to remedy the default by Developers without prior notice to Developers of such default. In such cases, the Developers hereby waive any and all rights to prior notice of such default.

s. A certificate of occupancy will be issued only after all improvements set forth

in this Development Agreement and in the approved plans and specifications have been inspected by the City Engineer and approved by the City Engineer and the City Council. The wearing course of the street bituminous need not be laid prior to the issuance of a certificate of occupancy. However, the final wearing course of the street bituminous shall be laid within one year of issuance of the certificate of occupancy. Prior to the issuance of the certificate of occupancy, the Developers shall transfer ownership of the required improvements to the City free and clear of all liens and encumbrances.

3. **Ownership of Infrastructure.**

a. The City shall assume ownership of the water main, sanitary sewer main, storm water collection main, street, curbs, gutters, and infrastructure related thereto to the right of way line upon the issuance of the certificate of occupancy as set forth in Section 2.s and upon approval by the City.

b. Within thirty (30) days after the City's acceptance of the infrastructure, the Developers shall supply the City with three physical and one electronic copy of a complete set of As-Built plans.

4. **Time for Performance.**

Subject to unavoidable delay, the Developers shall diligently proceed with the completion of the Development Project. The Developers shall complete all work as required by the approved plans and specifications, except the final wearing course of the street bituminous, on or before November 1, 2020. An unavoidable delay is a delay which results directly from an event or circumstance a party could not reasonably anticipate and could not control, including but not limited to strikes or other labor troubles, unusually severe or prolonged bad weather, acts of God, acts of wars, terrorism, fire or other casualty or litigation, which third parties commenced against the parties, which result in an injunction or other similar judicial action, or which prevents or delays commencement or completion of the work. If unavoidable delay occurs, a party shall notify the other party in writing. If a party gives the other party written notice of unavoidable delay within five (5) business days of the

onset of such event or circumstance that causes the unavoidable delay, the completion date is extended for a period of time equal to the period of unavoidable delay; provided however, in no event is the completion date to extend more than 120 days.

5. **Liability Insurance.**

a. Until Developers have completed all of the Development Work pursuant to the Development Project, Developers must maintain, in full force and effect, a policy or policies of Comprehensive General Liability Insurance providing for coverage on an occurrence basis with limits of liability not less than \$1,000,000.00 per occurrence. The policy or policies must name the City, the City Council members and the City's employees and agents as additional insureds and must include contractual liability coverage for Developers' indemnification obligations pursuant to Section 6. The policy or policies of Comprehensive General Liability Insurance must be written by insurance companies authorized to do business in the State of Minnesota and must be endorsed to provide that coverage provided herein may not be canceled or terminated without thirty (30) days prior written notice to the City. Prior to the commencement of any Development Work, and thereafter, at least thirty (30) days prior to the expiration of the policy as provided for herein, the Developers must provide the City with a Certificate or Certificates of Insurance evidencing Developers' compliance with the requirements of this section. Developers must provide the City with copies of the insurance policies provided for in this section upon the City's request. The insurance Developers maintain pursuant to this section is primary to any insurance the City or the City Council members, employees or agents maintain on their own behalf.

b. Until Developers have completed all of the Development Work pursuant to the Development Project, all contractors on the Development Property must also maintain, in full force and effect, a policy or policies of Comprehensive General Liability Insurance providing for coverage on an occurrence basis with limits of liability not less than \$1,000,000.00 per occurrence. The policy or policies must name the City, the City Council members and the City's employees and agents as additional insureds. The policy or policies of Comprehensive

General Liability Insurance must be written by insurance companies authorized to do business in the State of Minnesota and must be endorsed to provide that coverage provided herein may not be canceled or terminated without thirty (30) days prior written notice to the City. Prior to the commencement of any contractor's work on the Development Project, and thereafter, at least thirty (30) days prior to the expiration of the policy as provided for herein, the contractor must provide the City with a Certificate or Certificates of Insurance evidencing the contractor's compliance with the requirements of this section. Contractors must provide the City with copies of the insurance policies provided for in this section upon the City's request. The insurance such contractors maintain pursuant to this section is primary to any insurance the City or the City Council members, employees or agents maintain on their own behalf.

6. **Indemnification.**

Developers must indemnify and defend the City, the City Council members and the City's employees and agents against and hold the City, the City Council members and the City employees and agents harmless from any claims, damages or liabilities of any kind arising out of, incidental to or in connection with the Development Project, whether or not due to the negligence of Developers, or any contractor or their employees, servants or agents, except for liability arising out of the sole negligence of the City or the City's employees or agents.

7. **Security.**

Prior to the commencement of any proposed improvements under this Agreement and pursuant to Ordinance §50.04(B)(2), Developers shall place in escrow with the City a sum of money equal to the total estimated construction cost, including the City Engineer's construction observation and inspection fees. In lieu of escrowed funds, Developers may provide the City with an irrevocable letter of credit equal to the total estimated construction cost, including the City Engineer's construction observation and inspection fees. The escrow funds or letter of credit shall guarantee the performance of this Agreement in accordance

with the approved plans and specifications. The City will maintain a minimum of 10% of the original escrow funds or letter of credit until the expiration of the one year warranty period after the City takes ownership of the infrastructure pursuant to Section 3.

8. **Developers' Defaults.**

Each of the following constitute a "Developers' Default":

- a. Developers' failure to perform one or more of Developers' obligations under this Development Agreement;
- b. Developers' failure to observe any restrictions set forth in this Development Agreement;
- c. Developers' failure to pay real estate taxes as they come due; or
- d. Developers' failure to take the corrective action as ordered by the City Engineer.

9. **Remedies.**

If a Developers' Default occurs, the City shall give the Developers written notice of the Developers' Default at the address set forth in Section 12. If Developers fail to cure the default within ten (10) business days, the Developers are deemed to be in default under this Development Agreement and the City, may at its option, and in addition to other rights and remedies as provided by law, exercise one or more of the following remedies:

- a. The City may refuse to issue building permits for all or any of the portions of the Development Property;
- b. The City may refuse to issue Certificates of Occupancy for improvements constructed on the Development Property;
- c. The City may refuse to permit connection of the water main, sanitary sewer main, or storm water collection main to the City's systems;
- d. The City may seek injunctive relief from a Court of competent jurisdiction, which may include but not be limited to, a temporary restraining order, temporary injunction or injunction prohibiting Developers from taking an action that violates this Development

Agreement, or an Order to compel Developers' specific performance of one of Developers' obligation under this Development Agreement;

- e. The City may commence an action against Developers for damages;
- f. The City may pursue any other remedy as provided by law or in equity.

If a Developers' Default occurs and the City incurs any costs or expenses, including, but not limited to attorney's fees, as a result of the Developer Default, Developers must reimburse the City for such costs and expenses, including attorney's fees.

10. **Assignment.**

Developers may not assign this Development Agreement without written consent of the City, which Consent the City may grant or withhold in its sole and absolute discretion.

11. **Agreement to Run with the Land.**

The City may record this Development Agreement against the title to the Development Property. The Developers must reimburse the City for the recording fees. The terms of this Development Agreement run with the title to the Development Property and are binding upon the Developers, and the Developers' successors and assigns.

12. **Notices.**

All notices provided for in this Development Agreement must be in writing. The notice is effective as of the date two days after the party sending the notice deposits the notice with the United States Postal Service with all necessary postage paid for delivery to the other party via certified mail, return receipt requested, at the address set forth below. If a party delivers a notice provided for in this Development Agreement in a different manner than described in the preceding sentence, notice is effective as of the date the other party actually received the notice.

To the City:	City of Kasson
	401 5th Street SE
	Kasson, MN 55944

To Developers: Michael J. and Nicole L. Marti
701 3rd Street SE
Kasson, MN 55944

13. **Miscellaneous.**

a. No council member or employee of the City is personally liable to Developers for or as a result of the City's failure to perform its obligation under this Development Agreement or to abide by the provisions of the City Ordinances.

b. Third parties have no recourse against Developers or the City under this Development Agreement.

c. If any portion, section, subsection, sentence, clause or paragraph of this Development Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Development Agreement.

d. The parties may execute separate counterparts of this Development Agreement and exchange duplicate, original signature pages with one another. Each fully executed original assembled from such separately executed signature pages constitutes an original.

e. This Development Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

f. Developers' performance of Developers' obligations with the time periods established in this Development Agreement is a material term of this Development Agreement.

g. This Development Agreement shall be effective as of the date the last party to execute this Development Agreement executes this Development Agreement (the "Effective Date").

h. This Development Agreement, and the Exhibits attached hereto, constitute the complete, final and exclusive embodiment of the agreement between the Parties. This Development Agreement supersedes any other such promises, warranties, or representations and any other written or oral statement concerning the Parties' rights to any compensation,

DEVELOPERS

Michael J. Marti

DATED: _____, 2019

Nicole L. Marti

DATED: _____, 2019

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Developers Michael J. Marti and Nicole L. Marti.

Signature of Notary Public

This Document was Drafted By:
Melanie J. Leth
Weber, Leth & Woessner, PLC
P.O. Box 130
Dodge Center, MN 55927
(507) 374-6355

EXHIBIT A
Stone Ridge Second Subdivision
Development Agreement

DESCRIPTION

That part of the Southwest Quarter of Section 28, Township 107 North, Range 16 West, Dodge County, Minnesota, described as follows.

Commencing at the southwest corner of said Southwest Quarter; thence North 00 degrees 00 minutes 01 seconds East (Note: All bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996) along the west line of said Southwest Quarter, 350.00 feet to the westerly extension of the north line of OUTLOT B, STONE RIDGE, according to the plat thereof on file in the County Recorder's office, Dodge County, Minnesota, to the POINT OF BEGINNING; thence continue North 00 degrees 00 minutes 01 seconds East, along said west line, 679.85 feet to the westerly extension of the south line of Block 3, said STONE RIDGE; thence South 89 degrees 59 minutes 59 seconds East, along said westerly extension and along the south line of said Block 3, south line of Block 2 and the south line of Lot 11, Block 1, said STONE RIDGE, 701.00 feet to the southeast corner of said Lot 11, Block 1; thence South 00 degrees 00 minutes 01 seconds West, along the west line of said Block 1, a distance of, 366.00 feet; thence South 09 degrees 23 minutes 20 seconds East, along said west line, 177.42 feet; thence South 00 degrees 00 minutes 01 seconds West, along said west line, 139.90 feet to the southwest corner of Lot 1, said Block 1 and the north line of said OUTLOT B; thence North 89 degrees 54 minutes 51 seconds West, along said north line of OUTLOT B and its westerly extension, 729.94 feet to the POINT OF BEGINNING.

Said parcel contains 11.10 acres, more or less.

	CONTROL POINT
	EXISTING SANITARY CLEANOUT
	EXISTING SANITARY MANHOLE
	EXISTING STORM MANHOLE
	EXISTING HYDRANT
	EXISTING GATE VALVE
	PROPOSED HYDRANT
	PROPOSED GATE VALVE
	PROPOSED MANHOLE
	EXISTING CONIFER TREE
	EXISTING DECIDUOUS TREE
	EXISTING SOIL BORE
	EXISTING SHRUB
	EXISTING POWER POLE
	EXISTING GUY WIRE
	EXISTING TELEPHONE PEDESTAL
	EXISTING CURB STOP
	EXISTING ELECTRIC PEDESTAL
	EXISTING CABLE TV PEDESTAL
	EXISTING SATELITE DISH
	EXISTING MAILBOX
	EXISTING SIGN
	EXISTING WELL
	EXISTING LIGHTPOLE
	EXISTING BOLLARD
	EXISTING STUMP
	EXISTING GAS VALVE
	BENCHMARK
	EXISTING GAS METER
	EXISTING TRAFFIC LIGHT

	FIBER OPTIC
	CONTROLLED ACCESS
	ROW
	UTILITY
	EX. DRAINAGE DITCH
	MNDOT-ROW
	BARBWIRE FENCE
	CHAINLINK FENCE
	SECTION LINE
	QUARTER SECTION LINE
	WOODEN FENCE
	TREELINE
	RETAINING WALL
	EX. SEALCOAT
	GUARD RAIL
	EX. WATERMAIN
	UNDERGROUND ELECTRIC
	UNDERGROUND CABLE TV
	EX. CRUSHED ROCK
	UNDERGROUND TELEPHONE
	UNDERGROUND GAS
	EX. CONTOUR
	EX. STORM SEWER
	PERMANENT EASEMENT
	TEMPORARY EASEMENT
	OVERHEAD ELECTRIC
	OVERHEAD TELEPHONE
	EX. SANITARY SEWER
	CENTERLINE
	SILT FENCE

A map of the state of Minnesota, showing its county boundaries. A black dot is located in the southeastern corner of the state, representing the City of Kasson. A line connects this dot to the text 'CITY OF KASSON'. The word 'MINNESOTA' is printed at the bottom of the map.

SHEET	1	_____	TITLE SHEET
SHEET	2-4	_____	DETAILS
SHEET	5-6	_____	TYPICAL SECTION
SHEET	7-8	_____	SWPPP
SHEET	9	_____	EROSION CONTROL
SHEET	10	_____	WATERMAIN SHUTDOWN
SHEET	11-16	_____	PLAN/PROFILE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND ANY SUPPLEMENTAL SPECIFICATIONS SHALL GOVERN, EXCLUDING DIVISION I.

1. WHERE PUBLIC UTILITY FIXTURES OR FACILITIES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THESE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION INVOLVING EXCAVATION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES OR RELOCATION. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS, RECORDS AND UTILITY OPERATOR LOCATION MARKINGS THAT WERE REQUESTED THROUGH GOPHER STATE ONE CALL; THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. TYPE, SIZE AND GENERAL LOCATION OF THE FACILITIES WERE REQUESTED OF THE OPERATORS AND SHOWN ON THE PLANS, AND IF NECESSARY, UPDATED WITHIN 90 DAYS OF COMPLETION OF THE FINAL PLANS. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY THE WORK.

3. CONTRACTOR SHALL COORDINATE UTILITY RELOCATIONS WITH THE UTILITY COMPANIES, THIS SHALL BE INCIDENTAL TO THE PROJECT.

COUNCIL: DUANE BURTON
DAN EGGLE
MELISA FERRIS
LONNIE ZELINSKE

CITY CLERK: LINDA RAPPE

**OPHER STATE
ONE CALL**

1-800-252-1166

*SELECT PLAN SHEETS WERE PRODUCED IN
COLOR AND SHOULD BE PRINTED AS SUCH TO
AVOID MISREPRESENTATIONS OR
MISUNDERSTANDINGS.

UTILITY QUALITY LEVEL C UNLESS OTHERWISE INDICATED

UTILITY LOCATION PERFORMED ON: 9-20-2017
GOPHER ONE CALL TICKET NUMBERS:
162642860
173310490
173310492
UTILITY DESIGN MEETING HELD ON: 05/02/2018
90 DAY UPDATE PERFORMED ON: 08/2018

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.

Brandon W. Theobald
Date _____ License No. **48229**

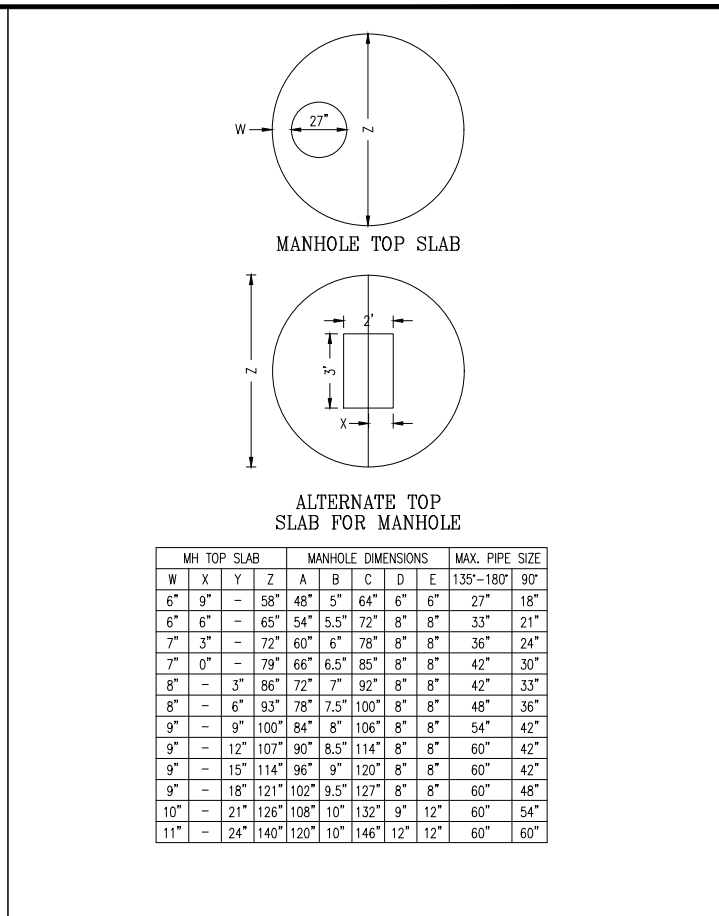
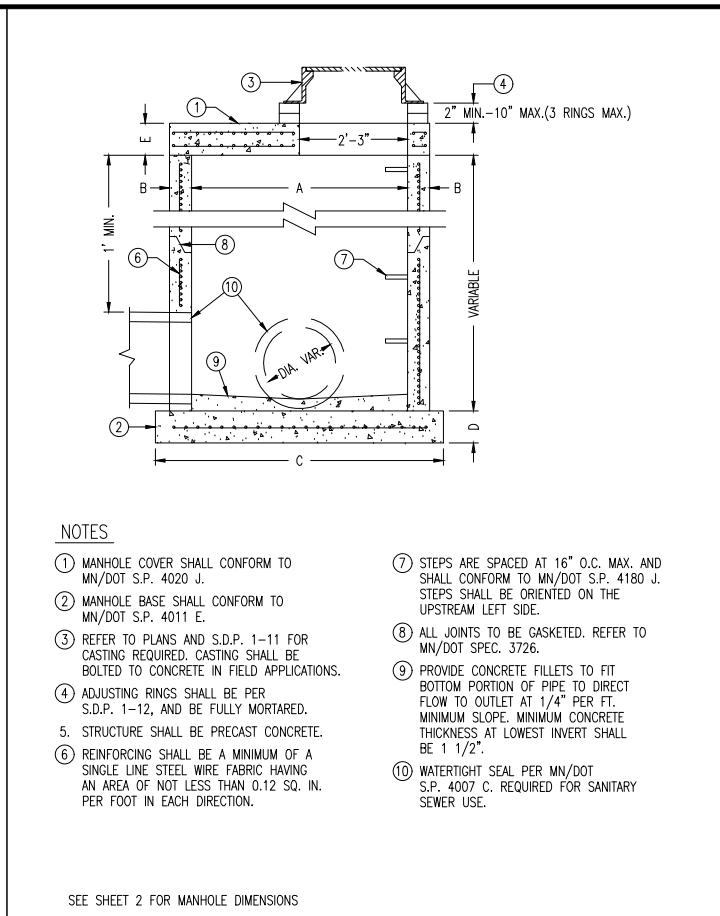
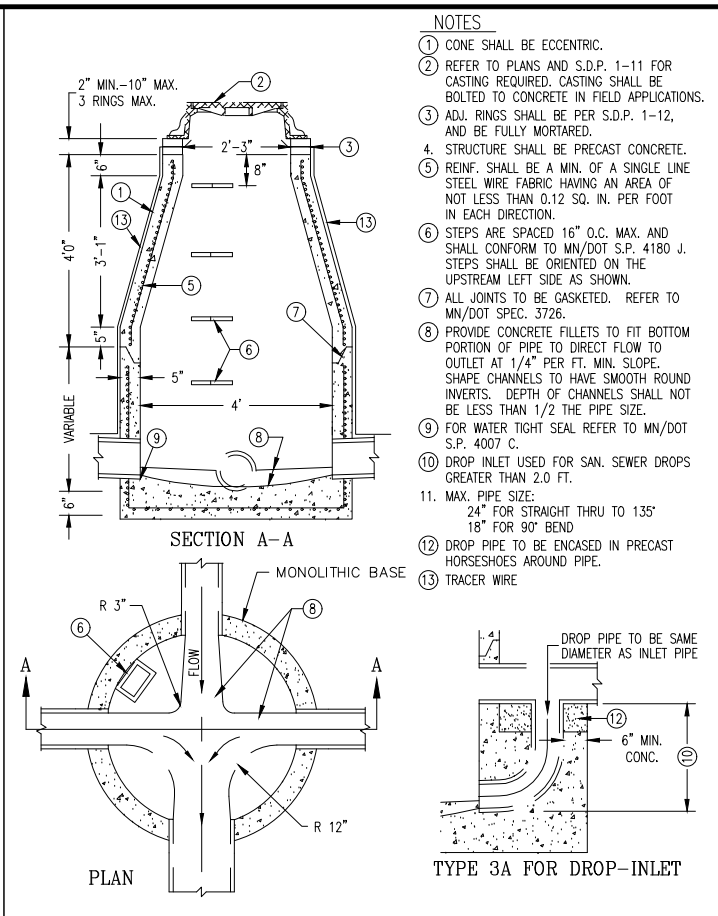
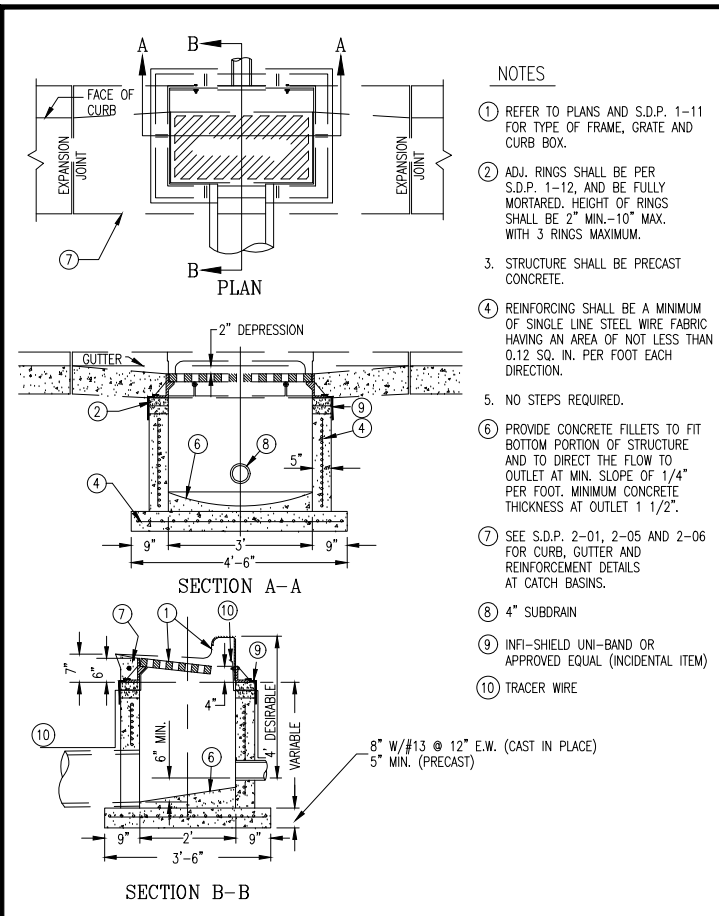


whks
engineers + planners + land surveyors

WHKS & CO. JOB NO. 8317

PROJECT LOCATION



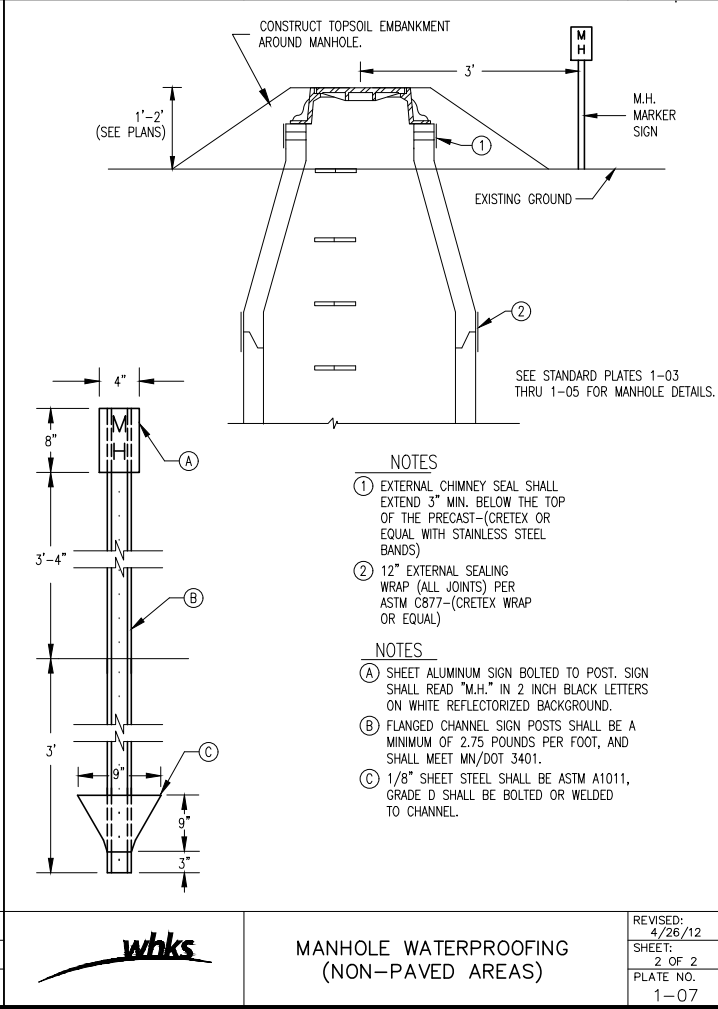
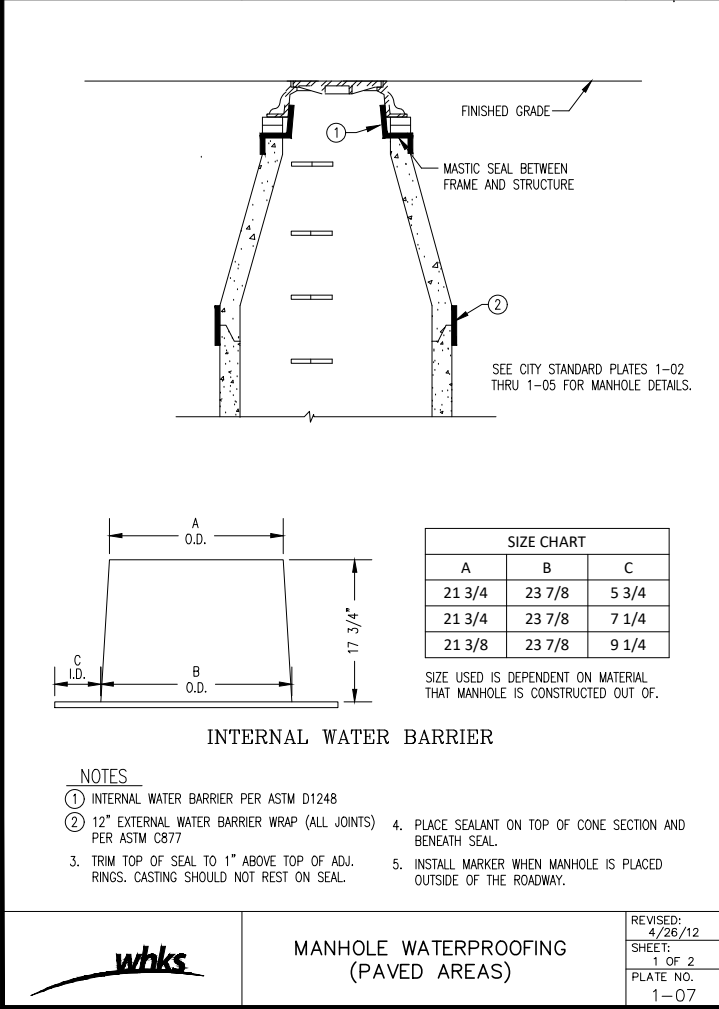


	STRUCTURE TYPE 1		REVISED: 2/01/08
	CITY OF KASSON		SHEET: 1 OF 1
			PLATE NO. 1-01

	STRUCTURE TYPES 3 AND 3A (SANITARY SEWER)		REVISED: 9/14/15
	CITY OF KASSON		SHEET: 1 OF 1
			PLATE NO. 1-03

	STRUCTURE TYPE 4 (XX in.)		REVISED: 2/01/08
	CITY OF KASSON		SHEET: 1 OF 2
			PLATE NO. 1-04

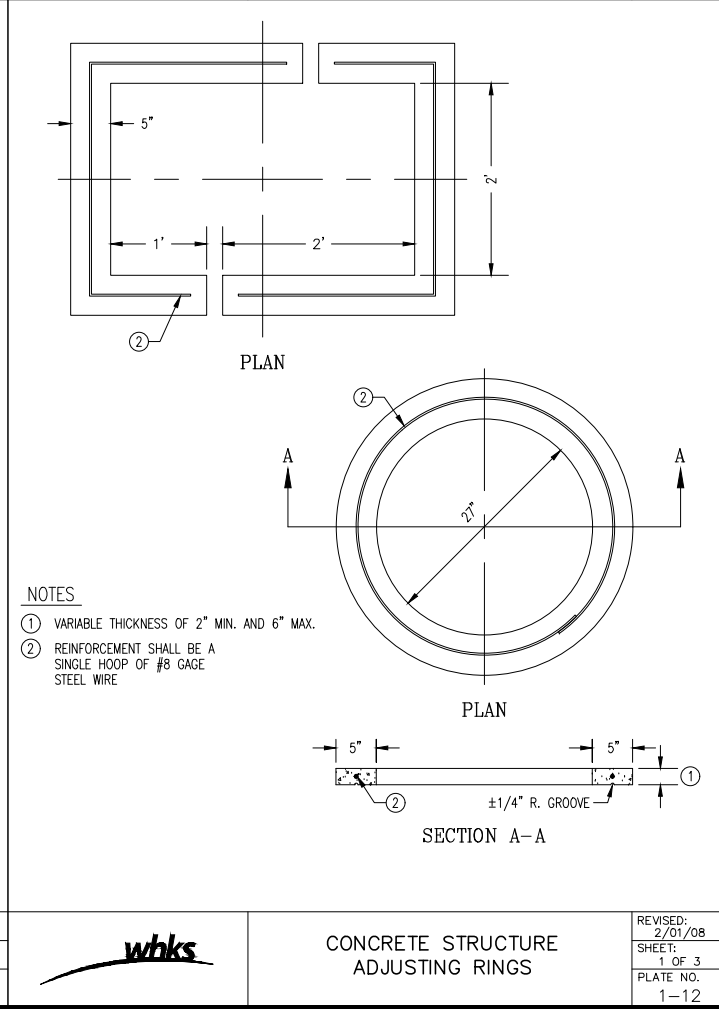
	STRUCTURE TYPE 4 (XX in.) MANHOLE DIMENSIONS		REVISED: 2/01/08
			SHEET: 2 OF 2
			PLATE NO. 1-04



CASTINGS - STRUCTURE TYPE 1			
TYPE	DESCRIPTION	NEENAH REF. NO.	REMARKS
B	3' CURB INLET FRAME, GRATE & BOX	R-3067	USE WHERE DRIVEWAY PRECLUDES USE OF TYPE B IN BAT. CURB
C	3' DRIVEWAY INLET FRAME & GRATE	R-3290-A	USE WHEN STREET GRADE EXCEEDS 2%
V	3' CURB INLET FRAME, GRATE & BOX	R-3067	USE WHEN STREET GRADE EXCEEDS 2%
CASTINGS - OTHER STRUCTURES			
TYPE	DESCRIPTION	NEENAH REF. NO.	REMARKS
1	9" FRAME & COVER-GASKETED	R-1916-C	USED IN FLOOD PRONE AREAS & IN CONCRETE PAVING
2	7" FRAME & COVER-GASKETED	R-1733	WITH TWO CI & CONCEALED PICK HOLES
2A	9" FRAME & COVER-GASKETED	R-1733-B	WITH TWO CI & CONCEALED PICK HOLES
3	7" FRAME & COVER-NON ROCKING	R-1740-B	USED FOR P.R.V. MANHOLES
4	9" FRAME & GRATE-NON ROCKING	R-2533	PAVEMENT DRAIN
6	DITCH GRATE-STOOL TYPE-TALL	R-4341-A	HEAVY DUTY
7	DITCH GRATE-STOOL TYPE-SHORT	R-4342	LIGHT DUTY
8	POND SKIMMER GRATE		HOT DIPPED GALVANIZED, NOT SUBJECT TO H2O LOADING

NOTES:

- CASTINGS SHALL BE ACCORDING TO MN/DOT SPEC 3321.1-2 SUPPLIED BY FOUNDRIES THAT ARE APPROVED ON THE MN/DOT APPROVED/QUALIFIED PRODUCTS LIST
- ALL CASTINGS SHALL COMPLY WITH AASHTO M-306
- ALL CASTINGS SHALL COMPLY WITH U.S. CODE OF FEDERAL REGULATIONS 23CFR635.410, THE "BURY AMERICAN STEEL & IRON" REGULATION
- ALL STORM SEWER CASTINGS MAY INCLUDE IMPRINT FISH STAMP AND "DUMP NO WASTE"



	MANHOLE WATERPROOFING (PAVED AREAS)		REVISED: 4/26/12
			SHEET: 1 OF 2
			PLATE NO. 1-07

	MANHOLE WATERPROOFING (NON-PAVED AREAS)		REVISED: 4/26/12
			SHEET: 2 OF 2
			PLATE NO. 1-07

	CASTING SCHEDULE		REVISED: 4/25/13
			SHEET: 1 OF 1
			PLATE NO. 1-11

	CONCRETE STRUCTURE ADJUSTING RINGS		REVISED: 2/01/08
			SHEET: 1 OF 3
			PLATE NO. 1-12

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.

Brandon W. Theobald
Date: _____ License No. 48229

DETAILS

EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

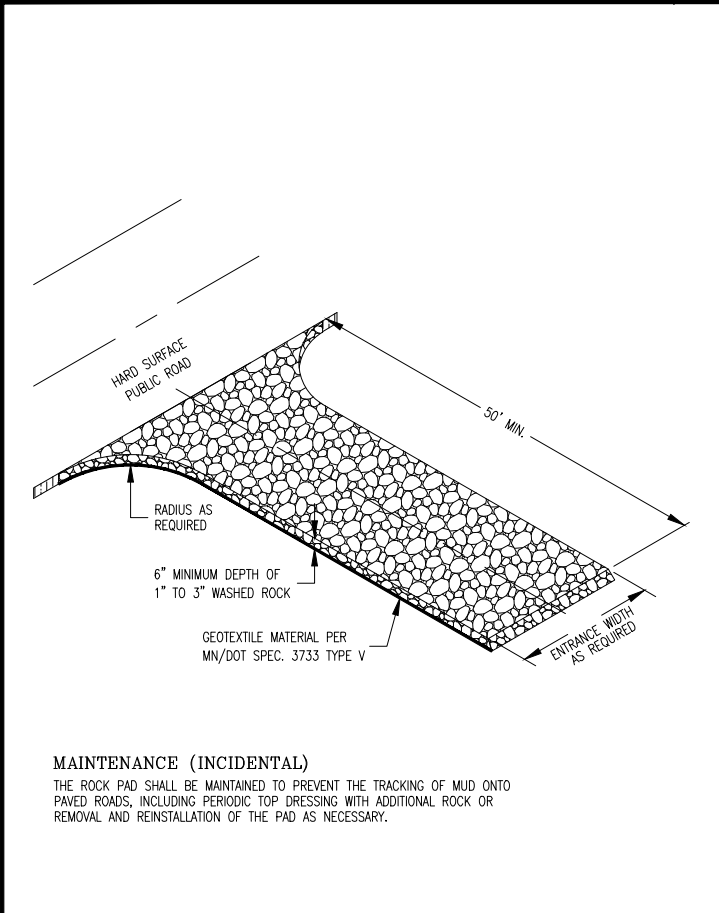
SCALE:
AS SHOWN

WHKS PROJECT NO.
8317

DRAWN BY:
JAM

CHECKED BY:
BWT

SHEET
2 OF 16



MAINTENANCE (INCIDENTAL)

THE ROCK PAD SHALL BE MAINTAINED TO PREVENT THE TRACKING OF MUD ONTO PAVED ROADS, INCLUDING PERIODIC TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE PAD AS NECESSARY.

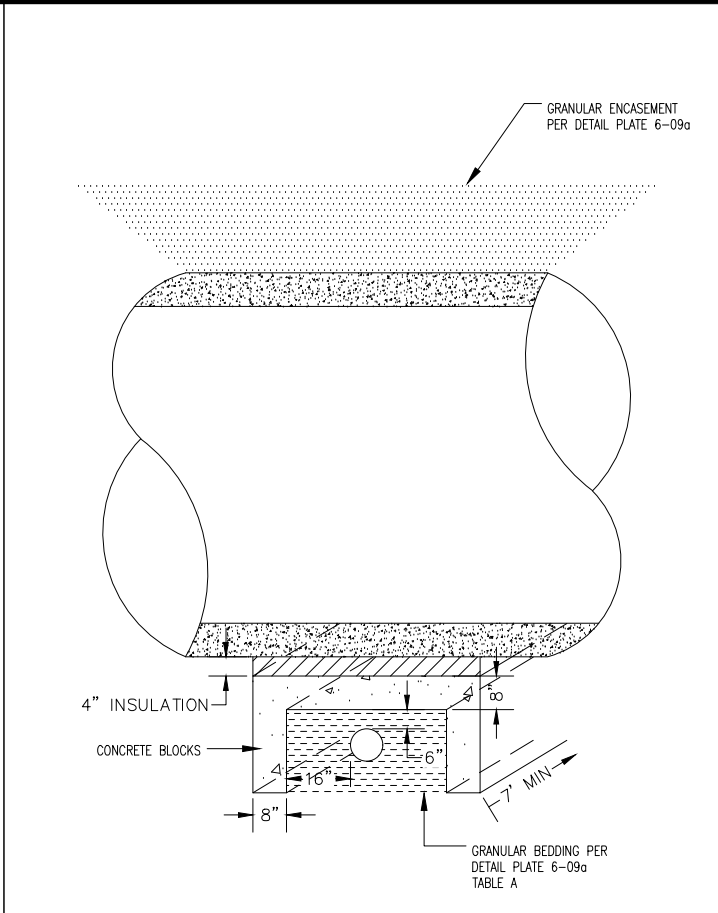


TEMPORARY ROCK
CONSTRUCTION ENTRANCE

REVISED:
2/01/08

SHEET:
1 OF 1

PLATE NO.
7-06






CONCRETE CRADLE

REVISED:
5/02/2019

SHEET:
1 OF 1

PLATE NO.
-- --



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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.

Brandon W. Theobald

Date _____ License No. 48229

REVISIONS

NO.	DATE	DESCRIPTION

DETAILS

EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

SCALE:
AS SHOWN

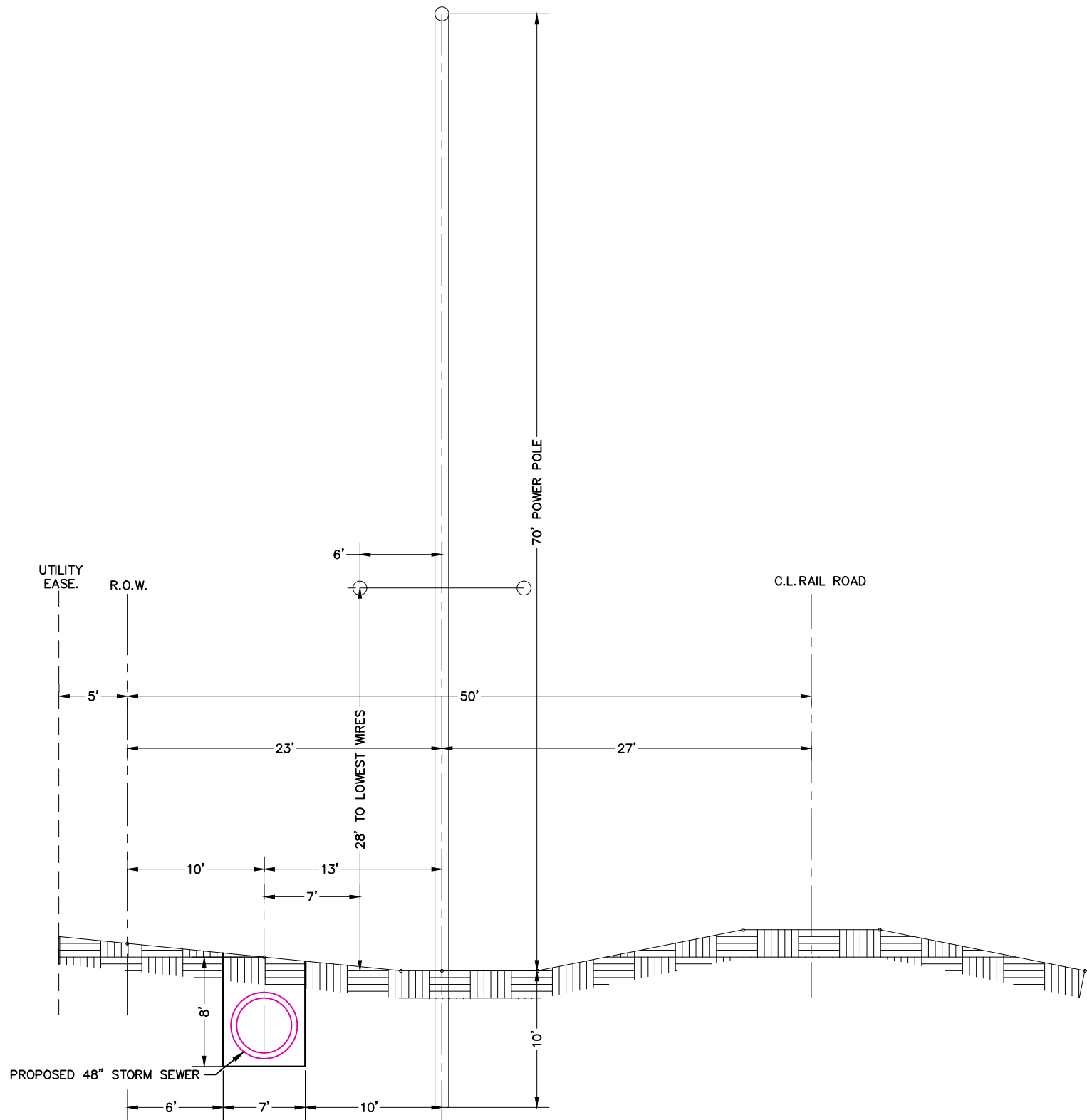
WHKS PROJECT NO.
8317

DRAWN BY:
JAM

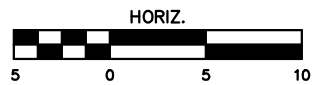
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4 OF 16



TYPICAL SECTION





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Date _____ License No. 48229

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11	

TYPICAL SECTION

E. MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MINNESOTA
2018

SCALE:
AS SHOWN

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8317

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DJO

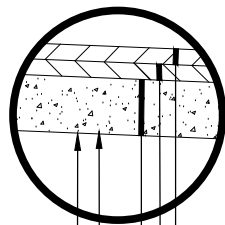
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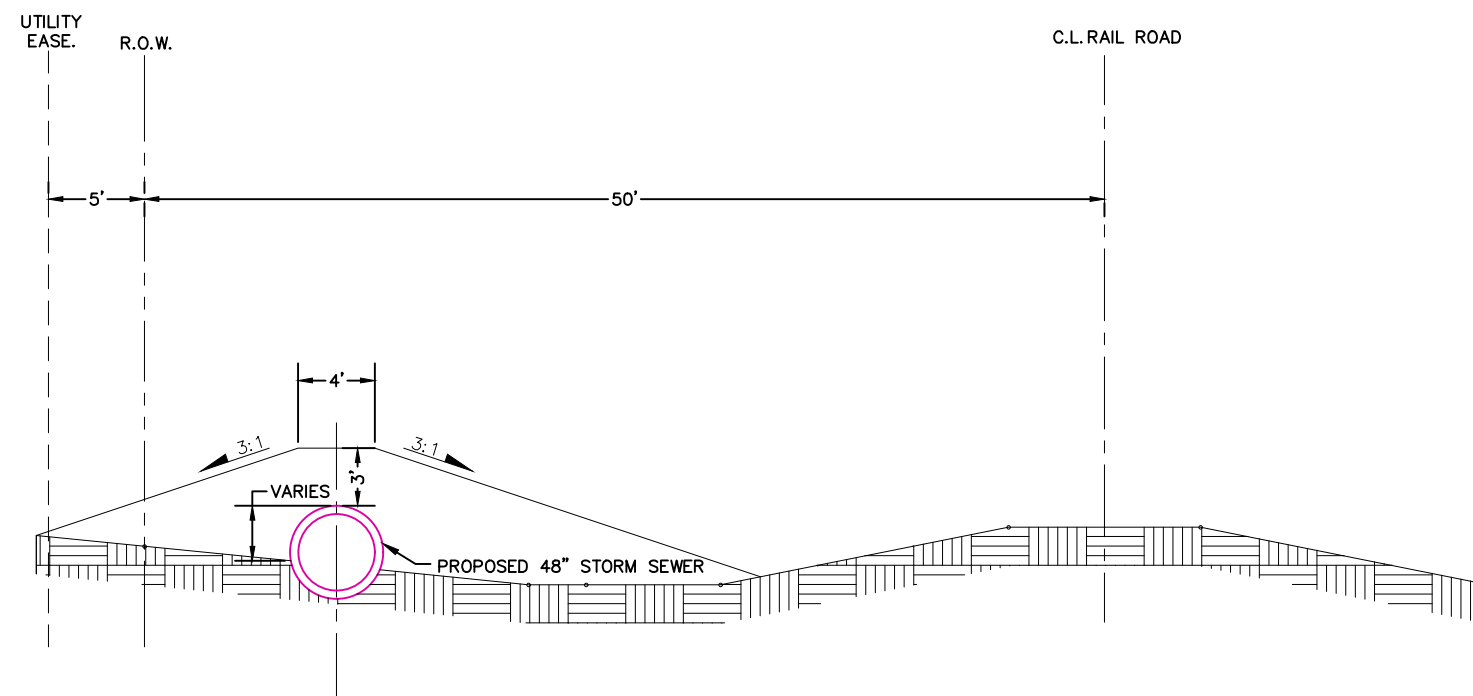
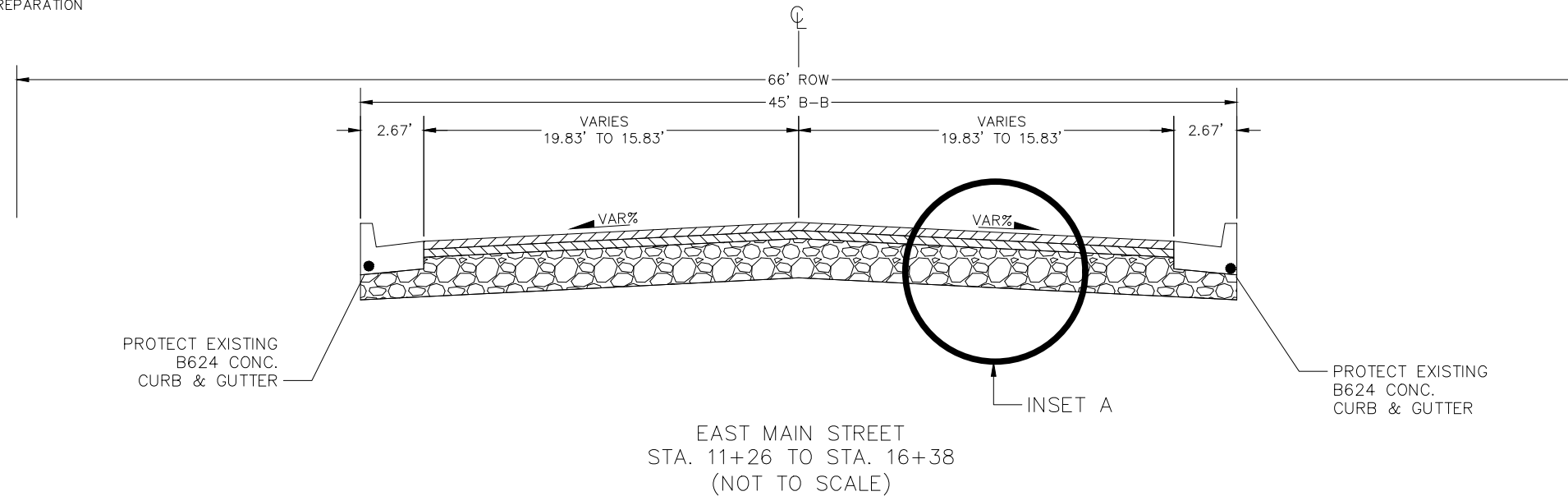
OF

15



- 2" SP 12.5 WEARING COURSE MIXTURE SPWEB240B
- 2" SP 12.5 NONWEAR COURSE MIXTURE SPNWB230B
- 12" CL. 5 AGGREGATE BASE
- GEOTEXTILE, TYPE V
- 12" SUBGRADE PREPARATION

INSET A



STORM SEWER & BERM
STA. 36+15 TO STA. 40+10
(NOT TO SCALE)

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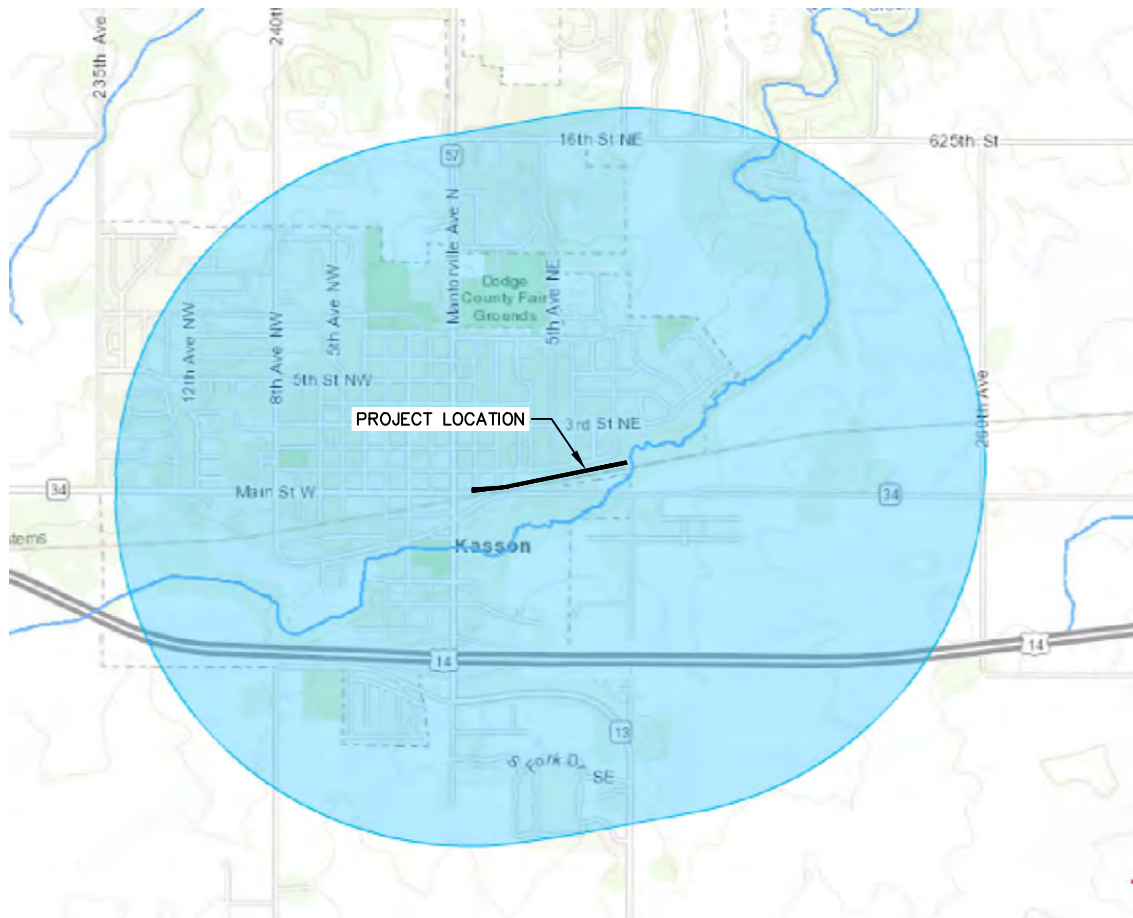
Brandon W. Theobald
Date License No. 48229

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TYPICAL SECTION
EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

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SPECIAL WATERS MAP



QUAD MAP



POLLUTION PREVENTION MEASURES

THE CONTRACTOR WILL IMPLEMENT THE POLLUTION PREVENTION MANAGEMENT MEASURES AS DIRECTED IN THE NPDES PERMIT PART IV.F 1-4 AS PERTAINING TO SOLID WASTE, HAZARDOUS MATERIALS, EXTERNAL TRUCK WASHING, AND CONCRETE WASHOUT ON SITE.

SOLID WASTE: NON-HAZARDOUS WASTE SUCH AS COLLECTED SEDIMENT, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION DEBRIS AND OTHER WASTES SHALL BE STOCKPILED AT AN APPROVED LOCATION. ALL NON-HAZARDOUS WASTE SHALL BE DISPOSED OF PROPERLY AND IN ACCORDANCE WITH MPCA REQUIREMENTS AND MNDOT SPECIFICATION 1717.A.4.

HAZARDOUS WASTE: ALL HAZARDOUS WASTE SUCH AS OIL, GASOLINE, PAINT AND ANY HAZARDOUS SUBSTANCES MUST BE PROPERLY STORED. STORAGE SHALL INCLUDING SECONDARY CONTAINMENT OR OTHER MEASURES TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGES. ACCESS TO STORAGE AREAS MUST BE RESTRICTED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST COMPLY WITH MANUFACTURERS' RECOMMENDATIONS AND THE MPCA REQUIREMENTS.

CONSTRUCTION VEHICLE WASHING: EXTERNAL WASHING OF TRUCKS AND CONSTRUCTION VEHICLES WILL NOT BE ALLOWED ON SITE. ENGINE DEGREASING IS NOT ALLOWED ON SITE.

FUELING AND SPILL PLAN: THE CONTRACTOR SHALL HAVE A FUELING OPERATION PLAN AND A PLAN IN THE EVENT OF A SPILL

CHEMICAL TREATMENT PLAN: THE CONTRACTOR SHALL HAVE A CHEMICAL TREATMENT PLAN THAT INCLUDES CHEMICALS USED FOR FLOCCULATION

SANITARY AND SEPTIC WASTE: PORTABLE TOILETS ON THE SITE MUST BE SECURED AND SANITARY WASTE DISPOSAL WILL COMPLY WITH THE MPCA SEPTAGE MANAGEMENT GUIDELINES INCORPORATING 40 CFR PART 503.

FOR CONCRETE WASHOUT ON SITE, ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW WASHOUT LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.

THESE MANAGEMENT MEASURES FOR POLLUTION PREVENTION WILL BE STRICTLY ENFORCED.

SOILS MAP

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
1027A	Coland-Spillville complex, 0 to 2 percent slopes, flooded	0.2	6.4%
M507B	Marquis silt loam, 2 to 6 percent slopes	0.8	24.2%
M515A	Tripoli silty clay loam, 0 to 2 percent slopes	2.3	69.4%
Totals for Area of Interest		3.4	100.0%



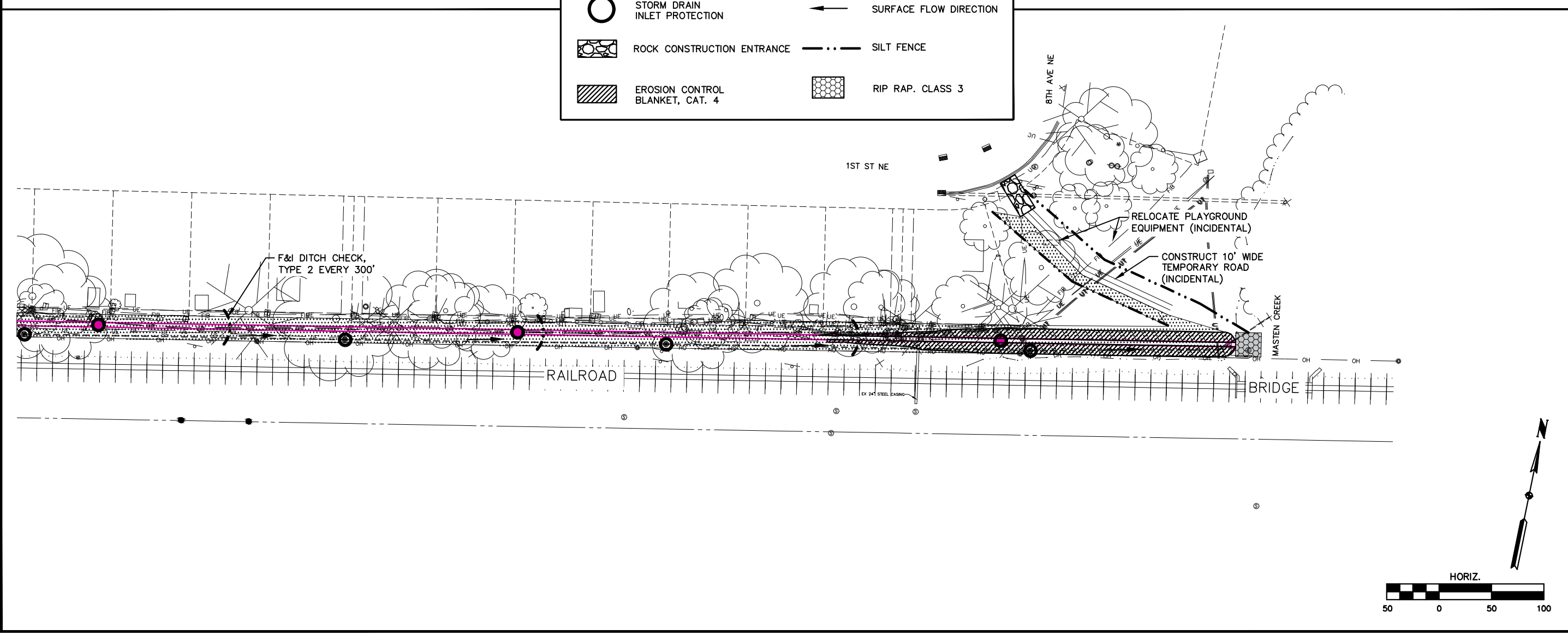
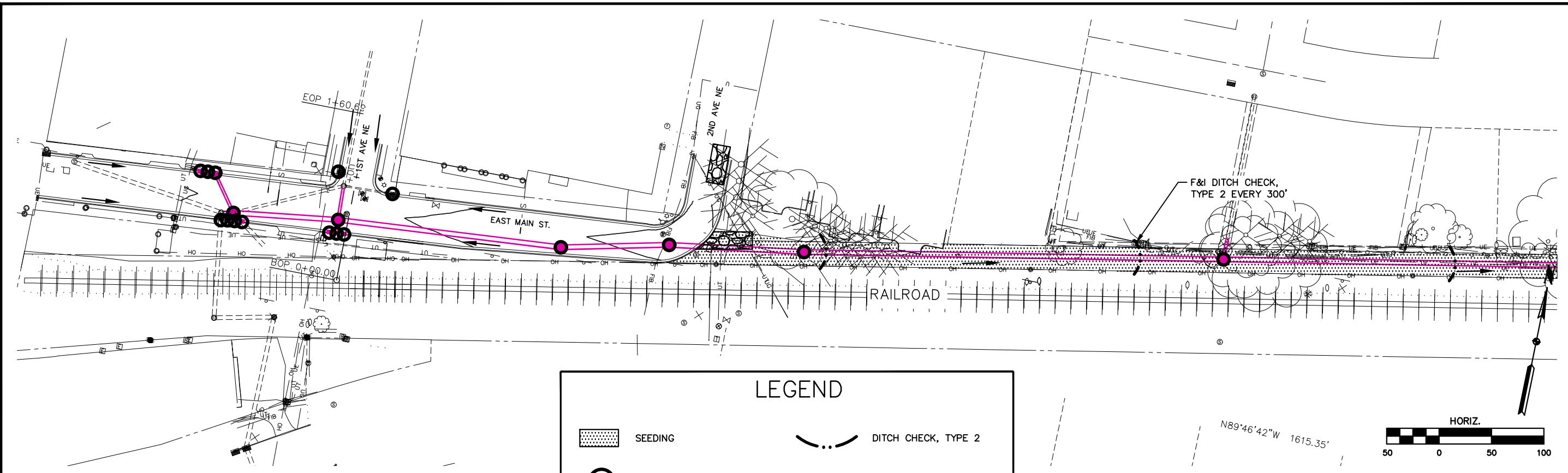
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Brandon W. Theobald
Date: _____ License No. 48229

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SWPPP
EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

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EROSION CONTROL & TURF ESTABLISHMENT

EAST MAIN STREET STORM SEWER IMPROVEMENTS

KASSON, MN

2019

SCALE: AS SHOWN

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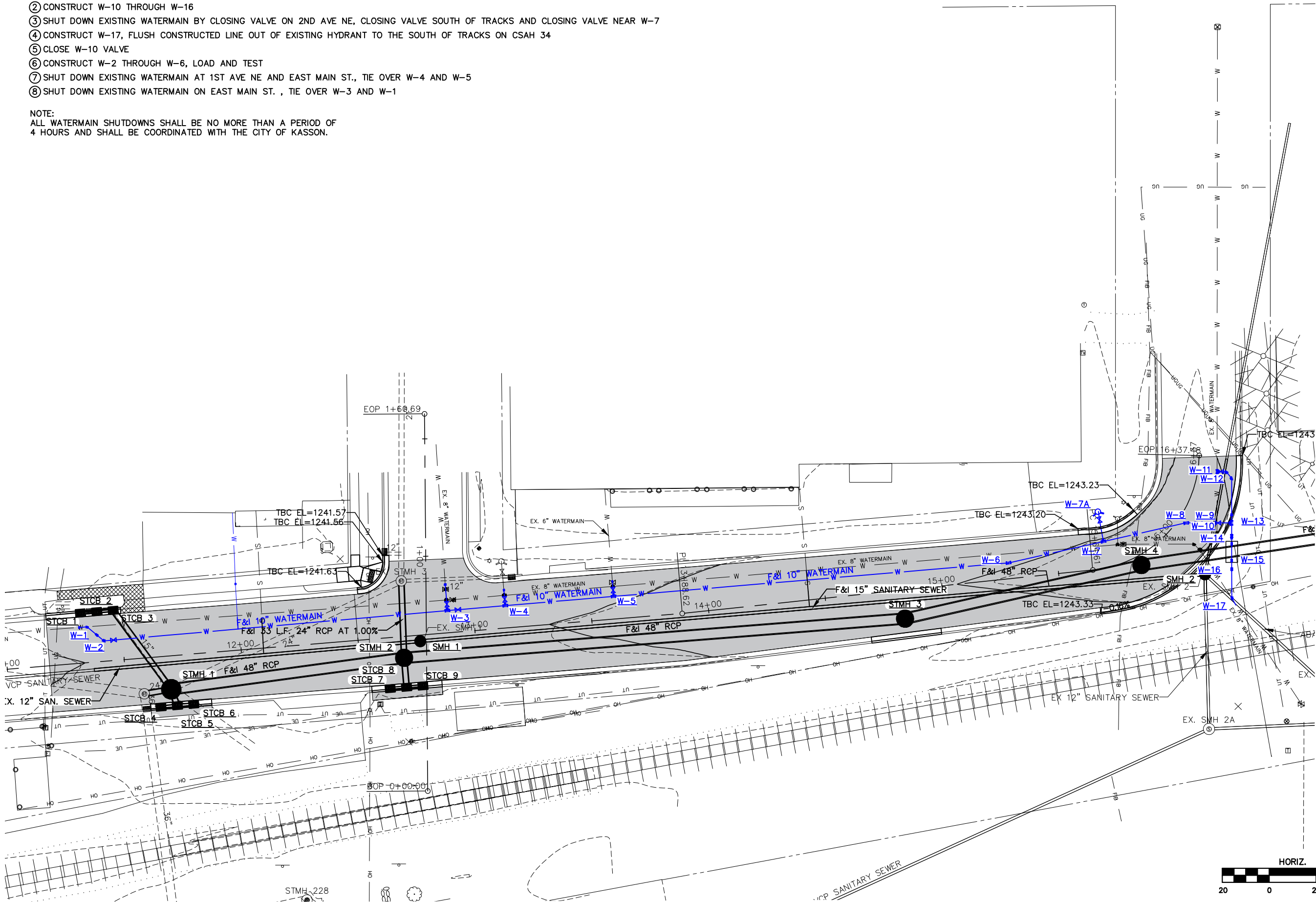
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SHEET 9 OF 16

EAST MAIN WATERMAIN SHUTDOWN/TIE IN PLAN

- ① TAPPING SLEEVE & VALVE (W-11)
- ② CONSTRUCT W-10 THROUGH W-16
- ③ SHUT DOWN EXISTING WATERMAIN BY CLOSING VALVE ON 2ND AVE NE, CLOSING VALVE SOUTH OF TRACKS AND CLOSING VALVE NEAR W-7
- ④ CONSTRUCT W-17, FLUSH CONSTRUCTED LINE OUT OF EXISTING HYDRANT TO THE SOUTH OF TRACKS ON CSAH 34
- ⑤ CLOSE W-10 VALVE
- ⑥ CONSTRUCT W-2 THROUGH W-6, LOAD AND TEST
- ⑦ SHUT DOWN EXISTING WATERMAIN AT 1ST AVE NE AND EAST MAIN ST., TIE OVER W-4 AND W-5
- ⑧ SHUT DOWN EXISTING WATERMAIN ON EAST MAIN ST. , TIE OVER W-3 AND W-1

NOTE:
ALL WATERMAIN SHUTDOWNS SHALL BE NO MORE THAN A PERIOD OF
4 HOURS AND SHALL BE COORDINATED WITH THE CITY OF KASSON.



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Brandon W. Theobald
Date: License No. 48229

REVISIONS	
NO.	DESCRIPTION

WATERMAIN SHUTDOWN
EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

SCALE:
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WHKS PROJECT NO.
8317
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STCB 1
STA 11+33.04 -21.35'L
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.45
F&I 7 L.F. 12" RCP
INV. EL. 1237.94 (E) 12" RCP

STCB 2
STA 11+40.04 -21.35'L
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.37
INL. EL. 1237.90 (W) 12" RCP
F&I 7 L.F. 12" RCP
INV. EL. 1237.90 (E) 12" RCP

STCB 3
STA 11+47.04 -21.35'L
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.28
INL. EL. 1237.87 (W) 12" RCP
F&I 42 L.F. 24" RCP
INV. EL. 1237.87 (SE) 24" RCP

STCB 4
STA 11+63.95 21.46'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.20
F&I 7 L.F. 12" RCP
INV. EL. 1237.71 (E) 12" RCP

STCB 5
STA 11+70.95 21.44'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.21
INL. EL. 1237.67 (E) 12" RCP
INL. EL. 1237.68 (W) 12" RCP
F&I 7 L.F. 24" RCP
INV. EL. 1237.68 (N) 24" RCP

STCB 6
STA 11+77.95 21.41'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.22
F&I 7 L.F. 12" RCP
INV. EL. 1237.71 (W) 12" RCP

STCB 7
STA 12+61.96 21.69'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.37
F&I 7 L.F. 12" RCP
INV. EL. 1237.87 (E) 12" RCP

STCB 8
STA 12+68.96 21.70'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.39
INL. EL. 1237.84 (W) 12" RCP
INL. EL. 1237.88 (E) 12" RCP
F&I 13 L.F. 24" RCP
INV. EL. 1237.84 (N) 24" RCP

STCB 9
STA 12+75.96 21.71'R
CONSTRUCT STRUCTURE TYPE 1
GRATE EL. = 1241.42
F&I 7 L.F. 12" RCP
INV. EL. 1237.91 (W) 12" RCP

STMH 1
STA 11+68.93 14.25'R
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 4 GRATE EL. = 1241.43
INL. EL. 1237.45 (NW) 24" RCP
INL. EL. 1237.61 (S) 24" RCP
INL. EL. 1236.24 (W) 24" RCP
INV. EL. 1235.75 (E) 48" RCP

STMH 2
STA 12+68.96 9.10'R
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 4 GRATE EL. = 1241.72
INL. EL. 1235.60 (W) 48" RCP
INL. EL. 1237.54 (N) 24" RCP
INL. EL. 1237.72 (S) 24" RCP
INV. EL. 1235.50 (E) 48" RCP

SMH 1 (48in)
STA 12+76.42 2.57'R
CONSTRUCT STRUCTURE TYPE 3
TYPE 2A COVER-RING EL. = 1241.80
INL. EL. 1232.35 (W) 15" PVC
INV. EL. 1232.30 (E) 15" PVC

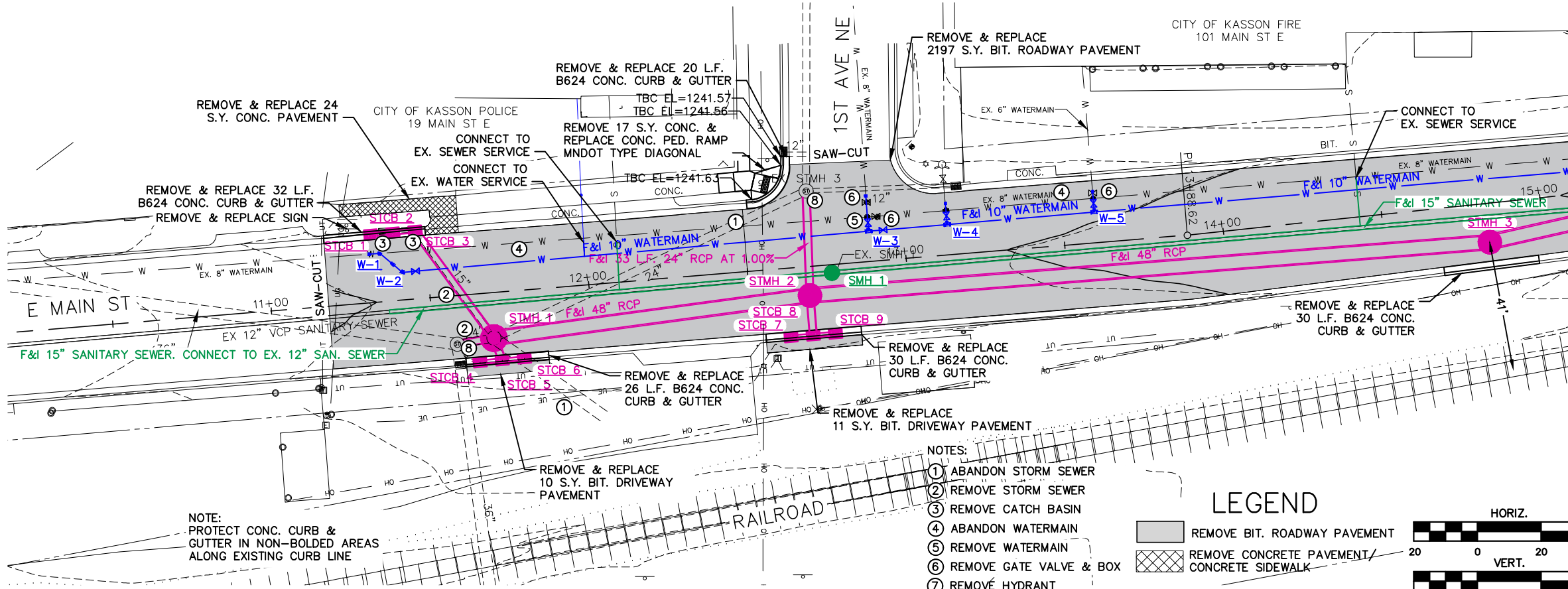
W-1
STA. 11+35.39 - -15.22 C
F&I 8" 45' BEND
F&I 8" MJ SLEEVE
3' WEST OF BEND
CONNECT TO EX 8" WATERMAIN

W-2
STA. 11+42.01 - -8.67 C
F&I 10" 45' BEND
F&I 10"x8"REDUCER
3' NORTH WEST OF BEND
F&I 10" GATE VALVE & BOX
3' EAST OF BEND

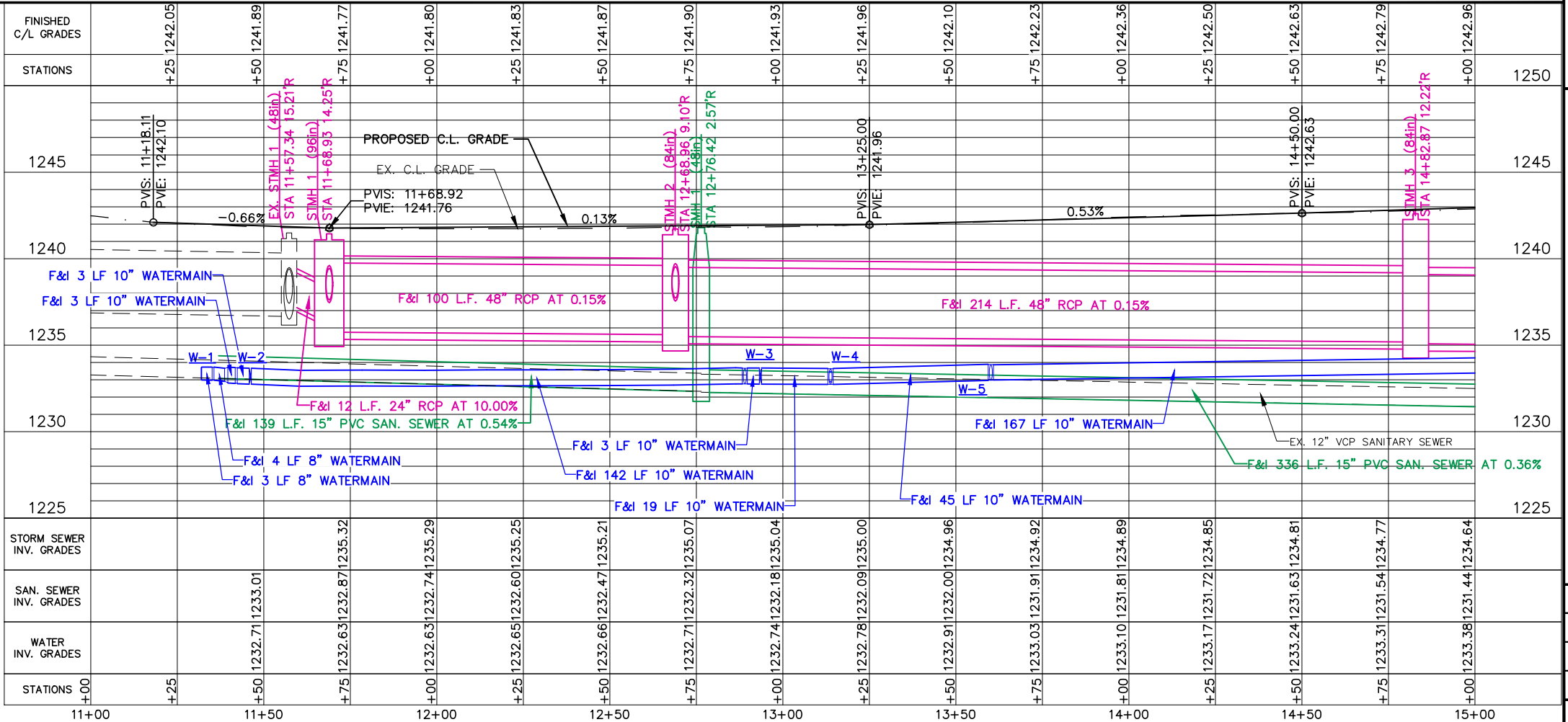
W-3
STA. 12+89.00 - -9.46 C
F&I 10"x8" TEE
F&I 8" GATE VALVE & BOX
2' NORTH OF TEE
F&I 8" MJ SLEEVE
8' NORTH OF GATE VALVE & BOX
F&I 10" GATE VALVE & BOX
3' EAST OF TEE
F&I 10 L.F. 8" WATERMAIN
CONNECT TO EX 8" WATERMAIN

W-4
STA. 13+13.76 - -9.52 C
F&I 10"x6" TEE
F&I 6" GATE VALVE & BOX
2' NORTH OF TEE
F&I 6" SLEEVE
4' NORTH OF GATE VALVE & BOX
F&I 6 L.F. 6" WATERMAIN
CONNECT TO EX 6" WATERMAIN

W-5
STA. 13+60.10 - -9.62 C
F&I 10"x6" TEE
F&I 6" GATE VALVE & BOX
2' NORTH OF TEE
F&I 6" MJ SLEEVE
4' NORTH OF GATE VALVE & BOX
F&I 6 L.F. 6" WATERMAIN
CONNECT TO EX 6" WATERMAIN



EAST MAIN STREET STORM



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Brandon W. Theobald
Date: 4/22/2019
License No. 48229

REVISIONS	NO.	DATE	DESCRIPTION

PLAN AND PROFILE

EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

SCALE:
AS SHOWN

WHKS PROJECT NO.
8317

DRAWN BY:
JAM

CHECKED BY:
BWT

SHEET
11 OF 16

STMH 3
STA 14+82.87 12.22'R
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 4 GRATE EL. = 1242.59
INL. EL. 1235.18 (W) 48" RCP
INV. EL. 1235.08 (E) 48" RCP

STMH 4
STA 20+00.00 0.00'
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 4 GRATE EL. = 1243.30
INL. EL. 1234.92 (W) 48" RCP
INV. EL. 1234.82 (E) 48" RCP

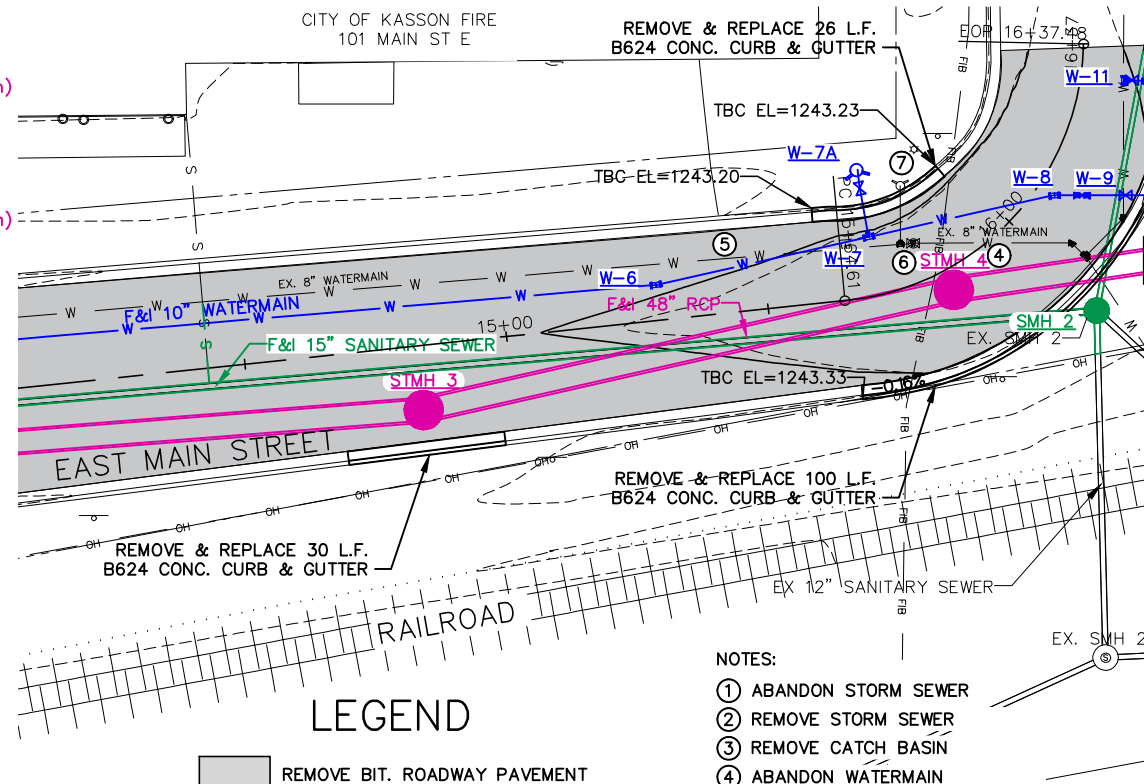
W-6
STA. 15+29.25 - -6.71 @
F&I 10" 11.25' BEND

W-7
STA. 15+71.93 - -11.18 @
F&I 10"x6" TEE

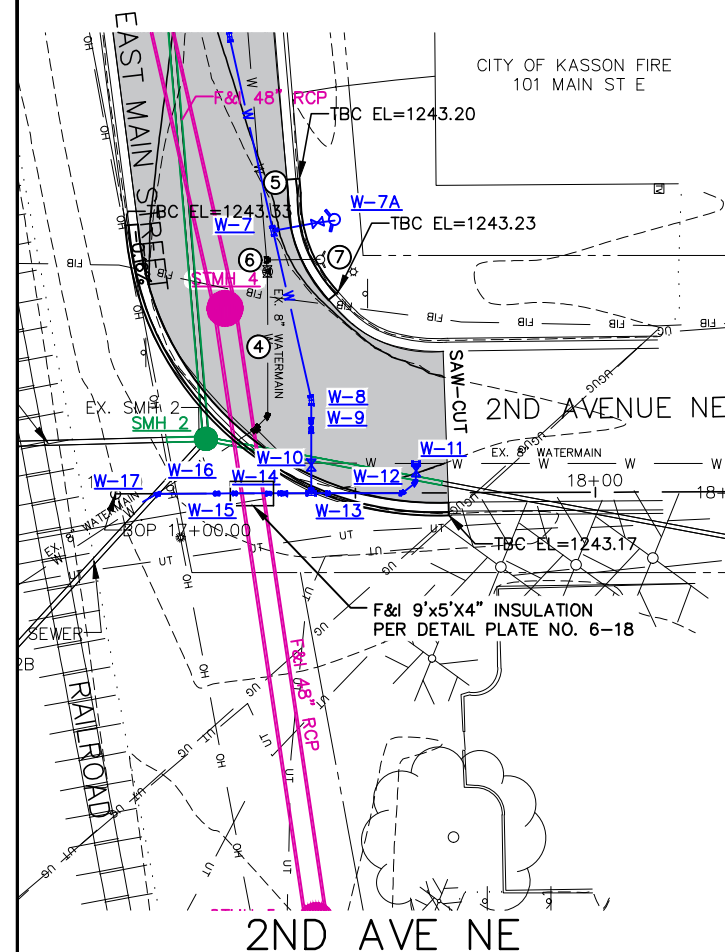
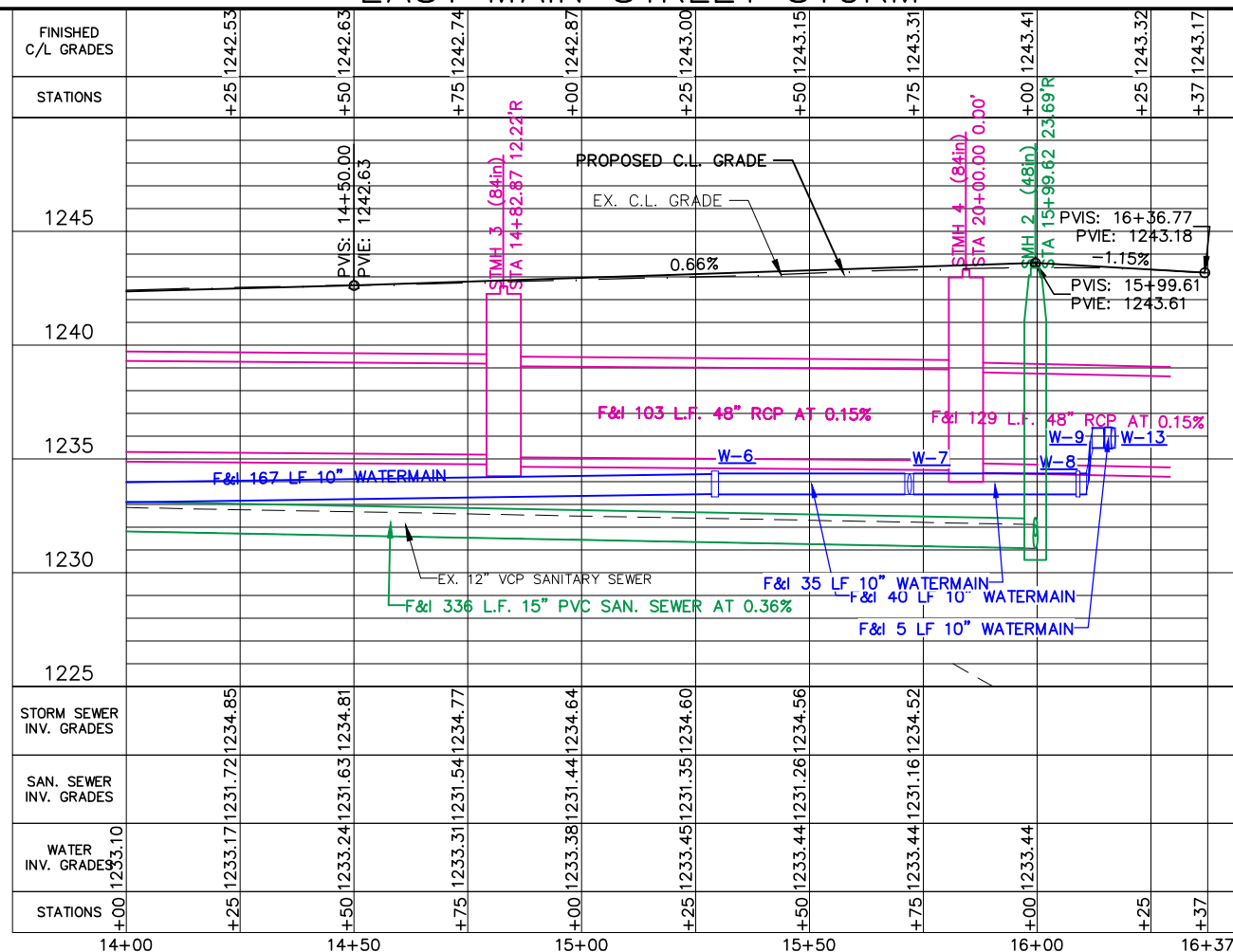
W-7A
STA. 15+73.29 - -24.13 @
F&I 6" HYDRANT (9.0' BURY)
BRK. OFF EL. 1243.10
F&I 6" GATE VALVE & BOX
3' SOUTH EAST OF HYDRANT
F&I 11 L.F. 6" WATERMAIN

W-8
STA. 16+09.03 - 3.51 @
F&I 10" 11.25' BEND
F&I 10" 45' VERTICAL BEND
3' EAST OF BEND

W-9
STA. 16+12.10 - 9.12 @
F&I 10" 45' VERTICAL BEND



EAST MAIN STREET STORM



W-10
STA. 17+40.82 - -5.86 @
F&I 10" GATE VALVE & BOX

W-11
STA. 17+62.68 - -6.16 @
TAPPING SLEEVE & VALVE
F&I 45' BEND
4' EAST OF TEE
F&I 3 L.F. 8" WATERMAIN
CONNECT TO EXISTING 8" WATERMAIN

W-12
STA. 17+59.79 - 0.07 @
F&I 45' BEND

W-13
STA. 17+40.81 - 0.00 @
F&I 10"x10" TEE
F&I 10"x8" REDUCER
3' NORTH OF TEE
F&I 10" 45' VERTICAL BEND
4' SOUTH OF TEE

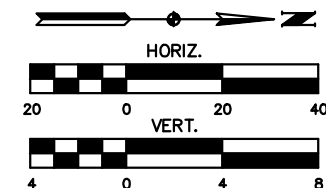
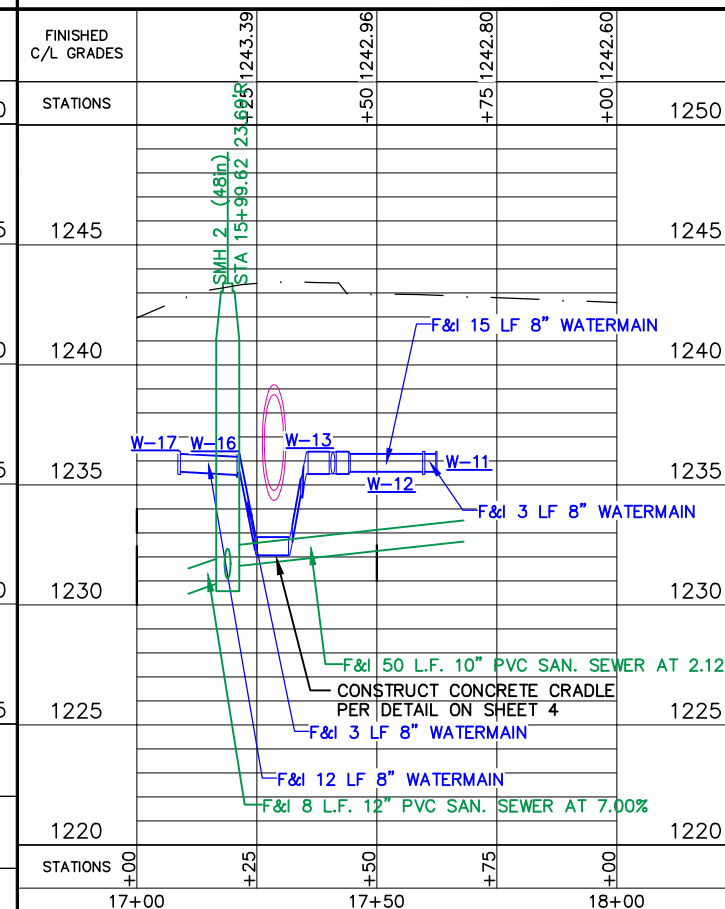
W-14
STA. 17+34.32 - -0.02 @
F&I 10"x8" REDUCER
F&I 8" 45' VERTICAL BEND
2' SOUTH OF REDUCER

W-15
STA. 17+25.10 - -0.07 @
F&I 8" 45' VERTICAL BEND

W-16
STA. 17+21.39 - -0.04 @
F&I 8" 45' VERTICAL BEND

W-17
STA. 17+08.75 - -0.08 @
F&I 8" 45' BEND
CONNECT TO EXISTING 8" WATERMAIN

SMH 2 (48in)
STA 15+99.62 23.69'R
CONSTRUCT STRUCTURE TYPE 3
RING EL. = 1243.39
INL. EL. 1231.10 (W) 15" PVC
INL. EL. 1231.60 (N) 10" PVC
INV. EL. 1231.07 (S) 12" PVC
CONNECT TO EXISTING SANITARY SEWER



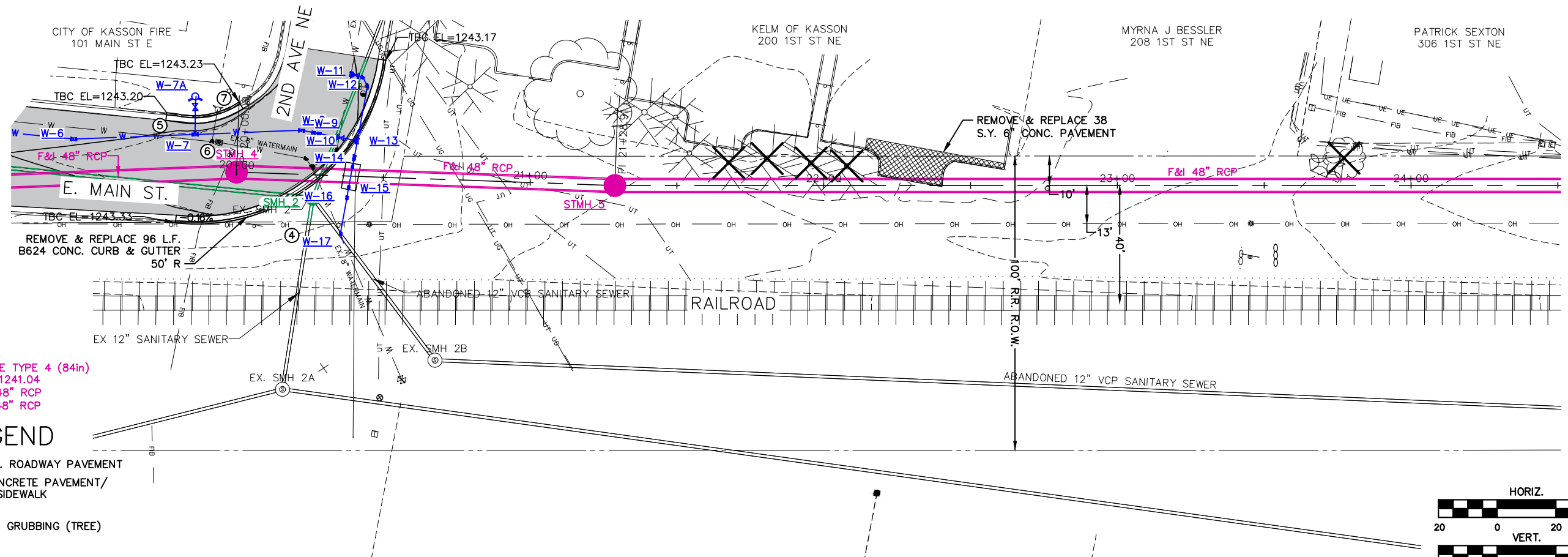
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Brandon W. Theobald
Date: License No. 48229

REVISIONS		DESCRIPTION
NO.	DATE	

PLAN AND PROFILE
EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MN
2019

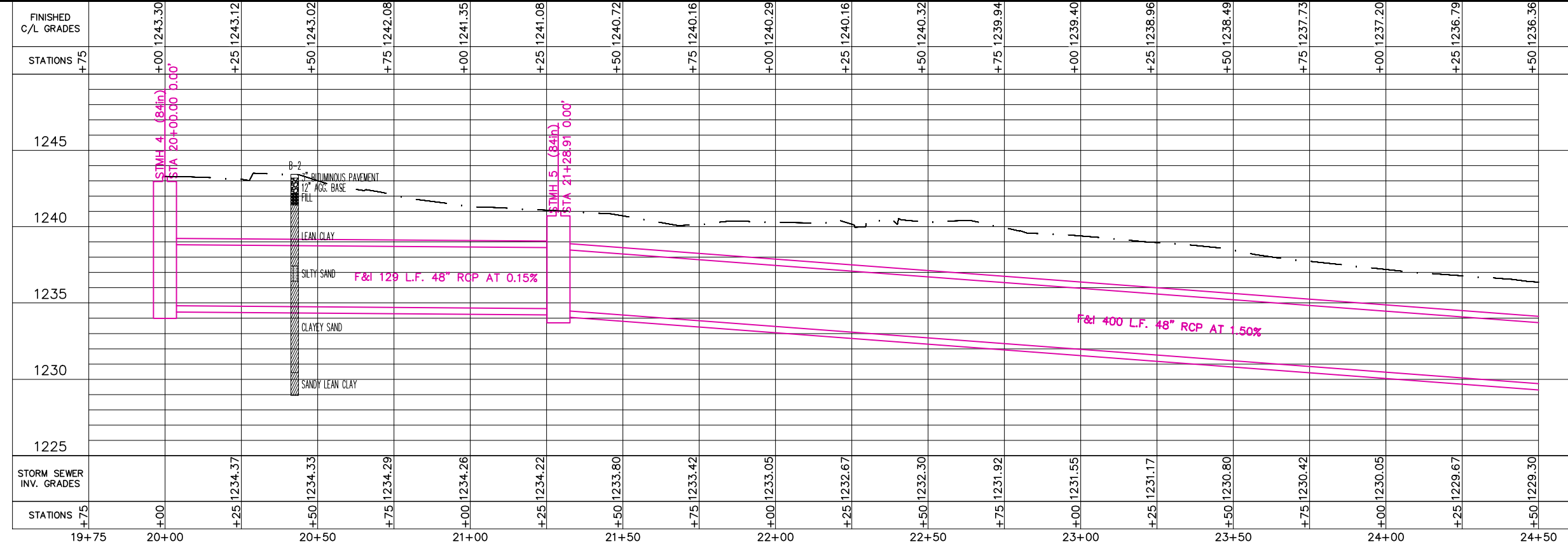
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WHKS PROJECT NO.
8317
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JAM
CHECKED BY:
BWT
SHEET




STMH 5
STA 21+28.91 0.00'
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 4 GRATE EL. = 1241.04
INL. EL. 1234.63 (W) 48" RCP
INV. EL. 1234.53 (E) 48" RCP

- LEGEND**
- REMOVE BIT. ROADWAY PAVEMENT
 - REMOVE CONCRETE PAVEMENT/
CONCRETE SIDEWALK
 - CLEARING & GRUBBING (TREE)

EAST MAIN STREET STORM





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KASSON, MN
2019

SCALE: AS SHOWN

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SHEET 13 OF 16

TERRY D NELSON
310 1ST ST NE

JLR RENTALS
312 1ST ST NE

PAUL G JORDAN
314 1ST ST NE

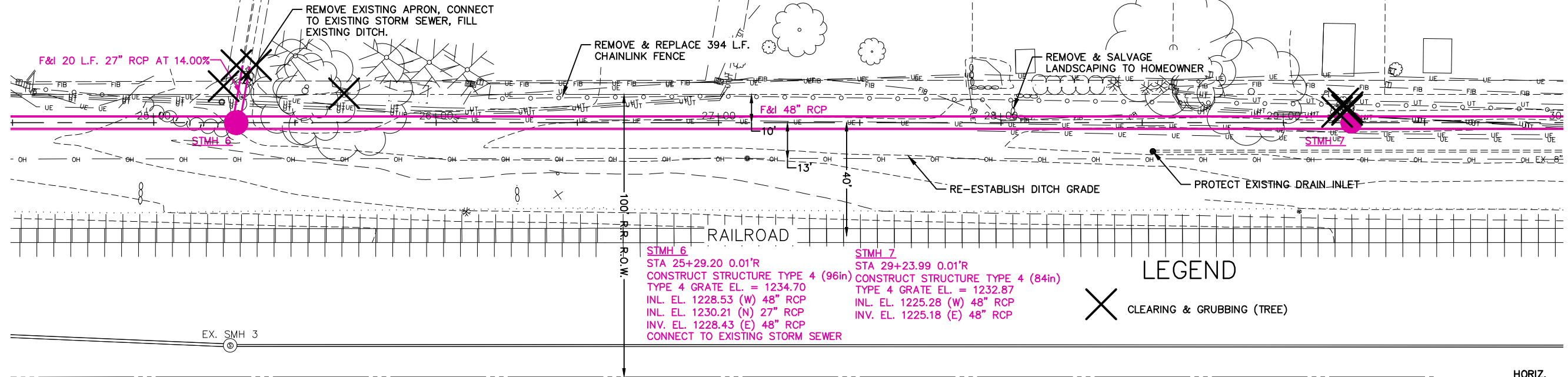
DAVID J WULFF
400 1ST ST NE

DENISE M WAREHIME
402 1ST ST NE

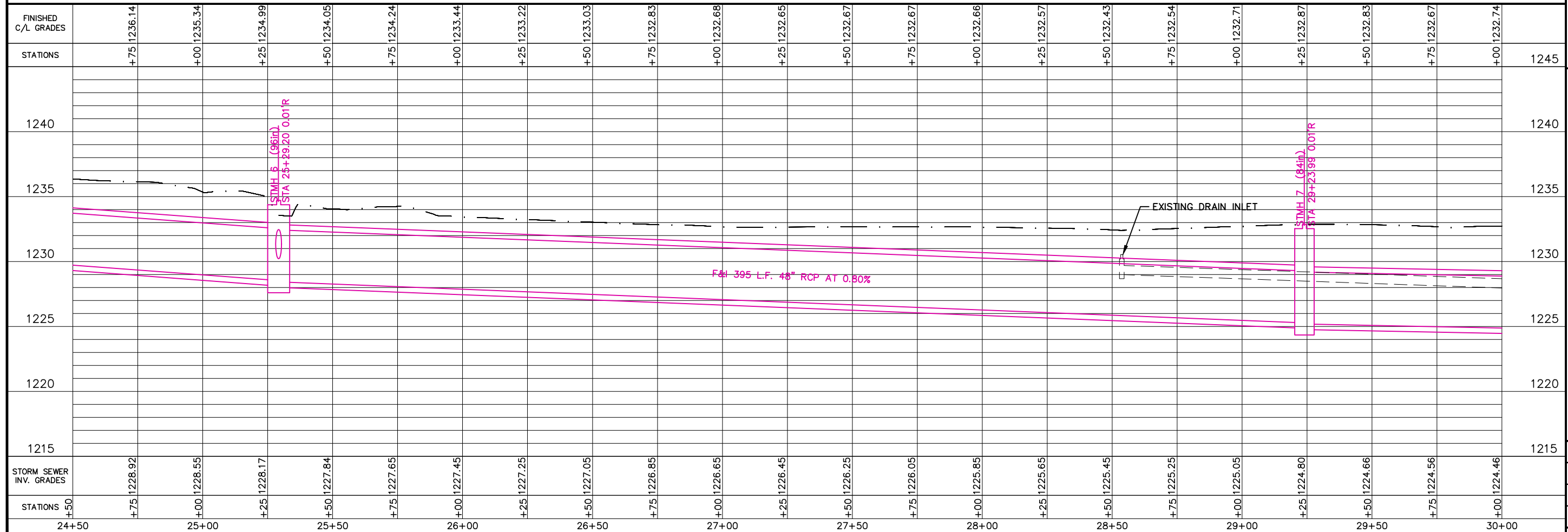
JOHN M HAZUKA
404 1ST ST NE

BRUCE D EBNET
406 1ST ST NE

BONNIE L RYAN
502 1ST ST NE



EAST MAIN STREET STORM



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KASSON, MN
2019

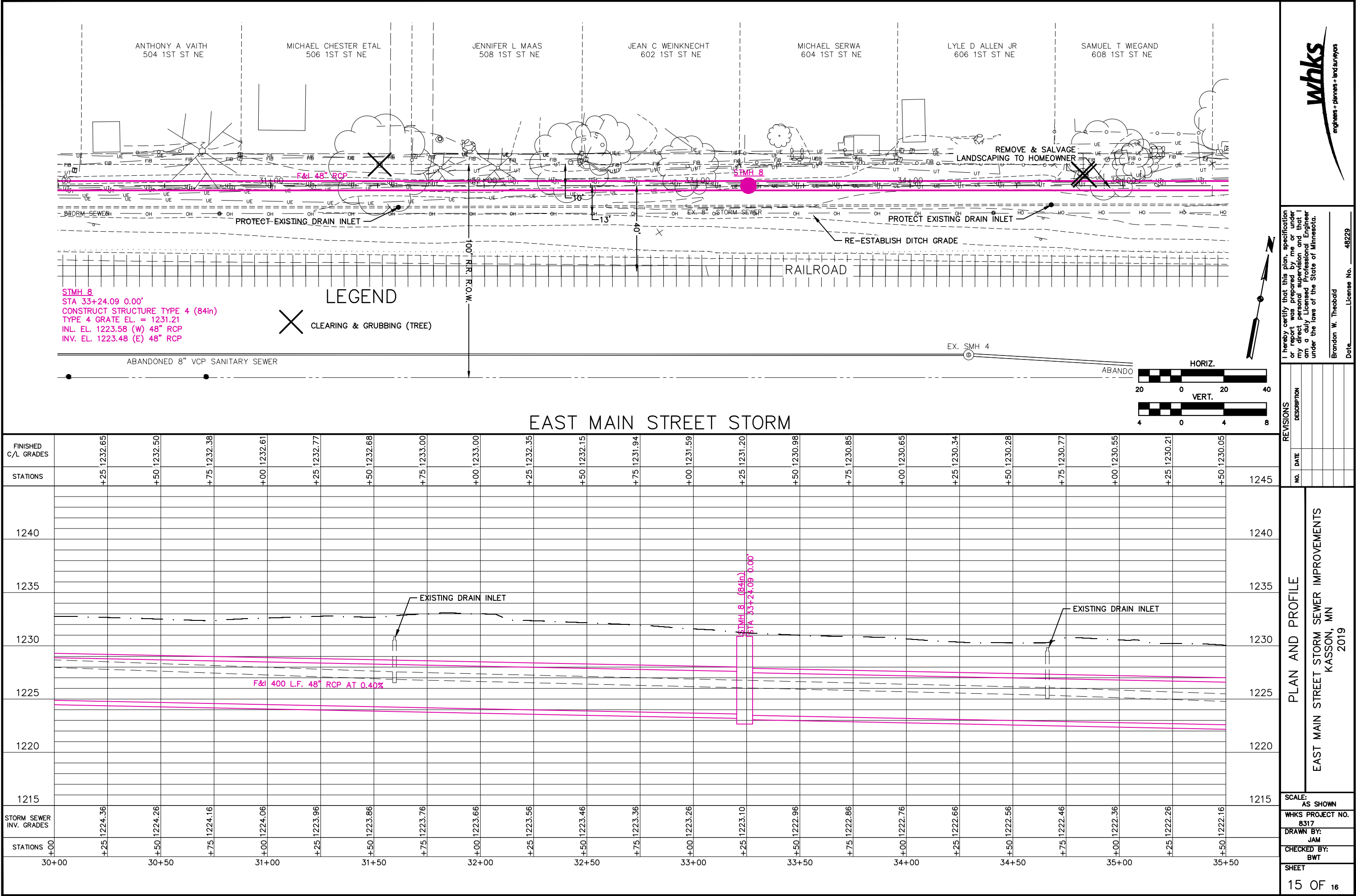
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AS SHOWN

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**EAST MAIN STREET STORM SEWER IMPROVEMENTS
KASSON, MINNESOTA
2019**

ADVERTISEMENT FOR BIDS

Public notice is hereby given that sealed proposals will be received by the City of Kasson, Minnesota at the City Hall, Kasson, Minnesota, Until 10:00 AM on the 6th day of June, 2019, for furnishing materials and labor for construction of East Main Street Storm Sewer Improvements as described in plans and specifications thereof now on file in the office of the City Clerk. Proposals will be opened at 10:00 AM at the City Hall. Proposals will be acted upon by the City Council at a meeting to be held in the City Hall, beginning at 6:00 PM, on the 12th day of June, 2019 or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the East Main Street Storm Sewer Improvements together with related subsidiary and incidental work including:

600 L.F.	12" Watermain
700 L.F.	15" Sanitary Sewer
2,500 L.F	48" Storm Sewer
550 Tons	Bituminous Paving
250 L.F.	Concrete Curb & Gutter

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, Minnesota 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Clerk.

Each bid must be made out on a proposal blank furnished by the City and obtained at the offices of WHKS & Co.

Each proposal shall be sealed in an envelope marked "East Main Street Storm Sewer Improvements". Each bid must be accompanied by a certified check, cashier's check or bid bond payable to the City of Kasson, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract.

Bidders shall not be permitted to withdraw their bids for a period of thirty (30) days after the same are opened.

Payment for said East Main Street Storm Sewer Improvements will be made in cash from cash on hand, from governmental grants, or from such other funds as may be legally used for such purposes. Monthly estimates will be made by the Engineer and payment will be made to the Contractor in the amount of ninety-five percent (95%) of said estimate. Final payment of money due will be made in cash within thirty days of project completion and acceptance.

The Contractor shall commence work after the Notice to Proceed is issued and shall complete project item(s) on or before July 31, 2020.

The successful bidder will be required to furnish a Performance and Maintenance Bond and a Payment Bond, both in an amount equal to one hundred (100) percent of the Contract price. Said bonds are to be issued by a responsible surety, approved by the City Council, and which shall guarantee the faithful performance of the Contract and the terms and conditions therein contained, and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of one (1) years from and after its completion and acceptance by the City.

Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Copies of said plans and specifications are now on file in the office of the City Clerk, City Hall, Kasson, Minnesota, for examination by bidders. Bid forms, plans and specifications are available to download for a \$40.00 charge at www.questcdn.com. Paper copies can be obtained for a non-refunded cost of \$100.00 from WHKS & Co., 2905 South Broadway, Rochester, MN 55904.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of the City of Kasson, Minnesota.

/s/ Linda Rappe

City Clerk
City of Kasson, Minnesota

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF
KASSON, MINNESOTA

HELD: May 8, 2019

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Kasson, Minnesota, was duly called and held at the City Hall in said City on the 8th day of May 2019, at 6:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND
SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS

WHEREAS, the consulting engineers for the City have prepared final plans and specifications for the construction of East Main Street Storm Sewer Improvements in the City, and such plans and specifications have been presented to this Council for approval;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Kasson, Minnesota:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk.
2. The City Clerk shall prepare and cause to be inserted in the official city newspaper and Quest Construction Document Network an advertisement for bids upon the making of such improvements under such approved plans and specifications.

The advertisement shall be published in each of said publications at least once not less than three weeks before the date set for opening bids, shall specify the work to be done, shall state that bids will be publicly opened on June 6th, 2019 at 10:00 o'clock A.M. at City Hall in said City and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

The motion for the adoption of the foregoing resolution was seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF DODGE) ss
CITY OF KASSON)

I, the undersigned, being the duly qualified and acting Clerk of the City of Kasson Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original minutes on file and of record in my office, and the same is a true and correct transcript of the minutes of a meeting of the City Council held on the date therein indicated, insofar as the same relates to a resolution approving plans and specifications and ordering advertisement for bids for on 2018 Pavement and Concrete Maintenance for said City.

WITNESS my hand as such Clerk and the seal of said City this _____ day of _____, 2018.

City Clerk

(SEAL)

City of Kasson, Minnesota
POSITION DESCRIPTION

POSITION TITLE: Deputy Fire Chief - Administration
REPORTS TO: Fire Chief
SUPERVISES: All other Fire Department Officers
LOCATION: Fire Department
DATE OF LAST REVISION: 09/11

Job Purpose Summary:

The Primary objective of this position is to assist the Fire Chief in performing a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire and/or other emergency situations **s or events.**

ESSENTIAL FUNCTIONS

ADMINISTRATIVE

Assists the Fire Chief in supervising all activities of the department

Recommends to the Fire Chief the purchase of department equipment.

Assists the Fire Chief in matters of budget planning and management.

Assists the Fire Chief in matters of short as-well-as long-range planning associated to needs of the agency and community

Assists the Fire Chief with preparation and administration of the department budget and updated Five Year Capital Improvement Plan setting forth the anticipated needs of the department.

Assists in the development and implementation of policies and procedures for the department, as directed by the Fire Chief and advises the members of these policies and procedures.

Assists the Fire Chief in recommending annual budget estimates to the Council.

Assists the Fire Chief in representing the department at all necessary meetings with township and city officials, Safety Committee meetings, Council meetings and special meetings as required.

Assist the Fire Chief in statistical analysis of the efforts, undertakings, performance of the agency

Assists the Fire Chief in matters of data and statistical research for the development of correspondence, proposals, and reports.

Maintains fire records and reports for efficient operations (MNFIRS / NFIRS).

OPERATIONS

In the absence of the Fire Chief, plans, organizes, assigns, and directs department operations with respect to equipment, apparatus, and personnel

Responds to fire alarms and directs all firefighting activities.

Responds and manages fire, rescue, and disaster calls in accordance with Standard Operating Procedures.

Performs the duties of a Firefighter.

Delegates to Fire Department membership the responsibilities stated in the department policies and procedures.

EQUIPMENT & SUPPLIES MANAGEMENT

Assist the Deputy Chief – Operations as requested, needed or directed by the Fire Chief

TRAINING - EDUCATION - CERTIFICATION

Assists the Fire Chief in supervising activities of the department associated to training, education, and certification of staff.

Stays abreast of current firefighting methods and administration by attending conferences and educational training.

Coordinate and process educational and training opportunity requests put forth by individual staff and officers

Coordinate all record-keeping associated to education, training, and re-certification for staff of the agency

Stays abreast of training, educational, and certification opportunities provided by the MN Board of Firefighter Training and Education, MN Firefighter Certification Board, MN State Colleges and Universities, MN Fire Department Association, MN State Fire Chiefs Association, and other local, state and national organizations as associated to fire and emergency medical services

Stay abreast of ISO policies, standards, protocols, directives and initiatives – implementing and adhering to as appropriate for the agency

SAFETY & COMPLIANCE

Stay abreast of NFPA / OSHA policies, standards, protocols, directives and initiatives – implementing and adhering to as appropriate for the agency

Stay abreast of FEMA / HSEM policies, standards, protocols, directives and initiatives – implementing and adhering to as appropriate for the agency

Engage risk management efforts and pre-planning initiatives for the agency

Serve as point-of-contact for agency Safety Officer(s) to develop, implement and ensure proper safety measures and protocols are adhered to and engaged during incidents and training events

PUBLIC INTERFACE

Serves as public service and public relations representative for department by addressing civic and other groups regarding the activities and programs of the department in the absence of the Fire Chief.

Serves as the point-of-content for the agency, coordinating the develop of media and social media content for the agency.

Coordinates the gathering of data, statistics, content for the development of the agency annual report

Coordinates agency efforts associated with the engagement of matters associated to fire prevention and emergency medical services which will result in community awareness, education and training

Research, investigate and develops proposals, as directed by the Fire Chief that would yield further engagement and positive public interface.

COMPLIANCE & INVESTIGATION

Enforce all City ordinances and other Minnesota statutes concerning fire suppression and prevention.

Assists the Fire Chief in efforts of fire code interpretation, compliance, permitting and enforcement

Assists the Fire Chief in efforts associated to city planning and zoning within the City of Kasson

Assists the Fire Chief in matters of obtaining / maintaining scene security for those events needing local or state investigation

Assist the Fire Chief in matters of inspection and code compliance

ADDITIONAL RESPONSIBILITIES

Performs other duties as apparent or assigned.

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*Unclear as to the inclusion of the two following items below as they are covered under general COMPLIANCE -
-- as such, moved them here for assessment and discussion – potential deletion...*

~~Directs the operation and maintenance of fire alarms, reporting systems and equipment.~~

~~Enforces the fire prevention laws the handling and storage of combustible materials and the use of inflammable liquids and explosives.~~

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Did not review -or- make changes past this point in the document

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws under the direction of the Fire Chief. Responsibilities include training; planning, assigning, and directing work; evaluating performance; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend the hiring, rewarding and disciplining, suspending, adjusting grievances, promoting, demoting, and the discharge of employees.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works in outdoor weather conditions. The employee must occasionally work in high, precarious places, in wet humid conditions, and near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and radiation.

The noise level in the work environment is usually moderate to loud.

SKILLS INVOLVED:

To perform this job successfully, an individual must have thorough knowledge of firefighting and emergency rescue techniques and practices; considerable knowledge of the operation and routine maintenance of all fire fighting equipment, tools and apparatus; thorough knowledge of the modern principles and techniques of fire prevention, including inspection, hazards and elimination of dangerous conditions; thorough knowledge of the laws and ordinances of state and city regarding fire suppression and prevention; thorough knowledge of current emergency management practices; competent in computer operations and relevant software programs; ability to establish and maintain effective working relationships with other department heads and government officials; and ability to communicate complex ideas, both orally and in writing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have firefighter Essentials and Hazmat Awareness Training.
- Must be in compliance of current NIMS Regulations
- Must have attended 80% of all meetings and drills for the previous term.
- Must have received Incident Command System and Operational Tactics training.
- Attends Fire Chief's Meetings as well as State Fire Chief's Conference in the absence of the Fire Chief.
- Must possess good verbal and listening skills.
- Must reside within five (5) road distance miles of the Fire Station.
- Knowledge of modern fire suppression and prevention procedures, techniques and equipment.
- Knowledge of first aid and resuscitation.
- Ability to train and supervise subordinate personnel.
- Ability to exercise sound judgment in evaluating situations and in making decisions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to sit; stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision peripheral vision, and the ability to adjust focus. Must have the ability to perform strenuous physical activity.

Schedules and Other Conditions

While performing essential functions of the position, the individual will work intermittent hours, be available on call, and be available or arrange coverage for response as needed to major events which affect the department and the City.

Mental Abilities:

General learning ability is required. The ability to read, write, and communicate directions, ideas, concepts and expected outcomes is required. The ability to manage work stress in critical situations and help others do the same.

Personal Attributes:

Flexibility and adaptability to changing work demands are important. The ability to plan manage, evaluate the department operations and the work of assigned personnel is an expectation of the position.

Minimum Qualifications for the Position:

Graduation from high school or equivalent.

Firefighter I and Firefighter II certification

Fire Ground Management: First Arriving Officer Leadership Series

Successful completion of IS-700.A; IS-800.B NRF; ICS-100; ICS-200; ICS-300; ICS-400.

Possession of an appropriate driver's license valid in the State of Minnesota.

Seven (7) years prior experience in fire fighting and prevention with at least two (2) years as an officer

Additional, Desirable Qualifications for the Position:

Degree or course work in Fire Science or related field.

Haz Mat Operations Level.

Emergency Management/Homeland Security

Relevant municipal experience

City of Kasson, Minnesota
POSITION DESCRIPTION

POSITION TITLE: Deputy Fire Chief - Operations
REPORTS TO: Fire Chief
SUPERVISES: All other Fire Department Officers
LOCATION: Fire Department
DATE OF LAST REVISION: 09/11

Job Purpose Summary:

The Primary objective of this position is to assist the Fire Chief in performing a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire and/or other emergency situations **or events.**

ESSENTIAL FUNCTIONS

ADMINISTRATIVE

- Assists the Fire Chief in supervising all activities of the department
- Recommends to the Fire Chief the purchase of department equipment.
- Assists the Fire Chief in matters of budget planning and management.
- Assists the Fire Chief in matters of short as-well-as long-range planning associated to needs of the agency and community
- Assists the Fire Chief with preparation and administration of the department budget and updated Five Year Capital Improvement Plan setting forth the anticipated needs of the department.
- Assists in the development and implementation of policies and procedures for the department, as directed by the Fire Chief and advises the members of these policies and procedures.
- Assists the Fire Chief in recommending annual budget estimates to the Council.
- Assists the Fire Chief in representing the department at all necessary meetings with township and city officials, Safety Committee meetings, Council meetings and special meetings as required.
- Assist the Fire Chief in statistical analysis of the efforts, undertakings, performance of the agency
- Assists the Fire Chief in matters of data and statistical research for the development of correspondence, proposals, and reports.
- Engage and serve as a point-of-interface with Public Utilities Department on matters associated to fire operations and community emergency events

OPERATIONS

In the absence of the Fire Chief, plans, organizes, assigns, and directs department operations with respect to equipment, apparatus, and personnel

Responds to fire alarms and directs all firefighting activities.

Responds and manages fire, rescue, and disaster calls in accordance with Standard Operating Procedures.

Performs the duties of a Firefighter.

Delegates to Fire Department membership the responsibilities stated in the department policies and procedures.

EQUIPMENT & SUPPLIES MANAGEMENT

Assists the Fire Chief in supervising activities of the department associated to maintenance and repair of equipment.

Assist the Fire Chief in the area of Quartermaster efforts by regulating control of consumable and non-consumable inventory goods including, but not limited to: uniforms & PPE (Personal Protective Equipment or Bunker Gear), medical supplies, station and cleaning supplies and any other supplies or service needs.

At the direction of the Fire Chief orders supplies in accordance with the City's purchasing policy.

Provides applicable accounting departments with the necessary information needed for department service billing.

Coordinates internal and vendor interface efforts associated to maintenance, calibration, testing of equipment, tools, and apparatus

Assists the Fire Chief in supervising activities of the department associated to maintenance and repair of equipment.

TRAINING - EDUCATION – CERTIFICATION

Assist the Deputy Chief – Administration as requested, needed or directed by the Fire Chief

SAFETY & COMPLIANCE

Stay abreast of NFPA / OSHA policies, standards, protocols, directives and initiatives – implementing and adhering to as appropriate for the agency

Stay abreast of FEMA / HSEM policies, standards, protocols, directives and initiatives – implementing and adhering to as appropriate for the agency

Engage risk management efforts and pre-planning initiatives for the agency

PUBLIC INTERFACE

Serves as public service and public relations representative for department by addressing civic and other groups regarding the activities and programs of the department in the absence of the Fire Chief.

Coordinates the gathering of data, statistics, content for the development of the agency annual report

Research, investigate and develops proposals, as directed by the Fire Chief that would yield further engagement and positive public interface.

Assist the Deputy Chief – Administration as requested, needed or directed by the Fire Chief

COMPLIANCE & INVESTIGATION

Enforce all City ordinances and other Minnesota statutes concerning fire suppression and prevention.

Assists the Fire Chief in efforts of fire code interpretation, compliance, permitting and enforcement

Assists the Fire Chief in efforts associated to city planning and zoning within the City of Kasson

Assists the Fire Chief in matters of obtaining / maintaining scene security for those events needing local or state investigation

Assist the Fire Chief in matters of inspection and code compliance

ADDITIONAL RESPONSIBILITIES

Performs other duties as apparent or assigned.

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Unclear as to the inclusion of the two following items below as they are covered under general COMPLIANCE - - as such, moved them here for assessment and discussion – potential deletion...

Directs the operation and maintenance of fire alarms, reporting systems and equipment.

Enforces the fire prevention laws the handling and storage of combustible materials and the use of inflammable liquids and explosives.

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Did not review -or- make changes past this point in the document

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws under the direction of the Fire Chief. Responsibilities include training; planning, assigning, and directing work; evaluating performance; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend the hiring, rewarding and disciplining, suspending, adjusting grievances, promoting, demoting, and the discharge of employees.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works in outdoor weather conditions. The employee must occasionally work in high, precarious places, in wet humid conditions, and near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and radiation.

The noise level in the work environment is usually moderate to loud.

SKILLS INVOLVED:

To perform this job successfully, an individual must have thorough knowledge of firefighting and emergency rescue techniques and practices; considerable knowledge of the operation and routine maintenance of all fire fighting equipment, tools and apparatus; thorough knowledge of the modern principles and techniques of fire prevention, including inspection, hazards and elimination of dangerous conditions; thorough knowledge of the laws and ordinances of state and city regarding fire suppression and prevention; thorough knowledge of current emergency management practices; competent in computer operations and relevant software programs; ability to establish and maintain effective working relationships with other department heads and government officials; and ability to communicate complex ideas, both orally and in writing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have firefighter Essentials and Hazmat Awareness Training.
- Must be in compliance of current NIMS Regulations
- Must have attended 80% of all meetings and drills for the previous term.
- Must have received Incident Command System and Operational Tactics training.
- Attends Fire Chief's Meetings as well as State Fire Chief's Conference in the absence of the Fire Chief.
- Must possess good verbal and listening skills.
- Must reside within five (5) road distance miles of the Fire Station.
- Knowledge of modern fire suppression and prevention procedures, techniques and equipment.
- Knowledge of first aid and resuscitation.
- Ability to train and supervise subordinate personnel.
- Ability to exercise sound judgment in evaluating situations and in making decisions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to sit; stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision peripheral vision, and the ability to adjust focus. Must have the ability to perform strenuous physical activity.

Schedules and Other Conditions

While performing essential functions of the position, the individual will work intermittent hours, be available on call, and be available or arrange coverage for response as needed to major events which affect the department and the City.

Mental Abilities:

General learning ability is required. The ability to read, write, and communicate directions, ideas, concepts and expected outcomes is required. The ability to manage work stress in critical situations and help others do the same.

Personal Attributes:

Flexibility and adaptability to changing work demands are important. The ability to plan manage, evaluate the department operations and the work of assigned personnel is an expectation of the position.

Minimum Qualifications for the Position:

Graduation from high school or equivalent.
Firefighter I and Firefighter II certification
Fire Ground Management: First Arriving Officer Leadership Series

Successful completion of IS-700.A; IS-800.B NRF; ICS-100; ICS-200; ICS-300; ICS-400.

Possession of an appropriate driver's license valid in the State of Minnesota.

Seven (7) years prior experience in fire fighting and prevention with at least two (2) years as an officer

Additional, Desirable Qualifications for the Position:

Degree or course work in Fire Science or related field.

Haz Mat Operations Level.

Emergency Management/Homeland Security

Relevant municipal experience

Kasson Position Description

Classification: Water-Wastewater Operator

Department: Water-Wastewater Department

Reports to: Water-Wastewater Supervisor and Public Works Director

FLSA Classification: Hourly/Non-Exempt

Pay Grade: 8

Date of last revision: April 11, 2018

Position Summary

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

Essential Duties and Responsibilities

Assists in Water and Wastewater Operations

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

Assists Public Works

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

Performs basic operations and maintenance of water supply and distribution systems

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

Provides excellent customer service and high-quality service levels

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

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

Qualifications

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

Requirements:

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

Physical Demands and Working Conditions

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

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

Equipment Utilized

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

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

Kasson Position Description

Classification: Water-Wastewater Operator II

Department: Water-Wastewater Department

Reports to: Water-Wastewater Supervisor and Public Works Director

FLSA Classification: Hourly/Non-Exempt

Pay Grade: 9

Date of last revision: March 28, 2018

Position Summary

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

Essential Duties and Responsibilities

Assists in Water and Wastewater Operations

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

Assists Public Works

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

Performs basic operations and maintenance of water supply and distribution systems

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

Provides excellent customer service and high-quality service levels

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

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

Qualifications

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

Requirements:

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

Physical Demands and Working Conditions

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

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

Equipment Utilized

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

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

Kasson Position Description

Classification: Seasonal Public Works Streets Worker

Department: Public Works

Reports to: Public Works Director

FLSA Classification: Hourly, Non-Exempt

Pay Grade: 1

Date of last revision: May 8, 2019

Position Summary

This position performs a variety of semi-skilled maintenance duties to maintain streets and public facilities. This position is responsible for the mowing and streets maintenance work.

Essential Duties and Responsibilities

Operates Equipment and Machines for Streets and Facilities Maintenance

- Performs basic construction, installation, and maintenance of buildings, and facilities;
- Operates necessary equipment and machines to perform ground and streets maintenance;
- Performs a variety of tasks including street repairs and grass mowing;
- Confers regularly with the Public Works Director to discuss the timing and priority of work to be done and keep the Supervisor informed of important matters which may require attention at that level;
- Performs a variety of grounds activities including, but not necessarily limited to landscape preparation planting, watering, mowing, ensuring that all safety precautions are followed when dealing with and equipment.

Assist Public Work Department

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

Provides excellent customer service and high-quality service levels

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

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

Qualifications

Education: Minimum of 18 years of age.

Requirements:

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

Physical Demands and Working Conditions

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

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

Equipment Utilized

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

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

Kasson Position Description

Classification: Electric Supervisor

Department: Electric Department

Reports to: Public Works Director

FLSA Classification: Hourly/Non-Exempt

Pay Grade: 13

Date of last revision: April 11, 2018

Position Summary

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

Essential Duties and Responsibilities

Manages Electric Department

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

Administrative Responsibilities

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

Assists Public Works

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

Supervision

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

Provides excellent customer service and high-quality service levels

- Other duties as assigned or apparent;

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

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

Qualifications

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

Minimum Qualifications for Eligibility:

- Municipal experience and/or supervisory or management experience.

Requirements:

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

Physical Demands and Working Conditions

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

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

Equipment Utilized

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

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



RICK OAKES
BUSINESS MANAGER

LOCAL UNION 949

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
IBEW

12908 NICOLLET AVENUE SOUTH, BURNSVILLE, MINNESOTA 55337

TELEPHONE: 952/ 890-8484
FAX: 952/ 890-2241

April 22, 2019

Via Email
Hard Copy to Follow Via Certified Mail

Theresa Coleman
City Administrator
City of Kasson
401 Fifth Street Southeast
Kasson MN, 55994

Re: Labor Agreement Opener

Dear Ms. Coleman:

Please be advised that per Article III, Section 3.1 of the current Labor Agreement between the City of Kasson and IBEW Local Union 949, it is the desire of this Local to renew and amend said Agreement.

Enclosed is the notice of the above that has been filed by Local Union 949 with the Minnesota Bureau of Mediation Services.

The Union will notify the City shortly of who the negotiation committee will consist of.

Please contact me at your earliest convenience to discuss when the parties would like to begin our deliberations.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Bartz".

RICK BARTZ
Business Representative
E-mail: rbartz@ibewlocal949.org
Bus: 952-890-8484
Cell: 507-456-3383

RB/lj
OPEIU 12, AFL-CIO

CC: Stewards

Encl:



The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

- 1) THE NOTICE HAS BEEN SUBMITTED ONLINE, DO **NOT** MAIL, FAX OR E-MAIL THE ORIGINAL.
- 2) PURSUANT TO MINNESOTA STATUTES 179.06 OR 179A.14, YOU ARE HEREBY NOTIFIED OF THE UNDERSIGNED'S DESIRE TO MEET AND NEGOTIATE AN INITIAL OR SUBSEQUENT AGREEMENT ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT.
- 3) WHEN PROPERLY EXECUTED AND SERVED UPON THE COMMISSIONER AND THE OTHER PARTY, THIS NOTICE SATISFIES THE REQUIREMENTS OF MINN. STAT. 179.06 OR 179A.14. FAILURE TO PROVIDE TIMELY NOTICE MAY RESULT IN FINANCIAL PENALTY.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

NAME OF EMPLOYER: City of Kasson
EMPLOYER ADDRESS: 401 Fifth Street Southeast
CITY: Kasson **STATE:** MN **ZIP:** 55944

NAME OF CHIEF NEGOTIATOR/CONTACT: Theresa Coleman, City Administrator
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 507-634-7071 **EXT.:**
CELL PHONE:
E-MAIL ADDRESS: cityadministrator@cityofkasson.com

NAME OF EXCLUSIVE REP: IBEW Local Union 949
EXCLUSIVE REP ADDRESS: 12908 Nicollet Ave S
CITY: Burnsville **STATE:** MN **ZIP:** 55337

NAME OF CHIEF NEGOTIATOR/CONTACT: Rick Bartz, Business Representative
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 952-890-8484 **EXT.:**
CELL PHONE:
E-MAIL ADDRESS: rbartz@ibewlocal949.org

TYPE OF EMPLOYER: Municipality

TYPE OF BARGAINING UNIT: Public Utility

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? Yes

NUMBER OF EMPLOYEES IN UNIT: 14

EXPIRATION DATE OF CURRENT CONTRACT: 12/31/2019

FIRST CONTRACT? No

NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 04/22/2019

DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 04/22/2019

NAME OF PERSON FILING THIS NOTICE: Rick Bartz
TITLE OF PERSON FILING THIS NOTICE: Business Representative
E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: rbartz@ibewlocal949.org

THOMPSON ADDITION DEVELOPMENT AGREEMENT

The parties to this Development Agreement ("Development Agreement") are the City of Kasson, a Minnesota municipal corporation ("the City"), and Aaron J. and Sonja C. Thompson, as individuals, and 504 Development, LLC, a Minnesota limited liability company (collectively "the Developer").

The City and Developer are sometimes referred to in this Development Agreement as a "Party" or the "Parties."

RECITALS

a. Developer owns certain real property within the City limits of Kasson and situated in the County of Dodge, State of Minnesota, and legally described on the attached Exhibit A, hereinafter referred to as "Development Property" or "Premises".

b. Developer has requested permission to construct, at its own expense, certain public improvements on the Development Property according to the plans and specifications prepared by Mark Schoenfelder of Ridgeline Group.

c. The City is willing to grant Developer permission to complete the proposed improvements at Developer's own expense, provided the proposed improvements are completed in accordance with the terms of this Agreement and under the supervision of the City Engineer or his agent or representative, in addition to any terms and conditions required of all developers undertaking this type of construction within the City. The Developer shall also be responsible for the City Engineer's construction observation and inspection fees which are estimated to be \$6,000.00 for the Development Project.

NOW, THEREFORE, in consideration of the premises, the Parties hereby agree as follows:

1. Developer Representations and Warranties.

Developer makes the following representations and warranties to the City:

a. Each of the individuals executing this Development Agreement on behalf of

the Developer, has the right, power, legal capacity and organizational authority to execute this Development Agreement, and no approvals or consents of any persons are necessary in connection with the authority of the individuals to execute this Development Agreement.

b. Developer is not currently in default under any contract, agreement or mortgage to which Developer is a party or by which the Development Property is bound which in any way affects the Developer's performance under this Development, nor have any events occurred which would be a default under such contracts, agreements or mortgages but for the passage of time or giving of notice thereof.

c. All construction plans for the Development Property and buildings to be located therein will comply with all applicable Federal, State and local statutes, laws and regulations, including, without limitation, any applicable zoning, environmental, building code or other law (including MPCA and Minnesota Department of Health permits), ordinance or regulation affecting the Development Property and the work to be completed thereon, and Developer shall obtain all permits and licenses required by any Federal, State, regional or local agencies.

d. There is no suit, action, arbitration or legal, administrative or other proceeding or other governmental investigation pending or threatened against or affecting the Developer. To the best of the Developer's knowledge, no council person or other officer or employee of the City is directly or indirectly financially interested in this Development Agreement or any contract, agreement or job thereby contemplated to be entered into or undertaken. Developer warrants that it has not paid or given, and will not pay or give, any official or employee of the City any money or other consideration for obtaining this Development Agreement.

e. Developer shall not allow any waste or nuisance on the premises or allow the premises to be used for any unlawful purposes. Further, Developer shall maintain the premises in a neat and clean condition, including mowing and removal of all construction debris.

f. Developer shall arrange and pay for all utilities furnished to the premises,

including, but not limited to, electricity, gas, water, sewer, telephone service, as well as payment of all real estate taxes and all other taxes, if any.

g. Developer shall arrange and pay for the proper removal of all existing wells and septic systems located on the Development Property pursuant to federal, state and local laws and regulations.

h. The Developer warrants that the construction of the infrastructure on the Development Property, which includes the water system, sanitary sewer system, storm sewer system, curbs, gutters, streets and sidewalks, shall comply with the plans and specifications approved by the City Engineer and attached hereto as Exhibit B. The Developer shall have a pre-construction meeting with the City regarding the installation of the infrastructure. The Developer, and its contractors shall coordinate any water main and sewer main disturbances with the City's staff.

i. Three copies of the project plans and specification shall be signed by the Developer and its engineer and submitted to the City. The City and the City Engineer shall sign all copies and return one to the Developer. There shall be no alterations to the approved plans and specifications except upon the prior written approval of the City and its Engineer.

2. **The Project:**

The work to be completed pursuant to this agreement shall commence on or about _____, and shall consist of the following:

a. The Developer shall construct at its expense water mains on the Development Property sufficient to meet the needs of the Development Project and pursuant to the plans and specifications as approved by the City Engineer. The Developer shall connect the water mains to the City's existing water mains as indicated on the approved plans and specifications. Prior to such connection, the Developer shall verify that the existing water mains are in conformance with applicable federal, state, and local laws and regulations and are sufficient to meet the needs of the Development Property. All water access charges pursuant to Ordinance §53.002 shall be paid to the City prior to the commencement of

construction on the Development Property.

b. The Developer warrants that all the labor and materials used in constructing the water mains will be of good quality and in conformance of applicable federal, state and local laws and regulations. Developer further guarantees that the water mains shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developer.

c. The Developer shall construct at its expense sanitary sewer mains on the Development Property sufficient to meet the needs of the Development Project and pursuant to the plans and specifications approved by the City Engineer. The Developer shall connect the sanitary sewer mains to the City's existing sanitary sewer mains as indicated on the approved plans and specifications. Prior to such connection, the Developer shall verify that the existing sanitary sewer mains are in conformance with applicable federal, state, and local laws and regulations and are sufficient to meet the needs of the Development Property. All sewer access charges pursuant to Ordinance §53.002 shall be paid to the City prior to the commencement of construction on the Development Property.

d. The Developer warrants that all the labor and materials used in constructing the sanitary sewer main will be of good quality and in conformance of applicable federal, state and local laws and regulations. Developer further guarantees that the sanitary sewer main shall not have to be replaced or repaired for a period of one (1) year from the date of the City's final inspection. If such repairs or replacements occur within the one (1) year period, one hundred (100%) percent of the cost of same shall be the responsibility of Developer.

e. The Developer warrants that all proposed private utility roadway crossing conduit locations will be installed before roadway construction unless shown on the construction plans.

f. The Developer shall construct at its expense the private street, storm water collection system, curbs, gutters, and sidewalks on the Development Property sufficient to

meet the needs of the Development Project and pursuant to the plans and specifications approved by the City Engineer. The Developer shall connect the private street, storm water collection system, curbs, gutters, and sidewalks to the City's existing streets, storm water collection system, curbs, gutters, and sidewalks as indicated on the approved plans and specifications. Prior to such connection, the Developer shall verify that the existing streets, storm water collection system, curbs, gutters, and sidewalks are in conformance with applicable federal, state, and local laws and regulations and are sufficient to meet the needs of the Development Property.

g. The Developer warrants that all the labor and materials used in constructing the private street, storm water collection system, curbs, gutters, and sidewalks will be of good quality and in conformance of applicable federal, state and local laws and regulations. Developer acknowledges that the private street, storm water collection system, curbs, gutters, and sidewalks constructed upon the Development property shall remain the property of Developer. The Developer shall submit to the City acceptable association documents that address the ownership and maintenance issues related to the private street, storm water collection system, curbs, gutters, and sidewalks. The City shall deny all building permit applications for the individual lots on the Development Property until such time as acceptable association documents have been adopted by the Developer and provided to the City.

h. Pursuant to Ordinance §152.023, the Developer shall pay to the City all parkland dedication fees or shall provide to the City proof of its satisfaction of the City's parkland dedication requirement by its previous dedication of parkland to the City prior to the commencement of construction on the Development Property.

i. The Developer must implement a soil and erosion procedure during the course of any construction or site grading and obtain all required MPCA storm sewer permits. All areas disturbed by excavation and back filling activities must be seeded or sodded immediately after the work in that area is complete. While work on structures is in progress, the Developer shall erect a silt fence to prevent runoff from impacting other parcels. The City

reserves the right to impose additional soil and erosion control requirements, if, in the reasonable opinion of the City Engineer, such requirements are necessary to control erosion.

j. The foregoing project shall be subject to inspection by the City and the City Engineer or his agent or representative. The Developer shall provide the City Engineer or his agent or representative with reasonable access to the Development Property for inspection purposes. The City Engineer shall observe the construction and provide confirmation to the City that the construction is in conformance with the plans and specifications. The Developer shall comply with any corrective action ordered as a result of such inspections. Costs of such inspections shall be born by the Developer and paid by Developer within 30 days upon receipt of invoice.

k. The Developer shall set any monument that is missing or disturbed upon completion of the construction.

l. The Developer shall give prompt notice of completion of the Development Project in accordance with the project plans and specifications, The City Engineer or his agent or representative shall conduct a final inspection of the Development Project within thirty (30) days of receipt of such notice and shall immediately notify the Developer of any improvements that do not appear to conform to the approved plans and specifications. The cost of such final inspection shall be born by the Developer and paid by Developer within 30 days upon receipt of invoice.

m. Any cost incurred by the City to remedy any non-conformity to the approved plans and specification, whether such non-conformity is discovered at the time of the final inspection or is discovered later, shall be the financial obligation of the Developer and shall be reimbursed or paid to the City within ten (10) days of receipt of a bill for such costs. Such billing shall include a detailed and itemized list of all costs incurred by the City.

n. The City may, in cases of emergencies, proceed to remedy the default by Developer without prior notice to Developer of such default. In such cases, the Developer hereby waives any and all rights to prior notice of such default.

o. A certificate of occupancy will be issued only after all improvements set forth in this Development Agreement and in the approved plans and specifications have been inspected by the City Engineer and approved by the City Engineer and the City Council. The wearing course of the street bituminous need not be laid prior to the issuance of a certificate of occupancy. However, the final wearing course of the street bituminous shall be laid by _____. Prior to the issuance of the certificate of occupancy, the Developer shall transfer ownership of the required improvements to the City free and clear of all liens and encumbrances.

3. **Ownership of Infrastructure.**

a. The City shall assume ownership of the water main and sanitary sewer main and infrastructure related thereto constructed on the Development Property to the right of way line upon the issuance of the certificate of occupancy as set forth in Section 2.0 and upon approval by the City.

b. Within thirty (30) days after the City's acceptance of the infrastructure, the Developer shall supply the City with three physical and one electronic copy of a complete set of As-Built plans.

4. **Time for Performance.**

Subject to unavoidable delay, the Developer shall diligently proceed with the completion of the Development Project. The Developer shall complete all work as required by the approved plans and specifications on or before _____. An unavoidable delay is a delay which results directly from an event or circumstance a party could not unreasonably anticipate and could not control, including but not limited, strikes or other labor troubles, unusually severe or prolonged bad weather, acts of God, acts of wars, terrorism, fire or other casualty or litigation, which third parties commenced against the parties, which result in an injunction or other similar judicial action, which prevents or delays commencement or completion of the work. If unavoidable delay occurs, a party shall notify the other party in writing. If a party gives the other party written notice of unavoidable delay

within five (5) business days of the onset of such event or circumstance that causes the unavoidable delay, the completion date is extended for a period of time equal to the period of unavoidable delay; provided, however, in no event is the completion date to extend more than 120 days.

5. **Liability Insurance.**

a. Until Developer has completed all of the Development Work pursuant to the Development Project, Developer must maintain, in full force and effect, a policy or policies of Comprehensive General Liability Insurance providing for coverage on an occurrence basis with limits of liability not less than \$1,000,000.00 per occurrence. The policy or policies must name the City, the City Council members and the City's employees and agents as additional insureds and must include contractual liability coverage for Developer's indemnification obligations pursuant to Section 6. The policy or policies of Comprehensive General Liability Insurance must be written by insurance companies authorized to do business in the State of Minnesota and must be endorsed to provide that coverage provided herein may not be canceled or terminated without thirty (30) days prior written notice to the City. Prior to the commencement of any Development Work, and, thereafter, at least thirty (30) days prior to the expiration of the policy as provided for herein, the Developer must provide the City with a Certificate or Certificates of Insurance evidencing Developer's compliance with the requirements of this section. Developer must provide the City with copies of the insurance policies provided for in this section upon the City's request. The insurance Developer maintains pursuant to this section is primary to any insurance the City or the City Council members, employees or agents maintain on their own behalf.

b. Until Developer has completed all of the Development Work pursuant to the Development Project, all contractors on the Development Property must also maintain, in full force and effect, a policy or policies of Comprehensive General Liability Insurance providing for coverage on an occurrence basis with limits of liability not less than \$1,000,000.00 per occurrence. The policy or policies must name the City, the City Council members and the

City's employees and agents as additional insureds. The policy or policies of Comprehensive General Liability Insurance must be written by insurance companies authorized to do business in the State of Minnesota and must be endorsed to provide that coverage provided herein may not be canceled or terminated without thirty (30) days prior written notice to the City. Prior to the commencement of any contractor's work on the Development Project, and, thereafter, at least thirty (30) days prior to the expiration of the policy as provided for herein, the contractor must provide the City with a Certificate or Certificates of Insurance evidencing the contractor's compliance with the requirements of this section. Contractors must provide the City with copies of the insurance policies provided for in this section upon the City's request. The insurance such contractors maintain pursuant to this section is primary to any insurance the City or the City Council members, employees or agents maintain on their own behalf.

6. **Indemnification.**

Developer must indemnify and defend the City, the City Council members and the City's employees and agents against and hold the City, the City Council members and the City employees and agents harmless from any claims, damages or liabilities of any kind arising out of, incidental to or in connection with the Development Work, whether or not due to the negligence of Developer, or any contractor or its or their employees, servants or agents, except for liability arising out of the sole negligence of the City or the City's employees or agents.

7. **Security.**

Prior to the commencement of any proposed improvements under this Agreement and pursuant to Ordinance §50.04(B)(2), Developer shall place in escrow with the City a sum of money equal to the total estimated construction cost, including the City Engineer's inspection costs. In lieu of escrowed funds, Developer may provide the City with an irrevocable letter of credit equal to the total estimated construction cost, including the City Engineer's inspection costs. The escrow funds or letter of credit shall guarantee the performance of this

Agreement in accordance with the approved plans and specifications. The City will maintain a minimum of 10% of the original escrow funds or letter of credit until the expiration of the one year warranty period after the City takes ownership of the infrastructure pursuant to Section 3.

8. **Developer's Defaults.**

Each of the following constitute a "Developer Default":

- a. Developer's failure to perform one or more of Developer's obligations under this Development Agreement.
- b. Developer's failure to observe any restrictions set forth in this Development Agreement;
- c. Developer's failure to pay real estate taxes as they come due; or
- d. Developer's failure to take the corrective action as ordered by the City Engineer.

9. **Remedies.**

If a Developer Default occurs, the City shall give the Developer written notice of the Developer's Default at the address set forth in Section 12, and Developer fails to cure the default within ten (10) business days, the Developer is deemed to be in default under this Development Agreement and the City, may at its option, and in addition to other rights and remedies as provided by law, exercise one or more of the following remedies:

- a. The City may refuse to issue building permits for all or any of the portions of the Development Property;
- b. The City may refuse to issue Certificates of Occupancy for improvements constructed on the Development Property;
- c. The City may refuse to permit connection of the sanitary sewer, water system or storm sewer system to the City systems;
- d. The City may seek injunctive relief from a Court of competent jurisdiction, seeking injunctive relief, which may include but not limited to, a temporary restraining order,

temporary injunction or injunction prohibiting Developer from taking an action that violates this Development Agreement, or an Order to compel Developer's specific performance of one of Developer's obligation under this Development Agreement;

- e. Commence an action against Developer for damages;
- f. Pursue any other remedy as provided by law or in equity.

If a Developer Default occurs and the City incurs any costs or expenses, including, but not limited to attorney's fees, as a result of the Developer Default, Developer must reimburse the City for such costs and expenses, including attorney's fees.

10. **Assignment.**

Developer may not assign this Development Agreement without written consent of the City, which Consent the City may grant or withhold in its sole and absolute discretion.

11. **Agreement to Run with the Land.**

The City may record this Development Agreement against the title to the Development Property. The Developer must reimburse the City for the recording fees. The terms of this Development Agreement run with the title to the Development Property and are binding upon the Developer, Developer's successors and assigns.

12. **Notices.**

All notices provided for in this Development Agreement must be in writing. The notice is effective as of the date two days after the party sending the notice deposits the notice with the United States Postal Service with all necessary postage paid for delivery to the other party via certified mail, return receipt requested, at the address set forth below. If a party delivers a notice provided for in this Development Agreement, in a different manner than described in the preceding sentence, notice is effective as of the date the other party actually received the notice.

To the City:	City of Kasson
	401 5th Street SE
	Kasson, MN 55944

To Developer:

Aaron J. Thompson and Sonja C. Thompson
504 Development, LLC
504 16th Street NE
Kasson, MN 55944

13. **Miscellaneous.**

a. No council member or employee of the City is personally liable to Developer for or as a result of the City's failure to perform its obligation under this Development Agreement or to abide by the provisions of the City Ordinances.

b. Third parties have no recourse against Developer or the City under this Development Agreement.

c. If any portion, section, subsection, sentence, clause or paragraph of this Development Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Development Agreement.

d. The parties may execute separate counterparts of this Development Agreement and exchange duplicate, original signature pages with one another. Each fully executed original assembled from such separately executed signature pages constitutes an original.

e. This Development Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

f. Developer's performance of Developer's obligations with the time periods established in this Development Agreement is a material term of this Development Agreement.

g. This Development Agreement shall be effective as of the date the last party to execute this Development Agreement executes this Development Agreement (the "Effective Date").

h. This Development Agreement, and the Exhibits attached hereto, constitute the complete, final and exclusive embodiment of the agreement between the Parties. This Development Agreement supersedes any other such promises, warranties, or representations

and any other written or oral statement concerning the Parties' rights to any compensation, equity, legal right, or benefit relating to this Development Agreement

i. No amendment or variation to the terms of this Development Agreement shall be valid unless made in writing and signed by the Parties.

j. No action or inaction by the City constitutes a waiver or consent to an amendment of any provision of this Development Agreement. To be binding on the City, an amendment or waiver must be in writing and signed by an authorized representative of the City. The City's failure to take legal action to enforce this Development Agreement is not a waiver of the City's right to take future legal action or any other action permitted by law or equity to enforce the terms of this Development Agreement.

k. Titles or captions of sections or paragraphs in this Development Agreement are inserted only as a matter of convenience and for reference and in no way define, extend or describe the scope of this Development Agreement or the intent or meaning of any provision hereof.

[The rest of this page is left intentionally blank]

BY: _____
Its Mayor

DATED: _____, 2019

BY: _____
Its City Administrator

DATED: _____, 2019

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Chris McKern and Theresa Coleman, the Mayor and City Administrator of the City of Kasson, a municipal corporation under the laws of Minnesota, on behalf of the corporation.

Signature of Notary Public

504 DEVELOPMENT, LLC

BY: _____
Its _____

DATED: _____, 2019

Aaron J. Thompson

Sonja C. Thompson

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by _____, the _____ of 504 Development, LLC, a Minnesota limited liability company, on behalf of the corporation.

Signature of Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Aaron J. Thompson individually.

Signature of Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Sonja C. Thompson individually.

Signature of Notary Public

This Document was Drafted By:
Melanie J. Leth
Weber, Leth & Woessner, PLC
P.O. Box 130
Dodge Center, MN 55927
(507) 374-6355

Kasson Dept Head Meeting 4/25/2019

- The February patron count was 7583 and March patron count was 6731 which is a total of 51,620 since October 1st.
- DCYH is getting me a list of things they want to upgrade in the building with the charitable gambling funds.
- Summer ice is filling up and we are using Friday evenings and more ice on Sundays.
- The floor is not going down for the fair instead we are going to run ice events. Most of our regular customers are keeping their normal camp ice at least until the fair starts. We are working on scrimmages for the HS programs during the weekend before and during the fair.
- Looking at a new replacement refrigerant for R-22 that requires no changes to our equipment. Going to meet with Brad from Decklever to discuss this further.

City Wide Department Head Meeting

2:30pm April 25, 2018

KPL Report

1. Textile recycling received \$176.80

2. Summer Reading Program planning in high gear; Fun Friday events are scheduled, Summer kickoff block party is planned for Thursday, June 6th from 6:00pm to 8:00pm
- Need picnic tables & Trash containers (Talked to Ronnie already)

3. Back door ~~is~~ now opens and closes

4. That's about all

5.

Thanks,
Art T.

City of Kasson
Department Head Meeting
April 25th, 2019
2:30 PM

Public Works

1. First quarter reviews are complete, need to meet with employees and turn in
2. Overtime for snow in March was \$4,479.61(92 OT hours, 21 Call hours)
3. Working on Safe Routes To School traffic control project
4. 16th St NE is in rough condition
5. Repaired catch basin in alley by Country Pleasures
6. Working with Brandon on street/concrete maintenance plan
7. Walked 3rd, 4th, and 5th project with Tyler
8. Spring Cleanup is the week of May 6th – 10th
9. Working on Safety Inspection Repair List from Mark Hottel for Public Works building
10. We completed a floor sweeping silica dust test, results show we must use water or floor sweeping compound for large scale shop cleaning
11. Street sweeper is rebuilt and back

Streets

1. Snow – plowing, sanding, and hauling snow
2. Equipment repairs
3. Haul rock 16th St NE
4. Patching potholes
5. Cleaned chips off boulevards on chip seal roads
6. Street sweeping



Kasson Police Department

19 East Main Street
Kasson, MN 55944
507-634-3881
Fax: 507-634-4698

Department Head Meeting 4/25/2019

Bicycle helmet sales are complete with 120 sold.

K-9 equipment is all in waiting for appointments for fitment on all the squads. Fitment is being done by L&L.

NIBRS National Incident Based Reporting System on June 1st officer training May 20-24 Krista and Sgt. Hanson who will be our agencies TAC will be May 7,8,9th.

Sgt. Hanson and myself attend ended the Executive Training Institute in St. Cloud April 14th thru the 17th. Very good training and topics this year, a lot more focused towards smaller agencies. Excellent speakers too.

Most supervising officers, will be attended League of Minnesota Cities Loss Control work shop on April 4th.

Calls for service were up 27% for March, over 2018 numbers. Up as a whole for the year 25%

Reserve hours were turned in for 2018. Reserves volunteered for a total of 901 hrs. Thanks you reserves. Tonya Ohm had 289 herself.

Krista built a Special Vehicle Permit Application that we are looking into as we read it now in the ordinance every utility vehicle on the streets of Kasson would be required to have a permit. How is this going to be tracked? Is there a fee for this? Should have tags for the carts that are approved so that we don't keep stopping people. Take out No Current DL in ordinance. You need a valid driver license to operate a vehicle on the public streets in the State of Minnesota.

Thanks to Public Works for building the K-9 Training equipment, most of the funding for the materials came from SE Minnesota Regional Violent Crimes Task Force which we are a member of.

Part-Time officer Tyler Breuer has started to work for us. Part-Time officer Craig Helgeson has been fitted for clothing. He will be training with us some time around July.

ELECTRIC

Dept. Head meeting -4/25/19

- Metering done Image's (waiting on Marty Electric to finish to install meter), new SEMCAC building (Meter installed)
- April 30th, take over Cunningham's, Foote's and Tune's from Xcel (4 new electric accounts)
- Prep work for Casey's completed by Jeremy and Lance
- Securing easement (for Ron Carlson) is at Massy's and will be done ASAP so we can start boring feed along 4th St SW
- Single phase cab relocated by Jeremy and Lance on Parkview and 12th St NW due to conflict with future sidewalk

Department Head Meeting

April 25, 2019

Park Department

1. Adult Softball Program: We have 12 men teams that will play on Thursday evenings. The season will begin on May 2 and will end by the middle of August. There will be no co-ed teams playing on Friday evenings this year.
2. Boulevard Tree Planting Program: I have inspected all the boulevards of the homeowners who will have tree(s) planted this year. We have 29 trees that will be planted around the middle of May by the Tree House.
3. Arbor Day Celebration: Our annual Arbor Day Tree planting event will be this Friday the 26th at Lions Park at 10:00 am by the new picnic shelter. Lion members along with Park Board members will plant two trees. The DCI will be there to cover the event for our Tree City USA status. This will be our 39th consecutive year Kasson has been named Tree City USA.
4. Aquatic Center: We are beginning to start up maintenance to get the pool ready for this summer season. Thatcher Pools has already changed the sand in the filters, we have the drain grates for the bottom of the pool that needed to get changed and we are currently having our meters put back in so that we can get water running for our public bathrooms. We plan on adding water to the pool swim areas around the 9th or 10th of May.
5. The water has been turned back on at Veterans Memorial Park fountains, picnic shelter and the ballfield concession stand.
6. The Just Pick It Up Campaign will be on Saturday May 11th. Anyone who wants to volunteer their time to help clean up some areas of debris within our city limits are asked to meet out to city hall 8:00am – 12:00 pm.

Liquor Store Report 4/25/2019

I would like to meet with the Liquor Committee to discuss a donation policy. I would like to hand folks a copy of the policy with instructions, when they come in the store asking for donations.

We need to address the long term parking situation in the Liquor Store lot.

We had an in store wine tasting on Saturday April 20. It went very well.

We have an in store tasting of Margaritas and Joia craft cocktails on Friday April 26.

Katie and I will be attending the MMBA annual conference in Alexandria April 27-30

Big Iron Classic

Water/Wastewater Department

Department head meeting Apr. 25th, 2019

- We had another water main leak at 300 6th St St, also a leak between on 5th St. SE between Mantorville Ave and 1st Ave.
- The city pumped 16.2 million gallons of water from wells 4 and 5 in March.
- The city treated 49.237 million gallons at the wastewater treatment plant in March, of this 7.029 million was received from Mantorville.
- With the heavy rains and snows, the flows at the treatment plant have continued to be above the treatment plant design.
- Hansen Hauling and Excavation is working on the removal of the biosolids from the reed beds.
- Punch list items have been completed at the WWTP.
- The new jetter truck is schedule to be delivered 4/26/19, with training the following week.
- The effluent sampler refrigerator went out, purchased a regular fridge as a replacement.
- ~~The 1 ton truck has the new crane and utility box.~~ *on last month's Report*
- The one of the aluminum sulfate feed system stopped working, they do not make replacement parts, we still have two others as backups, will replace if needed.
- Spring flushing will start the first week of May and continue all month.

Theresa Coleman

From: Fitch, Joe <Joe.Fitch@compeer.com>
Sent: Thursday, April 25, 2019 9:28 AM
To: Theresa Coleman (cityadministrator@cityofkasson.com)
Subject: Kasson Fire (Dept. Head)

Theresa here is a copy of the min from our last meeting. If you have questions please let me know.

Only additional info that I would add is a HUGE thanks to the members of the Mantorville and Kasson Fire Depts to helping set up and man overnight a shelter at the Kasson High school. Thanks to Mantorville Chief JJ Williams for his help in planning along with school officials.

I would also like to thank Nancy for her help in the quick response to set up the Library as well and being willing to stay till we had the transition to the High school complete.

It was not a smooth as I would have liked but this provides us with a learning opportunity for all involved so we can be better prepared for next time.

Thanks

Joe Fitch
Fire Chief
City of Kasson
401 5th St Se
Kasson MN 55944

City Hall 507-634-7071
Cell 507-421-0040
Email kassonfirechief@kmtel.com<mailto:kassonfirechief@kmtel.com>
Email joe.fitch@compeer.com<mailto:joe.fitch@compeer.com>

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Kasson Fire Department – Monthly Meeting
APR 01, 2019 - 1900

Meeting Called to Order: Chief Fitch

Roll Call

Minutes of the previous Meeting: Read and Approved

Treasurer's Report – Relief General Fund: \$ 15,085.14

Appointment of Entertainment: (MAY) L. Derby/K. Farmer

Drill(s):

APR 2	SKYWARN TRAINING (plan to leave FH @ 1800)
APR 06 / 07	RST STATE FIRE SCHOOL
APR 15	MN-FIRES
APR 22	TRUCK OPS - LADDER

Guest(s): T. Coleman – City Administrator

Adam Deming family (fire victim) stopped and offered thanks to KFD for responding

Old Business:

- SOG / SOP – City of Kasson
 - Next project process
 - Review outcome from last month's input
 - Requested input for the next phase – staff to provide VALUE definitions for
 - TEAM WORK / COMPASSION / COMMITMENT / LEARNING
 - Staff to have completed forms to Chief Fitch – on/before APR 15 (Drill)
- FIRE HALL CLEAN-UP – March 23
 - THANKS offered by Chief Fitch
 - THANKS to R. Raatz for securing truck
- KM NURSERY GROUP
 - J. McAndrews / M. Lawrence / C. Alexander – offered comment, kids swarmed KFD
- HELMETS
 - Will be moving forward to order from vendor
 - When new helmets arrive – current helmets will be maintained for probationary FF's
- OPEN HOUSE
 - Good turnout of staff and candidates
 - THANKS to staff for being here and sharing with potential candidates
 - 13 attended and took applications – waiting for paperwork to be submitted to City
- CALL / LOG Sheets
 - Reporting info is improving
 - Be sure to sign the log / call sheet – not signed, no credit / pay
 - If you drive for DC Amb – continue to make note on the call / log sheet (sign if at all possible)

New Business:

- STORMSHELTER
 - Chief Fitch will be meeting w/ City of Kasson & Kasson Library
 - Discussion will be on the City's plans-of-operation for the up to use the Library as shelter during storm season
- OFFICERS POSITION
 - Chief Fitch offered comment with the retirement of Deputy Chief and Safety Officer opening, positions will be posted for staff to review / consider / make application
- TESTING / AGILITY DAY
 - APR 27 (SAT)
 - 0800 – Set-up for the event
 - 900 – Start time for candidates
- STORMWATCH
 - Apparatus: Utility / GrassRig (2 per apparatus)
 - Locations: Cty 10 & Cty 09
 - (If change of location requested by Dodge Cty – communicate / confirm)
 - Radio Comm: Relay info to Fire Hall
 - (Fire Hall will relay to Dispatch)
- GEAR
 - Keep turnout gear out of the Kitchen / Meeting Room
 - Trying to maintain separation as best as possible in the Fire Hall
- GRASS FIRES
 - GrassRig is good to go ...
 - Blowers will be tested and serviced
 - GrassRig / Tankers primary response
 - Grass Gear to be used + nomax + helmet + gloves
- THANK-YOU
 - Deming family
 - Robotics Team
 - Scholarship – D Griffins daughter note
- DONATION OPPORTUNITY
 - Adam Demmings family is in need - - if anyone is interested
- ZUMBRO VALLEY MUTUAL
 - Chief Fitch – will send out info (Hayfield)
- MSFDA (REGION 15)
 - APR 24 (WED) – SPRING MTG
 - Rochester International Event Center
 - Contact Jurrens if interested
- SLEEP IN HEAVENLY PEACE
 - Capt. C. Miller offered and update on the project – some challenges to date

=====

▪ Apparatus / Other Status Reports

<input checked="" type="checkbox"/>	Rescue	X
<input checked="" type="checkbox"/>	Engine I	MED BAG placed
<input checked="" type="checkbox"/>	Engine II	X
<input checked="" type="checkbox"/>	Tanker I	X
<input checked="" type="checkbox"/>	Tanker II	X
<input checked="" type="checkbox"/>	Ladder I	MED BAG placed
<input checked="" type="checkbox"/>	Grass Rig	X
<input checked="" type="checkbox"/>	Utility	X
<input checked="" type="checkbox"/>	EMR Unit	X
<input checked="" type="checkbox"/>	HAZMAT	X

Bills Reviews by Relief:

▪ Approved

Review of Calls:

▪ 46 Calls for March

- o EMS 35
- o MA 2
- o Rescue 4
- o Fire 5

Good of the Assoc:

Meeting Adjourned

Respectfully Submitted: Steven R. Jurrens, Sec / Treas '19
Krista Weigel, Emergency Services Administrative Assistant

... Firefighters not in attendance – Please sign and date your reading of the Meeting Minutes ...

_____	_____
_____	_____
_____	_____



Network Real Estate
180 Washington Valley Road
Bedminster, New Jersey 07921
866-862-4404

FedEx: 7750 4908 7560

April 24, 2019

City of Kasson
401 Fifth Street SE
Kasson Minnesota 55944

**RE: Water Tower Equipment Location Lease dated October 1, 2001 between
City of Kasson and Midwest Wireless Communications LLC dba Verizon
Wireless for property located at 407 7th Street NW, Kasson, MN 55944**

To Whom It May Concern:

This letter will serve as notification that Verizon Wireless will terminate this agreement effective May 31, 2019 as per paragraph 7.2 in the agreement. In pursuant to this letter a termination fee will be issued.

I trust the foregoing is clear, but should you have any questions now or in the future regarding this lease, please contact the Network Real Estate Department at 866-862-4404.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Slavik".

Kim Slavik
Network Real Estate

Site Name: **Kasson**
Contract # 92777

MMVA SALARY SURVEY (ABBREVIATED) 2019

Pop.	2018 Retail Revenue	2018 Electric Labor Costs	Oper Union	Union Name	Contract Expires	General Manager	Assistant General Manager	Electric Supt.	Assistant Supt.	Public Works Director	Public Works Foreman	Public Works Maintenance	Operations Manager	Safety Coordinator	Line Supt.	Line Foreman	Assistant Line Foreman	Journey Lineworker	Apprentice Lineworker
2,000		\$ 445,441	Yes	IBEW	12/31/2019			43.28		32.26						34.50	31.25	31.25	
2,043	\$ 562,472	N/A	No							31.51		20.00							
2,134	\$ 2,800,000	\$ 181,055	Yes	AFSCME	12/31/2019			29.52*											25.65**
2,229	\$ 4,006,413	\$ 307,905	No					42.01*		37.39**		24.86		31.39***					29.62****
2,266	\$ 2,607,993	\$ 512,689	No			49.02										35.94		27.36-30.93	
2,290	\$ 4,766,863	\$ 717,031	Yes	IBEW Local 160	12/31/2020	44.95										38.98	37.21	35.44	
2,300	\$ 616,623	N/A	No							30.14		18.58-21.67							
2,497	\$ 3,328,000	\$ 510,000*	Yes	IBEW 949	12/31/2019			44.89							36.31			31.25	
2,542	\$ 4,520,134	\$ 424,871	Yes	IBEW Local # 160	12/31/2020			38.63										33.61	
2,635	\$ 3,424,656	\$ 105,000*	No			40.52				33.65	25.09								
2,732	\$ 5,380,904	\$ 90,888*	No							47.81									
2,772	\$ 4,384,553	\$ 574,520	Yes	IBEW31	4/31/2020			39.62								33.81		31.60	
2,934	\$ 4,113,172	\$ 564,690	Yes	IBEW Local 31	12/31/2019					41.50						32.00		30.48	
3,298	\$ 8,112,894	N/A	No							38.45		18.95-21.60							
3,504	\$ 6,852,235	\$ 441,841	Yes	Local 2889 AFSCME	12/31/2021	40.78				41.87									
3,671	\$ 9,506,912	\$ 518,948	Yes	IBEW & Supervisors Union	12/31/2019			40.09		40.99	28.15	24.03			33.76			30.25	
4,167	\$ 7,184,925	\$ 665,322	Yes	IBEW Local 31	12/31/2020			43.32		41.03	28.72	24.56				36.95	34.13	31.82	
4,457	\$ 7,498,943	\$ 391,748	Yes	AFSME Council 65 (Local 748)	12/31/2020	50.02									44.60			37.02-37.27	34.42
4,597	\$ 9,615,011	\$ 517,214	Yes	IBEW	12/31/2020			37.08								33.83	31.97		26.59
4,735	\$ 8,960,587	\$ 1,285,552	No			54.05		47.90								37.90		37.10	32.00-35.99
4,909	\$ 5,123,852	N/A	Yes	IUOE Local No. 49	12/31/2019					47.68		26.65-28.82							
5,174	\$ 567,851	N/A	Yes	AFSCME	12/31/2020														
5,211	\$ 7,359,778	\$ 818,842*	Yes	IBEW 160	12/31/2021			45.08								42.89		34.58	
5,521	\$ 9,052,566	\$ 1,108,259	No			51.55							45.69			38.86		36.54	
5,947	\$ 9,732,548*	\$ 839,698	No			52.99										45.58**			

Pop.	2018 Retail Revenue	2018 Electric Labor Costs	Oper Union	Union Name	Contract Expires	General Manager	Assistant General Manager	Electric Supt.	Assistant Supt.	Public Works Director	Public Works Foreman	Public Works Maintenance	Operations Manager	Safety Coordinator	Line Supt.	Line Foreman	Assistant Line Foreman	Journey Lineworker	Apprentice Lineworker
6,298	\$ 2,641,704	\$ 598,040	Yes	IBEW	12/31/2019			38.42		42.74						34.78		32.49	
7,322	\$ 15,014,100	\$ 891,251	Yes	IBEW	12/31/2018	47.14										35.46	33.76	31.66	
7,370			No							40.75		26.99-29.04							
7,400	\$ 3,763,828	N/A	Yes	Luina # 363	12/31/2020					49.21		22.94-28.68							
8,515	\$ 23,027,749	\$ 501,528	Yes	AFSCME Local 729	12/31/2021	48.06	41.68	35.31						31.86				29.27	28.54
9,380			Yes	IBEW	12/31/2019	60.64		43.38								39.56		36.46	
10,353	\$ 22,425,953	\$ 1,213,409	Yes	IBEW/AFSCME	12/31/2019			45.99		55.22						39.14			
10,469	\$ 5,900,777	\$ 591,271	No			59.14										40.67		38.17	
11,435	\$ 18,481,949	\$ 1,802,933	Yes	AFSCME Local 3456	12/31/2018*	59.42		42.65										33.55-34.05	
11,807	\$ 18,504,029	\$ 883,465	Yes	IUOE # 70	12/31/2020			39.00		50.61								34.73	
12,069	\$ 15,402,793	\$ 1,346,135	Yes	MN Teamsters Local No. 320	12/31/2018			55.87	52.18	47.42		24.57-31.63						40.91-43.34	
13,288	\$ 25,019,423	\$ 1,014,511	Yes*	IUOE Local # 49*	12/31/2019	63.90		47.70		41.58		20.38-26.41				40.57		32.73-36.18	
13,539	\$ 39,817,914	\$ 2,132,200	Yes	IBEW	12/31/2019			45.28								38.01			35.86
13,575	\$ 28,653,122	\$ 3,358,923	Yes	IBEW Local # 949	12/31/2019	72.12	61.04						63.76		49.28			40.98	33.19-38.11
13,799	\$ 46,148,140	\$ 3,046,897	No			83.47		47.20					55.89			45.42	41.85	32.95-41.18	
14,146	\$ 41,493,133		Yes	IBEW Local 949	6/30/2019	80.99									60.89	44.67		40.49	30.36
16,265	\$ 28,348,657	\$ 857,692	Yes	AFSCME	12/31/2019	49.47		45.67		42.19				35.82*	40.51	35.57	32.47**	30.44	
19,891	\$ 34,084,230	\$ 3,454,616	Yes	IBEW, Local Union 160	12/31/2020	80.18									50.34	42.93	40.63	39.23	
22,222	\$ 46,800,000	\$ 3,000,000	Yes	IBEW	12/31/2021	85.72		51.31					60.61			43.99		40.47	23.72-37.01
24,368	\$ 40,356,468	\$ 4,003,216	No			79.46		56.00	50.68							50.12		48.66	32.13-45.90
25,104	\$ 58,344,292	\$ 3,160,357	Yes	UAW-Local 867	12/31/2019	76.44		52.28							48.03	41.44		38.82	29.12
25,862	\$ 56,993,263	\$ 7,072,205	Yes	IBEW Local 949	5/31/2020	77.40		62.96								45.76		42.08	
40,643	\$ 56,001,616	\$ 2,316,377	No			91.35		59.61	48.35									40.71-44.34	25.48-35.34
42,581	\$ 51,082,000	\$ 3,706,000	Yes	IBEW Local 1426	12/31/2020	84.43							76.51			48.50		46.29	33.07-44.09
113,331	\$158,561,996	\$ 22,299,141	Yes	IBEW, RPEA, RSA	RPEA/IBEW-2019,RSA-	72.71-103.87								41.98-61.74	48.74-71.68	45.57		41.81	33.45-40.76



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

April 2019

Theresa Coleman
City of Kasson
401 5th St SE
Kasson, MN 55944-2204

Dear Ms. Coleman and City Council,

Make a difference today!

Your gift of **\$1,200**
will allow SMIF to invest
\$33,600

into your community in 2020!
(Dodge County ROI: \$1 donated = \$28 invested)

Have you seen a young child playing on the playground lately? There is a 50% chance that child does not have the skills necessary to enter kindergarten ready to learn. This can lead to difficulty finding employment and success in life. We need to support our youngest learners to ensure their bright future.

Is there a new shop on your local main street? Did you know over 50% of small businesses fail in their first four years due to lack of knowledge and financing? We need to support our business community long-term to ensure a viable economic base in our communities.

Did you know over \$7 billion will be transferring generations by 2030 in SMIF's 20 county region? Individuals on average give 4% of their annual earnings to charities. That is \$280 million in SMIF's region that could go towards local projects and initiatives. Is your community prepared to capture these dollars? We need to support all our communities to ensure those philanthropic dollars are captured and put to work in our communities.

Southern Minnesota Initiative Foundation (SMIF) is working to address these issues, but your support is needed to help assist our youngest residents, aspiring entrepreneurs and local community initiatives. Because of this, SMIF is launching our **LOVE WHERE YOU LIVE** campaign to make an even larger impact in years to come. See the enclosed campaign factsheet for more information.

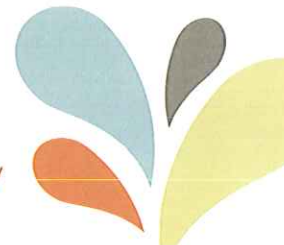


Thank you for your last gift of \$1,200 on 1/28/2019. **Will you consider contributing \$1,200 on behalf of the City of Kasson in 2020? Your support will change the lives of those living in southern Minnesota.**

With gratitude,

Tim Penny
President & CEO

Collaborating for Regional Vitality





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

Collaborating for Regional Vitality

Dodge County Investments

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

For every donation of
from Dodge County

\$1

=

\$28

is invested back
into Dodge County
communities.*

*Includes grants, loans & programming

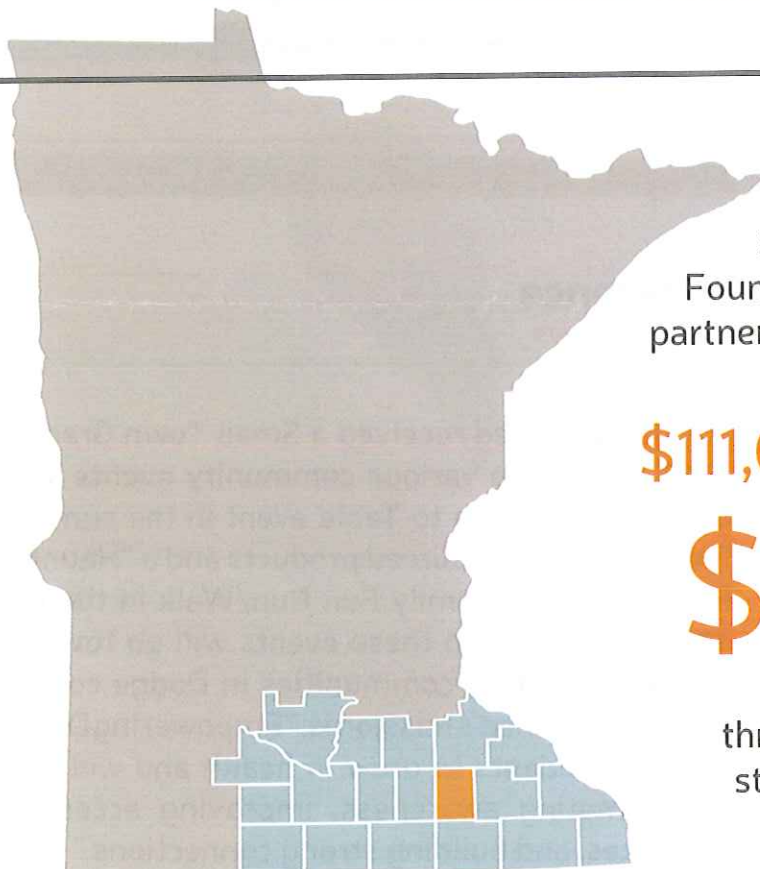
35 LOANS

\$1.5 million to Dodge County entrepreneurs

67 GRANTS

\$302,000 to support community initiatives

***\$5 million invested annually to the 20 counties of
south central and southeastern Minnesota***



Since 1986, Southern Minnesota Initiative Foundation has leveraged local investments & partnerships to create a stronger **Dodge County**:

\$111,000 in local donations to SMIF

\$3.1 million

invested by SMIF in Dodge County
through grants, loans, and programming for
stronger kids, businesses and communities

Loans & Equity Investments* Supporting local entrepreneurs & creating jobs

Clean Plus Incorporated, West Concord	Manufacturing company
New Leaf Transport, Claremont	Trucking company
Little Stars Childcare, Kasson	Family child care
Kasson-Mantorville Nursery Group Inc.	Child care center
Zumbro Incorporated, Hayfield	Manufacturer of food additives
Tri-Star Manufacturing, Kasson	Machine shop

*Southern Minnesota Initiative Foundation in partnership with CEDA and DEED hold the Comprehensive Economic Development Strategy for Region 10, allowing these counties to apply for Economic Development Administration funding at the Federal level.

Grants Investments in economic development, early childhood and community vitality

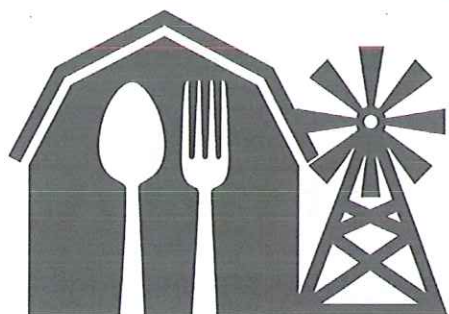
AmeriCorps LEAP Initiative, Dodge Center	Members helping with social emotional skill development
Dodge County Public Health	Grant to support 450 books given to at risk children
Kasson-Mantorville Schools	Pre-K alignment grants to support collaboration in classrooms
SE MN Together (One Big Thing Regional Grant)	Collaborative regional project to address workforce issues
Triton Public Schools, Dodge Center	Hundreds of books awarded through multiple literacy grants
A Chance to Grow, Kasson-Mantorville	Continued S.M.A.R.T. training to prepare children for kindergarten
Stagecoach Brewing Co., Mantorville	FEAST! Smart Start client
Dodge Refreshed, Dodge Center	Small town grant to create Farm-to-Table dinner and 5K run/walk
Quality Child Care Program, Kasson	Increasing quality child care through provider training
Kasson-Mantorville Schools	Awarded 500 books for K-M Community Educator Nights
Dodge County Historical Society, Mantorville	Awarded 15 gallons of paint for repainting of historic structure
Hayfield Economic Development Authority	Awarded 25 gallons of paint for pool-themed murals
Kasson-Mantorville Schools	Provide literacy support for PreK – Grade 3 alignment

Community Collaborations Bringing communities together for change

City of Dodge Center, Regional Community Growth Initiative (started in 2014)

Kasson-Mantorville Early Childhood Initiative (started in 2012)

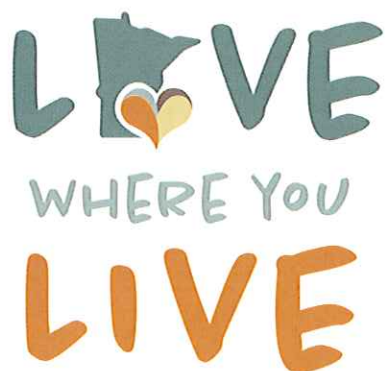
Making a Difference Creating healthier communities



Farm TO Table

Dodge Refreshed
Making healthy choices a priority

Dodge Refreshed received a Small Town Grant in 2018 to develop various community events such as an annual Farm to Table event in the summer featuring locally sourced products and a “Haunted Hustle” 5K and Family Fun Run/Walk in the fall. The proceeds from these events will go towards creating healthier communities in Dodge county. DodgeRefreshed’s mission is: “Empowering Dodge County residents to grow in health and wellness by promoting awareness, improving access to resources, and building strong connections.”



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

A campaign for southern Minnesota

How \$3.5 million can strengthen our region's future

Imagine vibrant communities where entrepreneurs launch and grow their businesses, children are prepared for their future and communities build the resources and networks needed to sustain their quality of life... **Southern Minnesota Initiative Foundation** is embarking on a three-year campaign to strengthen our region's future. Do you love where you live? Join us in creating vibrant communities where more than 581,000 people call home at smifoundation.org/donate.

With \$3.5 million, we will...

- Expand small town visioning and planning
- Support entrepreneurs as they launch, grow and learn
- Prepare children for their future
- Impact more parents and early childhood professionals
- Increase financial investments in our communities
- Create new affiliate funds

COMMUNITIES
ENTREPRENEURS

Now...



5
754

With \$3.5M



20
994

CHILDREN
PROFESSIONALS



17,000
11,500



22,400
15,250

INVESTMENTS
AFFILIATE FUNDS



\$650,000
78



\$1.2 M
98

Together, we will...

- Create vibrant and sustainable communities where people want to live, work and play
- Boost entrepreneurs and build the systems and resources necessary to sustain longevity
- Provide quality child care training to benefit our youngest generation
- Support communities in their effort to build financial resources and networks for a stronger more robust region
- Increase resources delivered to the region through endowment investment - \$3.5M will increase 25% in 10 years



Learn more at smifoundation.org/lovewhereyoulive or contact

Jennifer Nelson - VP, Development at jennifern@smifoundation.org | 507.214.7025

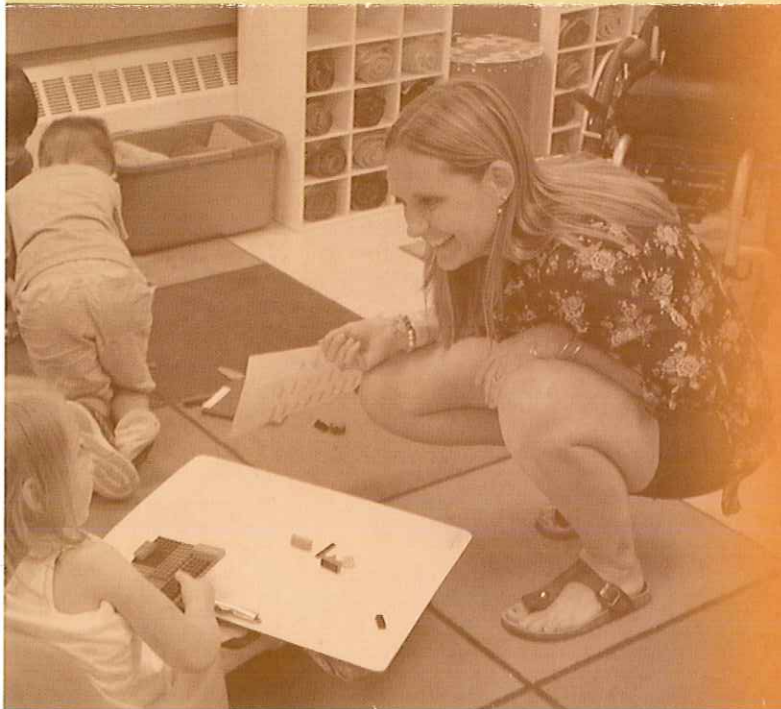
"SMIF came in at just the right time and provided exactly what I needed to take my business to the next level."

-Angel Uribe, Owner, Stages of Change | SMIF Prosperity Initiative Graduate



"SMIF has provided amazing training opportunities not only for me as a coordinator but for my team of teachers."

-Sara Line, Early Childhood Coordinator, Northfield Public Schools | SMIF grant recipient and Early Childhood Initiative Coalition Coordinator



"SMIF's support of the community foundation has allowed Preston to continue to survive, and thrive."

-Dan Christianson, Owner, F&M Community Bank | Former Preston Area Community Foundation board member, Former SMIF board member

