

KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, January 13, 2021

6:00 PM

PLEDGE OF ALLIANCE

6:00 A. COUNCIL

Swear in Council and Mayor

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 December 16, 2020
 - b. Claims processed after the December 16, 2020 regular meeting, as audited for payment
 - c. Resolution Authorizing Investment of Funds and Designation of Official Depositories
 - d. Committee/Commission/Board Minutes:
 - i. Fire Department Minutes 1-4-21
 - ii. Park Board Minutes December (Draft)
 - iii. Planning Commission Minutes October
 - iv. Planning Commission Minutes December (Draft)
 - e. Resolution Decertifying Delinquent Claims to County Auditor
 - f. Conferences:
 - i. Jeff Ulve WW Exam Refresher Class A/B Mar 23-25 Brooklyn Park \$260+exp

B. VISITORS TO THE COUNCIL

C. MAYOR'S REPORT

1. Committee Appointments
1. Designations

D. 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.

E. PUBLIC HEARING

F. COMMITTEE REPORT

1. Emergency Management Plan
 - i. Emergency Management Contact list

G. OLD BUSINESS

1. Fire Department Tanker Truck
2. Transmission Study

H. NEW BUSINESS

1. Snow Emergency Policy
2. 2021 Liquor License Fee

I. ADMINISTRATOR'S REPORT

1. Administrator's Report
 - i. Lawn Sign memo
 - ii. Natural Gas Franchise Update

J. ENGINEER'S REPORT

1. 16th Street NW Extension (TH 57 to CSAH 24)
 - i. Request for Council Action – Possible MnDOT LRIP funding
2. Safe Routes to School Construction Project
 - i. Request for Council Action – Project Schedule

K. PERSONNEL

1. Resignation of Firefighter Steve Jurens

L. ATTORNEY

1. Closed Session – Personnel

M. CORRESPONDENCE

1. PD December stats
2. Cash and Investment Summary
3. Income Statement through November
4. LMC Advanced Leaders Training
5. late and limited municipal commentary
6. Department Head Meeting Reports

N. ADJOURN

KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, December 16, 2020

6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 16th day of December, 2020 at 6:00 PM.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Tim Ibsch, City Clerk Linda Rappe, City Engineer Brandon Theobald, City Attorney Melanie Leth, Police Chief Josh Hanson, Fire Chief Joe Fitch, Library Director Pat Shafer-Gottschalk, Finance Director Nancy Zaworski, Tim O'Morro, Dave Dubbels and Pat Brown

PLEDGE OF ALLIANCE

APPROVE AGENDA

Add: K.3 Anderson leave request

Change to A.2.c the amount for #12 is change to \$923.53

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

CONSENT AGENDA

Minutes from December 9, 2020

Claims processed after the December 9, 2020 regular meeting, as audited for payment in the amount of \$1,063,574.76

Resolution Certifying Delinquent Claims to the County Auditor

Resolution #12.3-20

Resolution Certifying Delinquent Claims to the County Auditor

(on file)

Resolution Decertifying Delinquent Claims to the County Auditor

Resolution #12.4-20

Resolution Decertifying Delinquent Claims to the County Auditor

(on file)

Resolution Adopting Assessments for 2020 Petitions and Waivers

Resolution #12.5-20

Resolution Adopting Assessments for 2020 Petitions and Waivers

(on file)

Minutes:

Dec Fire Department Meeting

November Library Board

Evaluation – Kelly Bell Library Assistant top of Scale \$20.00

Pay Estimate #4 Hydro-Klean LLC CCTV Inspection of San Sewer \$4,128.66

Motion to Approve the Consent Agenda with the correction to the minutes made by Councilperson Zelinske, second by Councilperson Ferris with All voting Aye.

VISITORS TO THE COUNCIL

MAYOR'S REPORT

Thanks to the Fire Department and everyone involved in the parade on Saturday, there needs to be some tweaks but overall, it was a success.

Condolences to the family of Barb Pike, she was a long time Deputy Clerk, Councilperson and Mayor for the City of Kasson, she also volunteered for many organizations. Thanks to Barb for all she did.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Planning Commission

Resolution for Single Patio Homes Prairie Willows 4th - Administrator Ibisch gave the background and was originally approved for attached homes. What they are building are single family detached patio homes. Still the same amount of patio homes in the same number of lots. **Motion to Approve the Resolution made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

Resolution #12.6-20

***Resolution Granting Approval of a Conditional Use Permit Amendment to Allow for Single Family Detached Dwelling with the Planned Unit Development of Prairie Willow Estates 4th Addition.
(on file)***

Resolution rescinding and reissuing a variance for Dominos – Administrator Ibisch stated that in 2016 the owner of Dominos requested a variance and a condition was put on for a sound barrier for a neighbor and now it is not feasible and the neighbor has no complaints and the owner would like that condition removed. The Planning Commission held the public hearing and feels that this does not set a precedence since every variance must be measured on its own merits and hardships. Also, the property owner is asking for this to be reviewed and we are subtracting the condition not adding anything to this variance. The Planning Commission recommends approval. **Motion to Rescind and Reissue the Variance for the Dominoes Building made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.**

Resolution #12.7-20

***Resolution Rescinding Resolution #8.1-16 Approving a Variance, Filed October 14, 2016, as Document No 218235 And Approving A Similar Variance From the Rear Yard Setback for 501 Mantorville Avenue South in the City of Kasson, Minnesota
(on file)***

Resolution Increasing the number of members on the Park Board -Motion to Approve the Increase made by Mayor Mckern, second by Councilperson Zelinske with All Voting Aye.

Resolution #12.8-20

***Resolution Temporarily Increasing the Park Board to 8 Members
(on file)***

OLD BUSINESS

Fire Relief By-Laws Amendment – Fire Chief Fitch stated that the State has approved this change. **Motion to Approve the Fire Relief By-Laws Amendment made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

Library Report from Kraus Anderson – Administrator Ibisch asked if the Council had specific questions regarding the report. Mayor McKern asked to find out how to pay for it? Is there a way to hold the people with some type of accountability? Attorney Leth stated that there is a proper course of action legally. Administrator Ibisch stated that right now there is a range of costs to fix and we have to make a choice. Councilperson Zelinske asked if they repair it “like kind” and they remove the dome is the base usable? He also asked the attorney to find out if this company is working anywhere in the state and if we can notify the State so that they cannot come back and get a license in the future. Councilperson Egglar wanted to know how this got passed our own inspectors. Councilperson Burton asked if there are any cheap quick fixes to prevent further damage. Councilperson Ferris stated that as we do start about fixing things, we need to document was it was before in case we do get into litigation with the builder. Mayor McKern whatever fixes we make we need to fix it for the life of the building or the end of the bond. Ibisch will bring these questions to the meeting on Friday.

NEW BUSINESS

Fee Schedule – Administrator Ibisch went over the changes to the fee schedule. Larger changes are the increases in utilities and we would like to review WAC and SAC and parkland fees and added a stormwater fee. Engineer Theobald stated that the City always tries to maintain that development pays for development. Engineer Theobald stated that to develop in Rochester it is about \$17K per lot. After consideration the additional stormwater fee was removed for 2021.

Motion to Approve the Fee Schedule made by Councilperson Egglar, second by Councilperson Burton with all Voting Aye.

ADMINISTRATORS REPORT

Administrator’s Report – Administrator Ibisch is working with the Attorney on political signage revising the language in the current ordinance.

Automated Metering Infrastructure (AMI) and this will help with the meter reading.

Planning Commission will be working on variance language.

Park Board had a question on the Community Foundation and will talk to Councilperson Burton later about the former Foundation.

Ice Arena – they are looking at some changes to go along with the Governor’s recommendation today.

Fund Reconciliation – Finance Director Zaworski received final dollars on the 16th St NE and we are short \$8500 that we will transfer from the street repair account. **Motion made by Mayor McKern, second by Councilperson Burton with All Voting Aye to make the fund transfer.**

ENGINEER’S REPORT

PERSONNEL

Accept Resignation of WW Operator II Nate Bleess eff 12-23-20 – Motion to accept the resignation made by Mayor McKern, second by Councilperson Ferris with All Voting Aye. The Council thanked Mr. Bleess and wished him good luck at RPU.

Accept Resignation of Ice Arena Employee Muriel Balzum eff 6-1-20 – Motion to accept the resignation made by Mayor McKern, second by Councilperson Egglar with All Voting Aye.

Kris Anderson Leave of absence request – Mr. Anderson submitted a letter asking for a 90-day leave. The personnel committee had discussion and they think it is prudent to authorize it at this time. **Motion to Approve the Unpaid Leave for 90 days made by Mayor McKern, second by Councilperson Burton with All Voting Aye.**

ATTORNEY

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 6:30PM Motion to Adjourn made by Councilperson Egger, second by Councilperson Zelinske 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:

1-5

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 1,880,956.39

DATE APPROVED: 1-13-21

#1	#24,467.15
#2	8,743.21
#3	32,225.02
#4	191,423.99
#5	1,624,097.02
	<hr/>
	\$ 1,880,956.39

#1

12/17/20
16:41:05CITY OF KASSON
Claim Approval List
For the Accounting Period: 12/20
For Pay Date: 12/18/20Page: 1 of 5
Report ID: AP100V

For Pay Date = 12/18/20

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35594		5239 BREAKTHRU BEVERAGE MN WINE &	1,945.05					
	1081212386	12/02/20 LIQUOR	702.15*			609 975 4975	251	1010
	1081212386	12/02/20 WINE	1,131.90*			609 975 4975	251	1010
	1081212386	12/02/20 MIXES	74.00*			609 975 4975	254	1010
	1081212386	12/02/20 FREIGHT	37.00			609 975 4975	335	1010
		Total for Vendor:	1,945.05					
35589		5098 CARDMEMBER SERVICE	709.96					
	12/02/20	LIBRARY SUPPLIES	53.95			211 550 4550	210	1010
	12/02/20	P.B. SUBSCRIPTION	273.00*			211 550 4550	216	1010
	12/02/20	BOOKS	46.75			211 550 4550	218	1010
	12/02/20	DVD's	309.77			211 550 4550	219	1010
	12/02/20	AMERICAN FLAG	26.49			211 550 4550	570	1010
35590		5098 CARDMEMBER SERVICE	941.83					
	11/05/20	FLASHLIGHT/BATTERY STICK	36.28			101 210 4210	240	1010
	11/06/20	RUNNELLS-BCA TRAINING	75.00			101 210 4210	333	1010
	11/12/20	PRIORITY MAILING COSTS	18.85*			101 210 4210	210	1010
	11/13/20	AEDLAND-HEARTSTART PADS	435.96*			101 210 4210	210	1010
	11/16/20	HANSON-UNIFORM PANTS	249.98*			101 210 4210	214	1010
	11/17/20	CAR WASH FORMULA	11.36*			101 210 4210	220	1010
	11/18/20	STRADTMANN-BCA TRAINING	75.00			101 210 4210	333	1010
	11/18/20	DISH SOAP/DISH CLOTHS	21.41*			101 210 4210	220	1010
	11/24/20	STAMPS.COM	17.99*			101 210 4210	210	1010
		Total for Vendor:	1,651.79					
35591		6136 HYDRO-KLEAN, LLC	4,128.66					
	12/05/20	REQ #4-CCTV INSPECT SAN SEWER	4,128.66			602 948 4948	440	1010
		Total for Vendor:	4,128.66					
35595		60 NORTHERN BEVERAGE DIST. CO. LL	4,616.95					
	720102	12/03/20 BEER	4,614.95			609 975 4975	252	1010
	720102	12/03/20 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	4,616.95					

12/17/20
16:41:05

CITY OF KASSON
Claim Approval List
For the Accounting Period: 12/20
For Pay Date: 12/18/20

Page: 2 of 5
Report ID: AP100V

For Pay Date = 12/18/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35596		63 SCHOTT DIST CO INC	9,573.82					
	408177	12/03/20 WINE	160.00*			609 975 4975	251	1010
	408177	12/03/20 BEER	9,373.82			609 975 4975	252	1010
	408177	12/03/20 NA BEVERAGE	40.00*			609 975 4975	254	1010
		Total for Vendor:	9,573.82					
35597		3850 SOUTHERN GLAZER'S OF MN	2,237.07					
	2022793	12/02/20 LIQUOR	1,866.65*			609 975 4975	251	1010
	2022793	12/02/20 WINE	338.00*			609 975 4975	251	1010
	2022793	12/02/20 FREIGHT	32.42			609 975 4975	335	1010
		Total for Vendor:	2,237.07					
35592		498 TEIGEN PAPER & SUPPLY INC	313.81					
	7264	11/03/20 cr-CAN LINERS	-4.38			101 310 4310	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.38			101 312 4312	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.38			101 517 4517	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.38			601 943 4943	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.39			602 948 4948	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.39			604 957 4957	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.39			605 963 4963	220	1010
	7264	11/03/20 cr-CAN LINERS	-4.39			604 957 4957	220	1010
	7264	11/03/20 cr-SALES TAX	-0.30			604 2025		1010
	7264	11/03/20 cr-SALES TAX	0.30			604 957 4957	220	1010
	7264	11/03/20 cr-D C TRANSIT TAX	-0.02			604 2026		1010
	7264	11/03/20 cr-D C TRANSIT TAX	0.02			101 140 4140	210	1010
	99631	10/29/20 FOLD TOWELS	28.76			101 140 4140	210	1010
	94472	11/09/20 FOLD TOWELS	35.21			211 550 4550	220	1010
	97780	10/14/20 CAN LINERS	44.91			211 550 4550	220	1010
	6880	10/20/20 cr-CAN LINERS	-44.91			101 140 4140	210	1010
	7551	11/13/20 cr-FOLD TOWELS	-28.78			606 516 4516	210	1010
	98251	10/19/20 T. TISSUE	38.29			606 516 4516	220	1010
	98772	10/22/20 WYPALL+	90.06			101 210 4210	220	1010
	97072	12/04/20 ROLL TOWELS	35.21*			101 310 4310	220	1010
	96378	11/27/20 CAN LINERS	20.82			101 312 4312	220	1010
	96378	11/27/20 CAN LINERS	20.82			101 517 4517	220	1010
	96378	11/27/20 CAN LINERS	20.82			601 943 4943	220	1010
	96378	11/27/20 CAN LINERS	20.82					

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CITY OF KASSON
Claim Approval List
For the Accounting Period: 12/20
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For Pay Date = 12/18/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
			20.82			602 948 4948	220	1010
	96378	11/27/20 CAN LINERS	20.82			604 957 4957	220	1010
	96378	11/27/20 CAN LINERS	20.83			605 963 4963	220	1010
	96378	11/27/20 CAN LINERS	1.43			604 957 4957	220	1010
	96378	11/27/20 SALES TAX	-1.43			604 2025		1010
	96378	11/27/20 SALES TAX	0.10			604 957 4957	220	1010
	96378	11/27/20 D C TRANSIT TAX	-0.10			604 2026		1010
	96378	11/27/20 D C TRANSIT TAX						
		Total for Vendor:	313.81					
		# of Claims	8	Total:	24,467.15			

12/17/20
16:41:07

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 12/20

Page: 4 of 5
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$1,061.55
211 Library Fund	
1010 CASH-OPERATING	\$709.96
601 Water Fund	
1010 CASH-OPERATING	\$16.44
602 Sewer Fund	
1010 CASH-OPERATING	\$4,145.09
604 Electric Fund	
1010 CASH-OPERATING	\$16.43
605 Storm Water	
1010 CASH-OPERATING	\$16.44
606 ICE ARENA	
1010 CASH-OPERATING	\$128.35
609 Liquor Fund	
1010 CASH-OPERATING	\$18,372.89
Total:	\$24,467.15

12/17/20
16:41:07

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 12 / 20

Page: 5 of 5
Report ID: AP100A

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

The claim batch dated _____ are approved for payment.

APPROVED _____

See signature page

Council Member

Council Member

#2

12/18/20
16:23:59

CITY OF KASSON
Claim Approval List
For the Accounting Period: 12/20
For Pay Date: 12/18/20

Page: 1 of 4
Report ID: AP100V

For Pay Date = 12/18/20

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35601		5813 ENTERPRISE FM TRUST	8,743.21			101 210 4210	430	1010
	FBN4093801	12/03/20 MAINT CARDS-P D	45.00			101 220 4220	430	1010
	FBN4093801	12/03/20 MAINT CARDS-F D	17.50			101 310 4310	430	1010
	FBN4093801	12/03/20 MAINT CARDS-STREETS	10.00*			101 522 4522	430	1010
	FBN4093801	12/03/20 MAINT CARDS-PARKS	10.00			601 944 4944	430	1010
	FBN4093801	12/03/20 MAINT CARDS-WATER	12.50			602 949 4949	430	1010
	FBN4093801	12/03/20 MAINT CARDS-WW	7.50			604 959 4959	430	1010
	FBN4093801	12/03/20 MAINT CARDS-ELECTRIC	15.00			605 964 4964	430	1010
	FBN4093801	12/03/20 MAINT CARDS-STORM WATER	5.00			101 680 4210	550	1010
	FBN4093801	12/03/20 LEASES-P D	2,598.67			101 680 4210	611	1010
	FBN4093801	12/03/20 LEASES-P D	334.68			101 680 4310	550	1010
	FBN4093801	12/03/20 LEASES-STREETS	292.53*			101 680 4310	611	1010
	FBN4093801	12/03/20 LEASES-STREETS	27.51*			101 680 4522	550	1010
	FBN4093801	12/03/20 LEASES-PARKS	423.85			101 680 4522	611	1010
	FBN4093801	12/03/20 LEASES-PARKS	59.91			601 2231		1010
	FBN4093801	12/03/20 LEASES-WATER	165.82			601 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WATER	15.60			602 2231		1010
	FBN4093801	12/03/20 LEASES-WW	165.82			602 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WW	15.60*			601 2231		1010
	FBN4093801	12/03/20 LEASES-WATER	211.93			601 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WATER	29.96			602 2231		1010
	FBN4093801	12/03/20 LEASES-WW	211.92			602 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WW	29.96*			604 2231		1010
	FBN4093801	12/03/20 LEASES-ELECTRIC	423.85			604 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-ELECTRIC	59.91			604 2231		1010
	FBN4093801	12/03/20 LEASES-ELECTRIC	493.17			604 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-ELECTRIC	17.51			601 2231		1010
	FBN4093801	12/03/20 LEASES-WATER	209.28			601 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WATER	25.44			602 2231		1010
	FBN4093801	12/03/20 LEASES-WW	209.29			602 710 4710	611	1010
	FBN4093801	12/03/20 LEASES-WW	25.43*			101 680 4310	550	1010
	FBN4093801	12/03/20 LEASES-STREETS	432.52*			101 680 4310	611	1010
	FBN4093801	12/03/20 LEASES-STREETS	14.50*			101 680 4220	550	1010
	FBN4093801	12/03/20 LEASES-F D	1,182.70			101 680 4220	611	1010
	FBN4093801	12/03/20 LEASES-F D	14.71			101 210 4210	400	1010
	FBN4093801	12/03/20 LEASES-P D	928.64					
		Total for Vendor:	8,743.21					
		# of Claims	1	Total:		8,743.21		

12/18/20
16:24:01

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 12/20

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$6,392.72
601 Water Fund	
1010 CASH-OPERATING	\$670.53
602 Sewer Fund	
1010 CASH-OPERATING	\$665.52
604 Electric Fund	
1010 CASH-OPERATING	\$1,009.44
605 Storm Water	
1010 CASH-OPERATING	\$5.00
Total:	\$8,743.21

12/18/20
16:24:01

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 12 / 20

Page: 4 of 4
Report ID: AP100A

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

The claim batch dated _____ are approved for payment.

APPROVED _____

See signature page
Council Member

Council Member

12/30/20
16:35:16

CITY OF KASSON
Claim Approval List
For the Accounting Period: 12/20
For Pay Date: 12/18/20

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Report ID: AP100V

#3

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35698	E	3785 I.R.S.	279.02			101 210	4210 123	1010
		12/16/20 S.T.D. MEDICARE MATCH	52.89			101 210	4210 122	1010
		12/16/20 S.T.D. S.S. MATCH	226.13					
		Total for Vendor:	279.02					
35700	E	108 MN DEPARTMENT OF REVENUE	18,387.00			601	2025	1010
		12/14/20 NOV.-UTILITIES SALES TAX	441.00			604	2025	1010
		12/14/20 NOV.-UTILITIES SALES TAX	16,555.00			101	2025	1010
		12/14/20 NOV.-SALES TAX PAYABLE	1.00			211	2025	1010
		12/14/20 NOV.-SALES TAX PAYABLE	5.00			604	2025	1010
		12/14/20 NOV.-SALES TAX PAYABLE	29.00			101	2025	1010
		12/14/20 NOV.-USE TAX PAYABLE	2.00			604	2025	1010
		12/14/20 NOV.-USE TAX PAYABLE	90.00			609	2025	1010
		12/14/20 NOV.-USE TAX PAYABLE	12.00			601	2026	1010
		12/14/20 NOV.-UTILITIES D C TRANS TAX	32.00			604	2026	1010
		12/14/20 NOV.-UTILITIES D C TRANS TAX	1,191.00			211	2026	1010
		12/14/20 NOV.-D C TRANS TAX PAYABLE	1.00			604	2026	1010
		12/14/20 NOV.-D C TRANS TAX PAYABLE	2.00			604	2026	1010
		12/14/20 NOV.-D C TRANS USE TAX	25.00			609	2026	1010
		12/14/20 NOV.-D C TRANS USE TAX	1.00					
		Total for Vendor:	18,387.00					
35699	E	973 MN DEPT OF REVENUE	13,534.00			609	2025	1010
		12/14/20 NOV.-LIQUOR STORE SALES TAX	12,846.00			609	2026	1010
		12/14/20 NOV.-LIQUOR STORE D C*TRNS TAX	688.00					
		Total for Vendor:	13,534.00					
35701		2614 OFFICE OF ADMINISTRATIVE HEARI	25.00					
		LAMPLAND SUBDIV	25.00*			101 191	4191 430	1010
		12/03/20 ANNEX 6.08 ACRES OF MANT TWP	25.00					
		Total for Vendor:	25.00					
		# of Claims	4	Total:				32,225.02
		Total Electronic Claims						32,200.02
		Total Non-Electronic Claims						25.00

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Fund Summary for Claims
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Fund/Account	Amount
101 General Fund	\$307.02
1010 CASH-OPERATING	
211 Library Fund	\$6.00
1010 CASH-OPERATING	
601 Water Fund	\$473.00
1010 CASH-OPERATING	
604 Electric Fund	\$17,892.00
1010 CASH-OPERATING	
609 Liquor Fund	\$13,547.00
1010 CASH-OPERATING	
Total:	\$32,225.02

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Claim Approval Signature Page
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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

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35690		6241 AAA CLAIMS	130.00			101 220 3422		1010
		12/21/20 OVERPAYMNT ON CL 401261258	130.00					
		Total for Vendor:	130.00					
35603		5819 ALLEGRA OF ROCHESTER	303.24			101 1550		1010
		8498 12/17/20 2021 KAC PASS BOOKS-3000	303.24					
		Total for Vendor:	303.24					
35691		6242 ALLSTATE PETERBILT OF WINONA	98.58			101 220 4220 210		1010
		5104135494 12/29/20 NITRILE GLOVES	98.58					
		Total for Vendor:	98.58					
35604		5542 ANCOM COMMUNICATIONS INC	273.00			101 220 4220 210		1010
		98822 12/04/20 BATTERIES	273.00					
		Total for Vendor:	273.00					
35605		6193 ARCHKEY TECHNOLOGIES	187.50			101 194 4194 400		1010
		88203 12/15/20 FIX SOUND/CAMERAS-CC CHAMBERS	187.50*					
		Total for Vendor:	187.50					
35646		5049 ARTISAN BEER COMPANY	285.00			609 975 4975 252		1010
		3451059 12/15/20 BEER	102.50*			609 975 4975 252		1010
		3452507 12/28/20 BEER	182.50*					
		Total for Vendor:	285.00					
35606		203 BAKER & TAYLOR INC	409.28			211 550 4550 218		1010
		2035647477 12/03/20 BOOKS	64.85			211 550 4550 219		1010
		2035647477 12/03/20 AUDIO BOOKS	19.24			211 550 4550 218		1010
		2035658966 12/08/20 BOOKS	46.28			211 550 4550 218		1010
		2035663840 12/09/20 BOOKS	30.98			211 550 4550 219		1010
		2035663840 12/09/20 AUDIO BOOKS	21.99			211 550 4550 218		1010
		2035667902 12/11/20 BOOKS	115.73			211 550 4550 219		1010
		2035667902 12/11/20 AUDIO BOOKS	21.99			211 550 4550 218		1010
		2035675720 12/16/20 BOOK	15.93			211 550 4550 218		1010
		2035675720 12/16/20 BOOK	51.81			211 550 4550 218		1010
		2035684047 12/21/20 BOOKS	20.48			211 550 4550 218		1010
		2035684874 12/21/20 BOOKS						
		Total for Vendor:	409.28					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35607		5158 BATTERIES PLUS BULBS	205.68			101 220 4220	220	1010
	P28582306	07/07/20 AA & C BATTERIES	91.20*			101 220 4220	220	1010
	P31894797	10/06/20 AA & C BATTERIES	114.48*					
		Total for Vendor:	205.68					
35608		4567 BELL, KELLY	41.40			211 550 4550	331	1010
	12/22/20	MILES-B.O.W./DAYCARE PROGRAMS	41.40					
		Total for Vendor:	41.40					
35648		1012 BELLBOY CORPORATION	1,643.16			609 975 4975	251	1010
	87159300	12/11/20 LIQUOR	211.50*			609 975 4975	251	1010
	87159300	12/11/20 WINE	104.00*			609 975 4975	335	1010
	87159300	12/11/20 FREIGHT	8.00			609 975 4975	210	1010
	102405300	12/03/20 BAGS	63.39*			609 975 4975	210	1010
	102405300	12/03/20 SALES TAX	4.36*			609 975 4975	210	1010
	102405300	12/03/20 SALES TAX	-4.36			609 975 4975	210	1010
	102405300	12/03/20 D C TRANSIT TAX	0.32*			609 975 4975	210	1010
	102405300	12/03/20 D C TRANSIT TAX	-0.32			609 975 4975	251	1010
	87229500	12/17/20 LIQUOR	322.75*			609 975 4975	251	1010
	87229500	12/17/20 WINE	104.00*			609 975 4975	335	1010
	87229500	12/17/20 FREIGHT	6.00			609 975 4975	259	1010
	102448500	12/11/20 ASPARAGUS	39.60*			609 975 4975	210	1010
	102448500	12/11/20 BAGS	79.64*			604 975 4975	210	1010
	102448500	12/11/20 SALES TAX	5.47*			604 975 4975	210	1010
	102448500	12/11/20 SALES TAX	-5.47			604 975 4975	210	1010
	102448500	12/11/20 D C TRANSIT TAX	0.39*			604 975 4975	210	1010
	102448500	12/11/20 D C TRANSIT TAX	-0.39			609 976 4976	343	1010
	102479300	12/17/20 DUM DUMS	16.03			609 976 4976	343	1010
	102479300	12/17/20 D C TRANSIT TAX	0.07			609 976 4976	343	1010
	102479300	12/17/20 D C TRANSIT TAX	-0.07			609 975 4975	210	1010
	102479300	12/17/20 D C TRANSIT TAX	63.45*			609 975 4975	210	1010
	102479300	12/17/20 BAGS	4.36*			609 975 4975	210	1010
	102479300	12/17/20 SALES TAX	-4.36			609 975 4975	210	1010
	102479300	12/17/20 SALES TAX	0.31*			609 975 4975	210	1010
	102479300	12/17/20 D C TRANSIT TAX	-0.31			609 975 4975	210	1010
	102479300	12/17/20 D C TRANSIT TAX	264.25*			609 975 4975	251	1010
	87325100	12/23/20 LIQUOR						

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		1081221756 12/29/20 WINE	148.00*			609 975 4975	251	1010
		1081221756 12/29/20 MIXES	50.00*			609 975 4975	254	1010
		1081221756 12/29/20 FREIGHT	14.80			609 975 4975	335	1010
		2080256474 11/13/19 LIQUOR CREDIT	-98.04*			609 975 4975	251	1010
		2080265094 01/17/20 MIXES CREDIT	-20.00*			609 975 4975	254	1010
		2080275220 05/13/20 LIQUOR CREDIT	-98.02*			609 975 4975	251	1010
		2080238337 06/07/19 LIQUOR CREDIT	-49.50*			609 975 4975	251	1010
		2080281879 07/15/20 LIQUOR CREDIT	-98.00*			609 975 4975	251	1010
		2080291317 10/08/20 LIQUOR CREDIT	-70.04*			609 975 4975	251	1010
		Total for Vendor:	6,438.35					
35650		3385 CANNON RIVER WINERY	312.00			609 975 4975	251	1010
		950 12/17/20 WINE	312.00*					
		Total for Vendor:	312.00					
35651		5667 CINTAS	373.04			609 979 4979	410	1010
		4069901173 12/11/20 MATS-L.S.	93.26*			609 979 4979	410	1010
		4070481628 12/17/20 MATS-L.S.	93.26*			609 979 4979	410	1010
		4071267707 12/25/20 MATS-L.S.	93.26*			609 979 4979	410	1010
		4071828581 12/31/20 MATS-L.S.	93.26*					
		Total for Vendor:	373.04					
35683		668 CONTINENTAL RESEARCH CORP	24.15			602 948 4948	210	1010
		21955 12/18/20 FOAM HAND SOAP	24.15*					
		Total for Vendor:	24.15					
35609		6201 DAKOTA WORLDWIDE CORPORATION	161.24			609 976 4976	440	1010
		KML001 12/15/20 MARKET STUDY EXPENSES	161.24*					
		Total for Vendor:	161.24					
35610		2070 EARL'S SMALL ENGINE REPAIR INC	46.85			101 524 4524	210	1010
		#HELD 12/14/20 BAR & CHAIN OIL	46.85					
		Total for Vendor:	46.85					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35611		2489 ENVIRONMENTAL EQUIPMENT & SERV	76.42			101 310 4310	220	1010
	16659	12/09/20 CLAMP-8" QUICK COUPLER	76.42					
		Total for Vendor:	76.42					
35612		4104 FARMERS TOP SOIL INC	153.60			101 522 4522	220	1010
	8352	11/30/20 SCREENED TOP SOIL-MEADOWLAND P	153.60					
		Total for Vendor:	153.60					
35613		5289 FIRST SYSTEMS TECHNOLOGY INC	6,159.20			601 943 4943	400	1010
	02258	12/13/20 WELL #4-REPL FLOW METER	6,159.20					
		Total for Vendor:	6,159.20					
35614		5678 FURTHER	151.15			101 140 4140	440	1010
	15560030	12/07/20 DEC.-PARTICIPANT FEES	151.15*					
		Total for Vendor:	151.15					
35616		5443 HACKENMILLER, NANCY	33.41			211 550 4550	331	1010
	12/22/20	MILES-LIBRARY ERRANDS	33.41					
		Total for Vendor:	33.41					
35615		77 HAWKINS INC	11,925.40			601 943 4943	210	1010
	4841414	12/07/20 HYDROFL ACID/LPC-5	3,959.61			601 943 4943	210	1010
	4841415	12/07/20 HDPE/ LPP3SA-VAT1-F06E	2,296.00			602 947 4947	211	1010
	4842840	12/04/20 ALUM SULFATE LIQUID	5,669.79					
		Total for Vendor:	11,925.40					
35675		6232 HENDERSON, GREGORY	100.65			604 2212		1010
	1404-03	12/28/20 RL MTR DEP REFUND AFT APPL TO	100.65					
		Total for Vendor:	100.65					
35617		6202 HILLER'S FLOORING AMERICA	1,117.60			101 111 4111	430	1010
	2113569	12/14/20 BAL.-NEW C.H. CARPET	1,117.60*					
		Total for Vendor:	1,117.60					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35652		5036 HOHENSTEINS INC	301.00			609 975 4975	252	1010
	378026	12/17/20 BEER	141.00*			609 975 4975	252	1010
	379627	12/30/20 BEER	160.00*					
		Total for Vendor:	301.00					
35671		5064 HOMETOWN HAULERS LLC	1,148.00			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-C H	33.56*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-LIBRARY	57.18*			602 947 4947	430	1010
	86599	12/31/20 DEC. GARBAGE-WWTP	152.86*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-SHOP	192.77*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-F D	76.43*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-L S	53.21*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-PARKS	444.46*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-P D	33.39*			101 323 4323	430	1010
	86599	12/31/20 DEC. GARBAGE-ARENA	104.14			606 516 4516	430	1010
		Total for Vendor:	1,148.00					
35618		6229 JIMMY'S PIZZA	1,655.79					
		OVERPAYMENT RESULTING FROM TAX ASSESSMENT				604 2212		1010
	0026-03	12/01/20 RFND OVRPMNT ON ACCT-TAX ASSM	1,655.79					
		Total for Vendor:	1,655.79					
35653		25 JOHNSON BROTHERS LIQUOR CO	11,080.64			609 975 4975	251	1010
	1698752	12/08/20 LIQUOR	1,438.82*			609 975 4975	251	1010
	1698753	12/08/20 WINE	938.87*			609 975 4975	251	1010
	1702905	12/15/20 LIQUOR	1,473.17*			609 975 4975	251	1010
	1702906	12/15/20 WINE	2,871.81*			609 975 4975	254	1010
	1702907	12/15/20 MIXES	37.00*			609 975 4975	251	1010
	1707036	12/21/20 LIQUOR	565.86*			609 975 4975	251	1010
	1707037	12/21/20 WINE	411.00*			609 975 4975	251	1010
	1708017	12/22/20 LIQUOR	629.00*			609 975 4975	251	1010
	1708018	12/22/20 WINE	373.95*			609 975 4975	251	1010
	1710509	12/28/20 LIQUOR	992.85*			609 975 4975	251	1010
	1710510	12/28/20 WINE	1,320.31*			609 975 4975	251	1010
	1710511	12/28/20 MIXES	28.00*			609 975 4975	254	1010
		Total for Vendor:	11,080.64					

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35619		6230 KANGAS, DAVID	26.71					
		OVERPAYMENT RESULTING FROM TAX ASSESSMENT				604 2212		1010
		1984-09 12/01/20 RFND OVRPMNT ON ACCT-TAX ASSM	26.71					
		Total for Vendor:	26.71					
35669		F104 L & L STREET RODS & SPORT TRUCKS	339.53			101 680 4210	550	1010
		3089 12/21/20 PARTS SHIPPING-SQUAD 20-1	339.53					
		Total for Vendor:	339.53					
35620		3890 LETH ELECTRIC INC	190.00			101 194 4194	400	1010
		6115 12/14/20 HALLWAY LIGHT REPAIRS-C H	190.00*					
		Total for Vendor:	190.00					
35621		2689 LOCATORS & SUPPLIES INC	540.90			601 943 4943	210	1010
		0289149-IN 12/10/20 BLUE MARKING FLAGS	360.60			602 948 4948	210	1010
		0289149-IN 12/10/20 GREEN MARKING FLAGS	180.30*					
		Total for Vendor:	540.90					
35688		397 M-R SIGN CO INC	52.40			101 312 4312	220	1010
		210953 12/23/20 SNOW REMOVAL SIGNS	52.40					
		Total for Vendor:	52.40					
35692		1061 MED COMPASS	345.00			101 220 4220	444	1010
		38680 12/21/20 3 SCBA & 4 FIT TESTS-F D	345.00					
		Total for Vendor:	345.00					
35622		2617 MENARDS-ROCHESTER NORTH	136.53			602 948 4948	220	1010
		76812 12/15/20 TOOL BAG/PAPER TOWELS/BATTERY	55.56			601 943 4943	240	1010
		76812 12/15/20 TITANIUM DRILL BIT	80.97					
		Total for Vendor:	136.53					
35676		6233 MESECHER, RUBY	82.50			604 2212		1010
		1767-12 12/28/20 RL MTR DEP REFUND AFT APPL TO	82.50					
		Total for Vendor:	82.50					

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35623		4636 METERING & TECHNOLOGY SOLUTIONS	2,934.28			601 943 4943	260	1010
	18330	12/04/20 METERS	1,467.14*			602 948 4948	260	1010
	18330	12/04/20 METERS	1,467.14*					
		Total for Vendor:	2,934.28					
35677		6234 MEYERS, HELEN	172.72			604 2212		1010
	1008-10	12/28/20 RL/WA MTR DEP REFUND AFT APPL	172.72					
		Total for Vendor:	172.72					
35624		2344 MN VALLEY TESTING LABORATORIES	433.25			602 947 4947	440	1010
	1066232	12/17/20 SUSP SOLIDS/MERC TESTING	433.25					
		Total for Vendor:	433.25					
35625		4270 MOBILELIFE INC	64.05			604 957 4957	220	1010
	KASS30357	12/11/20 WALL CHARGER/DATA CABLES	64.05			604 957 4957	220	1010
	KASS30357	12/11/20 SALES TAX	4.38			604 2025		1010
	KASS30357	12/11/20 SALES TAX	-4.38					
		Total for Vendor:	64.05					
35626		5821 MRPA	300.00			101 1550		1010
	12/01/20	'21 MEMBERSHIP DUES-UNGER	300.00					
		Total for Vendor:	300.00					
35673		5881 NAPA AUTO PARTS	344.76			601 943 4943	220	1010
	392701	11/04/20 HOSE CLAMP	19.98			101 522 4522	220	1010
	393113	11/09/20 BATTERY-PARK TRACTOR	117.39			101 310 4310	240	1010
	393695	11/16/20 GAUGES/TIRE VAL/ADAPTER	173.27			601 943 4943	220	1010
	393812	11/17/20 AIR & OIL FILTERS	29.13			101 210 4210	220	1010
	393917	11/18/20 TURN SIGNAL LT BULB	4.99*					
		Total for Vendor:	344.76					
35627		2696 NELSON ELECTRIC MOTOR REPAIR INC	810.00			602 948 4948	400	1010
	1444	12/07/20 REPAIRS-MAIN LIFT STATION	810.00					
		Total for Vendor:	810.00					

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35654		60 NORTHERN BEVERAGE DIST. CO. LL	20,636.20			609 975 4975	252	1010
	722748	12/10/20 BEER	4,810.65*			609 975 4975	335	1010
	722748	12/10/20 FREIGHT	2.00			609 975 4975	252	1010
	725386	12/17/20 BEER	7,321.70*			609 975 4975	335	1010
	725386	12/17/20 FREIGHT	2.00			609 975 4975	252	1010
	727731	12/23/20 BEER	4,312.50*			609 975 4975	335	1010
	727731	12/23/20 FREIGHT	2.00			609 975 4975	252	1010
	730060	12/30/20 BEER	4,183.35*			609 975 4975	335	1010
	730060	12/30/20 FREIGHT	2.00					
		Total for Vendor:	20,636.20					
35628		502 ON-SITE COMPUTERS INC	142.40			101 522 4522	400	1010
	CW71430	12/15/20 REMOTE SUPPORT-UNGER'S	54.00*			101 210 4210	440	1010
	CW71441	12/15/20 REMOTE SUPPORT-WEIGEL'S	29.00*			601 943 4943	400	1010
	CW71428	12/15/20 REMOTE SUPPORT-TABLETS-WATER	59.40					
		Total for Vendor:	142.40					
35655		2876 PAUSTIS WINE COMPANY	706.35			609 975 4975	251	1010
	110328	12/06/20 WINE	697.60*			609 975 4975	335	1010
	110328	12/06/20 FREIGHT	8.75					
		Total for Vendor:	706.35					
35629		58 PETTY CASH - CLERKS OFFICE	18.50			101 140 4140	325	1010
	12/18/20	STAMPS-C H	11.00			101 140 4140	325	1010
	12/18/20	C H CERTIFIED MAILING	7.50					
		Total for Vendor:	18.50					
35630		201 PETTY CASH - LIBRARY	137.95			211 550 4550	441	1010
	12/18/20	PROGRAM SUPPLIES	72.58			211 550 4550	325	1010
	12/18/20	POSTAGE	65.37					
		Total for Vendor:	137.95					
35656		23 PHILLIPS WINE & SPIRITS	10,957.58			609 975 4975	251	1010
	6130872	12/08/20 LIQUOR	803.00*			609 975 4975	251	1010
	6130873	12/08/20 WINE	408.35*			609 975 4975	251	1010
	6133435	12/15/20 LIQUOR	4,474.08*					

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	6133436	12/15/20 WINE	532.00*			609 975 4975	251	1010
	6133437	12/15/20 MIXES	181.25*			609 975 4975	254	1010
	6135990	12/21/20 LIQUOR	2,369.25*			609 975 4975	251	1010
	6135991	12/21/20 WINE	290.25*			609 975 4975	251	1010
	6135992	12/21/20 MIXES	44.00*			609 975 4975	254	1010
	6138224	12/28/20 LIQUOR	1,688.15*			609 975 4975	251	1010
	6138225	12/28/20 WINE	119.25*			609 975 4975	251	1010
	6138226	12/28/20 MIXES	48.00*			609 975 4975	254	1010
		Total for Vendor:	10,957.58					
35631		2686 PRAXAIR DISTRIBUTION INC	198.90			101 310 4310	220	1010
	60464260	11/30/20 HIGH PRES>100CF/ACETYLENE	99.45			101 522 4522	220	1010
	60464260	11/30/20 HIGH PRES>100CF/ACETYLENE	99.45					
		Total for Vendor:	198.90					
35693		4037 PREFERRED HEATING & COOLING LLC	1,094.90			101 220 4220	400	1010
	3695	12/08/20 SERVICE HEATERS @ F D	1,094.90*					
		Total for Vendor:	1,094.90					
35632		780 RAPPE, LINDA	9.99			101 140 4140	210	1010
		12/21/20 WINDOW CLINGS	9.99					
		Total for Vendor:	9.99					
35674		95 ROCHESTER SAND & GRAVEL	1,140.75			101 311 4311	400	1010
	4900024997	12/17/20 MOVE CONTAMINATED BLACKTOP	337.50			101 311 4311	220	1010
	4900025006	12/22/20 UPM MIX	803.25*					
		Total for Vendor:	1,140.75					
35679		6236 RUDLONG, NICHOLAS & CHRISTINA	8.25			604 2212		1010
	0946-10	12/28/20 RL MTR DEP REFUND AFT APPL TO	8.25					
		Total for Vendor:	8.25					
35678		6235 RUETTEN, EDMUND L.	202.77			604 2212		1010
	0990-10	12/28/20 RL/WA MTR DEP REFUND AFT APPL	202.77					
		Total for Vendor:	202.77					

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35633		5000 RUNNELLS, GERALD	73.64			101 210 4210	210	1010
	11/30/20	INTERNET CABLE	21.60*			101 210 4210	210	1010
	12/06/20	FOOD-HAWK	52.04*					
		Total for Vendor:	73.64					
35657		63 SCHOTT DIST CO INC	36,471.38			609 975 4975	252	1010
	408600	12/10/20 BEER	10,113.25*			609 975 4975	254	1010
	408600	12/10/20 NA BEVERAGE	277.20*			609 975 4975	252	1010
	409026	12/17/20 BEER	12,566.00*			609 975 4975	251	1010
	409026	12/17/20 WINE	510.00*			609 975 4975	254	1010
	409026	12/17/20 NA BEVERAGE	22.20*			609 975 4975	252	1010
	409435	12/23/20 BEER	6,452.50*			609 975 4975	254	1010
	409435	12/23/20 NA BEVERAGE	195.00*			609 975 4975	252	1010
	409801	12/30/20 BEER	5,991.23*			609 975 4975	251	1010
	409801	12/30/20 WINE	230.00*			609 975 4975	254	1010
	409801	12/30/20 NA BEVERAGE	114.00*					
		Total for Vendor:	36,471.38					
35634		64 SELCO	22.56			211 550 4550	218	1010
	048432	12/16/20 1000 PATRON BAR CODES	22.56					
		Total for Vendor:	22.56					
35658		3850 SOUTHERN GLAZER'S OF MN	5,779.60			609 975 4975	251	1010
	61547	12/09/20 LIQUOR CREDIT	-20.25*			609 975 4975	251	1010
	2024955	12/09/20 LIQUOR	549.20*			609 975 4975	251	1010
	2024955	12/09/20 WINE	96.00*			609 975 4975	335	1010
	2024955	12/09/20 FREIGHT	7.75			609 975 4975	251	1010
	2027191	12/15/20 LIQUOR	1,565.05*			609 975 4975	251	1010
	2027191	12/15/20 WINE	246.00*			609 975 4975	335	1010
	2027191	12/15/20 FREIGHT	26.35			609 975 4975	251	1010
	2029770	12/22/20 LIQUOR	1,032.13*			609 975 4975	335	1010
	2029770	12/22/20 FREIGHT	9.30			609 975 4975	335	1010
	2031895	12/29/20 FREIGHT	0.77			609 975 4975	251	1010
	2031896	12/29/20 LIQUOR	1,554.30*			609 975 4975	251	1010
	2031896	12/29/20 WINE	682.00*			609 975 4975	335	1010
	2031896	12/29/20 FREIGHT	31.00					
		Total for Vendor:	5,779.60					

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35665		5708 STAPLES BUSINESS CREDIT	233.51					
		Credit for toner cartridge and invoices for tape and pens/sharpies were applied on two payments from our office. This clears up the duplications.						
		7319990435 12/10/20 STORAGE BOXES	53.18			101 140 4140	210	1010
		7319990435 12/10/20 CLASP ENVELOPES FOR PERMIT	28.02			101 140 4140	210	1010
		7319990435 12/10/20 CHAIRMAT-FRONT COUNTER	91.96			101 140 4140	210	1010
		7319990435 12/10/20 YELLOW CARD STOCK	3.70			601 944 4944	210	1010
		7319990435 12/10/20 YELLOW CARD STOCK	3.70			602 949 4949	210	1010
		7319990435 12/10/20 YELLOW CARD STOCK	7.39			604 959 4959	210	1010
		7319990435 12/10/20 YELLOW CARD STOCK	3.70			605 963 4963	210	1010
		7319990435 12/10/20 YELLOW CARD STOCK	0.51			604 959 4959	210	1010
		7319990435 12/10/20 SALES TAX	-0.51			604 2025		1010
		7319990435 12/10/20 SALES TAX	0.04			604 959 4959	210	1010
		7319990435 12/10/20 D C TRANSIT TAX	-0.04			604 2026		1010
		7319990435 12/10/20 D C TRANSIT TAX	37.44			101 140 4140	210	1010
		7314726535 10/09/20 HP8000 TONER CARTRIDGE	7.49			601 944 4944	210	1010
		7314726535 10/09/20 HP8000 TONER CARTRIDGE	7.49			602 949 4949	210	1010
		7314726535 10/09/20 HP8000 TONER CARTRIDGE	14.98			604 959 4959	210	1010
		7314726535 10/09/20 HP8000 TONER CARTRIDGE	7.49			605 963 4963	210	1010
		7314726535 10/09/20 HP8000 TONER CARTRIDGE	1.03			604 959 4959	210	1010
		7314726535 10/09/20 SALES TAX	-1.03			604 2025		1010
		7314726535 10/09/20 SALES TAX	0.07			604 959 4959	210	1010
		7314726535 10/09/20 D C TRANSIT TAX	-0.07			604 2026		1010
		7314726535 10/09/20 D C TRANSIT TAX	-5.29			101 140 4140	210	1010
		7315323302 10/06/20 cr-2" MASKING TAPE	-27.74			101 140 4140	210	1010
		7315323302 10/05/20 cr-PENS/SHARPIES	233.51					
		Total for Vendor:	233.51					
35695		3058 STONE BY STONE PLUS LLC	5,000.00			101 317 4317	400	1010
		533 12/29/20 2020 SIDEWALK REPAIRS	5,000.00					
		Total for Vendor:	5,000.00					
35635		79 STREICHER'S	54.99			101 210 4210	214	1010
		I1471193 12/16/20 KOTAJARVI-UNIFORM PANT	54.99*					
		Total for Vendor:	54.99					

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35636		4290 SWENKE IMS CONTRACTING LLC	1,818.00			601 943 4943	400	1010
	1726	12/14/20 WATER LEAK-2 AV/6 ST SW	1,818.00					
		Total for Vendor:	1,818.00					
35659		6231 SxSE MN BREWING CO.	1,182.00			609 975 4975	252	1010
	2321	12/18/20 BEER	258.00*			609 975 4975	252	1010
	2829	12/23/20 BEER	516.00*			609 975 4975	252	1010
	3110	12/29/20 BEER	408.00*					
		Total for Vendor:	1,182.00					
35637		498 TEIGEN PAPER & SUPPLY INC	28.78			101 310 4310	210	1010
	97074	12/04/20 FOLD TOWELS	4.11			101 312 4312	210	1010
	97074	12/04/20 FOLD TOWELS	4.11			101 517 4517	210	1010
	97074	12/04/20 FOLD TOWELS	4.11			601 943 4943	210	1010
	97074	12/04/20 FOLD TOWELS	4.11			602 948 4948	210	1010
	97074	12/04/20 FOLD TOWELS	4.11*			604 957 4957	210	1010
	97074	12/04/20 FOLD TOWELS	4.11			605 963 4963	210	1010
	97074	12/04/20 FOLD TOWELS	4.12			604 957 4957	210	1010
	97074	12/04/20 SALES TAX	0.28			604	2025	1010
	97074	12/04/20 SALES TAX	-0.28			604 957 4957	210	1010
	97074	12/04/20 D C TRANSIT TAX	0.02			604	2026	1010
	97074	12/04/20 D C TRANSIT TAX	-0.02					
		Total for Vendor:	28.78					
35638		5834 THOMSON REUTERS - WEST	123.60	*		101 210 4210	440	1010
	843467742	12/01/20 INVESTIGATIVE SUITE-NOV.	123.60*					
		Total for Vendor:	123.60					
35639		123 THRONDSOIN OIL & LP GAS CO	1,734.00			101 310 4310	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	693.60			101 312 4312	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	693.60			601 943 4943	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	86.70			602 948 4948	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	86.70*			604 957 4957	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	86.70			605 963 4963	210	1010
	366374	12/15/20 P. DIESEL/ #1 DIESEL	86.70			604 957 4957	210	1010
	366374	12/15/20 SALES TAX	5.96					

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						604	2025	1010
	366374	12/15/20 SALES TAX	-5.96			604 957	4957 210	1010
	366374	12/15/20 D C TRANSIT TAX	0.43			604	2026	1010
	366374	12/15/20 D C TRANSIT TAX	-0.43					
		Total for Vendor:	1,734.00					
35660		6095 TRAIL CREEK COFFEE ROASTERS	99.00			609 975	4975 259	1010
	297	12/06/20 COFFEE FOR RESALE	99.00*					
		Total for Vendor:	99.00					
35640		2326 TRAPP, DANIEL	265.39			601 943	4943 433	1010
	12/17/20	SAFETY BOOT REIMBURSEMENT	108.37			602 948	4948 433	1010
	12/17/20	SAFETY BOOT REIMBURSEMENT	108.37*			601 943	4943 214	1010
	12/17/20	TRAPP-UNIFORM PANTS	24.33			602 948	4948 214	1010
	12/17/20	TRAPP-UNIFORM PANTS	24.32*					
		Total for Vendor:	265.39					
35641		4108 ULTIMATE SAFETY CONCEPTS INC	691.25			101 220	4220 210	1010
	192156	12/08/20 N95 MASKS	500.00			101 220	4220 220	1010
	192162	12/08/20 CAL GAS, 10PPM H CYANIDE HCN/A	191.25*					
		Total for Vendor:	691.25					
35684		939 USA BLUEBOOK	183.87			602 947	4947 210	1010
	446337	12/14/20 DRIERITE IND DESICCANT/ pH BUF	183.87					
		Total for Vendor:	183.87					
35642		5035 VALLI INFORMATION SYSTEMS INC	1,954.69			601 944	4944 325	1010
	62532	11/30/20 UTILITY BILLING MAILING	390.94			602 949	4949 325	1010
	62532	11/30/20 UTILITY BILLING MAILING	390.94			604 959	4959 325	1010
	62532	11/30/20 UTILITY BILLING MAILING	781.87			605 963	4963 325	1010
	62532	11/30/20 UTILITY BILLING MAILING	390.94					
		Total for Vendor:	1,954.69					
35661		4466 VINOCOPIA INC	426.00			609 975	4975 251	1010
	0269436-IN	12/09/20 WINE	192.00*			609 975	4975 335	1010
	0269436-IN	12/09/20 FREIGHT	5.00			609 975	4975 251	1010
	0270842-IN	12/29/20 WINE	224.00*			609 975	4975 335	1010
	0270842-IN	12/29/20 FREIGHT	5.00					
		Total for Vendor:	426.00					

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35662		5047 WATERVILLE FOOD & ICE INC	145.50			609 975 4975	257	1010
	04-009170	12/08/20 ICE-LIQUOR STORE	34.60*			609 975 4975	257	1010
	04-009207	12/22/20 ICE-LIQUOR STORE	110.90*					
		Total for Vendor:	145.50					
35643		637 WEBER, LETH & WOESSNER PLC	2,945.00			423 311 4311	430 41602	1010
	NOV '20 11/30/20	.2 HR LEGAL-'17 STR ASSMNT PR	22.00			101 160 4160	304	1010
	NOV '20 11/30/20	.9 HR LEGAL-CITY ADMINISTRATI	130.50			101 191 4191	304	1010
	NOV '20 11/30/20	.3 HR LEGAL-P&Z-THOMPSON	43.50*			101 111 4111	304	1010
	NOV '20 11/30/20	13.7 HRS LEGAL-HEASER LITIGAT	1,668.00*			101 111 4111	304	1010
	NOV '20 11/30/20	2.0 HRS LEGAL-CC MTGS	290.00*			101 1151		1010
	NOV '20 11/30/20	4.0 HRS LEGAL-MEADOWBROOKE 2N	580.00			101 1151		1010
	NOV '20 11/30/20	.3 HR LEGAL-BIGELOW VOIGT 8TH	43.50			101 1151		1010
	NOV '20 11/30/20	.3 HR LEGAL-PRAIRIE WILLOWS 4	43.50			101 191 4191	304	1010
	NOV '20 11/30/20	DODGE CO FEE FOR UTIL EASEMEN	124.00*					
		Total for Vendor:	2,945.00					
35685		388 WESCO RECEIVABLES CORP	165.06			604 957 4957	220	1010
	512537	12/14/20 36 PADLOCKS	165.06					
		Total for Vendor:	165.06					
35696		5818 WEX Bank	2,077.52			604 957 4957	212	1010
	69213869	12/23/20 125.814 GAL UNLD-ELECTRIC	245.79			101 522 4522	212	1010
	69213869	12/23/20 67.007 GAL UNLD-PARKS	129.98			101 210 4210	212	1010
	69213869	12/23/20 616.47 GAL UNLD-P D	1,194.60*			101 310 4310	212	1010
	69213869	12/23/20 101.37 GAL UNLD-STREETS	192.21			601 943 4943	212	1010
	69213869	12/23/20 82.471 GAL UNLD-WATER	157.47*			602 948 4948	212	1010
	69213869	12/23/20 82.470 GAL UNLD-WW	157.47					
		Total for Vendor:	2,077.52					
35666		5182 WHKS & CO.	41,639.59			101 311 4311	303	1010
	42323	12/15/20 MN DOT STATE AID MTGS	456.00*			101 1151		1010
	42318	12/15/20 PRAIRIE WILLOWS ENG REV & OBS	1,476.00			424 196 4196	303	1010
	42320	12/15/20 HIGHWAY 57 IMPROVEMENTS	6,100.00*			426 196 4196	303	1010
	42321	12/15/20 16TH ST NW EXTENSION	1,906.24*			101 1151		1010
	42318	12/15/20 MEADOWBROOKE II ENG REV & OBS	1,262.00					

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		42324 12/15/20 16TH ST NE IMPROVEMENTS	6,240.00*			412 196 4196	303	1010
		42323 12/15/20 MN DNR TRAIL GRANT	114.00*			101 196 4196	303	1010
		42318 12/15/20 SO. FORK 3RD-ENG REV & OBS	114.00			101 1151		1010
		42318 12/15/20 GENL ENG-MISC PRIV FUTURE DEVE	342.00*			101 196 4196	303	1010
		42318 12/15/20 BIGELOW VOIGT 8TH-ENG REV & OB	5,490.00			101 1151		1010
		42323 12/15/20 UPDATE CAPITAL PLANNING	1,140.00*			101 196 4196	303	1010
		42323 12/15/20 LIONS PARK IMPROVEMENTS	668.00*			101 522 4522	303	1010
		42319 12/15/20 EDA SITE CONCEPT PLAN	270.72*			290 650 4650	303	1010
		42347 12/15/20 I & I IMPLEMENTATION	5,125.63*			602 948 4948	303	1010
		42348 12/15/20 SUMP PUMP/SAN. SEWER INSPECT P	10,935.00*			602 948 4948	303	1010
		Total for Vendor:	41,639.59					
35663		2407 WINE MERCHANTS	1,048.00			609 975 4975	251	1010
		7309472 12/08/20 WINE	592.00*			609 975 4975	251	1010
		7312053 12/28/20 WINE	456.00*					
		Total for Vendor:	1,048.00					
35680		6237 WINTER, BRUCE	58.71			604 2212		1010
		0978-07 12/28/20 RL/WA MTR DEP REFUND AFT APPL	58.71					
		Total for Vendor:	58.71					
35681		6238 WONDRA, COREY	50.18			604 2212		1010
		0891-03 12/28/20 RL/WA MTR DEP REFUND AFT APPL	50.18					
		Total for Vendor:	50.18					
35644		2427 XCEL ENERGY	242.61			602 948 4948	380	1010
		12/15/20 UTIL SERV-NW LIFT ST 11/11-12/	253.19*			602 948 4948	380	1010
		12/15/20 ELEC COMB REFUND	-10.58*					
		Total for Vendor:	242.61					
35667		2731 ZAWORSKI, NANCY	27.06			101 140 4140	210	1010
		12/23/20 12/16 WALL ST JOURN-PRIME RATE	4.00			101 140 4140	331	1010
		12/23/20 MISC MILEAGE-- AUG-DEC	23.06					
		Total for Vendor:	27.06					
		# of Claims	84	Total:	191,423.99			

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Fund/Account	Amount
101 General Fund	\$30,752.67
1010 CASH-OPERATING	
211 Library Fund	\$644.60
1010 CASH-OPERATING	
290 Economic Development	\$270.72
1010 CASH-OPERATING	
412 16th Street NE	\$6,240.00
1010 CASH-OPERATING	
423 3rd,4th 5th Av 2017 Street Assessment	\$22.00
1010 CASH-OPERATING	
424 Hwy 57	\$6,100.00
1010 CASH-OPERATING	
426 16th St NW	\$1,906.24
1010 CASH-OPERATING	
601 Water Fund	\$17,033.14
1010 CASH-OPERATING	
602 Sewer Fund	\$26,083.26
1010 CASH-OPERATING	
604 Electric Fund	\$3,728.23
1010 CASH-OPERATING	
605 Storm Water	\$492.95
1010 CASH-OPERATING	
606 ICE ARENA	\$104.14
1010 CASH-OPERATING	
609 Liquor Fund	\$98,046.04
1010 CASH-OPERATING	
Total:	\$191,423.99

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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

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35712		6091 AT-SCENE LLC	2,750.00			101 210 4210	444	1010
	1147 01/01/21	'21 iCRIMEFIGHTER SUBSCRIPTION	2,750.00*					
		Total for Vendor:	2,750.00					
		*** Claim from another period (12/20) ****						
35742		203 BAKER & TAYLOR INC	42.45			211 550 4550	218	1010
	2035693656 12/28/20	BOOKS	42.45					
		Total for Vendor:	42.45					
35713		5020 BREMER BANK	138,498.00			386 710 4710	601	1010
	01/04/21	2014A GO EQUIPMENT-PRINC	106,000.00*			386 710 4710	611	1010
	01/04/21	2014A GO EQUIPMENT-INT	5,170.00*			391 710 4710	601	1010
	01/04/21	2020A GO TIF-PRINC	16,000.00*			391 710 4710	611	1010
	01/04/21	2020A GO TIF-INT	11,328.00*					
		Total for Vendor:	138,498.00					
35732		5514 CEDA	11,234.00			290 650 4650	444	1010
	01/02/21	1st QTR 2021-EDA SERVICES	11,234.00					
		Total for Vendor:	11,234.00					
35729		6244 CHUY'S BAKERY	375.00			290 650 4650	414	1010
	01/05/21	BUS. FACADE IMPROV. GRANT	375.00					
		Total for Vendor:	375.00					
		*** Claim from another period (12/20) ****						
35751		4238 CINTAS CORP	25.02			101 920 4920	433	1010
	8404941402 12/25/20	RESTOCK 1st AID KITS	5.02			601 943 4943	433	1010
	8404941402 12/25/20	RESTOCK 1st AID KITS	5.00			602 948 4948	433	1010
	8404941402 12/25/20	RESTOCK 1st AID KITS	5.00			604 957 4957	433	1010
	8404941402 12/25/20	RESTOCK 1st AID KITS	5.00			605 963 4963	433	1010
	8404941402 12/25/20	RESTOCK 1st AID KITS	5.00					
		Total for Vendor:	25.02					
35734		34 CITY OF KASSON	77,533.09			101 930 4930	720	1010
	01/01/21	FIN-BUDGETED XFER '17 STR PRJ	77,533.09					
		Total for Vendor:	77,533.09					

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*** Claim from another period (12/20) ****								
35735		30 CMS OF ROCHESTER	3,675.12			101 240 4240	331	1010
	20-1216 12/31/20	KA BLDG-MILEAGE	295.83			101 240 4240	444	1010
	20-1216 12/31/20	KA BLDG-INSPECTION FEES	3,379.29					
		Total for Vendor:	3,675.12					
*** Claim from another period (12/20) ****								
35714		248 DODGE CENTER AMBULANCE SERVICE	5,000.00			101 417 4417	430	1010
	12/30/20 2021	TRAINING DONATION	5,000.00					
		Total for Vendor:	5,000.00					
*** Claim from another period (12/20) ****								
35715		187 DODGE COUNTY	31,635.00			101 155 4155	305	1010
	12/23/20 2021	ASSESSMENT AGRMNT	31,635.00					
		Total for Vendor:	31,635.00					
*** Claim from another period (12/20) ****								
35752		69 DODGE COUNTY ENVIRONMENTAL	135.90			101 323 4323	430	1010
	12/31/20	DISPOSAL OF PROPERTY	106.00			101 323 4323	430	1010
	12/31/20	WASTE DISPOSAL	29.90					
		Total for Vendor:	135.90					
*** Claim from another period (12/20) ****								
35740		5156 DODGE COUNTY INDEPENDENT/DODGE	175.50			601 944 4944	352	1010
	11002 12/31/20	AD FOR WA/WW OPERATOR	87.75			602 949 4949	352	1010
	11002 12/31/20	AD FOR WA/WW OPERATOR	87.75					
		Total for Vendor:	175.50					
*** Claim from another period (12/20) ****								
35743		266 DODGE COUNTY RECORDER	46.00			101 191 4191	430	1010
	12/28/20	RECORD DALLMAN VARIANCE	46.00					
		Total for Vendor:	46.00					
*** Claim from another period (12/20) ****								
35705		2070 EARL'S SMALL ENGINE REPAIR INC	99.62			101 522 4522	220	1010
	#HELD 12/17/20	ACC RPR KIT/VLV INLET NEEDLES	99.62					
		Total for Vendor:	99.62					
*** Claim from another period (12/20) ****								
35759		17 EDGAR TRUCKING	588.24			609 975 4975	335	1010
	26134 12/02/20	FREIGHT	106.95			609 975 4975	335	1010
	26148 12/09/20	FREIGHT	82.00			609 975 4975	335	1010
	26166 12/16/20	FREIGHT	213.90			609 975 4975	335	1010
	26181 12/23/20	FREIGHT	89.13					

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		26184 12/29/20 FREIGHT	96.26			609 975 4975 335		1010
		Total for Vendor:	588.24					
		*** Claim from another period (12/20) ****						
35706		5299 ELITE MARKETING & INVESTMENTS	3,597.33			101 920 4920 430		1010
		12/30/20 2020 TAX ABATEMENT	3,597.33					
		Total for Vendor:	3,597.33					
		6243 FIRST INDEPENDENT BANK-RUSSELL	211,853.09			385 710 4710 601		1010
35716		12/31/20 2020B REFUNDING-PRINC	193,000.00*			385 710 4710 611		1010
		12/31/20 2020B REFUNDING-INT	18,853.09*					
		Total for Vendor:	211,853.09					
		*** Claim from another period (12/20) ****						
35707		5201 GIBBS PARTNERSHIP LLP	2,876.00			101 920 4920 430		1010
		12/30/20 2020 TAX ABATEMENT	2,876.00					
		Total for Vendor:	2,876.00					
		*** Claim from another period (12/20) ****						
35736		5242 GOPHER STATE ONE CALL	60.75			604 957 4957 437		1010
		0121075 12/31/20 45 LOCATES-DECEMBER	60.75					
		Total for Vendor:	60.75					
		5811 GOVOFFICE	840.00			101 140 4140 325		1010
35747		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00			290 650 4650 325		1010
		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00			601 944 4944 325		1010
		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00			602 949 4949 325		1010
		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00			604 959 4959 325		1010
		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00			605 963 4963 325		1010
		INV204847 12/15/20 2021 WEBSITE HOSTING	140.00					
		Total for Vendor:	840.00					
		4223 JASON WILKER RETAINING WALLS &	156.69			601 943 4943 220		1010
35753		697 01/05/21 STONE FOR ROOF-WELL #3	156.69					
		Total for Vendor:	156.69					
		43 KASSON CHAMBER OF COMMERCE	210.00			609 976 4976 334		1010
35717		324 12/17/20 '21 LIQUOR STORE MEMBERSHIP	135.00			290 650 4650 334		1010
		380 12/17/20 '21 CITY MEMBERSHIP	75.00					
		Total for Vendor:	210.00					

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35718		2739 KASSON-MANTORVILLE RECREATIONA 12/30/20 2021 ANNUAL CONTRIBUTION Total for Vendor:	15,000.00 15,000.00 15,000.00			101 517 4517	444	1010
35719		37 KMTELECOM 01/01/21 PHONES-P D 01/01/21 PHONES-F D 01/01/21 PHONES-C H 01/01/21 CITY YELLOW PAGES AD 01/01/21 PHONES-PLANNING/ZONING 01/01/21 PHONES-EDA 01/01/21 PHONES-K.A.C. 01/01/21 PHONES-LIBRARY 01/01/21 PHONES-WATER 01/01/21 PHONES-WWTP 01/01/21 PHONES-WWTP OPERATIONS 01/01/21 PHONES-PARK N REC 01/01/21 PHONES-STREETS 01/01/21 PHONES-SHOP 01/01/21 PHONES-L S 01/01/21 PHONES-ARENA 01/01/21 ADVERTISING-ARENA Total for Vendor:	2,397.98 228.35 191.84 612.77 15.40 22.57 22.58 69.46 145.53 109.47 74.49 132.05 95.21 39.50 349.14 164.40 111.17 14.05 2,397.98			101 210 4210 101 220 4220 101 140 4140 101 140 4140 101 191 4191 290 650 4650 101 514 4514 211 550 4550 601 944 4944 602 949 4949 602 947 4947 101 510 4510 101 310 4310 604 959 4959 609 976 4976 606 516 4516 606 516 4516	321 321 321 343 321 321 321 321 321 321 321 321 321 321 321 321 321 343	1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010 1010
35708		5628 MACQUEEN EMERGENCY GROUP P04536 12/30/20 REPL LIGHTS ON ENGINE 1 Total for Vendor:	4,975.90 4,975.90 4,975.90			101 220 4220	240	1010
35754		714 MB REPAIR 7746 12/09/20 REPAIRS TO SWEEPER Total for Vendor:	190.00 190.00 190.00			101 310 4310	400	1010
35720		89 METRO SALES INC INV1722900 12/21/20 QTRLY MAINT-B&W-PWB 12/26- INV1722900 12/21/20 QTRLY MAINT-B&W-PWB 12/26- INV1722900 12/21/20 QTRLY MAINT-B&W-PWB 12/26-	258.11 15.20 15.20 30.40			601 944 4944 602 949 4949 604 959 4959	210 210 210	1010 1010 1010

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		INV1722900 12/21/20 QTRLY MAINT-B&W-PWB 12/26-	15.20			605 963 4963	210	1010
		INV1722900 12/21/20 SALES TAX	2.09			604 959 4959	210	1010
		INV1722900 12/21/20 SALES TAX	-2.09			604 2025		1010
		INV1722900 12/21/20 SALES TAX	0.15			604 959 4959	210	1010
		INV1722900 12/21/20 D C TRANSIT TAX	-0.15			604 2026		1010
		INV1722900 12/21/20 D C TRANSIT TAX	10.97			601 944 4944	210	1010
		INV1722900 12/21/20 QTRLY MAINT-CLR-PWB 12/26-	10.97			602 949 4949	210	1010
		INV1722900 12/21/20 QTRLY MAINT-CLR-PWB 12/26-	21.92			604 959 4959	210	1010
		INV1722900 12/21/20 QTRLY MAINT-CLR-PWB 12/26-	10.97			605 963 4963	210	1010
		INV1722900 12/21/20 QTRLY MAINT-CLR-PWB 12/26-	1.51			604 959 4959	210	1010
		INV1722900 12/21/20 SALES TAX	-1.51			604 2025		1010
		INV1722900 12/21/20 SALES TAX	0.11			604 959 4959	210	1010
		INV1722900 12/21/20 D C TRANSIT TAX	-0.11			604 2026		1010
		INV1722900 12/21/20 D C TRANSIT TAX	35.55			101 210 4210	210	1010
		INV1723991 12/21/20 QTRLY MAINT-B&W-PD 12/28-3	9.45			101 220 4220	210	1010
		INV1723991 12/21/20 QTRLY MAINT-B&W-FD 12/28-3	51.01			101 210 4210	210	1010
		INV1723991 12/21/20 QTRLY MAINT-CLR-PD 12/28-3	31.27			101 220 4220	210	1010
		INV1723991 12/21/20 QTRLY MAINT-CLR-FD 12/28-3	258.11					
		Total for Vendor:						
35721		2158 MN CHIEFS OF POLICE ASSN	305.00			101 210 4210	334	1010
		11531 12/03/20 '21 MEMBERSHIP DUES	305.00					
		Total for Vendor:	305.00					
-35722		6228 MN DEPT OF LABOR & INDUSTRY	20.00			602 949 4949	334	1010
		SP690615 12/15/20 SPEC ENG LIC-VOSEN	20.00					
		Total for Vendor:	20.00					
		*** Claim from another period (12/20) ****						
35744		55 MN ENERGY RESOURCES CORP	5,184.33			101 514 4514	380	1010
		12/31/20 NAT GAS-K.A.C.	45.00			609 979 4979	380	1010
		12/31/20 NAT GAS-L S	130.75			101 1151		1010
		12/31/20 NAT GAS-RENTAL (OLD LIBRARY)	66.74			101 1151		1010
		12/31/20 SALES TAX	4.59			101 2025		1010
		12/31/20 SALES TAX	-4.59			101 1151		1010
		12/31/20 D C TRANSIT TAX	0.33			101 2026		1010
		12/31/20 D C TRANSIT TAX	-0.33			101 194 4194	380	1010
		12/29/20 NAT GAS-C H	230.34			101 210 4210	380	1010
		12/30/20 NAT GAS-P D	198.89					

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		12/30/20 NAT GAS-F D	376.94			101 220 4220	380	1010
		12/30/20 NAT GAS-F D	253.96			101 220 4220	380	1010
		12/31/20 NAT GAS-PARK MAINT SHED	184.80			101 522 4522	380	1010
		01/04/21 NAT GAS-P.W.B.	673.46			101 310 4310	380	1010
		01/04/21 NAT GAS-P.W.B.	673.45			604 957 4957	380	1010
		01/04/21 SALES TAX	46.30			604 957 4957	380	1010
		01/04/21 SALES TAX	-46.30			604 2025		1010
		01/04/21 SALES TAX	3.37			604 957 4957	380	1010
		01/04/21 D C TRANSIT TAX	-3.37			604 2026		1010
		01/04/21 D C TRANSIT TAX	911.98			606 516 4516	380	1010
		01/05/21 NAT GAS-D C ICE ARENA	1,189.13			602 947 4947	380	1010
		01/04/21 NAT GAS-WWTP	248.89			211 550 4550	380	1010
		12/31/20 NAT GAS-LIBRARY						
		Total for Vendor:	5,184.33					
35723		3716 MPSTMA	65.00			101 510 4510	334	1010
		12/01/20 '21 MEMBERSHIP DUES-UNGER	65.00					
		Total for Vendor:	65.00					
35724		4775 MSFDA	290.00			101 220 4220	334	1010
		11/01/20 2021 MEMBERSHIP DUES	290.00					
		Total for Vendor:	290.00					
		*** Claim from another period (12/20) ****						
35737		60 NORTHERN BEVERAGE DIST. CO. LL	517.20			609 975 4975	252	1010
		731002 12/31/20 BEER	515.20			609 975 4975	335	1010
		731002 12/31/20 FREIGHT	2.00					
		Total for Vendor:	517.20					
35725		2678 NORTHLAND TRUST SERVICES INC	1075,020.00			601 710 4710	601	1010
		12/15/20 2011A GO REFUNDING-PRIN	80,000.00			601 710 4710	611	1010
		12/15/20 2011A GO REFUNDING-INT	1,080.00			382 710 4710	601	1010
		12/15/20 2012A GO STREET UTIL-PRIN	68,530.00*			382 710 4710	611	1010
		12/15/20 2012A GO STREET UTIL-INT	2,051.01*			605 710 4710	601	1010
		12/15/20 2012A GO STREET UTIL-PRIN	27,874.00*			605 710 4710	611	1010
		12/15/20 2012A GO STREET UTIL-INT	834.23			601 710 4710	601	1010
		12/15/20 2012A GO STREET UTIL-PRIN	38,598.00			601 710 4710	611	1010
		12/15/20 2012A GO STREET UTIL-INT	1,155.18			602 710 4710	601	1010
		12/15/20 2012A GO STREET UTIL-PRIN	4,998.00					

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			149.58			602 710 4710	611	1010
		12/15/20 2012A GO STREET UTIL-INT	25,000.00*			389 710 4710	601	1010
		12/15/20 2014C GO IMPROV-PRIN	4,612.50*			389 710 4710	611	1010
		12/15/20 2014C GO IMPROV-INT	140,659.37*			392 710 4710	601	1010
		12/15/20 2015A GO REFUNDING-PRIN	8,904.82*			392 710 4710	611	1010
		12/15/20 2015A GO REFUNDING-INT	59,048.82			601 710 4710	601	1010
		12/15/20 2015A GO REFUNDING-PRIN	3,738.24			601 710 4710	611	1010
		12/15/20 2015A GO REFUNDING-INT	56,454.87			602 710 4710	601	1010
		12/15/20 2015A GO REFUNDING-PRIN	3,574.03			602 710 4710	611	1010
		12/15/20 2015A GO REFUNDING-INT	45,896.95			604 710 4710	601	1010
		12/15/20 2015A GO REFUNDING-PRIN	2,905.63			604 710 4710	611	1010
		12/15/20 2015A GO REFUNDING-INT	22,939.99*			605 710 4710	601	1010
		12/15/20 2015A GO REFUNDING-PRIN	1,452.28			605 710 4710	611	1010
		12/15/20 2015A GO REFUNDING-INT	224,775.00*			393 710 4710	601	1010
		12/15/20 2017A GO IMPROV & UTIL-PRIN	38,607.19*			393 710 4710	611	1010
		12/15/20 2017A GO IMPROV & UTIL-INT	69,255.00			601 710 4710	601	1010
		12/15/20 2017A GO IMPROV & UTIL-PRIN	11,895.19			601 710 4710	611	1010
		12/15/20 2017A GO IMPROV & UTIL-INT	45,360.00			602 710 4710	601	1010
		12/15/20 2017A GO IMPROV & UTIL-PRIN	7,791.00			602 710 4710	611	1010
		12/15/20 2017A GO IMPROV & UTIL-INT	65,610.00*			605 710 4710	601	1010
		12/15/20 2017A GO IMPROV & UTIL-PRIN	11,269.12			605 710 4710	611	1010
		12/15/20 2017A GO IMPROV & UTIL-INT						
		Total for Vendor:	1075,020.00					
		*** Claim from another period (12/20) ****						
35709		446 PITNEY BOWES GLOBAL FINANCIAL	127.38			101 194 4194	410	1010
		3104438068 12/20/20 PST MTR LEASE 10/19-12/31	63.69			604 957 4957	410	1010
		3104438068 12/20/20 PST MTR LEASE 10/19-12/31	63.69					
			30.99					
35710		446 PITNEY BOWES GLOBAL FINANCIAL	15.50			101 194 4194	410	1010
		3104438068 12/20/20 PST MTR LEASE 1/1-1/18/21	15.49			604 957 4957	410	1010
		3104438068 12/20/20 PST MTR LEASE 1/1-1/18/21	5.44			604 957 4957	410	1010
		3104438068 12/20/20 SALES TAX	-5.44			604 957 4957	410	1010
		3104438068 12/20/20 SALES TAX	0.40			604 957 4957	410	1010
		3104438068 12/20/20 D C TRANSIT TAX	-0.40			604 957 4957	410	1010
		3104438068 12/20/20 D C TRANSIT TAX						
		Total for Vendor:	158.37					

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35726		2005 RESERVE ACCOUNT	500.00			101 140 4140	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	140.00			101 210 4210	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00			101 310 4310	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00*			101 510 4510	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00			211 550 4550	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	10.00			290 650 4650	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00			601 944 4944	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	20.00			602 949 4949	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	20.00			604 959 4959	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	100.00			605 963 4963	325	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00			606 516 4516	210	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	10.00			609 976 4976	210	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	100.00			610 984 4984	210	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	10.00			877 100 4000	430	1010
	22870844-1	12/29/20 POSTAGE METER REFILL	15.00*					1010
		Total for Vendor:	500.00					
35746		64 SELCO	3,305.40			211 550 4550	309	1010
	048466	01/04/21 OVERDRIVE 2021	1,865.55			211 550 4550	309	1010
	048495	01/06/21 JAN. AUTOMATION & PC SUPPORT	1,496.80			211 550 3513		1010
	048495	01/06/21 PATRON LATE FEES PAID ONLINE	-56.95					
		Total for Vendor:	3,305.40					
35727		6239 STEVENSON INSURANCE INC	5,000.00			101 140 4140	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	700.00			211 550 4550	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	300.00			601 944 4944	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	600.00			602 947 4947	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	525.00			602 949 4949	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	75.00			604 959 4959	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	700.00			605 964 4964	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	600.00			101 527 4527	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	300.00			609 976 4976	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	600.00*			610 984 4984	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	300.00			290 650 4650	440	1010
	4265	01/02/21 2021 AGENT OF RECORD	300.00					
		Total for Vendor:	5,000.00					

01/08/21
13:40:24

CITY OF KASSON
Claim Approval List
For the Accounting Period: 1/21
For Pay Date: 01/14/21

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Report ID: AP100V

For Pay Date = 01/14/21
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35711		79 STREICHER'S	79.99			101 210 4210	214	1010
	I1473390	12/28/20 PACHECO-UNIFORM PANT	79.99					
		Total for Vendor:	79.99					
*** Claim from another period (12/20) ****								
35755		153 STUSSY CONSTRUCTION INC	1,123.63			101 310 4310	220	1010
	46074	12/31/20 SCREENED ROCK	121.22			601 943 4943	220	1010
	46074	12/31/20 ROAD ROCK	1,002.41					
		Total for Vendor:	1,123.63					
*** Claim from another period (12/20) ****								
35757		498 TEIGEN PAPER & SUPPLY INC	84.95			101 310 4310	210	1010
	98877	12/24/20 T TISSUE	7.10			101 312 4312	210	1010
	98877	12/24/20 T TISSUE	7.10			101 517 4517	210	1010
	98877	12/24/20 T TISSUE	7.10			601 943 4943	210	1010
	98877	12/24/20 T TISSUE	7.11			602 948 4948	210	1010
	98877	12/24/20 T TISSUE	7.11			604 957 4957	210	1010
	98877	12/24/20 T TISSUE	7.11			605 963 4963	210	1010
	98877	12/24/20 T TISSUE	7.11			604 957 4957	210	1010
	98877	12/24/20 SALES TAX	0.49			604	2025	1010
	98877	12/24/20 SALES TAX	-0.49			604 957 4957	210	1010
	98877	12/24/20 D C TRANSIT TAX	0.04			604	2026	1010
	98877	12/24/20 D C TRANSIT TAX	-0.04			101 310 4310	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			101 312 4312	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			101 517 4517	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			601 943 4943	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			602 948 4948	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			604 957 4957	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			605 963 4963	220	1010
	98877	12/24/20 ROLL TOWELS	5.03			604 957 4957	220	1010
	98877	12/24/20 SALES TAX	0.35			604	2025	1010
	98877	12/24/20 SALES TAX	-0.35			604 957 4957	220	1010
	98877	12/24/20 D C TRANSIT TAX	0.03			604	2026	1010
	98877	12/24/20 D C TRANSIT TAX	-0.03					
		Total for Vendor:	84.95					

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13:40:24

CITY OF KASSON
Claim Approval List
For the Accounting Period: 1/21
For Pay Date: 01/14/21

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Report ID: AP100V

For Pay Date = 01/14/21
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35738		6095 TRAIL CREEK COFFEE ROASTERS	99.00			609 975 4975	259	1010
	314	12/31/20 COFFEE FOR RESALE	99.00					
		Total for Vendor:	99.00					
*** Claim from another period (12/20) ****								
35756		3382 VERIZON WIRELESS	1,323.06			101 210 4210	321	1010
	9869532757	12/20/20 CELL PHONES-P D	634.46			101 310 4310	321	1010
	9869532757	12/20/20 CELL PHONES-STREETS	27.78			101 510 4510	321	1010
	9869532757	12/20/20 CELL PHONES-PARKS	98.93			601 944 4944	321	1010
	9869532757	12/20/20 CELL PHONES-WATER	100.09			602 949 4949	321	1010
	9869532757	12/20/20 CELL PHONES-WW	50.04			602 947 4947	321	1010
	9869532757	12/20/20 CELL PHONES-WW PLANT	50.04			604 959 4959	321	1010
	9869532757	12/20/20 CELL PHONE-P.W. DIRECTOR	47.80			604 959 4959	321	1010
	9869532757	12/20/20 CELL PHONES-ELECTRIC	219.57			606 516 4516	321	1010
	9869532757	12/20/20 CELL PHONES-ARENA	94.35					
		Total for Vendor:	1,323.06					
*** Claim from another period (12/20) ****								
35731		637 WEBER, LETH & WOESSNER PLC	2,874.00			101 160 4160	304	1010
	DEC '20PR	12/31/20 25.6 HRS LEGAL-P D	2,874.00					
		Total for Vendor:	2,874.00					
*** Claim from another period (12/20) ****								
35745		5182 WHKS & CO.	13,918.30			101 196 4196	303	1010
	42477	01/04/21 MASTEN CREEK FLOOD PROTECT	550.40			602 948 4948	303	1010
	42514	01/04/21 I&I IMPLEMENTATION	2,497.90			602 948 4948	303	1010
	42516	01/04/21 SUMP PUMP/SAN SEWER INSPECT PR	10,870.00					
		Total for Vendor:	13,918.30					
		# of Claims	46					Total: 1624,097.02

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13:40:25

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 1/21

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$157,438.85
211 Library Fund	
1010 CASH-OPERATING	\$4,052.27
290 Economic Development	
1010 CASH-OPERATING	\$12,161.58
382 16th St NE	
1010 CASH-OPERATING	\$70,581.01
385 Aquatic Center	
1010 CASH-OPERATING	\$211,853.09
386 Fire Truck and Equipment	
1010 CASH-OPERATING	\$111,170.00
389 Oppidan Assessment	
1010 CASH-OPERATING	\$29,612.50
391 Oppidan/Folkestad TIF	
1010 CASH-OPERATING	\$27,328.00
392 GO Refunding 2015A	
1010 CASH-OPERATING	\$149,564.19
393 2017 Street Assessment Project	
1010 CASH-OPERATING	\$263,382.19
601 Water Fund	
1010 CASH-OPERATING	\$267,030.15
602 Sewer Fund	
1010 CASH-OPERATING	\$134,102.19
604 Electric Fund	
1010 CASH-OPERATING	\$51,241.93
605 Storm Water	
1010 CASH-OPERATING	\$130,777.93
606 ICE ARENA	
1010 CASH-OPERATING	\$1,141.55
609 Liquor Fund	
1010 CASH-OPERATING	\$2,334.59
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$310.00
877 Festival in Park Fund	
1010 CASH-OPERATING	\$15.00
Total:	\$1,624,097.02

01/08/21
13:40:25

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 1 / 21

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

The claim batch dated _____ are approved for payment.

APPROVED _____ Council Member

_____ Council Member

**CITY OF KASSON
RESOLUTION # 1.X-21**

**RESOLUTION AUTHORIZING INVESTMENT OF FUNDS AND DESIGNATION OF
OFFICIAL DEPOSITORIES FOR THE CITY OF KASSON**

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

Authorization is hereby granted to the City Administrator and/or Finance Director to invest idle funds at his/her discretion in one, any, or all of the following designated depositories:

<u>Depository</u>	<u>Location</u>
Bremer Bank	Kasson (checks require 2 signatures)
Home Federal Bank	Kasson (checks require 2 signatures)
F & M Community Bank	Rochester
Smith Barney/Morgan Stanley	Minneapolis
Edward Jones	Byron
4M Fund	Minneapolis
RBC	Minneapolis
FTN Financial	Scottsdale, AZ
Multi-Bank Securities, Inc.	Pleasant Ridge, MI/Ft. Lauderdale, FL

BE IT FURTHER RESOLVED, that investments made by the above designated personnel shall be in conformance with guidelines set forth in the investment policy.

ADOPTED by the Council this 9th day of January, 2021.

ATTEST:

Chris McKern, Mayor

Linda Rappe, 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: _____.

Meeting Called to Order: Chief Fitch

Roll Call

Minutes of the previous Meeting: Read and Approved

Treasurer's Report – Relief General Fund: \$ 65,530.89

Appointment of Entertainment: (FEB) Rich Gannon / Doug Griffin

Training/Drill(s):

JAN 18	Martin Luther King Jr. Holiday
JAN 25	SE EMS and Maintenance including new glucometer training

Lt. Schuh stated that guidelines have been updated and everyone needs to view it on Target Solutions. There are some big changes. Review them and reach out with questions.

Guest(s):

NONE

Old Business:

- EMR Recert
 - Current plan is for this to be held on February 16th with more information to come
- Banquet Update
 - Volunteers for cooking, setup and tear down – please let Chief know

New Business:

- Thank You
 - Birthday Parade – Gabby sent us a drawing and note
- Donation
 - \$50.00 Ashley – sent a nice note
- 2020 Receivables
 - \$24,939.28
- 2020 Numbers Review
 - EMR = 380
 - Fire/Rescue = 75
 - Total = 455
- Calendar Update
 - FF Lawrence stated that we should have them next week
- Smoking Sheets
 - Get your sheets signed and turned back in to Chief

Kasson Fire Department – Monthly Meeting cont.

January 4, 2021

- **Printer Update**
 - Having issues with the Wi-Fi connection of the printer, there is a temporary workaround, directions are posted above the Chromebooks in the kitchen
- **App Bay Heating Update**
 - Working on getting new heaters – hopefully by end of January or February
- **Mayo Visitor Policy**
 - Change started today – now allowed one consistent visitor if patient and visitor meet specific criteria – please review sheet posted by radio in gear room
- **Par 360**
 - Mental Health Program that we are hoping to roll out starting in February
 - Resiliency training, warning sign recognition, spousal training, and resources
- **Volunteers for Ropes and Rope Bag**
 - Need to be readied for placement on the Ladder – let Chief know
- **Volunteers T-shirts and Plaques from Dance Donations have all been received**
 - We will need help getting all of this distributed – contact FF Lawrence
- **COVID Vaccine**
 - Members that received it stated that the process went well
- **Salt / Sand / Weather Conditions will be added to run sheet**
 - We will need to document salt and sand usage
 - Chief will document weather conditions
- **Ladders will be tested on January 14th – welcome to come down and see the process**

Officers Update:

- N/A

Relief Updates:

- NONE

=====

▪ Apparatus / Other Status Reports

- ☐ Rescue
- ☐ Engine I lights have been fixed, will get LEDs placed sometime this month
- ☐ Engine II
- ☐ Tanker I
- ☐ Tanker II
- ☐ Ladder I
- ☐ Grass Rig
- ☐ Utility
- ☐ EMR Unit
- ☐ HAZMAT

- **Ladders will be tested on January 14th – welcome to come down and see the process**
- **Township Meeting**
 - **Tanker 2 will hopefully be replaced with a “new” used tanker in the near future**
- **Grass Rig Replacement**
 - **It is here – looking at putting the skid from the old one onto the new one so the old rig may be gone at some point for this**
- **Far left cabinets in the first bay will be filled with PPE to restock after calls, please think about what you are restocking before you pull from the supplies**

Bills Reviews by Relief:

- N/A

Review of Calls:

50 Calls for December 2020			Address Response	
o EMS	47	4	2 Responses	
o MVA	1	2	3 Responses	
o Rescue			4 Responses	
o Fire			5 Responses	
o Weather			6 Responses	
o Alarm	1		7 Responses	
o Cancelled	1		8 Responses	
o Other			9 Responses	

Discussion was held on making sure that we are completing the medical report – if it's not document it is assumed that it didn't happen or wasn't assessed

Good of the Assoc:

Meeting Adjourned

Respectfully Submitted: **Lindsey Derby, Sec / Treas '20**
Krista Weigel, Emergency Services Administrative Assistant

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

THANK

YOU
K.F.D.



Dear K.F.D. Thank You for coming to my house
for a birthday Parade it was amazing. Thanks alot

Your friend

Gabby

\$50⁰⁰
Donation

To the Kasson Fire Dept.:

Thank you for all that you do to keep the community safe. I know the money isn't much, but I'm sure you can put it to good use.

My father-in-law was a firefighter and EMT many years before I met him. Ever since his death, my husband and I like to support firefighters and the work they do with a financial gift. Normally we just donate to a National organization on the anniversary of his death, but this year I wanted our money to stay local.

I know you can't be told this enough-but thank you.

Thank you for your commitment.
Thank you for what you do.

Ashley Kurian

KASSON PARK BOARD MINUTES DECEMBER 15, 2020 DRAFT

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 15th day of December 2020 at 6:00 P.M.

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

THE FOLLOWING WERE ABSENT: Roger Franke and Liza Larsen

ALSO PRESENT: City Administrator Timothy Ibisch, Parks & Rec Supervisor Ron Unger and Deputy Clerk Jan Naig

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

II. Approve minutes: Motion by Eggler and second by Kuball, with all voting Aye, to approve the minutes of the November Park Board Meeting.

III. New Business:

- A. Tree City USA.** Unger has completed the application for the City's 41st consecutive year as a Tree City USA. The City has spent \$100,189.39 on tree maintenance, planting and management, as well as EAB removals in 2020. This is well above the \$2.00/capita that is required to be in the program. This year an Arbor Day event was not required due to COVID 19, but the City did have a tree planting and Arbor Day observance.

Kuball brought up the need for the City to have a separate Forestry Department due to the amount of tree work that is done.

- B. K.A.C. applications and interviews.** Unger has received applications from 18 people (3 lifeguards and 15 concession workers) who have not previously worked at the Aquatic Center. He plans to schedule interviews the week of December 28-31. He has received 36 total applications to date-which is down considerably from the 60-72 that usually are hired for the summer.

- C. 2021 Budget update.** The City Council approved the 2021 Budget at their meeting on December 9th. These are the capital items in the Parks Budget: 2nd year toward a new utility tractor-\$30,000.00 additional, a basketball hoop for East Diamond Park, repair outfield fencing for North 1 ball field in Veterans Memorial Park, a new vehicle as part of the fleet program. Unger will have copies of the final budget for the January meeting.

Future budget considerations should include a shelter or playground modular for East Diamond Park. There should also be a playground modular in Prairie View Park in the future.

- D. Winter tree maintenance.** City crews have been working on the list of trees that are in need of trimming. The trimming should be done this week. When the ground has firmed up for the winter, they will begin work on the removal of ash trees and old maples. Door hangers have been placed at 15 residences for ash tree removals.

Unger is setting up a computer program to track tree removals, new tree plantings and tree trimming.

- E. 2021 K.A.C. discussion-programs and hours.** Unger presented possible ways to reduce expenses at the Aquatic Center. Changing the hours of open swim and reducing the wages paid out appear to be the two areas where the savings would have the biggest results. Plans are to have a membership pass in 2021 even if there is a COVID restriction. In 2020 COVID restrictions had a big impact on the revenue at the facility. This discussion will continue into 2021. More advertising will be done to bring in people-especially from the Rochester area.
- F. Park Board appointments.** Coleman will serve another three year term. The City Council has agreed to add an eighth member to the Board. Once the resolution is complete and the Mayor has made the appointments, Sarah Hirsch and Chris Petree will be contacted.

IV. Old Business:

- A. Update on stone wall donations.** Sinning indicated that a 501 (c)3 is required to apply for some of the grants. Due to the cost of filing the paperwork, it has been suggested that the Park Board enter into a legal agreement to work under another organization's 501 (c)3. Ibisch will follow up with Councilperson Burton to find out the status of the Kasson Area Foundation. They may be an entity that the Park Board and EDA can partner with for City projects using their 501 (c)3. Sinning was thanked for the work she has done to explore funding for the stone wall.
- B. Christmas tree lighting-Veterans Memorial Park update.** The tree lighting was held on November 20th. There was discussion on how this can become a bigger event with more community involvement in the future. Some ideas were to do it the same weekend as "Christmas in Kasson", to add more lights to the gazebo and in the Park, add a toy drive or food shelf donation to the event, possibly have the tree in the downtown rather than in the park.

- V. Correspondence:** Ibisch and Unger met with the City's Planner to discuss the need for the Park Board to review new subdivisions to plan for future parks in areas that are just being developed.

VI. Adjourn: Motion by Egger and second by Coleman, with all voting Aye, to adjourn the meeting at 7:07 P.M.

Acting Chairperson

Deputy Clerk

The next scheduled meeting will be January 19th.

MINUTES OF PLANNING COMMISSION MEETING
October 12, 2020

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 12th day of October, 2020 at 6:30 PM

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

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: Administrator Tim Ibisch, Clerk Linda Rappe, Brad Scheib – HKgi

CALL TO ORDER AT 6:30PM

MINUTES OF THE PREVIOUS MEETING – SEPTEMBER 14, 2020 - Motion to Approve the Minutes as Submitted made by Commissioner Thompson, second by Commissioner Tinsley With All Voting Aye.

TABLED ZONING ORDINANCE – There was no one in attendance. Mr. Scheib stated that he sent an email to about a 100 people who had signed up for email updates during the comprehensive plan process. There were no responses. This has been featured on the City website, in the City newsletters and on the City's facebook page.

Mr. Scheib has tried to reach out to a couple of property owners who would be impacted the most. Currently they are legally non-conforming. The proposed zoning would not even allow them to apply for a conditional use permit. There are a lot of things happening with that property and Mr. Scheib suggested just leaving it alone for now and let it revert it back to current zoning.

The other property is Commissioner Torkelson's and it is proposed to be designated a development holding zone, it is currently R-C. Mr. Scheib would suggest that this property also be left alone and stay R-C as it is currently.

Mr. Scheib stated that the rear yard setback will be left at 25 feet as it is in the current code.

The Commissioners were in agreement to leave the trucking company as is and let the development occur naturally and to leave the Torkelson property as R-C.

Motion to Recommend Approval with the Changes Discussed made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.

DODGE COUNTY SOLAR PROPOSAL – Administrator Ibisch stated that this is informational right now but the Planning Commission should be aware of this. Dodge County owns this parcel in the City limits and is interested in developing a solar farm just north of the potential 16th St NW.

There is a large natural gas easement that runs through this property and it would be a 30 year contract for the solar. Mr. Scheib stated that the proposed zoning code a solar farm would be a conditional use permit in the I-3 Industrial district. Accessibility is an issue.

The County has not filed anything yet so this is only informational right now, the County Commissioners will have a meeting tomorrow morning and Ibisch will attend.

ACTIVITY LIST – This is for the Commissioner’s information. The list will be filled in with 2003 through 2012. The list will then be condensed to only CUP’s and variances that need to be monitored.

OTHER – Administrator Ibisch had questions regarding lot 15 in the Thompson Addition, the City Engineer believes that this lot should be an outlot and it is platted as a regular lot. The concern the engineer had is that there will be a dead end line at that lot. Mr. Thompson stated that it would be one water service going to that lot. Administrator Ibisch stated that if there are no comments it will stay a regular lot as requested by the developer. Commissioner Zelinske stated he is fine with it being a lot as long as the plat shows the water and sewer lines. The Commissioners agreed and recommended recording it as a developable lot.

ADJOURN 7:10PM
Respectfully Submitted,

Linda Rappe, City Clerk

MINUTES OF PLANNING COMMISSION MEETING
December 14, 2020

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 14th day of December, 2020 at 6:30 PM

THE FOLLOWING WERE PRESENT: Commissioner Ferris, Commissioner Thompson, Commissioner Burton, Commissioner Torkelson, Commissioner Zelinske and Commissioner Fitch

THE FOLLOWING WERE ABSENT: Commissioner Tinsley

THE FOLLOWING WERE ALSO PRESENT: Administrator Tim Ibisch, Clerk Linda Rappe, Brad Scheib – HKgi, Jerry Giese, Marvin Jensen, Jerry Dallman and Tony Bigelow

CALL TO ORDER AT 6:30PM

MINUTES OF THE PREVIOUS MEETING – October 12, 2020 - Motion to Approve the Minutes as Submitted made by Commissioner Burton, second by Commissioner Thompson With All Voting Aye.

PUBLIC HEARING – PRAIRIE MEADOWS 4TH CUP FOR PUD AMENDMENT – Brad Schieb, Planning Consultant, gave the background and stated that permits being submitted were not attached patio homes as approved. This is just to amend the cup to change to individual patio homes. Tony Bigelow, Developer, was in attendance.

PH opened
No comments
PH Closed

Discussion – this is pretty straight forward. **Motion to Approve the Amendment to make the homes individual patio homes on Lots 1-12 of Block 1 PW 4th made by Commissioner Zelinske, second by Commissioner Fitch with All Voting Aye.**

PUBLIC HEARING – DOMINOS VARIANCE RESCIND AND REISSUE – Mr. Schieb stated that we either need to rescind or alter this variance. The original variance was granted in 2016 and the condition of a barrier was never constructed. That condition is not necessary or practical according to multiple contractors. The property owner who is most affected has submitted a letter that this condition is not needed. A variance is a right granted to the property owner, and the property owner has the right to relinquish the right of the variance. The City Attorney has been consulted and was of the opinion that the property owner has the right to relinquish their rights.

Mr. Schieb spoke to the issue of precedence and each variance needs to be taken on its own merit and each variance is different so precedence would not be an issue.

PH Opened

Jerry Dallman, 10840 Riverbend Lane, Oronoco, he is the property owner. He contacted multiple contractors and they told him that this barrier is not possible to build and stay on/up.

PH Closed

Discussion – Commissioner Burton, precedent is not what we need to consider but for him consistency is. It is the fact that we are reducing the condition and not adding to the variance. He is ok with subtracting from the variance.

Commissioner Zelinske – has no issue with this being rescinding since the homeowner does not have an issue. His concern is what if they replace this compressor with one that makes noise.

Commissioner Fitch – if the adjacent homeowner is ok that is why it was there to begin with.

Moving forward he is not worried with a precedent issue. Just worried that if it does get noisy and the neighbors complained.

Chairman Ferris – this process lacks a certain amount of documentation that concerns him.

Motion to Rescind the Established Variance and Replaced with a New Variance less the Condition of the Noise Barrier made by Commissioner Burton, second by Commissioner Torkelson with All Voting Aye.

Chairman Ferris would like to see if there something we can look at changing in the ordinance. We have variances that were given on projects that never happened.

2020 COMMITTEE LIST – Commissioner Fitch would like to continue his term.

OTHER – Southwest Property – Administrator Ibisch stated that this is the EDA's planning, this is only for your information. This is very subject to change. We want to make sure everyone is in the know.

ADJOURN 7:02PM

Respectfully Submitted,

Linda Rappe, City Clerk

2021 COMMITTEES

COUNCIL MEMBER	HOME	OFFICE	ADDRESS	E-MAIL	EXPIRES
Meets 2 nd and 4 th Wednesday at 6:00 P.M. (Mayor-2 year term; Council-4 year term)					
Tim Ibisch - City Admin	399-3100	634-6320		cityadministrator@cityofkasson.com	
Mayor Chris McKern	634-4029	634-4307	405 5th St NW	mayormckern@cityofkasson.com	1-3-23
Melisa Ferris	2069323		204 4 th Ave NW	councilpersonferris@cityofkasson.com	1-1-23
Duane Burton	634-7027		2001 11 th Ave NE	councilpersonburton@cityofkasson.com	1-1-23
Lonnie Zelinske	634.4410		1005 2 nd Place NW	councilpersonzelinske@cityofkasson.com	1-3-25
Dan Eggler	951-7741		1503 16 th Ave NE	councilpersoneggler@cityofkasson.com	1-3-25

PLANNING COMMISSION

Meets 2nd Monday of each month at 6:30 P.M. (3 year term)

Tim Ibisch - City Admin	399-3100	634-6320	401 5 th St SE	cityadministrator@cityofkasson.com	
Linda Rappe - City Clerk/ PC sec'y		634-6324		cityclerk@cityofkasson.com	
Duane Burton					x
Lonnie Zelinske					x
Tom Ferris - Chair	634-6692		204 4th Ave NW	ralphf@globaldairysolutions.com	12-31-21
Joe Fitch	517-4113		1301 Main St W	joeftch24@gmail.com	12-31-23
Aaron Thompson	9512273	2867869	504 16 th St NE	aaron@thedesignconnection.net	12-31-22
Collin Tinsley	535-6596		105 1 st St NW	collin@armonarch.com	12-31-21
Sheldon Torkelson	634-7976	696-5546	1200 Main St W	stonebystone@kmtel.com	12-31-22
*City Code of Ordinances Article 3 - Chapter 2					

LIBRARY BOARD

Meets 2nd Tuesday of each month at 6:00 P.M. (3 year term)

Patricia Shaffer-Gottschalk-Director	634-7615		607 1 st St NW	pschaffergottschalk@selco.info	
Melisa Ferris					x
Lisa Carlsen	635-5453	61205 251 st Ave;	Mantorville 55955	carlsen@kmtel.com	12-31-21
Jon Wright	261-3170		106 7 th Ave SW	jonnequest@yahoo.com	12-31-22
Tarik Kamel - Chair	634-6460		108 2nd Ave NE	tmkamel08@gmail.com	12-31-21
Laurie Schultz	634-6894		1505 15 th Ave NE	Schultz@pobox.com	12-31-22
*State Statute 134-Ordinance 706					

ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Meets 1st Tuesday of each month at 12:00 noon (6 year term)

Tim Ibisch - City Admin	399-3100	634-6320		cityadministrator@cityofkasson.com	
Nicholas Ouellette - CEDA/ EDA sec'y	202-2629			nicholas.ouellette@cedausa.com	
Chris McKern					x
Dan Eggler - Chair					x
Janice Borgstrom-Durst	273-0890		401 3 rd Ave NW	taxxx@kmtel.com	12-31-24
Michael Peterson	951-1373		903 6 th St NW	peteronappraisal@charter.net	12-31-23
OPEN					12-31-20
Tom Monson	507-413-2500	Same	101 3 rd St NW	tomonson@gmail.com	12-31-21
Kathy O'Malley	507696-8016			realtorkathy@aol.com	12-31-25
Star City Commission Ordinance 665 - Resolution #1123 - State Statute 469.091					

PARK BOARD

Meets 3rd Tuesday of each month at 6:00 PM (3 year term)

Ron Unger-Park & Rec Supr	634-4165		1401 16 th St NE	parknrec@cityofkasson.com	
Jan Naig-Deputy Clerk/Park Board Sec'y	634-6301		401 5 th St SE	acctspay@cityofkasson.com	
Dan Eggler					x
Sarah Hirsch	507-304-5772		21 7 th St NE	shhr86@gmail.com	12-31-23
Chris Petree	952-367-7333		302 15 th Ave NW	cjp5959@yahoo.com	12-31-23
Greg Kuball	634-3104	634-2771	604 Main St W	kassnhdw@kmtel.com	12-31-21
Liza Larsen - Chair	202-3511	288-7665	24198 670th St	liza@edinarealty.com	12-31-22
Chuck Coleman	634-4602		1109 1 st Ave NE	cscolemn@kmtel.com	12-31-23
Janet Sinning	634-4668		606 5 th Ave NE	jsinning@charter.net	12-31-22
Roger Franke	634-4544		605 7 th St NE	Franke.Roger@mayo.edu	12-31-21
*City Code of Ordinances. Chapter 15.1					

2021 Appointments, Designations and Subcommittees

Designations & Sub-Committees

Acting Mayor	Duane Burton
City Attorney	Weber, Leth & Woessner – Contract
Zoning Administrator	Tim Ibisch
City Engineer	Brandon Theobald of WHKS
Building Official	Jay Kruger – contract
Consulting Engineer	per project basis
Weed Inspector	Public Works Director
Emergency Management Coordinator	TBD
Official Newspaper	Dodge County Independent
Chicken Inspector	Krista Weigel
Planner	HKGI - Contract

Sub-Committees

Liquor Store Committee

As Required

Emergency Services

Councilperson Ferris, Councilperson Zelinske, Stevie Ersland, Tammy Flom, Fire Chief, Police Chief, City Administrator

Personnel

Mayor McKern
Councilperson Burton
Administrator Ibisch
**Department Head



EMERGENCY MANAGEMENT
HANDBOOK
GOVERNMENT OFFICIALS/STAFF

CITY OF KASSON
DODGE COUNTY, MN

PREPARED: August 2020

REVISED: January 2021

LEGAL BASIS

The legal basis for this plan is *MN Statutes, Chapter 12, Section 12.25*

PURPOSE AND POLICY

The purpose of this plan is to ensure that in the event of any type of disaster, the City's facilities, equipment, and manpower will be used in a coordinated, effective way, so as to: provide for the common defense, protect public peace, health, and safety, and maximize the protection of life and property, and ensure the continuity of government. As a means to this end, it is hereby found and declared to be necessary:

1. To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters.
2. To provide for the delegation and exercise of necessary powers during emergencies and disasters.
3. To provide authorization for the rendering of mutual aid and assistance between the City of Kasson and other political subdivisions of this state and other states with respect to the carrying out of emergency-preparedness functions.

Mayor

Date

City Administrator

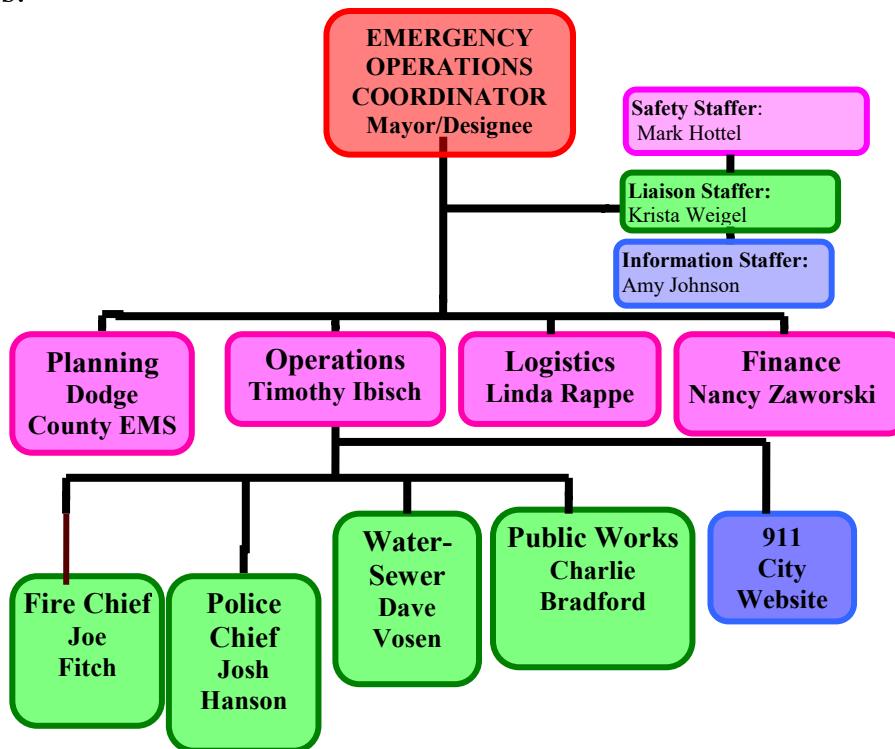
Date

DEFINITIONS

DISASTER:	A situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property and/or life, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.
EMERGENCY:	An unforeseen combination of circumstances which call for immediate action to prevent from developing or occurring.
EMERGENCY MANAGEMENT:	The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disaster caused by fire, flood, tornado, and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, law-enforcement services, emergency medical services, engineering, warning services, communications, radiological and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of infrastructure protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out the foregoing function.
EMERGENCY OPERATIONS CENTER – EOC	This applies to the designated facility that serves as the center for emergency operations, warnings, and communications.
EMERGENCY OPERATIONS DIRECTOR – EOD	This term applies to the individual at the city/local, county, and other levels who organizes, directs, and coordinates the overall activities of disaster preparedness activities, subject to the direction and control of the Mayor and City Council. Other terms applied may be Emergency Services Director or Incident Command Director
LOCAL EMERGENCY	A local emergency may be declared only by the Mayor/ EM Director. Any order, or proclamation, declaring, continuing, or terminating a local emergency shall be given in writing, filed in the office of the City Administrator, and followed up with prompt and general publicity.

EXISTING GOVERNMENT/ORGANIZATION

Existing government is the basis for emergency operations; that is, city personnel will perform emergency activities related to those they perform on a day-to-day basis. The City organization is as follows:



WARNING AND NOTIFICATION

RECEIPT OF WARNING:

1. The Sheriff's Office is responsible for relaying any warnings it receives which affect the City of Kasson to its' Emergency Management Coordinator.
2. The Kasson City Hall serves as the EOC and is responsible for disseminating any warnings it receives to appropriate City Officials and staff. If there is a catastrophic incident that would wipe out City Hall and all staff, the Police/Fire will determine EOC.

DISSEMINATION OF WARNING / NOTIFICATION:

1. Notify key City personnel utilizing the Emergency Calling Tree. (see Exhibit A).
2. The Dodge County Emergency personnel will sound the warning siren in the event of a natural disaster:
 - A. Long tone is tornado, a short burst is civil defense and a wailing tone is flood.
 - B. Dodge County Emergency services will activate the Emergency Broadcast System thereby notifying all regional media and the public of the type of danger present when applicable.

EMERGENCY OPERATING CENTER - EOC

DIRECTION & CONTROL:

The City's response to the disaster will take place from the City Emergency Operating Center (EOC).

○ PRIMARY EOC:	○ KASSON CITY HALL
○ ALTERNATE EOC:	○ POLICE/FIRE TO DESIGNATE
○ PRIMARY EMERGENCY SHELTER:	○ KASSON PUBLIC LIBRARY
○ SECONDARY EMERGENCY SHELTER	○ KM HIGH SCHOOL

EOC ACTIVATION

The EOC will be designated by: AUTHORIZED PERSONNEL with notification to Dodge County EOC

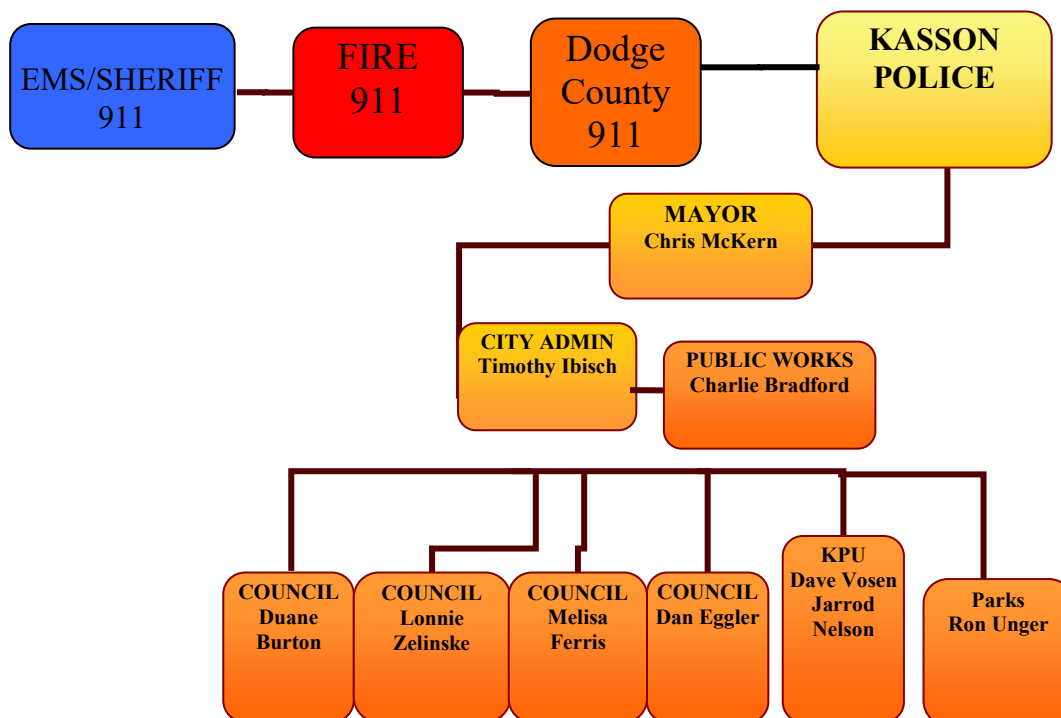
EOC STAFF

Staffs are to report to the EOC automatically upon the occurrence of a disaster.

EOC EQUIPMENT/SUPPLIES:

The City Emergency Management Director is responsible for ensuring that the EOC is operational – (that the necessary maps, tables, and chairs, communications equipment, message logs, etc. are on hand).

EMERGENCY CALLING TREE



MAYOR/EMD

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.	Assure that city officials have been notified, key facilities warned, sirens activated, etc. Note time of the emergency.
2.	Activate the EOC, make sure it is fully operational, and that the EOC staffs has reported or are reporting to it.
3.	Obtain initial damage assessment and casualty report, and relay this information to the Staff, Council and County Emergency Management Director.
4.	Close off the damage site(s) and stop in-bound traffic. Set-up emergency pass system using emergency personnel to direct traffic.
5.	Brief the EOC staff status of the disaster.
6.	Ask the City Council to issue a declaration of emergency. Note time of Declaration as it only lasts 72 hours and must be renewed after 72 hours has lapsed. Only the Mayor/EMD may declare an emergency.
7.	Evaluate available resources, including personnel, by checking with directors/EOC staff. If deficiencies exist, take action to obtain needed resources.
8.	Assure good records are kept on resources and expenditures.
9.	Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.
10.	In consultations with the City Emergency Management Director/Mayor determine whether or not State or Federal assistance should be requested. City resources must be fully committed before State or Federal assistance will be available. If assistance is requested, be specific.

Life Safety Issues

1.	Ensure that affected residents and facilities are notified of the need to evacuate if necessary.
2.	Assist handicapped, elderly, mobility-impaired, and other individuals unable to evacuate themselves.
3.	Maintain access control and security for evacuated areas
4.	Make sure your personal needs are met for a long-term duration
5.	Review operation decisions to ensure safety for emergency responders, EOC staff, and the general public

Secondary Issues

1.	Attend meetings with the EOC staff
2.	Establish rehab sectors
3.	Coordinate all rehab personnel – Red Cross, etc.
4.	Assist with the coordination of volunteers

CITY COUNCIL

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.		Report to EOC – Kasson City Hall
2.		Meet with other Councilmember's at the EOC
3.		Request a briefing with the Mayor/EMD and City Administrator ASAP
4.		Review the Administrator's checklist if the administrator is not available. Discuss the responsibilities of that position with the person replacing the administrator to ensure everyone understands their responsibility.
5.		Review the complete Emergency Management Handbook with other Councilmembers
6.		Discuss the need to declare an emergency
7.		Discuss the need for an emergency evacuation
8.		Discuss the need to declare a curfew if necessary
9.		Appoint a spokesperson to do press releases if the Mayor/EMD or Administrator are not available.
10.		Request a briefing from the Mayor/EMD
11.		Discuss the need to call for assistance from the National Guard – this contact must be made by the Dodge County Sheriff's Office. ONLY THE GOVERNOR MAY ACTIVATE THE NATIONAL GUARD
12.		Authorize the City Administrator to waive the bidding process if necessary, for all disaster related purchases and activities.

Life Safety Issues

1.		Make sure your personal needs are met for a long-term duration
2.		Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.		Make plans for rotating your responsibility in the EOC if long-term situation

CITY ADMINISTRATOR

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.		Maintain records indicating city expenses incurred due to the disaster.
2.		Assist in the damage assessment process by:
3.		Contacting City Staff / Council for support and briefing
4.		Provide information regarding the dollar value of property damaged as a result of the disaster.
5.		Provide the information (names, telephone number, etc.) regarding the owners of property which have been damaged/destroyed as a result of the disaster.
6.		Assist in the acquisition of supplies and equipment needed following a disaster.
7.		Serve as liaison between City Council/volunteers and Mayor
8.		Record volunteers with a Sign in/Sign Out Record.
9.		Discuss the need to request formal waiving of the bidding process.
10.		Discuss the need for declaring a curfew if necessary
11.		Provide a phone number for citizens to call and have a prepared message recorded that answers many general questions. Update message as appropriate.
12.		Get information about the disaster on the City's website for updates and press releases. Address the public whenever applicable/possible.
13.		Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.

Life Safety Issues

1.		Make sure your personal needs are met for a long-term duration
2..		Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.		Attend meetings with the EOC staff
2.		Prepare legal declaration of disaster with legal staff and Council if necessary
3.		Schedule and help present updates to the public and news media and Council
4.		Serve as liaison with local, state, and federal representatives
5.		Make plans for rotating your responsibilities in the EOC if long-term situation

PUBLIC WORKS DIRECTOR

Make sure your family is prepared and their needs are met.

Initial Response Checklist

1.		Report to the Emergency Operations Center
2.		Review the disaster as it pertains to the Maintenance and Utilities Departments, and forward this information to the Mayor/EMD and City Council.
3.		Coordinate the activities of your department with other services.
4.		Assist rescue personnel as needed, in rescuing trapped persons.
5.		The number one priority is saving lives.
6.		Direct debris removal to permit passage of emergency vehicles.
7.		Coordinate the restoration of utilities; including possible evacuation and securing areas with damage.
8.		Brief Mayor/Emergency Management Director of utilities affected, plans, and estimate of utility restoration.
9.		Make arrangements for portable toilets and delegate locations if necessary.
10.		Make arrangements for portable generators based on needs and identified priorities.
11.		Note the time orders are received for documentation and keep orders sequential, so as to provide for changes as necessary.

Life Safety Issues

1.		Coordinate with EOC staff to notify rescuers, volunteers, and citizens when utilities are restored in specific areas.
2.		Make sure you know if hazmat is involved and the location
3.		Make sure your family is prepared and their needs are met
4.		Make sure your personal needs are met for a long-term duration
5.		Review operation decisions to ensure safety for emergency responders and the general public

Secondary Issues

1.		Determine any additional equipment or supplies you may need.
2.		Make plans for rotating your responsibilities in the EOC if long-term situation

EVACUATION CHECKLIST FOR THE PUBLIC

Items that should be remembered for an evacuation of your home or business should include:

1.		Identification such as a driver's license
2.		Cash, checkbook, credit cards, and other important papers
3.		Medications and prescriptions
4.		Vehicle, house, and business keys
5.		Dentures and eyeglasses
6.		Important phone numbers
7.		Change of clothes and personal items for each person
8.		Clothing specific for the weather
9.		Secure your home: Doors, utilities, pets
10.		Take a portable radio, flashlight, food, and drinking water (NOAA radio's)
11.		Leave a destination and phone number with a friend, neighbor or other source

POLICY AND PROCEDURE

EVACUATION / TRAFFIC CONTROL / SECURITY

1. PURPOSE:

To outline how evacuation, traffic control, and security will be carried out if required due to an emergency or disaster.

2. RESPONSIBILITIES:

The rationale for evacuation, whether for a large- or small-scale emergency, is that hazardous condition or potentially hazardous conditions can best be mitigated by moving the affected population to an area of lesser risk. Prior to recommending evacuation due to an actual/potential hazardous materials-related threat, City Officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. This may include, but not be limited to: closing doors (both internal and external), windows, and fireplace dampers, vents, fans, and other openings to the outside. Also turning off furnaces/air-conditioners, covering and staying away from windows, and (in buildings) minimizing the use of elevators.

A. The following official(s) will be responsible for recommending evacuation:

1. Mayor/Emergency Management Director (EMD)
2. Police/Fire Department
3. Kasson Public Utilities/Public Works Director

B. The EMD/Mayor will be responsible for conducting and coordinating any large-scale evacuation of city residents. The coordination will include the evacuation activities of other participating agencies or jurisdictions. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary.

COMMUNITY WIDE EVACUATION		
A. City of Dodge Center	Contact: Clerk's Office	Tel# (507) 374-2575
B. City of Byron	Contact: Clerk's Office	Tel# (507) 775-3400

C. The Mayor/EMD will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally-located staging areas and pickup points for evacuees without private automobiles or other means of evacuation.

- D. The Mayor/EMD will have primary responsibility for assisting handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves.
- E. The Police Department and/or volunteers obtained by the Mayor/EMD will be responsible for establishing and staffing any traffic control points that may be necessary.
- F. The Police Department and/or the Mayor/EMD will be responsible for maintaining access control and security for the evacuated areas.
- G. The City Public Works Director will be responsible for overseeing the removal of debris, obstructions of any other roadway impediments, including stalled vehicles so that the evacuation route(s) can remain open.
- H. Within the City of Kasson, the Police Department, Dodge Center Ambulance and the Kasson Fire Department will be responsible for coordinating an evacuation effort, including traffic control, and security.
- I. In consultation with local and/or state hazardous materials specialists, the Mayor/EMD will be responsible for determining when evacuees can safely return to their residences.

POLICY AND PROCEDURE

DEBRIS CLEARANCE

1. PURPOSE:

To describe how debris clearance will be accomplished following a disaster in the City of Kasson.

2. RESPONSIBILITIES:

Within the City the Public Works Director will be responsible for coordinating debris clearance. Assistance will normally be provided by the County / Fire Department and/or other non-affected municipalities/townships. Private contractors / resources may need to be utilized for this purpose.

3. PROCEDURE:

- 1. Except in unusual circumstances, the removal of debris from private property will be the responsibility of the property owner.
- 2. Debris will be disposed of at a designated location depending on the type and location of the emergency. If earth fill, sandbags, etc. that were used to reinforce emergency levees are removed, they will also be disposed of at the appropriate location.
- 3. The clean-up and disposal of (spilled or leaked) hazardous materials will be the responsibility of the party. Storage and/or disposal of contaminated soil must be handled under the guidelines set forth by the State and local environmental agencies.

4. SUPPORTING DOCUMENTS:

For a listing of the major private construction contractors or hazardous clean-up check with the Kasson Fire Department or contact Dodge County.

POLICY AND PROCEDURE

DAMAGE ASSESSMENT

1. PURPOSE:

To provide an overview of how damage assessment will be accomplished following a disaster.

2. RESPONSIBILITIES:

- a. The City staff is responsible for:
 - i. Development and maintaining a damage assessment “team” composed of the Public Works Director, Fire Chief, Mayor, City Administrator, and other designees.
 - ii. Maintaining an up-to-date listing of damage assessment team personnel.
 - iii. Maintaining the procedures to be followed for damage assessment.
 - iv. Coordinating the damage assessment process (following the occurrence of a disaster).
- b. City Officials – who, depending on the nature of the disaster, will participate in a damage assessment effort:
 - i. City Engineer
 - ii. City Public Works Director
 - iii. City Administrator
- c. Private Sector Agencies/Organizations:
 - i. Red Cross/Salvation Army
 - ii. Realtors
 - iii. Independent Appraisers
 - iv. Responding to hazardous materials incidents, within the limits of Hazmat response training received.
 - v. Providing heavy and light rescue services.
 - vi. Providing first responder services.
 - vii. Providing assistance in debris removal.

3. PROCEDURES:

- a. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- b. Where possible and when appropriate, pictures/videos will be taken of damaged areas, and city maps will be used to show the location of damage sites.
- c. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Fire Chief/EMD will coordinate with the MN Division of Emergency Management.
- d. When possible, appropriate local government officials will participate in damage assessment procedure training.

SUPPORT

DODGE COUNTY	
SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:	
COUNTY SHERIFF: 507-635-6200	All aspects of traffic control search and rescue and support outside of City limits.
COUNTY ENGINEER:	Guy Kohlhofer– (507) 635-6332
COUNTY EMERGENCY MANAGMENT:	507-635-6132
PRIVATE AGENCIES / VOLUNTEER GROUPS	
SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:	
RED CROSS: 800-733-2767	Counselling and food support. Hotels and other accommodations.
SALVATION ARMY: 800-728-7825	
SCHOOLS / CHURCHES:	
NATIONAL GUARD	
SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:	
OVERVIEW:	When a natural disaster or other major emergency is beyond the capability of local resources, the National Guard units <u>may</u> be available. Only the Governor has the authority to activate the National Guard.
REQUEST PROCEDURE:	In the case of the county and all cities, the Sheriff must submit the request for assistance to the Governor’s office.
STATE AND FEDERAL AGENCIES	
SUPPORT THAT CAN BE EXPECTED IS AS FOLLOWS:	
Information and assistance in securing state or federal support may be obtained by contacting the Dodge County Emergency Management Director.	

EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES

NOTIFICATION AND WARNING

Notifying the public of probable impending disaster in time to take protective action includes operation of all communications services for control centers and operational forces.

Responsibility: County Sheriff; EMD

DIRECTION AND CONTROL

Management of a community's survival recovery efforts, and the operation itself.

Responsibility: Chief Elected Official; County/City Manager; Fire Chief

EMERGENCY PUBLIC INFORMATION

Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.

Responsibility: Mayor; City Administrator; Designee

SEARCH AND RESCUE

Searching for and rescuing trapped, injured, or missing people.

Responsibility: Fire; Law Enforcement; Public Works; EMS

HEALTH / MEDICAL

Providing appropriate health and medical care of services to the stricken population.

Responsibility: Emergency Medical Services; Dodge County Public Health

EVACUATION, TRAFFIC CONTROL, AND SECURITY

Managing movement of people from the path of the threat or disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.

Responsibility: Law Enforcement; Fire

FIRE PROTECTION

Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.

Responsibility: Fire Department

DAMAGE ASSESSMENT

Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.

Responsibility: Assessor's Office; Red Cross Disaster Assessment Teams; City Building Inspector

CONGREGATE CARE

Providing shelter, lodging, food, clothing, and sanitation to the disrupted population.

Responsibility: Area Churches; Dodge County Public Health; Red Cross; Salvation Army

DEBRIS CLEARANCE

Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.

Responsibility: Streets Department / County Engineer / Highway Department

UTILITIES RESTORATION

Restoration of public works and utilities damaged by an emergency / disaster.

Responsibility: KPU, other Utility Companies / City Public Works Director / County Engineer

RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION

Response to, containment of, and recovery from hazardous material accidents.

Responsibility: Fire Department and Law Enforcement, with help from MN Division of Emergency Management and MN Pollution Control Agency

RESOURCES

The following is a list of resources which may be considered for use during an emergency or disaster. This list is non-inclusive; local resource manuals should be consulted for locally available resources.

See attached Appendix 1.

NOTES TO EOC STAFF

TAKE CARE OF PERSONAL REQUIREMENTS

- ❖ Tell family of destination and contact numbers.
- ❖ Take medications, toiletries, and clothes as warranted by initial notification.
- ❖ Take list of peers to contact for advice.
- ❖ Remember that your role if a councilmember is policy-making, not operational

ESTABLISH LEGAL CONTACTS

- Contact legal advisors and establish communications links.
- Review legal responsibilities and authorities (emergency declarations, chain of succession, inter-governmental aid, social controls, price controls, and other restrictions).
- Monitor equity of service based on needs and risks.
- Review status of contracts with suppliers of emergency goods or services, if necessary.

MAINTAIN POLITICAL AWARENESS

- Recognize personal accountability for actions and decisions during an emergency.
- Check provisions for other public officials (periodic updates; staff updates on politically sensitive issues such as life and property losses, service interruptions, etc).
- Establish and evaluate policy decisions throughout incident.
- Confer with other elected officials when difficult issues arise.
- Use elected officials to request assistance from public and private organizations if normal channels are not “responsive”.

KEEP THE PUBLIC INFORMED

- ✚ Check plans to inform the public through the media.
- ✚ Ensure designation of a single Public Information Officer (avoids conflicts in official statements).
- ✚ Ensure establishment of a media center, if needed.
- ✚ Channel all releases first through EOC to ensure staff coordination and approval by EOC.
- ✚ Ensure establishment of news media update and access policy as needed.

LOCAL EMERGENCY

(Example Only)

WHEREAS, the City of Kasson, Dodge County, Minnesota, has sustained severe losses of a major proportion, brought on by _____
on the date of _____.

WHEREAS, the City of Kasson, Dodge County, is a public entity within the State of Minnesota.

WHEREAS, the following conditions exist in the City of Kasson, Dodge County, as a result of this disaster: (Describe the conditions as they exist as a result of the disaster)

_____.

NOW, THEREFORE, BE IT RESOLVED, that Mayor _____
and Council Members _____
of the City of Kasson, Dodge County, acting on behalf of and for the people of Kasson, declare that a state of emergency exists within the City of Kasson, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute and the City of Kasson, MN Dodge County Resolution,
titled _____ and
dated _____.

Emergency Operations

Emergency Operations Coordinator - Mayor/Designee	Chris McKern	(507) 398-4824
Safety Staffer	Mark Hottel	(507) 830-0900
Liaison Staffer	Krista Weigel	(507) 696-0133
Information Staffer	Amy Johnson	(507) 993-6055
Planning	Dodge County Emergency Management	
	Matt Maas	(507) 319-2322
	Erin Wegner	(507) 993-5558
Operations	Timothy Ibisch	(507) 399-3100
Logistics	Linda Rappe	(507) 202-4513
Finance	Nancy Zaworski	(507) 259-0135
Fire Chief	Joe Fitch	(507) 517-4113
Police Chief	Josh Hanson	(507) 421-2264
Water/Sewer	Dave Vossen	(507) 421-3185
Public Works	Charlie Bradford	(507) 421-2279

Emergency Services

911

Fire Department, Emergency Medical Needs, Law Enforcement - non-emergency number (507) 634-3881

Medical Needs

Emergency Department

Mayo Clinic/St. Marys Emergency Department	(507) 255-5591
Olmsted Medical Center	(507) 529-6600

Hospital

Mayo Clinic Hospital	(507) 255-5123
Olmsted Medical Center	(507) 529-6600

Clinic

Mayo Clinic Kasson	(507) 634-4744
Olmsted Medical Center Byron	(507) 775-2128

Pharmacy

Hy-Vee Pharmacy Kasson	(507) 634-3341
Walgreens - Civic Center Drive Rochester	(507) 206-5173
CVS Pharmacy - North Target Rochester	(507) 536-3898
Mayo Clinic Pharmacy St. Mary's open 24 hours	(507) 266-7416
Walgreens - Owatonna	(507) 451-8326

Veterinarians

K-M Regional Veterinary Hospital	(507) 634-8000
Carriage House Animal Hospital	(507) 634-6781
Byron Pet Clinic	(507) 775-6738
Dodge Veterinary Clinic	(507) 374-2125

Chiropractic Care

Elmore Family Chiropractic	(507) 634-7288
Meyer Chiropractic	(507) 634-6111
Zimmer Chiropractic	(507) 634-6677

Dental Office

Kasson Dental Clinic	(507) 634-6421
Byron Dental Group	(507) 775-6445
Northwest Dental - Byron	(507) 315-2968

Optometry Care

Kasson Eye Care	(507) 634-4455
Byron Eye Care	(507) 775-2001
Shopko Optical - Owatonna	(507) 437-8228
Shopko Optical - Rochester	(507) 281-0657

Transportation

Kasson Mantorville School District Transportation Services	(507) 634-1117
Rolling Hills Public Transit	(800) 528-7622
Rochester City Lines	(507) 288-4353

Byron Public Schools Transportation Services	(507) 775-2423
Triton Public Schools Transportation Services	(507) 418-7540

Supplies

Dollar General - Kasson	(507) 258-3930
Dollar General - Byron	(507) 315-0003
Hardware Hank - Kasson	(507) 634-2771
SEMCAC	(507) 634-4350
Becky's Community Closet	(507) 884-8726
Erdmans County Market	(507) 634-2731

Computer Services

On Site Computers	(507) 634-6909
Kasson Mantorville School District	Ryan Hill (507) 634-1178
Dodge County IT	Help Desk (507) 635-6417

Local Contractors

Gransee Construction	(507) 273-8799
Bigelow Homes	(507) 529-1161
Johnson Construction	(507) 273-8019

Shelters

Baymont Inn & Suites - Kasson	(507) 634-3444
Home2 Suites by Hilton Rochester Mayo Clinic Area	(507) 361-4200
Staybridge Suites Rochester - Commerce Dr NW	(507) 280-9000
Hampton Inn & Suites Rochester-North	(507) 289-6100
Country Inn & Suites by Radisson, Owatonna, MN	(507) 455-9295
Baymont by Wyndham Owatonna	(507) 455-1142
Quality Inn Owatonna	(507) 446-0228

Communications

K-M Telecom	(507) 634-2511
MN WiFi	(507) 634-9434
Charter Communications	(800) 581-0081
Verizon Authorized Retailer - Mobile Life	(507) 634-6000

Media

Newspapers			
Dodge County Independent			(507) 634-7503
Post Bulletin			(507) 285-7600
Radio Stations			
Town Square Media	Business		(507) 286-1010
106.9 KROC, Quick Country 96.5, 103.9 The Doc, Y-105FM, Z-Rock 107.7, News-Talk 1340 KROC AM & 96.9 FM. Fun 104.3, 103.1 KFIL, and 1520 The Ticket!	Studio Lii		(507) 281-1500
TV Stations			
KIMT TV			(800) 323-4883
KXLT FOX 47			(507) 252-4747
KTTC			(507) 288-4444
ABC 6 News - KAAL TV			(507) 288-7555
KAAL			(507) 437-6666
KSMQ TV			(507) 481-2095

Service Agencies

Red Cross			
Rochester			(507) 287-2200
Owatonna			(507) 451-2777
Salvation Army			(507) 529-4100
The Salvation Army Social Services			(507) 288-3663
Silver Creek Corner			(507) 288-0437
Cronin Homes Inc			(507) 282-1204
Family Promise Rochester			(507) 281-3122
Dorothy Day Hospitality House			(507) 282-5172

Rochester Outreach Center	(507) 226-8193
Lutheran Social Service of Minnesota	(507) 316-8273
Steele County Transitional	(507) 446-9315
Habitat for Humanity of Steele-Waseca Area	(507) 446-0112
Hospitality House of Owatonna, Inc.	(507) 444-4042
United Way Of Steele County	(507) 455-1180

Funeral Chapels

Dibble Funeral Home	(507) 634-2331
Czaplewski Family Funeral Homes	Kasson (507) 634-6510
	Dodge C (507) 374-2155
	Hayfield (507) 477-2259
Byron Funeral Home and Cremation Services	(507) 315-1330
Ranfranz & Vine Funeral Homes	(507) 289-3600
Macken Funeral Home and Cremation Services	(507) 282-1075
Michaelson Funeral Home	(507) 451-7943

Utility Services

City of Kasson	(507) 634-7071
Emergency	Electric (507) 259-6661
	Water/Sewer (507) 993-7697
People's Energy Coop	
	Electric Windsor Court & Southfork (507) 367-7000
MN Energy Resources	Gas (800) 889-4970

Waste Collection

Advanced Disposal Services	(507) 281-5850
Hometown Haulers, LLC	(507) 421-2019
GarbageMan of Rochester	(507) 281-4285
Skjeveland Enterprises	(507) 528-9900
Waste Managment	(507) 282-2420
Sunshine Sanitation	(507) 285-5550
Veit Disposal	(507) 281-3867

Emergency Calling Tree

Kasson Police	911
Kasson Fire & Rescue	911
Dodge County Ambulance	911
Dodge County Sheriffs Office	911
Dispatch Direct	(507) 635-6201
Mayor	Chris McKern (507) 398-4824
City Administrator	Timothy Ibisch (507) 399-3100
Kasson Police Chief	Josh Hanson (507) 421-2264
Kasson Fire Cheif	Joe Fitch (507) 517-4113
Public Works Director	Charlie Bradford (507) 421-2279
Kasson Public Utilities	Electric Jarrod Nelson (507) 421-2276
	Water/Sev Dave Vosen (507) 421-3185
	Parks Ron Unger (507) 421-2278
City Council Members	Duane Burton
	Lonnie Zelinske
	Melisa Ferris (507) 206-9323
	Dan Eggler (507) 951-7741

Surrounding Cities

Dodge Center	City Hall (507) 374-2575
	City Administrator After Hours Emergency (507) 696-1335
Byron	City Hall (507) 775-3400
	After Hours Emergency option 8
Mantorville	City Hall (507) 635-5170
	Joe Adams After Hours Emergency (507) 273-9192
Hayfield	City Hall (507) 477-3535

Support

Dodge County Sheriff			(507) 635-6200
	Dispatch		(507) 635-6201
	Scott Rose		(507) 696-7005
	Mike Leonhardt		(507) 273-4505
	Ryer Anderson		(507) 696-8966
Dodge County Engineer	Guy Kohlnhofer	office	(507) 635-6332
		cell	
Dodge County Emergency Management	Matt Maas	office	(507) 635-6132
		cell	(507) 319-2322
	Erin Wegner	office	(507) 635-6219
		cell	(507) 993-5558
Minnesota State Patrol			(651) 201-7100
		Rochester	(507) 923-2040
Dodge Center Ambulance			(507) 374-2600
	Angie Jarre Director		
Mayo Clinic Ambulance			507-255-2808

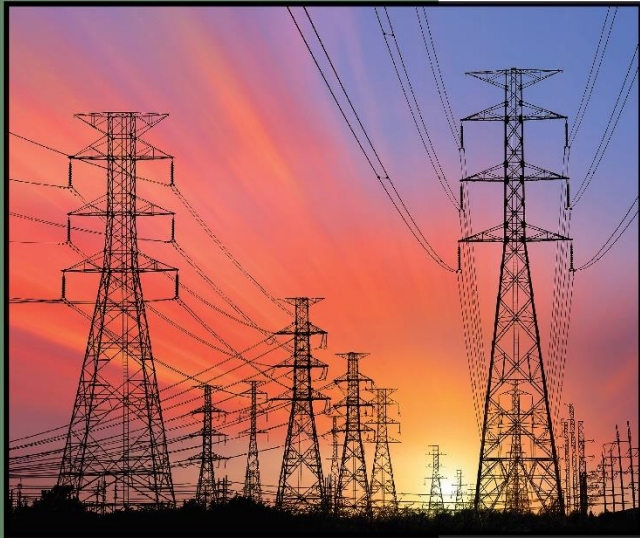
Key Personnel Notification List

Position	Name	Phone	
Mayor	Chris McKern	#####	(507) 634-4029
Council Member	Melisa Ferris	#####	
Council Member	Duane Burton	#####	
Council Member	Lonnie Zelinske	#####	
Council Member	Dan Eggler	#####	
Dodge County Sheriff	Scott Rose	#####	(507) 273-6873
Police Chief	Josh Hanson	#####	
Police Sergeant	Jason Peck	#####	
Fire Chief	Joe Fitch	#####	
Deputy Fire Chief	Chris Seljan	#####	
Deputy Fire Chief	Jim McAndrews	#####	
State Fire Marshall	Steve Wolfe	#####	
Dodge Center Ambulance Director	Angie Jarrett		
City Administrator	Timothy Ibisch	#####	
City Clerk	Linda Rappe	#####	
Public Works Director	Charlie Bradford	#####	
Public Electric Utility	Jarrold Nelson	#####	
Public Water/Sewer Utility	Dave Vosen	#####	
MN Energy		#####	
People's Electric Coop		#####	
City Attorney	Tim Woessner	#####	
	Melanie Leth		
Building Inspection -CMS	Jay Krueger		
City Engineer - WHKS	Brandon Theobald		
Dodge County Assessor			
Dodge County Environmental			
Dodge County Highway Dept			
DNR	William Huber	6.5E+09	
MN Govenor	Tim Walz	6.5E+09	#####



**Power System
Engineering**

FULL-SERVICE CONSULTANTS



CMPAS Transmission Planning Studies: City of Kasson

Prepared for:

Central Municipal Power
Agency/Services (CMPAS)

Prepared by:

Power System Engineering, Inc.

December 31, 2020

Forward-Thinking Professionals
Helping Clients and Colleagues **ACHIEVE** Their **Goals**

CMPAS Transmission Planning Studies
for the
Central Municipal Power Agency/Services (CMPAS)
City of Kasson

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1 Executive Summary

Power System Engineering, Inc. (PSE) was engaged by Central Municipal Power Agency/Services (CMPAS) to perform a Transmission Planning Study for the City of Kasson (Kasson).

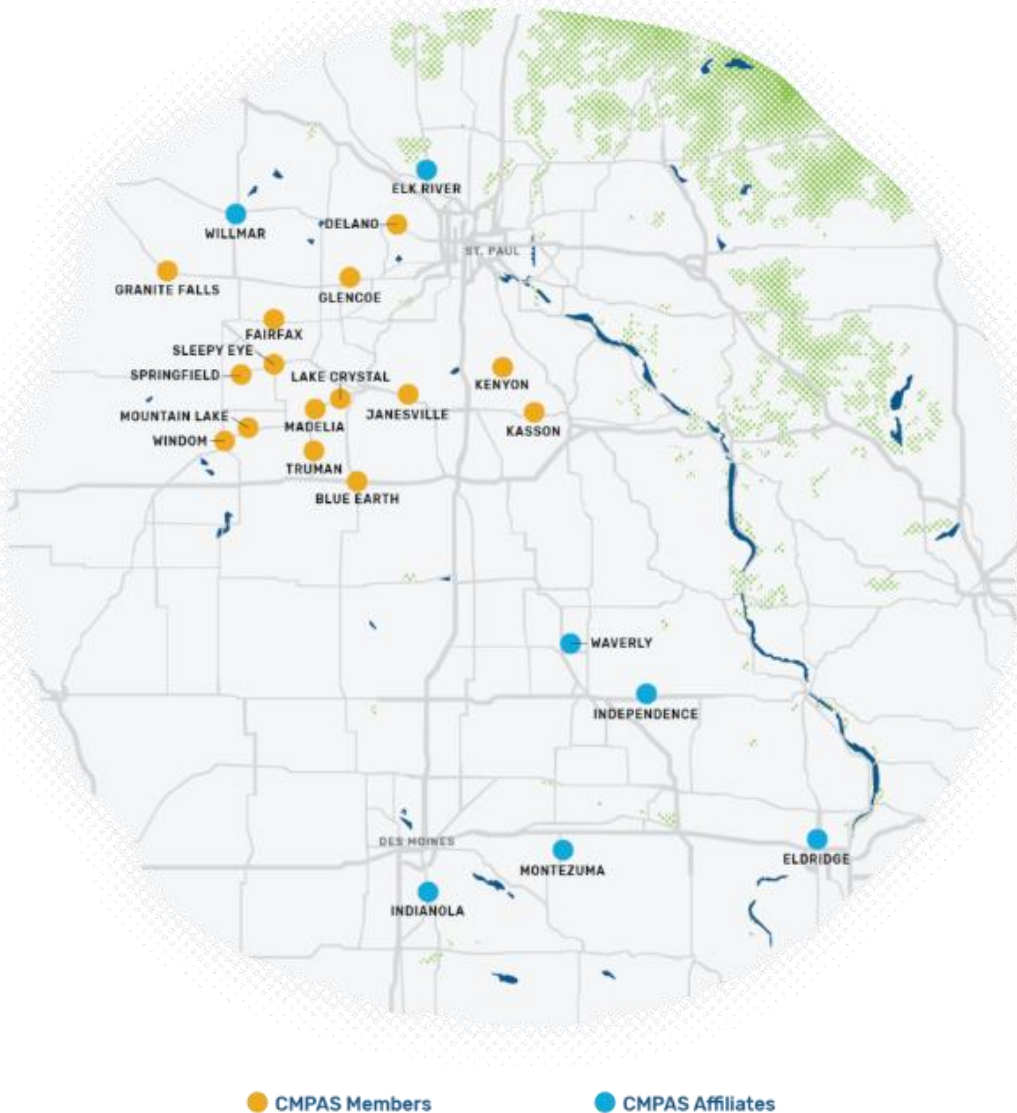


Figure 1-1: CMPAS Members

CMPAS serves as a public power joint action agency providing power management and utility services for its electric utility members and affiliates. CMPAS provides a wide range of services including strategic management, long-term power supply planning and procurement, energy market scheduling services, transmission ownership, project development and administration, utility accounting and finance support, and distribution mapping and modeling.

The purpose of this analysis was to evaluate transmission system reliability and identify system improvement projects that will achieve higher levels of reliability, system efficiency, and economic upgrades for inclusion in the 2021 MISO MTEP planning process for Kasson. The transmission studies accounted for Member load growth projections, planned new substations, AC contingency power flow analysis, and aging system needs. The transmission studies were performed in parallel with studies for other CMPAS Members to seek common system improvements benefitting multiple CMPAS Members. Another goal of the transmission study was to evaluate alternate delivery point sources (i.e. NSP).

The transmission studies made transmission system and substation upgrade recommendations to provide adequate and reliable service to the Member distribution systems in accordance with criteria and guidelines established by CMPAS and PSE. The studies focused on the transmission facilities owned and operated by the CMPAS Members, but also identified limitations and upgrades needed to the immediately surrounding bulk electric system. Additionally, PSE coordinated system upgrades identified in the transmission studies with the CMPAS Member Distribution Studies performed in parallel.

PSE performed these studies on two (2), five (5) and ten (10) year MISO MTEP19 models using AC contingency analysis to identify thermal and voltage issues and recommend and test mitigation through wires and non-wires transmission projects.

Based on these analyses, there were no thermal overloads or voltage criteria violations reported during the study timeframe. PSE also performed a sensitivity analysis for a new 161/69kV Substation and 161kV transmission line.

2 Description

The City of Kasson (Kasson) has been providing quality utility services, including electricity, since the city's beginnings. The city's 1895 86-foot ornamental water tower of gray limestone is on the National Register of Historic Places.

Kasson is served from the Xcel Kasson 69kV substation which connects to the Byron, Pine Island, and Dodge Center 69kV substations. The local transmission system is shown in Figure 2-1.

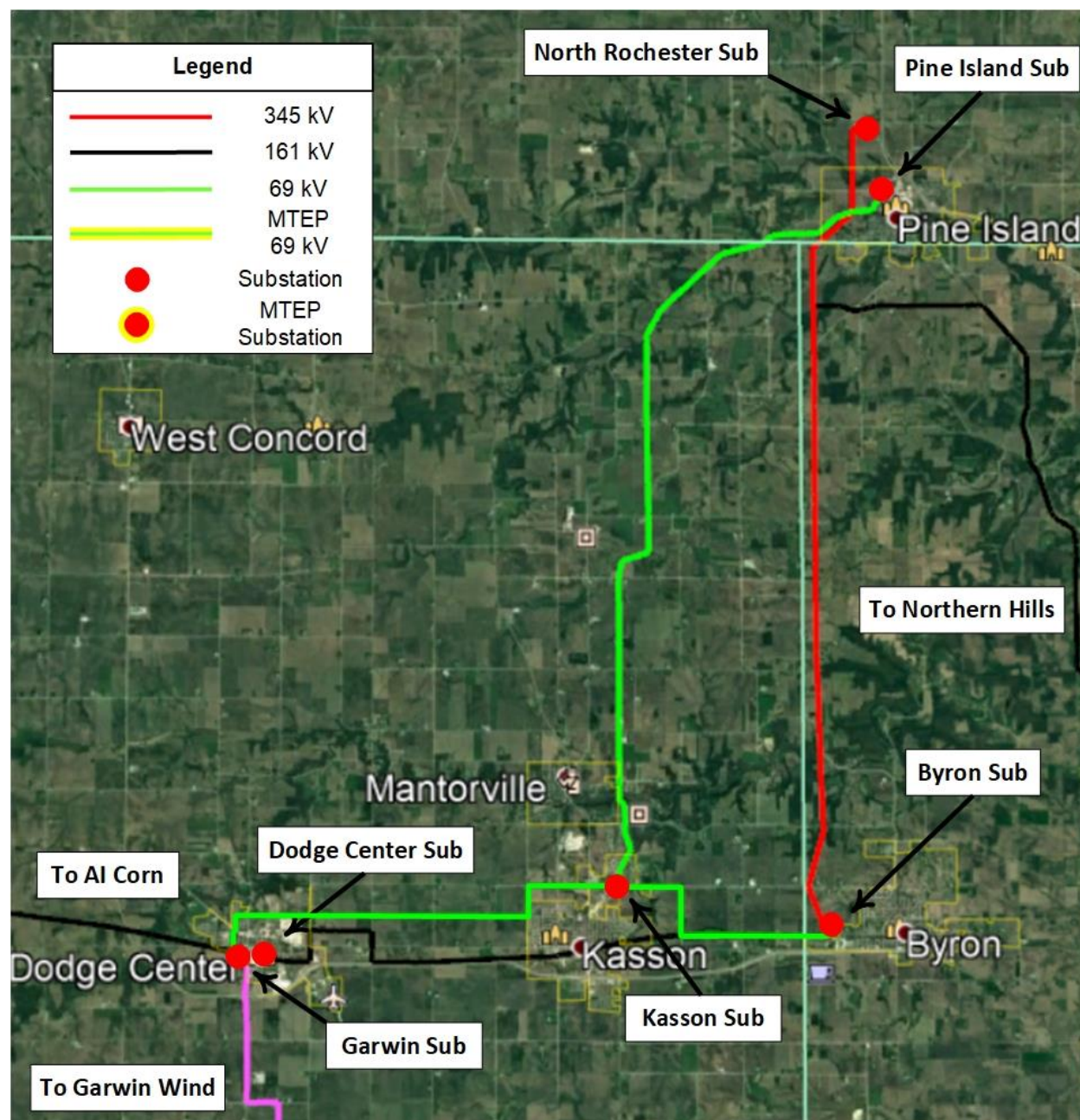


Figure 2-1: Kasson Transmission Map

Kasson has the following generation and transmission facilities:

- 10.2 MW Peak Demand
- 11.3 MW of purchased generation
- 69/12.47kV transmission to distribution substation (Xcel Energy Owned)
 - Substation connections to Byron, Pine Island, and Dodge Center 69kV substations
- No owned transmission lines
- No owned Substation Transformers

During the study kick-off meeting, CMPAS and Kasson expressed a desire to explore building a new 161kV substation and transmission line to tap into the Byron to Al Corners 161kV line that runs through the South side of the city. In addition, Kasson is considering adding 10-12 MW of generation to the city.

3 Transmission Analysis

3.1 Data Request

PSE issued a data request to CMPAS staff at the kick-off of the Transmission Study in January 2020. Requested items included previous planning studies, 10-year load forecasts, MTEP19 transmission powerflow models, system diagrams, maps, transmission and sub-transmission facilities listings, facilities ratings, generation, planned facilities, local planning criteria, transmission owner defined contingencies, hourly load data, hourly generation data, and load management programs.

PSE utilized the information provided during various aspects of the study including model development, input file development, definition of criteria violations, and identifying mitigation solutions.

3.2 Model Development

PSE performed these studies on two (2), five (5) and ten (10) year MISO MTEP19 models. The following eight (8) PSS/E transmission power flow models were utilized for this analysis:

- 2021SH90: 2021 Summer Shoulder, Wind dispatched at 90%
- 2021SUM: 2021 Summer Peak
- 2021WIN: 2021 Winter Peak
- 2024SH90: 2024 Summer Shoulder, Wind dispatched at 90%
- 2024SUM: 2024 Summer Peak
- 2024WIN: 2024 Winter Peak
- 2029SUM: 2029 Summer Peak
- 2029WIN: 2029 Winter Peak

PSS/E power flow models represent a single point in time, such as the peak hour in Summer for the Summer Peak model. Under these assumptions, the generator dispatch represents a capacity rather than a load factor.

The PSS/E single-line diagram for Kasson is included as Figure 3-1 below.

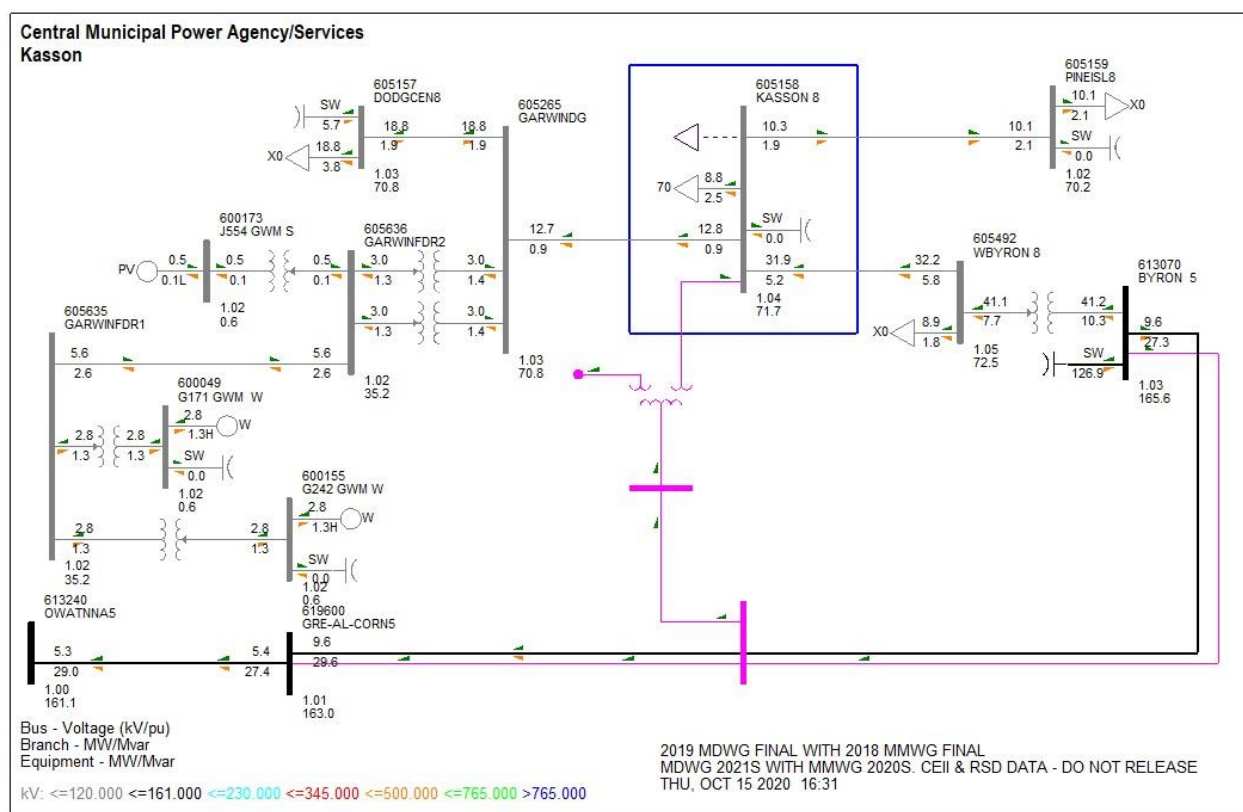


Figure 3-1: Kasson PSS/E Single Line Diagram

3.2.1 Generation Dispatch

Since Kasson does not currently own generation, the MTEP19 models were not adjusted to represent a Bench Case set of assumptions for the generation modeled for Kasson. No changes were made to generation not owned by CMPAS members.

3.2.2 Load Forecast

The Bench Case included the load assumptions listed in Table 3-1.

Table 3-1: Seasonal Load Assumptions (MW)

Load (ID)	21SH90	21SUM	21WIN	24SH90	24SUM	24WIN	29SUM	29WIN
70	7.92	8.8	6.16	7.92	8.8	6.16	8.8	6.16

These load levels were not adjusted for the sensitivity analyses.

3.2.3 Model Sensitivities

Based on feedback from CMPAS and Kasson, there were no changes were made to represent the city in the Bench Case.

However, the following changes were made to represent a sensitivity scenario:

- Sensitivity 30: Build a new 161/69kV substation (in the same location) to serve load. Add 12MW of generation. Tap the Byron to Al Corners (Owatonna) 161kV. Build 2.6 miles of new 161kV transmission line from the new tap to the new substation. Turn off the Kasson – Byron 69kV transmission line.

3.3 AC Contingency Analysis

3.3.1 PSS/E ACCC Analysis

PSE performed a PSS/E AC Contingency Calculation (ACCC) analysis on the local system to compare the flows and loadings on all local transmission facilities for each of the eight power flow models developed.

3.3.2 Thermal Criteria & Monitored Facilities

PSE monitored branches (lines and transformers) up to and including three buses away from the Kasson bus 605158 in each PSS/E case. The branches listed in Table 3-2 and transformers listed in Table 3-4 were screened for loading above 70% of the modeled rating.

Table 3-2: Kasson Monitored Branches

From Bus #	To Bus #	CKT ID	Monitored Facility
601039	613060	1	NROC 3 345.00 to BYRON 3 345.00
602046	615307	1	GRNDMDOW 5 161.00 to GRE-PL VLLY5161.00
602056	615307	1	PLS VLLY W 5161.00 to GRE-PL VLLY5161.00
605155	619631	1	KENYON 8 69.000 to GRE-CMNTJCT869.000
605157	605265	1	DODGCEN8 69.000 to GARWINDG 69.000
605157	619631	1	DODGCEN8 69.000 to GRE-CMNTJCT869.000
605158	605159	1	KASSON 8 69.000 to PINEISL8 69.000
605158	605265	1	KASSON 8 69.000 to GARWINDG 69.000
605158	605492	1	KASSON 8 69.000 to WBYRON 8 69.000
605159	605178	1	PINEISL8 69.000 to LENATAP8 69.000
605176	605177	1	ZUMBRTA8 69.000 to CHERYTP8 69.000
605176	605178	1	ZUMBRTA8 69.000 to LENATAP8 69.000
605176	617520	1	ZUMBRTA8 69.000 to GRE-HADER 869.000
605176	617523	1	ZUMBRTA8 69.000 to GRE-H062TAP869.000
605178	617512	1	LENATAP8 69.000 to GRE-LENA TP869.000
605179	617512	1	MAZEPPA8 69.000 to GRE-LENA TP869.000
605635	605636	1	GARWINFDR1 34.500 to GARWINFDR2 34.500
605636	680587	Z	GARWINFDR2 34.500 to DODGECNTRW1934.500
613040	615307	1	AUSTIN 5 161.00 to GRE-PL VLLY5161.00
613060	615306	1	BYRON 3 345.00 to GRE-PL VLLY3345.00
613070	613130	1	BYRON 5 161.00 to MAPLE LF 161.00
613070	615307	1	BYRON 5 161.00 to GRE-PL VLLY5161.00
613070	619600	1	BYRON 5 161.00 to GRE-AL-CORN5161.00
613070	625430	1	BYRON 5 161.00 to CASCADE 161.00
613130	625447	1	MAPLE LF 161.00 to WSTSDE 161.00
613240	619600	1	OWATNNA5 161.00 to GRE-AL-CORN5161.00
617512	617521	1	GRE-LENA TP869.000 to GRE-LENA 869.000
619630	619631	1	GRE-CLARMNT869.000 to GRE-CMNTJCT869.000
625405	625430	1	CROSSTWN 161.00 to CASCADE 161.00
625420	625430	1	IBM 161.00 to CASCADE 161.00
625430	625435	1	CASCADE 161.00 to BAMBER V 161.00

Table 3-3: Kasson Monitored Transformers

From Bus #	To Bus #	To Bus #	CKT ID	Monitored Facility
600049	605635		1	Garwin Wind 0.6/34.5kV
600155	605635		1	Garwin Wind 0.6/34.5kV
600173	605636		1	Garwin Wind 0.6/34.5kV

From Bus #	To Bus #	To Bus #	CKT ID	Monitored Facility
605265	605636		1	Garwin Wind 34.5/69kV
605265	605636		2	Garwin Wind 34.5/69kV
605492	613070		1	Byron 69/161kV
613130	680445		1	Maple Leaf 69/161kV
615031	615307		1	Pleasant Valley 16/161kV
615032	615307		1	Pleasant Valley 16/161kV
615033	615307		1	Pleasant Valley 13.8/161kV
680587	680588		1	Dodge Center 0.6/34.5kV
613060	613070	613071	1	Byron 13.8/161/345kV
615306	615307	615308	1	Pleasant Valley 13.8/161/345kV
615306	615307	615309	2	Pleasant Valley 13.8/161/345kV

3.3.3 Voltage Criteria & Monitored Facilities

In addition to thermal monitoring, PSE monitored each of the buses up to and including three buses from the Kasson bus 605158 in PSS/E based on the Transmission Owner planning criteria as outlined in Table 3-4.

Table 3-4: Kasson Monitored Voltage Criteria

Bus #	kV	Bus Name	TO	Voltage Criteria	
				V _{HIGH}	V _{LOW}
600049	0.6	G171 GWM W	600	1.05	0.95
600155	0.6	G242 GWM W	600	1.05	0.95
600173	0.6	J554 GWM S	600	1.05	0.95
605157	69	DODGCEN8	600	1.05	0.92
605158	69	KASSON 8	600	1.05	0.92
605159	69	PINEISL8	600	1.05	0.92
605176	69	ZUMBRTA8	600	1.05	0.92
605178	69	LENATAP8	600	1.05	0.92
605265	69	GARWINDG	600	1.05	0.92
605492	69	WBYRON 8	600	1.05	0.92
605635	34.5	GARWINFDR1	600	1.05	0.92
605636	34.5	GARWINFDR2	600	1.05	0.92
613060	345	BYRON 3	600	1.05	0.92
613070	161	BYRON 5	600	1.05	0.92
613071	13.8	BYRON T	600	1.05	0.95
613130	161	MAPLE LF	613	1.1	0.9
615307	161	GRE-PL VLLY5	615	1.1	0.9
617512	69	GRE-LENA TP8	600	1.05	0.92
619600	161	GRE-AL-CORN5	600	1.05	0.92
619631	69	GRE-CMNTJCT8	600	1.05	0.92
625430	161	CASCADE	613	1.1	0.9
680587	34.5	DODGECNTRW19	680	1.1	0.9

3.4 AC Contingency Results

3.4.1 Thermal Overloads

No System Intact Thermal Overloads (Normal/Rate A) were identified during this analysis. No Contingency Thermal Overloads (Emergency/Rate B) were identified during this analysis.

3.4.2 Voltage Criteria Violations

No System Intact Voltage Criteria Violations were observed during this analysis. No Contingency Voltage Criteria Violations were observed during this analysis.

3.5 Mitigation Identification & Testing

There were no thermal overloads or voltage contingency criteria violations impacting Kasson or nearby transmission facilities. Therefore, there were no mitigation solution to model and test such as line rebuild/reconductor, new lines or delivery points, voltage support, or voltage conversion projects.

3.6 MTEP21 Project Development

No MISO MTEP21 projects were required as mitigation on the Kasson system. The following project was developed as a proposed transmission system upgrade and possible MTEP21 project:

3.6.1 New Kasson 161/69kV substation and 161kV transmission line

3.6.1.1 Project Description

Build a new 2-mile 161kV line from Kasson to a new switching station along the Byron to Al Corners 161kV line. Add a 161/69kV transformer to the Kasson 69kV substation.

3.6.1.2 System Need

Kasson is planning to add 10-12 MW of generation and upgrading the Kasson 69kV substation to a 161/69kV substation to add system reliability for its Members.

3.6.1.3 Proposed Solution

Build a new 2-mile 161kV line from Kasson to a new switching station along the Byron to Al Corners 161kV line. Add a 161/69kV transformer to the Kasson 69kV substation.

3.6.1.4 Alternatives Considered

Kasson looked at adding a new 161kV line to Byron or Al Corners, but the distances and costs were much higher.

3.6.1.5 Estimated Project Costs and In-Service Date

This project alternative was studied as a sensitivity for planning discussion purposes. The project was not developed enough to include an estimate planning level cost or timeline.

4 Recommendations and Conclusions

This study analyzed the existing transmission system reliability based on the assumptions and sensitivities identified previously in this report.

Based on the thermal and voltage analysis performed, there were no violations on Kasson or nearby transmission facilities that require mitigation.

Although not yet a MISO Attachment O Member, the new Kasson 161/69kV substation and transmission line project would qualify as transmission facilities. Further planning should be done to align a transmission project with new city generation.

KASSON SNOWPLOWING AND ICE CONTROL POLICY

1. Introduction

The City of Kasson, Minnesota, finds that it is in the best interest of the residents of the City to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control are necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When Will the City Start Snow or Ice Control Operations?

The Maintenance Staff, with assistance from City Administrator, will decide when to begin snow or ice control operations. The Maintenance Staff will check early in the morning if there is an accumulation of plow available snow. The criteria for that decision are:

- A. Snow accumulation of three (3) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than three (3) inches. The Maintenance Staff will decide, and notify the Police Department whether vehicles are to be ticketed and/or towed.

3. How Snow will be Plowed

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. Snow will be wind rowed and the snow blown in 48 hours on the following streets:

- A.
- B.

Snow on cul-de-sacs will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow. The alleys will be cleared with use of smaller equipment and will be pushed to the outsides of the driving alley.

4. Priorities and Schedule of Streets to be Plowed

The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as "Emergency

Snow Plow Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are public alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes. Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

5. Traffic Regulations

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees

6. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

7. Use of Sand, Salt, and Other Chemicals

The city will use sand and salt when there is hazardous ice or slippery conditions. The city is concerned about the effect of such sand and salt on the environment and will limit its use for that reason. It is up to the Public Works Director’s discretion as to when and where salt and sand is applied.

8. Sidewalks

The City will maintain the sidewalks in front of City property and buildings only. As there are a limited number of personnel available, the City will only maintain these sidewalks after the streets have been plowed. If necessary, private contractors will be hired to ensure that these sidewalks are cleared of snow. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks

along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

9. Mailboxes

Plowed snow coming into contact with a mailbox is a common obstacle snowplow operators face during storm activities. The city will conduct a review of each mailbox incident to determine whether the city will replace or provide reimbursement for the mailbox. Only mailboxes actually hit by a snowplow will be the responsibility of the city. The city will not be responsible for damage to mailboxes or support posts caused by snow or ice coming into contact with the mailbox. At the mailbox owner's request, the city will replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both installed by the city. Alternatively, the city will reimburse the mailbox owner \$50.00 for the replacement of the mailbox and post by others.

10. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

11. Deviation from Policy

The Maintenance Staff may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the City for emergency notifications.

12. Review and Modification of Policy

The Maintenance Staff and/or City Hall staff shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.



To: City Council

Date: 1/13/2021

Agenda Heading: City Administrator's Report

"I think it would be much more sensible if resolutions began generally on January the second."
—Helen Fielding

- **Local Road Improvement Program.** Brandon has more information on this, but it seems like a really good fit for the 16th Street roundabout extension. Cities of all sizes are eligible to apply for a portion of the \$75 million in Local Road Improvement Program funds that were authorized in the 2020 bonding bill. Applications are due by March 3, and awards will be announced in May. The maximum grant award per local unit of government is \$1.25 million. We have previously received funding through this program and most of the preparation work is already completed and the costs incurred.
- **Staffing Updates.** We have received a number of applications for the Police position and the Wastewater operator positions. Staff will be reviewing the applications and making plans to interview a number of candidates. At this time, I do not know when those interviews will be, however I will provide that information when it becomes available. Additionally, I expect the Aquatic Center hiring process to be completed shortly and those new hires will be approved in a bulk format. I consider the staffing levels to be very adequate at this time, however we will continue to evaluate as necessary and with an eye on the retirements pending in the next 2 years.
- **Snowplowing Emergency Routes.** Based on discussion I've had with the Public Works Director, it seems that it might be prudent to create a policy regarding snowplowing, when to declare a snow emergency, and when to tow vehicles off of the street. Included in the packet is a sample policy that provides guidance on those issues. Please review and let me know if you have feedback. I am expecting to have this implemented during 2021.
- **CMPAS CEO Follow-up.** As of December 22, 2020, through different advertisements and contacts through the network, more than 65 resumes have been received for the CEO position. Attorney Richard Heinemann and Nilaksh Kothari have reviewed all the applications. The criteria that they used to short list the qualified candidates included the following: met education requirements; had relevant experience in the electric power industry; and at least 10 or more years of management or supervisory experience. Based on that information there are 17

semifinalists. We will begin the review process on January 12th in Rochester. The other members of the CEO search committee and I will try to narrow it down to 4-5 finalists. My focus is on getting someone who understands the growth that Kasson is going through and how we can best manage the systems that we have in place and the needs that we have going forward.

Additionally, in your packet I have included the recently completed transmission study. Jarrod and I have reviewed the information and it indicates that the City is currently meeting all of the necessary requirements. However, we are exploring a future transmission project which should be largely recoverable.

- **Emergency Management Plan.** The EMS Committee has completed their review of the plan and has forwarded it onto the Council for consideration. It details a course of action developed to mitigate the damage of potential events that could endanger the City's ability to function. It includes measures that provide for the safety of personnel and, if possible, property and facilities. It also includes provisions to assess the severity of an incident and implement steps to eliminate the problem -- for example, contacting firefighters in case of a fire. We prioritized the elements of emergency management planning to include determining potential emergency situations and appropriate responses to each. One further step is needed, at some point a default Emergency Management Coordinator will need to be designated. In some communities this is the Police or Fire Chief. Please review the documents and provide any feedback you have and we hope for approval later this month.
- **Extended Unemployment Benefits.** New legislation, recently passed by Congress, may impact the unemployment benefits for Minnesotans. Effective Dec. 27, 2020, the legislation will provide: 11 more weeks of benefits under the Pandemic Emergency Unemployment Compensation (PEUC) program, 11 more weeks of benefits under the Pandemic Unemployment Assistance (PUA) program, A \$300 per week supplemental payment to anyone receiving unemployment benefits from any program, A new program called Mixed Earner Unemployment Compensation (MEUC), which provides a \$100 per week supplemental payment for certain self-employed people/independent contractors who are collecting regular unemployment benefits. DEED expects to start making payments for all three programs during the week of Jan. 3, 2021, when the week of Dec. 27, 2020 first becomes requestable. The City Clerk has already been handling a number of unusual unemployment benefits submittals, primarily from our seasonal aquatic center staff. We will see if the spate of requests continues going forward.
- **Township Fire Board Meeting.** Last week, staff met with representatives of the Townships regarding the tanker replacement and new truck. The original price tag was set for \$140,000 however the Fire Department has found that it will no longer suffice. Rather they believe that approximately \$160,000 will be necessary to purchase a new tanker. At the meeting, and after prolonged discussion, the Township boards authorized that amount. The Fire Chief will be reviewing a possible tanker on Friday to see whether it will work or not. Information for the Council will be provided as it becomes available. Kasson had agreed to pay 25% of the cost and the Townships will be paying the rest.

- **EDA Update.** As we enter the New Year, the EDA finds itself at a bit of a crossroads. They'll be coming into the February meeting preparing to discuss their goals for 2021. The Board approved Chuy's Bakery BFIP application. Nicholas discussed the possibility for adding another commercial program, whether it be to mitigate the impacts of COVID or deal with the 2022 57 reconstruction, and it seems that they were receptive. The Mayor has requested a review of the finances to better understand what sort of resources the EDA had to work with in creating new programs and Nicholas will touch base with Nancy to figure that out this week. The Annual report is being generated and will be available for the Council in February.

Meetings and Events Attended or Planned

December 17	City Engineer Enterprise Department Heads
December 18	Krause Anderson
December 22	Exit Interview-Nate Bleess
December 28	City Attorney
December 29	Township Fire Board
December 31	City Engineer
January 6	Transmission Study Review EMS Committee
January 7	Public Works/Engineering-ZED project CMPAS AMI meeting Personnel Committee
January 11	Planning Commission
January 12	CMPAS Executive Search Committee
January 13	Regular City Council



To: City Council
From: City Administrator
Re: Lawn signs

Date: 1/7/2021

In response to a number of questions from members of the public, I discussed the issue of political signs with the City Attorney. I also reviewed information from previous cases that have been decided. I have included below some of the references I consulted regarding this review. It's fascinating to see legal resources on both the left and right of the spectrum agree that these are not enforceable.

<https://www.aclum.org/en/know-your-rights/know-your-rights-political-signs-private-property>

This references both *Molloy v. Holyoke*, 3-18-cv-30182.pdf and *Reed v. Town of Gilbert, Arizona*, 576 U.S. ___, 135 S.Ct. 2218 (2015), and *Neighborhood Enterprises, Inc. v. City of St. Louis*, 644 F.3d 728, 737-38 (8th Cir. 2011)

<https://www.freedomforuminstitute.org/first-amendment-center/topics/freedom-of-speech-2/personal-public-expression-overview/political-yard-signs/>

This is referencing *Curry v. Prince George's County* (1999) and *City of Ladue v. Gilleo* (1994)

The City Attorney has advised me that striking the language in the Code related to the signage may be the most prudent method of revision. The revised section will be provided at a future meeting.



Minnesota Energy Resources Corporation
2685 145th Street West
Rosemount, MN 55068
www.minnesotaenergyresources.com

December 15, 2020

Will Seuffert
Executive Secretary
Minnesota Public Utilities Commission
121 Seventh Place East, Suite 350
St. Paul, MN 55101

VIA ELECTRONIC FILING

Re: Informational Filing, City of Kasson, MN Franchise Fee Docket No. E,G999/PR-20-07

Dear Mr. Seuffert:

Minnesota Energy Resources Corporation ("MERC") submits to the Minnesota Public Utilities Commission (the "Commission") this Informational Filing in compliance with the Commission's March 23, 2011, ORDER ESTABLISHING FRANCHISE FEE FILING REQUIREMENTS ("March 23 Order") in Docket No. E,G999/CI-09-970.

The Commission's March 23 Order authorizes a utility to implement a new or amended franchise fee on customers' bills without prior Commission approval if the following conditions have been met:

- a. the utility has provided the Commission with a filing 60 days prior to the implementation of the fee and has served the filing on the municipality requiring the fee;
- b. the utility agrees to provide a customer notice on the first bill on which the new or modified fee is listed, using language consistent with that filed in its approved tariff; or the utility may, in lieu of a notice on the first bill, use a different notification method as agreed to by the Executive Secretary;
- c. the utility will list the fee as a separate line item on the bill each month;
- d. the utility files a copy of the franchise fee ordinance, or other operative document, authorizing the imposition of the fee;
- e. the utility files a revised tariff page listing the new or amended fee or appropriate language; and
- f. the utility has included a statement in its tariff that the utility will remit 100 percent of the fee it collects and has not included any administrative fee or other rate for the utility's costs of administering the fee.

Mr. Will Seuffert
December 15, 2020
Page 2

The City of Kasson, Minnesota has proposed to adopt new monthly franchise fees as follows:

Customer Class	Proposed Fee
Firm Class 1 and Class 2	\$2.50/Month/Meter, plus \$0.01000 Per Therm
All Other Classes	\$2.50/Month/Meter, plus \$0.01500 Per Therm

The Ordinance Establishing Franchise Fee on Natural Gas Companies Operating in the City of Kasson, MN was adopted by the City of Kasson, MN on September 23, 2020 is included as Attachment A to this filing. MERC will begin to implement this franchise fee on March 1, 2021.

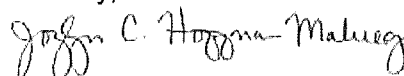
In the first bill on which the new franchise fee is listed, affected customers will be notified of the new franchise fee via the following bill message:

The City of Kasson granted Minnesota Energy Resources Corporation a franchise to operate within the City limits. A gas franchise fee of \$2.50 per month per meter plus \$0.01000 per therm used will be charged for Firm Class 1 and Class 2, and \$2.50 per month per meter plus \$0.01500 Per Therm Used for all other classes. This franchise fee shall be effective March 1, 2021. The line item appears on your bill as "Franchise Fee Kasson." Minnesota Energy Resources Corporation remits 100% of this fee to the City of Kasson.

MERC's redline and clean versions of the updated tariff are included as Attachment B. MERC has served a copy of this filing on the City Administrator for the City of Kasson.

Please contact me at (414) 221-4208 if you have any questions.

Sincerely,



Joylyn Hoffman Malueg
Project Specialist 3
Minnesota Energy Resources Corporation

Enclosures

cc: Service List
City of Kasson Administrator

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: 16 th ST NW Extension – Possible Funding	PREPARED BY: Brandon Theobald

BACKGROUND:

The City completed a feasibility report for a proposed roundabout and extension of 16th Street NW from TH 57 to CSAH 21.

The City secured funding for a majority of the 16th Street/TH57 roundabout through MnDOT Local Partnership Program with construction planned for 2022.

Funding has not been secured for the extension on 16th Street NW. Municipal State Aid funds can be used on this project but are not currently adequate to construct the entire project.

MnDOT has funding available through the Local Road Improvement Program (LRIP) for these types of projects. The City secured funding from this program for the 16th Street NE improvement project. The funding is competitive based on benefit to the transportation network.

<http://www.dot.state.mn.us/stateaid/lrip.html>

RECOMMENDATION:

Staff is recommending the City apply for MnDOT LRIP funding

COUNCIL ACTION REQUESTED:

Provide direction on proceeding with application

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: SRTS Project Schedule	PREPARED BY: Brandon Theobald

BACKGROUND:

The City is planning the SRTS construction project for the 2022 construction season. Funding for the project will not be available until October of 2021. The City has the option to advance construct the project and receive funds when they are available.

The City is planning the NW Trail construction project for the 2021 construction season. Funding requires the project be built in the 2021 construction project.

The City will likely see better bids if both projects are tied together.

RECOMMENDATION:

Staff is recommending the City move the SRTS project to the 2021 construction season.

COUNCIL ACTION REQUESTED:

Provide direction to staff on the project schedule.



KASSON FIRE DEPARTMENT

FIRE ✱ RESCUE ✱ EMS ✱ 101 E. MAIN STREET ✱ KASSON, MN 55944

12/18/2020
1300 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Notification

To: Fire Chief Fitch / City of Kasson – City Council

Subject: Notification of retirement

I am herein re-submitting my "notification of retirement" - effective 0001 HRS – 01/01/2021.

-

I herein reiterate my previous thanks to Chief Fitch (Joe), the Staff of Kasson Fire Department, and the City of Kasson who have availed me the opportunity to have worked alongside great KFD officers and firefighters. During my tenure I have been provided the tools and training by the City of Kasson so as to be able to appropriately engage the job and have enjoyed being a member of the great KFD Team that provides emergency response services to the residents of Kasson and surrounding community that make up the Kasson Fire District – 24/7/365.

THANK-YOU for the opportunity to serve these many years . . .

Best wishes and encouragement to the KFD officers and staff as each of them move forward to engage their time and season as members of the fire service.

Again to each and every member of Kasson Fire Department - " **BE SAFE** " and watch out for each other.

-

I herein request the City of Kasson - City Council take formal action on my requests at the next upcoming City Council Mtg.

Respectfully submitted

Steven R Jurens
Admin Officer
Kasson Fire Department

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019	2020
January	274	286	294	322	346	424	397
February	271	247	260	341	310	394	355
March	280	302	273	277	352	446	339
April	325	347	375	364	418	480	255
May	373	367	413	461	502	530	379
June	293	339	349	370	395	549	442
July	364	408	408	528	454	448	441
August	286	372	343	404	466	483	437
September	263	352	346	450	461	505	502
October	336	309	489	370	380	416	444
November	263	284	359	390	348	433	347
December	300	331	334	377	437	435	383
Yearly Total	3628	3944	4243	4654	4869	5,543	4,721

Cash and Investment Summary Draft
Nov-20

	1010	1011	1040	1041	TOTAL
	CASH	CASH- Debt Service	Investments	Money Markets	
101 General Fund	480,388		1,285,760	5,910	1,772,059
210 STABILIZATION FUND	25,906		149,000	-	174,906
211 Library Fund	13,143		90,000	458	103,602
219 Tax Abatement	(200,000)				(200,000)
225 EDA MIF FUND	46,922		-	945	47,867
226 EDA RLF	77,562				77,562
247 Assisted Living	-				-
248 Downtown	(352)				(352)
249 TIF	97,965				97,965
290 Economic Development	23,952		-		23,952
382 16th St NE	48,499				48,499
385 Aquatic Center	182,325				182,325
386 Fire Truck and Equipment	52,931				52,931
389 Oppidan Assessment	28,981				28,981
391 Oppidan/Folkestad TIF	10,306		-	-	10,306
392 GO Refunding 2015A	263,613				263,613
393 2017 Street Assessment Project	215,585		274,000	242	489,826
401 Permanent Revolving Impr Fund	318,403		702,750	3,135	1,024,288
412 16th St NE	(591,476)				(591,476)
423 3-4-5	(77,533)				(77,533)
424 Hwy 57	(535,184)				(535,184)
425 SRTS	(34,545)				(34,545)
426 16th St NW	(75,796)				(75,796)
601 Water Fund	306,330	241,796	608,950	2,798	1,159,875
602 Sewer Fund	442,871	391,897	1,039,209	2,759	1,876,736
604 Electric Fund	51,555	44,223	4,362,521	9,410	4,467,708
605 Storm Water	216,376	117,855	231,630	975	566,836
606 ICE ARENA	(49,710)		-	-	(49,710)
609 Liquor Fund	61,725		767,950	3,554	833,229
610 Maple Grove Cemetery	35,184		57,999	240	93,423
875 Community Policing Fund	9,951		-		9,951
877 Festival in Park Fund	20,358				20,358
	1,466,237	795,771	9,569,770	30,426	11,862,204

12/29/20
07:47:03

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 11 / 20

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101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Government Wide						
3101 CURRENT AD VALOREM TAXES	0.00		1,155,504.25	33.06	2,093,615.00	-938,110.75
3107 ABATEMENT LEVY	0.00		2,833.50	0.08	5,897.00	-3,063.50
3210 BUSINESS LICENSES/PERMITS	150.00	0.05	13,877.25	0.40	13,500.00	377.25
3341 LOCAL GOVERNMENT AID	0.00		584,742.50	16.73	1,170,059.00	-585,316.50
3349 MISCELLANEOUS STATE GRANT	0.00		1,934.50	0.06	3,869.00	-1,934.50
3410 CHARGES FOR SERVICES	1,427.00	0.45	1,435.22	0.04	2,000.00	-564.78
3415 CITY HALL RENT	0.00		0.00		100.00	-100.00
3612 SPECIAL ASSESSMT-PENALTY/	0.00		350.00	0.01	0.00	350.00
3621 INTEREST EARNED	1,039.95	0.33	19,869.19	0.57	10,000.00	9,869.19
3622 RENTS AND ROYALTIES	956.00	0.30	7,966.00	0.23	3,000.00	4,966.00
3624 MISC REVENUE - REFUNDS	193.00	0.06	10,648.20	0.30	1,500.00	9,148.20
3626 MONEY MARKET INTEREST	1.28		11.13		0.00	11.13
3921 TRANSFER FROM OTHER FUNDS	16,000.00	5.04	16,000.00	0.46	16,000.00	0.00
Total Department	19,767.23	6.23	1,815,171.74	51.93	3,319,540.00	-1,504,368.26
Planning and Zoning						
3413 ZONING/SUBDIVISION FEES	0.00		4,271.00	0.12	2,000.00	2,271.00
3624 MISC REVENUE - REFUNDS	785.00	0.25	8,185.00	0.23	4,000.00	4,185.00
Total Department	785.00	0.25	12,456.00	0.36	6,000.00	6,456.00
Cable TV						
3495 FRANCHISE ROW USE	1,606.31	0.51	58,848.62	1.68	60,000.00	-1,151.38
Total Department	1,606.31	0.51	58,848.62	1.68	60,000.00	-1,151.38
Police						
3345 POLICE/FIRE STATE AIDS	0.00		85,059.34	2.43	70,000.00	15,059.34
3349 MISCELLANEOUS STATE GRANT	0.00		9,409.11	0.27	4,500.00	4,909.11
3369 OTHER COUNTY GRANT	31,991.23	10.08	63,296.98	1.81	58,000.00	5,296.98
3420 PUBLIC SAFETY	39.92	0.01	277.34	0.01	200.00	77.34
3511 COURT FINES	976.57	0.31	14,892.69	0.43	18,000.00	-3,107.31
3624 MISC REVENUE - REFUNDS	160.00	0.05	3,472.13	0.10	3,000.00	472.13
Total Department	33,167.72	10.45	176,407.59	5.05	153,700.00	22,707.59
Fire						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		5,741.00	-5,741.00
3346 STATE FIRE AID	0.00		47,328.43	1.35	40,000.00	7,328.43
3349 MISCELLANEOUS STATE GRANT	0.00		12,446.00	0.36	7,000.00	5,446.00
3421 Fire Contracts	0.00		35,963.68	1.03	36,470.00	-506.32
3422 SPECIAL FIRE PROTECTION S	2,395.00	0.75	17,234.53	0.49	15,000.00	2,234.53
3623 CONTR/DONATION FROM PRIVA	0.00		8,622.24	0.25	8,000.00	622.24
3624 MISC REVENUE - REFUNDS	0.00		804.44	0.02	0.00	804.44

12/29/20
07:47:03

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 11 / 20

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101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Total Department	2,395.00	0.75	122,399.32	3.50	112,211.00	10,188.32
Building Inspection						
3220 NON-BUSINESS LICENSES & P	6,297.74	1.98	111,501.75	3.19	68,858.00	42,643.75
3414 PLAN CHECK FEES	3,689.03	1.16	49,693.04	1.42	34,000.00	15,693.04
3416 MECHANICAL INSPECTION FEE	712.00	0.22	9,826.34	0.28	4,000.00	5,826.34
3417 PLUMBING INSPECTION FEES	300.00	0.09	4,138.00	0.12	2,500.00	1,638.00
Total Department	10,998.77	3.46	175,159.13	5.01	109,358.00	65,801.13
Animal Control						
3220 NON-BUSINESS LICENSES & P	75.00	0.02	999.96	0.03	1,700.00	-700.04
3514 OTHER FINES	0.00		0.00		1,000.00	-1,000.00
Total Department	75.00	0.02	999.96	0.03	2,700.00	-1,700.04
Highways, Streets, Roadways						
3364 COUNTY MUNICIPAL STATE AI	0.00		80,081.00	2.29	72,640.00	7,441.00
Total Department			80,081.00	2.29	72,640.00	7,441.00
Street Lighting						
3921 TRANSFER FROM OTHER FUNDS	70,000.00	22.05	70,000.00	2.00	70,000.00	0.00
Total Department	70,000.00	22.05	70,000.00	2.00	70,000.00	
Emer Mgmt/Health						
3624 MISC REVENUE - REFUNDS	0.00		490,013.00	14.02	0.00	490,013.00
Total Department			490,013.00	14.02		490,013.00
Parks and Recreation						
3470 PARKLAND FEES	-1,990.00	-0.63	1,660.00	0.05	0.00	1,660.00
3622 RENTS AND ROYALTIES	0.00		1,485.00	0.04	2,700.00	-1,215.00
Total Department	-1,990.00	-0.63	3,145.00	0.09	2,700.00	445.00
Swimming Pool						
3472 SWIMMING POOL FEES DAILY	0.00		111,533.58	3.19	106,000.00	5,533.58
3474 CONCESSIONS	0.00		32,524.62	0.93	40,000.00	-7,475.38
3475 LESSONS	0.00		0.00		20,000.00	-20,000.00
3478 FACILITY RENTAL	0.00		7,413.15	0.21	3,500.00	3,913.15
3480 SWIM PASSES	0.00		135.06		70,000.00	-69,864.94
3482 SWIM TEAM	0.00		0.00		1,500.00	-1,500.00
3483 Program-Other	0.00		2,025.00	0.06	0.00	2,025.00
3794 CASH OVER	0.00		-327.03	-0.01	0.00	-327.03
Total Department			153,304.38	4.39	241,000.00	-87,695.62

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101 General Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Other Recreational Facilities						
3471 OTHER ORGANIZED ACTIVITIE	0.00		0.00		500.00	-500.00
3473 PLAYGROUND FEES	0.00		55.88		500.00	-444.12
3479 SOFTBALL FEES	0.00		900.00	0.03	5,100.00	-4,200.00
Total Department			955.88	0.03	6,100.00	-5,144.12
Park Areas						
3474 CONCESSIONS	0.00		0.00		3,500.00	-3,500.00
3623 CONTR/DONATION FROM PRIVA	0.00		8,867.00	0.25	0.00	8,867.00
3624 MISC REVENUE - REFUNDS	0.00		75.50		0.00	75.50
Total Department			8,942.50	0.26	3,500.00	5,442.50
Total Revenue	136,805.03	100.00	3,167,884.12	100.00	4,159,449.00	-991,564.88
Expenses						
Council						
Council						
101 FULL-TIME EMPLOYEES - REGULAR	1,285.93	0.41	21,283.45	0.61	30,750.00	9,466.55
102 FULL-TIME EMPLOYEES - OVERTIME	93.53	0.03	575.64	0.02	0.00	-575.64
121 EMPLOYER PERA CONTRIBUTIONS	103.45	0.03	1,348.58	0.04	1,626.00	277.42
122 EMPLOYER FICA CONTRIBUTIONS	74.71	0.02	1,233.50	0.04	1,907.00	673.50
123 EMPLOYER MEDICARE CONTRIBUTION	17.47	0.01	288.55	0.01	446.00	157.45
130 EMPLOYER PAID INSURANCE	418.14	0.13	4,658.28	0.13	4,800.00	141.72
150 WORKER'S COMPENSATION	0.00		270.63	0.01	170.00	-100.63
160 LIABILITY INSURANCE	0.00		3,781.80	0.11	4,000.00	218.20
210 OPERATING SUPPLIES	0.00		0.00		150.00	150.00
304 LEGAL FEES	1,335.50	0.42	11,957.00	0.34	11,000.00	-957.00
333 STAFF MEETINGS & CONFERENCES	0.00		819.40	0.02	2,000.00	1,180.60
334 MEMBERSHIP DUES AND FEES	0.00		4,500.33	0.13	4,500.00	-0.33
351 LEGAL NOTICES PUBLISHING	81.90	0.03	315.90	0.01	400.00	84.10
352 GENERAL NOTICE/PUBLIC INFO	0.00		225.30	0.01	1,100.00	874.70
430 OTHER SERVICE/CHARGES-MISC.	31.42	0.01	15,935.06	0.46	15,000.00	-935.06
440 PROFESSIONAL SERVICES	0.00		756.70	0.02	0.00	-756.70
Account Total	3,442.05	1.08	67,950.12	1.94	77,849.00	9,898.88
Total Department	3,442.05	1.08	67,950.12	1.94	77,849.00	9,898.88
Ordinances and Proceedings						
Ordinances and Proceedings						
353 ORDINANCE PUBLICATION	81.90	0.03	228.15	0.01	1,000.00	771.85
430 OTHER SERVICE/CHARGES-MISC.	0.00		450.00	0.01	2,500.00	2,050.00
Account Total	81.90	0.03	678.15	0.02	3,500.00	2,821.85
Total Department	81.90	0.03	678.15	0.02	3,500.00	2,821.85

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101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Mayor						
Mayor						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		1,743.00	0.05	4,800.00	3,057.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		108.06		298.00	189.94
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		25.28		70.00	44.72
Account Total			1,876.34	0.05	5,168.00	3,291.66
Total Department			1,876.34	0.05	5,168.00	3,291.66
City Clerk						
City Clerk						
101 FULL-TIME EMPLOYEES - REGULAR	9,718.09	3.06	112,796.29	3.23	128,000.00	15,203.71
102 FULL-TIME EMPLOYEES - OVERTIME	74.74	0.02	460.42	0.01	0.00	-460.42
121 EMPLOYER PERA CONTRIBUTIONS	734.40	0.23	8,494.30	0.24	9,601.00	1,106.70
122 EMPLOYER FICA CONTRIBUTIONS	566.41	0.18	7,112.20	0.20	7,936.00	823.80
123 EMPLOYER MEDICARE CONTRIBUTION	132.47	0.04	1,663.24	0.05	1,856.00	192.76
130 EMPLOYER PAID INSURANCE	2,082.66	0.66	21,740.52	0.62	21,000.00	-740.52
150 WORKER'S COMPENSATION	0.00		924.36	0.03	900.00	-24.36
160 LIABILITY INSURANCE	0.00		86.56		80.00	-6.56
210 OPERATING SUPPLIES	111.92	0.04	3,319.56	0.09	4,000.00	680.44
216 PERIODICALS	0.00		0.00		220.00	220.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		502.08	0.01	1,000.00	497.92
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		75.00		3,500.00	3,425.00
321 TELEPHONE	680.18	0.21	6,813.58	0.19	8,000.00	1,186.42
325 COMMUNICATION-OTHER	0.00		1,095.47	0.03	2,400.00	1,304.53
331 TRAVEL/MILEAGE	0.00		196.16	0.01	800.00	603.84
332 ADMINISTRATOR MEETINGS &	0.00		79.50		3,500.00	3,420.50
333 STAFF MEETINGS & CONFERENCES	0.00		75.00		5,000.00	4,925.00
334 MEMBERSHIP DUES AND FEES	0.00		5,371.88	0.15	5,800.00	428.12
343 OTHER ADVERTISING	15.40		169.40		1,200.00	1,030.60
360 INSURANCE	0.00		3,587.16	0.10	3,300.00	-287.16
380 UTILITY SERVICES	0.00		471.31	0.01	0.00	-471.31
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,044.85	0.03	900.00	-144.85
440 PROFESSIONAL SERVICES	1,167.60	0.37	18,542.42	0.53	3,000.00	-15,542.42
Account Total	15,283.87	4.81	194,621.26	5.57	212,993.00	18,371.74
Total Department	15,283.87	4.81	194,621.26	5.57	212,993.00	18,371.74
Elections						
Elections						
101 FULL-TIME EMPLOYEES - REGULAR	257.44	0.08	3,084.53	0.09	3,350.00	265.47
102 FULL-TIME EMPLOYEES - OVERTIME	18.80	0.01	115.22		0.00	-115.22
121 EMPLOYER PERA CONTRIBUTIONS	20.72	0.01	239.94	0.01	251.00	11.06
122 EMPLOYER FICA CONTRIBUTIONS	14.97		174.05		208.00	33.95
123 EMPLOYER MEDICARE CONTRIBUTION	3.50		40.69		49.00	8.31
130 EMPLOYER PAID INSURANCE	83.75	0.03	931.86	0.03	960.00	28.14
150 WORKER'S COMPENSATION	0.00		0.00		25.00	25.00
210 OPERATING SUPPLIES	111.51	0.04	241.69	0.01	300.00	58.31
351 LEGAL NOTICES PUBLISHING	171.60	0.05	319.80	0.01	500.00	180.20
430 OTHER SERVICE/CHARGES-MISC.	13.80		113.81		100.00	-13.81
444 OTHER CONTRACTUAL SERVICES	4,340.10	1.37	9,552.66	0.27	10,000.00	447.34
Account Total	5,036.19	1.59	14,814.25	0.42	15,743.00	928.75

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101 General Fund

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Total Department	5,036.19	1.59	14,814.25	0.42	15,743.00	928.75
Accounting						
Accounting						
301 AUDITING/ACCOUNTING	0.00		4,588.00	0.13	4,900.00	312.00
351 LEGAL NOTICES PUBLISHING	0.00		1,504.45	0.04	1,600.00	95.55
Account Total			6,092.45	0.17	6,500.00	407.55
Total Department			6,092.45	0.17	6,500.00	407.55
Assessing						
Assessing						
305 ASSESSING FEES	0.00		31,373.00	0.90	32,400.00	1,027.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		300.00	300.00
Account Total			31,373.00	0.90	32,700.00	1,327.00
Total Department			31,373.00	0.90	32,700.00	1,327.00
Law-Legal Services						
Law-Legal Services						
304 LEGAL FEES	3,288.50	1.04	28,840.00	0.83	35,000.00	6,160.00
Account Total	3,288.50	1.04	28,840.00	0.83	35,000.00	6,160.00
Total Department	3,288.50	1.04	28,840.00	0.83	35,000.00	6,160.00
Planning and Zoning						
Planning & Zoning						
101 FULL-TIME EMPLOYEES - REGULAR	501.55	0.16	5,931.35	0.17	34,500.00	28,568.65
121 EMPLOYER PERA CONTRIBUTIONS	37.62	0.01	444.83	0.01	2,588.00	2,143.17
122 EMPLOYER FICA CONTRIBUTIONS	28.35	0.01	338.57	0.01	2,139.00	1,800.43
123 EMPLOYER MEDICARE CONTRIBUTION	6.63		79.20		500.00	420.80
130 EMPLOYER PAID INSURANCE	114.92	0.04	1,058.97	0.03	4,200.00	3,141.03
150 WORKER'S COMPENSATION	0.00		20.99		200.00	179.01
210 OPERATING SUPPLIES	13.95		499.39	0.01	500.00	0.61
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		569.97	0.02	0.00	-569.97
304 LEGAL FEES	381.00	0.12	14,127.37	0.40	12,000.00	-2,127.37
321 TELEPHONE	22.29	0.01	242.68	0.01	250.00	7.32
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		2,000.00	2,000.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		1,500.00	1,500.00
351 LEGAL NOTICES PUBLISHING	0.00		873.40	0.02	1,000.00	126.60
360 INSURANCE	0.00		3,510.24	0.10	3,000.00	-510.24
430 OTHER SERVICE/CHARGES-MISC.	46.00	0.01	193.00	0.01	0.00	-193.00
440 PROFESSIONAL SERVICES	3,163.80	1.00	17,105.26	0.49	7,000.00	-10,105.26
Account Total	4,316.11	1.36	44,995.22	1.29	71,377.00	26,381.78
Total Department	4,316.11	1.36	44,995.22	1.29	71,377.00	26,381.78
Data Processing						
Data Processing						
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,484.44	0.04	1,000.00	-484.44
309 EDP, SOFTWARE & DESIGN	0.00		4,292.92	0.12	6,500.00	2,207.08
370 MAINTENANCE/SUPPORT FEES	0.00		3,134.60	0.09	5,700.00	2,565.40
400 REPAIRS & MAINTENANCE	0.00		1,302.93	0.04	1,000.00	-302.93
440 PROFESSIONAL SERVICES	0.00		0.00		1,000.00	1,000.00
Account Total			10,214.89	0.29	15,200.00	4,985.11
Total Department			10,214.89	0.29	15,200.00	4,985.11

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101 General Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
General Govt Building						
General Govt Buildings						
103 PART-TIME EMPLOYEES	234.00	0.07	2,659.13	0.08	3,000.00	340.87
121 EMPLOYER PERA CONTRIBUTIONS	17.54	0.01	199.43	0.01	225.00	25.57
122 EMPLOYER FICA CONTRIBUTIONS	14.05		159.99		186.00	26.01
123 EMPLOYER MEDICARE CONTRIBUTION	3.28		37.43		44.00	6.57
150 WORKER'S COMPENSATION	0.00		127.48		250.00	122.52
210 OPERATING SUPPLIES	0.00		36.98		300.00	263.02
220 REPAIR/MAINTENANCE SUPPLIES	0.00		43.49		250.00	206.51
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		800.00	800.00
360 INSURANCE	0.00		426.84	0.01	500.00	73.16
380 UTILITY SERVICES	353.90	0.11	3,891.21	0.11	6,800.00	2,908.79
400 REPAIRS & MAINTENANCE	2,850.00	0.90	4,072.00	0.12	2,000.00	-2,072.00
410 RENTALS	0.00		237.57	0.01	700.00	462.43
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		300.00	300.00
440 PROFESSIONAL SERVICES	0.00		300.00	0.01	0.00	-300.00
Account Total						
	3,472.77	1.09	12,191.55	0.35	15,355.00	3,163.45
Total Department	3,472.77	1.09	12,191.55	0.35	15,355.00	3,163.45
General Engineering						
General Engineering						
303 ENGINEERING FEES	4,590.40	1.45	29,131.95	0.83	20,000.00	-9,131.95
304 LEGAL FEES	0.00		293.00	0.01	0.00	-293.00
Account Total						
	4,590.40	1.45	29,424.95	0.84	20,000.00	-9,424.95
Total Department	4,590.40	1.45	29,424.95	0.84	20,000.00	-9,424.95
Police						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	233.99	0.07	2,413.60	0.07	3,500.00	1,086.40
121 EMPLOYER PERA CONTRIBUTIONS	17.55	0.01	181.01	0.01	263.00	81.99
122 EMPLOYER FICA CONTRIBUTIONS	14.05		145.38		216.00	70.62
123 EMPLOYER MEDICARE CONTRIBUTION	3.29		34.03		51.00	16.97
Account Total						
	268.88	0.08	2,774.02	0.08	4,030.00	1,255.98
Police						
101 FULL-TIME EMPLOYEES - REGULAR	46,640.05	14.69	642,036.48	18.37	742,000.00	99,963.52
102 FULL-TIME EMPLOYEES - OVERTIME	3,106.98	0.98	34,193.91	0.98	11,500.00	-22,693.91
103 PART-TIME EMPLOYEES	1,386.19	0.44	13,984.10	0.40	30,000.00	16,015.90
104 Canine	244.00	0.08	2,928.00	0.08	3,000.00	72.00
121 EMPLOYER PERA CONTRIBUTIONS	8,603.54	2.71	116,345.26	3.33	131,420.00	15,074.74
122 EMPLOYER FICA CONTRIBUTIONS	558.37	0.18	3,581.31	0.10	12,700.00	9,118.69
123 EMPLOYER MEDICARE CONTRIBUTION	781.81	0.25	9,798.70	0.28	11,000.00	1,201.30
124 SICK CONVERSION	0.00		25,315.50	0.72	0.00	-25,315.50
130 EMPLOYER PAID INSURANCE	10,434.78	3.29	120,383.52	3.44	108,000.00	-12,383.52
142 UNEMPLOYMENT BENEFIT	0.00		4,168.34	0.12	0.00	-4,168.34
150 WORKER'S COMPENSATION	0.00		37,409.72	1.07	47,500.00	10,090.28
160 LIABILITY INSURANCE	0.00		303.00	0.01	350.00	47.00
210 OPERATING SUPPLIES	994.73	0.31	8,802.28	0.25	9,000.00	197.72
212 MOTOR FUELS	0.00		13,341.94	0.38	13,000.00	-341.94
214 UNIFORMS	560.97	0.18	3,428.92	0.10	4,000.00	571.08
220 REPAIR/MAINTENANCE SUPPLIES	133.56	0.04	1,580.38	0.05	1,000.00	-580.38
240 SMALL TOOLS/MINOR EQUIPMENT	6.75		7,467.69	0.21	16,000.00	8,532.31

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101 General Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
304 LEGAL FEES	0.00		377.00	0.01	0.00	-377.00
309 EDP, SOFTWARE & DESIGN	0.00		108.00		350.00	242.00
321 TELEPHONE	1,021.92	0.32	13,736.44	0.39	18,577.00	4,840.56
325 COMMUNICATION-OTHER	0.00		122.99		900.00	777.01
333 STAFF MEETINGS & CONFERENCES	250.00	0.08	5,326.34	0.15	8,000.00	2,673.66
334 MEMBERSHIP DUES AND FEES	0.00		8,962.41	0.26	9,200.00	237.59
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		32,404.24	0.93	23,100.00	-9,304.24
370 MAINTENANCE/SUPPORT FEES	-399.99	-0.13	9,519.99	0.27	12,500.00	2,980.01
380 UTILITY SERVICES	419.21	0.13	4,868.38	0.14	7,200.00	2,331.62
400 REPAIRS & MAINTENANCE	690.60	0.22	5,660.91	0.16	10,000.00	4,339.09
410 RENTALS	0.00		13.20		0.00	-13.20
430 OTHER SERVICE/CHARGES-MISC.	45.00	0.01	3,182.04	0.09	6,000.00	2,817.96
440 PROFESSIONAL SERVICES	150.60	0.05	2,986.23	0.09	1,500.00	-1,486.23
444 OTHER CONTRACTUAL SERVICES	0.00		2,600.00	0.07	2,000.00	-600.00
Account Total						
	75,629.07	23.82	1,134,937.22	32.47	1,240,047.00	105,109.78
Total Department	75,897.95	23.91	1,137,711.24	32.55	1,244,077.00	106,365.76
Fire						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	0.00		36.51		1,000.00	963.49
121 EMPLOYER PERA CONTRIBUTIONS	0.00		2.73		73.00	70.27
122 EMPLOYER FICA CONTRIBUTIONS	0.00		2.20		62.00	59.80
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.51		15.00	14.49
Account Total						
			41.95		1,150.00	1,108.05
Fire						
101 FULL-TIME EMPLOYEES - REGULAR	33,233.77	10.47	43,440.10	1.24	60,000.00	16,559.90
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		59.03		0.00	-59.03
121 EMPLOYER PERA CONTRIBUTIONS	89.99	0.03	859.92	0.02	525.00	-334.92
122 EMPLOYER FICA CONTRIBUTIONS	899.10	0.28	1,479.61	0.04	434.00	-1,045.61
123 EMPLOYER MEDICARE CONTRIBUTION	480.21	0.15	615.97	0.02	700.00	84.03
130 EMPLOYER PAID INSURANCE	476.89	0.15	4,236.19	0.12	1,300.00	-2,936.19
142 UNEMPLOYMENT BENEFIT	0.00		38.71		0.00	-38.71
150 WORKER'S COMPENSATION	0.00		14,279.43	0.41	15,000.00	720.57
160 LIABILITY INSURANCE	0.00		43.28		50.00	6.72
210 OPERATING SUPPLIES	411.35	0.13	6,763.46	0.19	8,200.00	1,436.54
212 MOTOR FUELS	262.47	0.08	1,329.92	0.04	2,700.00	1,370.08
214 UNIFORMS	0.00		2,505.00	0.07	4,000.00	1,495.00
216 PERIODICALS	0.00		314.81	0.01	500.00	185.19
220 REPAIR/MAINTENANCE SUPPLIES	79.42	0.03	2,042.66	0.06	4,000.00	1,957.34
240 SMALL TOOLS/MINOR EQUIPMENT	1,995.49	0.63	21,096.26	0.60	40,000.00	18,903.74
321 TELEPHONE	186.07	0.06	2,039.82	0.06	2,500.00	460.18
330 TRAINING	1,200.00	0.38	6,908.94	0.20	15,000.00	8,091.06
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		6,000.00	6,000.00
334 MEMBERSHIP DUES AND FEES	0.00		1,684.00	0.05	2,500.00	816.00
343 OTHER ADVERTISING	0.00		0.00		300.00	300.00
360 INSURANCE	0.00		4,097.72	0.12	4,300.00	202.28
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		400.00	400.00
380 UTILITY SERVICES	436.55	0.14	5,572.72	0.16	10,000.00	4,427.28
400 REPAIRS & MAINTENANCE	3,777.46	1.19	19,771.57	0.57	1,000.00	-18,771.57

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101 General Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
430 OTHER SERVICE/CHARGES-MISC.	20.00	0.01	50,194.00	1.44	51,741.00	1,547.00
444 OTHER CONTRACTUAL SERVICES	0.00		1,105.00	0.03	7,000.00	5,895.00
Account Total	43,548.77	13.72	190,478.12	5.45	238,150.00	47,671.88
Total Department	43,548.77	13.72	190,520.07	5.45	239,300.00	48,779.93
Building Inspection						
Building Inspection						
331 TRAVEL/MILEAGE	405.27	0.13	3,131.58	0.09	3,200.00	68.42
444 OTHER CONTRACTUAL SERVICES	8,323.27	2.62	68,329.81	1.95	45,000.00	-23,329.81
Account Total	8,728.54	2.75	71,461.39	2.04	48,200.00	-23,261.39
Total Department	8,728.54	2.75	71,461.39	2.04	48,200.00	-23,261.39
Animal Control						
Animal Control						
210 OPERATING SUPPLIES	0.00		0.00		175.00	175.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		2,000.00	2,000.00
Account Total					2,325.00	2,325.00
Total Department					2,325.00	2,325.00
Highways, Streets, Roadways						
Highways, Streets, Roadways						
101 FULL-TIME EMPLOYEES - REGULAR	6,652.91	2.10	85,492.13	2.45	139,750.00	54,257.87
103 PART-TIME EMPLOYEES	0.00		565.77	0.02	0.00	-565.77
121 EMPLOYER PERA CONTRIBUTIONS	499.00	0.16	6,454.19	0.18	9,424.00	2,969.81
122 EMPLOYER FICA CONTRIBUTIONS	374.28	0.12	5,124.92	0.15	7,790.00	2,665.08
123 EMPLOYER MEDICARE CONTRIBUTION	87.49	0.03	1,198.44	0.03	1,822.00	623.56
130 EMPLOYER PAID INSURANCE	2,720.29	0.86	29,944.23	0.86	37,200.00	7,255.77
150 WORKER'S COMPENSATION	0.00		8,629.69	0.25	11,500.00	2,870.31
210 OPERATING SUPPLIES	148.69	0.05	6,235.17	0.18	10,000.00	3,764.83
212 MOTOR FUELS	24.88	0.01	1,691.32	0.05	5,000.00	3,308.68
214 UNIFORMS	0.00		426.54	0.01	1,300.00	873.46
220 REPAIR/MAINTENANCE SUPPLIES	1,839.74	0.58	12,690.34	0.36	20,000.00	7,309.66
240 SMALL TOOLS/MINOR EQUIPMENT	22.48	0.01	791.10	0.02	3,000.00	2,208.90
321 TELEPHONE	126.05	0.04	1,258.14	0.04	2,310.00	1,051.86
325 COMMUNICATION-OTHER	0.00		105.00		0.00	-105.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,200.00	1,200.00
334 MEMBERSHIP DUES AND FEES	0.00		62.00		50.00	-12.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		4,846.84	0.14	6,000.00	1,153.16
380 UTILITY SERVICES	624.24	0.20	8,942.48	0.26	14,000.00	5,057.52
400 REPAIRS & MAINTENANCE	1,831.90	0.58	8,453.36	0.24	12,000.00	3,546.64
410 RENTALS	0.00		75.40		100.00	24.60
430 OTHER SERVICE/CHARGES-MISC.	10.00		3,300.28	0.09	2,500.00	-800.28
431 Grants	0.00		439.95	0.01	0.00	-439.95
440 PROFESSIONAL SERVICES	0.00		1,250.00	0.04	1,500.00	250.00
444 OTHER CONTRACTUAL SERVICES	0.00		125.07		2,000.00	1,874.93
Account Total	14,961.95	4.71	188,102.36	5.38	288,946.00	100,843.64
Total Department	14,961.95	4.71	188,102.36	5.38	288,946.00	100,843.64

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Paved Streets						
Paved Streets						
220 REPAIR/MAINTENANCE SUPPLIES	4,659.23	1.47	22,755.20	0.65	10,000.00	-12,755.20
303 ENGINEERING FEES	513.00	0.16	17,515.00	0.50	15,000.00	-2,515.00
400 REPAIRS & MAINTENANCE	0.00		150,528.05	4.31	177,268.00	26,739.95
Account Total						
	5,172.23	1.63	190,798.25	5.46	202,268.00	11,469.75
Total Department	5,172.23	1.63	190,798.25	5.46	202,268.00	11,469.75
Ice & Snow Removal						
Ice & Snow Removal						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		7,993.89	0.23	13,000.00	5,006.11
121 EMPLOYER PERA CONTRIBUTIONS	0.00		599.49	0.02	975.00	375.51
122 EMPLOYER FICA CONTRIBUTIONS	0.00		474.54	0.01	806.00	331.46
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		111.07		189.00	77.93
130 EMPLOYER PAID INSURANCE	0.00		1,593.83	0.05	2,500.00	906.17
150 WORKER'S COMPENSATION	0.00		2,070.77	0.06	1,200.00	-870.77
210 OPERATING SUPPLIES	70.31	0.02	4,832.42	0.14	8,000.00	3,167.58
212 MOTOR FUELS	0.00		0.00		1,000.00	1,000.00
220 REPAIR/MAINTENANCE SUPPLIES	2,301.41	0.72	12,474.70	0.36	20,000.00	7,525.30
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		181.09	0.01	500.00	318.91
360 INSURANCE	0.00		302.16	0.01	300.00	-2.16
400 REPAIRS & MAINTENANCE	55.41	0.02	3,607.31	0.10	8,200.00	4,592.69
410 RENTALS	0.00		0.00		50.00	50.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		560.82	0.02	2,500.00	1,939.18
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		5,000.00	5,000.00
Account Total						
	2,427.13	0.76	34,802.09	1.00	64,220.00	29,417.91
Total Department	2,427.13	0.76	34,802.09	1.00	64,220.00	29,417.91
Street Lighting						
Street Lighting						
380 UTILITY SERVICES	5,706.18	1.80	50,084.80	1.43	70,000.00	19,915.20
Account Total						
	5,706.18	1.80	50,084.80	1.43	70,000.00	19,915.20
Total Department	5,706.18	1.80	50,084.80	1.43	70,000.00	19,915.20
Sidewalks						
Sidewalks						
303 ENGINEERING FEES	0.00		8,570.00	0.25	0.00	-8,570.00
400 REPAIRS & MAINTENANCE	0.00		0.00		50,000.00	50,000.00
Account Total						
			8,570.00	0.25	50,000.00	41,430.00
Total Department			8,570.00	0.25	50,000.00	41,430.00
Waste Collection and Disposal						
Waste Collection & Disposal						
430 OTHER SERVICE/CHARGES-MISC.	891.00	0.28	10,159.04	0.29	11,500.00	1,340.96
Account Total						
	891.00	0.28	10,159.04	0.29	11,500.00	1,340.96
Total Department	891.00	0.28	10,159.04	0.29	11,500.00	1,340.96
Emer Mgmt/Health						
Emer Mgmt/Health						
210 OPERATING SUPPLIES	0.00		245.22	0.01	2,000.00	1,754.78
220 REPAIR/MAINTENANCE SUPPLIES	0.00		585.34	0.02	0.00	-585.34
360 INSURANCE	0.00		788.64	0.02	760.00	-28.64
380 UTILITY SERVICES	130.74	0.04	1,286.16	0.04	2,000.00	713.84
400 REPAIRS & MAINTENANCE	0.00		0.00		2,000.00	2,000.00

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430 OTHER SERVICE/CHARGES-MISC.	69,419.09	21.87	303,821.00	8.69	7,000.00	-296,821.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		3,700.00	3,700.00
Account Total	69,549.83	21.91	306,726.36	8.77	17,460.00	-289,266.36
Total Department	69,549.83	21.91	306,726.36	8.77	17,460.00	-289,266.36
Parks and Recreation						
Parks & Recreation						
210 OPERATING SUPPLIES	0.00		378.30	0.01	500.00	121.70
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,255.00	0.04	1,000.00	-255.00
321 TELEPHONE	231.58	0.07	3,559.10	0.10	4,500.00	940.90
325 COMMUNICATION-OTHER	0.00		105.00		100.00	-5.00
333 STAFF MEETINGS & CONFERENCES	0.00		248.56	0.01	50.00	-198.56
334 MEMBERSHIP DUES AND FEES	0.00		520.00	0.01	500.00	-20.00
400 REPAIRS & MAINTENANCE	0.00		46.66		0.00	-46.66
410 RENTALS	0.00		0.00		30.00	30.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		631.10	0.02	3,500.00	2,868.90
Account Total	231.58	0.07	6,743.72	0.19	10,180.00	3,436.28
Total Department	231.58	0.07	6,743.72	0.19	10,180.00	3,436.28
Playgrounds						
Playgrounds						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		3,000.00	3,000.00
Account Total					3,000.00	3,000.00
Total Department					3,000.00	3,000.00
Swimming Pool						
Swimming Pool						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		1,454.08	0.04	9,300.00	7,845.92
103 PART-TIME EMPLOYEES	0.00		132,416.98	3.79	145,000.00	12,583.02
121 EMPLOYER PERA CONTRIBUTIONS	0.00		17.75		0.00	-17.75
122 EMPLOYER FICA CONTRIBUTIONS	0.00		8,298.85	0.24	8,990.00	691.15
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		1,940.82	0.06	2,103.00	162.18
130 EMPLOYER PAID INSURANCE	0.00		85.98		500.00	414.02
142 UNEMPLOYMENT BENEFIT	0.00		1,900.00	0.05	0.00	-1,900.00
150 WORKER'S COMPENSATION	0.00		11,648.82	0.33	9,500.00	-2,148.82
210 OPERATING SUPPLIES	0.00		14,178.76	0.41	25,000.00	10,821.24
220 REPAIR/MAINTENANCE SUPPLIES	172.50	0.05	5,728.68	0.16	14,000.00	8,271.32
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		20,000.00	20,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		911.00	0.03	1,000.00	89.00
262 COST OF CONCESSIONS	0.00		15,023.70	0.43	25,000.00	9,976.30
321 TELEPHONE	69.01	0.02	812.74	0.02	1,100.00	287.26
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
344 PROMOTION	0.00		0.00		3,000.00	3,000.00
360 INSURANCE	0.00		2,901.08	0.08	3,000.00	98.92
370 MAINTENANCE/SUPPORT FEES	0.00		925.00	0.03	2,500.00	1,575.00
380 UTILITY SERVICES	378.82	0.12	27,374.02	0.78	65,000.00	37,625.98
400 REPAIRS & MAINTENANCE	93.00	0.03	30,320.25	0.87	4,000.00	-26,320.25
410 RENTALS	0.00		0.00		750.00	750.00
430 OTHER SERVICE/CHARGES-MISC.	219.74	0.07	5,282.24	0.15	1,000.00	-4,282.24
Account Total	933.07	0.29	261,220.75	7.47	340,893.00	79,672.25
Total Department	933.07	0.29	261,220.75	7.47	340,893.00	79,672.25

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Other Recreational Facilities							
Other Recreational Facilities							
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00	
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		186.00	186.00	
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		44.00	44.00	
210 OPERATING SUPPLIES	84.26	0.03	4,016.68	0.11	8,500.00	4,483.32	
214 UNIFORMS	0.00		0.00		500.00	500.00	
220 REPAIR/MAINTENANCE SUPPLIES	41.24	0.01	1,578.04	0.05	5,500.00	3,921.96	
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		2,399.71	0.07	2,850.00	450.29	
333 STAFF MEETINGS & CONFERENCES	0.00		155.92		350.00	194.08	
334 MEMBERSHIP DUES AND FEES	0.00		130.00		450.00	320.00	
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00	
360 INSURANCE	0.00		435.80	0.01	800.00	364.20	
380 UTILITY SERVICES	1,221.25	0.38	8,009.69	0.23	9,000.00	990.31	
400 REPAIRS & MAINTENANCE	1,940.90	0.61	2,446.11	0.07	8,500.00	6,053.89	
430 OTHER SERVICE/CHARGES-MISC.	0.00		478.45	0.01	3,000.00	2,521.55	
444 OTHER CONTRACTUAL SERVICES	0.00		15,864.00	0.45	21,600.00	5,736.00	
Account Total							
	3,287.65	1.04	35,514.40	1.02	64,530.00	29,015.60	
Total Department	3,287.65	1.04	35,514.40	1.02	64,530.00	29,015.60	
Park Areas							
Park Areas							
101 FULL-TIME EMPLOYEES - REGULAR	14,645.35	4.61	175,597.39	5.02	215,000.00	39,402.61	
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		2,000.00	2,000.00	
103 PART-TIME EMPLOYEES	2,135.25	0.67	27,453.12	0.79	27,000.00	-453.12	
121 EMPLOYER PERA CONTRIBUTIONS	1,258.46	0.40	15,228.67	0.44	16,275.00	1,046.33	
122 EMPLOYER FICA CONTRIBUTIONS	982.74	0.31	11,948.08	0.34	13,454.00	1,505.92	
123 EMPLOYER MEDICARE CONTRIBUTION	229.86	0.07	2,794.48	0.08	3,538.00	743.52	
130 EMPLOYER PAID INSURANCE	3,368.09	1.06	37,175.70	1.06	43,000.00	5,824.30	
150 WORKER'S COMPENSATION	0.00		13,842.31	0.40	11,000.00	-2,842.31	
210 OPERATING SUPPLIES	0.00		398.49	0.01	3,000.00	2,601.51	
212 MOTOR FUELS	28.90	0.01	1,658.36	0.05	6,000.00	4,341.64	
214 UNIFORMS	0.00		1,533.68	0.04	1,500.00	-33.68	
220 REPAIR/MAINTENANCE SUPPLIES	543.61	0.17	7,928.97	0.23	12,000.00	4,071.03	
240 SMALL TOOLS/MINOR EQUIPMENT	152.97	0.05	791.52	0.02	3,000.00	2,208.48	
262 COST OF CONCESSIONS	0.00		0.00		2,000.00	2,000.00	
303 ENGINEERING FEES	456.00	0.14	596.00	0.02	0.00	-596.00	
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00	
334 MEMBERSHIP DUES AND FEES	0.00		0.00		150.00	150.00	
360 INSURANCE	0.00		13,884.08	0.40	13,500.00	-384.08	
380 UTILITY SERVICES	371.11	0.12	4,547.42	0.13	6,000.00	1,452.58	
400 REPAIRS & MAINTENANCE	362.50	0.11	2,964.96	0.08	1,000.00	-1,964.96	
410 RENTALS	308.00	0.10	2,253.40	0.06	6,500.00	4,246.60	
430 OTHER SERVICE/CHARGES-MISC.	10.00		1,416.22	0.04	3,000.00	1,583.78	
444 OTHER CONTRACTUAL SERVICES	0.00		4,350.00	0.12	6,500.00	2,150.00	
Account Total							
	24,852.84	7.83	326,362.85	9.34	395,817.00	69,454.15	
Total Department	24,852.84	7.83	326,362.85	9.34	395,817.00	69,454.15	

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Forestry and Nursery						
Forestry & Nursery						
210 OPERATING SUPPLIES	0.00		38.40		600.00	561.60
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		255.99	0.01	750.00	494.01
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		15.00		25.00	10.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	652.00	0.21	7,323.60	0.21	8,700.00	1,376.40
444 OTHER CONTRACTUAL SERVICES	0.00		292.07	0.01	14,000.00	13,707.93
Account Total						
	652.00	0.21	7,925.06	0.23	24,475.00	16,549.94
Total Department	652.00	0.21	7,925.06	0.23	24,475.00	16,549.94
Historic Watertower						
Historic Watertower						
430 OTHER SERVICE/CHARGES-MISC.	51.51	0.02	654.91	0.02	2,000.00	1,345.09
Account Total						
	51.51	0.02	654.91	0.02	2,000.00	1,345.09
Total Department	51.51	0.02	654.91	0.02	2,000.00	1,345.09
Dodge County Arena						
Dodge County Arena						
430 OTHER SERVICE/CHARGES-MISC.	0.00		574.76	0.02	28,781.00	28,206.24
440 PROFESSIONAL SERVICES	0.00		285.00	0.01	300.00	15.00
Account Total						
			859.76	0.02	29,081.00	28,221.24
Total Department			859.76	0.02	29,081.00	28,221.24
Capital						
Council						
580 OTHER EQUIPMENT	0.00		0.00		22,500.00	22,500.00
Account Total						
					22,500.00	22,500.00
General Govt Buildings						
580 OTHER EQUIPMENT	0.00		0.00		10,000.00	10,000.00
Account Total						
					10,000.00	10,000.00
Police						
550 MOTOR VEHICLES	15,680.66	4.94	35,535.34	1.02	75,948.00	40,412.66
580 OTHER EQUIPMENT	0.00		0.00		14,000.00	14,000.00
611 BOND INTEREST	340.72	0.11	3,274.38	0.09	5,030.00	1,755.62
Account Total						
	16,021.38	5.05	38,809.72	1.11	94,978.00	56,168.28
Fire						
550 MOTOR VEHICLES	0.00		0.00		69,666.00	69,666.00
611 BOND INTEREST	0.00		0.00		1,800.00	1,800.00
Account Total						
					71,466.00	71,466.00
Highways, Streets, Roadways						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		50,000.00	50,000.00
540 HEAVY MACHINERY	0.00		0.00		74,136.00	74,136.00
550 MOTOR VEHICLES	2,814.73	0.89	6,541.27	0.19	3,470.00	-3,071.27
580 OTHER EQUIPMENT	0.00		11,519.00	0.33	0.00	-11,519.00
611 BOND INTEREST	42.98	0.01	395.98	0.01	380.00	-15.98
Account Total						
	2,857.71	0.90	18,456.25	0.53	127,986.00	109,529.75

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Park Areas						
520 BUILDINGS & STRUCTURES	1,654.07	0.52	1,654.07	0.05	0.00	-1,654.07
530 IMPR OTHER THAN BUILDINGS	0.00		40,500.61	1.16	67,500.00	26,999.39
550 MOTOR VEHICLES	422.51	0.13	4,598.31	0.13	10,165.00	5,566.69
611 BOND INTEREST	61.25	0.02	736.13	0.02	1,593.00	856.87
Account Total						
	2,137.83	0.67	47,489.12	1.36	79,258.00	31,768.88
Total Department	21,016.92	6.62	104,755.09	3.00	406,188.00	301,432.91
Unallocated Expenses						
Unallocated Expenditures						
360 INSURANCE	0.00		21,377.28	0.61	18,000.00	-3,377.28
430 OTHER SERVICE/CHARGES-MISC.	0.00		3,597.33	0.10	7,970.00	4,372.67
433 MMUA SAFETY PROGRAM	40.02	0.01	5,444.91	0.16	7,000.00	1,555.09
Account Total						
	40.02	0.01	30,419.52	0.87	32,970.00	2,550.48
Total Department	40.02	0.01	30,419.52	0.87	32,970.00	2,550.48
Other Financing Uses						
Other Financing Uses						
720 OPERATING TRANSFERS	0.00		89,000.00	2.55	89,000.00	0.00
Account Total						
			89,000.00	2.55	89,000.00	
Total Department			89,000.00	2.55	89,000.00	
Total Expenses	317,460.96	100.00	3,495,463.84	100.00	4,147,815.00	652,351.16
Net Income(Loss)	-180,655.93	-56.91	-327,579.72	-9.37		

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211 Library Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Library						
3101 CURRENT AD VALOREM TAXES	0.00		180,601.50	55.86	361,203.00	-180,601.50
3362 COUNTY CONTR - SELCO	0.00		42,698.82	13.21	56,932.00	-14,233.18
3363 GRANT	0.00		975.62	0.30	0.00	975.62
3410 CHARGES FOR SERVICES	20.24	0.07	314.81	0.10	400.00	-85.19
3412 CHARGES FOR SERVICES-PRIN	59.15	0.21	653.01	0.20	400.00	253.01
3513 LIBRARY FINES	30.75	0.11	1,365.53	0.42	5,000.00	-3,634.47
3621 INTEREST EARNED	232.24	0.83	645.35	0.20	150.00	495.35
3623 CONTR/DONATION FROM PRIVA	0.00		2,198.96	0.68	1,050.00	1,148.96
3624 MISC REVENUE - REFUNDS	35.55	0.13	2,343.03	0.72	400.00	1,943.03
Total Department	377.93	1.35	231,796.63	71.70	425,535.00	-193,738.37
Total Revenue	377.93	100.00	231,796.63	100.00	425,535.00	-193,738.37
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	617.73	2.21	8,958.68	2.77	9,974.00	1,015.32
121 EMPLOYER PERA CONTRIBUTIONS	46.33	0.17	671.89	0.21	728.00	56.11
122 EMPLOYER FICA CONTRIBUTIONS	37.10	0.13	538.75	0.17	602.00	63.25
123 EMPLOYER MEDICARE CONTRIBUTION	8.68	0.03	125.97	0.04	141.00	15.03
Account Total	709.84	2.54	10,295.29	3.18	11,445.00	1,149.71
Total Department	709.84	2.54	10,295.29	3.18	11,445.00	1,149.71
Library						
Library						
101 FULL-TIME EMPLOYEES - REGULAR	16,606.40	59.53	185,724.52	57.45	241,832.00	56,107.48
121 EMPLOYER PERA CONTRIBUTIONS	1,245.48	4.47	13,929.35	4.31	18,300.00	4,370.65
122 EMPLOYER FICA CONTRIBUTIONS	960.45	3.44	10,854.61	3.36	15,128.00	4,273.39
123 EMPLOYER MEDICARE CONTRIBUTION	224.62	0.81	2,538.49	0.79	3,583.00	1,044.51
130 EMPLOYER PAID INSURANCE	4,964.83	17.80	44,123.45	13.65	56,000.00	11,876.55
142 UNEMPLOYMENT BENEFIT	0.00		672.00	0.21	0.00	-672.00
150 WORKER'S COMPENSATION	0.00		2,364.03	0.73	1,500.00	-864.03
160 LIABILITY INSURANCE	0.00		43.28	0.01	0.00	-43.28
210 OPERATING SUPPLIES	-486.19	-1.74	1,284.35	0.40	3,000.00	1,715.65
216 PERIODICALS	0.00		449.83	0.14	450.00	0.17
218 BOOKS	744.63	2.67	8,664.85	2.68	11,000.00	2,335.15
219 AUDIO VISUAL	346.65	1.24	2,134.50	0.66	5,800.00	3,665.50
220 REPAIR/MAINTENANCE SUPPLIES	0.00		270.32	0.08	1,000.00	729.68
222 ELECTRONIC SERVICES	0.00		1,531.10	0.47	4,500.00	2,968.90
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		85.08	0.03	100.00	14.92
304 LEGAL FEES	145.00	0.52	174.00	0.05	1,000.00	826.00
309 EDP, SOFTWARE & DESIGN	1,449.34	5.20	16,444.34	5.09	16,200.00	-244.34
321 TELEPHONE	147.40	0.53	1,615.93	0.50	1,700.00	84.07
325 COMMUNICATION-OTHER	0.00		0.00		500.00	500.00
331 TRAVEL/MILEAGE	0.00		51.75	0.02	500.00	448.25
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		850.00	850.00

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211 Library Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
334 MEMBERSHIP DUES AND FEES	0.00		50.00	0.02	500.00	450.00
343 OTHER ADVERTISING	0.00		49.00	0.02	250.00	201.00
360 INSURANCE	0.00		3,325.04	1.03	3,500.00	174.96
370 MAINTENANCE/SUPPORT FEES	0.00		654.95	0.20	2,000.00	1,345.05
380 UTILITY SERVICES	835.52	3.00	8,883.51	2.75	9,000.00	116.49
400 REPAIRS & MAINTENANCE	0.00		2,156.54	0.67	6,453.00	4,296.46
430 OTHER SERVICE/CHARGES-MISC.	0.00		518.20	0.16	2,000.00	1,481.80
433 MMUA SAFETY PROGRAM	0.00		805.50	0.25	944.00	138.50
440 PROFESSIONAL SERVICES	0.00		285.00	0.09	500.00	215.00
441 LIBRARY PROGRAMS	0.00		2,730.43	0.84	4,000.00	1,269.57
444 OTHER CONTRACTUAL SERVICES	0.00		283.50	0.09	0.00	-283.50
570 OFFICE EQUIP AND FURNISHINGS	0.00		309.38	0.10	2,000.00	1,690.62
Account Total						
	27,184.13	97.46	313,006.83	96.82	414,090.00	101,083.17
Total Department	27,184.13	97.46	313,006.83	96.82	414,090.00	101,083.17
Total Expenses	27,893.97	100.00	323,302.12	100.00	425,535.00	102,232.88
Net Income (Loss)	-27,516.04	-98.65	-91,505.49	-28.30		

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290 Economic Development

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	0.00		45,266.50	49.69	90,533.00	-45,266.50
3107 ABATEMENT LEVY	0.00		115.00	0.13	0.00	115.00
3621 INTEREST EARNED	0.00		65.00	0.07	2,000.00	-1,935.00
Total Department			45,446.50	49.88	92,533.00	-47,086.50
Total Revenue	0.00	100.00	45,446.50	100.00	92,533.00	-47,086.50
Expenses						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	918.40	25.43	10,332.02	11.34	11,700.00	1,367.98
121 EMPLOYER PERA CONTRIBUTIONS	68.90	1.91	774.90	0.85	878.00	103.10
122 EMPLOYER FICA CONTRIBUTIONS	55.06	1.52	634.30	0.70	725.00	90.70
123 EMPLOYER MEDICARE CONTRIBUTION	12.87	0.36	148.36	0.16	170.00	21.64
130 EMPLOYER PAID INSURANCE	166.76	4.62	922.44	1.01	2,000.00	1,077.56
150 WORKER'S COMPENSATION	0.00		47.76	0.05	100.00	52.24
210 OPERATING SUPPLIES	13.95	0.39	258.53	0.28	400.00	141.47
303 ENGINEERING FEES	2,353.92	65.17	3,171.84	3.48	3,000.00	-171.84
304 LEGAL FEES	0.00		0.00		4,000.00	4,000.00
321 TELEPHONE	22.29	0.62	220.76	0.24	500.00	279.24
325 COMMUNICATION-OTHER	0.00		221.67	0.24	200.00	-21.67
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		396.00	0.43	500.00	104.00
351 LEGAL NOTICES PUBLISHING	0.00		50.70	0.06	0.00	-50.70
360 INSURANCE	0.00		388.28	0.43	360.00	-28.28
414 COMMERCIAL PROGRAMS	0.00		7,969.00	8.75	20,000.00	12,031.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,654.43	1.82	4,500.00	2,845.57
440 PROFESSIONAL SERVICES	0.00		285.00	0.31	500.00	215.00
444 OTHER CONTRACTUAL SERVICES	0.00		43,628.00	47.89	42,500.00	-1,128.00
720 OPERATING TRANSFERS	0.00		20,000.00	21.95	0.00	-20,000.00
Account Total						
	3,612.15	100.00	91,103.99	100.00	92,533.00	1,429.01
Total Department	3,612.15	100.00	91,103.99	100.00	92,533.00	1,429.01
Total Expenses	3,612.15	100.00	91,103.99	100.00	92,533.00	1,429.01
Net Income (Loss)	-3,612.15	-100.00	-45,657.49	-50.12		

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601 Water Fund

		Actual		Actual		Annual Budget "	Variance
		Period to Date	%	Year-To-Date	%		
Revenue							
Distribution							
3611 SPECIAL ASSESSMTS - PRINC		0.00		30,441.95	4.66	0.00	30,441.95
3612 SPECIAL ASSESSMT-PENALTY/		0.00		2,290.80	0.35	0.00	2,290.80
3621 INTEREST EARNED		210.01	0.71	8,348.39	1.28	5,000.00	3,348.39
3622 RENTS AND ROYALTIES		1,083.67	3.68	11,825.66	1.81	12,625.00	-799.34
3624 MISC REVENUE - REFUNDS		0.00		1,421.41	0.22	500.00	921.41
3626 MONEY MARKET INTEREST		0.00		3.00		0.00	3.00
3710 WATER SALES - CUSTOMERS		74,163.12	251.85	800,672.96	122.53	788,400.00	12,272.96
3715 CONNECTION/RECONNECTION F		0.00		0.00		100.00	-100.00
3716 WATER ACCESS CHARGE-BP		4,800.00	16.30	61,380.00	9.39	0.00	61,380.00
3718 METER SALES		1,500.00	5.09	17,600.00	2.69	6,000.00	11,600.00
3719 WAC Fee		-1,492.50	-5.07	-1,492.50	-0.23	0.00	-1,492.50
3746 PENALTIES		598.29	2.03	5,671.80	0.87	7,000.00	-1,328.20
Total Department		80,862.59	274.60	938,163.47	143.57	819,625.00	118,538.47
Total Revenue		80,862.59	100.00	938,163.47	100.00	819,625.00	118,538.47
Expenses							
Debt Service							
Debt Service							
601 BOND PRINCIPAL		0.00		245,138.38	37.51	254,732.00	9,593.62
611 BOND INTEREST		72.47	0.25	39,142.08	5.99	39,782.00	639.92
620 PAYING AGENT FEES		0.00		841.50	0.13	0.00	-841.50
Account Total		72.47	0.25	285,121.96	43.63	294,514.00	9,392.04
Total Department		72.47	0.25	285,121.96	43.63	294,514.00	9,392.04
Power and Pumping							
Power & Pumping							
380 UTILITY SERVICES		3,029.85	10.29	34,136.41	5.22	50,000.00	15,863.59
Account Total		3,029.85	10.29	34,136.41	5.22	50,000.00	15,863.59
Total Department		3,029.85	10.29	34,136.41	5.22	50,000.00	15,863.59
Distribution							
Distribution							
101 FULL-TIME EMPLOYEES - REGULAR		7,370.49	25.03	86,937.51	13.30	89,000.00	2,062.49
102 FULL-TIME EMPLOYEES - OVERTIME		462.72	1.57	3,206.59	0.49	5,000.00	1,793.41
121 EMPLOYER PERA CONTRIBUTIONS		567.93	1.93	6,740.91	1.03	7,050.00	309.09
122 EMPLOYER FICA CONTRIBUTIONS		445.21	1.51	5,302.91	0.81	5,828.00	525.09
123 EMPLOYER MEDICARE CONTRIBUTION		104.17	0.35	1,240.17	0.19	1,363.00	122.83
130 EMPLOYER PAID INSURANCE		1,795.25	6.10	19,831.90	3.03	12,700.00	-7,131.90
150 WORKER'S COMPENSATION		0.00		3,978.88	0.61	4,000.00	21.12
160 LIABILITY INSURANCE		0.00		43.28	0.01	40.00	-3.28
210 OPERATING SUPPLIES		279.18	0.95	39,602.29	6.06	50,000.00	10,397.71
212 MOTOR FUELS		0.00		1,671.96	0.26	1,200.00	-471.96
214 UNIFORMS		75.00	0.25	339.22	0.05	420.00	80.78
220 REPAIR/MAINTENANCE SUPPLIES		1,099.78	3.73	7,878.22	1.21	62,100.00	54,221.78
240 SMALL TOOLS/MINOR EQUIPMENT		0.00		960.30	0.15	5,000.00	4,039.70
260 METERS		0.00		14,617.67	2.24	10,000.00	-4,617.67

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601 Water Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
360 INSURANCE	0.00		6,078.36	0.93	6,000.00	-78.36
400 REPAIRS & MAINTENANCE	5,089.41	17.28	27,521.27	4.21	85,000.00	57,478.73
410 RENTALS	0.00		30.15		2,600.00	2,569.85
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,751.95	0.27	3,600.00	1,848.05
433 MMUA SAFETY PROGRAM	5.00	0.02	3,362.44	0.51	4,800.00	1,437.56
435 UNCOLLECTIBLE	0.00		433.48	0.07	0.00	-433.48
440 PROFESSIONAL SERVICES	105.00	0.36	1,345.00	0.21	2,500.00	1,155.00
444 OTHER CONTRACTUAL SERVICES	0.00		115.05	0.02	0.00	-115.05
Account Total						
	17,399.14	59.08	232,989.51	35.66	358,201.00	125,211.49
Total Department	17,399.14	59.08	232,989.51	35.66	358,201.00	125,211.49
Administration						
Administration						
101 FULL-TIME EMPLOYEES - REGULAR	4,979.25	16.91	59,223.43	9.06	76,500.00	17,276.57
102 FULL-TIME EMPLOYEES - OVERTIME	55.94	0.19	364.71	0.06	0.00	-364.71
121 EMPLOYER PERA CONTRIBUTIONS	377.67	1.28	4,408.98	0.67	5,738.00	1,329.02
122 EMPLOYER FICA CONTRIBUTIONS	290.32	0.99	3,468.27	0.53	4,743.00	1,274.73
123 EMPLOYER MEDICARE CONTRIBUTION	67.91	0.23	811.15	0.12	1,109.00	297.85
130 EMPLOYER PAID INSURANCE	1,097.74	3.73	10,821.57	1.66	13,000.00	2,178.43
210 OPERATING SUPPLIES	13.95	0.05	557.21	0.09	800.00	242.79
216 PERIODICALS	20.00	0.07	20.00		100.00	80.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		4,129.00	0.63	4,406.00	277.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	14.50	0.05	14.50		750.00	735.50
309 EDP, SOFTWARE & DESIGN	0.00		0.00		500.00	500.00
321 TELEPHONE	208.47	0.71	1,843.17	0.28	2,400.00	556.83
325 COMMUNICATION-OTHER	0.00		3,655.93	0.56	5,000.00	1,344.07
333 STAFF MEETINGS & CONFERENCES	0.00		1,225.49	0.19	1,500.00	274.51
334 MEMBERSHIP DUES AND FEES	25.00	0.08	316.00	0.05	500.00	184.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		1,200.00	1,200.00
370 MAINTENANCE/SUPPORT FEES	1,265.48	4.30	3,739.78	0.57	2,725.00	-1,014.78
430 OTHER SERVICE/CHARGES-MISC.	12.50	0.04	69.60	0.01	200.00	130.40
438 CREDIT CARD FEES	517.68	1.76	4,956.01	0.76	4,100.00	-856.01
440 PROFESSIONAL SERVICES	0.00		1,570.00	0.24	1,800.00	230.00
Account Total						
	8,946.41	30.38	101,194.80	15.49	132,671.00	31,476.20
Total Department	8,946.41	30.38	101,194.80	15.49	132,671.00	31,476.20
Total Expenses						
	29,447.87	100.00	653,442.68	100.00	835,386.00	181,943.32
Net Income (Loss)						
	51,414.72	174.60	284,720.79	43.57		

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602 Sewer Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Sewage Distribution						
3612 SPECIAL ASSESSMT-PENALTY/	0.00		181.98	0.01	0.00	181.98
3621 INTEREST EARNED	1,557.44	1.62	27,485.89	1.47	6,000.00	21,485.89
3624 MISC REVENUE - REFUNDS	0.00		65.30		0.00	65.30
3626 MONEY MARKET INTEREST	0.00		3.00		0.00	3.00
3718 METER SALES	0.00		0.00		8,000.00	-8,000.00
3720 SEWER SERVICE	166,069.20	172.64	1,789,936.67	95.48	1,836,000.00	-46,063.33
3725 SEWER CONNECTION FEES	6,700.00	6.97	72,680.00	3.88	20,000.00	52,680.00
3746 PENALTIES	1,406.25	1.46	13,366.43	0.71	18,000.00	-4,633.57
3922 OTHER MISC-GOVT	0.00		109,283.78	5.83	132,500.00	-23,216.22
Total Department	175,732.89	182.69	2,013,003.05	107.38	2,020,500.00	-7,496.95
Total Revenue	175,732.89	100.00	2,013,003.05	100.00	2,020,500.00	-7,496.95
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		792,384.33	42.27	796,880.00	4,495.67
611 BOND INTEREST	72.48	0.08	97,252.74	5.19	97,232.00	-20.74
620 PAYING AGENT FEES	0.00		346.50	0.02	0.00	-346.50
Account Total	72.48	0.08	889,983.57	47.47	894,112.00	4,128.43
Total Department	72.48	0.08	889,983.57	47.47	894,112.00	4,128.43
Sewer Plant						
Sewer Plant						
101 FULL-TIME EMPLOYEES - REGULAR	14,593.14	15.17	178,975.99	9.55	179,100.00	124.01
102 FULL-TIME EMPLOYEES - OVERTIME	1,203.07	1.25	8,191.35	0.44	10,000.00	1,808.65
103 PART-TIME EMPLOYEES	0.00		0.00		11,440.00	11,440.00
121 EMPLOYER PERA CONTRIBUTIONS	1,184.73	1.23	14,037.91	0.75	14,183.00	145.09
122 EMPLOYER FICA CONTRIBUTIONS	930.19	0.97	11,057.00	0.59	12,433.00	1,376.00
123 EMPLOYER MEDICARE CONTRIBUTION	217.52	0.23	2,585.92	0.14	2,908.00	322.08
130 EMPLOYER PAID INSURANCE	3,799.20	3.95	41,834.23	2.23	23,550.00	-18,284.23
150 WORKER'S COMPENSATION	0.00		8,623.69	0.46	8,500.00	-123.69
160 LIABILITY INSURANCE	0.00		0.00		35.00	35.00
210 OPERATING SUPPLIES	2,921.23	3.04	7,395.29	0.39	35,000.00	27,604.71
211 CHEMICALS	5,739.17	5.97	28,809.91	1.54	60,000.00	31,190.09
212 MOTOR FUELS	0.00		0.00		2,000.00	2,000.00
214 UNIFORMS	0.00		14.54		910.00	895.46
216 PERIODICALS	0.00		0.00		30.00	30.00
220 REPAIR/MAINTENANCE SUPPLIES	424.83	0.44	1,913.90	0.10	16,000.00	14,086.10
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		50,000.00	50,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	409.79	0.43	2,994.83	0.16	5,000.00	2,005.17
301 AUDITING/ACCOUNTING	0.00		3,578.00	0.19	3,818.00	240.00
303 ENGINEERING FEES	0.00		0.00		10,000.00	10,000.00
309 EDP, SOFTWARE & DESIGN	0.00		172.99	0.01	400.00	227.01
321 TELEPHONE	180.13	0.19	1,720.73	0.09	2,400.00	679.27
333 STAFF MEETINGS & CONFERENCES	55.00	0.06	498.42	0.03	2,200.00	1,701.58

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CITY OF KASSON
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602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
334 MEMBERSHIP DUES AND FEES	0.00		20.00		130.00	110.00
360 INSURANCE	0.00		8,878.04	0.47	8,500.00	-378.04
370 MAINTENANCE/SUPPORT FEES	0.00		1,379.69	0.07	1,365.00	-14.69
380 UTILITY SERVICES	326.26	0.34	28,119.78	1.50	65,000.00	36,880.22
381 PURCHASED POWER	0.00		57,359.15	3.06	122,000.00	64,640.85
400 REPAIRS & MAINTENANCE	0.00		18,546.06	0.99	50,000.00	31,453.94
430 OTHER SERVICE/CHARGES-MISC.	152.86	0.16	7,503.30	0.40	3,200.00	-4,303.30
433 MMUA SAFETY PROGRAM	0.00		2,819.25	0.15	4,130.00	1,310.75
440 PROFESSIONAL SERVICES	4,191.25	4.36	34,886.58	1.86	50,000.00	15,113.42
Account Total						
	36,328.37	37.77	471,916.55	25.17	754,232.00	282,315.45
Sewer Distribution						
400 REPAIRS & MAINTENANCE	17.14	0.02	17.14		0.00	-17.14
Account Total						
	17.14	0.02	17.14			-17.14
Total Department	36,345.51	37.78	471,933.69	25.17	754,232.00	282,298.31
Sewage Distribution						
Sewer Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	3,732.04	3.88	45,360.20	2.42	48,000.00	2,639.80
102 FULL-TIME EMPLOYEES - OVERTIME	185.09	0.19	1,244.14	0.07	5,000.00	3,755.86
121 EMPLOYER PERA CONTRIBUTIONS	293.76	0.31	3,495.43	0.19	3,975.00	479.57
122 EMPLOYER FICA CONTRIBUTIONS	229.92	0.24	2,745.83	0.15	3,286.00	540.17
123 EMPLOYER MEDICARE CONTRIBUTION	53.74	0.06	642.11	0.03	769.00	126.89
130 EMPLOYER PAID INSURANCE	916.11	0.95	10,166.36	0.54	7,500.00	-2,666.36
150 WORKER'S COMPENSATION	0.00		2,783.73	0.15	3,000.00	216.27
160 LIABILITY INSURANCE	0.00		43.28		40.00	-3.28
210 OPERATING SUPPLIES	3,163.52	3.29	11,417.08	0.61	11,000.00	-417.08
212 MOTOR FUELS	0.00		2,168.86	0.12	6,400.00	4,231.14
214 UNIFORMS	75.00	0.08	478.58	0.03	210.00	-268.58
220 REPAIR/MAINTENANCE SUPPLIES	41.25	0.04	657.87	0.04	2,000.00	1,342.13
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		998.12	0.05	1,500.00	501.88
260 METERS	0.00		14,617.67	0.78	10,000.00	-4,617.67
303 ENGINEERING FEES	32,487.07	33.77	146,564.66	7.82	500.00	-146,064.66
360 INSURANCE	0.00		14,539.72	0.78	13,000.00	-1,539.72
380 UTILITY SERVICES	580.67	0.60	3,617.68	0.19	3,500.00	-117.68
400 REPAIRS & MAINTENANCE	10,259.27	10.67	24,943.90	1.33	65,000.00	40,056.10
410 RENTALS	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,249.46	0.07	3,000.00	1,750.54
433 MMUA SAFETY PROGRAM	5.00	0.01	618.19	0.03	590.00	-28.19
435 UNCOLLECTIBLE	0.00		1,421.50	0.08	0.00	-1,421.50
440 PROFESSIONAL SERVICES	0.00		141,155.20	7.53	550,000.00	408,844.80
444 OTHER CONTRACTUAL SERVICES	0.00		115.05	0.01	200,000.00	199,884.95
Account Total						
	52,022.44	54.08	431,044.62	22.99	938,370.00	507,325.38
Total Department	52,022.44	54.08	431,044.62	22.99	938,370.00	507,325.38
San Sewer-Admin/General						
San Sewer-Admin/General						
101 FULL-TIME EMPLOYEES - REGULAR	4,267.28	4.44	49,992.67	2.67	61,000.00	11,007.33
102 FULL-TIME EMPLOYEES - OVERTIME	37.59	0.04	250.44	0.01	1,000.00	749.56
121 EMPLOYER PERA CONTRIBUTIONS	322.88	0.34	3,768.14	0.20	4,650.00	881.86
122 EMPLOYER FICA CONTRIBUTIONS	249.64	0.26	2,936.54	0.16	3,844.00	907.46
123 EMPLOYER MEDICARE CONTRIBUTION	58.37	0.06	686.77	0.04	899.00	212.23

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602 Sewer Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
130 EMPLOYER PAID INSURANCE	889.17	0.92	8,731.79	0.47	9,600.00	868.21
150 WORKER'S COMPENSATION	0.00		0.00		350.00	350.00
210 OPERATING SUPPLIES	13.95	0.01	736.71	0.04	1,500.00	763.29
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		590.00	590.00
301 AUDITING/ACCOUNTING	0.00		551.00	0.03	585.00	34.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00
321 TELEPHONE	123.14	0.13	1,813.30	0.10	2,956.00	1,142.70
325 COMMUNICATION-OTHER	0.00		3,609.33	0.19	5,000.00	1,390.67
333 STAFF MEETINGS & CONFERENCES	0.00		150.00	0.01	500.00	350.00
334 MEMBERSHIP DUES AND FEES	0.00		137.00	0.01	20.00	-117.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	1,265.48	1.32	2,360.09	0.13	1,750.00	-610.09
430 OTHER SERVICE/CHARGES-MISC.	7.50	0.01	-40.41		50.00	90.41
438 CREDIT CARD FEES	517.68	0.54	4,956.01	0.26	4,100.00	-856.01
440 PROFESSIONAL SERVICES	0.00		1,071.25	0.06	400.00	-671.25
Account Total	7,752.68	8.06	81,710.63	4.36	99,319.00	17,608.37
Total Department	7,752.68	8.06	81,710.63	4.36	99,319.00	17,608.37
Total Expenses	96,193.11	100.00	1,874,672.51	100.00	2,686,033.00	811,360.49
Net Income (Loss)	79,539.78	82.69	138,330.54	7.38		

CITY OF KASSON
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604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Transmission/Distribution						
3483 Program-Other	0.00		42.50		0.00	42.50
3612 SPECIAL ASSESSMT-PENALTY/	0.00		338.14	0.01	0.00	338.14
3621 INTEREST EARNED	10,683.86	1.77	56,857.01	1.69	10,000.00	46,857.01
3622 RENTS AND ROYALTIES	419.09	0.07	5,029.08	0.15	3,000.00	2,029.08
3624 MISC REVENUE - REFUNDS	24,777.72	4.10	290,219.69	8.60	1,000.00	289,219.69
3626 MONEY MARKET INTEREST	0.00		9.38		0.00	9.38
3735 ELECTRIC ASSESSMENT	880.00	0.15	6,738.50	0.20	4,400.00	2,338.50
3740 ELECTRIC SALES-RES/COMM	286,932.07	47.48	3,486,968.42	103.35	3,980,836.00	-493,867.58
3742 ELECTRIC SALES-DEMAND	38,297.27	6.34	429,858.59	12.74	496,789.00	-66,930.41
3745 CONNECTION/RECONNECTION F	400.00	0.07	3,350.00	0.10	4,800.00	-1,450.00
3746 PENALTIES	3,479.05	0.58	29,097.76	0.86	40,000.00	-10,902.24
3747 ELECTRIC METER HOOKUP FEE	260.00	0.04	2,170.00	0.06	0.00	2,170.00
3748 Recapture Written Off	0.00		338.55	0.01	0.00	338.55
3749 CIP Chg	8,610.20	1.42	103,865.55	3.08	111,463.00	-7,597.45
Total Department	374,739.26	62.02	4,414,883.17	130.85	4,652,288.00	-237,404.83
Total Revenue	374,739.26	100.00	4,414,883.17	100.00	4,652,288.00	-237,404.83
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	430.60	0.07	3,516.69	0.10	2,950.00	-566.69
121 EMPLOYER PERA CONTRIBUTIONS	32.30	0.01	263.78	0.01	221.00	-42.78
122 EMPLOYER FICA CONTRIBUTIONS	25.86		211.47	0.01	183.00	-28.47
123 EMPLOYER MEDICARE CONTRIBUTION	6.05		49.45		43.00	-6.45
Account Total	494.81	0.08	4,041.39	0.12	3,397.00	-644.39
Total Department	494.81	0.08	4,041.39	0.12	3,397.00	-644.39
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		45,190.84	1.34	55,356.00	10,165.16
611 BOND INTEREST	78.76	0.01	7,665.72	0.23	7,856.00	190.28
620 PAYING AGENT FEES	0.00		99.00		0.00	-99.00
Account Total	78.76	0.01	52,955.56	1.57	63,212.00	10,256.44
Total Department	78.76	0.01	52,955.56	1.57	63,212.00	10,256.44
Power Supply						
Power Supply						
381 PURCHASED POWER	158,683.96	26.26	1,964,999.56	58.24	2,794,000.00	829,000.44
Account Total	158,683.96	26.26	1,964,999.56	58.24	2,794,000.00	829,000.44
Total Department	158,683.96	26.26	1,964,999.56	58.24	2,794,000.00	829,000.44
Transmission/Distribution						

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604 Electric Fund

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	Period to Date	%	Year-To-Date	%		
Transmission/Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	20,434.55	3.38	280,384.05	8.31	344,000.00	63,615.95
102 FULL-TIME EMPLOYEES - OVERTIME	268.83	0.04	3,142.16	0.09	13,100.00	9,957.84
121 EMPLOYER PERA CONTRIBUTIONS	1,552.76	0.26	21,264.47	0.63	26,783.00	5,518.53
122 EMPLOYER FICA CONTRIBUTIONS	1,236.99	0.20	16,962.21	0.50	22,140.00	5,177.79
123 EMPLOYER MEDICARE CONTRIBUTION	289.30	0.05	3,966.85	0.12	5,178.00	1,211.15
130 EMPLOYER PAID INSURANCE	3,969.18	0.66	50,436.87	1.49	31,000.00	-19,436.87
150 WORKER'S COMPENSATION	0.00		11,163.31	0.33	12,560.00	1,396.69
210 OPERATING SUPPLIES	66.51	0.01	1,859.18	0.06	10,000.00	8,140.82
212 MOTOR FUELS	0.00		2,693.92	0.08	5,500.00	2,806.08
214 UNIFORMS	216.74	0.04	2,266.12	0.07	2,400.00	133.88
220 REPAIR/MAINTENANCE SUPPLIES	1,748.49	0.29	86,971.50	2.58	100,000.00	13,028.50
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		6,766.24	0.20	4,000.00	-2,766.24
260 METERS	0.00		0.00		10,000.00	10,000.00
270 TRANSFORMERS	3,944.96	0.65	9,813.00	0.29	25,000.00	15,187.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
325 COMMUNICATION-OTHER	0.00		20.52		0.00	-20.52
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		7,802.28	0.23	8,000.00	197.72
380 UTILITY SERVICES	594.13	0.10	8,888.32	0.26	13,500.00	4,611.68
400 REPAIRS & MAINTENANCE	58.25	0.01	17,422.24	0.52	5,000.00	-12,422.24
410 RENTALS	0.00		420.91	0.01	500.00	79.09
430 OTHER SERVICE/CHARGES-MISC.	0.00		2,964.89	0.09	3,600.00	635.11
433 MMUA SAFETY PROGRAM	5.00		3,794.94	0.11	4,720.00	925.06
437 LOCATES	141.75	0.02	2,613.45	0.08	3,000.00	386.55
444 OTHER CONTRACTUAL SERVICES	11,878.50	1.97	54,324.02	1.61	55,000.00	675.98
Account Total						
	46,405.94	7.68	595,941.45	17.66	710,231.00	114,289.55
Total Department	46,405.94	7.68	595,941.45	17.66	710,231.00	114,289.55
Customer Account/Meter Reader						
Customer Account/Mtr Reader						
613 Customer Interest	0.00		-0.27		800.00	800.27
Account Total						
			-0.27		800.00	800.27
Total Department			-0.27		800.00	800.27
Administration & General						
Administration & General						
101 FULL-TIME EMPLOYEES - REGULAR	10,212.34	1.69	119,914.89	3.55	147,000.00	27,085.11
102 FULL-TIME EMPLOYEES - OVERTIME	93.03	0.02	617.93	0.02	2,000.00	1,382.07
121 EMPLOYER PERA CONTRIBUTIONS	772.90	0.13	8,979.81	0.27	11,175.00	2,195.19
122 EMPLOYER FICA CONTRIBUTIONS	597.53	0.10	7,061.30	0.21	9,238.00	2,176.70
123 EMPLOYER MEDICARE CONTRIBUTION	139.76	0.02	1,651.40	0.05	2,161.00	509.60
130 EMPLOYER PAID INSURANCE	2,195.08	0.36	20,693.14	0.61	25,700.00	5,006.86
150 WORKER'S COMPENSATION	0.00		0.00		840.00	840.00
160 LIABILITY INSURANCE	0.00		43.28		40.00	-3.28
210 OPERATING SUPPLIES	15.98		1,050.84	0.03	2,750.00	1,699.16
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		4,129.00	0.12	4,406.00	277.00
304 LEGAL FEES	14.50		4,704.75	0.14	5,000.00	295.25
309 EDP, SOFTWARE & DESIGN	0.00		1,650.35	0.05	1,000.00	-650.35
321 TELEPHONE	676.02	0.11	6,769.15	0.20	10,000.00	3,230.85

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604 Electric Fund

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	Period to Date	%	Year-To-Date	%		
325 COMMUNICATION-OTHER	0.00		7,522.09	0.22	10,500.00	2,977.91
332 ADMINISTRATOR MEETINGS &	431.71	0.07	910.57	0.03	0.00	-910.57
333 STAFF MEETINGS & CONFERENCES	201.16	0.03	4,725.77	0.14	3,500.00	-1,225.77
334 MEMBERSHIP DUES AND FEES	1,500.00	0.25	21,318.00	0.63	40,000.00	18,682.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
370 MAINTENANCE/SUPPORT FEES	2,570.92	0.43	6,935.42	0.21	4,000.00	-2,935.42
400 REPAIRS & MAINTENANCE	0.00		0.00		550.00	550.00
429 CIP PROGRAM	6,357.29	1.05	73,294.10	2.17	95,244.00	21,949.90
430 OTHER SERVICE/CHARGES-MISC.	1,694.08	0.28	16,665.38	0.49	135,000.00	118,334.62
435 UNCOLLECTIBLE	0.00		4,897.93	0.15	0.00	-4,897.93
438 CREDIT CARD FEES	1,130.35	0.19	10,915.05	0.32	8,200.00	-2,715.05
440 PROFESSIONAL SERVICES	0.00		1,665.00	0.05	7,500.00	5,835.00
Account Total						
	28,602.65	4.73	326,115.15	9.67	526,454.00	200,338.85
Total Department	28,602.65	4.73	326,115.15	9.67	526,454.00	200,338.85
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		100,000.00	100,000.00
Account Total						
					100,000.00	100,000.00
Total Department					100,000.00	100,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	370,000.00	61.23	430,000.00	12.74	70,000.00	-360,000.00
Account Total						
	370,000.00	61.23	430,000.00	12.74	70,000.00	-360,000.00
Total Department	370,000.00	61.23	430,000.00	12.74	70,000.00	-360,000.00
Total Expenses	604,266.12	100.00	3,374,052.84	100.00	4,268,094.00	894,041.16
Net Income (Loss)	-229,526.86	-37.98	1,040,830.33	30.85		

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605 Storm Water

	Actual		Actual			
	Period to Date	%	Year-To-Date	%	Annual Budget "	Variance
Revenue						
Storm Public Works						
3621 INTEREST EARNED	0.00		5,037.80	2.20	3,000.00	2,037.80
3626 MONEY MARKET INTEREST	0.00		6.83		0.00	6.83
3730 STORM USER CHARGE	38,376.40	724.47	419,585.10	183.19	436,600.00	-17,014.90
3746 PENALTIES	307.09	5.80	2,946.43	1.29	2,200.00	746.43
Total Department	38,683.49	730.27	427,576.16	186.68	441,800.00	-14,223.84
Total Revenue	38,683.49	100.00	427,576.16	100.00	441,800.00	-14,223.84
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		115,261.07	50.32	115,261.00	-0.07
611 BOND INTEREST	0.00		28,194.19	12.31	28,193.00	-1.19
620 PAYING AGENT FEES	0.00		346.50	0.15	0.00	-346.50
Account Total			143,801.76	62.78	143,454.00	-347.76
Total Department			143,801.76	62.78	143,454.00	-347.76
Storm Public Works						
Storm Public Works						
101 FULL-TIME EMPLOYEES - REGULAR	1,779.54	33.59	23,249.07	10.15	40,675.00	17,425.93
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
121 EMPLOYER PERA CONTRIBUTIONS	133.46	2.52	1,743.52	0.76	2,715.00	971.48
122 EMPLOYER FICA CONTRIBUTIONS	101.87	1.92	1,349.60	0.59	2,430.00	1,080.40
123 EMPLOYER MEDICARE CONTRIBUTION	23.83	0.45	315.65	0.14	525.00	209.35
130 EMPLOYER PAID INSURANCE	688.73	13.00	7,573.19	3.31	9,900.00	2,326.81
210 OPERATING SUPPLIES	-149.82	-2.83	2,080.47	0.91	7,000.00	4,919.53
214 UNIFORMS	0.00		0.00		280.00	280.00
220 REPAIR/MAINTENANCE SUPPLIES	116.97	2.21	1,342.66	0.59	20,500.00	19,157.34
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		110.66	0.05	500.00	389.34
303 ENGINEERING FEES	0.00		0.00		162,000.00	162,000.00
304 LEGAL FEES	0.00		43.50	0.02	0.00	-43.50
325 COMMUNICATION-OTHER	0.00		3,574.32	1.56	5,000.00	1,425.68
331 TRAVEL/MILEAGE	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		781.12	0.34	800.00	18.88
370 MAINTENANCE/SUPPORT FEES	84.23	1.59	1,251.90	0.55	1,700.00	448.10
400 REPAIRS & MAINTENANCE	55.42	1.05	5,696.02	2.49	35,000.00	29,303.98
410 RENTALS	0.00		7.73		0.00	-7.73
430 OTHER SERVICE/CHARGES-MISC.	0.00		26.83	0.01	75.00	48.17
433 MMUA SAFETY PROGRAM	5.00	0.09	3,344.96	1.46	4,750.00	1,405.04
435 UNCOLLECTIBLE	0.00		437.50	0.19	0.00	-437.50
440 PROFESSIONAL SERVICES	0.00		0.00		5,000.00	5,000.00
444 OTHER CONTRACTUAL SERVICES	0.00		90.42	0.04	0.00	-90.42
Account Total	2,839.23	53.60	53,019.12	23.15	301,950.00	248,930.88
Total Department	2,839.23	53.60	53,019.12	23.15	301,950.00	248,930.88

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605 Storm Water

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Storm Administration						
Storm Admin						
101 FULL-TIME EMPLOYEES - REGULAR	1,440.39	27.19	16,700.96	7.29	19,500.00	2,799.04
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		3.83		0.00	-3.83
121 EMPLOYER PERA CONTRIBUTIONS	108.02	2.04	1,252.76	0.55	1,463.00	210.24
122 EMPLOYER FICA CONTRIBUTIONS	84.26	1.59	986.49	0.43	1,209.00	222.51
123 EMPLOYER MEDICARE CONTRIBUTION	19.70	0.37	230.69	0.10	283.00	52.31
130 EMPLOYER PAID INSURANCE	282.89	5.34	2,609.03	1.14	3,000.00	390.97
150 WORKER'S COMPENSATION	0.00		2,489.97	1.09	4,000.00	1,510.03
210 OPERATING SUPPLIES	0.00		72.10	0.03	700.00	627.90
301 AUDITING/ACCOUNTING	0.00		918.00	0.40	980.00	62.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		217.50	0.09	0.00	-217.50
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
370 MAINTENANCE/SUPPORT FEES	0.00		139.20	0.06	450.00	310.80
430 OTHER SERVICE/CHARGES-MISC.	5.00	0.09	80.00	0.03	200.00	120.00
438 CREDIT CARD FEES	517.68	9.77	4,956.01	2.16	4,100.00	-856.01
440 PROFESSIONAL SERVICES	0.00		1,570.00	0.69	725.00	-845.00
Account Total						
	2,457.94	46.40	32,226.54	14.07	41,910.00	9,683.46
Total Department	2,457.94	46.40	32,226.54	14.07	41,910.00	9,683.46
Total Expenses	5,297.17	100.00	229,047.42	100.00	487,314.00	258,266.58
Net Income (Loss)	33,386.32	630.27	198,528.74	86.68		

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CITY OF KASSON
Income Statement by Department
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606 ICE ARENA

	Actual		Actual				
	Period to Date	%	Year-To-Date	%	Annual Budget "	Variance	
Revenue							
Ice Arena							
3450 SCHOOL/YOUTH ICE RENTAL	17,775.00	88.74	119,593.50	45.39	200,000.00	-80,406.50	
3451 LEAGUE HOCKEY	0.00		51,990.94	19.73	54,000.00	-2,009.06	
3452 PUBLIC SKATE	0.00		911.31	0.35	2,500.00	-1,588.69	
3453 OPEN HOCKEY/ ICE TIME	0.00		707.79	0.27	5,000.00	-4,292.21	
3454 LEASED SIGN REVENUE	0.00		0.00		1,500.00	-1,500.00	
3455 CONCESSION/RENTS	0.00		2,820.00	1.07	2,516.00	304.00	
3456 POP/GUMBALL SALES	0.00		617.65	0.23	3,000.00	-2,382.35	
3457 SKATE RENTS/SHARPENING	0.00		73.11	0.03	1,000.00	-926.89	
3458 PRO SHOP SALES	0.00		17.00	0.01	200.00	-183.00	
3624 MISC REVENUE - REFUNDS	0.00		-0.23		0.00	-0.23	
3922 OTHER MISC-GOVT	0.00		12,500.00	4.74	0.00	12,500.00	
Total Department	17,775.00	88.74	189,231.07	71.82	269,716.00	-80,484.93	
Total Revenue	17,775.00	100.00	189,231.07	100.00	269,716.00	-80,484.93	
Expenses							
Ice Arena							
Ice Arena							
101 FULL-TIME EMPLOYEES - REGULAR	7,603.21	37.96	91,172.04	34.60	95,300.00	4,127.96	
103 PART-TIME EMPLOYEES	2,849.95	14.23	26,502.19	10.06	48,000.00	21,497.81	
121 EMPLOYER PERA CONTRIBUTIONS	633.57	3.16	7,327.71	2.78	9,000.00	1,672.29	
122 EMPLOYER FICA CONTRIBUTIONS	623.16	3.11	7,021.58	2.66	8,885.00	1,863.42	
123 EMPLOYER MEDICARE CONTRIBUTION	145.73	0.73	1,642.15	0.62	1,383.00	-259.15	
130 EMPLOYER PAID INSURANCE	1,704.03	8.51	18,913.06	7.18	23,000.00	4,086.94	
142 UNEMPLOYMENT BENEFIT	0.00		2,940.76	1.12	0.00	-2,940.76	
150 WORKER'S COMPENSATION	0.00		4,860.95	1.84	4,800.00	-60.95	
210 OPERATING SUPPLIES	-220.97	-1.10	1,972.30	0.75	4,000.00	2,027.70	
214 UNIFORMS	0.00		0.00		600.00	600.00	
220 REPAIR/MAINTENANCE SUPPLIES	182.47	0.91	3,744.43	1.42	7,500.00	3,755.57	
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		418.89	0.16	1,000.00	581.11	
261 MERCH FOR RESALE-TAX	264.62	1.32	407.72	0.15	2,000.00	1,592.28	
301 AUDITING/ACCOUNTING	0.00		860.00	0.33	900.00	40.00	
309 EDP, SOFTWARE & DESIGN	0.00		91.00	0.03	0.00	-91.00	
321 TELEPHONE	166.28	0.83	2,107.81	0.80	3,500.00	1,392.19	
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,000.00	1,000.00	
334 MEMBERSHIP DUES AND FEES	0.00		315.00	0.12	400.00	85.00	
343 OTHER ADVERTISING	14.05	0.07	154.55	0.06	200.00	45.45	
370 MAINTENANCE/SUPPORT FEES	0.00		1,466.32	0.56	1,800.00	333.68	
380 UTILITY SERVICES	4,468.44	22.31	50,476.66	19.16	76,000.00	25,523.34	
400 REPAIRS & MAINTENANCE	1,491.90	7.45	39,104.23	14.84	22,500.00	-16,604.23	
430 OTHER SERVICE/CHARGES-MISC.	104.14	0.52	1,173.80	0.45	2,000.00	826.20	
433 MMUA SAFETY PROGRAM	0.00		805.50	0.31	1,010.00	204.50	
440 PROFESSIONAL SERVICES	0.00		0.00		500.00	500.00	
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		10,000.00	10,000.00	
Account Total	20,030.58	100.00	263,478.65	100.00	325,278.00	61,799.35	

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606 ICE ARENA

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Total Department	20,030.58	100.00	263,478.65	100.00	325,278.00	61,799.35
Total Expenses	20,030.58	100.00	263,478.65	100.00	325,278.00	61,799.35
Net Income (Loss)	-2,255.58	-11.26	-74,247.58	-28.18		

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Income Statement by Department
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609 Liquor Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Revenue						
Financial Adminstration						
3621 INTEREST EARNED	1,560.37	1.57	9,760.78	0.68	3,000.00	6,760.78
3624 MISC REVENUE - REFUNDS	0.00		0.00		250.00	-250.00
3626 MONEY MARKET INTEREST	0.00		7.00		0.00	7.00
Total Department	1,560.37	1.57	9,767.78	0.68	3,250.00	6,517.78
Merchandise						
3781 SALES - LIQUOR	46,668.56	46.85	506,448.91	35.25	443,000.00	63,448.91
3782 SALES - BEER	62,478.61	62.72	768,570.52	53.50	949,200.00	-180,629.48
3783 SALES - WINE	26,467.40	26.57	273,742.16	19.06	204,750.00	68,992.16
3784 SALES - MISC. TAXABLE	1,928.20	1.94	23,304.06	1.62	22,000.00	1,304.06
3786 SALES - NON-TAXABLE	490.92	0.49	7,801.10	0.54	5,215.00	2,586.10
3794 CASH OVER	69.96	0.07	789.56	0.05	0.00	789.56
Total Department	138,103.65	138.63	1,580,656.31	110.03	1,624,165.00	-43,508.69
Total Revenue	139,664.02	100.00	1,590,424.09	100.00	1,627,415.00	-36,990.91
Expenses						
Financial Adminstration						
Financial Administration						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		1,087.00	0.08	2,600.00	1,513.00
121 EMPLOYER PERA CONTRIBUTIONS	0.00		21.30		195.00	173.70
122 EMPLOYER FICA CONTRIBUTIONS	0.00		67.40		161.00	93.60
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		15.77		38.00	22.23
301 AUDITING/ACCOUNTING	0.00		4,129.00	0.29	4,406.00	277.00
Account Total			5,320.47	0.37	7,400.00	2,079.53
Total Department			5,320.47	0.37	7,400.00	2,079.53
Merchandise						
Merchandise						
210 OPERATING SUPPLIES	156.04	0.16	2,120.24	0.15	2,500.00	379.76
251 LIQUOR	25,978.20	26.08	478,240.79	33.29	462,100.00	-16,140.79
252 BEER	31,593.11	31.71	644,237.63	44.85	736,300.00	92,062.37
254 MISC TAXABLES (SOFT DRINKS,ETC	1,123.18	1.13	14,223.75	0.99	15,000.00	776.25
257 ICE	140.32	0.14	3,710.48	0.26	2,000.00	-1,710.48
259 NON-TAX MISC (O.J., ETC)	324.29	0.33	1,067.78	0.07	642.00	-425.78
335 FREIGHT	672.18	0.67	9,034.04	0.63	10,000.00	965.96
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		50.00	50.00
438 CREDIT CARD FEES	2,453.46	2.46	31,671.42	2.20	30,000.00	-1,671.42
Account Total			62,440.78	62.68	1,258,592.00	74,285.87
Total Department			62,440.78	62.68	1,258,592.00	74,285.87

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609 Liquor Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Manager						
Manager						
101 FULL-TIME EMPLOYEES - REGULAR	5,889.60	5.91	70,623.36	4.92	76,600.00	5,976.64
121 EMPLOYER PERA CONTRIBUTIONS	441.72	0.44	5,296.78	0.37	5,745.00	448.22
122 EMPLOYER FICA CONTRIBUTIONS	355.52	0.36	4,272.67	0.30	4,749.00	476.33
123 EMPLOYER MEDICARE CONTRIBUTION	83.14	0.08	999.21	0.07	1,111.00	111.79
130 EMPLOYER PAID INSURANCE	795.65	0.80	8,776.47	0.61	9,200.00	423.53
150 WORKER'S COMPENSATION	0.00		6,762.17	0.47	6,000.00	-762.17
210 OPERATING SUPPLIES	0.00		1,721.17	0.12	700.00	-1,021.17
216 PERIODICALS	0.00		0.00		40.00	40.00
240 SMALL TOOLS/MINOR EQUIPMENT	53.58	0.05	823.79	0.06	3,600.00	2,776.21
304 LEGAL FEES	0.00		0.00		100.00	100.00
321 TELEPHONE	164.31	0.16	1,793.08	0.12	1,900.00	106.92
331 TRAVEL/MILEAGE	0.00		0.00		250.00	250.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		900.00	900.00
334 MEMBERSHIP DUES AND FEES	0.00		1,585.00	0.11	1,500.00	-85.00
343 OTHER ADVERTISING	-16.11	-0.02	935.78	0.07	9,000.00	8,064.22
351 LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	0.00		2,598.26	0.18	3,000.00	401.74
430 OTHER SERVICE/CHARGES-MISC.	15.97	0.02	284.44	0.02	1,000.00	715.56
433 MMJA SAFETY PROGRAM	0.00		805.50	0.06	1,200.00	394.50
439 CASH SHORT	74.54	0.07	569.77	0.04	0.00	-569.77
440 PROFESSIONAL SERVICES	3,750.00	3.76	8,070.00	0.56	525.00	-7,545.00
Account Total						
	11,607.92	11.65	115,917.45	8.07	127,395.00	11,477.55
Total Department	11,607.92	11.65	115,917.45	8.07	127,395.00	11,477.55
Cashiers						
Cashiers						
101 FULL-TIME EMPLOYEES - REGULAR	2,842.40	2.85	36,407.04	2.53	44,000.00	7,592.96
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		39.60		0.00	-39.60
103 PART-TIME EMPLOYEES	2,725.35	2.74	33,896.34	2.36	42,000.00	8,103.66
121 EMPLOYER PERA CONTRIBUTIONS	348.06	0.35	4,981.90	0.35	6,450.00	1,468.10
122 EMPLOYER FICA CONTRIBUTIONS	317.73	0.32	4,134.58	0.29	5,332.00	1,197.42
123 EMPLOYER MEDICARE CONTRIBUTION	74.30	0.07	966.98	0.07	1,247.00	280.02
130 EMPLOYER PAID INSURANCE	1,636.19	1.64	16,823.64	1.17	19,600.00	2,776.36
160 LIABILITY INSURANCE	0.00		43.28		40.00	-3.28
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
Account Total						
	7,944.03	7.97	97,293.36	6.77	119,019.00	21,725.64
Total Department	7,944.03	7.97	97,293.36	6.77	119,019.00	21,725.64
Janitor						
Janitor						
210 OPERATING SUPPLIES	0.00		207.58	0.01	900.00	692.42
Account Total						
			207.58	0.01	900.00	692.42
Total Department			207.58	0.01	900.00	692.42

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609 Liquor Fund

	Actual		Actual		Annual Budget "	Variance
	Period to Date	%	Year-To-Date	%		
Buildings and Maintenance						
Buildings & Maintenance						
220 REPAIR/MAINTENANCE SUPPLIES	-221.17	-0.22	-8.24		100.00	108.24
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
360 INSURANCE	0.00		4,582.36	0.32	4,500.00	-82.36
380 UTILITY SERVICES	853.88	0.86	9,298.15	0.65	12,500.00	3,201.85
400 REPAIRS & MAINTENANCE	751.84	0.75	1,275.72	0.09	11,000.00	9,724.28
410 RENTALS	244.30	0.25	2,350.69	0.16	750.00	-1,600.69
Account Total						
	1,628.85	1.64	17,498.68	1.22	29,850.00	12,351.32
Total Department	1,628.85	1.64	17,498.68	1.22	29,850.00	12,351.32
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		13,000.00	13,000.00
Account Total						
					13,000.00	13,000.00
Total Department					13,000.00	13,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	16,000.00	16.06	16,000.00	1.11	16,000.00	0.00
Account Total						
	16,000.00	16.06	16,000.00	1.11	16,000.00	
Total Department	16,000.00	16.06	16,000.00	1.11	16,000.00	
Total Expenses	99,621.58	100.00	1,436,543.67	100.00	1,572,156.00	135,612.33
Net Income (Loss)	40,042.44	40.19	153,880.42	10.71		

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610 Maple Grove Cemetery

	Actual		Actual				
	Period to Date	%	Year-To-Date	%	Annual Budget "	Variance	
Revenue							
Cemetery Operations							
3410 CHARGES FOR SERVICES	1,175.00	55.89	2,600.00	5.93	9,000.00	-6,400.00	
3411 CEMETARY LAND RENT	3,045.55	144.87	6,091.10	13.89	6,000.00	91.10	
3621 INTEREST EARNED	0.00		754.07	1.72	4,000.00	-3,245.93	
3624 MISC REVENUE - REFUNDS	50.00	2.38	500.00	1.14	300.00	200.00	
3626 MONEY MARKET INTEREST	0.00		1.00		0.00	1.00	
3711 BURIAL LOTS	0.00		2,000.00	4.56	4,000.00	-2,000.00	
Total Department	4,270.55	203.13	11,946.17	27.24	23,300.00	-11,353.83	
Total Revenue	4,270.55	100.00	11,946.17	100.00	23,300.00	-11,353.83	
Expenses							
Cemetery Operations							
Cemetery Operations							
101 FULL-TIME EMPLOYEES - REGULAR	834.08	39.67	10,014.72	22.84	11,100.00	1,085.28	
121 EMPLOYER PERA CONTRIBUTIONS	62.56	2.98	751.16	1.71	833.00	81.84	
122 EMPLOYER FICA CONTRIBUTIONS	49.43	2.35	595.24	1.36	688.00	92.76	
123 EMPLOYER MEDICARE CONTRIBUTION	11.57	0.55	139.19	0.32	161.00	21.81	
130 EMPLOYER PAID INSURANCE	139.16	6.62	1,563.62	3.57	1,600.00	36.38	
150 WORKER'S COMPENSATION	0.00		1,024.05	2.34	900.00	-124.05	
210 OPERATING SUPPLIES	0.00		87.65	0.20	500.00	412.35	
212 MOTOR FUELS	0.00		0.00		500.00	500.00	
214 UNIFORMS	0.00		0.00		50.00	50.00	
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		500.00	500.00	
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,000.00	2,000.00	
301 AUDITING/ACCOUNTING	0.00		918.00	2.09	980.00	62.00	
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00	
334 MEMBERSHIP DUES AND FEES	0.00		79.50	0.18	100.00	20.50	
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00	
360 INSURANCE	0.00		665.36	1.52	600.00	-65.36	
370 MAINTENANCE/SUPPORT FEES	0.00		1,751.52	3.99	1,560.00	-191.52	
380 UTILITY SERVICES	30.53	1.45	293.36	0.67	3,000.00	2,706.64	
430 OTHER SERVICE/CHARGES-MISC.	0.00		4,806.00	10.96	8,000.00	3,194.00	
440 PROFESSIONAL SERVICES	0.00		285.00	0.65	400.00	115.00	
444 OTHER CONTRACTUAL SERVICES	975.00	46.38	20,879.98	47.61	24,000.00	3,120.02	
Account Total							
	2,102.33	100.00	43,854.35	100.00	58,072.00	14,217.65	
Total Department	2,102.33	100.00	43,854.35	100.00	58,072.00	14,217.65	
Total Expenses	2,102.33	100.00	43,854.35	100.00	58,072.00	14,217.65	
Net Income(Loss)	2,168.22	103.13	-31,908.18	-72.76			

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875 Community Policing Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
<hr/>						
Revenue						
Police						
3621 INTEREST EARNED	0.00		11.00	2.67	200.00	-189.00
Total Department			11.00	2.67	200.00	-189.00
Total Revenue	0.00	100.00	11.00	100.00	200.00	-189.00
Expenses						
Police						
Police						
150 WORKER'S COMPENSATION	0.00		274.26	66.69	300.00	25.74
210 OPERATING SUPPLIES	0.00		112.50	27.36	3,500.00	3,387.50
214 UNIFORMS	0.00		24.48	5.95	0.00	-24.48
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		1,000.00	1,000.00
Account Total			411.24	100.00	4,800.00	4,388.76
Total Department			411.24	100.00	4,800.00	4,388.76
Total Expenses	0.00		411.24	100.00	4,800.00	4,388.76
Net Income (Loss)	0.00		-400.24	-97.33		

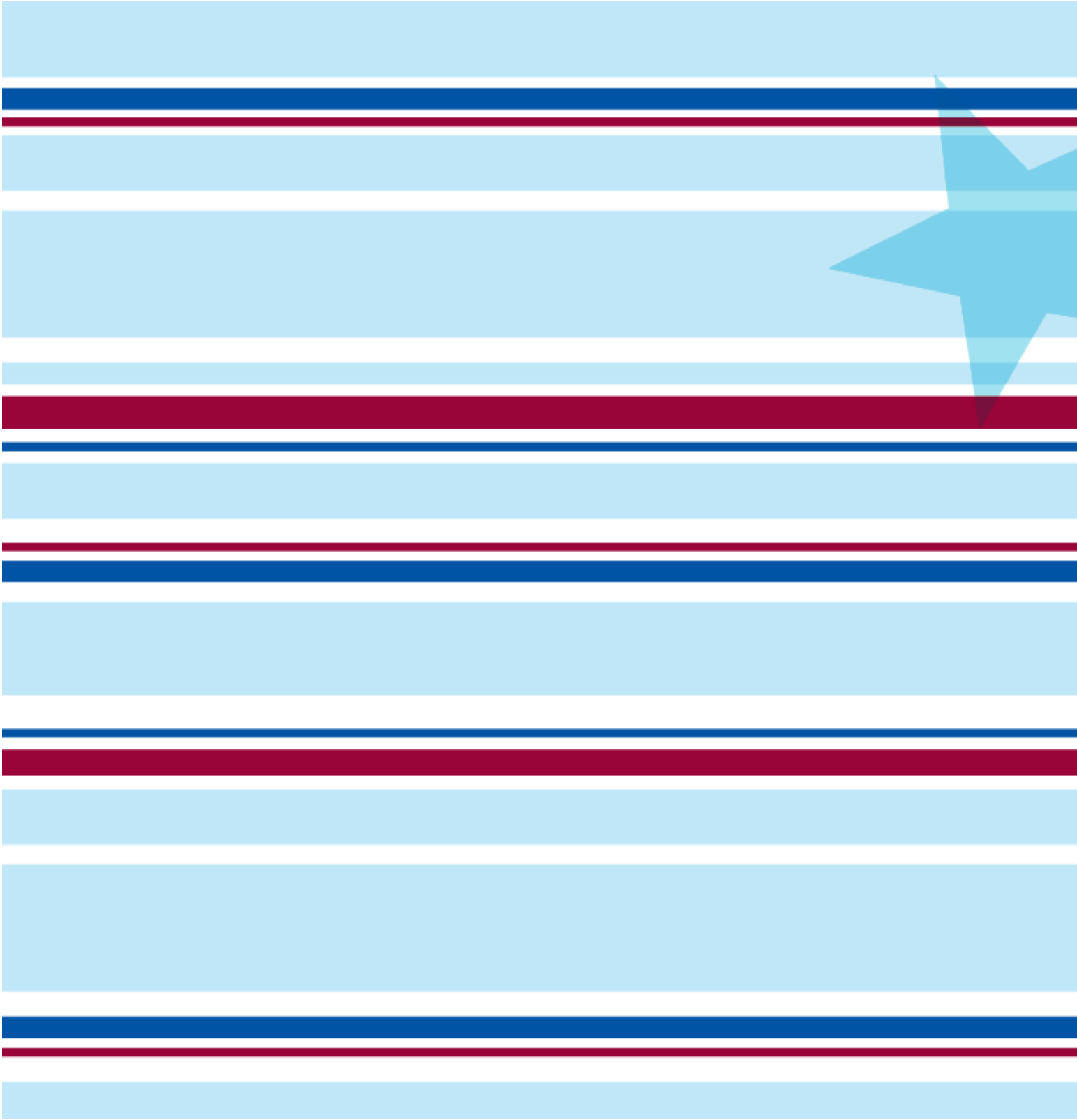
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Learn the skills you need to help you lead when the going gets tough!

This online program for experienced elected officials is for those who already know the nuts and bolts of running a city, and who now want to ensure they develop the personal skills and abilities to lead through tough times. Taught by four esteemed experts from their respective fields, this program will explore themes in:

- Communication.
- Trust.
- Emotional intelligence.
- Courage.



February 2-13

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- Discover why moral courage is important for elected leaders to practice and embrace.

Who Should Attend?

The Advanced Program is specially designed for elected officials who:

- Previously participated in the Elected Leadership Institute: Foundational Program (formerly the Newly Elected Officials Conference); OR
- Have served approximately two terms.
- Are seeking to increase their leadership skills and abilities.

New this Year! The Advanced Program is Completely Virtual

For the 2021 Advanced Program, you will take part in four live Zoom sessions led by various subject matter experts. There will be two time slots available for each of the four sessions, and you will sign up for one of those. *Please note: Zoom sessions will not be recorded and must be attended live.*

U.S. Municipal Bond Market

Late and Limited is Better Than Nothing, Lawmakers Finalize \$900 Billion Fifth Phase Relief, No Direct State and Local Aid

Summary

- Democrats dropping the request for state and local aid helped change the political landscape and set the stage for the relief compromise.
- The \$910 billion COVID-19 relief agreement has been described as too little and too late, but others believe it is better than nothing.
- It does not include state and local government aid, but targeted relief for education, transportation and health care is included among other spending items.

What Changed the Political Landscape – Why COVID-19 Relief Now?

Negotiations to complete a fifth phase of COVID-19 relief have repeatedly failed since the middle of the summer. The second wave of business shutdowns, or the mid-summer reopening rollback did not incentivize lawmakers to come to a compromise. The 2020 election results did not do it either. Even the third wave of infections and resulting shutdowns seemed to have a limited impact on the minds of lawmakers when it came to influencing them to hash out a deal. What changed the political landscape, and seemingly influenced lawmakers to finally cooperate was the end of December benefits cliff. And probably more important was the fact that Democrats agreed to drop their request for direct unencumbered state and local government relief. Republicans dropped their request for a liability shield as well. This exchange, along with the idea that Democrats started asking for \$3 plus trillion of aid and the final amount was \$900 billion, could help observers consider the final agreement as more of a success for Republicans as 2020 is set to close.

Tom Kozlik
Head of Municipal Strategy & Credit
214.859.9439
tom.kozlik@hilltopsecurities.com

The \$910 billion COVID-19 relief agreement has been described as too little and too late, but others believe it is better than nothing.

Fifth Phase is Most Recent U.S. Fiscal Policy Response to the COVID-19 Pandemic

Phase	Became Law	Legislation	Details	Amount (\$ billions)
Phase 1	March 6, 2020	Coronavirus Preparedness and Response Supplemental Appropriations Act	Research and development, health care services and supplies	8.30
Phase 2	March 18, 2020	Families First Coronavirus Response Act	Testing funds, paid leave, food stamp funding	192.00
Phase 3	March 27, 2020	Coronavirus Aid, Relief, and Economic Security (CARES) Act	Expanded unemployment, PPP, Fed Reserve & industry loans, payroll tax credits, created MLF, other	2,700.00
Phase (3.5 or) 4	April 24, 2020	Paycheck Protection Program and Healthcare Enhancement Act	Expanded PPP, hospital & testing funding	733.00
Phase 5	Dec. 22, 2020 Potentially	Attached to \$1.4 trillion federal govt. funding measure	Unemployed. relief, PPP, funds for education, transportation, health care, vaccine distribution, etc., but no direct unencumbered state and local govt. relief	910.00
Total Fiscal Policy Response Cost To Date				\$4,543.30

Source: HilltopSecurities.

Please see disclosure starting on page 5.

Fifth Phase Final, Should be Law Soon

Over the weekend D.C. lawmakers finally agreed on a fifth phase of COVID-19 relief. It is going to amount to about \$910 billion (see the latest summary per the Committee for a Responsible Federal Budget; these are the numbers we use in our table on the last page of this report) and the pandemic aid is expected to be attached to a \$1.4 trillion federal spending agreement that funds the federal government through the end of the fiscal year. That means we will see final legislation that will amount to about \$2.3 trillion that includes both the federal spending measure and COVID-19 relief. The final touches were put on the relief agreement on Sunday. Text of the relief bill was released Monday afternoon. Voting is expected to occur in the House and Senate today (late Monday). It is expected the President will sign the combined measures into law soon thereafter. That means there has been a total U.S. fiscal policy response to the COVID-19 pandemic of over \$4.5 trillion.

That means there has been a total U.S. fiscal policy response to the COVID-19 pandemic of over \$4.5 trillion that includes both the federal spending measure and COVID-19 relief.

Opinions of the relief package vary. Mohamed El-Erian said this morning that it would be hard to find someone that does not think the final relief agreement should not be described as “late and limited.” The Wall Street Journal Editorial Board was more critical of the bargain, writing that while the “aid to small business is warranted, the main relief in Congress’s latest Covid bill is for politicians who want to take credit for doling out more cash to constituents.” Even so, in the early hours of trading on Monday, December 21st market sentiment was focused on the new virus strain discovered in Europe, and resulting shutdown of London, and travel restriction being instituted in Great Britain. Markets did not seem to be focused on the fifth phase of relief success story. This is possibly because relief has already been baked into some investors’ year-end expectations.

Overall, we think the agreement will allow finances to muddle through. It offers a short-term lifeline for schools, mass transit, and health care, and helps avoid the benefit cliff that was soon to occur. The final pact does not include the \$160 billion of direct unencumbered aid to state and local governments as proposed last week. That is because state and local aid became such a political hot potato in recent months and cemented itself as a roadblock to an agreement. Pew potentially began to foreshadow the issue back in 2009 with their report titled, The trillion dollar gap: Underfunded state retirement systems and the roads to reform. Now the total adjusted net pension liabilities of state and local governments, as of fiscal 2020, amount to over \$5 trillion according to an Oct. 20, 2020 Moody’s Investor Service report. An estimate from the U.S. Federal Reserve is close to Moody’s number as well. The Fed estimates total pension liabilities at about \$4.3 trillion (Table L.120, page 99) in the most recent (Dec. 10, 2020) Fed Flow of Funds. This \$4.3 trillion will likely be adjusted upward as the Fed lowers their interest rate assumptions. These liabilities could prove to be an ongoing political roadblock during future negotiations as well.

Mohamed El-Erian said this morning that it would be hard to find someone that does not think the final relief agreement should not be described as “late and limited.”

Fa la la la...One Trillion (About) of Relief to Flow- State, Local Government Aid is a No Go

The details of phase five are reportedly not all that different than what was proposed last week. They are highlighted by direct payments and an unemployment benefit extension. Here are some of the highlights:

- An extension of unemployment assistance
- Second round of direct payments, \$600 per person
- Targeted small business relief
- Education funding for K-12 and higher education
- Transportation sector funding
- Health care funding
- The deadline for eligible entities (state and local govts.) to spend the \$150 billion of Coronavirus Relief Fund (CARES Act) money will be extended, but spending must still be on COVID-19 related expenditures
- The new relief bill says that funds cannot be used to reestablish programs like the Primary Market Corporate Credit Facility, the Secondary Market Corporate

The final pact does not include the \$160 billion of direct unencumbered aid to state and local governments as proposed last week.

Credit Facility, the Municipal Liquidity Facility, or the Main Street Lending Program without congressional approval

- Eviction moratorium to be extended
- Vaccine distribution funding
- Other items, please see table (last page) for more details

We continue to believe that the agreement is likely to have a meaningful near-term economic impact and provide limited stabilization.

Economic Impact and Influence on Public Finance Credit

We continue to believe that the agreement is likely to have a meaningful near-term economic impact and provide limited stabilization. The fifth phase fiscal policy relief is not nearly enough to help the state and local governments that are bearing the brunt of the COVID-19 shutdowns. Those entities are still likely to experience a high level of credit deterioration as a result. Additionally, the overall amount (\$4.5 trillion) of fiscal policy that has been already approved is likely to be a significant barrier to future relief that could be directly focused on state and local governments. The absence of state and local government funding still leaves a hole for public sector leaders who will need to fill somehow unless another round of aid in 2021 is able to be attained by lawmakers. The lack of aid for state and local governments cuts down on public sector financial managers' fiscal flexibility. If revenues do not keep pace with past budget plans, then cuts are likely still coming. As a result, more state and local government jobs could be lost. That being said, the agreement includes targeted aid that will provide a boost or at least a stabilizing effect to K-12 and higher education, transportation (including mass transit), health care, and housing.

The [New York MTA released a statement](#) on Sunday noting that the newly agreed upon federal aid will get them through 2021. And because of the federal funding they will not need to cut service and lay off 9,000 employees as they expected. MTA also noted that a \$8 billion deficit still exists and expressed hope for future funding.

The absence of state and local government funding still leaves a hole for public sector leaders who will need to fill somehow unless another round of aid in 2021 is able to be attained by lawmakers.

The final relief agreement should be considered a plus compared to the current fiscal condition for some sectors in public finance even without unencumbered direct aid for state and local governments. The absence of state and local government aid is not a plus for all bondholders as the current environment exacerbates expenditure pressures. This is especially true for those entities with extraordinary pension liabilities. Record equity market gains are unlikely to help the most pressured pension plans. This is because the public pension plans that are not well-funded, do not have enough assets in them currently for asset accumulation to be a meaningful differentiator.

The final relief agreement should be considered a plus compared to the current fiscal condition for some sectors in public finance even without unencumbered direct aid for state and local governments.

Major Provisions in the Fifth Phase COVID-19 Relief Bill

Provisions	Amount
Aid to Small Businesses	\$325 billion
Paycheck Protection Program (PPP) Second Draw	\$284 billion
Economic Injury Disaster Loan Advances	\$20 billion
Emergency Grants to Venues	\$15 billion
Other Small Business Relief and Program Expenses	\$6 billion
Deductibility of expenses paid for by PPP loans	--
Extend, Augment Unemploy. Benefits (+\$300/week) for 11 weeks	\$120 billion
Stimulus checks of \$600/person	\$166 billion
Education	\$82 billion
K-12 Education Grants	\$54 billion
Higher Education Grants	\$20 billion
Governor's Emergency Education Relief Fund	\$4 billion
Grants for HBCUs, Minority-Serving Institutions, Tribal Colleges	\$2 billion

Grants to For-Profit Colleges to Provide Financial Aid	\$1 billion
Education Grants for Tribes and Territories	\$1 billion
Health Care	\$63 billion
Funding to States for Testing, Tracing, and COVID Mitigation	\$22 billion
Vaccine Procurement	\$20 billion
Repeal the Medicare Sequester for 2021	\$12 billion
Vaccine Distribution Through the States & CDC	\$9 billion
Support for Health Care Providers	\$9 billion
Mental Health Funding	\$5 billion
Other Health Funding	\$3 billion
Fund Some of the Above with Existing Provider Relief Fund	-\$18 billion
Transportation	\$45 billion
Second Round Payroll Support Program for Airline Workers	\$16 billion
Transit Infrastructure Grants	\$14 billion
State Highway Funding	\$10 billion
Grants to Transportation Service Providers Like Buses and Ferries	\$2 billion
Airport Grants	\$2 billion
Amtrak Funding	\$1 billion
Other Spending	\$80 billion
Nutrition and Agriculture Programs	\$26 billion
Rental Assistance	\$25 billion
Community Lender Support	\$12 billion
Child Care Grants	\$10 billion
Broadband Grants and Investment	\$7 billion
Write-Off \$10 Billion U.S. Postal Service Loan	\$0
Other Tax Cuts	\$30 billion
Extend and Expand Employee Retention Tax Credit	\$20 billion
Increase Earned Income and Child Tax Credit by Allowing Taxpayers to Use 2019 Income	\$5 billion
Reinstate 100% Business Meals Deduction for 2021 and 2022	\$5 billion
Total	\$910 billion

The details of phase five are reportedly not all that different than what was proposed last week.

The deadline for eligible entities (state and local govts.) to spend the \$150 billion of Coronavirus Relief Fund (CARES Act) money will be extended, but spending must still be on COVID-19 related expenditures.

The new relief bill says that funds cannot be used to reestablish programs like the Primary Market Corporate Credit Facility, the Secondary Market Corporate Credit Facility, the Municipal Liquidity Facility, or the Main Street Lending Program without congressional approval.

Source: Committee for a Responsible Federal Budget and HilltopSecurities.

Recent HilltopSecurities Municipal Commentary

- [D.C. Nears an Almost \\$1 Trillion Fifth Phase COVID-19 Relief Compromise,](#) December 16, 2020
- [Leadership Working on Support for \\$908 Billion Bipartisan COVID-19 Relief Proposal\(s\),](#) December 15, 2020
- [Gone to Texas, A Land of Opportunity,](#) December 14, 2020
- [Final Municipal Liquidity Facility Transactions, Most Likely,](#) December 11, 2020
- [Optimistic Scenarios Related to Vaccines and COVID-19 Relief,](#) December 10, 2020
- [Funding Deadline Pushed, Hope for COVID-19 Relief Remains,](#) December 7, 2020
- [November Sees Third Straight Month of State and Local Government Job Losses,](#) December 4, 2020
- [D.C. Deadlines: Government Funding and the "Benefits Cliff," MLF's Expiration, Transit Cuts Announced,](#) December 2, 2020
- [Infrastructure Gap Barely Dented by Record 2020 Bond Sales, Expect Lower 2021 Issuance,](#) November 19, 2020
- [President-elect Continues to Indicate "Worst Pandemic in a Century Requires Attention",](#) November 17, 2020
- [Third Wave Worsens, Increases Potential for Shutdowns,](#) November 12, 2020

Readers may view all of the HilltopSecurities Municipal Commentary [here](#).

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To: City Council

Date: 12/17/20

Agenda Heading: Public Works Director Report

- **Meadowbrooke 2nd NE**. Elcor Construction has removed the trees and brush. The trees are piled at the site. Falcon Drilling and Blasting has been dynamiting daily for the installation of water and sewer utilities. There were concerns raised over the 300 foot notification distance with the dynamiting. Grading and staking work for the roads has been going on.
- **Bigelow Voigt 8th**. DeCook Excavating has cleared the trees and brush. They are burning the trees off on site, which they are working with Dodge County on. They have graded and staked the roads out. Gravel for the roads will not go down until next spring. They have almost completed installing the water and sewer utilities.
- **Personnel**. Wastewater Operator II Nathan Bleess has accepted a position with Rochester Public Utilities in the Water Department. His last day with the City of Kasson will be December 23rd. I want to thank Nate for his work and wish him the best of luck with his new position. We will start the application process for a replacement soon. Street worker Mike Ness will be retiring on December 19th. I want to thank Mike for his years of service and wish him the best in retirement.
- **Ice Arena**. Steve has helped out at Public Works for a few days. He helped clean up the Public Works building and some areas outside. He has used some vacation days and is preparing to reopen with the Governors next order. If the Arena does not open, he can come to Public Works and help with tree trimming and removals.
- **MMUA Training**. We will be doing online safety training for December 2020. It is year-end review training and can be done when staff has time. Staff will need to watch a training video online and then sign off with me that they have completed it.
- **Equipment**. I am trying to set up a meeting with Crysteel Truck Equipment to help us build and get quotes on a contractor truck with sander. This option allows us the ability to use the truck year round. The old sand truck is on its last year of service and is only used in the winter months. Corey replaced the tarp motor on the 03 dump truck giving us the ability to use both dump trucks again to haul blacktop.

- **Street/Stormwater.** We have been inspecting and cleaning the grates on the stormwater pipes at the Spading property (309 2nd St SW) every week. We inspected the pipe and mortared two joints that had minor cracks in them. Steve, Mike, and Mark finished up sweeping leaves and have been using the sweeper to suck out catch basins. They have been reheating old blacktop and patching potholes. They also have been hauling blacktop millings mixed with chunks of blacktop to Rochester Sand and Gravel, which will be ground and reused. They installed nine new signs and replaced four stop signs. We dug out and installed around a foot and a half of inch and a half rock at the corner of S Mantorville Ave and 9th St SE for the trucks that keep running over the corner. They blew out the drains on the bridge on 16th St NE that were plugged.

Meetings and Events Attended

November 23 rd	MMUA (Dodge Center)
December 1 st	Tantalus
December 3 rd	PreCon Meadowbrooke 2 nd
December 9 th	Enterprise Zoom
December 10 th	Library – Building Review
	Personnel
December 16 th	Spading Property
	NW Trail Project
December 17 th	Dept Head



Dept. Head 12-17-20

Electric Dept.

“I will honor Christmas in my heart, and try to keep it all the year.”
– **Charles Dickens**

Tree Work – Olsen removed 3 large Willows that were hazard trees for the West Feeder. Olsen will be removing 1 large Willow that is also a hazard tree at 308 3rd St NW after Jan 1, 2021. The Electric Dept. will be assisting the Park Dept. in boulevard tree removals near power lines in the coming months.

Engineering – Steve Cook is working on HWY 57 rebuild for lighting and existing infrastructure relocation work. He is also working on a “test” block for undergrounding secondaries in NW, removal and refeeding of a hazard overhead primary feeding the Carriage House Vet Hospital area.

MMUA - Safety trainings will be online until further notice

Miscellaneous - West feeder fiber conversion finally done and communicating with CMPAS, quite a bit of progress has been made on mapping. This is time consuming and labor intensive as it involves walking and inspecting virtually every piece of equipment in the system, corrections to many missing or incorrect existing items as well as a ton of data entry. Kyle and Eric have been busy walking and I’ve been busy with the data entry primarily. This will continue to keep us busy for the bulk of the winter and spring (weather and other duty dependent of course), with the lack of snow we’ve remained busy with day-to-day operations as well.

Meetings –

11/3 Metering Technology and Solutions AMI

11/4 Midbrod Electric MN Energy AMI Collectors

11/6 A&A Service relocation form OHD across N. Mantorville Ave to URD on West side

11/10 Energy Insight New Rebate online system presentation (ONLINE)

11/24 WHKS / Steve Cook Hwy 57 (ONLINE)

11/30 Vignesh CMPAS Install West feeder com card / Beehive Q&A

12/1 Chris Christenson Tantalus AMI

12/3 WHKS Meadowbrook Subdivision

12/4 Steve Cook / Tim Nancy Misc. / Tantalus

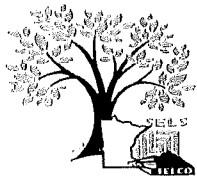
12/16 CMPAS Board Meeting (ONLINE)

To: Timothy Ibisch

Date: 12/17/20

Agenda Heading: Department Head Meeting

- **Dodge County Ice Arena** – During the Governor’s “pause” we have been catching up on a deep cleaning of the building and thorough ice maintenance. We have lowered the use of utilities by lowering heat in locker rooms and rest rooms, increased the temperature of our ice so our refrigeration plant is not working as much and have limited the use of the lights in the building. We have also traded in our old Zamboni, which we have not used since getting our new one, in return for a new hydraulic pump motor and credit for new batteries for our current electric Zamboni. The value of the old Zamboni was \$12500.00. We are still looking into the use of the facility, after the original pause, as that of a gym. If we can show social distancing, create a training station atmosphere and have people register for class times we might be able to run it as a gym or fitness club.



KPL

Kasson Public Library

607 1st St. NW, Kasson, MN 55944

507/634-7615 www.kasson.lib.mn.us

Department Head Meeting

December 17, 2020

- **Library Activities** –

- 82 “Take & Make” craft kits were distributed in November.
- I attended webinars on December 9 called “Click & Collect” and on Dec. 14 about “Unconscious Bias”
- Library will host a live-streamed author interview with Pernell Meier, author and former Kasson resident, on Thurs., January 14 at 1:00pm.
- Library staff continues to provide virtual and in-person programs, including:
 - Posting a new online storytime each Friday, on our YouTube channel
 - Free “Take & Make” Craft kits for December and January
 - Recipe Box – An online program for people to submit favorite holiday recipes.

- **Looking Ahead**

- Library inventory planned for January 26-29
- Collection analysis of the juvenile nonfiction area where new updated materials are needed is in planning stages
- Assisting book clubs to meet when possible, using video-conferencing technology
- Began a new service to take online requests for printing and faxing.

- **Policies Project**

- Final approval for Exam Proctoring Policy and Community Room Policy..
- First reading for Collection Development Policy and Internet Acceptable Use Policy.

- **Annual evaluation** of employee Kelly Bell.

- **Building Report** –

We have received the assessment from Kraus-Anderson about attention needed for the building and are currently reviewing options. This was discussed at City Council on December 16 and we will take their questions to another meeting with Kraus-Anderson Fri., December 18.

December 17, 2020

Finance Director Report

- **City Appraisal** –Should arrive shortly.
- **Flood funding**- Final report submitted after projects completed this summer. State submitted funding request 11/16. It may take up to 60 days.
- **CARES Act Reporting**- Final report has been submitted.
- **2021 Budgets**- Distributed.
- **Hy-Vee**- Hy-Vee accounts set up- 3
- **2021 Work Comp**- Filed Work Comp renewal- waiting on new exp mod
- **2021 Insurance**- Filed annual insurance renewal
- **Continuing Disclosure** - Filed Continuing Disclosure. Report available.
- **20-Year Plan updates**- Request for 20 year plan updates
- **Virtual safety training**
- **Brewery** -application in soon
- **Asset Addition/Deletion**- Request for review of additions and deletions
- **Standing**
November financial drafts distributed



Dept. Head 12-17-20

Electric Dept.

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11/30 Vignesh CMPAS Install West feeder com card / Beehive Q&A

**Kasson Police Department**

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

To: Mayor and City Council
From: Police Chief Joshua Hanson
CC: City Administrator
Date: 12/17/2020
Re: December Department Head Report for the Kasson Police Department

WatchGuard In-Car Camera Upgrades. We had a tech from WatchGuard video come to the police department during the first week of December. The tech finished setting up the server and software for wireless upload of our in-car camera videos. We currently have 3 cameras connected to the system and it has been working great.

In-Car Camera Policy and Eyewitness ID Policy. We have updated our In-Car Camera (ICC) Policy using the LMC model policy as a guide. The ICC policy has similar language as the LMC model body-worn camera policy so it will make for an easy transition if we implement body-worn cameras. We also adopted the POST model eyewitness ID policy to comply with statutory requirements.

Christmas Parade. Our office, along with Kasson Fire, Mantorville Fire, and DCSO assisted K-M Community Education by escorting Santa on a parade route through Kasson and Mantorville. There was an excellent turnout in both communities.

New Part-Time Police Officers. The Field Training Process for our 3 new officers is going well. One of the officers is done and is working solo patrol. Another officer has about 5 more training shifts and should be ready for solo patrol by late January. The third new hire has limited availability for training and will take longer for him to finish the process. As I mentioned at the December Emergency Services meeting, we had 2 out of our 3 remaining candidates drop out of the background process. The background process for the remaining candidate is just got finished and is being reviewed.

Full-Time Police Officer Hiring Process. We did an internal posting for the full-time police officer position that has been unfilled since July. Applications for the position are due January 4, 2021.

Calls For Service. As of December 16, 2020, we are at 4660 calls for the year, which is down about 800 calls from 2020, but similar to our 3-year average.

Meetings and Events

Dec 2 Emergency Services Meeting

Dec 3, 10, 17 Drug Court

Dec 8 Annual Review w/ Enterprise

Dec 9 & 16 City Council

Dec 17 SEMVCET (Task Force)

Liquor Store Report

December 2020

- * On December 15 I attended a Zoom meeting with the MMBA advisory board; there was a presentation by the Winemaker and national sales rep from Winc wines from Santa Maria, CA.
- * I met with Tessa Leung from SxSE brewery out of Pine Island. We will have their beer in stock beginning tomorrow.
- * We are updating our cycle counts as time and staffing allows.
- * The State Auditors report was released today. No surprises in the municipal beverage area.
- * As of 12/16, sales are up \$23,531 for the same 16 day period last year. We are on track to exceed last year's sales by \$250,000.00. Obviously, we are busy.
- * Thanks to KPD and KFD for participating in the Santa Parade. It was very well received.

DEPARTMENT HEAD MEETING

DECEMBER 17th, 2020

PARK DEPARTMENT

1. **Tree City USA** – I completed the application for the Tree City USA award that is sent to the Arbor Day Foundation in Nebraska. This will be our 41st consecutive year that we have been chosen for the Tree City USA status.
2. **Aquatic Center Interviews** – I will be setting up interviews for all new employees that have applied for positions up to the pool for this coming summer. The interviews will be around 15 minutes long. I have around 20 – 25 interviews scheduled from December 28 through the 31st.
3. **Winter Tree Maintenance** – We started our tree trimming this week which we have certain Streets and Avenues that need entire trimming in the Northwest and Southwest area. We also will start removing trees once the ground freezes, that includes the Ash trees that have been part of our EAB management plan started 4 years ago. I estimate we still have 70 ash trees that need to be remove on the boulevard.
4. **Veterans Stone Wall Update** – Park Board member Janet Sinning gave the Park Board an update on the funding for the wall. She has been in contact with various people trying to find grant money to help fund the wall. She found that she needs the 501c status to be able to qualify for funding. She said that the donation boxes that are around various business are still receiving cash donations.

Meetings or Events Attended

December 14	Parkland dedication meeting
December 15	Park Board Meeting
December 16	Bike Trail Meeting – Methodist Church
December 17	SEMA Equipment Meeting – Park Tractor
December 17	Department Head Meeting

KASSON FIRE DEPARTMENT

DEPARTMENT HEAD REPORT

12-17-2020

2020 High level over view of the year (Jan – Nov)

Calls 405

EMR 333

Fire 72

Time on call in 2020 totals approx. 20,000 hours

We will continue to have on-line meetings and drills till the 1st of the year and will review current COVID situation then.

COVID Vaccine plans are happening at the local level with Dodge County Emergency Management, Public Health, County Leaders of Fire and AMB services. Distribution plans will be planned and released as we get closer to the actual dates of distribution.

TRUCKS

Update on the second truck that we ordered from Enterprise.

Has been delayed due to some small part at the manufacture being put on back order so we wait for this. Guessing it will be end of Jan – Feb for other truck.

Township meetings are happening with Tim and I with a second meeting scheduled for Tuesday the 29th. Plan is to have a truck decided on so we can move forward with this process. If we order a truck and it has to start from scratch this process can take at least a year. Will be less time if they have a new one being built that we can claim right off the line. MORE INFO TO COME

Need confirmation from Tim and Council on the go ahead for the new ENG II replacement and the \$\$\$ approved for the budget. This process as well will take at least a year to build and with an ENG it will take a few months to spec it out and get bids from the vendors.

HOLIDAY PARADE

Parade with Santa and Community ED was a huge success. Tons of great comments about how good it was. One down fall was it was way to long. We will work on the route and planning for this aspect moving forward if we continue to do this. Also looking to move it to the early evening to take advantage of the lights on the trucks better.

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PARK DEPARTMENT

1. **Tree City USA** – I completed the application for the Tree City USA award that is sent to the Arbor Day Foundation in Nebraska. This will be our 41st consecutive year that we have been chosen for the Tree City USA status.
2. **Aquatic Center Interviews** – I will be setting up interviews for all new employees that have applied for positions up to the pool for this coming summer. The interviews will be around 15 minutes long. I have around 20 – 25 interviews scheduled from December 28 through the 31st.
3. **Winter Tree Maintenance** – We started our tree trimming this week which we have certain Streets and Avenues that need entire trimming in the Northwest and Southwest area. We also will start removing trees once the ground freezes, that includes the Ash trees that have been part of our EAB management plan started 4 years ago. I estimate we still have 70 ash trees that need to be remove on the boulevard.
4. **Veterans Stone Wall Update** – Park Board member Janet Sinning gave the Park Board an update on the funding for the wall. She has been in contact with various people trying to find grant money to help fund the wall. She found that she needs the 501c status to be able to qualify for funding. She said that the donation boxes that are around various business are still receiving cash donations.

Meetings or Events Attended

December 14	Parkland dedication meeting
December 15	Park Board Meeting
December 16	Bike Trail Meeting – Methodist Church
December 17	SEMA Equipment Meeting – Park Tractor
December 17	Department Head Meeting



To: City Council

Date: 12/17/20

Agenda Heading: Water/Wastewater Department Report

- **I & I Planning.** WHKS has nearly completed the manhole inspections, there are about a dozen that need to be dug up or are under blacktop, this will be completed next year.
- **COVID 19.** The state is requiring masks to be worn in all public areas and buildings.
- **Wells.** The roof has been replaced on well 2 just waiting on the contractor to replace the siding. Thien Well Company has completed the process of redoing the piping in well 2 to accommodate the new flow meter, Automatic Systems can now complete the SCADA upgrades. The piping for well 4 has arrived and we will start to install. Well 5 needs an air release valve, Thien Well will complete this work later this week.
- **Sanitary Sewer Collection System.** City crews have finished jetting sewers for the year, we will still clean any backups that occur.
- **Flow Amounts.** The city pumped 13.4 million gallons from wells 4 and 5. The wastewater treatment plant treated 21.5 million gallons, 2.3 million gallons was received from Mantorville, these are all for the month of November.
- **Meter Reading.** The city continues to look at different options for the meter reading system. We are finding some meter readings don't match up with what the billing system are showing up on the bills, we are continuing to correct this issue.
- **Meter change outs.** The city has seen an increase in the number of meters that need to be changed out due to the radio transmitters battery losing power, most are in the 20-year-old range. These are being changed out as needed, we do about 6 a month.
- **Lift Stations.** Cleaned the main lift station, pump 4 is making unusual sounds, Nelson Pump Repair was here and removed the pump for repairs.

- **Wastewater Treatment Plant.** Dakota Supply Grope has installed a new MLSS pump to see if this will eliminate the plugging issue we were having with the original pumps. Working with the engineer to see where we go from here regarding the other two pumps.
- **Water Distribution System.** The city had a water main break at the intersection of 6th St. and 2nd Ave. SW, and a water leak on 1st Ave NW just north of 1st St.
- **Personnel.** Nate Bleess has turned in his resignation effective Dec. 23, 2020.