

## KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, February 24, 2021

6:00 PM

### PLEDGE OF ALLEGIANCE

#### A. COUNCIL

1. Approve agenda - Make additions, deletions or corrections at this time.
2. Consent Agenda - All matters listed under Item 2, Consent Agenda, are considered to be routine and non-controversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.
  - a. Minutes from February 10, 2021
  - b. Claims processed after the February 10, 2021 regular meeting, as audited for payment
  - c. Resolution Approving Library Board Volunteers
  - d. Committee/Commission/Board Minutes:
    - i. Library Board Minutes – January
  - e. Conferences:
    - i. Matt Stradtman Basic K9 School 3/8/21-6/8/21(Intermittently) Expenses only
  - f. Refuse Haulers Licenses: (pending any needed additional documentation)
    - i. Skjeveland Enterprises
    - ii. Sunshine Sanitation
    - iii. Waste Management of Rochester
    - iv. Hometown Haulers
    - v. GFL Solid Waste Midwest
  - g. Intoxicating Liquor Licenses & Sunday Liquor (Pending any needed additional Documentation)
    - i. American Legion Post #333
    - ii. El Patron Mexican Grill of Kasson
    - iii. Events by Saker
    - iv. Pete's Repeat
  - h. 3.2% Malt Liquor off Sale (pending any needed additional documentation)
    - i. Kwik Trip #619
    - ii. Casey's Retail Company
  - i. Brewer's Off Sale Intoxicating Liquor License (pending any needed additional documentation)
    - i. Chaotic Good Brewing Company
  - j. Kasson Public Utilities Resolution: Resolution Adopting the Kasson Public Utilities Policy Regarding Distributed Energy Resources and Net Metering and Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities
  - k. Evaluation
    - i. Cassie Sullivan Utility Billing Spec inc to Grade 8 Step 5 \$27.01 eff 2/6/21

#### B. VISITORS TO THE COUNCIL

**C. MAYOR'S REPORT**

**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**

**G. OLD BUSINESS**

**H. NEW BUSINESS**

1. Festival in the Park Discussion

**I. ADMINISTRATOR'S REPORT**

1. Administrator's Report
  - i. CMPAS Legislative Update
  - ii. Kasson's Renewable Compliance

**J. ENGINEER'S REPORT**

1. NW Trail – Environmental Review
  - i. Request for Council Action
  - ii. Letter – Environmental Review
2. ADA Transition Plan
  - i. Request for Council Action
  - ii. Resolution
  - iii. ADA Transition Plan – Final Draft
3. 16<sup>th</sup> Street NW Extension – LRIP Application
  - i. Request for Council Action
  - ii. Resolution
  - iii. LRIP Application and Attachments

**K. PERSONNEL**

1. Recommendation to Promote Officer Runnells to Detective effective March 1, 2021

**L. ATTORNEY**

**M. CORRESPONDENCE**

1. Southwest Power Pool Press Release
2. SELMN Newsletter
3. Vaccine Connector
4. Thank you letter from URSI

**N. ADJOURN**

## KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, February 10, 2021

6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 10th day of February, 2021 at 6:00 PM.

**THE FOLLOWING MEMBERS WERE PRESENT:** Burton, Egger, Ferris(Telecon), McKern and Zelinske

**THE FOLLOWING MEMBERS WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Tim Ibisch, City Clerk Linda Rappe, City Engineer Brandon Theobald, City Attorney Melanie Leth, Police Chief Josh Hanson, Electric Supervisor Jarrod Nelson, Finance Director Nancy Zaworski, Jeff Stevenson, Mark Chilson and Dave Dubbels

### PLEDGE OF ALLIANCE

### APPROVE AGENDA

Add J.1 Lateral Inspection Program

**Motion to Approve the Agenda as amended made by Councilperson Egger, second by Councilperson Burton with All Voting Aye**

### CONSENT AGENDA

Minutes from January 27, 2021

Claims processed after the January 27, 2021 regular meeting, as audited for payment in the amount of \$114,783.53

Evaluations:

Matt Stradtman	Police Officer	Inc to Grade 10 Step 7 \$32.94	eff 1/1/21
Matt Norland	Police Officer	Inc to Grade 10 Step 5 \$30.90	eff 1/1/21
Charlie Bradford	Public Works Director	Inc to Grade 16 Step 7 \$49.43	eff 1/14/21
Pat Shaffer-Gottschalk	Library Director	Inc to Grade 12 Step 3 \$33.20	eff 1/22/21

Committee/Commission/Board Minutes:

Fire Department Meeting

Annual Distributed Generation

Pay Estimate:

Hydro Klean LLC	#5	\$8,666.96	CCTV Inspection of Sanitary Sewer
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**Motion to Approve the Consent Agenda made by Councilperson Burtron, second by Councilperson Zelinske with All voting Aye.**

### VISITORS TO THE COUNCIL

Mark Chilson – Stevenson Insurance – Insurance Update – Mark Chilson presented the 2021 insurance report. They feel the fire department valuation should be higher. Mr. Chilson explained the reasons for the work comp increase. Mayor McKern suggested talking to the Fire Chief to get an inventory of equipment. Jeff

Stevenson thanked the council for their business and stated that Stevenson Insurance is celebrating 40 years of being in business.

#### **MAYOR'S REPORT**

There is a private group raising money for the historic wall at Veterans Memorial park but they were running into a problem with their bank account and people donating tax free. The Kasson Foundation still has the account that was set up and will work with this group.

Thank you to the EMS crews for assisting with the Mantorville fire. We had people saving lives that day. Thanks to the Police Department and Fire Departments and Ambulance and all first responders!

#### **PUBLIC FORUM**

#### **PUBLIC HEARING**

#### **COMMITTEE REPORT**

**Recommendation from Planning Commission regarding Ordinance Language Update to Variances –** Administrator Ibisch gave an update on the Planning Commission meeting on Monday night. Planning Commission held the public hearing and made the recommendation to approve the new clarifying language for conditional use permits and variances. **Motion to Approve the Recommendation made by Councilperson Zelinske, second by Councilperson Burton with All Voting Aye.**

***Ordinance 1.1-2021***

***Ordinance Regarding Administration and Enforcement of the Zoning Chapter of the City Code  
(on file)***

**Recommendation from Planning Commission regarding Ordinance Language Update to Drive Through Businesses –** Administrator Ibisch explained that the previous code allowed for drive through by cup and that was taken out. The Planning Commission has reviewed it and they felt it was appropriate to allow these in the C-1 and R-C with a conditional use permit. The Planning Commission held the public hearing and has made a recommendation for approval of the revised language. **Motion to Approve the Recommendation made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

***Ordinance 1.2-2021***

***Ordinance Regarding Drive-Through Businesses  
(on file)***

**Motion for summary publications for both Ordinances made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

***Resolution #2.1-21***

***Resolution Authorizing Publication of Ordinance #1.1-2021 by Title and Summary  
(on file)***

***Resolution #2.2-21***

***Resolution Authorizing Publication of Ordinance #1.2-2021 by Title and Summary  
(on file)***

**EDA Annual Report –** This is for the Council's information. It seemed like 2020 was slow but when you add it all up there was quite a bit of work done. There was a \$139,435 in grants awarded to local small businesses and nonprofits through Dodge County CARES Act grants program.



## OLD BUSINESS

**Automated Metering Infrastructure** – Jarrod Nelson, Electric Supervisor, submitted a report to the council with his recommendation. Administrator Ibisch stated that two of the four proposals are most advantageous since they don't require the complete replacement of all meters and this reduces the financial impact. Ibisch and Nelson are looking for feedback tonight and they will identify one that they feel is the best option, cost effective and user friendly to present at the March 6 work session. Supervisor Nelson stated that these AMI systems will take readings more often than once a month and could be as much as every hour or every 15 minutes and these can be set to be flagged when it reaches a specific threshold and then we can notify citizens immediately instead of a month later that there is something wrong. Shut offs and move in and move out readings would be streamlined and save a lot of employee time. Supervisor Nelson believes that this would benefit the City and this is a complicated process. The system that they are looking at integrates with the current billing system.

## NEW BUSINESS

**Resolution in Support for Continued Local Government Aid** – Administrator Ibisch stated that this is a LMC resolution to send to our Representatives. **Motion to Approve made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

### *Resolution 2.3-21*

### *Resolution in Support of Continued Local Government Aid (on file)*

## ADMINISTRATORS REPORT

**Administrator's Report** – Administrator Ibisch stated that there was a budget briefing this morning from Governor Walz. Administrator Ibisch went over his report.

Phosphorus Effluent Limit Review – Zumbro River Watershed – This is FYI for Council – our limits are unchanged.

January Work Plan – Administrator Ibisch stated that this is an example of what he would like implemented throughout the departments. This is the Street Department's work plan for January.

## ENGINEER'S REPORT

Lateral and Sump Pump Inspection Program – Engineer Theobald stated that WHKS is ready to start this again in another month and wants to know if the City is ready to start again. Councilperson Zelinske feels that we need to keep going. Councilperson Egger would like more detail once the program is starting.

## PERSONNEL

**Recommendation for Waste Water Operator** – Administrator Ibisch stated that we had offered the position to a candidate and he declined. We had two candidates one for WWII and one for WWI. We would like to offer the position to WWI operator Isaac Thoe he would be coming to us from PeopleServe. He would start on Step I of Grade 8. **Motion to Approve the Hire of Waste Water Operator I Isaac Thoe made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

## ATTORNEY

Closed Session for Heaser Litigation

Council Meeting Closed – at 6:40PM

Council Meeting Opened at 6:48PM - The Council Received an update from Attorney Leth on the Heaser Litigation

## CORRESPONDENCE

Correspondence was reviewed

**ADJOURN      6:49PM Motion to Adjourn made by Councilperson Egger, second by Councilperson Ferris with all voting Aye to Adjourn.**

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor

## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1, #2

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 286,612.93

DATE APPROVED: 2-25-21

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#1 25,920.22

#2 260,692.71

02/17/21  
15:34:25

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/21  
For Pay Date: 02/17/21

Page: 1 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35951		1012 BELLBOY CORPORATION	302.99					
	87791700	01/28/21 LIQUOR	272.28			609 975 4975	251	1010
	87791700	01/28/21 FREIGHT	6.00			609 975 4975	335	1010
	102690600	01/28/21 BAGS	24.71			609 975 4975	210	1010
	102690600	01/28/21 ST BAGS	1.70			609 975 4975	210	1010
	102690600	01/28/21 ST BAGS	-1.70			609 2025		1010
	102690600	01/28/21 DC TT BAGS	0.12			609 975 4975	210	1010
	102690600	01/28/21 DC TT BAGS	-0.12			609 2026		1010
		Total for Vendor:	302.99					
35952		5239 BREAKTHRU BEVERAGE MN WINE &	4,745.29					
	1081232101	01/27/21 LIQUOR	4,000.23			609 975 4975	251	1010
	1081232101	01/27/21 WINE	544.00			609 975 4975	251	1010
	1081232101	01/27/21 MIXES	127.99			609 975 4975	254	1010
	1081232101	01/27/21 FREIGHT	73.07			609 975 4975	335	1010
		Total for Vendor:	4,745.29					
35947		5098 CARDMEMBER SERVICE	532.64					
	SUPPLIES		385.87			101 210 4210	210	1010
	BCA TRAINING		75.00			101 210 4210	333	1010
	USPCA DUES		50.00			101 210 4210	334	1010
	BLUETOOTH MOUSE		21.77			101 210 4210	240	1010
35948		5098 CARDMEMBER SERVICE	481.69					
	SUPPLIES		109.27			211 550 4550	210	1010
	BOOKS		40.59			211 550 4550	218	1010
	AUDIO VISUAL		311.84			211 550 4550	219	1010
	PHONE TRIPOD/SELFIE STICK		19.99			211 550 4550	240	1010
35949		5098 CARDMEMBER SERVICE	1,849.48					
	01/08/21	POP FOR RESALE HYVEE	270.22			609 975 4975	254	1010
	01/07/21	LAPTOP CC CHAMBERS	310.31			101 140 4140	210	1010
	01/11/21	CAR CHARGER WW COMP	10.61			602 948 4948	210	1010
	4	PORT USB HUB CH	11.26			101 140 4140	210	1010
	01/19/21	BUYERS CARD RENEWAL	20.50			609 976 4976	430	1010
	01/11/21	LAPTOP CHARGER	12.87			602 948 4948	210	1010

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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		01/20/21 POP FOR RESALE HYVEE	328.25			609 975 4975	254	1010
		01/19/21 WWTP OPERATION MANUAL	277.50			602 947 4947	210	1010
		01/26/21 CHARGER-JOHNSON'S LAPTOP	17.07			101 140 4140	210	1010
		01/27/21 MIAMA MEMBERSHIP	200.00			606 516 4516	334	1010
		01/27/21 TRAPP REGISTER CSWEA CONF	50.00			602 947 4947	333	1010
		01/29/21 AM RED CROSS- LTS RENEWAL	300.00			101 514 4514	430	1010
		01/12/21 CR -LAPTOP CHARGER	-15.00			602 948 4948	210	1010
		01/27/21 LS HOLIDAY MERCH	55.89			609 975 4975	254	1010
35950		5098 CARDMEMBER SERVICE	1,595.12					
		02/01/21 HEATERS FOR FD	1,595.12			101 220 4220	220	1010
		Total for Vendor:	4,458.93					
35953		82 CHS INC	86.92					
		01/31/21 10.139 GAL UNLD-STREETS	21.33			101 310 4310	212	1010
		01/31/21 14.514 GAL UNLD-ICE/SNOW	29.93			101 312 4312	212	1010
		01/31/21 16.138 GAL UNLD- PARKS	33.28			101 522 4522	212	1010
		01/31/21 FIN CHARGE	2.38			101 140 4140	430	1010
		Total for Vendor:	86.92					
35954		5036 HOHENSTEINS INC	209.50					
		384410 01/28/21 BEER	209.50			609 975 4975	252	1010
		Total for Vendor:	209.50					
35955		25 JOHNSON BROTHERS LIQUOR CO	2,536.38					
		1727290 01/26/21 LIQUOR	1,178.63			609 975 4975	251	1010
		1727292 01/26/21 MIXES	28.00			609 975 4975	254	1010
		1727291 01/26/21 WINE	1,329.75			609 975 4975	251	1010
		Total for Vendor:	2,536.38					
35956		362 KWIK TRIP STORES	48.76					
		01/31/21 22.828 GAL UNLD-FD	48.76			101 220 4220	212	1010
		Total for Vendor:	48.76					

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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35957		60 NORTHERN BEVERAGE DIST. CO. LL	2,936.90					
	740948	01/28/21 BEER	2,934.90			609 975 4975	252	1010
	740948	01/28/21 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	2,936.90					
35958		4919 PEOPLE'S ENERGY COOPERATIVE	70.89					
	02/05/21	ELEC SERV-CEMETERY 1/1-2/1	70.89			610 984 4984	380	1010
		Total for Vendor:	70.89					
35959		23 PHILLIPS WINE & SPIRITS	4,312.98					
	6149801	01/26/21 LIQUOR	3,865.90			609 975 4975	251	1010
	6149802	01/26/21 WINE	399.08			609 975 4975	251	1010
	6149803	01/26/21 MIXES	48.00			609 975 4975	254	1010
		Total for Vendor:	4,312.98					
35960		63 SCHOTT DIST CO INC	4,410.70					
	412134	01/28/21 BEER	4,246.50			609 975 4975	252	1010
	412134	01/28/21 NA BEVERAGE	164.20			609 975 4975	254	1010
		Total for Vendor:	4,410.70					
35961		3850 SOUTHERN GLAZER'S OF MN	1,180.98					
	2040822	01/27/21 LIQUOR	1,167.03			609 975 4975	251	1010
	2040822	01/27/21 FREIGHT	13.95			609 975 4975	335	1010
		Total for Vendor:	1,180.98					
35962		6231 SxSE MN BREWING CO.	619.00					
	014321	01/26/21 BEER	280.00			609 975 4975	252	1010
	014701	02/02/21 BEER	339.00			609 975 4975	252	1010
		Total for Vendor:	619.00					
		# of Claims	16	Total:	25,920.22			

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CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 2/21

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$2,902.08
211 Library Fund	
1010 CASH-OPERATING	\$481.69
602 Sewer Fund	
1010 CASH-OPERATING	\$335.98
606 ICE ARENA	
1010 CASH-OPERATING	\$200.00
609 Liquor Fund	
1010 CASH-OPERATING	\$21,929.58
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$70.89
Total:	\$25,920.22

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CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 2 / 21

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Report ID: AP100A

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

The claim batch dated See Signature page are approved for payment.

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

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



02/19/21  
12:15:44

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/21  
For Pay Date: 02/25/21

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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35963		2595 AMSOIL INC	355.34					
	19630147RI	02/02/21 FUEL ADDITIVE	355.34			101 522 4522	220	1010
		Total for Vendor:	355.34					
35964		5049 ARTISAN BEER COMPANY	53.50					
	3457269	02/02/21 BEER	53.50			609 975 4975	252	1010
		Total for Vendor:	53.50					
35965		203 BAKER & TAYLOR INC	92.27					
	2035745917	01/26/21 BOOKS	31.03			211 550 4550	218	1010
	2035749617	01/28/21 BOOKS	20.68			211 550 4550	218	1010
	2035768323	02/08/21 BOOKS	40.56			211 550 4550	218	1010
		Total for Vendor:	92.27					
35966		5158 BATTERIES PLUS BULBS	48.24					
	P35762471	01/17/21 AA & C BATTERIES	48.24			101 220 4220	220	1010
		Total for Vendor:	48.24					
35967		1012 BELLBOY CORPORATION	654.82					
	87886300	02/04/21 LIQUOR	489.00			609 975 4975	251	1010
	87886300	02/04/21 WINE	80.00			609 975 4975	251	1010
	87886300	02/04/21 FREIGHT	14.00			609 975 4975	335	1010
	102722400	02/04/21 BAGS	71.82			609 975 4975	210	1010
	102722400	02/04/21 ST BAGS	4.94			609 975 4975	210	1010
	102722400	02/04/21 ST BAGS	-4.94			609 2025		1010
	102722400	02/04/21 DC TT BAGS	0.36			609 975 4975	210	1010
	102722400	02/04/21 DC TT BAGS	-0.36			609 2026		1010
		Total for Vendor:	654.82					
35968		5239 BREAKTHRU BEVERAGE MN WINE &	2,169.74					
	1081235395	02/03/21 LIQUOR	1,871.85			609 975 4975	251	1010
	1081235395	02/03/21 WINE	48.00			609 975 4975	251	1010
	1081235395	02/03/21 MIXES	216.59			609 975 4975	254	1010
	1081235395	02/03/21 FREIGHT	33.30			609 975 4975	335	1010
		Total for Vendor:	2,169.74					

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

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35970		3340 CARROT-TOP INDUSTRIES INC	254.94					
	48928900	02/03/21 US FLAGS MAIN STREET	254.94			101 310 4310	220	1010
		Total for Vendor:	254.94					
35969		2410 CENTRAL MN MUNICIPAL POWER AGE	190,992.76					
	6989	01/29/21 CMMPA DUES JANUARY	1,500.00			604 959 4959	334	1010
	6989	01/29/21 PURCH'D POWER	149,105.60			604 956 4956	381	1010
	6989	01/29/21 PURCH'D POWER- TRANSMISSION	37,979.44			604 956 4956	381	1010
	6989	01/29/21 CAPACITY PURCHASED JAN	1,021.76			604 956 4956	381	1010
	6989	01/29/21 CIP MONTHLY ASSMNT JAN	1,385.96			604 959 4959	429	1010
		Total for Vendor:	190,992.76					
35971		5667 CINTAS	186.52					
	4074463558	01/29/21 MATS- L.S.	93.26			609 979 4979	410	1010
	4075110022	02/05/21 MATS- L.S.	93.26			609 979 4979	410	1010
		Total for Vendor:	186.52					
35972		668 CONTINENTAL RESEARCH CORP	257.03					
	0022990	01/28/21 O.D.S.	257.03			606 516 4516	220	1010
		Total for Vendor:	257.03					
35991		2381 CUSTOM COMMUNICATIONS INC	94.50					
	481100	02/08/21 FIRE ALARM MONITOR-MAR-MAY	94.50			211 550 4550	444	1010
		Total for Vendor:	94.50					
35973		69 DODGE COUNTY ENVIRONMENTAL	100.00					
	01/31/21	WASTE DISPOSAL	50.00			609 976 4976	430	1010
	01/31/21	WASTE DISPOSAL	25.00			101 140 4140	430	1010
	01/31/21	WASTE DISPOSAL	25.00			604 957 4957	430	1010
		Total for Vendor:	100.00					
35974		5156 DODGE COUNTY INDEPENDENT/DODGE	55.77					
	11250	02/04/21 AD-FIRE	55.77			101 220 4220	343	1010
		Total for Vendor:	55.77					

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CITY OF KASSON  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35975		17 EDGAR TRUCKING	686.27					
	26199	01/06/21 FREIGHT	267.38			609 975 4975	335	1010
	26219	01/13/21 FREIGHT	194.29			609 975 4975	335	1010
	26236	01/22/21 FREIGHT	98.04			609 975 4975	335	1010
	26252	01/27/21 FREIGHT	126.56			609 975 4975	335	1010
		Total for Vendor:	686.27					
35976		2618 FIRE SAFETY USA INC	320.95					
	143641	02/02/21 BUNKER BOOT	320.95			101 220 4220	240	1010
		Total for Vendor:	320.95					
		*** Claim from another period (12/20) ****						
35978		2462 HOISINGTON KOEGLER GROUP INC	11,748.27					
	019-041-13	12/07/20 CONSULTING P & Z	2,840.00*			101 191 4191	440	1010
	019-041-14	01/10/21 CONSULTING P & Z	8,908.27*			101 191 4191	440	1010
35979		2462 HOISINGTON KOEGLER GROUP INC	2,670.00					
	019-041-15	02/14/21 COUNSULTING P & Z	2,670.00*			101 191 4191	440	1010
		Total for Vendor:	14,418.27					
35981		6099 IBISCH, TIMOTHY	79.07					
	01/29/21	MILES-CMPAS	79.07*			604 959 4959	332	1010
		Total for Vendor:	79.07					
35982		3825 JOHN DEERE FINANCIAL f.s.b.	144.99					
	1484367	02/01/21 FILTER/FILTER KIT	144.99			101 522 4522	220	1010
		Total for Vendor:	144.99					
35983		25 JOHNSON BROTHERS LIQUOR CO	2,201.54					
	1732216	02/02/21 LIQUOR	1,400.64			609 975 4975	251	1010
	1732217	02/02/21 WINE	800.90			609 975 4975	251	1010
		Total for Vendor:	2,201.54					
35977		35 KASSON HARDWARE HANK	1,812.51					
		FIRE DEPT R & M SUPPLIES	55.10			101 220 4220	220	1010
		FD- SM TOOLS/MINOR EQUIP	975.00			101 220 4220	240	1010
		WATER SUPPLIES	16.93			601 943 4943	210	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		WATER R & M SUPPLIES	99.80			601 943 4943	220	1010
		WATER SM TOOLS/MINOR EQUIP	39.94			601 943 4943	240	1010
		WW SUPPLIES	3.08			602 948 4948	210	1010
		WWTP R & M SUPPLIES SUPPLIES	55.96			602 947 4947	220	1010
		WWTP SM TOOLS/ MINOR EQUIP	37.48			602 947 4947	240	1010
		STORM SUPPLIES	3.08			605 963 4963	210	1010
		NEW CC AT CH	307.48			101 417 4417	430	1010
		PARKS SUPPLIES	3.07			101 522 4522	210	1010
		PARKS R & M SUPPLIES	39.98			101 522 4522	220	1010
		STREETS SUPPLIES	3.07			101 310 4310	210	1010
		STREETS R & M SUPPLIES	53.42			101 310 4310	220	1010
		STREETS SM TOOLS/MINOR EQUIP	22.99			101 310 4310	240	1010
		ICE/SNOW SM TOOLS/MINOR EQUIP	5.49			101 312 4312	240	1010
		ICE/SNOW R & M SUPPLIES	32.94			101 312 4312	220	1010
		ELEC R & M SUPPLIES	10.99			604 957 4957	220	1010
		S T ELEC R & M SUPPLIES	0.76			604 957 4957	220	1010
		S T ELEC R & M SUPPLIES	-0.76			604 2025		1010
		DC TT ELEC R & M SUPPLIES	0.05			604 957 4957	220	1010
		DC TTELEC R & M SUPPLIES	-0.05			604 2026		1010
		ELEC R & M SUPPLIES	3.08			604 957 4957	210	1010
		S T ELEC R & M SUPPLIES	0.21			604 957 4957	210	1010
		S T ELEC R & M SUPPLIES	-0.21			604 2025		1010
		DC TT ELEC R & M SUPPLIES	0.02			604 957 4957	210	1010
		DC TT ELEC R & M SUPPLIES	-0.02			604 2026		1010
		LIQUOR STORE SUPPLIES	27.47			609 978 4978	210	1010
		S T LIQUOR STORE SUPPLIES	1.89			609 978 4978	210	1010
		S T LIQUOR STORE SUPPLIES	-1.89			609 2025		1010
		DC TT LIQUOR STORE SUPPLIES	0.14			609 978 4978	210	1010
		DC TT LIQUOR STORE SUPPLIES	-0.14			609 2026		1010
		POLICE SUPPLIES	9.49			101 210 4210	210	1010
		ARENA R & M SUPPLIES	6.67			606 516 4516	220	1010
		Total for Vendor:	1,812.51					
35984		F104 L & L STREET RODS & SPORT TRUCKS	3,178.57					
	3124	02/10/21 UPFIT 2020 PD SQUAD	3,178.57			101 680 4210	550	1010
		Total for Vendor:	3,178.57					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35985		397 M-R SIGN CO INC	89.63					
	211179	02/02/21 SIGNS-SPEED LIMIT	89.63			101 310 4310	220	1010
		Total for Vendor:	89.63					
35986		2617 MENARDS-ROCHESTER NORTH	48.97					
	5173	02/03/21 BUTANE TORCH	48.97			101 310 4310	240	1010
		Total for Vendor:	48.97					
35987		89 METRO SALES INC	306.57					
	INV1753930	02/08/21 QTRLY MAINT B & W	20.30			101 140 4140	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			101 310 4310	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			101 191 4191	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			101 517 4517	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			290 650 4650	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			601 944 4944	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			602 949 4949	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			604 959 4959	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			605 963 4963	210	1010
	INV1753930	02/08/21 QTRLY MAINT B & W	20.28			609 976 4976	430	1010
	INV1753930	02/08/21 S T QTRLY MAINT B & W	1.39			604 959 4959	210	1010
	INV1753930	02/08/21 S T QTRLY MAINT B & W	-1.39			604	2025	1010
	INV1753930	02/08/21 S T QTRLY MAINT B & W	1.39			609 976 4976	430	1010
	INV1753930	02/08/21 S T QTRLY MAINT B & W	-1.39			609	2025	1010
	INV1753930	02/08/21 DC TT QTRLY MAINT B & W	0.10			604 959 4959	210	1010
	INV1753930	02/08/21 DC TT QTRLY MAINT B & W	-0.10			604	2026	1010
	INV1753930	02/08/21 DC TT QTRLY MAINT B & W	0.10			609 976 4976	430	1010
	INV1753930	02/08/21 DC TT QTRLY MAINT B & W	-0.10			609	2026	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.42			101 140 4140	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			101 310 4310	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			101 191 4191	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			101 517 4517	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			290 650 4650	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			601 944 4944	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			602 949 4949	210	1010
	INV1753930	02/08/21 QTRLY MAINT-CLR	10.37			604 959 4959	210	1010
	INV1753930	02/08/21 S T QTRLY MAINT-CLR	0.71			604 959 4959	210	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		INV1753930 02/08/21 S T QTRLY MAINT-CLR	-0.71			604 2025		1010
		INV1753930 02/08/21 D C TT QTRLY MAINT-CLR	0.05			604 959 4959	210	1010
		INV1753930 02/08/21 D C TT QTRLY MAINT-CLR	-0.05			604 2026		1010
		INV1753930 02/08/21 QTRLY MAINT-CLR	10.37			605 963 4963	210	1010
		INV1753930 02/08/21 QTRLY MAINT-CLR	10.37			609 976 4976	430	1010
		INV1753930 02/08/21 S T QTRLY MAINT-CLR	0.71			609 976 4976	430	1010
		INV1753930 02/08/21 S T QTRLY MAINT-CLR	-0.71			609 2025		1010
		INV1753930 02/08/21 DC TT QTRLY MAINT-CLR	0.05			609 976 4976	430	1010
		INV1753930 02/08/21 DC TT QTRLY MAINT-CLR	-0.05			609 2026		1010
		Total for Vendor:	306.57					
35988		2929 Minnesota GFOA	70.00					
		DUES-ZAWORSKI	70.00			101 140 4140	334	1010
		Total for Vendor:	70.00					
35989		143 MN DEPT OF LABOR & INDUSTRY	10.00					
		ABR0253586 01/30/21 PRESSURE VESSEL	10.00			101 522 4522	220	1010
		Total for Vendor:	10.00					
35990		729 MN DEPT OF PUBLIC SAFETY	400.00					
		114953 02/10/21 HAZ MAT RESPONSE ACT	75.00			101 514 4514	430	1010
		114953 02/10/21 HAZ CHEMICAL INVENTORY	25.00			101 514 4514	430	1010
		114976 02/10/21 WELL #5 HAZ MAT RESPONSE ACT	75.00			601 943 4943	430	1010
		114976 02/10/21 WELL #5 HAZ CHEMICAL INVENTORY	25.00			601 943 4943	430	1010
		114974 02/10/21 WELL #4 HAZ MAT RESPONSE ACT	75.00			601 943 4943	430	1010
		114974 02/10/21 WELL #4 HAZ CHEMICAL INVENTORY	25.00			601 943 4943	430	1010
		114970 02/10/21 WELL #2 HAZ MAT RESPONSE ACT	75.00			601 943 4943	430	1010
		114970 02/10/21 WELL #2 HAZ CHEMICAL INVENTORY	25.00			601 943 4943	430	1010
		Total for Vendor:	400.00					
35992		978 MTI DISTRIBUTING INC	134.22					
		1289126-00 02/01/21 FILTERS-GROUNDSMASTER MOWE	134.22			101 522 4522	220	1010
		Total for Vendor:	134.22					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35993		60 NORTHERN BEVERAGE DIST. CO. LL	5,987.95					
	743999	02/04/21 BEER	5,985.95			609 975 4975	252	1010
	743999	02/04/21 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	5,987.95					
35994		23 PHILLIPS WINE & SPIRITS	2,572.82					
	6153179	02/02/21 LIQUOR	1,716.74			609 975 4975	251	1010
	6153180	02/02/21 WINE	856.08			609 975 4975	251	1010
		Total for Vendor:	2,572.82					
35995		4037 PREFERRED HEATING & COOLING LLC	114.90					
	3940-1	02/03/21 HEATER REPAIRS	114.90			601 943 4943	400	1010
		Total for Vendor:	114.90					
35996		6254 RYAN WINDOWS & SIDING	100.00					
	REFUND KA19-823		99.00			101 240 3220		1010
	REFUND KA19-823		1.00			101 2080		1010
		Total for Vendor:	100.00					
35997		63 SCHOTT DIST CO INC	10,878.60					
	412763	02/04/21 BEER	10,600.35			609 975 4975	252	1010
	412763	02/04/21 NA BEVERAGE	278.25			609 975 4975	254	1010
		Total for Vendor:	10,878.60					
35998		64 SELCO	1,496.80					
	048656	02/09/21 JANUARY AUTOMATION AND PC SUPP	1,496.80			211 550 4550	309	1010
		Total for Vendor:	1,496.80					
35999		6178 SHI INTERNATIONAL CORP	732.00					
	S53255009	02/10/21 2020 PD SQUAD DELL DOCKING	732.00			101 680 4210	550	1010
		Total for Vendor:	732.00					
36000		3850 SOUTHERN GLAZER'S OF MN	1,405.08					
	2043265	02/03/21 LIQUOR	1,225.26			609 975 4975	251	1010
	2043265	02/03/21 WINE	162.00			609 975 4975	251	1010
	2043265	02/03/21 FREIGHT	17.82			609 975 4975	335	1010
		Total for Vendor:	1,405.08					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36001		2847 SOUTHERN MN INITIATIVE	500.00					
	02/02/21	2021 CONTRIBUTION	500.00			290 650 4650	430	1010
		Total for Vendor:	500.00					
36002		3571 STATE INDUSTRIAL PRODUCTS CORP.	111.97					
	901864258 02/11/21	MAGIC MAT LOW SPLASH	111.97			606 516 4516	210	1010
		Total for Vendor:	111.97					
36003		498 TEIGEN PAPER & SUPPLY INC	184.59					
	96410 02/04/21	FOLD & ROLL TOWELS	52.22			101 140 4140	210	1010
	96410 02/04/21	ROLL TOWELS	11.75			609 979 4979	220	1010
	94637 01/18/21	TOWELS/TP	76.86			101 140 4140	210	1010
	94638 01/18/21	ROLL TOWELS	34.08			101 210 4210	210	1010
	94641 01/18/21	CLEANSER	9.68			101 210 4210	210	1010
		Total for Vendor:	184.59					
36004		5035 VALLI INFORMATION SYSTEMS INC	1,952.47					
	63552 01/31/21	UTILITY BILLING MAILING	390.49			601 944 4944	325	1010
	63552 01/31/21	UTILITY BILLING MAILING	390.49			602 949 4949	325	1010
	63552 01/31/21	UTILITY BILLING MAILING	781.00			604 959 4959	325	1010
	63552 01/31/21	UTILITY BILLING MAILING	390.49			605 963 4963	325	1010
		Total for Vendor:	1,952.47					
36005		5047 WATERTVILLE FOOD & ICE INC	48.04					
	04-109353 02/02/21	ICE-LIQUOR STORE	48.04			609 975 4975	257	1010
		Total for Vendor:	48.04					
36006		637 WEBER, LETH & WOESSNER PLC	4,154.00					
	01/31/21	3.2 HRS ADMIN	457.00			101 160 4160	304	1010
	01/31/21	17.4 HRS HSR	2,337.50			101 111 4111	304	1010
	01/31/21	1.1 HRS TRRA	156.00			101 111 4111	304	1010
	01/31/21	1.3 HRS FD	188.50			101 160 4160	304	1010
	01/31/21	6.2 HRS COUNCIL	899.00			101 111 4111	304	1010
	01/31/21	.3 HR P & Z	43.50			101 191 4191	304	1010
	01/31/21	.5 HR THMPN	72.50			101 111 4111	304	1010
		Total for Vendor:	4,154.00					



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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) ****								
36007		5182 WHKS & CO.	5,450.00					
	42548	01/11/21 ENG FEES- WITZEL SUBD	5,450.00			101 1151		1010
36010		5182 WHKS & CO.	4,572.64					
	42703	02/10/21 SUMP PUMP/SAN SEWER LATERAL	4,140.00			602 948 4948	303	1010
	42702	02/10/21 I/I IMPLEMENTATION	432.64			602 948 4948	303	1010
		Total for Vendor:	10,022.64					
36008		2407 WINE MERCHANTS	1,197.00					
	7316106	02/02/21 WINE	1,197.00			609 975 4975	251	1010
		Total for Vendor:	1,197.00					
36009		50 XCEL ENERGY	16.86					
	718651303	02/03/21 UTIL SERV- STR LT 1/3 TO 2/	16.86			101 316 4316	380	1010
		Total for Vendor:	16.86					
		# of Claims	47	Total:	260,692.71			

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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$31,511.29
211 Library Fund	
1010 CASH-OPERATING	\$1,683.57
290 Economic Development	
1010 CASH-OPERATING	\$530.65
601 Water Fund	
1010 CASH-OPERATING	\$992.71
602 Sewer Fund	
1010 CASH-OPERATING	\$5,090.30
604 Electric Fund	
1010 CASH-OPERATING	\$191,922.55
605 Storm Water	
1010 CASH-OPERATING	\$424.22
606 ICE ARENA	
1010 CASH-OPERATING	\$375.67
609 Liquor Fund	
1010 CASH-OPERATING	\$28,161.75
Total:	\$260,692.71

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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 See Signature page are approved for payment.

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

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

**CITY OF KASSON  
RESOLUTION #2.x-21**

**RESOLUTION APPOINTING LIBRARY VOLUNTEERS**

**WHEREAS**, the City of Kasson is the liability insurance provider for the Kasson Library, and

**WHEREAS**, the names listed below volunteer on a regular basis at the Kasson Public Library.

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

The following Kasson area citizens are appointed by the City Council as volunteers for the Kasson Public Library;

Sandy Hart  
Rachel Schultz  
Mary Eastvold  
John Talcott  
Will Lambert  
Clarice Peterson

**ADOPTED** this 24<sup>th</sup> day of February, 2021.

**ATTEST:**

\_\_\_\_\_  
Chris McKern, Mayor

\_\_\_\_\_  
Linda Rappe, City Clerk

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

## KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 12<sup>th</sup>, 2021, at 6:00pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Tarik Kamel, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** none

**Visitors:** none

**Petitions to the Chair:** none

**Amendments to Agenda:** Wright motioned to accept the agenda; 2<sup>nd</sup> by Kamel. Motion carried.

**Minutes of the Dec KPL Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Ferris. Motion carried.

**Financial Reports/Payables:** Motion to approve by Wright, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables:** Motion to approve by Schultz, 2<sup>nd</sup> by Wright. Motion carried.

**Director's Report:**

Library Activities:

- 105 "take & make" craft kits distributed in December.
- KPL 20-yr plan was updated.
- Pat attended 3 webinars: "Click & Collect", "Unconscious Bias", and "VISTA volunteers".
- Copy center service expanded to allow online requests.
- On Thurs, Jan 14<sup>th</sup> at 1pm, KPL will live-stream an interview with former Kasson resident and author Pernell Meier.
- Staff continues providing virtual and in-person programs:
  - New online storytime every Friday via YouTube.
  - Tutorial on making paper snowflakes.
  - Free "take & make" craft kits planned for January and February.
  - Book deliveries on 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays to daycares, homebound, special needs and nursing home patrons.
  - Exam proctoring.

Looking Ahead:

- Partial library inventory (3-yr plan, 1/3 every year) scheduled for January 26-29<sup>th</sup>.
- Bi-annual fire alarm testing scheduled for January 13<sup>th</sup>.
- Virtual "Blind Date with a Book" being planned for February.
- Summer Reading Program planning occurs each Tuesday during staff meetings.
- State Report for libraries will be completed during February and March.

Policies Project

- 2<sup>nd</sup> reading for Collection Development and Internet Acceptable Use. 1<sup>st</sup> reading for Volunteers. All were motioned for approval by Wright; 2<sup>nd</sup> by Ferris. Motions carried.

Building Report

- A copy of the Kraus-Anderson assessment documenting 7 major corrections, including projected costs, was provided. On Fri, Dec 18<sup>th</sup>, Carlsen, Ferris, and Shaffer-Gottschalk, along with Public Works Director Charlie Bradford and City Administrator Tim Ibisch, met with Kraus-Anderson to begin discussions regarding which repairs the city might be qualified to undertake, as well as whether any other firm might be invited to bid on the outlined repairs. The City has another firm scheduled to look at the assessment. Due to the cost, much planning and strategizing is needed prior to moving forward.

**Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Director's Meeting: none

**Old Business:** Library policies for Collection Development and Internet Acceptable Use were both motioned for approval by Wright; 2<sup>nd</sup> by Ferris. Motion passed.

**New Business:** Initial policy for volunteers was reviewed. Wright motioned for approval; 2<sup>nd</sup> by Ferris. Motion passed.

**Closed Meeting for Staff Evaluation:** Meeting closed for staff evaluation. Ferris motioned to move Pat Shaffer-Gottschalk from step 2 to 3 pending completion of a satisfactory review; 2<sup>nd</sup> by Schultz. Motion carried unanimously.

**General Discussion:** none

**Adjourn:** 6:50pm

**Respectfully submitted by:** Laurie Schultz, secretary

## Conference Request

Name: Matt Stradtmann

Name of Meeting: Basic K9 School

Place of Meeting: Minneapolis, MN

Published dates of Meeting: 03/08/21-06/08/21

Attendance dates: 4 days per week

Registration costs: Free

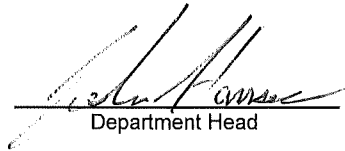
Travel: Driver

Vehicle: City

Purpose: Licensure/certification

Previous Education courses:

Approvals:

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Council Approval

State of Minnesota,

County of Dodge

ss.

TO THE Common Council

OF THE City

OF Kasson

IN SAID COUNTY AND STATE:

The undersigned hereby applies for a license to carry on the business of refuse hauling

at

in the city limits of Kasson in said county and state for the

term of one (1) year from the date hereof, subject to the laws of Minnesota and the

ordinances of said City; and herewith tenders \$ 500.00 as the license

fee therefore.

and completes to Supplemental Application attached.

The license will expire on March 31, 2022.

Skjveland Enterprises

Dated Year 2021

Signature

## SUPPLEMENT TO REFUSE HAULER APPLICATION

Please submit the following information along with the Application for Municipal License - General Form.

1. Applicant's Name and Address: Chris Skjveland - D.B.A.  
Skjveland Enterprises 665 NW 32<sup>nd</sup> Ave. Owatonna, MN 55060

2. Description of each vehicle used for city collection (be specific—Make, model, year and capacity of the body-yardage):

#18: 2006 17 yds.  
#20: 2017 Kenworth - 20 yd.

#22: 2019 Isuzu - 8 yds  
#14: 2015 Freightliner - 25 yds.

3. Employee name, address, chauffeur or driver license #: Chris Skjveland  
63614 130<sup>th</sup> Ave. Claremont, MN 55971

4. Description of territory covered under this license application: City of Kasson  
(Dodge County License)

5. Attach certificates of insurance coverage for vehicles/liability/workers compensation. City of Kasson must be listed as Additional Insured on General Liability and Commercial Auto policy.

6. Location of off street parking facility for vehicles: 665 NW 32<sup>nd</sup> Ave.  
Owatonna, MN 55060

7. The State of Minnesota requires the MN Business ID number and the Federal ID number for all businesses licensed by the City.

MN Business ID# 9057353

FEIN 26-4071307



**State of Minnesota,**

County of Dodge

} ss.

TO THE Common Council OF THE City  
 OF Kasson IN SAID COUNTY AND STATE:

The undersigned hereby applies for a license to carry on the business of refuse hauling  
 at  
 in the city limits of Kasson in said county and state for the  
 term of one (1) year from the date hereof, subject to the laws of Minnesota and the  
 ordinances of said City; and herewith tenders \$500.00 as the license  
 fee therefore  
 and completes to Supplemental Application attached.

The license will expire on March 31, 2022.

Sunshine Sanitation Inc

Dated Year 2021

Signature

## SUPPLEMENT TO REFUSE HAULER APPLICATION

Please submit the following information along with the Application for Municipal License - General Form.

1. Applicant's Name and Address: Sunshine Sanitation  
PO Box 113 Stewartville, MN 55976

2. Description of each vehicle used for city collection (be specific—Make, model, year and capacity of the body-yardage):

See Attached.

3. Employee name, address, chauffeur or driver license #: \_\_\_\_\_

Brady Keefe  
Leroy Newell

4. Description of territory covered under this license application: Kasson, MN.

5. Attach certificates of insurance coverage for vehicles/liability/workers compensation. City of Kasson must be listed as Additional Insured on General Liability and Commercial Auto policy.

6. Location of off street parking facility for vehicles: 750 County Rd 106 SE  
Stewartville, MN 55976

7. The State of Minnesota requires the MN Business ID number and the Federal ID number for all businesses licensed by the City.

MN Business ID# 6586536  
FEIN 90-0097589

State of Minnesota,

County of Dodge

} ss.

TO THE Common Council OF THE City  
 OF Kasson IN SAID COUNTY AND STATE:

The undersigned hereby applies for a license to carry on the business of refuse hauling  
 at  
 in the city limits of Kasson in said county and state for the  
 term of one (1) year from the date hereof, subject to the laws of Minnesota and the  
 ordinances of said City; and herewith tenders \$500.00 as the license  
 fee therefore  
 and completes to Supplemental Application attached.

The license will expire on March 31, 2022.

Waste Management of Rochester

Dated 2-8 Year 2021

Signature

## **SUPPLEMENT TO REFUSE HAULER APPLICATION**

Please submit the following information along with the Application for Municipal License - General Form.

**1. Applicant's Name and Address:** Waste Management of Rochester

**2. Description of each vehicle used for city collection (be specific—Make, model, year and capacity of the body-yardage):**  
See attached truck list.

**3. Employee name, address, chauffeur or driver license #:**

**4. Description of territory covered under this license application:** City of Kasson

**5. Attach certificates of insurance coverage for vehicles/liability/workers compensation. City of Kasson must be listed as Additional Insured on General Liability and Commercial Auto policy.**

**6. Location of off street parking facility for vehicles:** 6670 11th AVE SW Rochester, MN 55902

**7. The State of Minnesota requires the MN Business ID number and the Federal ID number for all businesses licensed by the City.**

**MN Business ID#** 6756647

**FEIN** 36-2698820

State of Minnesota,

County of Dodge

} ss.

TO THE Common Council

OF THE City

OF Kasson

IN SAID COUNTY AND STATE:

The undersigned hereby applies for a license to carry on the business of refuse hauling

at

in the city limits of Kasson in said county and state for the

term of one (1) year from the date hereof, subject to the laws of Minnesota and the

ordinances of said City; and herewith tenders \$500.00 as the license

fee therefore

and completes to Supplemental Application attached.

The license will expire on March 31, 2022.

Hometown Haulers LLC

Dated Year 2021

Signature

## SUPPLEMENT TO REFUSE HAULER APPLICATION

Please submit the following information along with the Application for Municipal License - General Form.

1. Applicant's Name and Address: Hometown Haulers LLC
2. Description of each vehicle used for city collection (be specific—Make, model, year and capacity of the body-yardage):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Employee name, address, chauffeur or driver license #: London Koss  
917 6th Ave Dodge Center Mn 55927
4. Description of territory covered under this license application: All of Kasson  
Inside City Limits
5. Attach certificates of insurance coverage for vehicles/liability/workers compensation. City of Kasson must be listed as Additional Insured on General Liability and Commercial Auto policy.
6. Location of off street parking facility for vehicles: 11 3rd Ave SW Dodge Center
7. The State of Minnesota requires the MN Business ID number and the Federal ID number for all businesses licensed by the City.  
MN Business ID# 3301627  
FEIN 46-4213883

# State of Minnesota,

County of Dodge

} ss.

TO THE Common Council

OF THE City

OF Kasson

IN SAID COUNTY AND STATE.

The undersigned hereby applies for a license to carry on the business of refuse hauling

at

in the city limits

of Kasson

in said county and state for the

term of one (1) year

from the date hereof, subject to the laws of Minnesota and the

ordinances of said City

; and herewith tenders \$ 500.00

as the license

fee therefore

and completes to Supplemental Application attached.

The license will expire on March 31, 2022.

GFL Solid Waste Midwest LLC

Dated

February 3rd

Year 2021

Signature

## SUPPLEMENT TO REFUSE HAULER APPLICATION

Please submit the following information along with the Application for Municipal License - General Form.

1. Applicant's Name and Address: BFL Solid Waste Midwest, LLC

2. Description of each vehicle used for city collection (be specific—Make, model, year and capacity of the body-yardage):

Truck # 172546 2017 P.L.C. 520 M. Nichols 32 yard

3. Employee name, address, chauffeur or driver license #: \_\_\_\_\_

4. Description of territory covered under this license application: City of Kasson

5. Attach certificates of insurance coverage for vehicles/liability/workers compensation. City of Kasson must be listed as Additional Insured on General Liability and Commercial Auto policy.

6. Location of off street parking facility for vehicles: 4245 Hwy 14 E, Rochester MN 55904

7. The State of Minnesota requires the MN Business ID number and the Federal ID number for all businesses licensed by the City.

MN Business ID# 6965789

FEIN 82-2188689





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 3/31/2021 Iden: 986  
Issuing Authority: Kasson  
Licensee Name: American Legion 333  
Trade Name: Adolph Olseth Post  
Address: 212 W Main St  
Kasson, MN 55944  
Business Phone: 507-634-4353  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

*Wesley E. Scher, Commander*

Licensee Signature \_\_\_\_\_ DOB \_\_\_\_\_ SSN \_\_\_\_\_  
(Signature certifies all above information to be correct and license has been approved by city/county.)

*2/9/2021*  
Date

City Clerk/Auditor Signature \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature \_\_\_\_\_  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

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Indicate below any direct or indirect interest in other liquor establishments:

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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Report below details involving any license rejections or revocations:

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City/County Comments:

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Minnesota Tax I.D. # 7087421  
Federal Tax I.D. # 41-6040137



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 3/31/2021 Iden: 73934  
Issuing Authority: Kasson  
Licensee Name: El Patron Mexican Grill of Kasson LLC  
Trade Name: El Patron Mexican Grill and Cantina  
Address: 504 S Mantorville Ave  
Kasson, MN 55944  
Business Phone: 7122692536  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature \_\_\_\_\_ DOB \_\_\_\_\_ SSN \_\_\_\_\_  
(Signature certifies all above information to be correct and license has been approved by city/county.)

2/16/2021  
Date

City Clerk/Auditor Signature \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature \_\_\_\_\_  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

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Indicate below any direct or indirect interest in other liquor establishments:

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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Report below details involving any license rejections or revocations:

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City/County Comments:

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Minnesota Tax I.D. # 7008081  
Federal Tax I.D. # 85-2593781



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

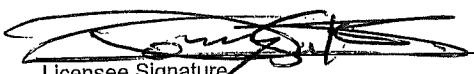
License Code: ONSS License Period Ending: 3/31/2021 Iden: 40365  
Issuing Authority: Kasson  
Licensee Name: Events by Saker LLC  
Trade Name: Events by Saker  
Address: 401 8th St SE  
Kasson, MN 55944  
Business Phone: 5076347400  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
Licensee Signature  
(Signature certifies all above information to be correct and license h

07 2/3/2021.  
Date

City Clerk/Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature  
County Board issued licenses only(Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

None

Indicate below any direct or indirect interest in other liquor establishments:

None

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

None

Report below details involving any license rejections or revocations:

None

City/County Comments:

Minnesota Tax I.D. #

Federal Tax I.D. #

3445866  
46-5149838



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

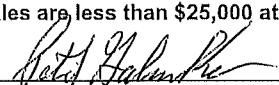
License Code: ONSS License Period Ending: 3/31/2021 Iden: 6819  
Issuing Authority: Kasson  
Licensee Name: Galuska Inc.  
Trade Name: Pete's Repeat  
Address: 27 W Main St  
Kasson, MN 55944  
Business Phone: 5076347500  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
Licensee Signature DOB SSN  
(Signature certifies all above information to be correct and license has been approved by city/county.)

2/6/21  
Date

City Clerk/Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature  
County Board issued licenses only(Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

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Indicate below any direct or indirect interest in other liquor establishments:

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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Report below details involving any license rejections or revocations:

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City/County Comments:

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Minnesota Tax I.D. # 1710884  
Federal Tax I.D. # 41-1734491





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 3/31/2021 Iden: 14752  
Issuing Authority: Kasson  
Licensee Name: Kwik Trip Inc.  
Trade Name: Kwik Trip #619  
Address: 200 8th Street SE  
Kasson, MN 55944  
Business Phone: 5076344651  
License Fees: Off Sale: \$100.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale)

*Ronald J. Feltner*  
Licensee Signature  
(Signature certifies all above information to be correct and license

1-25-2021  
Date

City Clerk/Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has

Date

County Attorney Signature  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

NONE

Indicate below any direct or indirect interest in other liquor establishments:

Please see enclosed list of Kwik Trip retail store locations in Minnesota that hold 3.2% malt beverage permits.

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

Please see enclosed list of Kwik Trip retail store violations that have occurred in Minnesota.

Report below details involving any license rejections or revocations:

NONE

City/County Comments:

Minnesota Tax I.D. # 39-1036365  
Federal Tax I.D. # 7356595

STORE	CITY	County	STATE	TYPE	eLiquid	DATE OF FAILED CHECK	N		DATE PAID
Kwik Trip #804	Albert Lea	Freeborn	MN	Tobacco		12/14/15			
Kwik Trip #804	Albert Lea	Freeborn	MN	Tobacco		12/20/16			1/14/2016
Kwik Trip #805	Albert Lea	Freeborn	MN	Tobacco		11/27/04			1/25/2005
Kwik Trip #805	Albert Lea	Freeborn	MN	Tobacco		12/14/15			---
Kwik Trip #805	Albert Lea	Freeborn	MN	Tobacco		11/15/16			2/16/2017
Kwik Trip #397	Apple Valley	Dakota	MN	Alcohol		8/31/07	7008337	\$ 75.00	9/28/2007
Kwik Trip #397	Apple Valley	Dakota	MN	Tobacco		10/30/09	900748	\$ 75.00	11/6/2009
Kwik Trip #397	Apple Valley	Dakota	MN	Tobacco		5/1/10	10002724	\$ 200.00	5/11/2009
Kwik Trip #397	Apple Valley	Dakota	MN	Alcohol		12/30/16	#16007412	\$ 500.00	1/19/2017
Kwik Trip #397	Apple Valley	Dakota	MN	Tobacco		3/12/18	18MN068687		
Kwik Trip #397	Apple Valley	Dakota	MN	Tobacco		3/23/19	19001504	\$ 75.00	4/9/2019
Kwik Trip #406	Apple Valley	Dakota	MN	Alcohol		4/30/02	1001-4275	\$ 75.00	3/11/2003
Kwik Trip #406	Apple Valley	Dakota	MN	tobacco		3/22/11		\$ 75.00	3/31/2011
Kwik Trip #406	Apple Valley	Dakota	MN	Tobacco		12/28/16	#16007391	\$ 75.00	1/19/2017
Kwik Trip #406	Apple Valley	Dakota	MN	Alcohol		6/15/17	17003533	\$ 500.00	7/13/2017
Kwik Trip #421	Apple Valley	Dakota	MN	Alcohol		11/16/07	7010728	\$ 75.00	12/14/2007
Kwik Trip #421	Apple Valley	Dakota	MN	Tobacco		7/8/10	10004648	\$ 75.00	7/22/2010
Kwik Trip #421	Apple Valley	Dakota	MN	Alcohol		6/15/17	17003537	\$ 500.00	7/13/2017
Kwik Trip #421	Apple Valley	Dakota	MN	Tobacco		9/22/18	18005170	\$ 75.00	10/11/2018
Kwik Trip #695	Apple Valley	Dakota	MN	Alcohol		10/16/03	3008893	\$ 750.00	11/7/2003
Kwik Trip #695	Apple Valley	Dakota	MN	Alcohol		6/14/05	5005142	\$ 200.00	8/26/2005
Kwik Trip #695	Apple Valley	Dakota	MN	Tobacco		7/8/10	10004646	\$ 75.00	7/22/2010
Kwik Trip #689	Austin	Mower	MN	Tobacco		6/30/03		\$ 75.00	8/19/2003
Kwik Trip #330	Belle Plaine	Scott	MN	Tobacco		11/9/15		\$ 100.00	11/19/2015
Kwik Trip #206	Blaine	Anoka	MN	Alcohol		4/25/15	15-083387	\$ 1,000.00	5/15/2015
Kwik Trip #206	Blaine	Anoka	MN	Tobacco		11/21/18		\$ 75.00	1/3/2019
Kwik Trip #206	Blaine	Anoka	MN	Alcohol		4/7/19	19080590	\$ 1,000.00	5/16/2019
Kwik Trip #896	Blaine	Anoka	MN	Tobacco		11/19/16		\$75.00	12/22/2016
Kwik Trip #896	Blaine	Anoka	MN	Alcohol		10/15/20	20254953		
Kwik Trip #646	Blue Earth	Faribault	MN	Tobacco		4/24/15			
Kwik Trip #458	Buffalo	Wright	MN	Tobacco		10/7/14			
Kwik Trip #458	Buffalo	Wright	MN	Tobacco	eLiquid	1/10/19	19MN032988		
Kwik Trip #309	Burnsville	Dakota	MN	Alcohol		3/6/03		\$ 500.00	4/18/2003
Kwik Trip #309	Burnsville	Dakota	MN	Alcohol		5/15/03	15261/116	\$ 1,000.00	7/8/2003
Kwik Trip #309	Burnsville	Dakota	MN	Tobacco		11/19/03		\$ 500.00	12/18/2003
Kwik Trip #309	Burnsville	Dakota	MN	Tobacco		12/27/04		Suspended 1/24/05 to 1/26/05	12/31/2004
Kwik Trip #309	Burnsville	Dakota	MN	Tobacco		12/10/18	18-007877	\$ 150.00	
Kwik Trip #622	Byron	Olmsted	MN	Alcohol		12/11/08		\$ -	

6 pages  
No Violations  
Kasson



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*Complete both  
Sides &  
Sign page 1*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 3/31/2021 Iden: 72694  
Issuing Authority: Kasson  
Licensee Name: Casey's Retail Company  
Trade Name: Casey's General Store #3840  
Address: 403 Mantorville Ave South  
Kasson, MN 55944  
Business Phone: 515-965-6517  
License Fees: Off Sale: \$50.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Julia L. Jackowski INCORP: 4/14/04 FEIN #20-1025921 2/2/2021  
Licensee Signature JULIA L. JACKOWSKI, SECRETARY DOB SSN Date  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature Date  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

**CASEY'S RETAIL COMPANY**

Federal Tax ID # 20-1025921

Date of Incorporation: April 14, 2004

Effective 9/16/20

**OFFICERS**

Stephen P. Bramlage, Jr., President & Chairman  
1613 NW Seasons Drive  
Ankeny, IA 50023

James R. Pistillo, Vice President & Treasurer  
3415 159<sup>th</sup> Street  
Urbandale, IA 50323

Julia L. Jackowski, Secretary  
9813 Iltis Drive  
Urbandale, IA 50322

Douglas M. Beech, Assistant Secretary  
729 NE Brook Haven Drive  
Ankeny, IA 50021

**BOARD OF DIRECTORS**

Stephen P. Bramlage, Jr., Chairman  
1613 NW Seasons Drive  
Ankeny, IA 50023

James R. Pistillo  
3415 159<sup>th</sup> Street  
Urbandale, IA 50323

Julia L. Jackowski  
9813 Iltis Drive  
Urbandale, IA 50322

This information is intended for the use of the individual or entity to which it is addressed and may contain information that is confidential and privileged and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.

3268	Appleton	08/20/13 - \$75 fine
3300	Avon	3/16/2015Warning Letter
2996	Butterfield	3/27/2015Warning Letter
1751	Cambridge #1	11/12/14 - \$300 fine
1647	Cokato	09/12/14 - Warning Letter
2873	Eagle Lake	5/25/2014
2589	Elysian	01/08/16 (FDA)Warning Letter
1688	Glencoe #1	06/17/13
2010	Glencoe #2	06/17/13
1660	Jackson	04/09/14 - \$75 fine
2540	Lathrop	8/6/2014
2398	Lonsdale #1	11/03/14 (Warning Letter)
2696	Madison Lake	5/25/201403/16/15 (FDA) Warning Letter
1748	Marshall #1	11/29/07 - \$75 fine08/28/08 - \$200 fine10/1/2009 - \$250 fine - 30 day/S
1847	Milaca	01/28/13 - \$75 fine
2085	Montevideo #2	6/26/2013
2202	Moorhead #1	04/16/14 - \$75 fine
3361	Moorhead #4	02/10/16 (FDA)Warning Letter
1742	Morris	03/21/16 (FDA)Warning Letter
2571	Mountain Lake	5/11/201410/16/14 - Warning Letter (FDA)
2399	New Prague	12/21/12 - \$200 fine
1988	Ramsey	04/04/13 - \$500 fine03/13/15 (FDA) Warning Letter
3277	Redwood Falls #2	11/06/15 (FDA)Warning Letter
1643	Richmond	04/15/16 (FDA)Warning Letter
1767	Rochester #1	5/16/20124/22/15 (FDA) Warning Letter
1738	Sauk Centre	2/23/2015Warning Letter
2999	Sherburn	2/16/2016 (FDA)Warning Letter
2276	St. Cloud #1	02/06/15
3000	St. James #2	4/2/2015Warning Letter
3002	St. James #3	4/2/2015Warning Letter
2223	St. Joseph	04/12/16 (FDA)
2622	Tracy	11/13/2013
3003	Trimont	12/19/14 (Warning Letter)
1782	Wadena	12/05/12 - \$75 fine (\$1.13 service fee)10/22/14 - \$200 fine
1777	Waseca #1	01/29/13
3005	Welcome	12/31/13
1776	Windom	03/26/13 - \$75 fine
1673	Winsted	10/14/13 - \$100 fine (City)
2809	Zumbrota #1	11/13/2014



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

RENEWAL

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code BROFSL License Period Ending 3/31/2021 Iden 74201  
Issuing Authority Kasson Sunday Sales ☒ Yes ☐ No  
Licensee Name Chaotic Good Brewing Company LLC  
DBA  
Address 601 3rd Ave NW  
Kasson, MN 55944  
Business Phone 507-319-0267  
License Fees: Off Sale ~~\$0.00~~ \$200. On Sale \$0.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability.(3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Mary Str  
Licensee Signature

DOB SSN

2-17-2021  
Date

(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature  
(County Board issued licenses only)(Signature certifies licensee is eligible for license)

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

Report below changes of corporate officers, partners, home addresses or telephone numbers:

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Report below any direct or indirect interest in other liquor establishments:

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Report below details involving any license rejections or revocations:

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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City/County Comments:

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Federal Tax I.D. # \_\_\_\_\_

MN Tax I.D. # \_\_\_\_\_



**Resolution #2.X-21**

**KASSON PUBLIC UTILITIES RESOLUTION**

A resolution adopting Kasson Public Utilities Policy Regarding Distributed Energy Resources and Net Metering and Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities.

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

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

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

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

WHEREAS, the adoption of these rules establishes that the Kasson Public Utilities Commission is the interpreting body and arbiter of the provisions of Minnesota Statutes §216B.164 for Kasson Public Utilities.

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

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

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

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

PASSED and ADOPTED BY THE CITY COUNCIL OF KASSON, MN.

Dated: February 24, 2021

By: \_\_\_\_\_  
Mayor



Attest: \_\_\_\_\_  
City Administrator

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

# KASSON PUBLIC UTILITIES COGENERATION AND SMALL POWER PRODUCTION

## AVAILABILITY

Available to all customers where the customer has qualified small power production or cogeneration facilities connected in parallel with the Utility's facilities. The customer is required to execute an Interconnection Agreement with the Utility. A Qualifying Facility (QF) is a cogeneration and small power production facility that satisfies the conditions in 18 Code of Federal Regulations, Section 292.101(b).

## CHARACTER OF SERVICE

Alternating current, 60 hertz, at available secondary voltages.

## RATE

The Utility shall pay the customer monthly for all energy furnished during the month at the rate shown in Section 1 - 4 below.

In addition, a Grid Access Charge may be applied depending on the cogeneration rate selected.

**Schedule 1. Net Energy Billing:** Available to any QF of less than 40 kW capacity that do not select either the Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

The Utility shall bill the qualifying facility for the excess of energy supplied by the Utility above energy supplied by the qualifying facility during each billing period according to the Utility's applicable retail rate schedule. The Utility shall pay the customer for the energy generated by the qualifying facility that exceeds that supplied by the Utility during a billing period as follows:

Rate Class	KWh Charge	
	OCT-MAY	JUN-SEPT
Residential	.107	.122
All Electric Residential	.107	.122
Commercial	.11	.128
Large Commercial	.063	.069
DEMAND	11.83	14.38

**Schedule 2. Roll Over Credits:** Available to any QF of less than 40 kW that do not select either Net Energy Billing, Simultaneous Purchase and Sale Billing or Time of Day rates.

Kilowatt-hours produced by the QF in excess of the monthly usage shall be supplied as an energy credit on the customer's energy bill, carried forward and applied to subsequent energy bills, with an annual true-up on December 31. Excess energy credits existing as of December 31 shall default back to the Utility with no compensation to the QF.

- 3. Simultaneous Purchase and Sale Billing:** Available to any QF of less than 40 kW capacity that does not select or qualify for either the Net Energy Billing, Roll Over Credits or Time of Day rates and does not receive a time of day retail electric service from the Utility.

Utility shall pay the customer for all energy delivered as follows:

Energy Payment (\$/kWh)		.02324
Capacity Payment <b>for Firm Power</b> (\$/kWh)		0

- 4. Time-of-Day Purchase Rate:** Available to any QF of 100 kW capacity or less and available to QFs with capacity of more than 100 kW if firm power is provided.

Utility shall pay the customer for all energy delivered as follows:

On Peak Energy Payment (\$/kWh)		.02819
Off Peak Energy Payment (\$/kWh)		.01883
Capacity Payment <b>for Firm Power</b> (\$/kWh)		0

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**Kasson Public Utilities Policy  
Regarding Distributed Energy  
Resources and Net Metering**

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

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

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

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

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

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

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

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

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

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

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

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



**Rules**

**Governing the Interconnection of**

**Cogeneration and Small Power Production Facilities**

**with**

**Kasson Public Utilities**

## Part A. DEFINITIONS

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

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

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

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

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

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

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

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

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

**Subp. 10. Governing body.** "Governing body" means Kasson Public Utilities Commission.

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

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

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

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

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

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

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

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

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

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

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

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

**Subp. 22. Utility.** "Utility" means Kasson Public Utilities.

## **Part B. SCOPE AND PURPOSE**

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

## **Part C. FILING REQUIREMENTS**

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

### **SCHEDULE 1.**

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

### **SCHEDULE 2.**

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

### **SCHEDULE 3.**

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

### **SCHEDULE 4.**

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

## **Part D. AVAILABILITY OF FILINGS**

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

## **Part E. REPORTING REQUIREMENTS**

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

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

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

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

## **Part F. CONDITIONS OF SERVICE**

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

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

## **Part G. ELECTRICAL CODE COMPLIANCE**

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

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

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

## **Part H. RESPONSIBILITY FOR APPARATUS**

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

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

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

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

## **Part J. DISCONTINUING SALES DURING EMERGENCY**

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

## **Part K. RATES FOR UTILITY SALES TO A QUALIFYING FACILITY**

Rates for sales to a qualifying facility are governed by the applicable tariff for the class of

electric utility customers to which the qualifying facility belongs or would belong were it not a qualifying facility. Such rates are not guaranteed and may change from time to time at the discretion of the utility.

#### **Part L. STANDARD RATES FOR PURCHASES FROM QUALIFYING FACILITIES**

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

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

#### **Part M. AVERAGE RETAIL UTILITY ENERGY RATE**

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

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

**Subp. 3. Additional calculations for billing.** When the energy generated by the qualifying facility exceeds that supplied by the utility to the customer at the same site during the same billing period, the utility shall compensate the qualifying facility for the excess energy at the average retail utility energy rate.

#### **Part N. SIMULTANEOUS PURCHASE AND SALE BILLING RATE**

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

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

**Subp. 3. Compensation to qualifying facility; energy purchase.** The utility shall purchase all energy

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

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

#### **Part O. TIME-OF-DAY PURCHASE RATES**

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

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

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

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

#### **Part P. ROLL-OVER CREDIT PURCHASE RATES**

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

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

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

#### **Part Q. CONTRACTS NEGOTIATED BY CUSTOMER**

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

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

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

#### **Part R. WHEELING**

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

#### **Part S. NOTIFICATION TO CUSTOMERS**

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

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

#### **Part T. DISPUTE RESOLUTION**

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



## **Part U. INTERCONNECTION CONTRACTS**

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

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

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

## **Part V. UNIFORM CONTRACT**

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

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

# UNIFORM CONTRACT FOR COGENERATION AND SMALL POWER PRODUCTION FACILITIES

THIS CONTRACT is entered into \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_, a municipal utility under Minnesota law, (hereafter called  
"Utility") and \_\_\_\_\_ (hereafter called "QF").

## RECITALS

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

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

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

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

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

A contract between the QF and the Utility is required.

## AGREEMENTS

The QF and the Utility agree:

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

\_\_\_\_\_ a. Average retail utility energy rate.

- QF capacity must be less than 40 kW.

\_\_\_\_ b. Simultaneous purchase and sale billing rate.

- QF capacity must be less than 40 kW.

\_\_\_\_ c. Roll-over credits.

- QF capacity must be less than 40 kW.

\_\_\_\_ d. Time-of-day purchase rates.

- QF capacity must be 40 kW or more and less than or equal to 100 kW.

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

3. The rates for sales and purchases of electricity may change over the time this contract is in force, due to actions of the Utility or the State of Minnesota, and the QF and the Utility agree that sales and purchases will be made under the rates in effect each month during the time this contract is in force.

4. The Utility will compute the charges and payments for purchases and sales for each billing period. Any net credit to the QF, other than kilowatt-hour credits under clause 2(c), will be made under one of the following options as chosen by the QF.

\_\_\_\_ a. Credit to the QF's account with the Utility.

\_\_\_\_ b. Paid by check or electronic payment service to the QF within fifteen (15) days of the billing date.

5. Renewable energy credits associated with generation from the facility are owned by:

6. The QF must operate its electric generating facilities within any rules, regulations, and policies adopted by the Utility not prohibited by the rules governing Cogeneration and Small Power Production on the Utility's system which provide reasonable technical connection and operating specifications for the QF and are consistent with the Minnesota Public Utilities Commission's rules on Cogeneration and Small Power Production, as required under Minnesota Statutes §216B.164, subdivision 9.

7. The QF will not enter into an arrangement whereby electricity from the generating facilities will be sold to an end user in violation of the Utility's exclusive right to provide electric service in its service area under Minnesota Statutes, §216B.37-44.

8. The QF will operate its electric generating facilities so that they conform to the national, state, and local electric and safety codes, and will be responsible for the costs of conformance.

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

\_\_\_\_\_  
\_\_\_\_\_.

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

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

\_\_\_\_\_  
\_\_\_\_\_.

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

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

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

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

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

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

**QF**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_

**UTILITY**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_



Memo

To: Mayor and City Council

From: City Administrator

Date: 2/17/2021

Re: Utility Billing Cassie Sullivan Performance Review

To Mayor McKern and the City Council:

I have reviewed the performance of our Utility Billing Specialist Cassie Sullivan with her and discussed her job objectives for 2021. Those include working to correct errors in utility billing both on the data collection and entry side. She needs to be working more closely with staff most especially Dan Trapp and the water department to make sure that all the data delivered to her for entry is accurate and proper. Additional education will be necessary to enable her to succeed. I believe that she might be best suited as a direct report to the finance department and we conversed regarding her interactions here at City Hall and how we can make the work setting more constructive and collaborative. She provided some good feedback that I have included in her review form.

I rate Ms. Sullivan's job performance as satisfactory and her potential for additional growth is necessarily limited only by her desire to focus on the utility billing component of her job. I believe she could be effective in other capacities as well. Ms. Sullivan is currently at Step 4 in Grade 8 and I am endorsing that she advances to Step 5 at the time the City Council takes up this recommendation.

Very Respectfully,

Timothy Ibisch  
City Administrator



To: City Council

Date: 2/24/2021

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

"Give me a one-handed economist! All of them say, "On the one hand...but on the other..."  
--Harry S. Truman

- **State Revenue Collections Exceed Forecast in January.** The state received additional positive budgetary news last week as Minnesota Management and Budget (MMB) released its monthly Revenue Review. The strong showing offers continued assurance that cities will receive their expected local government aid in 2021. According to the report, Minnesota's net general fund receipts for the month of January are now estimated to total \$2.403 billion, which is \$296 million (14.1%) more than projected in the last full state budget forecast in December. For fiscal year 2021, year-to-date receipts are now \$459 million (3.5%) more than forecast. The higher-than-expected revenues were achieved because individual income tax, sales tax, and corporate income tax collections exceeded the forecast.

The December state budget forecast had already reported considerably better budget news, largely due to higher-than-projected revenues. A deficit projected in May 2020 for the remainder of the current biennium was erased, and a positive budgetary balance of \$636 million was projected. The Legislature reduced that positive balance to \$393.5 million in December with a supplementary pandemic relief bill that appropriated \$242 million. The money went largely to businesses impacted by the pandemic. MMB will issue the next full state budget forecast around March 1. It will serve as the foundation for any short-term budget changes and for the 2022-2023 biennial budget. Optimistically we budgeted for LGA shortfall, if that does not occur, we should have the resources necessary to handle the Library exterior reconstruction without looking at outside financial sources.

- **Dodge County Board Review.** The City Engineer and I attended the Dodge County Board meeting this week. We discussed a number of items with them including the Water Tower easement, County fairgrounds water connection extension, fairgrounds trail addition, the 16<sup>th</sup> street retention pond and easement for the extension of 16<sup>th</sup> Street, and the accessibility concerns regarding the 16<sup>th</sup> Street roundabout. We will need to continue collaborations with the County in order to move many of these projects forward in a timely manner. We know that the Water Tower and 16<sup>th</sup> Street projects will likely move forward next year, and I will be budgeting to complete the other components as well. Right now, it seems likely that next year will also include the 57-highway reconstruction and we should be starting the public engagement part of that project in the near future. Fortunately, most residents are now familiar with the project



and its scope as well as the roundabout portion. However, I believe it will come down to the MN DOT to determine the final concept. I am not sure what that will look like. We also are expecting to assess for a part of this project and those calculations will need to be completed before we hold our public hearings in the fall of 2021.

- **CMPAS Update.** Kasson hosted the February meeting and our new space was very well received. Many of the members commented on how nice it looked. The meeting was very in-depth and a big topic of discussion was the power issues raging throughout the southern part of the US. We also reviewed the City's power portfolio at length. I have included a document for your review. We will have a need to add renewable over the next 5 years, but right now we are in full compliance based on the current laws and rules. Another area that we discussed was the increased costs of power as the government mandates a switch from coal, oil and natural gas to solar and wind. These power sources are approximately 3 times more expensive and cannot currently provide baseline power. Hopefully, capacity technology will continue to improve or the nationwide grid will not be sustainable. Passing along the heightened costs of power to our customers is also not something that is realistic in my opinion. In 2021, we should be able to maintain our 25% return on equity, however it will continue to narrow over the 5-year period. The implementation of the AMI package should enable us to increase efficiency and I will be pursuing increasing our customer base this year as well. We have a number of customers in our service area that we could serve that we are not served and acquiring the service territory would be a good investment in my view.

The CEO search will hopefully be coming to an end soon. I am scheduled to be in the metro for much of March 10-12<sup>th</sup>. At the end of that process, they should have a new leader. All 3 of the finalists seem very qualified.

- **COVID-19 Relief Package Includes Direct Aid to Cities.** The House Oversight and Reform Committee last week released bill text that will form the framework for what is expected to be a \$1.9 trillion COVID-19 relief package. For cities across the country, the local aid section of the reconciliation provision includes \$350 billion in aid to states, cities, counties, tribes, and territories. This has been a key priority for the League of Minnesota Cities and the National League of Cities. From the \$350 billion, \$130 billion will be set aside for local governments, equally divided between municipalities and counties. The \$65 billion for municipalities will be allocated to all 19,000 cities, towns, and villages according to a modified Community Development Block Grant (CDBG) formula. Under that formula:
  - \$45.5 billion will be split among all municipalities that are designated CDBG entitlement cities (generally, cities with populations above 50,000).
  - \$19.5 billion will be split among cities not designated CDBG entitlement cities (generally, cities with populations below 50,000) and will be allocated based on population.
  - There are no deadlines for the funds to be expended, and eligible expenditures will include the replacement of lost revenue.

Other provisions in separate sections of the bill framework that are notable to cities include: \$29 billion in additional federal assistance for homeowners and renters, with utility payments included as an eligible use. \$19.05 billion in funding to the Department of Treasury for emergency rental and utility assistance allocated to states, territories,

counties, and cities to assist renters and property owners. \$30 billion to assist with transit operating costs, payroll, and personal protective equipment. The committee is likely to advance the state and local aid section, which will then be referred to the House Budget Committee, where it will be added to other sections that will form the overall aid package. I have some serious concerns about the long-term effects of this monetary stimulus, and its impact on inflation and the national debt load, however in the short-term it will benefit the City and its residents.

- **Ice Area Meeting.** Earlier today we had an Ice Arena meeting. The Ice Arena fund faced many challenges this year with a difficult working environment and several requirement shutdowns. It did not perform inline with budget expectations. However, considering the circumstances I believe that the staff did a very good job and they maintained a professional attitude as well. I am not sure that the long-term prognosis for this venture is entirely suitable for the City to continue in, it does not seem to be a revenue generator and has had a positive ROI only once in the last 5 years. I advise the Council to review its options and make efforts to clarify the status of this fund. One avenue would be to enlist the support of additional partners whether public (ISD) or private (hockey associations). This might make operational viability as a going concern more likely and practical. Dodge County's continued involvement is also something that must remain in order that we can operate successfully, if that were to cease then we would need to look for other options.

### **Meetings and Events Attended or Planned**

February 2	EDA Meeting about Co-working space-Beth Sherden
February 4	City Engineer Kasson Meadows review-Les Conway
February 5	Margit Barot-Energy Efficiency project
February 8	Planning and Zoning
February 9	MNSU Career Day Library Board
February 10	MMUA Legislative Conference (virtual) Chamber of Commerce Regular City Council
February 11	City Engineer
February 16	MCMA Member Connect Dodge County Staff review
February 17	CMPAS meeting
February 18	City Engineer Call TIF training
February 19	City Attorney/Justin Templin
February 23	Dodge County Board Community & Economic Development Associates
February 24	CEO Assessment-Dr. Baumann Ice Arena Meeting Regular City Council



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## THE CMPAS LEGEND

## GOVERNMENT AFFAIRS NEWS

**Mid-February 2021**

### **Back to the Drawing Board - D.C. Circuit Vacates and Remands the ACE Rule**

The U.S. Court of Appeals for the D.C. Circuit on January 19 issued an opinion that vacates and remands the Environmental Protection Agency's Affordable Clean Energy (ACE) rule. This court ruling paves the way for the Biden Administration to draft new rules to regulate carbon dioxide emissions from existing fossil fuel-fired power plants.

### **American Public Power Association – Legislative Rally March 1 and 2**

In addition to the individual issue briefs posted on APPA's website [here](#), APPA is providing a digital briefing booklet in place of a mailed copy. The briefing booklet is available for download [here](#). The file is designed with tablets and phones in mind, and it is interactive with links between the table of contents and the various issue briefs.

If you have questions about the Rally or the issue briefs, please let us know.

### **Minnesota Legislative Committee Deadlines**

1st Deadline – March 12 – Committees must act favorably on bills in the house of origin  
2nd Deadline – March 19 – Committees must act favorably on bills that met 1st deadline  
3rd Deadline – April 9 – Finance Committees must act favorably on major appropriation and finance bills.

## FEDERAL

**Climate Executive Order and Ongoing Transmission Discussions:** There have been (and it appears there will continue to be) a considerable number of executive orders coming out of the Biden Administration. The latest of interest to our industry is the executive order on Climate Change (<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/27/executive-order-on-tackling-the-climate-crisis-at-home-and-abroad/>). The executive order directs federal agencies to (among other things) "accelerate clean energy and transmission projects under federal siting and permitting processes in an environmentally sustainable manner," with FERC and the Energy Department the pertinent federal agencies overseeing transmission.



The executive order came out after a series of industry trade press articles and webinars on the role of transmission in combating climate change. The organization Americans for a Clean Energy Grid (ACEG) hosted webinars in the last month on the role of PMAs in grid expansion and most recently on the role of FERC and the Federal Agencies in transmission expansion. Both webinars were recorded and are available here: <https://cleanenergygrid.org>.

## STATE

### **MMUA Virtual Legislative Day**

Although we were not able to gather in-person, the 2021 legislative conference was still a success with MN Pollution Control Agency Commissioner Laura Bishop virtually providing an overview of the Governor's sub-cabinet on Climate Change, which she chairs. The commissioner was followed by Sen. David Senjem and Rep. Jaime Long who chair the committees with jurisdiction over energy issues in their respective chambers.

Both gave strong support for passage of the ECO Act (CIP bill), and both expressed a desire to find a reasonable compromise on a Clean Energy First bill, although they differ as to what should be considered clean. Jessica Burdette from the Division of Energy Resources at the Department of Commerce provided an overview of the Governor's/Department's energy legislation objectives and also discussed a proposed change in the start and end dates for the Cold Weather Rule. The Governor's initiative is attached. The conference wrapped following an update by the MMUA Government Relations team on specific bills of interest to members. Approximately 75 municipal utility officials participated in the online event

### **Jumping Ahead on February / March DER Tasks**

In the last newsletter, yours truly alerted you to the February and March annual housekeeping tasks for MN regulators' preferences on customer-owned utilities' handling of Distributed Energy Resources (DER).

Please accept my apologies for jumping ahead on the need to approve the policies and rules for DER by Mar 1. Your policies, rules and rates are to be amended or reapproved by April 1.

What is due by March 1 is the filing of the listing of the distributed energy resources installed on your system. As sent in an email to CMPAS members on February 16, you must file a pdf (portable document format – Adobe Acrobat) of the Distributed Energy Resource (DER) Interconnection Report for Docket E999/PR-21-10.

You can access links at this site:

<https://mn.gov/commerce/industries/energy/utilities/annual-reporting/> Be sure to click on the plus signs for your area of interest. Please note that a listing of your DER systems installed since 2019 are listed in your NOVA Power Portal back office account after you login.

Please note that even if you have had zero inquiries and you have zero DG resources on your system, you must submit the alternative form for utilities with no DG as a PDF.

## OPPOSING VIEWS

### **Many US Utilities Plan to Hang on to their Coal Plants for a Decade**

From Reuters, January 25 (Excerpt) The most coal-dependent U.S. utilities plan to keep around 75% of their coal-fired power plants running for another decade, according to an analysis by the environmental group Sierra Club released on Monday, posing a threat to the climate.

The report [here](#), which reviewed the plans of the 50 U.S. utilities most invested in coal and gas generation, reflects some of the obstacles President Joe Biden will need to overcome to achieve his administration's goal to decarbonize the power sector by 2035.

The Sierra Club analysis of utility public filings found that the companies, which together account for 43% of the nation's power production, have committed to retiring just a quarter of their coal capacity by 2030.

It also found the companies plan to add new wind and solar capacity over that period amounting to less than one-fifth of their current coal and gas generation.

It said the study shows companies are not moving fast enough to transition away from fossil fuels and are unlikely to reduce greenhouse gas emissions quickly enough to align the United States with the Paris agreement goal of limiting global warming to 1.5°C, to avoid the worst impacts of climate change.

Biden has re-engaged the United States with the Paris deal after former President Donald Trump withdrew from it.

The U.S. power sector contributes about 27% of the nation's greenhouse gas emissions, making it the second largest source behind transportation, according to the U.S. Environmental Protection Agency.

<https://www.reuters.com/article/us-usa-utilities-coal-sierraclub/many-u-s-utilities-plan-to-hang-on-to-their-coal-plants-for-a-decade-sierra-club-idUSKBN29U19B>

### **Evolving Resource Mix is changing Reliability, Security and Resilience**

Ironically, before the gigantic winter storm of 2021 hit, the North American Electric Reliability Corporation released its 2019 assessment of the grid and had this to say:

Even where system capacity is shown as sufficient, some areas demonstrate potential for inadequate energy to serve demand. Specifically, nearly all parts of the Western Interconnection, ERCOT and MISO show levels of increased risk over the next five years. The *2019 Long Term Reliability Assessment* ([https://www.nerc.com/pa/RAPA/ra/Reliability%20Assessments%20DL/NERC\\_LTRA\\_2019.pdf](https://www.nerc.com/pa/RAPA/ra/Reliability%20Assessments%20DL/NERC_LTRA_2019.pdf)) highlights the need for increased attention to planning and operating the grid in a more complex environment.



## Notes of Interest

### Utilities Commit to Electrify their Own Vehicle Fleets

A major trend that emerged at the end of 2020 was the announcement from utilities who are committing to electrify their own vehicle fleets. Xcel Energy Announced a Plan to electrify its fleet sedans by 2023, all of its light-duty vehicles by 2030, and 30 percent of its medium- and heavy-duty vehicles by 2030.

### More EV Commitments

Utilities are increasingly including different types of charging programs in their transportation electrification plans. Xcel Energy filed a plan with the MN Public Utilities Commission that included a program that would provide annual rebates to customers for participating in managed charging.

### Federal Appointments

At the U.S. Department of Energy, Ali Nouri has been named Principal Deputy Assistant Secretary for Congressional and Intergovernmental Affairs. Some of you may recall meeting Dr. Nouri in Washington D.C. during the APPA Rally when he was staff for Minnesota Senator Al Franken.

### Redistricting

What was expected to be a big issue for the 2021 session has disappeared since the U.S. Census bureau has delayed the release of data necessary to determine the number of Congressional seats per State, the Electoral College, and local precinct boundaries for the next decade. The release has been kicked to September 30, 2021. State law currently requires a map to be published 25 weeks before the August 9, 2022 primary, making the deadline for redistricting February 15, 2022.

**Bill Introductions**

HF 10: (Stephenson - D) Establishing a Clean Energy First. Referred to the Committee on Climate and Energy Finance and Policy. (No Senate Companion, yet)

HF 70: (Freiberg - D) Establishing a revolving loan fund for energy conservation in state buildings; appropriating money; proposing coding for new law in Minnesota Statutes, chapter 216C. Referred to the Committee on Climate and Energy Finance and Policy. (No Senate Companion, yet)

HF 164 (Stephenson – D) Establishing the Energy Conservation and Optimization Act of 2021. Referred to the Committee on Climate and Energy Finance and Policy.

HF 168 (Lee – D) Modifying requirement to analyze and consider cumulative pollution before issuing air quality permit. Referred to the Committee on Environment and Natural Resources Finance and Policy.

HF 239 (Stephenson – D) Establishing the Natural Gas Innovation Act; encouraging natural gas utilities to develop innovative resources. Referred to the Committee on Climate and Energy Finance and Policy.

HF 248 (Wazlawik – D) Requiring Pollution Control Agency to hold a public hearing under certain circumstances. Referred to the Committee on Environment and Natural Resources Finance and Policy.

HF 252 (Quam – R) Appropriating money for a feasibility study on the use of hydrogen produced by nuclear power plants in MN. Referred to the Committee on Climate and Energy Finance and Policy.

HF 254 (Lueck - ? ) Establishing the Worker Safety and Energy Security Act; providing for criminal penalties. Referred to the Committee on Public Safety and Criminal Justice Reform Finance and Policy.

HF 257 (Wazlawik – D) Relating to real property; prohibiting certain restrictions on the use of residential solar energy systems. Sections 515.07; 515B.2-103; 515B.3-102; proposing coding for new law in Minnesota Statutes, chapter 500. Referred to the Committee on Climate and Energy Finance and Policy.

HF 278 (Long – D) Modifying electric utility renewable energy standard obligations; modifying Public Utility Commission authority to issue site permits for electric generation facilities. Referred to the Committee on Climate and Energy Finance and Policy.

HF 311 (Wolgamott – D) Relating to capital investment; appropriating money for the greater Minnesota business development public infrastructure grant program; authorizing the sale and issuance of state bonds. Referred to the Committee on Capital Investment.

HF 395 (Heintzman – R) Repealing certain authority of the Pollution Control Agency related to automobile emissions. Referred to the Committee on Capital Investment.

HF 413 (Olson, L) Relating to economic development; appropriating money for the Minnesota Initiative Foundations. Referred Committee on Workforce and Business Development Finance and Policy.



HF 420 (Lucero – R) Abolishing prohibition on issuing certificate of need for new nuclear plant. Referred to the Committee on Climate and Energy Finance and Policy.

HF 491 (Koegel) Establishing licensing for journeyworker insulators. Referred to Committee on Labor, Industry, Veterans, and Military Affairs Finance and Policy.

HF 503 (Lee – D) Requiring public hearing every five years for non-expiring air emission permits. Referred to the Committee on Environment and Natural Resources Finance and Policy.

HF 539 (Quam – R) Establishing a revolving loan fund to facilitate the dredging of lakes to improve water flow for hydroelectric projects; requiring a report. Referred to the Committee on Climate and Energy Finance and Policy.

HF 550 (Jordan – D) Requiring school districts and charter schools to provide climate justice instruction. Referred to Committee on Education Policy.

HF 653 (Acomb – D) Modifying solar siting provisions governing community solar gardens. Referred to Committee on Climate and Energy Finance and Policy.

HF 700 (Lippert – D) Requiring report to set goals for carbon sequestration in public and private forests. Referred to Committee on Environment and Natural Resources Finance and Policy.

HF 746 (Hornstein – D) Amending the biomass technologies that contribute to a utility's renewable energy standard obligation (waste energy). Referred to the Committee on Climate and Energy Finance and Policy.

HF 751 (Acomb – D) Establishing beneficial building electrification goals to reduce greenhouse gas emissions and improve public health. Referred to the Committee on Climate and Energy Finance and Policy.

HF 802 (Morrison - ) Modifying electric utility renewable energy standard obligations; modifying Public Utility Commission authority to issue site permits for electric generation facilities. Referred to the Committee on Climate and Energy Finance and Policy.

HF 831 (Long – D) Modifying how the energy code for new commercial buildings is adopted. Referred to the Committee Labor, Industry, Veterans and Military Affairs Finance and Policy.

HF 912 (Acomb – D) Extending the period covered by the cold weather rule. Referred to Committee on Climate and Energy Finance and Policy.

HF 977 (Acomb – D) Establishing a loan fund for solar energy systems in state buildings. Referred to the Committee on Commerce Finance and Policy.

HF 985 (Koznik – R) Requiring users of electric vehicle charging stations on the State Capitol complex to pay for the electricity consumed by the vehicle. Referred to the Committee on State Government Finance and Elections.

S.F. No. 51: (Rest - D) Carbon Assessment and Dividend Act. A bill for an act relating to energy; providing for a revenue-neutral assessment on environmental emissions; providing for refundable



FICA and property tax credits; providing for credits against income taxes to be paid as dividends; authorizing loans for energy efficiency and renewable energy projects; providing rulemaking authority; requiring reports; appropriating money. Referred to the Committee on Energy and Utilities Finance and Policy. (No House Companion, yet)

SF 65 (Cwodzinski – D) Establishing appointment confirmation through senate inaction. Referred to State Government Finance and Policy and Elections

SF 204 (Ingebrigtsen) – Establishing setbacks for certain solar energy generating systems. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 225 (Kiffmeyer – R) - Abolishing prohibition on issuing certificate of need for new nuclear power plant. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 227 (Rarick – R) Establishing the Energy Conservation and Optimization Act of 2021. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 301 (Kiffmeyer – R) Allowing municipal utilities and cooperative electric associations to reduce their annual energy-savings goal; disallowing waste heat recovery converted to electricity as counting toward a municipal utility's or cooperative electric association's annual energy-savings goal. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 305 (Senjem) A bill for an act relating to energy; appropriating money for a feasibility study on the use of hydrogen produced by nuclear power plants in Minnesota. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 322 (Senjem) A bill for an act relating to real property; prohibiting aggregation of parcels of land in regulatory takings cases. Referred to the Committee on Civil Law and Data Practices Policy.

SF 338 (Dibble) A bill for an act relating to energy; modifying the definition of biomass as an eligible energy technology; increasing the proportion of energy that electricity-generating utilities must supply from renewable sources and setting target dates by which those goals must be achieved. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 355 (Mathews – R) A bill for an act relating to public safety; creating liability and vicarious liability for trespass to critical infrastructure; creating a crime for recruiting or educating individuals to trespass on or damage critical infrastructure. Referred to the Committee on Judiciary and Public Safety Finance and Policy.

SF 381 (Fateh – D) A bill for an act relating to real property; prohibiting certain restrictions on the use of residential solar energy systems. Referred to the Committee on Civil Law and Data Practices Policy.

SF 421 (Weber – R) bill for an act relating to energy; establishing the Natural Gas Innovation Act; encouraging natural gas utilities to develop innovative resources. Referred to the Committee on Energy and Utilities Finance and Policy.

SF 543 (Frentz – D) A bill for an act relating to energy; establishing a revolving loan fund for energy conservation in state buildings; appropriating money. Referred to the Committee on Energy and Utilities Finance and Policy.



# 100% Carbon Free by 2040

January 2021

## Background



Minnesotans throughout the state are prioritizing clean energy and a clean environment. They are experiencing the dramatic impacts of climate change in many ways, such as higher property insurance rates, or risk to crop yields due to increased spring flooding and higher energy burdens for Minnesotans due to longer winter seasons and hotter than average summers.

Minnesotans know that to change course, we need immediate action. That is why Governor Walz and Lieutenant Governor Flanagan are championing the move to 100% clean energy by 2040 for the Minnesota's electricity sector. This plan will drastically cut air pollution while creating jobs and opportunity for people across Minnesota. This proposal maximizes investments in the lowest-cost energy.

By transitioning to 100% carbon-free energy by 2040, Minnesota utilities will lead the way to healthier air through significant reduction in greenhouse gases. Decarbonization of the electric power sector can lead to additional greenhouse gas reductions for transportation and heating, by using electricity instead of fossil fuels.

This proposal gives utilities the planning time and flexibility they need to reach 100%, while maintaining reliable and affordable electricity for all of Minnesota.

A pathway to achieve carbon free electricity generation by 2040 should be the foundation of all climate and energy goals for the state, as this will have enabling impacts in reducing emissions from transportation, building heating and industrial processes.

Minnesotans are powering the clean energy future through expanded job opportunities and the increasing amount of jobs in the clean energy sector. This proposal supports this emerging workforce by prioritizing good paying jobs.

## Legislative Proposal

- This proposal establishes a target that will be met by expanding the Renewable Energy Standard (216B.1691) and creation of a Carbon Free Electricity Standard.
- To achieve this target, the proposal establishes the following Carbon-Free Electricity intermediate targets:
  - 100% Carbon-Free Electricity by 2040

- 90% by 2035
  - 80% by 2030
  - 65% by 2025
- Along with the following Renewable Energy Standard increase (includes current technologies under the RES today):
  - 40% by 2025
  - 55% by 2035

## Why This Should be Passed Into Law



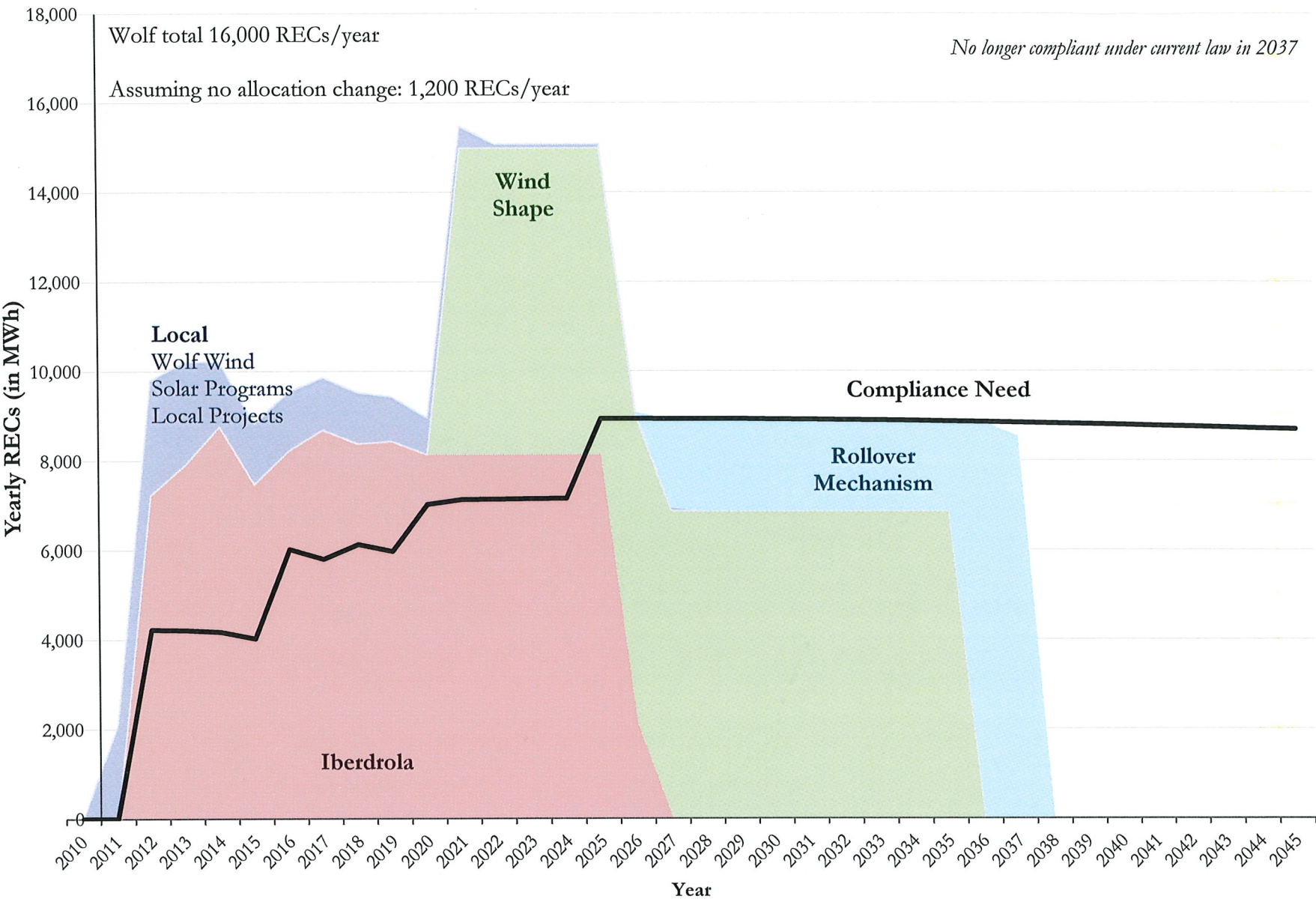
Over the last 20 years, Minnesota has traditionally been a leader in clean energy. The share of carbon-free energy in the power sector went from 30% in 2005 to 50% in 2020. This proposal will provide the roadmap for utilities to achieve further decarbonization and continue this trend. In addition, this proposal will enable easier regulatory approval of large renewable and clean energy projects. As Minnesota continues to lead, the opportunity for jobs that support the expansion of large renewable energy projects will provide opportunities for communities across the state.

### Contact

Megan Verdeja | Director, Government Affairs | Minnesota Department of Commerce  
[Megan.verdeja@state.mn.us](mailto:Megan.verdeja@state.mn.us) | 651-238-4602



# Kasson - Renewable Compliance, February 2021



## REQUEST FOR COUNCIL ACTION

**Meeting Date:** February 24, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: MnDNR Trail Grant – NW Trail	PREPARED BY: Brandon Theobald

**BACKGROUND:**

The City has secured MnDNR funding for the NW Trail project for the 2021 construction season.

The funding has specific environmental documentation requirements.

The attached letter states the City has determined that this project is in compliance with all EQB rules and may proceed.

**RECOMMENDATION:**

Staff is recommending approval of the letter.

**COUNCIL ACTION REQUESTED:**

Motion to approve letter and direct Staff to submit to the MnDNR.



TREE  
CITY  
USA

CITY OF  
KASSON

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

February 24, 2021

Daniel Golner  
Trail Grants Coordinator  
DNR Parks and Trails  
500 Lafayette Road, Box 39  
St. Paul, MN 55155

RE: City of Kasson  
Northwest Trail Connection Project  
**Evidence of Compliance with Minnesota Environmental Review Rules**

Dear Mr. Golner:

Per the provisions included in the Trail Grant Project Required Documentation Checklist, the Kasson City Council, local RGU, has reviewed the proposed project for Compliance with Minnesota Environmental Review Rules. As outlined in the threshold test shown in Minnesota Administrative Rules 4410.4000, part 4410.43, subpart 1:

An EAW must be prepared for projects that meet or exceed the thresholds listed in subparts 2 to 37 unless the project meets or exceed any thresholds of part 4410.4400 in which case an EIS must be prepared.

Given that this project does not meet or exceed the thresholds listed above, this project is exempt from preparing an EAW or EIS. Also, given the location and nature of the project, there is little potential for significant environmental impacts. Therefore, the RGU has determined that this project is in compliance with all EQB rules and may proceed. This determination was approved by City Council on Wednesday, February 24<sup>th</sup>, 2021.

If you have any questions or need any additional information, please let me know.

Sincerely,

Timothy Ibisch, City Administrator

## REQUEST FOR COUNCIL ACTION

**Meeting Date:** February 24, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: ADA Transition Plan – Final Approval	PREPARED BY: Brandon Theobald

**BACKGROUND:**

The City Council reviewed the draft ADA Transition plan on July 8, 2020.

Staff completed public outreach on the draft plan. The plan has been updated with the comments received.

The plan is now complete and proposed to be adopted by the City Council.

**RECOMMENDATION:**

Staff is recommending adoption of the ADA Transition Plan.

**COUNCIL ACTION REQUESTED:**

Consider passing attached resolution adopting ADA Transition Plan.



**CITY OF KASSON  
RESOLUTION \_\_\_\_\_**

**ADOPTION OF THE CITY OF KASSON  
AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN**

WHEREAS, the Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals based on disability.

WHEREAS, the City of Kasson in compliance with title II of the Americans with Disabilities Act (ADA) is required to develop and adopt a Transition Plan to ensure that City services and facilities are accessible to those with disabilities; and

WHEREAS, in July of 2020, the City of Kasson conducted an inventory of pedestrian facilities within its public right-of-way and established agendas for planned accessibility improvement projects; and

WHEREAS, the City of Kasson has inquired public comments on the proposed "City of Kasson Americans with Disabilities Act (ADA) Transition Plan" for consideration by the City of Kasson City Council for adoption; and

WHEREAS, the City of Kasson now desires to adopt the "City of Kasson Americans with Disabilities Act (ADA) Transition Plan" attached to this Resolution as "Exhibit A"; and

NOW THEREFORE BE IT RESOLVED that the City of Kasson City Council adopts the "City of Kasson Americans with Disabilities Act (ADA) Transition Plan".

Approved by the Kasson City Council this 24th day of February 2021.

\_\_\_\_\_  
Chris McKern, Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

The motion to approve the recommendation of the foregoing resolution was made by Commissioner -- and duly seconded by Commissioner --. Upon a vote being taken, the following members voted in favor thereof: --. Those against same: --



**Americans with Disabilities Act (ADA)**

## **Transition Plan**

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February 2021

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# Introduction

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## Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals based on disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and Local Government Services
3. Public Accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities, and services public entities provide. As a provider of public transportation services and programs, the City of Kasson must comply with this section of the act as it specifically applies to public service agencies. Title II of ADA provides that, "... no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR Sec. 35.130)

As required by Title II of ADA, 28 CFR Sec. 35.105 and Sec. 35.150, the City of Kasson has conducted a self-evaluation of its facilities within public right-of-way and has developed this transition plan, detailing how the organization will ensure that all facilities are accessible to all individuals. This document serves as a supplement to the City of Kasson's existing transition plan covering buildings, services, programs and activities.

## The ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Act of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a federal law that requires facilities designed, built, altered, or leased with federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any federal department or agency. Title II of ADA extends this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

# Agency Requirements

Under Title II, the City of Kasson must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities (28 CFR Sec. 35. 150).
- May not refuse to allow a person with a disability to participate in a service, program, or activity at the cause of that disability (28 CFR Sec. 35. 130 (a)).
- Must make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 CFR Sec. 35. 130 (b) (7)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective (28 CFR Sec. 35.130(b)(IV) & (d)).
- Must take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communication with others (29 CFR Sec. 35.160(a)).
- Must designate at least one responsible employee to coordinate ADA compliance (28 CFR Sec. 35.107(a)). This person is referred to as the “ADA Coordinator”. The public entity must provide the ADA coordinator’s name, office address, and telephone number to all interested individuals (28 CFR Sec. 35.107(a)).
- Must provide notice of ADA requirements. All public entities regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries employees, and other interested persons (28 CFR Sec. 36.107(a)). The notice must include identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis (28 CFR Sec. 104.8(a)).
- Must establish a grievance procedure. Public entities must adopt and publish a grievance procedures providing for prompt and equitable resolution of complaints (28 CFR Sec. 35.107(b)). This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public right-of-way and does not include information on the City of Kasson’s programs, practices, or building facilities not related to public right-of-way.

# Chapter 1 – Self-Evaluation

---

## Overview

The City of Kasson is required, under Title II of the Americans with Disabilities Act (ADA) and 28 CFR 35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing its policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

This self-evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and identifies potential need for PCR/PAR infrastructural improvements. This will include the pedestrian ramps, railroad crossings, sidewalks, and bicycle/pedestrian trails that are located within the City right-of-way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

## Summary

In March of 2020, the City of Kasson conducted an inventory of pedestrian facilities within its public right-of-way, consisting of the evaluation of the following facilities:

- 387 pedestrian ramps
- 2 railroad crossings
- 20 miles of sidewalks
- 2.7 miles of trails

Guidelines for the ADA classifications used in the self-evaluation are provided on the following pages.

# Classification Guidelines

## Pedestrian Ramps

### Non-Compliant Priority Level 1



The location on the left is classified as Non-Compliant Priority Level 1 because there is no ramp at this crossing. The pedestrian ramp on the right is also classified as Non-Compliant Priority Level 1 because it is surrounded by curb.

### Non-Compliant Priority Level 2



The pedestrian ramp on the left is classified as Non-Compliant Priority Level 2 because there is no detectable warning (truncated domes) on the ramp. The pedestrian ramp on the right is classified as Non-Compliant 2 because although there are detectable warnings, the ramps are exceptionally steep.



### Non-Compliant Priority Level 3



This pedestrian ramp is classified as Non-Compliant Priority Level 3 because although the slope of the ramp complies, and there is a detectable warning, this ramp is jointed incorrectly and does not feature a proper landing.

### Compliant



These are examples of pedestrian ramps classified as compliant. These pedestrian ramps feature detectable warnings, formal landings and have running slopes less than 8.33%, cross-slopes of less than 2%, and gutter slopes that do not exceed 5%. For the purpose of this document, pedestrian ramps that met all or a majority of the ADA requirements without barriers were called compliant.

**Non-City** - For pedestrian ramps along Highways 57 and County State Aid Highway 34, maintenance is under the jurisdiction of MnDOT.



## Railroad Crossings

### Compliant



Compliant railroad crossings must have 24" x 48" detectable warnings on both sides of the crossing. For the purpose of this document, railroad crossings that met all or a majority of the ADA requirements were called compliant.

### Non-Compliant



The crossing shown above is classified as non-compliant because there are no detectable warnings.

**Non-City** – Railroad crossings located along Highway 57 fall under the responsibility of MnDOT.

## Sidewalks

### Compliant



Sidewalks must be 5 feet wide (or 4 feet if they feature wheelchair passing zones every 200 feet). Sidewalks must also have a cross-slope of no more than 2%. Compliant sidewalks will not include lips, cracks or breaks. For the purpose of this document, sidewalks that met all or a majority of the ADA requirements were called compliant.

### Non-Compliant



Sidewalks that do not meet the width guidelines or that have a cross-slope exceeding 2% will be considered non-compliant. Sidewalks will also be considered non-compliant if they have large lips, cracks, or breaks over 20% or more of the block length. Sidewalks sections that are largely compliant, but have isolated lips, cracks, or breaks have been identified as “Problem Areas”. These areas will be corrected as part of the City CIP.

**Non-City** - For sidewalks along Highway 57, maintenance is under the jurisdiction of MnDOT.  
**Bike Trails**

### Compliant



Trails must be 60" or feature passing zones every 1,000 feet with a cross-slope of no more than 2%. For the purpose of this document, trails that met all or a majority of the ADA requirements were called compliant.

### Non-Compliant



Trails that feature over a 2% cross-slope, are not 60" wide, or do not feature passing zones will be considered non-compliant. Trails that have large holes, bulges, or cracks will also fall into this category.

**Non-City** – Trails located along 8<sup>th</sup> Avenue NW and 10<sup>th</sup> Avenue NE fall under the responsibility of MnDOT or Dodge County.

## Self-Evaluation Results

The self-evaluation of pedestrian facilities yielded the following results:

### **Pedestrian Ramps**

- 7% of pedestrian ramps were rated as Non-Compliant Priority Level 1
- 34% of pedestrian ramps were rated as Non-Compliant Priority Level 2
- 36% of pedestrian ramps were rated as Non-Compliant Priority Level 3
- 23% of pedestrian ramps were rated as compliant

### **Railroad Crossings**

- 100% of pedestrian railroad crossings were rated as non-compliant

### **Sidewalks**

- 18% of sidewalks were rated as Compliant >5ft
- 78% of sidewalks were rated as Compliant <5ft
- 4% of sidewalks were rated as non-compliant
- Numerous spot repairs were also identified

### **Trails**

- 100% of trails were rated as compliant

These results are summarized in Figures 1 and 2.

## Chapter 2 – Implementation

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The City of Kasson has traditionally budgeted about \$50,000 per year for upgrading non-compliant pedestrian ramps, sidewalks, and trails. During scheduled street and utility improvement projects, pedestrian facilities impacted by these projects are typically upgraded to current ADA accessibility standards.

### Priority Areas

The City of Kasson has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices, and medical facilities. The priority areas identified in the self-evaluation are as follows:

- Priority Area 1: Main Street and around the Library
- Priority Area 2: 16<sup>th</sup> St. NE, 11<sup>th</sup> St. NE, and 5<sup>th</sup> Ave. NE around the schools

These priority areas are shown in Figures 1 and 2.

### External Agency Coordination

Numerous other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Kasson. The City will coordinate with those agencies to track and assist the facilitation of the elimination of accessibility barriers along their routes.

## Chapter 3 – Improvement Schedule

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The City of Kasson has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City jurisdiction.

- After 5 years, 80% of pedestrian ramps identified as being Non-Compliant Priority Level 1 within the jurisdiction of the City will be ADA compliant.
- After 10 years, 80% of accessibility features within the priority areas identified by City staff will be ADA compliant.
- After 30 years, 80% of accessibility features within the jurisdiction of City will be ADA compliant.

## Chapter 4 – Unit Prices and Costs

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### Unit Prices

Construction costs for upgrading facilities vary based on the individual improvement as well as individual site conditions. Costs will also vary dependent on the magnitude of the project as well and the types of improvements. Listed below are representative costs for some typical accessibility improvements which are included as part of a retrofit type project or as part of a larger comprehensive improvement project.

- ADA compliant pedestrian ramp: \$5,000 per ramp
- ADA compliant railroad crossing: \$10,000 per crossing
- 5-foot ADA compliant sidewalk: \$60 per linear foot

### Priority Areas

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the targeted priority areas are as follows:

Priority Area 1: \$410,000

Priority Area 2: \$390,000

### Entire Jurisdiction

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the entire jurisdiction is \$6.72 million. This amount represents a significant investment that the City of Kasson is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken to absorb the cost into the City of Kasson's budget for improvements to the public right-of-way.



# Chapter 5 – Policies & Procedures

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## Previous Practices

Since the adoption of the ADA, the City of Kasson has aimed to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the City of Kasson updated their procedures to accommodate these methods.

## Policy

The City of Kasson's goal is to continue to provide accessible pedestrian design features as part of the City's capital improvement projects. The City of Kasson has established ADA design standards and procedures as listed below. These standards and procedures will be kept up to date with nationwide and local best management practices.

## Design Procedures

Pedestrian ramps, railroad crossings, sidewalks, and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility within the scope of a project. Those limitations will be noted, and those components will remain on the transition plan. As future projects or opportunities arise, those components shall continue to be incorporated into future work. Regardless if full compliance can be achieved or not, each component shall be made as compliant as possible in accordance with the judgement of City staff.

Policies, practices and programs not identified in this document will follow the applicable ADA standards. Maintenance of pedestrian facilities within the public right-of-way will continue to follow the policies set forth by the City of Kasson.

The City of Kasson will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City's jurisdiction are ADA compliant to the maximum extent feasible. Requests for accessibility improvements can be submitted to the responsible party described in chapter 6.



## Chapter 6 – ADA Coordinator

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In accordance with 28 CFR 35.107(a), the City of Kasson has identified an ADA coordinator to oversee the City's policies and procedures. Contact information for this individual is provided below:

Name: Timothy Ibisch, City Administrator

Address: 401 5<sup>th</sup> Street SE  
Kasson, MN 55944

Phone: (507) 634-7071

E-mail: [Cityadministrator@cityofkasson.com](mailto:Cityadministrator@cityofkasson.com)

## Chapter 7 – Public Outreach

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The City of Kasson recognizes that community input and involvement is important in the creation of this transition plan. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City of Kasson.

The City will provide an opportunity for interested persons, including individuals with disabilities or organizations representing such individuals, to comment on the self-evaluation and transition plan process.

A draft copy of the transition plan was sent to known organizations that serve people with disabilities in the City of Kasson, including:

- Opportunity Services
- SEMCAC – Southeast Minnesota Citizens Action Council
- K-M School, Community Education
- K-M School, Special Education
- Zumbro Education District
- Chamber of Commerce

A draft copy of the transition plan was shared with the City Council on July 8, 2020.

This plan can be found online on the City's webpage: [www.cityofkasson.com](http://www.cityofkasson.com).

This document is open for public review. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix A.

## Chapter 8 – Public Notice

---

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities regarding progress made toward becoming compliant with the ADA guidelines. This public notice is provided below:

### Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Kasson will not discriminate against qualified individuals based on disability in City services, programs, or activities.

**Employment:** The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations laid out by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act.

**Effective Communication:** The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communication accessible to people who have speech, hearing, or vision impairments.

**Modifications to policies and procedures:** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies or procedures to participate in a City program, service, or activity, should contact the ADA coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## Chapter 9 – Grievance Procedure

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If users of the City of Kasson's facilities and services believe that the City has not provided reasonable accommodation, they have the right to file a grievance. In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizen's complaints, concerns, comments, and other grievances.

### Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Kasson.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to the ADA coordinator:

Name: Timothy Ibisch, City Administrator  
Address: 401 5<sup>th</sup> Street SE  
Kasson, MN 55944  
Phone: (507) 634-7071  
E-mail: [Cityadministrator@cityofkasson.com](mailto:Cityadministrator@cityofkasson.com)

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Kasson and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the U.S. Department of Justice or other appropriate state or federal agency.

Any written complaints and responses will be retained by the City of Kasson for at least three years.

## Chapter 10 – Monitoring Progress

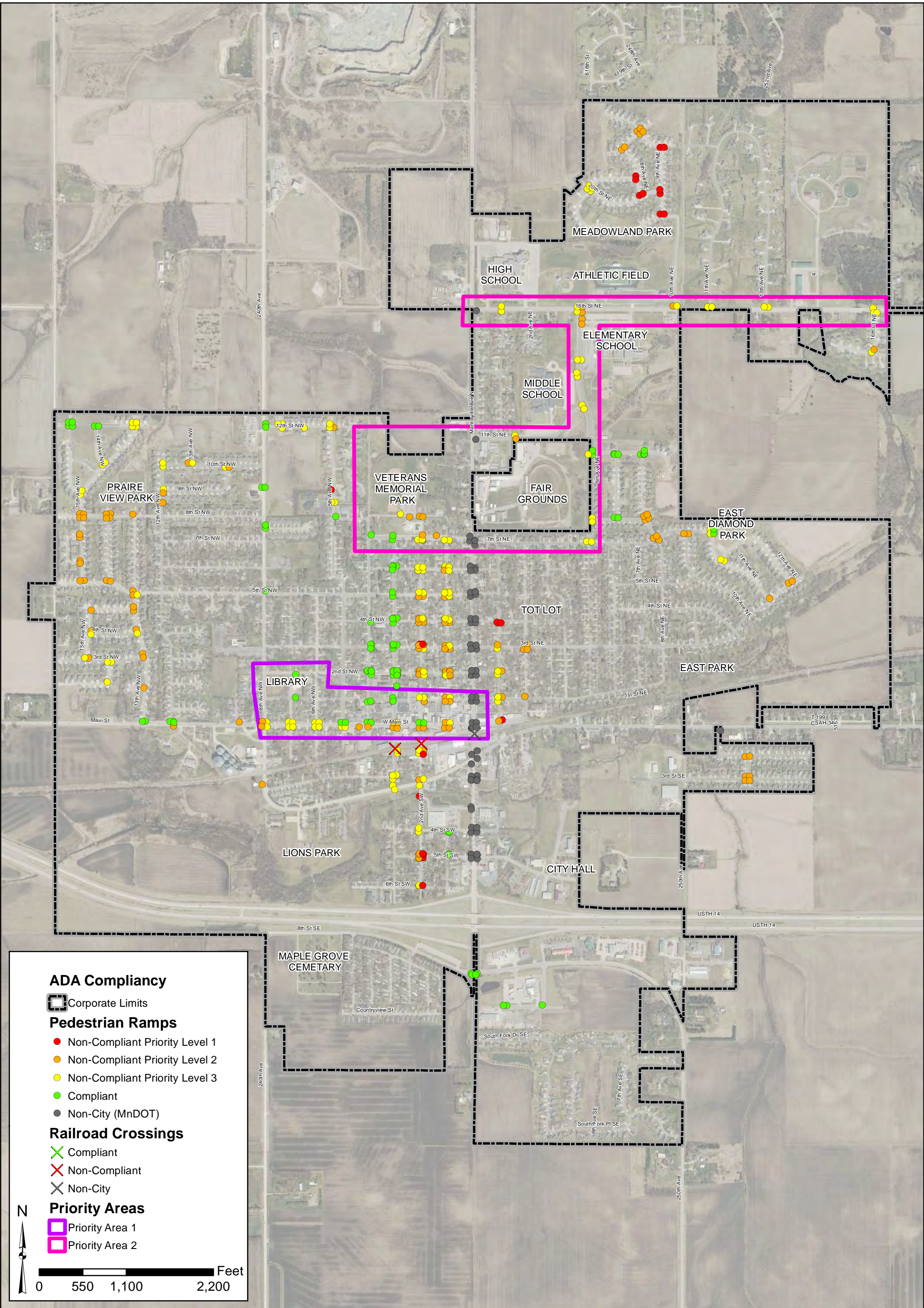
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This document will continue to be updated as conditions within the City evolve. The chapters in this document will be updated periodically with future updated schedules. With each main body update, a public comment period will be established to continue the public outreach.

## Figures

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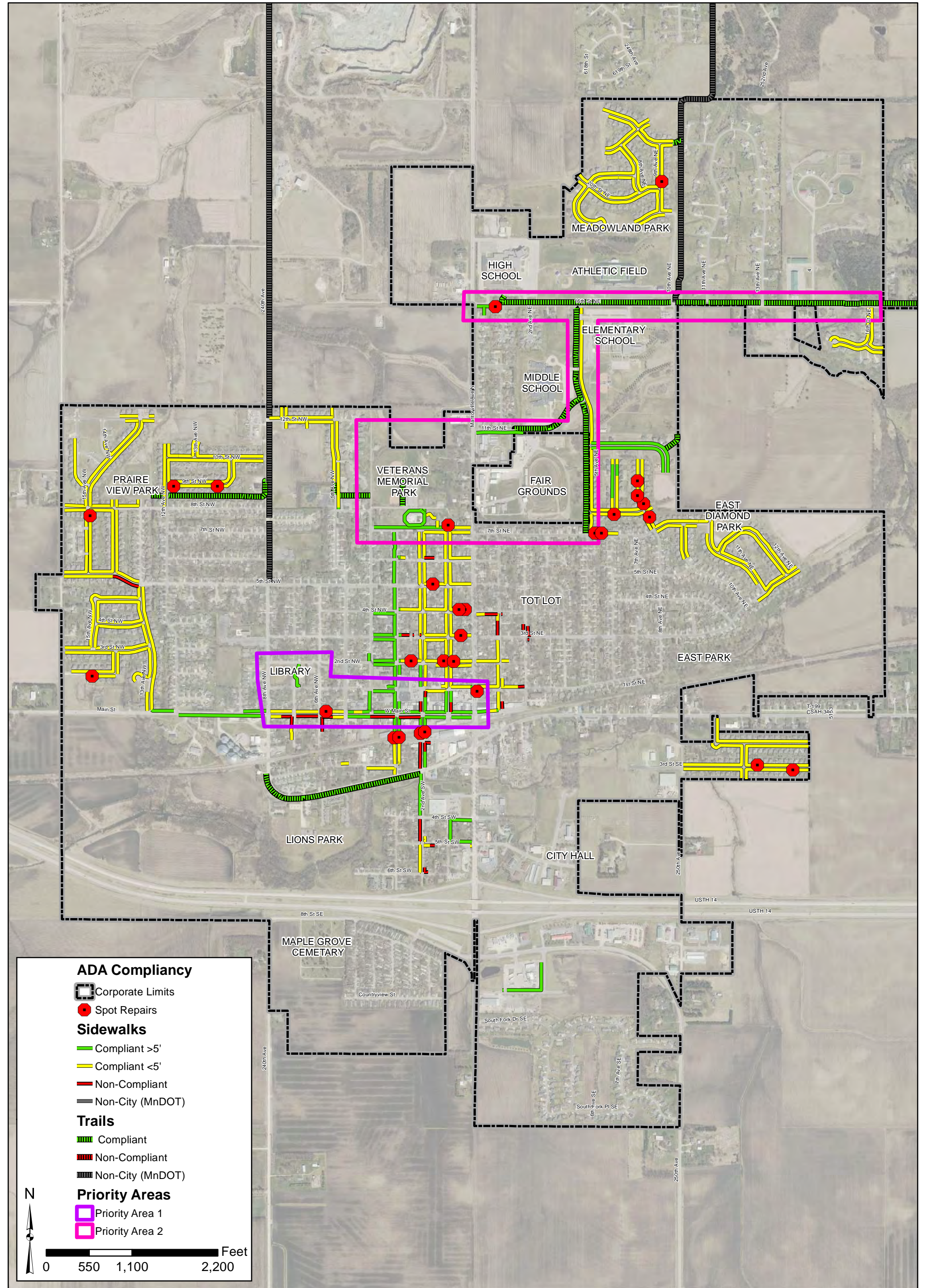


City of  
**Kasson**

## ADA Transition Plan Pedestrian Ramps & Railroad Crossings







City of  
**Kasson**

## ADA Transition Plan Sidewalks & Trails





# Appendix A – Public Comments

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## Public Comments Received:

Re: City of Kasson - ADA Transition Plan - Request for Review and Comment



Mark Matuska <m.matuska@komets.k12.mn.us>

To Brandon Theobald; Williams, JJ; Jenny Carrier; Kujath, Nicole; Tim Ibisch

Thanks Brandon.

Q1 Any cost to the property owner?

If not....I like the plan!

Mark

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Re: City of Kasson - ADA Transition Plan - Request for Review and Comment



Nicole Kujath <n.kujath@komets.k12.mn.us>

To Brandon Theobald

Cc Jenny Carrier; Mark Matuska; JJ Williams (jj.williams@komets.k12.mn.us); Tim Ibisch (cityadministrator@cityofkasson.com)

You replied to this message on 1/5/2021 11:36 AM.

Reply Reply All Forward

Tue 1/5/2021 7:57 AM

Good Morning and Happy New Year -

Thank you for sharing the attached plan Brandon. It was very educational for me to read. I am pleased with the City of Kasson two priority areas being around the Public Library and the Schools. I know it is MNDots responsibility but the 100% non compliant railroad crossings are concerning as I am aware of a wheelchair bound student living very close to one of those sites. Thank you for all your work on this and for sharing it with myself.

Sincerely,

Nicole Kujath

KM Special Education Coordinator

---

Re: City of Kasson - ADA Transition Plan - Request for Review and Comment



Jenny Carrier <j.carrier@komets.k12.mn.us>

To Brandon Theobald

Cc Nicole Kujath; Mark Matuska; JJ Williams (jj.williams@komets.k12.mn.us); Tim Ibisch (cityadministrator@cityofkasson.com)

Thanks for sharing Brandon. I'd love to see the SRTS projects get moved up.

JENNY CARRIER *grit + gratitude*

Community Education Director

[j.carrier@komets.k12.mn.us](mailto:j.carrier@komets.k12.mn.us)

507-634-4464 (Office) 507-696-6539 (Cell)

[www.komets.k12.mn.us](http://www.komets.k12.mn.us)

Competition | Maximizer | Achiever | Significance | Analytical

# Glossary of Terms

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**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** The plan that identifies physical barriers in the City right-of-way per ADA standards, establishes priorities for removing barriers, and outlines a plan for removing barriers and achieving compliance with ADA standards.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**Right-of-Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**United States Department of Justice (DOJ):** The United States federal executive department responsible for the enforcement of the law and administration of justice.

## REQUEST FOR COUNCIL ACTION

**Meeting Date:** February 24, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: 16 <sup>th</sup> ST NW Extension – LRIP Submittal	PREPARED BY: Brandon Theobald

### **BACKGROUND:**

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

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

Funding has not been secured for the extension on 16<sup>th</sup> 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 16<sup>th</sup> 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 submit the attached application for MnDOT LRIP funding

### **COUNCIL ACTION REQUESTED:**

Consider passing attached resolution authorizing submittal.

CITY OF KASSON  
RESOLUTION #X-X

A RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION FOR  
THE LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FOR  
16<sup>TH</sup> STREET N.W. EXTENSION

WHEREAS, the Commissioner of Transportation has given notice of grant opportunities from the Minnesota State Transportation Fund for Local Road Improvement Program (LRIP) to assist local agencies on transportation projects; and,

WHEREAS, the City of Kasson considers 16th Street N.W. a route of regional significance; part an economic development plan; a connection to the regional system; and,

WHEREAS, the proposed 16th Street N.W. Extension project includes the extension of 16th Street N.W. from TH 57 to CSAH 21. The proposed extension will provide a parallel roadway that will be an alternative to TH 14; and,

WHEREAS, the City and MnDOT plan to construct a roundabout at the intersection of TH 57 and 16<sup>th</sup> Street which includes a leg for this roadway; and,

WHEREAS, the proposed project includes a turn lane on south bound CSAH 21 due to limited sight distance; and,

NOW, THEREFORE, BE IT RESOLVED, The City Council hereby supports the pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application.

Adopted by the Kasson City Council this 24<sup>th</sup> day of February 2021.

\_\_\_\_\_  
Mayor Chris McKern

ATTEST:

\_\_\_\_\_  
Linda Rappe, City Clerk

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

### **A. Applicant Information**

1. Name (First & Last):		2. Phone Number:	
3. E-mail:		4. Agency Type:	
5. Agency Name:			
6. Street Address:			
7. City:		8. State: MN	9. Zip Code:
10. Sponsoring County and County Engineer name <b>(required if applicant is small city or township)</b>			

### **B. Project Location**

1. MnDOT District:		2. County:	
3. City:		4. Township:	
5. Name of Road:		6. Type of Road:	
7. Road Authority Type <i>(which agency owns and has jurisdiction of the road)</i> :			
8. Project Termini: From		9. To:	

### **C. Project Description**

1. Type of Project.
2. Select the LRIP Account requested for funding.
3. Provide a summary of the proposed project and the transportation deficiencies that will be eliminated, including a description of operational and general safety benefits of the project. Projects seeking funding from the Rural Road Safety Account will need to provide a more detailed description of safety issues and benefits under Section D3.

**D. LRIP Account Considerations and Eligibility**

*D1. Trunk Highway Corridor Account Considerations and Eligibility*

1. Describe the state trunk highway project and how the local road(s) will be impacted by the trunk highway project. Funds from this account are for local road improvements impacted by trunk highway projects where local agencies have cost responsibility. It is not intended to be used for improvements or projects on the trunk highway or within the trunk highway corridor right of way that require local cost sharing per MnDOT's Cost Participation Policy.

*D2. Routes of Regional Significance Account Considerations and Eligibility*

1. For Routes of Regional Significance projects, which of the following criteria does your project meet (select all that apply)?

- |   |  |
|---|--|
| <input type="checkbox"/> Farm to Market route   | <input type="checkbox"/> Part of a 10-ton route network  |
| <input type="checkbox"/> Part of an economic development plan   | <input type="checkbox"/> Connect to regional tourist destination                                 |
| <input type="checkbox"/> Provides capacity or congestion relief to a parallel trunk highway system or county road | <input type="checkbox"/> Is a connection to the regional system, trunk highway, or a county road |

2. Describe the number of persons and potential multiple local agencies that will be positively impacted by the project and how they will benefit.

*D2. Routes of Regional Significance Account Considerations and Eligibility*

3. Describe the project contribution to the local, regional or state economy, and economic development or redevelopment efforts.

*D3. Rural Road Safety Account Considerations and Eligibility (Only County State Aid Highways are eligible)*

1. Is this project on a County State Aid Highway?

2. Is this project or components of this project identified in a County Road Safety Plan?

3. Identify the appropriate focus area that your project/safety strategy aligns with in the [Minnesota Strategic Highway Safety Plan](#).

*D3. Rural Road Safety Account Considerations and Eligibility (Only County State Aid Highways are eligible)*

4. Identify the type of crash or safety hazard this project is trying to address. Respond even if project is in a county safety plan or the Minnesota Strategic Highway Safety Plan.

5. Describe how this project improves safety, reduce traffic crashes, fatalities, injuries, and property damages. Respond even if project is in a county safety plan or the Minnesota Strategic Highway Safety Plan.



**E. Project Readiness and Ability to Maintain**

1. Estimated Construction Year:

2. Are there railroad impacts (RR xing or RR tracks within 600' of the project)?

3. What is the status of the engineering and design work on the project?

4. Has this project been selected for federal funding, and if so what year in the STIP?

5. Is right of way acquisition required? If so, describe the status of these efforts.

6. Describe the local agency's ability to adequately provide for the safe operation and maintenance of the facility upon completion.

**F. Multimodal/Complete Streets**

Identify infrastructure improvements for non-motorized and/or transit users on this project.

## G. Estimated Project Cost

### Source of Funding

1. LRIP Request:
2. Federal Funds:
3. State Aid Funds:
4. Local/Other Funds:
5. MnDOT Trunk Highway Funds:
6. Total Project Cost:

## H. Attachments

- ☐ At least one project location map with routes and project termini labeled
- ☐ Engineer's Estimate with an itemized breakdown
- ☐ Project schedule
- ☐ Local agency resolution
- ☐ Resolution of support from sponsoring county agreeing to be sponsor and agreeing to perform sponsor tasks as identified above in section "Project Selection" (required for applications by townships and cities under 5,000 population)
- ☐ Other letters of concurrence or support

When you are ready to submit the application, save the application form with LRIP, agency and road in the name of the document; e.g. LRIP\_RamseyCounty\_CSAH30.pdf.

The application and attachments are due by 4:00 p.m. on **March 3, 2021**. Applications and attachments should be submitted electronically to [saltirhelp.dot@state.mn.us](mailto:saltirhelp.dot@state.mn.us). Please limit the file size transmitted via email to no more than 10 MB. State Aid will send a reply acknowledging receipt of the application. If you haven't received a reply from State Aid within a few days of submittal, send an email to [saltirhelp.dot@state.mn.us](mailto:saltirhelp.dot@state.mn.us) to inquire about the status of the application.

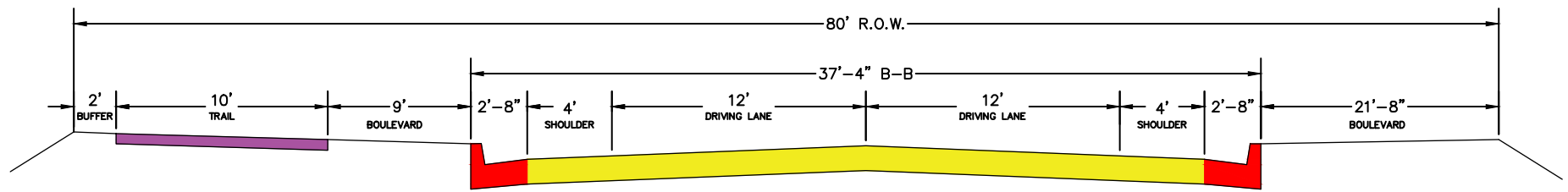
More information is available at:

- LRIP website at: <http://www.dot.state.mn.us/stateaid/lrip.html>.
- PowerPoint on LRIP at: <http://www.dot.state.mn.us/stateaid/training/lrip.pptx>

If you have questions regarding this solicitation, contact Marc Brieese at 651-366-3802 or [marc.brieese@state.mn.us](mailto:marc.brieese@state.mn.us).



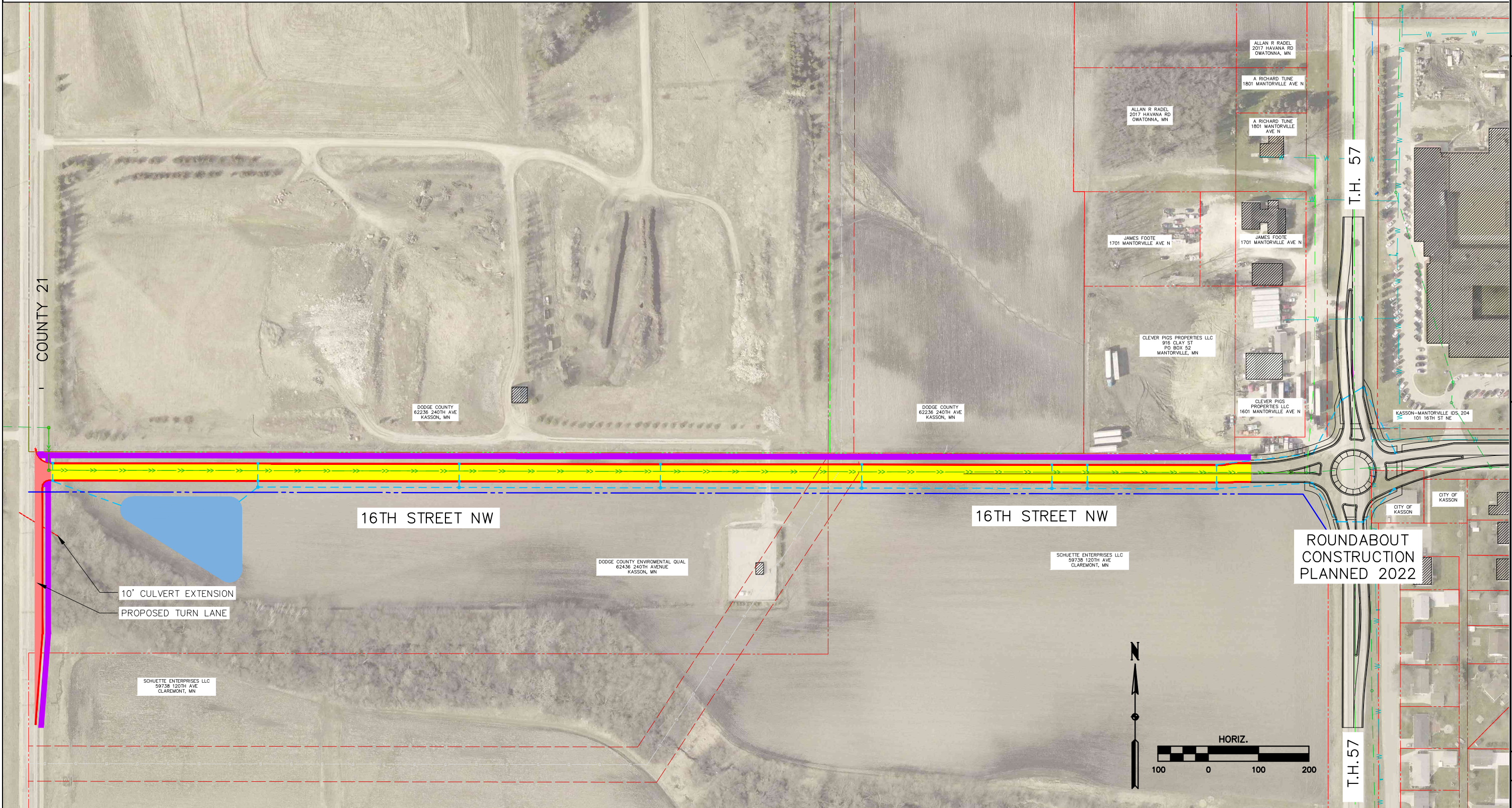
16TH STREET NW  
PROPOSED TYPICAL SECTION



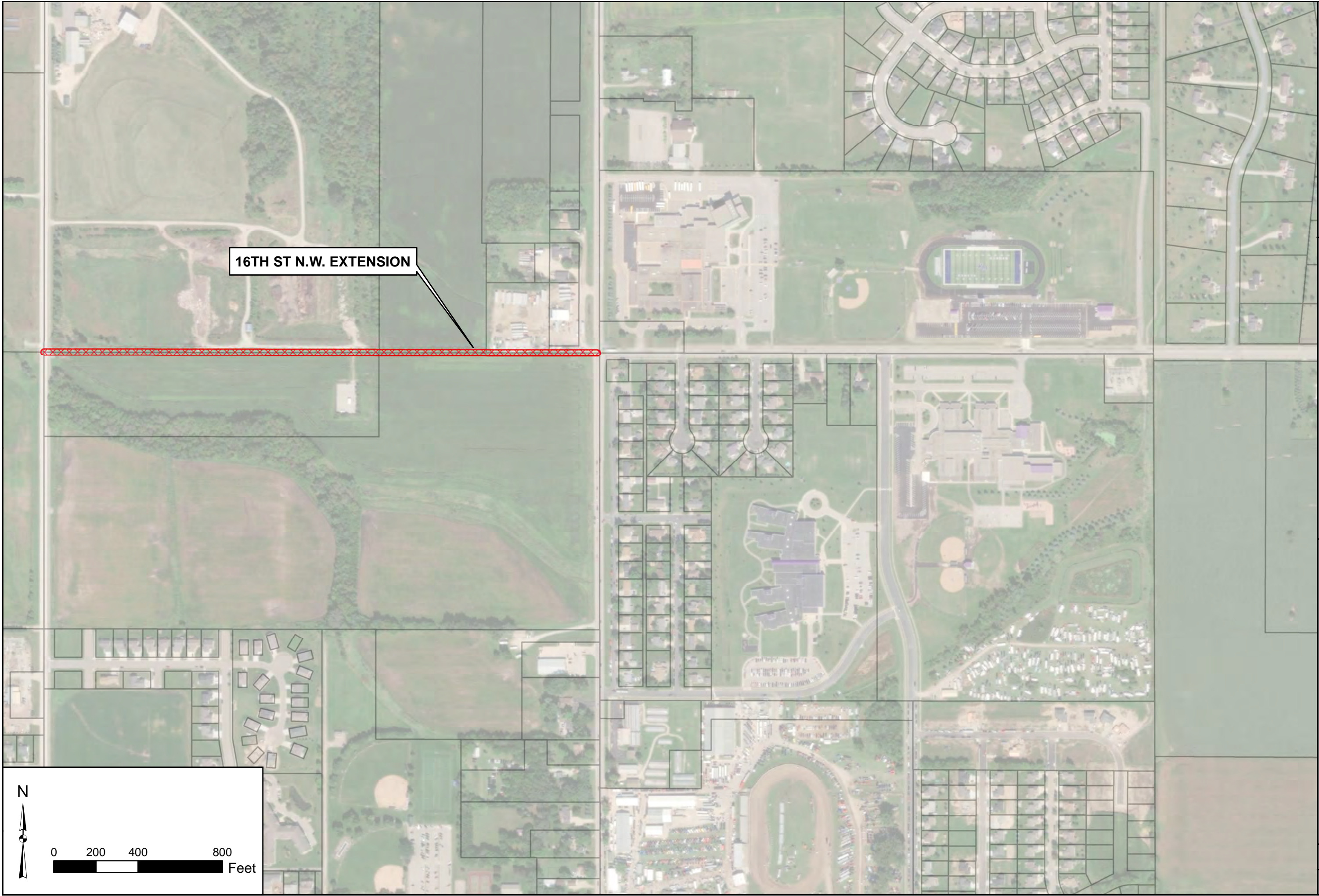
- CONCRETE ROADWAY
- BITUMINOUS ROADWAY
- BITUMINOUS TRAIL
- CONCRETE CURB & GUTTER
- POND
- STORM SEWER

PROJECT IMPROVEMENTS

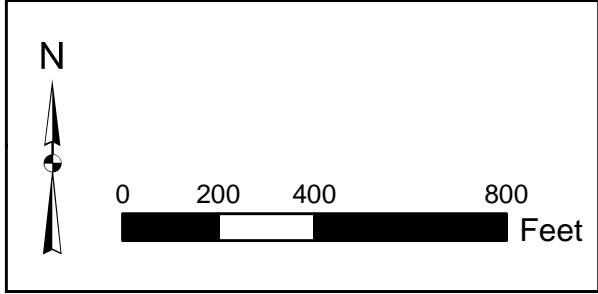
16TH ST N.W. EXTENSION  
CITY OF KASSON  
DODGE COUNTY, MN






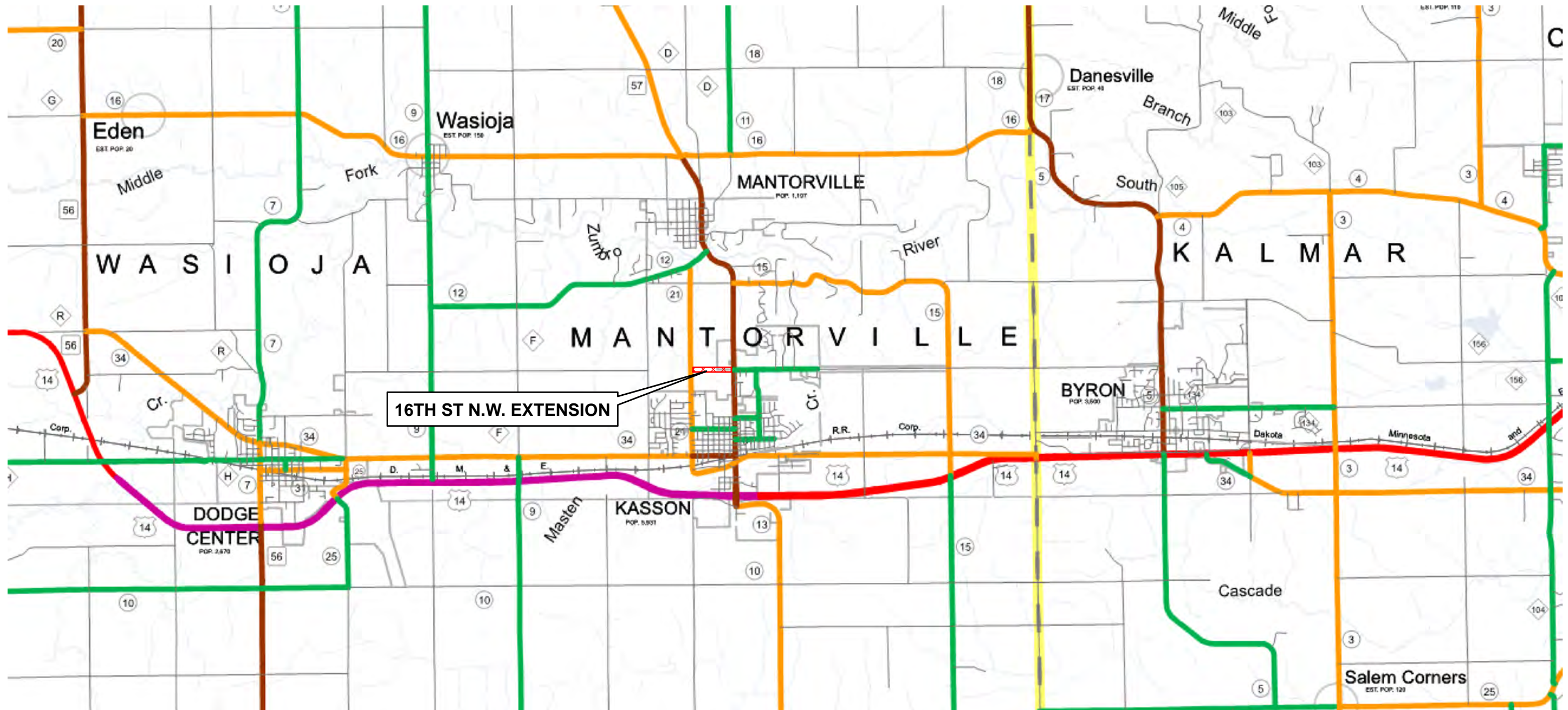


16TH ST N.W. EXTENSION



 engineers + planners + land surveyors	<b>PROJECT OVERVIEW MAP</b>	<b>16TH ST N.W. EXTENSION</b> <b>CITY OF KASSON</b> <b>DODGE COUNTY, MN</b>
Date: 1/29/2021 WHKS No. 8104.21 SHEET 2 OF 5		





### Dodge Functional Classification

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

- 35 INTERSTATE TRUNK HWY
- 10 U.S. TRUNK HWY
- 55 STATE TRUNK HWY
- 23 COUNTY STATE AID HWY
- 15 COUNTY ROAD



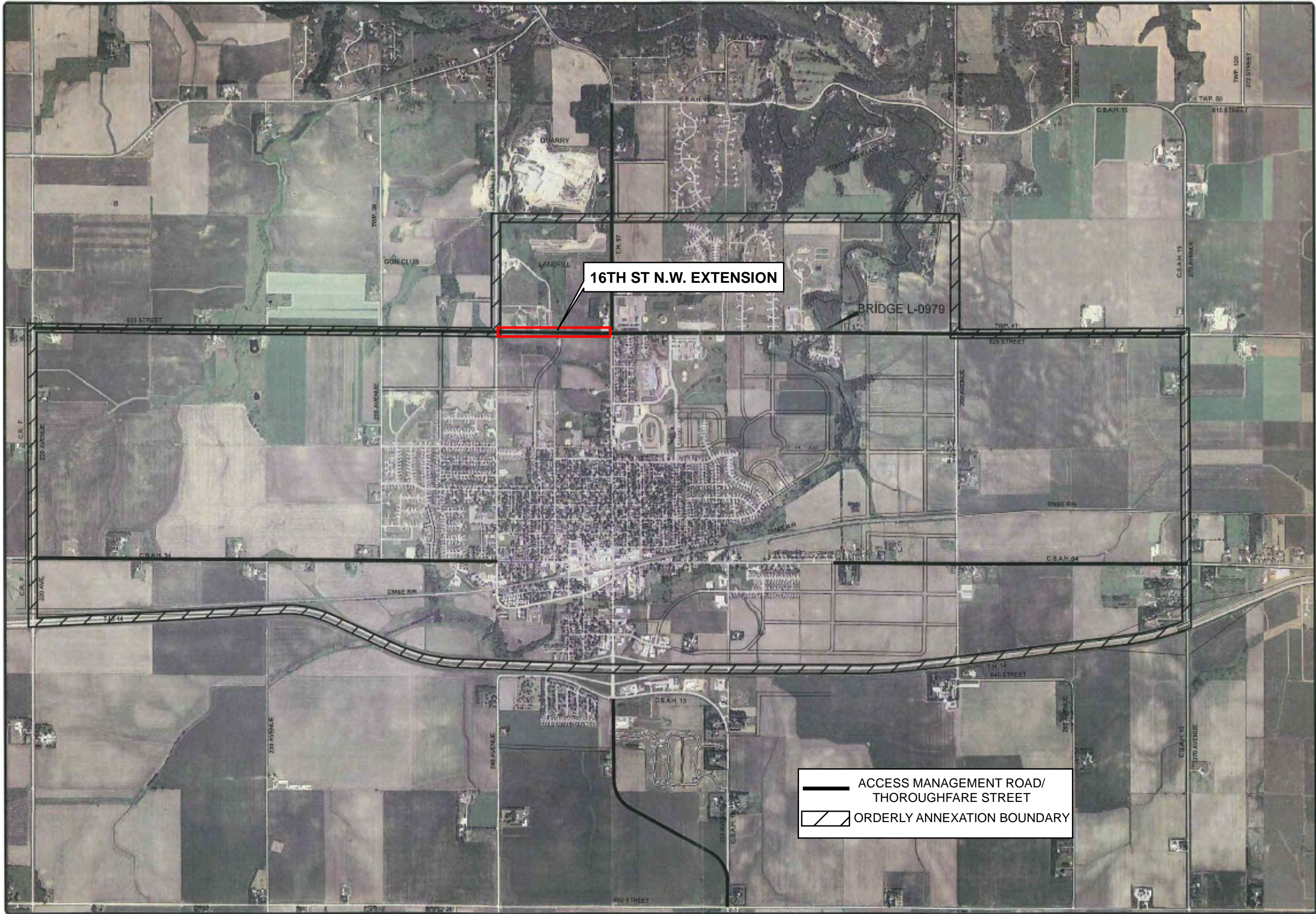
FINAL: September 2015

Produced by: Geographic Information and Mapping Section

No Scale

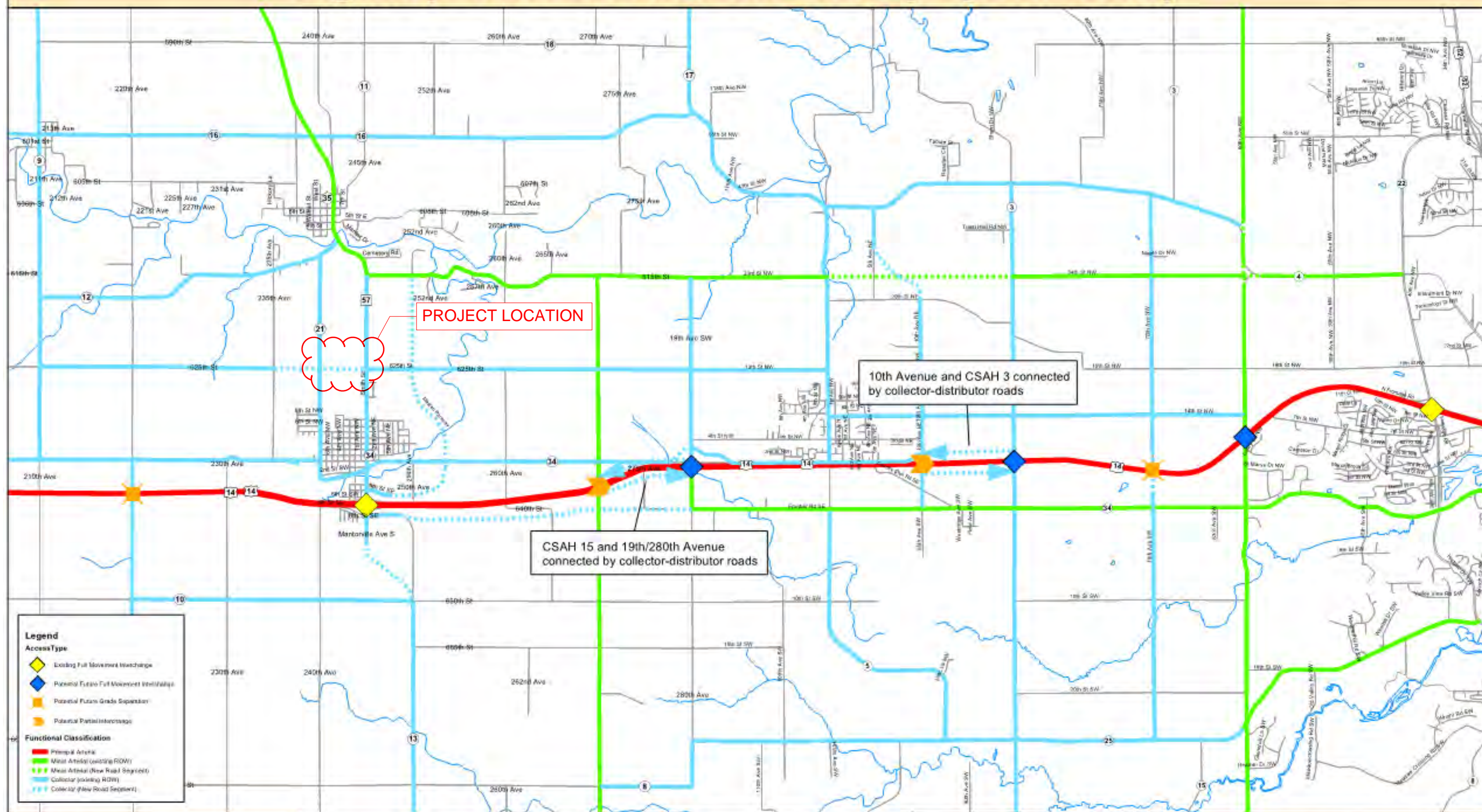








# Highway 14 West Subarea Roadway System Study



Data Sources:  
MNDOT GIS Base Map - Dodge County - Olmsted County

08-26-04

Washington Koenig Group Inc.  
Barnes & Associates, Inc.



0 0.5 1 2 Miles

**Figure 7-4**  
**Hybrid Alternative G - Refined**

**MNDOT TRUNK HIGHWAY 14  
WEST SUBAREA STUDY  
ROADWAY SYSTEM**

**16TH ST N.W. EXTENSION  
CITY OF KASSON  
DODGE COUNTY, MN**

Date: 1/29/2021

WHKS No.  
8104.21

SHEET  
5 OF 5

# ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

## 16TH STREET N.W. EXTENSION

### KASSON, MINNESOTA

2/5/2021

<u>No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
1	Mobilization	1 Lump Sum	\$ 100,000	\$ 100,000
2	Common Excavation	14,000 C.Y.	\$ 8	\$ 112,000
3	Geotextile Fabric, Type 5	10,700 S.Y.	\$ 2	\$ 21,400
4	Subgrade Preparation - 12"	29 Stations	\$ 500	\$ 14,500
5	Aggregate Base, Class 5 (CV) (18")	5,300 C.Y.	\$ 35	\$ 185,500
6	Subgrade Correction (CV) (6")	1,420 C.Y.	\$ 35	\$ 49,700
7	Bituminous Pavement - Wearing (2.5)	1,400 Tons	\$ 95	\$ 133,000
8	Bituminous Pavement - Non-Wearing (2.5")	1,400 Tons	\$ 95	\$ 133,000
9	Concrete Curb & Gutter	5,330 L.F.	\$ 26	\$ 138,600
10	Concrete Turn Lane	760 S.Y.	\$ 110	\$ 83,600
11	Storm Sewer Pipe	2,700 L.F.	\$ 75	\$ 202,500
12	Storm Catch Basin	14 Each	\$ 2,800	\$ 39,200
13	Storm Manhole	7 Each	\$ 4,500	\$ 31,500
14	10' Culvert Extension	1 Lump Sum	\$ 10,000	\$ 10,000
15	Pond Construction	1 Lump Sum	\$ 65,000	\$ 65,000
16	Signing/Striping	1 Lump Sum	\$ 10,000	\$ 10,000
17	Lighting	22 Each	\$ 7,000	\$ 154,000
18	Erosion Control/Turf Establishment	1 Lump Sum	\$ 20,000	\$ 20,000
19	Aggregate Base, Class 5 (CV) (8") - Trail	790 C.Y.	\$ 35	\$ 27,700
20	Bituminous Pavement - Trail (3")	620 Tons	\$ 95	\$ 58,900
21	Pedestrian Ramps	5 Each	\$ 3,000	\$ 15,000
Subtotal				\$ 1,605,000
Contingency (10%)				\$ 161,000
Engineering (18%)				\$ 289,000
Total				\$ 2,055,000

### PROJECT COST PARTICIPATION

MnDOT Local Road Improvement Program (LRIP) (Maximum \$1.25 Million)	\$ 1,000,000
Local Funds (City of Kasson) (Engineering Not Grant Eligible)	\$ 1,055,000
	\$ 2,055,000



## PROPOSED PROJECT SCHEDULE

PROJECT: 16<sup>th</sup> Street N.W. Extension WHKS JOB NO.: 8104.21  
 CLIENT: City of Kasson  
 LOCATION: Kasson, Minnesota  
 DATE: February 5, 2021

Item	Name	Date
<del>Resolution Authorizing LRIP Solicitation</del>	<del>City Council</del>	<del>February 10, 2021</del>
<del>Submit LRIP Application to MnDOT</del>	<del>WHKS</del>	<del>March 3, 2021</del>
LRIP Award Announcement	MnDOT	March, 2021
Submit final construction plans and specifications for State Aid and County	WHKS	September, 2022
Resolution approving plans and specification and directing solicitation of bids	City Council	January, 2023
Receive bids at City Hall	WHKS & City Staff	February, 2023
Resolution receiving bids and awarding contract	City Council	February, 2023
Preconstruction Meeting	WHKS & City Staff	April, 2023
Begin construction	Contractor	May, 2023
Complete construction	Contractor	August, 2023



**Kasson Police Department**

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

February 2, 2021

Tim Ibisch  
City Administrator  
City of Kasson  
401 5th St. S.E.  
Kasson, MN 55944

RE: 16th Street N.W. Extension  
MnDOT Local Road Improvement Program Solicitation  
**Letter of Support**

Dear Mr. Ibisch:

The Kasson Police Department is providing this letter to show its support of the City of Kasson's proposed extension of 16<sup>th</sup> Street N.W.

As the City of Kasson has grown; we have seen an increase in traffic on our local streets due to not having a good collector route in the northwest part of our City. These residential neighborhoods experience a large amount of through traffic and have a higher crash frequency than our other residential neighborhoods.

The proposed improvements will provide for a collector roadway that will meet the needs of the traveling public.

The proposed trail will also provide a continuation of the City trail system that has proved to be a great asset that is heavily used by non-motorized users.

The Kasson Police Department supports this improvement.

Sincerely,

Joshua Hanson  
Police Chief

KB/kb

cc Brandon Theobald, P.E., WHKS & Co., Consulting City Engineer



**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  
Date: 2/16/2021  
Re: Investigator Position

---

I am requesting approval to promote Gerald Runnells from patrol officer to investigator. Officer Runnells scored the highest during the interview process out of three internal candidates. The interview panel noted that all of the candidates possessed the skills and knowledge necessary for the position and they all could do the job.

I am recommending that Gerald Runnells be promoted to the investigator position with a start date of 03/01/2021 at step 1 of grade 13 with a one-year probationary period.

Respectfully submitted,

Joshua Hanson  
Police Chief



3724 West Avera Drive  
PO Box 88920  
Sioux Falls, SD 57109-8920  
Telephone: 605.338.4042  
Fax: 605.978.9360  
[www.mrenergy.com](http://www.mrenergy.com)

## NEWS RELEASE

FOR IMMEDIATE RELEASE

February 16, 2021

### Southwest Power Pool Calls Emergency Alert Level 3

Missouri River Energy Services (MRES) was notified that the Southwest Power Pool (SPP) declared an Energy Emergency Alert (EEA) Level 3 starting this morning at 6:15 a.m. The emergency alert means that electric generation in the region is not sufficient to meet the extreme and widespread demand for electricity. SPP began temporarily shutting down power, otherwise known as rolling blackouts, which will reduce demand on the system. MRES had hoped to provide advance notice to its members but SPP was unable to notify us in time.

The shortage of electricity was caused by record low temperatures throughout the country, including those regions typically not impacted by winter weather. SPP has called for the curtailment of 3,000 megawatts (MW) of electricity throughout the region, of which 2,700 MW is load interruptions to utilities in the SPP footprint.

SPP is a Regional Transmission Organization (RTO) that oversees the bulk electric grid and wholesale power market on behalf of a diverse group of utilities and transmission companies in 17 states. Western Area Power Administration (WAPA) and MRES are both transmission owners in SPP and both serve the power supply needs of MRES members. MRES members located in the SPP footprint may be affected by this event.

Upon instructions by the Reliability Coordinator of SPP, WAPA began to curtail power to substations within the MRES membership, causing power outages in those communities. MRES was notified at about 10:50 a.m. that WAPA is in the process of restoring curtailed load. MRES has no control over, and does not make any decisions regarding when and if these rolling blackouts are required.

All MRES-operated generation resources have been operating to the fullest extent during this extreme weather event and are performing well. Those include Laramie River Station in Wheatland, Wyoming, the Exira Station near Atlantic, Iowa, and the Watertown Power Plant in Watertown, South Dakota. Many MRES members with local generating units in their communities are also running those units to support power supply in the region.

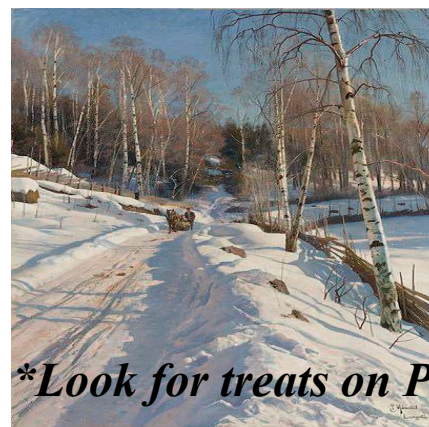
SPP remains in an Emergency Alert Level 3 because they are still operating below required minimum reserves. Therefore, MRES asks that its member municipal utilities do whatever they can to reduce power usage in their communities, such as requesting that customers voluntarily reduce electric usage by delaying running the dishwasher and clothes washer, turning down the heat, and shutting off lights.

When necessary, the call for rolling blackouts is made by the SPP operator and reliability coordinators. While we all hope this is never needed, the temporary outages help protect the grid from longer, more sustained outages. MRES will continue to provide updates on our website at [www.mrenergy.com/news](http://www.mrenergy.com/news) as they are available.

MRES is a joint-action agency made up of 61 member municipalities in the states of Iowa, Minnesota, North Dakota, and South Dakota. MRES provides its members with wholesale electricity along with a host of energy-related services.

#####

*For more information, contact Member Services and Communications Director Joni Livingston at Missouri River Energy Services, phone: 605-261-3637 or email: [joni.livingston@mrenergy.com](mailto:joni.livingston@mrenergy.com).*



# Winter 2021

*\*Look for treats on Pages 3, 4, 5, 7*

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**Contact the  
SEMLM at  
[brenda@semlm.org](mailto:brenda@semlm.org)**



## *From the Prez – Some things haven't changed*

Have you noticed that even with all that has happened during the pandemic, some things haven't changed?

- Cities still work hard to make life better for their residents.
- Wastewater facilities still have to keep running.
- Many businesses still need more people with key skills.
- Housing is still in short supply in our region.
- Streets still need to be plowed and maintained.
- LGA is still much needed for lots of cities.
- Sven and Ole jokes are still funny. (Okay, I still think that.)

With all the crazy in the world, it's good to have some things that remain familiar, but it would be nice to fix the things that we want off the list, like the housing shortage. That's going to require some change that we are working toward.

On **Feb. 18<sup>th</sup>**, we'll welcome all our newest city officials and staff with a great session on **Tax Increment Finance (TIF)**. Our experienced officials should attend, too, for a refresh on how it works, and how to protect our cities. That session can help us get ready to understand how housing relates to TIF and other city economic development tools.

In **late March**, it will be **Housing and TIF**. We'll have a panel with examples of when TIF helps with housing, when it doesn't, and why. TIF won't solve every housing shortage, but it could help part of the way. We need these good examples to share with legislators for changes to make TIF a stronger tool for cities.

Another constant at this time of year – we have open SEMLM Board seats. Use the application in this newsletter to grab the opportunity to serve at the regional level. Got questions? Send a note to [brenda@semlm.org](mailto:brenda@semlm.org). Serving on the board is a good experience, and you will appreciate learning and networking with the rest of the board. I'd be honored to serve with you.

SEMLM President Dan Egglar  
Kasson City Council



## SEMLM Board of Trustees

### President Dan Egglar

Kasson City Council  
[councilpersoneggler@cityofkasson.com](mailto:councilpersoneggler@cityofkasson.com)

### Secretary Nick Koverman

St. Charles City Administrator  
[NKoverman@StCharlesmn.org](mailto:NKoverman@StCharlesmn.org)

### Treasurer Beth Carlson

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[mayor@lewistonmn.org](mailto:mayor@lewistonmn.org)

### Trustee Kim Beise

Red Wing Council President  
[kim.beise@ci.red-wing.mn.us](mailto:kim.beise@ci.red-wing.mn.us)

### Trustee Ryland Eichhorst

Oronoco Mayor  
[rylande@hotmail.com](mailto:rylande@hotmail.com)

### Trustee Dan Matejka

Goodview City Administrator  
[dmatejka@goodviewmn.com](mailto:dmatejka@goodviewmn.com)

### Trustee Jerry Martell

Hokah City Council  
[erickson000@centurytel.net](mailto:erickson000@centurytel.net)

### Trustee Tony Chladek

Rushford City Administrator  
[rushford@acegroup.cc](mailto:rushford@acegroup.cc)

**See your name here!**  
**SEMLM Board Seat**  
**Application page 9.**

## Boardroom News

The SEMLM Board reviewed the city discussions held online regarding legislative issues and city needs. By having several online sessions, cities gave a significant amount of input on topics the Board expected to hear about, and some that were new. This proved to be very helpful and useful as the Board considered how to approach these as potential legislative policies for 2021. **Thank you to all the cities who gave input for the Board.**

The Board also went through key legislative policy language from the LMC to assure our language on similar topics doesn't contradict, which would create confusion for state lawmakers in our region. Once all the language was complete, the Board reviewed again and gave a thumbs up for creating the SEMLM 2021 Legislative Policy survey, which they also took for a test drive before it was sent out to all the cities in the region.

The Board gave a big thank you to our departing board members:

- **Rick Butler, Claremont Mayor**
- **Randy Staver, Rochester Council President**

Both Rick and Randy served well on the SEMLM Board, and they can be proud to have stepped up to the regional leadership level. Many thanks to both for their great support of SE MN cities.

With their departures and a board seat added last year, we have three open seats to fill. Applicants from all eleven counties can apply, including both elected officials and staff. The application form is included in this newsletter, and questions can be directed to [brenda@semlm.org](mailto:brenda@semlm.org).

## Welcome

**new city elected  
officials and staff!**

**The SEMLM serves you  
and your city as an  
information resource and  
an advocate on city issues.**

**Contact us with questions  
or just to say hello.**

**[brenda@semlm.org](mailto:brenda@semlm.org)**

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## City Trivia

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Our services include, but are not limited to, bond structuring and sales, capital financial planning, economic development, executive searches, and organizational consulting.

Contact **Mike or Gary** today!

Spring Valley Office:

507-346-7895

Faribault Office:

612-920-3320 ext. 109

## City Resource Sharing Program

The pandemic initially put a hold on work toward the SE MN City Resource Sharing project. At this point, cities face budget challenges due to the risk of LGA cuts, reduced local tax revenue, uncompensated costs due to COVID, and reduced state funding for other city-related programs. It's times like this when the need for an online resource sharing program becomes even more important. When cities can't afford to get additional equipment or staff, their reliance on one another will only grow.

The concept should be viewed more broadly now, too. In addition to equipment listings, the system should include info on personnel who are available to assist other cities, or at least serve as an oversight resource, for special issues or projects.

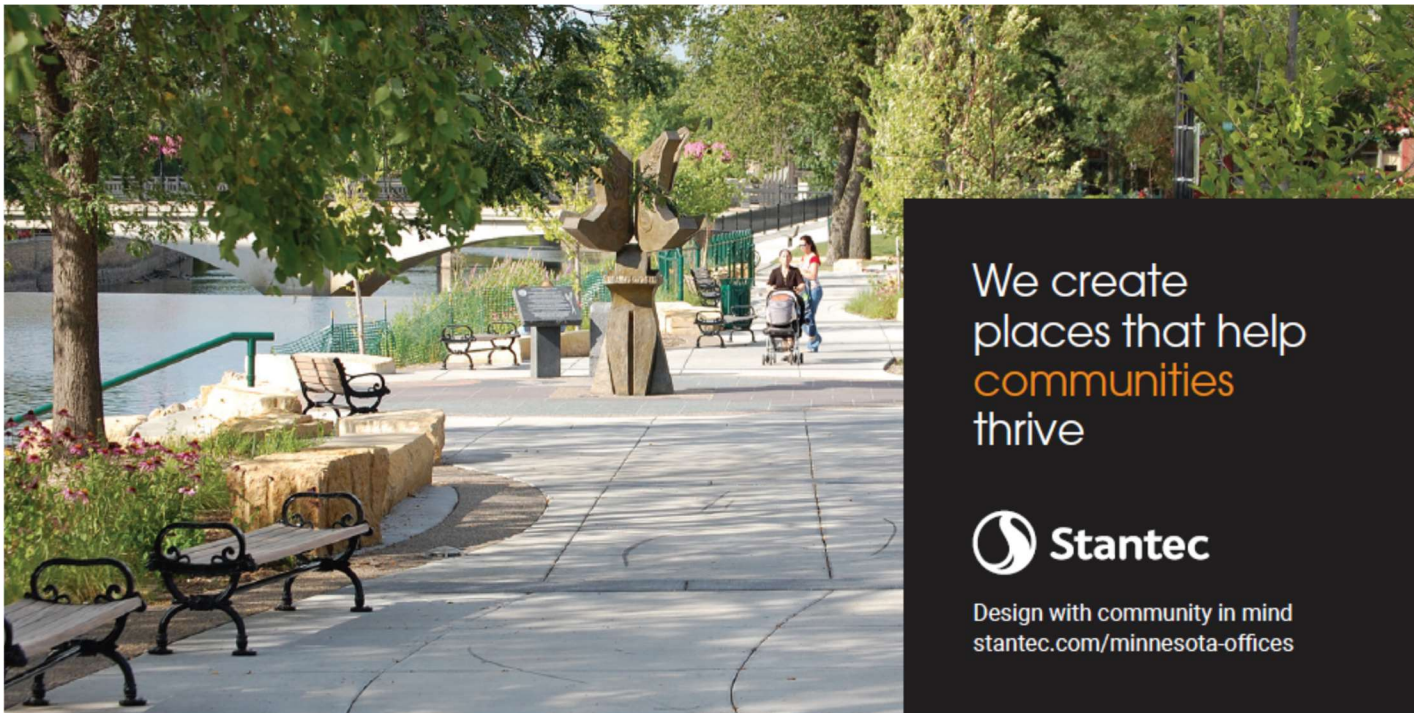
The **FY2021 State Damage Prevention Program Grants** application period is open now to apply for up to \$100,000 with no match required. Our Region 1 HSEM Program Coordinator has been asked for assistance in the grant process. Inquiries have been made from his office to the Region 1 Emergency Managers and to HSEM.

– Further updates to come. --



**Goal** – An online system for cities to list available equipment and personnel for loan or rent to other local units of government. From a geographic search, a city needing certain resources could find which nearby cities have those available. The system would be useful for both emergencies and routine planned city projects.





## ***Sven and Ole work for the City***

Funny on 4

(Be glad it's not your city!)

Sven and Ole are shoveling the walkways around City Hall on a snowy Monday morning. Ole stops, gets a very serious expression on his face, turns toward Sven and asks, "Didja vatch da Vikings on da TV yesterday, Ole?"

Ole: "Vell, of course I did! Vat else vould I be doin', don'cha know?"

Sven: "Ya, me, too. It kind'a gave me an idea vatching dat dere game, don'cha know."

Ole: "An idea during da Vikings game? Ya, dat's yust nuts!"

Sven: "No, I got dis here idea, and dis is sumtin' I van'cha to always remember, cuz you are my best friend."



Ole stopped dead in his tracks to hear his friend get so serious, and he said, "Ya, vell, okay den, vat's dis here idea ya got?"

Ole: "Ven I die, I vant da Vikings to carry me to my grave, don'cha know."

Sven: "You vant vat?? Da Vikings to carry you to da grave??"

Ole: "Ya, I vant dem Vikings to carry me, don'cha know, ..... (sigh) .....  
..... so dey can let me down for da last time."

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## **MN Trivia**

### *Did you know?*

Minnesota law bans  
“trafficking in skunks”

Somewhat amazingly, there is a heading in Minnesota Statutes that reads “TRAFFICKING IN SKUNKS.” \*

It bans the importing of skunks, due to the fear of bringing rabies cases into the state.

It's hard to imagine a crime syndicate setting up a skunk importation venture, but you just never know, do you?

\*Office of the Revisor of Statutes. “145.365 Trafficking in Skunks.” Original statute language here:

<https://www.revisor.mn.gov/statutes/?id=145.365&year=2013>.

The 2020 revised language is here:  
<https://www.revisor.mn.gov/statutes/cite/145.365>

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## SEMLM Board needs your input on 2021 Legislative Policies

Use the link below for your city's county (if you straddle two counties, select one.) Rate how important each summarized topic is for your city. **Think regionally** in your replies. If you know a topic is important to other cities, creating indirect benefit for your city, select a rating to reflect that. If a link gets close to 40 responses, a fresh link will be sent. Survey results will be shared with our legislators and cities.

**Please give your 5-minute input by Tuesday, Feb. 23rd.**

Dodge County Cities: <https://www.surveymonkey.com/r/LGSVPY8>  
Fillmore County Cities: <https://www.surveymonkey.com/r/LG66NRS>  
Freeborn County Cities: <https://www.surveymonkey.com/r/LF5WTNR>  
Goodhue County Cities: <https://www.surveymonkey.com/r/LGKFKWQ>  
Houston County Cities: <https://www.surveymonkey.com/r/L3C533W>  
Mower County Cities: <https://www.surveymonkey.com/r/LFNCXNV>  
Olmsted County Cities: <https://www.surveymonkey.com/r/LFCPMT2>  
Rice County Cities: <https://www.surveymonkey.com/r/LFKZVG2>  
Steele County Cities: <https://www.surveymonkey.com/r/LNNF677>  
Wabasha County Cities: <https://www.surveymonkey.com/r/LN273LD>  
Winona County Cities: <https://www.surveymonkey.com/r/LXXX6MN>

**SEMLM**  
**Superfast Survey**



**Thank you!**

# Housing and Tax Increment Finance – a Primer and a Panel

**Thursday, February 18th** - As part of our regional education sessions, the SEMLM has partnered with one of our area's top experts on **Tax Increment Finance (TIF)** to give you an overview of this economic development tool, with important advice and recommendations on how to use it successfully, and how to protect the interests of your city. Both new officials and experienced officials will find this session useful. Newcomers will get the basics, and experienced folks will get an excellent refresher/reminder on the effective and responsible ways to use TIF. This session is free to all cities in the SEMLM region, courtesy of the SEMLM and David Drown Associates.

**Mark your calendar to attend:** "TIF Basics & Managing Related Risks" w/ Mike Bubany, DDA

Thursday, February 18:7:00 – 8:30pm

[Join with Google Meet](#) Meeting Link: [meet.google.com/tsk-egka-pnj](https://meet.google.com/tsk-egka-pnj)

[Join by phone](#) (US) +1 617-675-4444 PIN: 159 002 608 1677#

**Coming in March:** Housing remains a top need in SE MN, as noted in the **SEMLM Regional Economic Forecast Study** ([link on SEMLM website www.semlm.org](http://www.semlm.org)), and again recently by the MN Department of Employment and Economic Development (DEED) and many of our region's employers. Even during the pandemic, housing needs continue to be unmet, and post-pandemic this will likely become even more pronounced. Cities trying to encourage construction of workforce housing and other types of housing often find their economic development tools don't help.

**At the end of March, the SEMLM will have a panel discussion on "Housing and TIF".** Development pros will share what works and does not work for cities trying to use TIF for housing. Get ready for this by attending the February 18th TIF event to learn (or get a refresh) on what city officials need to know about how and when to use it. Protecting your city while achieving community goals is part of your leadership role, and the SEMLM will help you along the way.

Both brand new and experienced city officials are off to a great start for 2021 by getting up to speed regarding housing and TIF. Housing is identified in the SEMLM Forecast Study as the #1 issue for our region's economic future, and it's the top economic issue by a significant margin. While there are many important needs in our region, we will start the new year with a focus on housing and the role for cities.

## News from Mosquito Heights

Mayor Buzz is getting impatient. Jimmy, the city clerk, was supposed to be back over an hour ago to go over the city council agenda with him before tonight's meeting.

Jimmy walks in the door, and Mayor Buzz is right there beside him.

"Jimmy, I've been waiting for over an hour! Where have you been?"

Having lived in Minnesota all his life, Jimmy thought Mayor Buzz should know exactly why he was an hour late.

Jimmy: "Mayor, you know I had the event with the seniors at the nursing home this afternoon."

Mayor Buzz: "But that was supposed to end by 2:00, and now it's 3:00!"

Jimmy: "Well, sure, we **started** saying goodbye at 2:00, but it takes an hour just to get to the city car with all the goodbyes!"





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## How the SEMLM works

1.

Member cities have at least one person representing their city attend quarterly meetings to share issues their community faces. This person can be an elected or appointed official, or a staff person.

2.

Cities can send a different person each time, the same person, or more than one person. Each city has one vote for any official action, no matter how many representatives it sends.

3.

Shared issues can become regional legislative policy positions to promote with area lawmakers, the governor, and state commissioners.

4.

Executive Board members maintain contact with legislators on regional priorities. Background information on policy positions can be provided in the form of "Talking Points" to assist lawmakers in promoting our members' positions.



## SEMLM Board Application

(Attach additional sheets as needed.)

Please send your completed application  
by mail or email to:

Brenda Johnson, SEMLM Exec. Dir.

P.O. Box 413

Chatfield, MN 55923

[brenda@semlm.org](mailto:brenda@semlm.org)

Name

Email

Phone

Address

Relevant Experience or Employment (attach a resume if relevant):

Why are you interested in serving on the SEMLM Board?

Area(s) of expertise and contributions you feel you can make:

Other volunteer commitments:



# 2021 SEMLM Legislative Policies

## LGA, City Funding

SEMLM cities shared their concerns regarding city funding during several online discussions last November. They cited current and future losses of city revenues and increases in city costs, such as:

- **Reduced tax revenues from diminished local sales and lodging activity**
- **Increased city costs for COVID-related expenses beyond what CARES Act funding could cover**
- **Property taxes (both residential and commercial) that are likely to go unpaid due to economic causes**
- **Duty disabilities for safety personnel increasing costs for cities**

Cities are already using reserves or fund balances during this time, and making budget cuts, knowing these choices create additional needs for the community to address in the future. Another concern for cities is the potential or likely property value reductions for commercial and industrial properties, which would increase the tax burden for residential properties in their communities. All of these create a need for steady or increasing LGA funding to communities.

**The SEMLM supports:**

- **regular increases in the LGA appropriation as well as restoration of the annual inflation adjustment to the LGA program to move toward funding the total unmet need of all cities.**
- **permanent acceleration of the annual LGA payment schedule to assist cities with cash flow needs.**
- **respecting local decisions on adequacy of local fund balances. The SEMLM opposes any attempt to divert local reserves to benefit the state budget or use reserves as a rationale for state aid cuts or property tax payment delays.**

## Water and Wastewater

**The SEMLM supports the 2021 LMC policy SD-63, which outlines numerous goals for the design and implementation of Minnesota's impaired waters program, including using scientific methods to determine Total Maximum Daily Loads (TMDLs) for a number of specified pollutants. We encourage our legislators to work with the LMC on behalf of all cities, including those of SE MN, to clarify and equitably administer the programs, ensuring that they are scientifically and economically practicable.**

**In particular, our state needs to direct the majority of funds collected by the state for impaired waters into**

- **programs that fund municipal wastewater and stormwater projects,**
- **state programs needed for municipal wastewater and stormwater permitting and technical support, including the Clean Water Revolving Loan Fund, Wastewater Infrastructure Fund, TMDL Grants Program, Small Community Wastewater Treatment Grant and Loan Program, and**
- **state programs that provide financial resources for city wastewater treatment facilities, septic tank replacement, stormwater management projects, and other city water quality improvement and protection projects.**

**Many SE MN wastewater treatment facilities need upgrades to meet state standards, including changes to classifications of treatment facilities based on TMDL. SE MN faces \$502.01 million in wastewater projects during the 2020 biennium\*, which makes it important for our region that the state adequately cover the current five-year wastewater infrastructure funding need projection of more than \$1.65 billion.**

**\* From MPCA Future Wastewater Infrastructure Needs and Capital Costs: Fiscal year 2020 biennial survey of wastewater collection and treatment, p. 9.**

## EAB Mitigation

**Direct grants to cities are desperately needed for identification, removal, and replacement of trees related to management of EAB. The state should establish an ongoing grant program with at least \$5 million per year that is usable for those activities.**

## **Economic Development Tools for Cities**

The SEMLM requests:

- full funding for DEED's Redevelopment Grant program
- the State to allow cities with revolving loan funds to expand their use of the fund to include addressing housing needs without having to forfeit 20 percent of their revolving loan fund balance back to the state.
- continued and sustainable funding for the Minnesota Investment Fund and the Job Creation Fund to assist local communities and businesses in creating, growing, and retaining jobs. DEED should solicit input from cities about how best to implement the Fund, and make adjustments to the administration of the program as necessary.
- DEED study and making recommendations on methods to improve the geographic balance of recipients, by allowing the use of additional evaluation criteria beyond the current job creation goal, such as providing higher-wage jobs, that would allow all regions of the state to better prosper.

The Legislature should not enact future TIF law restrictions, rather the Legislature should:

- Allow term extensions for redevelopment districts which are taking longer to develop;
- Amend Minn. Stat. § 469.1763, subd. 3, to eliminate the "Five-year Rule" for districts that are taking longer to develop;
- Expand the use of TIF to assist in the development of technological infrastructure and products, biotechnology, research, multi-modal transportation and transit-oriented development, restoration of designated historic structures, nonretail commercial projects, and non-wetland areas where unstable/non-buildable soils exist;
- Increase the ability of TIF to facilitate redevelopment and housing activities;
- Modify the housing district income qualification level requirements to allow the levels to vary according to individual communities;
- Amend Minn. Stat. 469.1763 subd. 2 to provide development authorities greater flexibility to address local housing needs by removing the Section 42 requirement for housing projects outside the district.

## **Telecommunications**

As reported by cities during the November SEMLM online discussions, SE MN continues to have areas that need help with telecommunication infrastructure. To provide basic safety communications, promote economic development, and achieve state broadband goals, **the Legislature, Governor's office, and state agencies should:**

- Make significant investments to the Border-to-Border Broadband Grant Program and continue to encourage public/private sector collaboration including options that use technologies such as wireless that are scalable to meet statutory speed goals to cost effectively expand broadband service access;
- Support measures to authorize and encourage cities and other local units of government to play a direct role in providing broadband infrastructure and/or services;
- Remove barriers to the exercise of local authority to provide such services, including repeal of Minn. Stat. § 237.19, that requires a supermajority voter approval for the provision of local phone service by a local unit of government;
- Offer incentives to private sector service providers to respond to local or regional needs and to collaborate with cities and other public entities to deploy broadband infrastructure capable of delivering sufficient bandwidth and capacity to meet immediate and future local needs;

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- Adopt policies which seek to position Minnesota as a state of choice for testing next-generation broadband technologies;
- Affirm that cities have the authority to partner with private entities to finance 84 broadband infrastructure using city bonding authority;
- Remove barriers, restrict anticompetitive practices, and prevent predatory action that prevent or impede cities, municipal utilities, schools, libraries, and other public sector entities from collaborating and deploying broadband infrastructure and services at the local and regional level;
- Continuously update and verify comprehensive statewide street-level mapping of broadband services to identify underserved areas and connectivity issues. Discuss how well the FCC and state broadband maps document actual broadband coverage across Minnesota including wireless options. These maps are used by funders to determine grant program eligibility so that overstatement of available services is highly consequential and negatively impacts rural places; and
- Recognize the crucial role of local government in the work of the Governor's Broadband Task Force and fund the Office of Broadband Development (OBD) through the base budget at levels sufficient for it to meet its statutory mandates.
- Support the creation of an OBD operating fund to advance and promote programs and projects that improve broadband adoption, achieve significantly higher broadband speeds, and support efforts to improve digital inclusion by ensuring that robust and affordable internet connectivity is widely available to all Minnesotans. On the federal level, the SEMLM urges Congress to adopt laws restoring the ability of municipalities to extend beyond their borders to serve unserved and underserved areas.

## **City Streets**

The Minnesota Constitution limits eligibility for dedicated Highway User Tax Distribution Fund dollars to up to twenty percent of streets in cities with populations over 5,000 (147 of 853 cities). Almost 85 percent of municipal streets are ineligible for municipal state aid (MSA) funds and must be paid for with property taxes and special assessments. Funding challenges are made worse by city cost participation requirements in state and county highway projects, which take resources away from city-owned street projects, which includes necessary maintenance and reconstruction.

Recognizing the unique street funding needs in cities under 5,000 population, the 2015 legislature created the **Small Cities Assistance Account** (Minn. Stat. § 162.145). Funds in the account get distributed through a formula to all cities under 5,000 population for street maintenance and reconstruction. Unfortunately, funding for the account has only been provided for three times. Because Small Cities Assistance funding has been provided so inconsistently, small cities have had difficulty using the revenue stream as a tool to maximize pavement management and street improvement planning.

### ***Small Cities Road Assistance Program Funding Summary:***

Calendar Year	2015	2016	2017	2018	2019	2020
Amount Appropriated	\$12.5 M	\$0	\$8.0 M	\$8.0 M	\$0	\$0
Number of Eligible Cities	704	N/A	705	705	N/A	N/A

Maintenance costs only increase as road systems age. For every dollar spent on maintenance, taxpayers save seven dollars in repairs. According to the last report by the governor's Transportation Finance Advisory Committee, cities collectively need an additional \$400 million per year to keep city streets at an economically competitive standard.

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## **City Streets continued -**

**Cities need more funding and flexible policies in order to meet growing demands for street improvements and maintenance.**

**The SEMLM supports:**

- d) A dedicated and sustainable state funding source for non-MSA city streets in large and small cities statewide;**
- e) enabling legislation that would allow cities to create street improvement districts (similar to sidewalk improvement districts already allowed under Minn. Stat. § 435.44); and**
- f) the creation of a new fund within the Local Road Improvement Program that would provide grants to cities burdened by cost participation requirements related to trunk highway and county state-aid projects.**

## **Housing**

As noted in the last SE MN Regional Economic Forecast Study, housing of multiple types is needed in our region. The workforce shortage noted in the study will still exist post-pandemic for certain sectors of the SE MN economy, based on manufacturers in our region saying their business growth during the pandemic is increasing their need for workers.

**The SEMLM asks the state to:**

- Require a comprehensive analysis of the state's housing assistance programs to better determine the specific needs of greater Minnesota communities and adjust programs accordingly.**
- Change Tax Increment Financing rules to address specific housing challenges in greater Minnesota, including but not limited to, extending the timeframe for pooling redevelopment TIF projects from 5 to 10 years to allow more flexibility for rural communities to amass properties and finance projects while removing blight and allowing TIF to be used for workforce or market rate housing production in areas of low market rate production to provide parity at a 25- year duration.**
- Appropriate more state resources and establish grant and forgivable loan programs that support market rate and senior housing development proposals in greater Minnesota communities where production is still extremely low.**

**The SEMLM supports additional tools for local communities to develop workforce housing:**

- The Legislature should increase funding to the Housing and Job Growth Initiative to aid housing in support of job growth, and amend Minn. Stat. § 462A.33 to eliminate or increase the maximum income levels for participation in the program; and**
- The Legislature should pass legislation creating a workforce housing tax credit to spur development of workforce housing.**
- The Legislature should scale the workforce housing grant program to account for the additional cost associated with the prevailing wage requirements.**
- The Legislature should eliminate the provision in Minn. Stat. § 469.175, subd. 3, that requires the county board and school board to approve a workforce housing TIF plan before it is enacted and the Legislature should also eliminate the sunset of the workforce housing TIF authority.**

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## **Development Responses to the Pandemic**

The economic fallout of the pandemic has dramatically slowed development projects across the state. The tax increment financing tool includes many rigid timeline restrictions that do not anticipate the effects of severe economic disruptions.

**The SEMLM supports:**

- **A universal extension of the five-year rule to accommodate the impacts of the pandemic economic recession similar to the temporary authorization enacted during the Great Recession;**
- **Amending MS469.174 subd 10 (d) to extend the three-year deadline for parcels formerly occupied by substandard buildings to be included in a redevelopment TIF district.**
- **Providing tools for development authorities to offset losses in increment revenues caused by the unanticipated economic disruptions of the pandemic.**
- **Providing tools for development authorities to assist with costs associated with pandemic-necessitated improvements.**
- **Clearly authorize cities to use federal funds from the Coronavirus Relief Fund to provide assistance grants to individual persons, private businesses, non-profit entities and any other entity authorized under Public Law 116-136.**

## **Federal and State Pandemic Assistance**

In response to the pandemic, Governor Walz implemented recommendations of the legislature and allocated \$841 million of the state's share of the Coronavirus Relief Fund (CRF) authorized by the CARES Act to cities, counties and townships. Although impacts of the pandemic are projected to extend into the foreseeable future, federal restrictions on CRF funds limit the use to unbudgeted expenses related to the pandemic incurred from March 1 to December 30 of 2020, and the state is requiring cities to expend these funds by November 15. In our region, any portion of the city's distribution not used by that date must return to the respective county. The CARES Act also prohibits cities from using any portion of CRF to replace losses of revenue resulting from impacts of the pandemic. Losses of property taxes, sales and other special taxes, as well as fee and other revenues due to the impacts of the pandemic have resulted in significant budget challenges for cities.

**Cities need additional flexibility to cover eligible costs that may extend beyond November 15.**

**The SEMLM supports:**

**a) Changes in the state requirements to allow cities to:**

- **Extend the allowable use of the funds to cover operating expenses through the latter of December 30, or any date provided in updated Treasury guidance or action by Congress.**
- **Allow cities undertaking permitted facility upgrades, technology purchases or other allowable capital projects that will require additional completion time, to expend funds beyond the November 15 deadline for those costs.**

**b) Action by Congress to:**

- **Extend the deadline on the allowable uses of CARES Act/CRF funds beyond the December 30 deadline.**
- **Allow cities to use the CARES Act/CRF funds to replace losses of revenues resulting from the impact of the pandemic.**
- **Provide state and local government additional financial assistance to address the long-term financial impacts of the pandemic.**



# Get Connected to Your COVID-19 Vaccine!



[mn.gov/vaccineconnector](https://mn.gov/vaccineconnector)

## Minnesota's COVID-19 Vaccine Connector:

The Minnesota COVID-19 Vaccine Connector is a tool that helps you find out when, where, and how to get your COVID-19 vaccine.

Insurance and identification are not needed, and signing up is free.

## When you become eligible to get the vaccine, the Vaccine Connector will:

- let you know you are eligible.
- connect you to resources to schedule a vaccine appointment.
- notify you if there are vaccine opportunities in your area.



## How do I sign up?

Signing up for the Vaccine Connector is easy, safe, and secure. All Minnesotans should sign up, regardless of whether they are currently eligible to get vaccinated.

### Online

Sign up at:

[mn.gov/vaccineconnector](https://mn.gov/vaccineconnector)

### By Phone:

Translation is available.

If you are unable to sign up online, you can sign up over the phone. Translation is available by phone in all languages.

Call: 651-318-0989 or 833-431-2053

Encourage your friends and family to sign up, too.



# ROLL UP YOUR SLEEVES, MINNESOTA.

Be ready when it's your shot!





February 12, 2021

Timothy P. Ibisch  
City Administrator  
City of Kasson, MN  
405 5th Street SE  
Kasson, MN 55414

Dear Tim:

**SUBJECT: THANK YOU VERY MUCH FOR YOUR PARTICIPATION!**

On behalf of the Urban and Regional Studies Institute, I would like to express my sincere appreciation for devoting your valuable time to participate on the URSI Career Day panel. Your participation shows a genuine commitment to URSI that you continually demonstrate through the years.

It is also gratifying to see a successful alum of our program engaging with our students and serving as an effective role model. Your career success as an Administrator for the city of Kasson and other endeavors makes this evident. I also enjoyed your informative presentation including your experience in the Navy and other leadership roles.

I wish you continued success.

Sincerely,

A handwritten signature in black ink that reads "Russell J. Fricano".

Russell J. Fricano, Ph.D., AICP  
Associate Professor

RJF

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