

KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, March 10, 2021

6:00 PM

PLEDGE OF ALLIANCE

6:00 A. COUNCIL

1. Approve agenda - Make additions, deletions or corrections at this time.
2. Consent Agenda - All matters listed under Item 2, Consent Agenda, are considered to be routine and non-controversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.

a. Minutes from February 24, 2021

b. Claims processed after the February 24, 2021 regular meeting, as audited for payment

c. Conferences:

i. Justin Kotajarvi	Pro-Active Patrol Tactics	Forest Lake	8/2/21	\$299
ii. Paul Lindgren	Pro-Active Patrol Tactics	Forest Lake	8/2/21	\$299

d. Resolution Accepting Donations for the City of Kasson

e. Committee Board Minutes

- i. KFD March Meeting Minutes 3-1-21

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

1. Planning Commission – Smiling Moose CUP for Drive Through Business
2. EDA – Dodge County Housing

G. OLD BUSINESS

1. CMMPA Power Supply Review

H. NEW BUSINESS

1. Council Work Session Update

I. ADMINISTRATOR'S REPORT

1. Administrator's Report
 - i. Financial Budget Forecast
 - ii. ZED

J. ENGINEER'S REPORT

K. PERSONNEL

L. ATTORNEY

M. CORRESPONDENCE

1. KPD February Stats
2. Department Head Meeting Reports
3. Community Development
4. City Hall Inspection

N. ADJOURN

KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, February 24, 2021

6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of February, 2021 at 6:00 PM.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Tim Ibisch, City Clerk Linda Rappe, City Engineer Brandon Theobald, City Attorney Melanie Leth, Police Chief Josh Hanson, Fire Chief Joe Fitch, Finance Director Nancy Zaworski and Dave Dubbels

PLEDGE OF ALLIEGANCE

APPROVE AGENDA

Add: A.2.1 Resolution Decertifying Delinquent Claims to County Auditor

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

CONSENT AGENDA

Minutes from February 10, 2021

Claims processed after the February 10, 2021 regular meeting, as audited for payment in the amount of \$286,612.93

Resolution Approving Library Board Volunteers

Resolution #2.4-21

***Resolution Appointing Library Volunteers
(on file)***

Committee/Commission/Board Minutes:

Library Board Minutes – January

Conferences:

Matt Stradtman Basic K9 School 3/8/21-6/8/21(Intermittently) Expenses only

Refuse Haulers Licenses: (pending any needed additional documentation)

Skjeveland Enterprises

Sunshine Sanitation

Waste Management of Rochester

Hometown Haulers

GFL Solid Waste Midwest

Intoxicating Liquor Licenses & Sunday Liquor (Pending any needed additional Documentation)

American Legion Post #333

El Patron Mexican Grill of Kasson

Events by Saker

Pete's Repeat

3.2% Malt Liquor off Sale (pending any needed additional documentation)

Kwik Trip #619

Casey's Retail Company

Brewer's Off Sale Intoxicating Liquor License (pending any needed additional documentation)

Chaotic Good Brewing Company

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

Resolution #2.5-21

Kasson Public Utilities Resolution

(on file)

Evaluation

Cassie Sullivan

Utility Billing Spec

inc to Grade 8 Step 5 \$27.01 eff 2/6/21

Resolution Decertifying Delinquent Claims to County Auditor

Resolution #2.6-21

Resolution Decertifying Delinquent Claims to the County Auditor

(on file)

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

VISITORS TO THE COUNCIL

MAYOR'S REPORT

The Mayor asked Staff when they anticipate opening the door at city hall. Administrator Ibisch stated we can move forward.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

OLD BUSINESS

NEW BUSINESS

Festival in the Park Discussion – Mayor McKern asked staff to check with league insurance to see if we will be insured for a festival. Administrator Ibisch will check. The Council was in favor of going forward as long as restrictions are followed.

ADMINISTRATORS REPORT

Administrator's Report – Administrator Ibisch stated that work session is coming up March 6, he stated some items that he is planning on reviewing during that morning. Ibisch is watching the covid relief package because there is some direct pay money to cities.

CMPAS Legislative Update - Ibisch went over the City's energy portfolio. The issues in Texas have been a big concern.

Kasson's Renewable Compliance

ENGINEER'S REPORT

NW Trail – Environmental Review – Engineer Theobald stated that we had received grant money to extend the trail from north park to sunset trail. The letter states that we are in compliance with state and federal rules.

Letter – Environmental Review - **Motion to Approve the Letter made by Councilperson Ferris, second by Councilperson Egler with All Voting Aye.**

ADA Transition Plan

Request for Council Action – this was reviewed by Council on July 8. This is a working document and we will manage as we go. **Motion to Adopt the ADA Transition plan made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

Resolution #2.7-21

*Adoption of the City of Kasson Americans with Disabilities Act (ADA) Transition Plan
(on file)*

ADA Transition Plan – Final Draft

16th Street NW Extension – LRIP Application

Request for Council Action – Engineer Theobald stated that the 16th St NW extension and there is some money available through the LRIP program, we received a letter of support from Dodge County that will be sent in with this application. Funding has not been secured for the extension on 16th St NW. Municipal State Aid fund can be used on this project but are not currently adequate to construction the entire project. It would be a 2023 project. **Motion to Approve the Resolution Authorizing Submittal of a Grant Application for the Local Road Improvement Program (LRIP) for 16th St NW Extension made by Councilperson Zelinske, second by Councilperson Egler with All Voting Aye.**

Resolution #2.8-21

*Resolution Authorizing Submittal of a Grant Application for the Local Road Improvement Program (LRIP)
for 16th St NW Extension
(on file)*

LRIP Application and Attachments

PERSONNEL

Recommendation to Promote Officer Runnells to Detective effective March 1, 2021 – Police Chief Josh Hanson stated that they had 3 internal candidates and they did interviews and recommend Gerald Runnells. Chief Hanson stated that Officer Matt Stradtmann would take the K-9 and Minneapolis has volunteered to train for free. Chief Hanson stated that as soon as investigations are caught up the Investigator will help patrol. **Motion to Approve the recommendation made by Mayor McKern, second by Councilperson Zelinske with All Voting Aye.**

ATTORNEY

CORRESPONDENCE

Correspondence was reviewed

The City will start taking recurring credit cards for Utility Bills and we will start taking credit cards for permits and other fees starting May 1, 2021.

ADJOURN 6:16PM Motion to Adjourn made by Councilperson Egler, second by Councilperson Burton with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #3

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 385,255.29

DATE APPROVED: 03-10-21

#1 \$207,483.08

#2 96,720.84

#3 108,400.75

\$412,604.67

- 27,349.38

385,255.29

VOID CHECK - Fund 602

02/25/21
07:24:32

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

1
Page: 1 of 6
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
36011		1012 BELLBOY CORPORATION	1,909.92					
	0102755100	02/11/21 SHOT GLASSES	25.51			609 975 4975	254	1010
	0087983200	02/11/21 LIQUOR	1,041.75			609 975 4975	251	1010
	0087983200	02/11/21 WINE	180.00			609 975 4975	251	1010
	0087983200	02/11/21 FREIGHT	16.00			609 975 4975	335	1010
	0102787700	02/18/21 OLIVES	32.00			609 975 4975	259	1010
	0102787700	02/18/21 BAGS/DUM DUMS	134.38			609 975 4975	210	1010
	0102787700	02/18/21 ST BAGS/DUM DUMS	9.24			609 975 4975	210	1010
	0102787700	02/18/21 ST BAGS/DUM DUMS	-9.24			609 2025		1010
	0102787700	02/18/21 DC TT BAGS/DUM DUMS	0.67			609 975 4975	210	1010
	0102787700	02/18/21 DC TT BAGS/DUM DUMS	-0.67			609 2026		1010
	0088080900	02/18/21 LIQUOR	474.28			609 975 4975	251	1010
	0088080900	02/18/21 FREIGHT	6.00			609 975 4975	335	1010
		Total for Vendor:	1,909.92					
36014		5239 BREAKTHRU BEVERAGE MN WINE &	7,295.69					
	1081237850	02/10/21 LIQUOR	2,341.38			609 975 4975	251	1010
	1081237850	02/10/21 WINE	736.00			609 975 4975	251	1010
	1081237850	02/10/21 FREIGHT	46.87			609 975 4975	335	1010
	1081237851	02/10/21 BEER	122.75			609 975 4975	252	1010
	1081240560	02/17/21 LIQUOR	2,981.75			609 975 4975	251	1010
	1081240560	02/17/21 WINE	1,009.28			609 975 4975	251	1010
	1081240560	02/17/21 FREIGHT	57.66			609 975 4975	335	1010
		Total for Vendor:	7,295.69					
36024		6259 Carco Automotive	160,124.50					
	New(used) Tanker		120,093.37			101 1151		1010
	New(used) Tanker-25%		40,031.13			101 680 4220	550	1010
		Total for Vendor:	160,124.50					
36012		5667 CINTAS	186.52					
	4075804310	02/12/21 MATS- L.S.	93.26			609 979 4979	410	1010
	4076437612	02/19/21 MATS- L.S.	93.26			609 979 4979	410	1010
		Total for Vendor:	186.52					

02/25/21
07:24:32

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

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36013		5036 HOHENSTEINS INC	121.00					
	387423	02/11/21 NA BEVERAGES	121.00			609 975 4975	254	1010
		Total for Vendor:	121.00					
36015		25 JOHNSON BROTHERS LIQUOR CO	5,852.53					
	133474	01/20/21 LIQUOR	-1,108.50			609 975 4975	251	1010
	133474	01/20/21 FREIGHT	-16.90			609 975 4975	335	1010
	1735546	02/08/21 WINE	48.25			609 975 4975	251	1010
	1733545	02/08/21 LIQUOR	648.19			609 975 4975	251	1010
	1736780	02/09/21 LIQUOR	1,588.00			609 975 4975	251	1010
	1736781	02/09/21 WINE	1,337.88			609 975 4975	251	1010
	1736782	02/09/21 MIXES	86.50			609 975 4975	254	1010
	1741450	02/16/21 LIQUOR	1,939.98			609 975 4975	251	1010
	1741451	02/16/21 WINE	1,329.13			609 975 4975	251	1010
		Total for Vendor:	5,852.53					
36025		5881 NAPA AUTO PARTS	421.05					
	01/31/21	WWTP-SMALL TOOLS/EQUIP	36.48			602 947 4947	240	1010
	01/31/21	STREET R & M SUPPLIES	251.50			101 310 4310	220	1010
	01/31/21	STREET SMALL TOOLS/EQUIP	6.99			101 310 4310	240	1010
	01/31/21	ICE/SNOW R & M SUPPLIES	29.43			101 312 4312	220	1010
	01/31/21	ELECTRIC R & M SUPPLIES	22.64			604 957 4957	220	1010
	01/31/21	S T ELECTRIC R & M SUPPLIES	1.56			604 957 4957	220	1010
	01/31/21	S T ELECTRIC R & M SUPPLIES	-1.56			604 2025		1010
	01/31/21	DC T T ELECTRIC R & M SUPPLIE	0.11			604 957 4957	220	1010
	01/31/21	DC T T ELECTRIC R & M SUPPLIE	-0.11			604 2026		1010
	01/31/21	POLICE SUPPLIES	43.44			101 210 4210	210	1010
	01/31/21	WATER R & M SUPPLIES	30.57			601 943 4943	220	1010
		Total for Vendor:	421.05					
36016		60 NORTHERN BEVERAGE DIST. CO. LL	6,826.54					
	747288	02/11/21 BEER	2,886.70			609 975 4975	252	1010
	747288	02/11/21 FREIGHT	2.00			609 975 4975	335	1010
	750034	02/18/21 BEER	3,935.84			609 975 4975	252	1010
	750034	02/18/21 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	6,826.54					

02/25/21
07:24:32

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
36017		2268 PAUL'S LOCK & KEY SHOP INC	306.83					
	0093299	02/01/21 RE-KEY	306.83			609 979 4979	400	1010
		Total for Vendor:	306.83					
36018		2876 PAUSTIS WINE COMPANY	325.25					
	117640	02/17/21 WINE	320.00			609 975 4975	251	1010
	117640	02/17/21 FREIGHT	5.25			609 975 4975	335	1010
		Total for Vendor:	325.25					
36019		23 PHILLIPS WINE & SPIRITS	3,841.44					
	624691	01/29/21 LIQUOR	-203.00			609 975 4975	251	1010
	625002	02/03/21 LIQUOR	-149.99			609 975 4975	251	1010
	625002	02/03/21 FREIGHT	-1.69			609 975 4975	335	1010
	625003	02/03/21 LIQUOR	-5.92			609 975 4975	251	1010
	6156539	02/09/21 LIQUOR	617.50			609 975 4975	251	1010
	6156540	02/09/21 WINE	389.50			609 975 4975	251	1010
	6156541	02/09/21 MIXES	164.00			609 975 4975	254	1010
	6159987	02/16/21 LIQUOR	2,779.29			609 975 4975	251	1010
	6159988	02/16/21 WINE	251.75			609 975 4975	251	1010
		Total for Vendor:	3,841.44					
36020		63 SCHOTT DIST CO INC	13,953.65					
	413375	02/11/21 BEER	7,803.35			609 975 4975	252	1010
	413375	02/11/21 WINE	230.00			609 975 4975	251	1010
	413986	02/18/21 BEER	5,906.30			609 975 4975	252	1010
	413986	02/18/21 NA BEVERAGE	14.00			609 975 4975	254	1010
		Total for Vendor:	13,953.65					
36026		2672 SEACHANGE PRINT INNOVATIONS	52.85					
	INV000478	01/31/21 LICENSES	52.85			101 140 4140	210	1010
		Total for Vendor:	52.85					
36021		3850 SOUTHERN GLAZER'S OF MN	3,800.60					
	2045649	02/10/21 LIQUOR	1,618.65			609 975 4975	251	1010
	2045649	02/10/21 WINE	84.00			609 975 4975	251	1010
	2045649	02/10/21 FREIGHT	24.80			609 975 4975	335	1010

02/25/21
07:24:32

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
	2048137	02/17/21 LIQUOR	2,053.00			609 975 4975	251	1010
	2048137	02/17/21 FREIGHT	20.15			609 975 4975	335	1010
		Total for Vendor:	3,800.60					
36022		6231 SxSE MN BREWING CO.	262.00					
	015105	02/10/21 BEER	190.00			609 975 4975	252	1010
	015302	02/16/21 BEER	72.00			609 975 4975	252	1010
		Total for Vendor:	262.00					
36027		5818 WEX Bank	2,066.71					
		TO BE SPLIT	2,066.71			604 957 4957	212	1010
		Total for Vendor:	2,066.71					
36023		2407 WINE MERCHANTS	136.00					
	7317997	02/16/21 WINE	136.00			609 975 4975	251	1010
		Total for Vendor:	136.00					
		# of Claims	17	Total:	207,483.08			

02/25/21
07:24:40

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

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Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$160,508.71
601 Water Fund	
1010 CASH-OPERATING	\$30.57
602 Sewer Fund	
1010 CASH-OPERATING	\$36.48
604 Electric Fund	
1010 CASH-OPERATING	\$2,089.35
609 Liquor Fund	
1010 CASH-OPERATING	\$44,817.97
Total:	\$207,483.08

02/25/21
07:24:40

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 _____ are approved for payment.

APPROVED _____ Council Member
_____ Council Member

03/05/21
10:09:02

CITY OF KASSON
Claim Approval List
For the Accounting Period: 2/21
For Pay Date: 02/28/21

Page: 1 of 4
Report ID: AP100V

#2

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36102	E	34 CITY OF KASSON	28,398.02					
NOTE: TOTAL WILL BE SPLIT BY FUNDS.								
		01/27/21 ALL JAN. CITY UTILITIES	28,398.02*			101 194 4194	380	1010
		Total for Vendor:	28,398.02					
36103	E	5691 FURTHER-FSA	48.05					
		39717007 02/16/21 FLEX REIMBURSEMENT	48.05			101 2177		1010
36104	E	5691 FURTHER-FSA	666.43					
		39721099 02/23/21 FLEX REIMBURSEMENT	666.43			101 2177		1010
		Total for Vendor:	714.48					
36108		6136 HYDRO-KLEAN, LLC	8,666.96					
		02/02/21 REQ #5-CCTV INSPECT SAN SEWER	8,666.96*			602 948 4948	440	1010
		Total for Vendor:	8,666.96					
36105	E	108 MN DEPARTMENT OF REVENUE	19,311.00					
		02/09/21 JAN. UTILITIES-SALES TAX	292.00			601 2025		1010
		02/09/21 JAN. UTILITIES-SALES TAX	18,171.00			604 2025		1010
		02/09/21 JAN. UTILITIES TAX ADJUST	-553.00			604 2025		1010
		02/09/21 JAN.-SALES TAX PAYABLE	4.00			211 2025		1010
		02/09/21 JAN.-SALES TAX PAYABLE	8.00			601 2025		1010
		02/09/21 JAN.-SALES TAX PAYABLE	29.00			604 2025		1010
		02/09/21 JAN.-USE TAX PAYABLE	4.00			101 2025		1010
		02/09/21 JAN.-USE TAX PAYABLE	91.00			604 2025		1010
		02/09/21 JAN.-USE TAX PAYABLE	8.00			609 2025		1010
		02/09/21 JAN. UTILITIES-D C TRANS TAX	20.00			601 2026		1010
		02/09/21 JAN. UTILITIES-D C TRANS TAX	1,266.00			604 2026		1010
		02/09/21 JAN. UTILITIES-D C TRNS TX ADJ	-40.00			604 2026		1010
		02/09/21 JAN.-D C TRANS TAX PAYABLE	1.00			211 2026		1010
		02/09/21 JAN.-D C TRANS TAX PAYABLE	1.00			601 2026		1010
		02/09/21 JAN.-D C TRANS TAX PAYABLE	1.00			604 2026		1010
		02/09/21 JAN.-D C TRANS USE TAX PAYABLE	7.00			604 2026		1010
		02/09/21 JAN.-D C TRANS USE TAX PAYABLE	1.00			609 2026		1010
		Total for Vendor:	19,311.00					

03/05/21
10:09:02

CITY OF KASSON
Claim Approval List
For the Accounting Period: 2/21
For Pay Date: 02/28/21

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36106	E	973 MN DEPT OF REVENUE	12,281.00					
	02/08/21	JAN.-LIQUOR STORE SALES TAX	11,656.00			609 2025		1010
	02/08/21	JAN.-LIQUOR STORE D C TRN TAX	625.00			609 2026		1010
		Total for Vendor:	12,281.00					
36107	E	2454 MN PUBLIC FACILITIES AUTHORITY	27,349.38					
	12/11/20	2001A INTEREST	7,966.65			602 710 4710	611	1010
	12/11/20	2011A INTEREST	5,629.53			602 710 4710	611	1010
	12/11/20	2018A INTEREST	13,753.20			602 710 4710	611	1010
		Total for Vendor:	27,349.38					
		# of Claims	7	Total:				96,720.84
		Total Electronic Claims						88,053.88
		Total Non-Electronic Claims						8666.96

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

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$29,116.50
211 Library Fund	
1010 CASH-OPERATING	\$5.00
601 Water Fund	
1010 CASH-OPERATING	\$321.00
602 Sewer Fund	
1010 CASH-OPERATING	\$36,016.34
604 Electric Fund	
1010 CASH-OPERATING	\$18,972.00
609 Liquor Fund	
1010 CASH-OPERATING	\$12,290.00
Total:	\$96,720.84

03/05/21
10:09:05

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 _____ are approved for payment.

APPROVED _____ Council Member
_____ Council Member

#3

03/05/21
10:26:26

CITY OF KASSON
Claim Approval List
For the Accounting Period: 3/21
For Pay Date: 03/11/21

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Report ID: AP100V

For Pay Date = 03/11/21

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36028		124 ABEL SIGNS INC	185.00					
	10510	02/15/21 GOLF CART PERMITS	185.00			101 210 4210	210	1010
		Total for Vendor:	185.00					
36029		2160 ABM EQUIPMENT & SUPPLY LLC	34.07					
	0166354-IN	02/05/21 DECALS	34.07			604 957 4957	210	1010
	0166354-IN	02/05/21 D C TRANSIT TAX	0.16			604 957 4957	210	1010
	0166354-IN	02/05/21 D C TRANSIT TAX	-0.16			604 2026		1010
		Total for Vendor:	34.07					
36030		5819 ALLEGRA OF ROCHESTER	100.14					
	9332	02/23/21 BUSINESS CARDS-P D	100.14			101 210 4210	210	1010
		Total for Vendor:	100.14					
36073		401 AMERICAN TEST CENTER INC	1,167.50					
	2210179	01/25/21 INSPECT LADDER TRUCK	1,167.50			101 220 4220	400	1010
		Total for Vendor:	1,167.50					
36031		5049 ARTISAN BEER COMPANY	53.50					
	3460405	02/23/21 BEER	53.50			609 975 4975	252	1010
		Total for Vendor:	53.50					
36032		1037 AUTOMATIC SYSTEMS CO	5,186.00					
	20201214	02/09/21 WELL NO 2 PLC UPGRADE	5,186.00			601 943 4943	400	1010
		Total for Vendor:	5,186.00					
36033		203 BAKER & TAYLOR INC	407.54					
	2035770735	02/09/21 BOOKS	108.79			211 550 4550	218	1010
	2035770735	02/09/21 AUDIO VISUAL	19.24			211 550 4550	219	1010
	2035787086	02/17/21 BOOKS	111.86			211 550 4550	218	1010
	2035793238	02/19/21 BOOKS	94.41			211 550 4550	218	1010
	2035793238	02/19/21 AUDIO BOOKS	19.24			211 550 4550	219	1010
	2035796518	02/22/21 BOOKS	54.00			211 550 4550	218	1010
		Total for Vendor:	407.54					

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36074		4708 BOUND TREE MEDICAL LLC	185.62					
	83950812	02/10/21 MEDICAL SUPPLIES	185.62			101 220 4220	209	1010
		Total for Vendor:	185.62					
36034		5239 BREAKTHRU BEVERAGE MN WINE &	609.15					
	1081243439	02/24/21 LIQUOR	715.60			609 975 4975	251	1010
	1081243439	02/24/21 FREIGHT	7.40			609 975 4975	335	1010
	2080304538	02/24/21 WINE CREDIT	-113.85			609 975 4975	251	1010
		Total for Vendor:	609.15					
36035		228 CARRIAGE HOUSE ANIMAL HOSPITAL	136.20					
	215383	02/23/21 HAWK-BOOSTERS	136.20			101 210 4210	440	1010
		Total for Vendor:	136.20					
36075		5667 CINTAS	93.26					
	4077092121	02/26/21 MATS-L.S.	93.26			609 979 4979	410	1010
		Total for Vendor:	93.26					
36036		4238 CINTAS CORP	40.78					
	8405017937	02/19/21 RESTOCK 1ST AID	8.16			101 920 4920	433	1010
	8405017937	02/19/21 RESTOCK 1ST AID	8.16			601 943 4943	433	1010
	8405017937	02/19/21 RESTOCK 1ST AID	8.16			602 948 4948	433	1010
	8405017937	02/19/21 RESTOCK 1ST AID	8.15			604 957 4957	433	1010
	8405017937	02/19/21 RESTOCK 1ST AID	8.15			605 963 4963	433	1010
		Total for Vendor:	40.78					
36037		30 CMS OF ROCHESTER	4,005.43					
	21-220	02/28/21 KA BLDG-MILEAGE	234.64			101 240 4240	331	1010
	21-220	02/28/21 KA BLDG-INSPECTION	3,770.79			101 240 4240	444	1010
		Total for Vendor:	4,005.43					
36038		668 CONTINENTAL RESEARCH CORP	957.74					
	0023711	02/25/21 CLEANING SUPPLIES	957.74			101 514 4514	210	1010
		Total for Vendor:	957.74					

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36039		2381 CUSTOM COMMUNICATIONS INC	150.72					
	480184	02/08/21 FIRE ALARM MONITOR 3/1-5/31	30.14			101 310 4310	444	1010
	480184	02/08/21 FIRE ALARM MONITOR 3/1-5/31	30.14*			601 943 4943	444	1010
	480184	02/08/21 FIRE ALARM MONITOR 3/1-5/31	30.14			602 948 4948	444	1010
	480184	02/08/21 FIRE ALARM MONITOR 3/1-5/31	30.15			604 957 4957	444	1010
	480184	02/08/21 FIRE ALARM MONITOR 3/1-5/31	30.15*			605 963 4963	444	1010
	480184	02/08/21 S T FIRE ALARM MONITOR 3/1-5/3	2.07			604 957 4957	444	1010
	480184	02/08/21 S T FIRE ALARM MONITOR 3/1-5/3	-2.07			604 2025		1010
	480184	02/08/21 D C TTFIRE ALARM MONITOR 3/1-5	0.15			604 957 4957	444	1010
	480184	02/08/21 D C TTFIRE ALARM MONITOR 3/1-5	-0.15			604 2026		1010
		Total for Vendor:	150.72					
36040		5156 DODGE COUNTY INDEPENDENT/DODGE	253.11					
	11275	02/25/21 ORDINANCE 1.1 AND 1.2	77.22			101 113 4113	353	1010
	11332	02/25/21 P C HEARING NOTICE	51.48			101 191 4191	351	1010
	11333	02/25/21 P C HEARING NOTICE	68.64			101 191 4191	351	1010
	11167	01/28/21 AD FOR FIREFIGHTERS	55.77			101 220 4220	343	1010
36077		5156 DODGE COUNTY INDEPENDENT/DODGE	46.00					
	03/01/21	1 YR SUBSCRIPTION-LIBRARY	46.00			211 550 4550	216	1010
		Total for Vendor:	299.11					
36078		17 EDGAR TRUCKING	450.98					
	26271	02/03/21 FREIGHT	117.65			609 975 4975	335	1010
	26282	02/10/21 FREIGHT	96.26			609 975 4975	335	1010
	26294	02/17/21 FREIGHT	144.38			609 975 4975	335	1010
	26311	02/24/21 FREIGHT	92.69			609 975 4975	335	1010
		Total for Vendor:	450.98					
36079		2618 FIRE SAFETY USA INC	1,440.00					
	143872	02/09/21 4 PR FIRE BOOTS	1,440.00			101 220 4220	240	1010
		Total for Vendor:	1,440.00					

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36041		2018 FIRST SUPPLY LLC	73.37					
	12578724-0	02/08/21 BALL VLV/NIPPLE	73.37		0	601 943 4943	220	1010
		Total for Vendor:	73.37					
36042		5289 FIRST SYSTEMS TECHNOLOGY INC	6,323.00					
	21023	02/15/21 FLOW METER INSTALLATION	6,323.00			601 943 4943	400	1010
		Total for Vendor:	6,323.00					
36043		5678 FURTHER	193.35					
	15596283	02/10/21 JAN-FEB PARTICIPANT FEE	193.35			101 140 4140	440	1010
		Total for Vendor:	193.35					
36044		6260 GFA/IMA GROUP MANAGEMENT CO	650.00					
	3409768	02/19/21 PRE-EMPLOYMENT-KASPER	650.00			101 210 4210	210	1010
		Total for Vendor:	650.00					
36045		5242 GOPHER STATE ONE CALL	16.20					
	1021072	02/28/21 12 LOCATES-FEB. '21	16.20			604 957 4957	437	1010
		Total for Vendor:	16.20					
36080		28 GRAYBAR ELECTRIC	167.51					
	9320177751	02/22/21 LUCALOX 150W LOW MERC	167.51			604 957 4957	220	1010
		Total for Vendor:	167.51					
36046		77 HAWKINS INC	6,559.82					
	4879845	02/08/21 ALUM SULFATE LIQUID	5,728.02			602 947 4947	211	1010
	4879869	02/12/21 LPB PUMP	831.80			601 943 4943	220	1010
		Total for Vendor:	6,559.82					
36081		5036 HOHENSTEINS INC	189.00					
	390378	02/25/21 BEER	189.00			609 975 4975	252	1010
		Total for Vendor:	189.00					

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36082		5064 HOMETOWN HAULERS LLC	1,148.00					
	89374 03/01/21	FEB. GARBAGE-C H	33.56			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-LIBRARY	57.18			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-WWTP	152.86			602 947 4947	430	1010
	89374 03/01/21	FEB. GARBAGE-SHOP	192.77			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-F D	76.43			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-L S	53.21			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-PARKS	444.46			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-P D	33.39			101 323 4323	430	1010
	89374 03/01/21	FEB. GARBAGE-ARENA	104.14			606 516 4516	430	1010
		Total for Vendor:	1,148.00					
36047		25 JOHNSON BROTHERS LIQUOR CO	6,642.73					
	1746363 02/23/21	LIQUOR	665.70			609 975 4975	251	1010
	1746364 02/23/21	WINE	700.70			609 975 4975	251	1010
	1751287 03/02/21	LIQUOR	3,980.00			609 975 4975	251	1010
	1751288 03/02/21	WINE	1,296.33			609 975 4975	251	1010
		Total for Vendor:	6,642.73					
36048		5087 KASEL, JESSE	104.99					
		UNIFORMS-KASEL PANTS	104.99			101 210 4210	214	1010
		Total for Vendor:	104.99					
36098		6264 KEVIN BERGE BUILDERS	58.64					
	3011-01 02/25/21	REFUND OVERPAYMENT ON ACCT	58.64			604 2212		1010
		Total for Vendor:	58.64					
36083		37 KMTELECOM	2,452.51					
	NOTE: TOTAL WILL BE SPLIT BY FUNDS.							
	10058385 03/01/21	CITYWIDE PHONE INV.-MARCH	2,452.51			101 140 4140	321	1010
		Total for Vendor:	2,452.51					
36099		6265 MARTINEZ, LUIS MIGUEL TREJO	65.67					
	1343-19 02/25/21	RL MTR DEP REFUND AFT APPL TO	65.67			604 2212		1010
		Total for Vendor:	65.67					

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36049		47 MC NEILUS STEEL INC	131.29					
	01629878	02/18/21 ELECTRIC SHOVEL RACK	131.29			604 957 4957	220	1010
	01629878	02/18/21 S T ELECTRIC SHOVEL RACK	9.03			604 957 4957	220	1010
	01629878	02/18/21 S T ELECTRIC SHOVEL RACK	-9.03			604 2025		1010
	01629878	02/18/21 D.C. T T ELECTRIC SHOVEL RAC	0.66			604 957 4957	220	1010
	01629878	02/18/21 D.C. T T ELECTRIC SHOVEL RAC	-0.66			604 2026		1010
		Total for Vendor:	131.29					
36050		89 METRO SALES INC	129.62					
	INV1764110	02/23/21 QRTLY MAINT-B & W	76.00			211 550 4550	370	1010
	INV1764110	02/23/21 QRTLY MAINT-COLOR	53.62			211 550 4550	370	1010
		Total for Vendor:	129.62					
36051		2677 MINER'S OUTDOOR & REC.	173.94					
	177106	02/26/21 FORESTRY-CHAINS/SAWS	117.96			101 524 4524	210	1010
	177107	02/26/21 FORESTRY-CHAINS/SAWS	55.98			101 524 4524	210	1010
		Total for Vendor:	173.94					
36084		55 MN ENERGY RESOURCES CORP	4,575.96					
	02/26/21	NAT GAS-L.S.	174.00			609 979 4979	380	1010
	02/26/21	NAT GAS-RENTAL (OLD LIBRARY)	80.80			101 1151		1010
	02/26/21	SALES TAX	5.56			101 1151		1010
	02/26/21	SALES TAX	-5.56			101 2025		1010
	02/26/21	D C TRANSIT TAX	0.40			101 1151		1010
	02/26/21	D C TRANSIT TAX	-0.40			101 2026		1010
	02/26/21	NAT GAS-C H	275.20*			101 194 4194	380	1010
	02/25/21	NAT GAS-P D	231.13			101 210 4210	380	1010
	02/25/21	NAT GAS-F D	157.50			101 220 4220	380	1010
	02/25/21	NAT GAS-F D	574.97			101 220 4220	380	1010
	02/26/21	NAT GAS-PARK MAINT SHED	228.65			101 522 4522	380	1010
	03/01/21	NAT GAS-P.W.B. 1/2	777.80			101 310 4310	380	1010
	03/01/21	NAT GAS-P.W.B. 1/2	777.79			604 957 4957	380	1010
	03/01/21	SALES TAX	53.47			604 957 4957	380	1010
	03/01/21	SALES TAX	-53.47			604 2025		1010
	03/01/21	D C TRANSIT TAX	3.89			604 957 4957	380	1010
	03/01/21	D C TRANSIT TAX	-3.89			604 2026		1010

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	03/01/21	NAT GAS-WWTP	1,085.08			602 947 4947	380	1010
	02/26/21	NAT GAS-LIBRARY	213.04			211 550 4550	380	1010
		Total for Vendor:	4,575.96					
36085		226 MN WASTEWATER OPERATORS ASSN	50.00					
	03/01/21	BRADFORD-'21 & '22 DUES	25.00*			602 949 4949	334	1010
	03/01/21	ULVE-'21 & '22 DUES	25.00*			602 949 4949	334	1010
		Total for Vendor:	50.00					
36052		2696 NELSON ELECTRIC MOTOR REPAIR INC	810.00					
	1502 02/09/21	PUMP #1 REPAIR	810.00			602 948 4948	400	1010
		Total for Vendor:	810.00					
36053		60 NORTHERN BEVERAGE DIST. CO. LL	3,436.30					
	752811 02/25/21	BEER	3,413.40			609 975 4975	252	1010
	752811 02/25/21	NA BEVERAGE	20.90			609 975 4975	254	1010
	752811 02/25/21	FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	3,436.30					
36054		6261 NORTHWEST LINEMAN COLLEGE	616.00					
	GT-003891C 11/20/20	LINEWORKER CERT- FOUR	616.00			604 959 4959	333	1010
		Total for Vendor:	616.00					
36055		2380 OLSON TREE SERVICES INC	2,280.00					
	2876 02/17/21	TREE REMOVAL	2,280.00			604 957 4957	444	1010
	2876 02/17/21	SALES TAX	156.75			604 957 4957	444	1010
	2876 02/17/21	SALES TAX	-156.75			604 2025		1010
	2876 02/17/21	D C TRANSIT TAX	11.40			604 957 4957	444	1010
	2876 02/17/21	D C TRANSIT TAX	-11.40			604 2026		1010
		Total for Vendor:	2,280.00					
36056		502 ON-SITE COMPUTERS INC	2,347.77					
	CW72416 02/11/21	COMPUTER-L S	1,508.62*			609 975 4975	240	1010
	CW72477 02/18/21	MEMORY-CLERK, UB	408.65			101 192 4192	309	1010
	CW72477 02/18/21	C C WIFI	390.60			101 192 4192	309	1010
	CW72477 02/18/21	TURBO UB	39.90			604 959 4959	309	1010
		Total for Vendor:	2,347.77					

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36057		23 PHILLIPS WINE & SPIRITS	6,604.14					
	6163454	02/23/21 LIQUOR	2,806.25			609 975 4975	251	1010
	6163455	02/23/21 WINE	644.35			609 975 4975	251	1010
	6163456	02/23/21 MIXES	44.00			609 975 4975	254	1010
	6166814	03/02/21 LIQUOR	2,879.04			609 975 4975	251	1010
	6166815	03/02/21 WINE	230.50			609 975 4975	251	1010
		Total for Vendor:	6,604.14					
36086		3440 R & R SPECIALTIES OF WISCONSIN	377.45					
	72277-IN	02/18/21 SNUBBER/IMPELLER/RECTIFIER	377.45			606 516 4516	220	1010
		Total for Vendor:	377.45					
36058		780 RAPPE, LINDA	16.10					
		USB ADAPTER FOR CC CHAMBERS	16.10			101 140 4140	210	1010
		Total for Vendor:	16.10					
36059		5684 RAY O'HERRON CO. INC.	301.00					
	2090537-IN	02/24/21 AMMO	301.00			101 210 4210	210	1010
		Total for Vendor:	301.00					
36060		5671 RECREATION BY LEMMIE JONES LLC	2,556.16					
	2021-006	02/25/21 POOL PAD-TODDLER SLIDE	2,556.16			101 514 4514	220	1010
		Total for Vendor:	2,556.16					
36087		5885 ROCHESTER PLUMBING & HEATING	891.83					
	119860	02/19/21 CLEAN SEWER LINE @ LIBRARY	891.83			211 550 4550	400	1010
		Total for Vendor:	891.83					
36061		63 SCHOTT DIST CO INC	4,902.05					
	414642	02/25/21 BEER	4,848.05			609 975 4975	252	1010
	414642	02/25/21 NA BEVERAGE	54.00			609 975 4975	254	1010
		Total for Vendor:	4,902.05					

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36063		64 SELCO	5.50					
	048689	02/24/21 PATRON CARD STRIPES	5.50			211 550 4550	210	1010
		Total for Vendor:	5.50					
36088		6178 SHI INTERNATIONAL CORP	732.00					
	B13037558	02/17/21 DELL DOCKING STATION	732.00			101 680 4210	550	1010
		Total for Vendor:	732.00					
36064		3850 SOUTHERN GLAZER'S OF MN	5,916.08					
	2050615	02/24/21 LIQUOR	3,021.84			609 975 4975	251	1010
	2050615	02/24/21 FREIGHT	18.60			609 975 4975	335	1010
	2050616	02/24/21 WINE	1,000.00			609 975 4975	251	1010
	2050616	02/24/21 LIQUOR	1,003.25			609 975 4975	251	1010
	2050616	02/24/21 FREIGHT	31.39			609 975 4975	335	1010
	2053233	03/03/21 LIQUOR	498.90			609 975 4975	251	1010
	2053233	03/03/21 WINE	340.00			609 975 4975	251	1010
	2053233	03/03/21 FREIGHT	18.60			609 975 4975	335	1010
	63808	03/03/27 LIQUOR CREDIT	-16.50			609 975 4975	251	1010
		Total for Vendor:	5,916.08					
36065		5708 STAPLES BUSINESS CREDIT	266.28					
	210635846	02/09/21 TAB/POST IT/BATTERIES	27.07			101 140 4140	210	1010
	211775657	02/18/21 TABS	-3.24			101 140 4140	210	1010
	7325473517	02/25/21 WASTECAN/MARKING TAPE/CALC	50.47			101 140 4140	210	1010
	7325473517	02/25/21 CALCULATOR-ZAWORSKI	95.99			101 140 4140	210	1010
	7325473517	02/25/21 CALCULATOR (COVID)	95.99			101 417 4417	430	1010
		Total for Vendor:	266.28					
36066		6076 STRADTMANN, MATT	90.00					
	UNIFORM-STRADTMANN		90.00			101 210 4210	214	1010
		Total for Vendor:	90.00					
36067		6262 STREET COP TRAINING	598.00					
	419-1-3017	02/25/21 PATROL TACTICS-KOTAJARVI	598.00			101 210 4210	333	1010
		Total for Vendor:	598.00					

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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
36068		79 STREICHER'S	619.89					
	I1485048	02/18/21 UNIFORM-KOTAJARVI	149.97			101 210 4210	214	1010
	I1485719	02/22/21 UNIFORM-KOTAJARVI	189.96			101 210 4210	214	1010
	I1485906	02/23/21 UNIFORM-KASPER	89.99			101 210 4210	214	1010
	I1487017	02/26/21 UNIFORM SHIRT/PANT-LINDGREN	189.97			101 210 4210	214	1010
		Total for Vendor:	619.89					
36089		6263 SWEET TOWING & REPAIR INC	180.00					
	68327	02/09/21 TOW VEH TO IMPD-ICR21-47	180.00			101 210 4210	430	1010
		Total for Vendor:	180.00					
36062		6231 SxSE MN BREWING CO.	332.00					
	015702	02/23/21 BEER	332.00			609 975 4975	252	1010
		Total for Vendor:	332.00					
36069		3389 T & K TOWING SERVICE LLC	410.00					
		TOWING -JANUARY	410.00			101 210 4210	430	1010
		Total for Vendor:	410.00					
36070		498 TEIGEN PAPER & SUPPLY INC	98.45					
	98704	03/01/21 ROLL TOWELS	35.21			211 550 4550	210	1010
	98228	02/23/21 T TISSUE/CAN LINERS	63.24			606 516 4516	210	1010
		Total for Vendor:	98.45					
36100		6266 TIMM, AUTUMN	193.07					
	1945-03	02/25/21 RL/WA MTR DEP REFUND AFT APPL	193.07			604 2212		1010
		Total for Vendor:	193.07					
36090		6095 TRAIL CREEK COFFEE ROASTERS	99.00					
	340	02/17/21 COFFEE FOR RESALE	99.00			609 975 4975	259	1010
		Total for Vendor:	99.00					
36071		4253 TRUCKIN' AMERICA OF ROCHESTER	127.95					
	160554	02/19/21 WEATHERTECH-PARK TRUCK	127.95			101 522 4522	220	1010
		Total for Vendor:	127.95					

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10:26:26

CITY OF KASSON
Claim Approval List
For the Accounting Period: 3/21
For Pay Date: 03/11/21

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For Pay Date = 03/11/21

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36091		3430 U.S. ICE RINK ASSOCIATION	75.00					
	223 02/15/21	HOWARTH MEMBERSHIP TO 4/1/21	75.00			606 516 4516	334	1010
		Total for Vendor:	75.00					
36092		4108 ULTIMATE SAFETY CONCEPTS INC	634.00					
	193188 02/12/21	GAS MONITOR, CO	495.00			101 220 4220	240	1010
	193241 02/15/21	BATTERY PCV ASSY	139.00			101 220 4220	400	1010
		Total for Vendor:	634.00					
36093		5047 WATERVILLE FOOD & ICE INC	71.70					
	04-109431 03/02/21	ICE-LIQUOR STORE	71.70			609 975 4975	257	1010
		Total for Vendor:	71.70					
36094		637 WEBER, LETH & WOESSNER PLC	2,623.00					
	FEB '21PR 02/28/21	21.7 HRS LEGAL-P D	2,623.00			101 160 4160	304	1010
		Total for Vendor:	2,623.00					
36072		388 WESCO RECEIVABLES CORP	6,622.65					
	580794 02/01/21	TAPE/HUG PLAT	242.56			604 957 4957	220	1010
	584610 02/03/21	WASHERS/9V DIST/100 AMP SILICO	1,002.37			604 957 4957	220	1010
	588458 02/05/21	CIRC INDIC	4,119.55			604 957 4957	220	1010
	591673 02/09/21	65K 14.4 KV	928.53			604 957 4957	220	1010
	592578 02/09/21	FUSE LINK	329.64			604 957 4957	220	1010
		Total for Vendor:	6,622.65					
36095		5182 WHKS & CO.	17,839.68					
	42734 02/16/21	SAFE ROUTES TO SCHOOL	2,340.00*			425 196 4196	303	1010
	42744 02/17/21	2021 STREET MAINT PROJECT	952.00			101 311 4311	303	1010
	42738 02/16/21	HWY 57 IMPROVEMENTS	6,100.00*			424 196 4196	303	1010
	42733 02/16/21	16TH ST NW EXTENSION	2,314.16*			426 196 4196	303	1010
	42745 02/17/21	MEADOWBROOKE II ENG. REV & OBS	119.00			101 1151		1010
	42745 02/17/21	ZED-ENG. REV & OBSERV	595.00			101 1151		1010
	42745 02/17/21	504 DEVELOPMENT-ENG. REV & OBS	238.00			101 1151		1010
	42744 02/17/21	MnDNR TRAIL GRANT	568.00			101 196 4196	303	1010
	42744 02/17/21	FLOOD ASSISTANCE	806.00			101 417 4417	430	1010
	42735 02/16/21	MASTEN CREEK FLOOD PROTECT	1,627.52			101 196 4196	303	1010

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CITY OF KASSON
Claim Approval List
For the Accounting Period: 3/21
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For Pay Date = 03/11/21

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	42739	02/16/21 WITZEL SUBDIV ENGINEERING	2,180.00			101 1151		1010
		Total for Vendor:	17,839.68					
36096		2407 WINE MERCHANTS	252.00					
	7319793	03/02/21 WINE	252.00			609 975 4975	251	1010
		Total for Vendor:	252.00					
36097		2427 XCEL ENERGY	267.36					
	720589806	02/18/21 UTIL SERV-NW LIFT ST 1/16-2	267.36			602 948 4948	380	1010
		Total for Vendor:	267.36					
		# of Claims	72	Total:	108,400.75			

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CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 3/21

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$32,300.03
211 Library Fund	
1010 CASH-OPERATING	\$1,728.74
424 Hwy 57	
1010 CASH-OPERATING	\$6,100.00
425 SRTS	
1010 CASH-OPERATING	\$2,340.00
426 16th St NW	
1010 CASH-OPERATING	\$2,314.16
601 Water Fund	
1010 CASH-OPERATING	\$12,452.47
602 Sewer Fund	
1010 CASH-OPERATING	\$8,131.62
604 Electric Fund	
1010 CASH-OPERATING	\$11,041.09
605 Storm Water	
1010 CASH-OPERATING	\$38.30
606 ICE ARENA	
1010 CASH-OPERATING	\$619.83
609 Liquor Fund	
1010 CASH-OPERATING	\$31,334.51
Total:	\$108,400.75

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CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 3 / 21

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

The claim batch dated _____ are approved for payment.

APPROVED _____ Council Member

_____ Council Member

Conference Request

Name: Justin Kotajarvi

Name of Meeting: Pro-Active Patrol Tactics

Place of Meeting: Forest Lake, MN

Published dates of Meeting:

Attendance dates: 08-02-2021

Registration costs: \$299

Travel: Driver

Vehicle: ~~Personnal~~
City

Purpose: Specialized training

Previous Education courses:

Approvals:


Department Head

Administrator

Council Approval

CONFERENCE REQUEST

Name: Paul Lindgren

Name of Meeting: The Street Smart Cop/Pro-Active Patrol Tactics

Place of Meeting: Forest Lake, MN (High School)

Published dates of Meeting: August 2, 2021

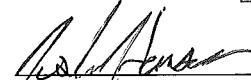
Attendance dates: 8/2/2021 Registration Costs: \$299.00

Travel: Rider _____ Driver ☒ Vehicle: City ☒ Personal _____

Purpose: _____ Licensure/Certification ☒ Specific Training

_____ Attendance Explain: _____

Previous Education Courses: _____

Approvals: 
Department Head

City Administrator

Council Approval

**CITY OF KASSON
RESOLUTION #3 .x -21**

**RESOLUTION ACCEPTING DONATIONS FOR
THE CITY OF KASSON**

WHEREAS, The Kasson Fire Relief Association has made a donation of \$15,000.00 to the City of Kasson to be allocated to lawful purposes to the Kasson Fire Department for the purpose of purchasing the Max Fire Box.

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

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

ADOPTED this xx day of March, 2021.

ATTEST:

Chris McKern, Mayor

Linda Rappe, City Clerk

The motion for the adoption of the foregoing resolution was made by Council Member and duly seconded by Council Member . Upon a vote being taken, the following members voted in favor thereof: . Those against same: None.



KASSON FIRE DEPARTMENT

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

2/24/2021
1200 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Record

Subject: Donation Request

City of Kasson
401 5th Street SE
Kasson, MN 55944
Attn: City Administrator Ibisch / Mayor McKern

Mr. Ibisch / Mayor McKern

This letter of correspondence is to request authorization to accept a donation of \$15,000 from the Kasson Fire Relief Association. These funds will be used for the purchase of the Max Fire Box.

This is being submitted for City Administrator approval to be followed by approval of the Kasson City Council on March 10, 2021.

Should you have any questions, please feel free to contact me at (507) 513-4113.

Regards,

Joe Fitch – Fire Chief
Kasson Fire Department

Meeting Called to Order: Chief Fitch

Roll Call

Minutes of the previous Meeting: Read and Approved

Treasurer's Report – Relief General Fund: \$50,150.49

Appointment of Entertainment: (APR) Jensen/Kobi

Training/Drill(s):

MAR 15	Fire Ground Ops
MAR 22	SE EMS

Guest(s):

NONE

Old Business:

- EMR Recert
 - Went well, we appreciate the effort from those that put in the time to make sure you were prepared
 - For those that need to make up, make sure this gets done
- Par 360
 - Everyone should have received an email from PAR360 with login information
 - Chief went over the online dashboard and you are encouraged to fill out the self-assessment (everything is confidential)
- Volunteers for Ropes and Rope Bag
 - Ketin provided update that they are done and D.C. Seljan stated that more information will come once we figure out the labeling details
- Volunteers T-shirts and Plaques from Dance Donations have all been received
 - FF Lawrence stated that about half of the shirts have been given out, Chief stated that we will reach out to them again to come get their shirts at Open House
- Hiring / Ad
 - 1 app received as of 3/1/21
 - 4-6 have been picked up, just not returned yet
- Open House
 - Saturday March 27 1000 – 1300
 - Will need a list of people who can be there to assist, sign-up sheet in meeting room
- Designation of Benefits & Beneficiaries
 - Fjerstad, LaRock, Ketin Mickow, and Skogerbo need to get them completed tonight if no changes

- Scholarships
 - FF Lawrence will touch base with the school

New Business:

- Thank You
 - Chloe Buckingham – Girl Scout Cookies
 - Lucy Kruger's 1st grade class sent a thank you
- Steak Fry
 - Saturday, May 1st – Chief needs to know if we will have enough guys available to do this, sign-up sheet will be in the meeting room
- Hats
 - Tony Fjerstad bought sizing hats for you to try on, let Derby know the size
 - Relief association will be purchasing these
- Sweatshirts
 - Matt Peck put together a sweatshirt design for fire department members and our families
 - Put in your order with Peck within the next couple of weeks
 - This will be paid for by the individual member
- Byron Mutual Aid Dinner
 - Cancelled
- Target Solution Training
 - There are numerous people who need to get their training done
 - The expectation is that all of this gets done by April or gear will be pulled
- Max Fire Box
 - Relief association has agreed to give \$1,500 to the city for this purchase
 - Should have it by the beginning of June
- New Reporting System – Online Reports
 - Use the Chromebook that is on the desk in the gear room
 - There are preset tabs on the Chrome Browser for accessing the electronic reporting system
 - For the entire month of March we will be double reporting
 - Paper copy reports will be filled out completely except for the narrative and you will complete the electronic form plus narrative
 - At the end of your narrative put in your number and your name
 - Once you hit submit, the report is done and it is instantly sent to Krista
 - For those that go with DCAMB in the ambulance, there is an additional narrative tab that should be utilized (make sure to include the correct ICR# as this is what ties it to the original report)
 - If you come across any concerns let Chief know

Kasson Fire Department – Monthly Meeting cont.

March 1, 2021

Officers Update:

- N/A

Relief Updates:

- NONE

=====

▪ **Apparatus / Other Status Reports**

?	Rescue	
?	Engine I	Getting new lights, should be back soon
?	Engine II	
?	Tanker I	Is gone getting worked on
?	Tanker II	
?	Ladder I	
?	Grass Rig	Will be going to Rochester tomorrow, back by end of week
?	Utility	
?	EMR Unit	
?	HAZMAT	

- Reminder that if controls are not working on the Ladder make sure the E-Stop button that is located up on the aerial seat has not been pressed

Bills Reviews by Relief:

- N/A

Review of Calls:

33 Calls for February 2021

- EMS 27
- MVA
- Rescue
- Fire 2
- Weather
- Alarm 4
- Cancelled
- Other

Good of the Assoc:

none

Meeting Adjourned

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

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

_____	_____
_____	_____
_____	_____



STAFF REPORT

TO: Planning and Zoning Commission
FROM: Brad Scheib, Consulting Planner, HKGi
DATE: February 25, 2021
SUBJECT: Consider Conditional Use Permit for Drive-Through Facilities
APPLICANT: Kim & Steve White
OWNER: Kim & Steve White (recently closed on the property)
LOCATION: 408 Main Street West; PID No. 24.150.0010
MEETING DATE: March 8, 2021
COMPREHENSIVE PLAN: Downtown
ZONING: C-1 Central Business District

BACKGROUND

The applicants, Kim and Steve White, have applied for a conditional use permit for a drive-through business at the property 408 Main Street West. Drive-through businesses are conditionally permitted uses in the C-1 Central Business District, with use-specific standards listed in Sec. 154.205(B).

The applicants have recently closed on the purchase of the property and intend to open a coffee shop/gift shop in the existing building with a drive-through window. The building was the former site of a pharmacy with a drive-through window.

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. For the purpose of Minnesota Statutes Section 15.99, "Day 1" for the conditional use permit application was determined to be February 12, 2021. The City's deadline for action is on April 13, 2021.

Public Hearing

City Code § 154.067 requires a public hearing for review of a conditional use permit to be held by the Planning and Zoning Commission. The public hearing notice for the CUP was published in the Dodge

County Independent and posted on the City website. The CUP public hearing notice was mailed to all affected property owners located within 350 feet of the subject properties.

APPLICATION REVIEW

Existing Site Character



- The parcel is approximately 9,600 square feet, fronting on Main Street
- The existing building is one-story and approximately 1,500 square feet in area
- The remainder of the parcel is covered by driveways and parking areas; impervious coverage is 100%
- There are currently three vehicle accesses onto the site, one onto Main Street to the north, one onto 5th Avenue to the west, and a southern access to the adjacent parcel
- The existing building has one drive-through window on the west side of the building;
 - This is an existing non-conforming use on the property, as a drive-through facility requires a Conditional Use Permit by code
 - The drive-through vehicle lane exits through the south access point onto the adjacent parcel
- There are residential parcels across 5th Avenue to the west of the site

Proposed Improvements

- The layout of the applicant's proposal can be seen in the attached Architectural Site Plan, dated February 22, 2021

- The applicant is proposing the coffee shop would initially have hours from 6 am to 2 pm Monday through Saturday; the drive through would only be in operation during those same hours, otherwise just the gift shop would operate.
- The applicant is proposing the addition of building a second drive-through window approximately 15 feet south of the existing one, so that money may be accepted at the first and orders delivered at the second. They are also proposing the addition of a drive-up menu board /intercom system at the northern side of the lot.
- The site plan shows movable planters used as landscaping as well as to provide screening from the headlights of drive-through vehicles onto 5th Avenue and adjacent residential uses.
- The planters also create a block to the western curb cut to the site, which will reduce traffic on 5th Avenue and eliminate a potential conflict point between entering the site and the drive-through queuing area. The intent of the planters would be to allow access to the site from 5th Avenue when the drive through is not in operation and not allow access when the drive through is open for business.
- The northwest corner of the site is being shown as having a patio seating area, with moveable planters marking off the area
- Pedestrian connections to the entrance of the building to Main Street are shown through “crosswalk style” striping.

Comprehensive Plan Consistency

- The property is guided for downtown use by the 2040 Comprehensive Plan
- Downtown guidance encourages a mix of uses that support a walkable community, providing destinations for residents and workers; coffee shops and retail goods fit within this category
- The proposed use of a drive-through facility can be consistent with the Comprehensive Plan’s guidance for a walkable area when site design and circulation for vehicles and pedestrians are designed accordingly.

Zoning District Standards

- The property is zoned C-1 Central Business District. The district is intended to provide for high density development for commercial and service activities, with activity focused on Main Street
- Drive-through facilities are classified as conditional uses in the C-1 district
- The C-1 District has the following applicable standards:

	Requirement	Existing/Proposed	Analysis
Minimum Lot Size	5,000 sf	9,600 sf	Meets Standards
Minimum Lot Width at Street Line	50’	96’	Meets Standards
Street Yard (North) Setback	0’	60’	Meets Standards
Street Yard (West)	0’	15’	Meets Standards
Side Yard (East)	0’	10’	Meets Standards
Rear Yard (South)	0’	4’	Meets Standards
Maximum Building Height	35’ / 2.5 stories	1 story	Meets Standards
Maximum Impervious Surface	N/A	100%	Meets Standards

Use Specific Standards

Use-specific standards for drive-through facilities are listed within Section 154.205

Standard	Analysis
(1) Drive-through facilities and stacking areas shall not be within 100 feet of any parcel that is zoned residential, or has an occupied institutional building, including but not limited to schools, religious institutions, and community centers unless the entire facility and stacking areas are separated from said parcel by a building wall.	<ul style="list-style-type: none"> The parcel is across the street from a residential home and the existing drive-through window and drive-through lane are within 100 feet of that parcel; however, these facilities are existing non-conformities on the property, and they may be allowed to continue. Meets Standards as a pre-existing condition The new menu board and speaker system has been placed outside of the 100' setback. Meets Standards The addition of a new second drive-up window does not expand the existing non-conformity, as it will relieve excessive queuing by processing orders faster. Meets Standards
(2) Drive-through facilities and stacking areas shall be designed to meet the following:	
(a) Located where they will not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.	<ul style="list-style-type: none"> The drive-through facilities and stacking areas are located primarily on the western side of the property, designed to allow vehicle access to the parking areas and entrance of the building; the western access of the property is blocked by moveable planters to avoid conflict with the drive-through lane. Meets Standards The southern access is onto an adjacent parcel. The applicant has entered into a private access/easement agreement with the property to the south preserving and allowing access to meet this standard
(b) Allow drivers not using the drive-through, or wishing to exit the drive-through area, to bypass the drive-through lane(s).	<ul style="list-style-type: none"> The drive-through lane and stacking areas are designed to allow for circulation of non-drive-through vehicles to access the site from Main Street. Meets Standards The drive-through lane is wide enough to accommodate bypass or exiting of the drive through from the southern access. Meets Standards
(c) Where feasible, drive-through windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.	<ul style="list-style-type: none"> The drive-through windows, as existing non-conformities, are on the side of the building. Meets Standards The new menu board/speaker is located at the front of the property, as the 100 ft setback from residential uses prevents it from being placed on the side of the property. Meets Standards

Standard	Analysis
(d) Only one lane shall be provided for queuing; where feasible, this lane shall be a minimum of three stacking spaces leading to the menu or other first-point of contact.	<ul style="list-style-type: none"> The site only had one lane for queuing; there are at least four spaces for queuing behind the pick-up window, but not really any queuing behind the menu, as it would block access to the site; this situation is caused by the menu/speaker being outside of the 100 ft setback to the residential property to the west. Meets Standards
(e) Queuing areas shall be designed so that queues will not block or intersect the sidewalk or road right-of-way	<ul style="list-style-type: none"> There is concern that the lack of queuing spaces behind the menu/speaker could result in informal queuing that spills into the right-of-way and Main Street. Recommend that mitigation of potential traffic impacts be retained as a condition of approval
(f) Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.	<ul style="list-style-type: none"> There are three existing accesses to the site; the plans show the western curb cut will be blocked by movable planters. This solution will block access, but also keep costs down for the user while keeping access available for future users of the site. Recommend that the blocking of the western access, by moveable planters or similar means, be a condition of approval and must be on site as long as drive-through facilities are a use on site
(g) Curb-cut entrances to the site shall be located so that access can be provided without generating significant traffic on local residential streets.	<ul style="list-style-type: none"> There are three existing accesses to the site; the plans show the western curb cut will be blocked by movable planters. This solution should limit the in and out traffic coming onto 5th Avenue. Meets Standards
(h) Drive-through lanes should not interfere with building entrances	<ul style="list-style-type: none"> The drive-through lanes do not interfere with the entrance to the building. Meets Standards
(i) Pedestrian access shall be provided from each abutting street to the primary entrance with a continuous four (4' 0") foot-wide sidewalk or delineated walkway. Pedestrian walkways should not intersect the drive-through drive aisles, but where they do the walkways shall have clear visibility and shall be delineated by textured and colored paving	<ul style="list-style-type: none"> The plans propose a pedestrian connection, delineated by "crosswalk style" striping from the sidewalk on Main Street to the building entrance. Meets Standards
(3) All drive-through lanes shall be clearly identified using striping, landscaping, and/or signs.	<ul style="list-style-type: none"> The plans show the drive-through lanes having delineated striping on the driver's side. Recommend as a condition of approval the addition of striping or other delineation to show the distinction between the drive-through lane and the patio seating area on the northwest corner of the parcel

Standard	Analysis
(4) Adequate area shall be designated for snow storage such that clear visibility shall be maintained from the property to any public street.	<ul style="list-style-type: none"> The applicant has provided an executed agreement to allow for snow storage off site.
(5) Any canopy as part of this use shall be compatible with the architectural design and materials of the principal structure.	<ul style="list-style-type: none"> The applicant is not proposing a canopy. Meets Standards
(6) Where feasible, drive-through windows, drop boxes, menu boards, and associated or similar structures should be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.	<ul style="list-style-type: none"> Same as (2)(c), above. Meets Standards
(7) All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one (1) hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.	<ul style="list-style-type: none"> The applicant has indicated that no new lighting is planned for the site beyond the menu board. Keep as an ongoing condition
(8) Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-through closes.	<ul style="list-style-type: none"> The final lighting output of the menu sign shall be required to meet standards. The applicant has indicated that the menu board will include Dark Sky compliant lighting. Keep as an ongoing condition
(9) Any associated speaker system shall emit no more than fifty (50) decibels and at no time shall any speaker system be audible above daytime ambient noise levels beyond the property lines of the site. The system shall be designed to compensate for ambient noise levels in the immediate area.	<ul style="list-style-type: none"> The speaker system proposed by the applicant has volume adjustment capabilities and can be adjusted to meet these limits. Keep as an ongoing condition
(10) When a drive-through facility is adjacent to a residential use, the additional following shall apply:	

Standard	Analysis
(a) Fencing, screening, berming, or a combination of, at least three feet in height shall be installed between drive-through facilities, including stacking areas, and adjacent residential uses to block direct lighting from headlights.	<ul style="list-style-type: none"> The applicant is proposing the installation of moveable planters along the western edge of the property to simultaneously screen headlights from the drive-through as well as block vehicle access through the western curbcut. Recommend that screening on the western side, by moveable planters or similar means, be a condition of approval and must be on site as long as drive-through facilities are a use on site
(b) A lighting plan shall be require showing the proposed lighting of the site. The illumination measurement at the property lot line adjacent to a residential use may not exceed 0.30 footcandles	<ul style="list-style-type: none"> The applicant is not proposing any additional lighting to be installed on the site. Meets Standards

Development Standards

Development Standards are special considerations that may apply to any use or any district in the City. They are listed in Sections 154.270 through 154.327. The following development standard considerations apply to this site:

- Visual Obstructions to Vehicular Traffic – the applicant has shown the location of a “clear sight triangle” on the site plan. City fire and police staff need to review the layout to confirm the safety of the intersection with the proposed planters and seating located in the site triangle.
Recommend as a condition of approval
- Refuse – the site plan shows outdoor trash storage on the east side of the building. **Meets Standards**
- Off-Street Parking – the site plan shows five parking spaces on the site; Section 154.295(B) exempts this parcel from off-street parking minimums due to its location in downtown. 5 parking spaces would provide ample off-street parking for the proposed use. **Meets Standards**
- Loading Space – the site plan does not show a loading space for the building; Section 154.296(B) exempts the site from a loading space because the building is less than 3,000 sf in area. **Meets Standards**
- Access and Circulation – these elements have already been evaluated and considered by the Use-Specific Standards above. **Meets Standards**
- Landscaping, Screening, Walls and Fences – these elements have already been evaluated and considered by the Use-Specific Standards above. **Meets Standards**

Conditional Use Permit Review

As described in Section 154.067(D)(4), the following should be considered during review of a conditional use permit application:

- (1) The effects of the proposed use on the comprehensive plan; and
- (2) The effects of the proposed use upon the health, safety and general welfare of occupants of surrounding lands.

Additionally, the following findings should be made, when applicable:

- (1) The proposed conditional use meets all of the applicable use specific standards listed within §§ 154.175 to 154.178;
- (2) The use is not in conflict with the comprehensive plan of the city;
- (3) The use is consistent with the purpose of this chapter and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- (4) The use will not cause traffic hazards and the traffic generated by the proposed use can be safely accommodated on existing or planned street systems; and the existing public roads providing access to the site will not need to be upgraded or improved by the city in order to handle the additional traffic generated by the use;
- (5) Adequate measures have been taken or are proposed to prevent or control offensive odor, fumes, dust, noise, vibration or lighting which would otherwise disturb the use of neighboring property;
- (6) Adequate utilities, parking, drainage and other necessary facilities will be provided;
- (7) The proposed use will not impede the normal and orderly development or improvements of the surrounding property;
- (8) The proposed use will not be injurious to the use and enjoyment of other property in the neighborhood and will not significantly diminish or impair the values of the property;
- (9) The use will not disrupt the character of the neighborhood; and
- (10) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.

Finally, after consideration and discussion of the proposal, the Planning and Zoning Commission may recommend additional conditions as may be appropriate to facilitate the use on the site.

DISCUSSION

- There is potential, if the drive-through coffee service is very popular at peak times during the day, that traffic for the drive-through will exceed the spaces available on site and spill onto Main Street. It is important for the applicant to understand that this would be in violation of the conditional use permit and it is the responsibility of the applicant to mitigate the situation or the City could revoke the CUP, as described in Section 154.067(F)(2) of the City Code.
- There are potential mitigation improvements; however, these improvements may prove financially challenging or impractical.

STAFF RECOMMENDATION

Staff recommends that the Planning and Zoning Commission make recommendation to the City Council to approve the application for a CUP for a drive-through use at 408 Main Street West, with the following conditions:

- (1) The applicant shall enter into a private access/easement agreement with the property to the south to allow for the drive-through facility to exit across the property to the south. A

copy of this agreement shall be recorded with the County and the use of drive-through facilities shall not commence until such filing. (note and executed agreement has been provided to staff)

- (2) Queuing areas for the drive-through shall not block or intersect the sidewalk or road right-of-way of Main Street.
- (3) The existing western vehicle access to the site off of 5th Avenue Southwest shall be blocked off from vehicular traffic by means of proposed moveable planters or similar means as long as drive-through facilities are in use on site.
- (4) Delineation of the drive-through lane, by painted lines or other similar means, from the proposed patio seating area shall be added to the Architectural Site Plan prior to recording of the CUP.
- (5) All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one (1) hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards over time.
- (6) Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-through closes.
- (7) Any associated speaker system shall emit no more than fifty (50) decibels and at no time shall any speaker system be audible above daytime ambient noise levels beyond the property lines of the site. The system shall be designed to compensate for ambient noise levels in the immediate area.
- (8) The site shall maintain screening between the drive-through facilities and the western parcel line through the use of moveable planters that are at least three feet in height including vegetation and planter box.
- (9) The applicant shall be responsible for payment of all costs associated with the land use request.
- (10) The applicant shall be responsible for recording the CUP approving resolution with Dodge County. The applicant is advised that the resolution will not be released for recording until all conditions as applicable have been met.

In recommending approval of the variance, staff offer the following findings of fact:

- (1) The proposed conditional use meets all of the applicable use specific standards listed within §154.205(B);
- (2) The use is not in conflict with the comprehensive plan of the city;
- (3) The use is consistent with the purpose of Chapter 154 Zoning of the City Code and the purposes of the C-1 Central Business District;

- (4) The use will not cause traffic hazards and the traffic generated by the proposed use can be safely accommodated on existing or planned street systems; and the existing public roads providing access to the site will not need to be upgraded or improved by the city in order to handle the additional traffic generated by the use;
- (5) Adequate measures have been taken or are proposed to prevent or control offensive odor, fumes, dust, noise, vibration or lighting which would otherwise disturb the use of neighboring property;
- (6) Adequate utilities, parking, drainage and other necessary facilities will be provided;
- (7) The proposed use will not impede the normal and orderly development or improvements of the surrounding property;
- (8) The proposed use will not be injurious to the use and enjoyment of other property in the neighborhood and will not significantly diminish or impair the values of the property;
- (9) The use will not disrupt the character of the neighborhood; and
- (10) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.

CITY COUNCIL REVIEW

In the event a recommendation is received from the Planning and Zoning Commission, it will be forwarded to the City Council for action at the March 10th or March 24th, 2021 meeting.

ATTACHMENTS

- A. Architectural Site Plan, February 23, 2021

SMILING MOOSE COFFEE & GIFTS

408 WEST MAIN STREET, KASSON, MN 55944

OWNER

KIM & STEVE WHITE

ARCHITECT

ARMON ARCHITECTURE, INC.
CONTACT: COLLIN TINSLEY, RA
11 4TH STREET SW
ROCHESTER, MN 55902

CONTRACTOR

BENIKE CONSTRUCTION
2960 HWY 14 WEST
ROCHESTER, MN 55901

GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION WORK SHALL BE DONE IN ACCORDANCE WITH APPLICABLE BUILDING CODES AND ORDINANCES OR AGENCIES HAVING JURISDICTION OVER THIS PROJECT.
- THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND RELATED ITEMS REQUIRED TO COMPLETE AND RENDER FUNCTIONAL THE WORK, CONSISTENT WITH THE DESIGN INTENT AS EXPRESSED IN THE CONSTRUCTION DOCUMENTS.
- CONTRACTOR TO BE RESPONSIBLE FOR ALL PERMITS, FEES, AND INSPECTIONS REQUIRED FOR THE EXECUTION OF THE WORK.
- THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK, USING THE CONTRACTOR'S BEST SKILL AND ATTENTION. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES AND FOR COORDINATION OF ALL PORTIONS OF THE WORK UNDER THE CONTRACT.
- ESTABLISH AND MAINTAIN PROJECT SAFETY DURING CONSTRUCTION AND DEMOLITION TO PROTECT PERSONNEL, TENANTS, AND BUILDING OCCUPANTS. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO O.S.H.A. PART 1926 LATEST EDITION.
- CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK AND CONTACT THE ARCHITECT IF A CONFLICT OCCURS.
- CONTRACTOR SHALL FIELD VERIFY ALL MEASUREMENTS, LOCATIONS, AND CHARACTERISTICS OF ALL WORK AND EQUIPMENT (WHETHER SUPPLIED BY THE OWNER OR OTHERS) WITH THE SUPPLIER OR MANUFACTURER PRIOR TO THE START OF RELATED WORK OR FABRICATION.
- ANY VARIATIONS FROM INDICATED DIMENSIONS OR CONDITIONS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT.
- NO CHANGES SHALL BE MADE WITHOUT APPROVAL OF THE ARCHITECT.
- UNDER NO CIRCUMSTANCES SHALL ANY MEASUREMENT BE SCALED FROM THE DRAWINGS WITHOUT APPROVAL OF THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK.
- DIMENSIONS ARE TO FACE OF ARCHITECTURAL FINISH, UNLESS NOTED OTHERWISE.
- ALL DOOR HARDWARE SETS SHALL BE CODED AND/OR KEYED IN ACCORDANCE WITH BUILDING REQUIREMENTS. CODES AND/OR KEYS ARE TO BE DELIVERED TO THE TENANT, PROPERLY TESTED AND/OR TAGGED. THE QUANTITY OF MASTER AND PASS KEYS SHALL BE COORDINATED WITH BUILDING MANAGEMENT.
- ALL WORK SHALL CONFORM IN QUALITY TO ACCEPTED INDUSTRY STANDARDS. ALL MILLWORK SHALL CONFORM TO A.W.I. PREMIUM GRADE STANDARDS UNLESS NOTED OTHERWISE.
- THE MATERIALS USED FOR CONSTRUCTION OF AND WITHIN THE SPACE SHALL NOT CONTAIN ASBESTOS, P.C.B., OR OTHER HAZARDOUS MATERIALS OF ANY TYPE.
- ALL WALLS TO BE LAID OUT AT 90 DEGREE ANGLES, UNLESS NOTED OTHERWISE.
- AREAS INVOLVED SHALL BE KEPT CLEAN DURING WORKING HOURS AND SHALL BE SWEEPED BROOM CLEAN AT THE END OF EACH WORK DAY.
- METHODS OF HANDLING MATERIALS, RUBBISH, AND/OR DEBRIS SHALL BE SUCH THAT THE SCATTERING OF DUST SHALL BE HELD TO A MINIMUM.
- TRUCKS AND/OR OTHER FORMS OF TRANSPORTATION USED FOR HAULING MATERIALS, TRASH AND/OR DEBRIS FROM THE SITE SHALL BE SUCH THAT NO MATERIALS, TRASH, OR DEBRIS IS DROPPED OR SCATTERED ALONG THE ROUTE OF TRAVEL EITHER ON SITE OR AFTER LEAVING THE SITE.
- COMPLY WITH NFPA CODE 241, "BUILDING CONSTRUCTION AND DEMOLITION OPERATIONS", ANSI-A10 SERIES STANDARDS FOR "SAFETY REQUIREMENTS FOR CONSTRUCTION AND DEMOLITION", NECA ELECTRICAL DESIGN LIBRARY "TEMPORARY ELECTRICAL FACILITIES" AND "MANUAL OF ACCIDENT PREVENTION IN CONSTRUCTION" OF THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA.

ABBREVIATION INDEX

AFF	ABOVE FINISHED FLOOR
C	CENTERLINE
EQ	EQUAL
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FF	FINISHED FLOOR
HVAC	HEATING, VENTILATING & AIR CONDITIONING
NIC	NOT IN CONTRACT
OH	OPPOSITE HAND
REF	REFER, REFERENCE
RO	ROUGH OPENING
SF	SQUARE FOOT
SIM	SIMILAR
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
VIF	VERIFY IN FIELD

SYMBOL LEGEND

01 NAME

SCALE: 1/8" = 1'-0"

DRAWING NAME

DRAWING SCALE

DRAWING NUMBER

NEW CONSTRUCTION

EXISTING CONSTRUCTION

NEW DOOR

DOOR NUMBER

EXISTING DOOR

WINDOW TYPE

BREAKLINE

KEYNOTE

EXIT

OCCUPANT LOAD OF SPACE

OCCUPANT LOAD THROUGH EGRESS COMPONENT

DETAIL CALLOUT

DRAWING NUMBER ON SHEET

SHEET NUMBER

OPTIONAL SPECIAL NOTATION

INTERIOR ELEVATION MARKER

SHEET NUMBER

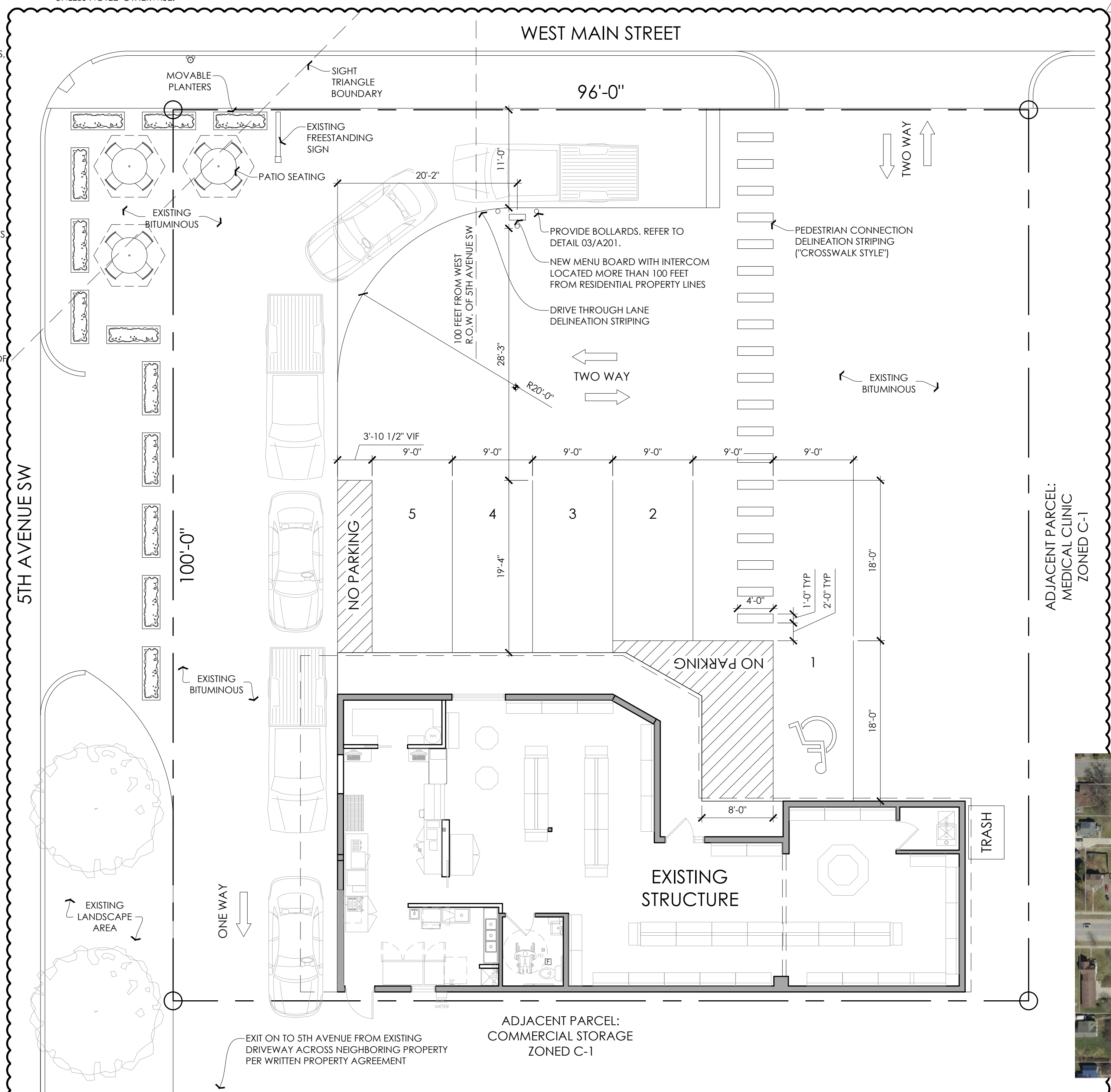
DRAWING NUMBER ON SHEET

ALTERNATE INTERIOR ELEVATION MARKER

ROOM NAME

ROOM NUMBER

NOTES (OPTIONAL)



02 ARCHITECTURAL SITE PLAN
SCALE: 1/8" = 1'-0"

PROJECT SCOPE

INTERIOR REMODEL OF FORMER PHARMACY AND RETAIL SPACE TO A RETAIL SPACE AND COFFEE SHOP. PROJECT WILL OCCUR IN TWO PHASES. THE FIRST PHASE WILL BE A MINOR REMODEL OF THE EAST PORTION OF THE BUILDING AS A RETAIL AREA. THE SECOND PHASE WILL BE THE COMPONENTS OF THE COFFEE SHOP.

DRAWING INDEX

ARCHITECTURAL		
SHEET NO.	SHEET NAME	PERMIT SET
A001	GENERAL INFORMATION, SITE INFORMATION	X
A201	DEMOLITION FLOOR PLAN, PROPOSED FLOOR PLAN, DETAILS	X

ZONING

EXISTING SITE (CARLSON FIRST SUBDIVISION, LOT 1, BLOCK 1, PARCEL: 24.15.00.010)	
DISTRICT	C-1
STANDARDS	USE: COFFEE SHOP - PERMITTED; GENERAL RETAIL - PERMITTED; RESTAURANT WITH DRIVE-THROUGH - CONDITIONAL USE PERMIT
	SETBACKS: FRONT = 0 FEET; REAR = 0 FEET; SIDE = 0 FEET
	MAXIMUM IMPERVIOUS SURFACE: NOT APPLICABLE
	PARKING REQUIRED: NONE (154.07.21 (B))

CODE SUMMARY

2020 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS (IEBC 2018 WITH MINNESOTA AMENDMENTS)				
COMPLIANCE METHOD	WORK AREA (301.3.2)			
TYPE OF OCCUPANCY	M (MERCANTILE)			
TYPE OF CONSTRUCTION	5-B			
NUMBER OF STORIES	1 STORY			
WORK AREA	1,736 SF (LEVEL 3 ALTERATION)			
OCCUPANT LOAD	23 OCCUPANTS (LESS THAN 20% INCREASE FROM PREVIOUS OCCUPANT LOAD)			
FIRE SPRINKLERS	NONE; NOT REQUIRED			
FIRE ALARM	NONE; NOT REQUIRED (IBC 907.2.7)			
EXTERIOR WALL FIRE RATING (TABLE 602)	NORTH	EAST	SOUTH	WEST
	NOT REQ'D	EXISTING NO CHANGE	EXISTING NO CHANGE	NOT REQ'D
UNPROTECTED, NONSPRINKLERED OPENING LIMITATIONS	NO LIMIT	NO CHANGE	NO CHANGE	NO LIMIT
CORRIDOR FIRE RATING	NONE (SERVING LESS THAN 30 OCCUPANTS)			
MAXIMUM TRAVEL DISTANCE	200 FEET (TABLE 1017.2)			
COMMON PATH OF TRAVEL	75 FEET (TABLE 1016.3.3 (2))			
EXIT SIGNS	PROVIDED; NOT REQUIRED			
PLUMBING FIXTURES	UNISEX SINGLE USER RESTROOM - ONE TOILET, ONE LAVATORY - SEPARATE FACILITIES NOT REQUIRED (IEBC 809.1)			

PROJECT LOCATION



01 LOCATION MAP
SCALE: NOT TO SCALE



Commercial • Residential • Code Consulting
11 FOURTH STREET SW Rochester, MN 55902
Phone: 507.289.6063

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Collin Tinsley
SIGNATURE
COLLIN TINSLEY
PRINTED NAME
51076 02-23-2021
NUMBER DATE

REVISIONS
02-22-2021
02-23-2021

SMILING MOOSE COFFEE & GIFTS
408 WEST MAIN STREET
KASSON, MN 55944

23 February 2021
DATE

C. TINSLEY
DRAWN BY

2020-119
PROJECT NUMBER

SHEET TITLE
GENERAL INFORMATION,
SITE INFORMATION

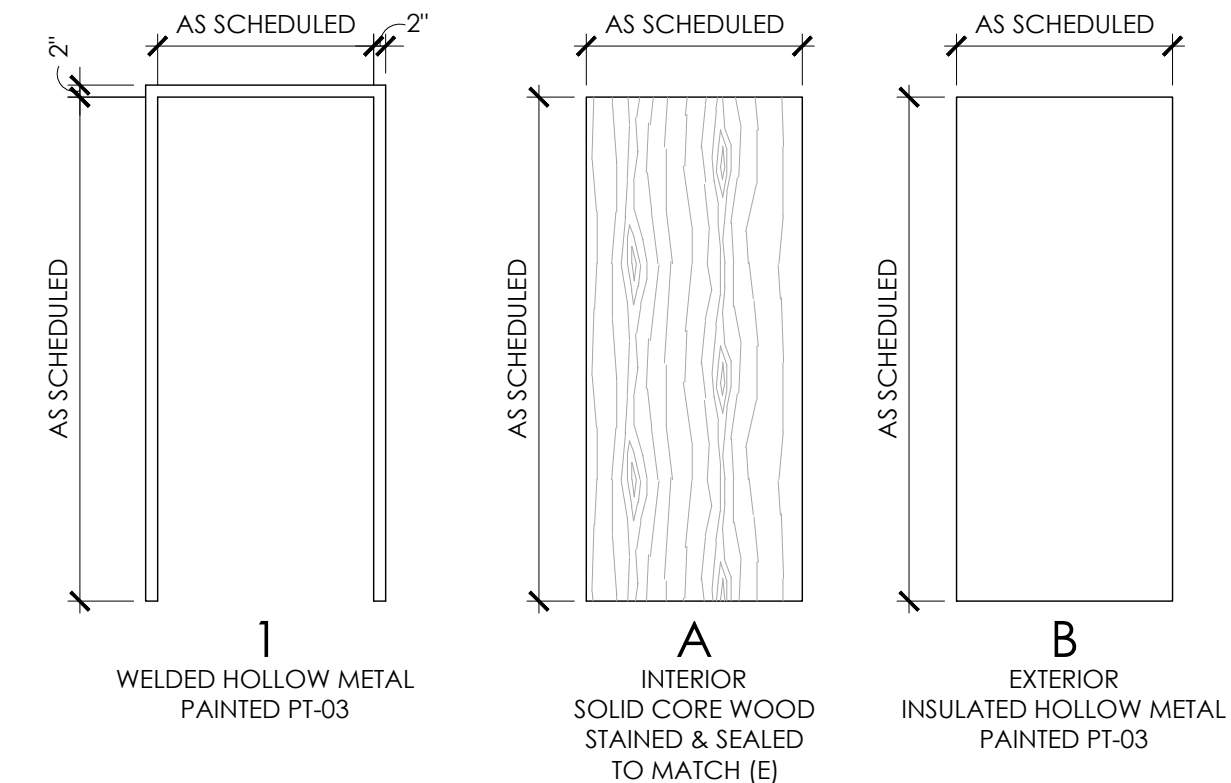
SHEET

A001

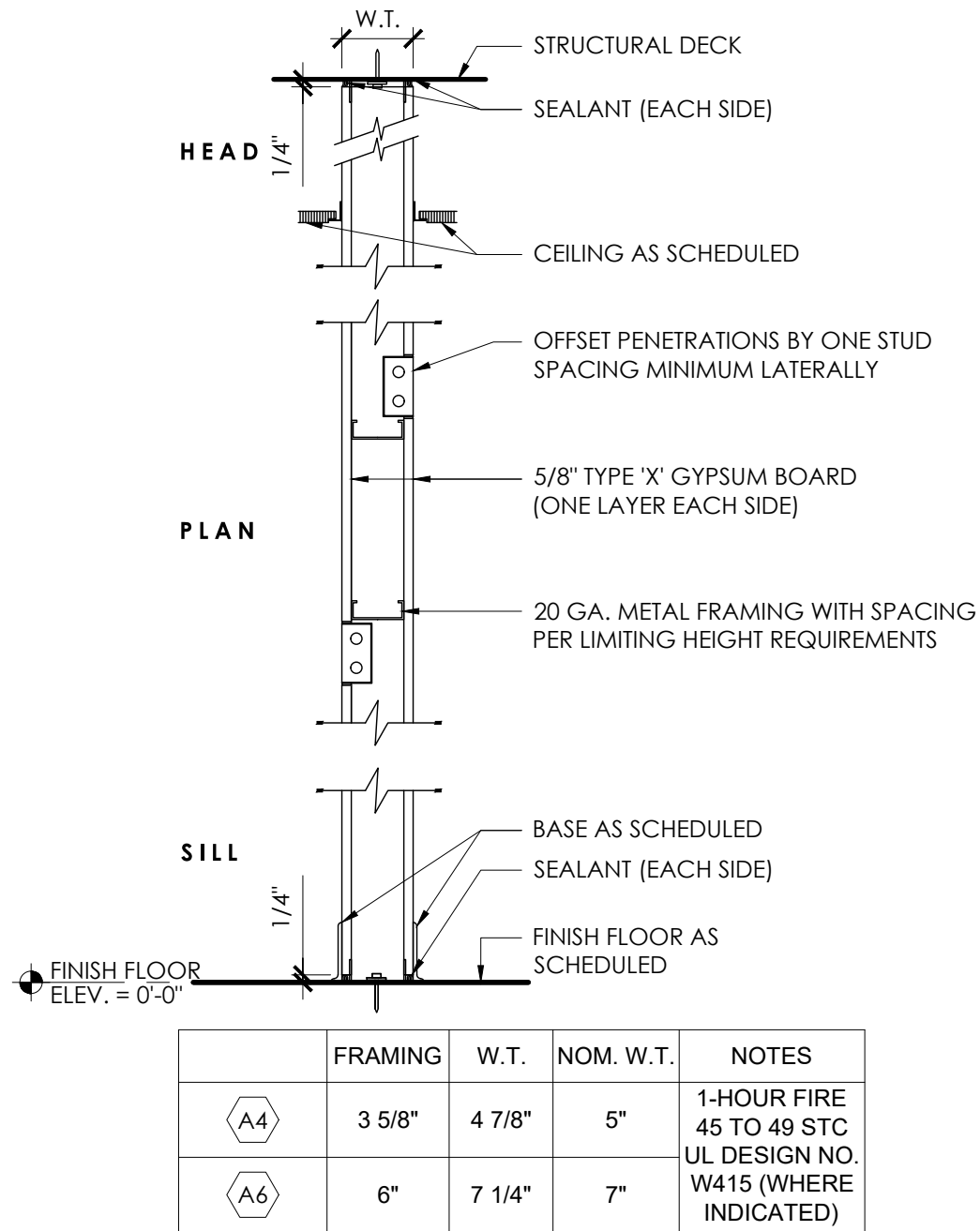
ROOM FINISH SCHEDULE (VERIFY ALL ROOM FINISHES WITH OWNER)					
ROOM NO.	ROOM NAME	FLOOR	CEILING	WALL BASE	WALLS
100	EAST RETAIL AREA	VP-01	PT-01	WD-01	PT-01
101	EXISTING MECHANICAL	EXISTING	EXISTING	EXISTING	EXISTING
102	EXISTING RESTROOM	EXISTING	PT-01	EXISTING	PT-01
103	CENTRAL RETAIL AREA	VP-01	PT-01	WD-01	PT-02
104	STORAGE	EPX-01	PT-01	EPX-01	FRP-01
105	FOOD PREP	EPX-01	PT-01	EPX-01	FRP-01

ROOM FINISHES (VERIFY ALL ROOM FINISHES WITH OWNER)	
EP-01:	STAINLESS STEEL EDGE PROTECTION
EPX-01:	EPOXY RESINOUS FLOORING
FRP-01:	FIBERGLASS REINFORCED PLASTIC WITH COVE BASE TRIM. SEAL JOINTS BETWEEN COVE BASE TRIM, FLOOR, AND FRP PANEL WITH COMPATIBLE SEALANT
PT-01:	INTERIOR LATEX PAINT ON GYPSUM BOARD WITH LEVEL 4 FINISH
PT-02:	INTERIOR EPOXY OR ENAMEL PAINT
PT-03:	EXTERIOR ENAMEL PAINT
VP-01:	VINYL PLANK
WD-01:	WOOD BASE

DOOR SCHEDULE							
DOOR NO.	OPENING SIZE		THICKNESS	DOOR TYPE	FRAME TYPE	FIRE RATING	HARDWARE SET
	WIDTH	HEIGHT					
104	3'-0"	6'-8"	1-3/4"	A	POCKET	NO	PER MFR.
105A	3'-0"	6'-8"	1-3/4"	A	POCKET	NO	PER MFR.
105B	3'-0"	7'-0"	1-3/4"	B	1	NO	2



FRAME TYPES DOOR TYPES
SCALE: 3/8" = 1'-0"



	FRAMING	W.T.	NOM. W.T.	NOTES
A4	3 5/8"	4 7/8"	5"	1-HOUR FIRE 45 TO 49 STC UL DESIGN NO. W415 (WHERE INDICATED)
A6	6"	7 1/4"	7"	

EQUIPMENT SCHEDULE				
NO.	EQUIPMENT	QTY.	MANUFACTURER	MODEL NUMBER
1	3-COMPARTMENT SINK	1	JOHN BOOS	E358-15-14T15
2	MOP SINK	1	ZURN	Z1996-24
3	1-COMPARTMENT SINK	1	JOHN BOOS	E158-18-12L18-X
4	HAND WASH SINK	1	ATOSA	MRS-HS-14
6	REFRIGERATED BASE/WORK TOP	1	ARCTIC AIR	AUC48R
8	BACK BAR CABINET, REFRIGERATED	1	ARCTIC AIR	A8872G
10	ESPRESSO MACHINE	1	ASTRA	M2C014
11	COFFEE BREWER	1	BUNN	37600.0002
11.5	COFFEE GRINDER	1	BUNN	05800.0003
12	WORK TABLE	1	JOHN BOOS	FBLG3630-X
13	ICE CREAM DIPPING/DISPLAY	1	NOR-LAKE	HF100WWG/0
16	REACH-IN FREEZER	1	ARCTIC AIR	AF49
17	REACH-IN REFRIGERATOR	1	ARCTIC AIR	AR23
19	WIRE SHELVING	4	NEXEL	S2448EP
21	ICE MAKER WITH BIN, CUBE-STYLE	1	MANITOWOC	UYF0190A
23	REFRIGERATED MERCHANDISER	1	ATOSA	MCF8709GR
25	WORK TABLE	1	JOHN BOOS	FBLG4830-X
26	MICROWAVE	1	AMANA ACP	RCS10DSE
27	POP-UP TOASTER	1	HATCO	TPT-120-QS
28	MIXER	1	WARING	WDM360TX
29	DISPLAY CASE	1	CAL-MIL	1012
30	FOOD TOPPING WARMER	1	SERVER PRODUCTS	81140
31	DISPLAY CASE	1	APW WYOTT	DWCH-14

GENERAL DOOR & HARDWARE NOTES

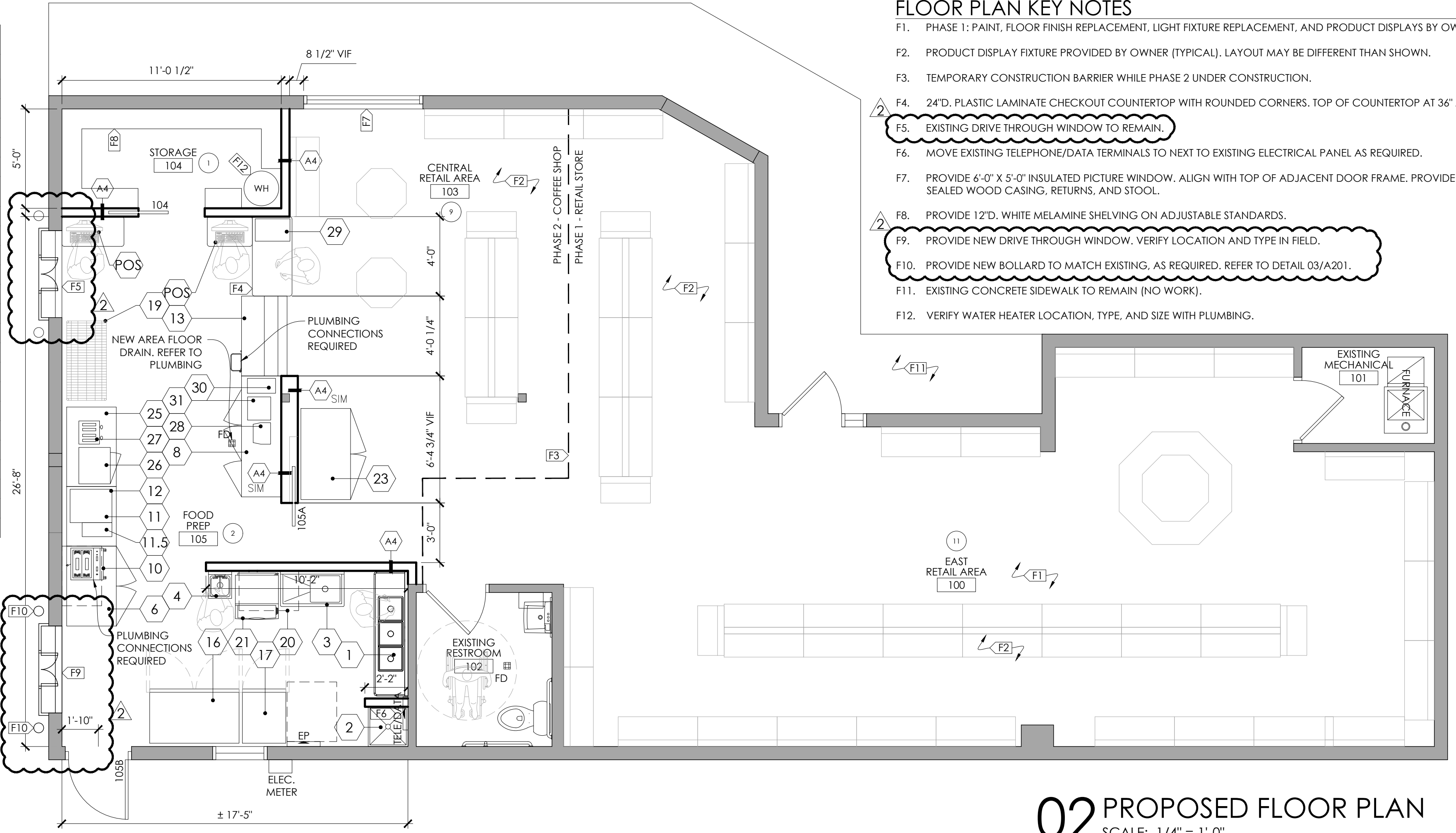
- PROVIDE TEMPERED OR SAFETY GLAZING WHEN REQUIRED BY CODE OR AUTHORITY HAVING JURISDICTION
- INSTALL DOORS AND FRAMES FOLLOWING DOOR INDUSTRY STANDARDS AND BUILDING STANDARDS. COORDINATE WITH OWNER AS REQUIRED.
- VERIFY DOOR AND FRAME FINISHES WITH OWNER.
- VERIFY HARDWARE STYLE, TYPE, AND FINISH WITH OWNER UNLESS NOTED OTHERWISE.
- CLOSER ADJUSTMENTS SHALL MEET MINNESOTA ACCESSIBILITY REQUIREMENTS. CLOSER SHALL BE ADJUSTED TO CLOSE FROM AN OPEN POSITION OF 70 DEGREES TO A POINT 3 INCHES FROM THE LATCH IN A MAXIMUM OF 3 SECONDS. MAXIMUM FORCE REQUIRED TO OPERATE THE DOOR SHALL NOT EXCEED 5 POUNDS OF FORCE.
- COORDINATE KEYING OF LOCK SETS WITH OWNER.
- ALL DOORS SHALL HAVE SILENCERS. PROVIDE SEALS IN LIEU OF SILENCERS AT FIRE RATED AND/OR SOUND RATED CONDITIONS.

DOOR HARDWARE

- 01 NOT USED
- 02 DOOR SHALL HAVE:
- ENTRY LOCKSET WITH LEVER HANDLE WITH BREAKAWAY TRIM
 - 3 SETS NRP HINGES
 - CLOSER WITH STOP
 - KICKPLATE
 - WEATHERSTRIPPING
 - FULL SADDLE THRESHOLD
 - DOOR SWEEP
 - DOOR VIEWER

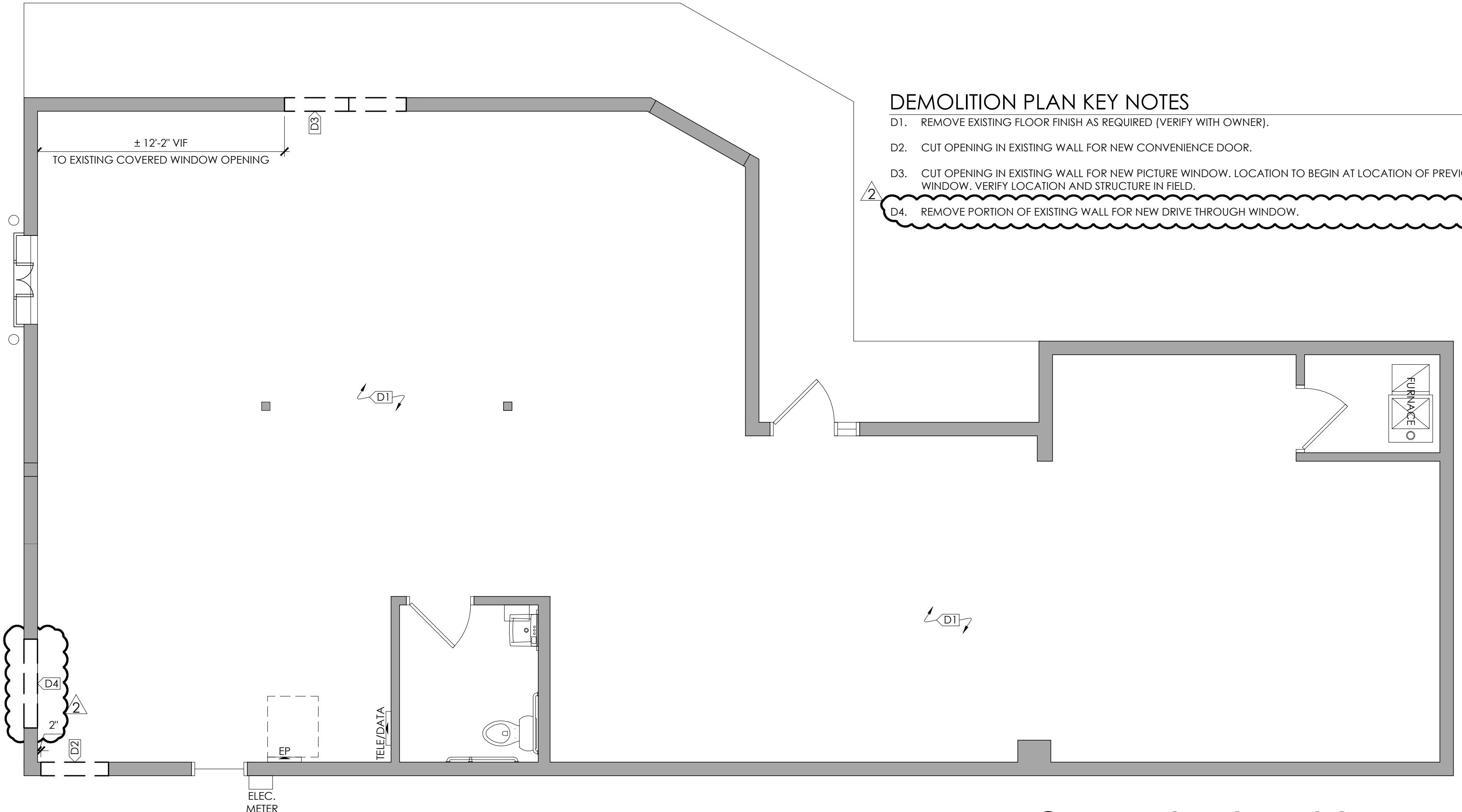
03 BOLLARD DETAIL

SCALE: 1/2" = 1'-0"



02 PROPOSED FLOOR PLAN

SCALE: 1/4" = 1'-0"



01 DEMOLITION FLOOR PLAN

SCALE: 1/4" = 1'-0"

FLOOR PLAN KEY NOTES

- F1. PHASE 1: PAINT, FLOOR FINISH REPLACEMENT, LIGHT FIXTURE REPLACEMENT, AND PRODUCT DISPLAYS BY OWNER.
- F2. PRODUCT DISPLAY FIXTURE PROVIDED BY OWNER (TYPICAL). LAYOUT MAY BE DIFFERENT THAN SHOWN.
- F3. TEMPORARY CONSTRUCTION BARRIER WHILE PHASE 2 UNDER CONSTRUCTION.
- F4. 24"D. PLASTIC LAMINATE CHECKOUT COUNTERTOP WITH ROUNDED CORNERS. TOP OF COUNTERTOP AT 36" AFF.
- F5. EXISTING DRIVE THROUGH WINDOW TO REMAIN.
- F6. MOVE EXISTING TELEPHONE/DATA TERMINALS TO NEXT TO EXISTING ELECTRICAL PANEL AS REQUIRED.
- F7. PROVIDE 6'-0" X 5'-0" INSULATED PICTURE WINDOW. ALIGN WITH TOP OF ADJACENT DOOR FRAME. PROVIDE STAINED & SEALED WOOD CASING, RETURNS, AND STOOL.
- F8. PROVIDE 12"D. WHITE MELAMINE SHELVING ON ADJUSTABLE STANDARDS.
- F9. PROVIDE NEW DRIVE THROUGH WINDOW. VERIFY LOCATION AND TYPE IN FIELD.
- F10. PROVIDE NEW BOLLARD TO MATCH EXISTING, AS REQUIRED. REFER TO DETAIL 03/A201.
- F11. EXISTING CONCRETE SIDEWALK TO REMAIN (NO WORK).
- F12. VERIFY WATER HEATER LOCATION, TYPE, AND SIZE WITH PLUMBING.

DEMOLITION PLAN KEY NOTES

- D1. REMOVE EXISTING FLOOR FINISH AS REQUIRED (VERIFY WITH OWNER).
- D2. CUT OPENING IN EXISTING WALL FOR NEW CONVENIENCE DOOR.
- D3. CUT OPENING IN EXISTING WALL FOR NEW PICTURE WINDOW. LOCATION TO BEGIN AT LOCATION OF PREVIOUS WINDOW. VERIFY LOCATION AND STRUCTURE IN FIELD.
- D4. REMOVE PORTION OF EXISTING WALL FOR NEW DRIVE THROUGH WINDOW.



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

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DEMOLITION FLOOR
PLAN, PROPOSED FLOOR
PLAN, DETAILS
SHEET

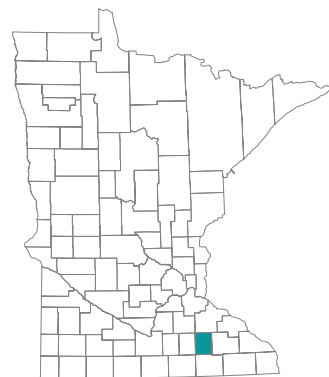
A201

2021 County Profile

Dodge

7,756 Households

| SOUTHERN REGION



Access to safe, affordable homes builds a strong foundation for families and communities. But too many Minnesotans lack good housing options.

Mirroring the state trend, the price of rent continues to rise and incomes are not keeping up, making it increasingly challenging for renters to make ends meet.


The income for families is not rising at the same pace as home values, making it more difficult for families to purchase and own a home.



RENTER HOUSEHOLDS

1,246 | 16% of all households


Median rent, 2000: \$571
Median rent, 2019: \$653  rent up **14%**


Renter income, 2000: \$39,102
Renter income, 2019: \$39,225  no change **0%**



OWNER HOUSEHOLDS

6,510 | 84% of all households

Home value, 2000: \$146,816
Home value, 2019: \$183,900  value up **25%**

Owner income, 2000: \$77,148
Owner income, 2019: \$83,695  income up **8%**

HOUSING STOCK: While a significant portion of the rental and owner-occupied housing is aging (built before 1970), new construction is not keeping up with demand. Of particular concern is the gap between the number of available units for extremely low income households – and the number of people who need them.

Disparities: Disparities are stark for BIPOC residents of all 87 counties. Homeownership disparities are above 65% in every county in Minnesota with most over 90%. Cost-burden is higher for BIPOC renters (52%) than white renters (44%) in Greater MN.



% of homes built before 1970 **37%**

Single-family units permitted in 2019 **83**



% of rental units built before 1970 **43%**

Multi-family units permitted in 2019 **0**

Number of extremely low income households **320**

Units affordable to extremely low income households **179**

Gap between ELI households and units in Dodge county **141**

Greater MN	Renter Cost Burden	Severe Renter Cost Burden
White	44%	22%
Black	59%	36%
Indigenous	48%	24%
Hispanic	51%	29%

Homeownership in Dodge County

BIPOC Homeowners **215**



3%



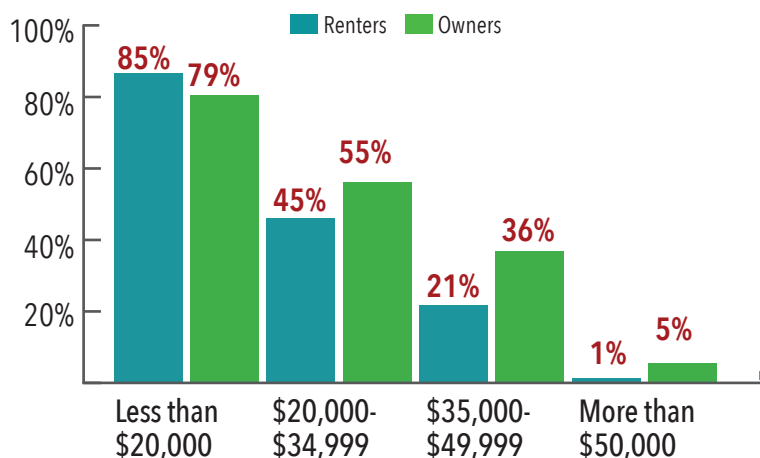
97%

White Homeowners **6,295**

1,360 households in Dodge County pay more than 30 percent of their income toward housing costs, putting them at risk of being unable to afford basic needs like food and medicine. 433 are severely cost-burdened and pay more than 50 percent of their income on housing.

COST BURDEN

Percentage of households paying more than 30% of their income toward housing.



Number of households paying more than 30% of their income toward housing

	RENTERS	OWNERS
Under \$20,000	198	237
\$20,000-34,999	123	249
\$35,000-49,999	53	238
Over \$50,000	3	259
Seniors	124	259
All cost-burdened households	377	983

SEVERE COST BURDEN

Number and percent of households paying more than 50% of their income toward housing.

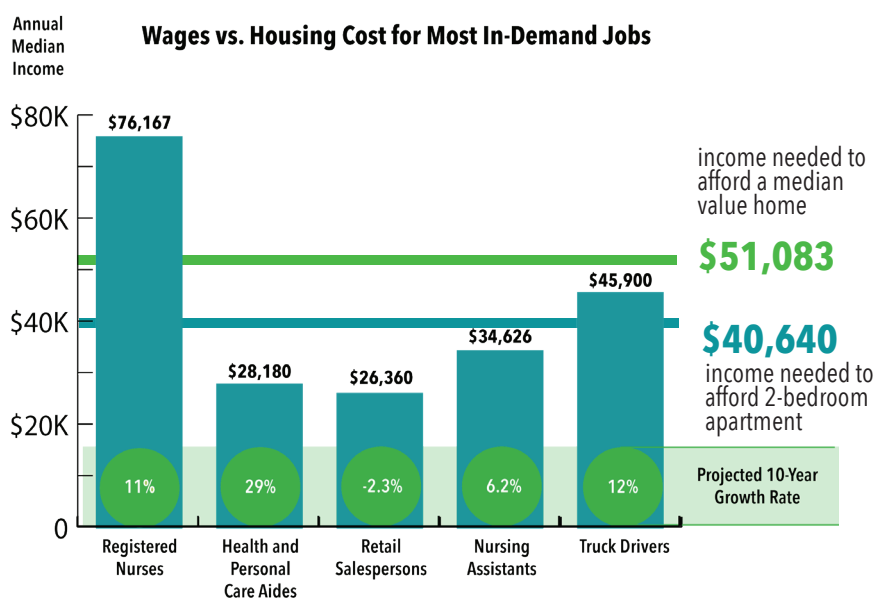
Severe Renter Cost Burden **169** households or **15%** of all renter households

Severe Owner Cost Burden **264** households or **4%** of all owner households

WAGES: Housing remains a challenge even for Minnesotans who are fully employed. The median earnings for most of the top in-demand and high-growth jobs in the Southeast region do not cover housing costs at an affordable level. Those working at the median wage – and especially those earning the minimum wage – cannot afford a two-bedroom apartment or the mortgage for a median price home.

HOMELESSNESS: In the Southern region, too many families, seniors and children are still suffering the devastating consequences of having no place to call home.

Southeast Region Data



of homeless on a given night in 2018 **589**

Change in homeless since 2000 **3%**

Number of homeless children **240**

Number of homeless seniors **41**



SOURCES – Renter households: Rent and income adjusted for inflation. U.S. Census Bureau, American Community Survey 2019, 5 year estimates | Owner households: Home value and income adjusted for inflation. U.S. Census Bureau, American Community Survey 2019, 5 year estimates | Cost burden: U.S. Census Bureau, American Community Survey 2019, 5 year estimates | ELI Units and Renters: MHP Analysis of HUD's CHAS Portal Data using the NLHC methodology | Wages: Minnesota Department of Employment and Economic Development (MN DEED), Occupations in Demand, November 2020; Employment Outlook, MN DEED | Housing Stock: U.S. Census Bureau, American Community Survey 2019, 5 year estimates, U.S. Census Bureau, Building Permits Survey, 2019 | Homelessness: Wilder Research Center, 2018 Minnesota Homeless Study

2019, 5 year estimates | Owner households: Home value and income adjusted for inflation. U.S. Census Bureau, American Community Survey 2019, 5 year estimates | Cost burden: U.S. Census Bureau, American Community Survey 2019, 5 year estimates | ELI Units and Renters: MHP Analysis of HUD's CHAS Portal Data using the NLHC methodology | Wages: Minnesota Department of Employment and Economic Development (MN DEED), Occupations in Demand, November 2020; Employment Outlook, MN DEED | Housing Stock: U.S. Census Bureau, American Community Survey 2019, 5 year estimates, U.S. Census Bureau, Building Permits Survey, 2019 | Homelessness: Wilder Research Center, 2018 Minnesota Homeless Study

Median household income for county **\$74,575** Hours / week minimum wage employee must work to afford 1- bd apartment **60**

Power Supply Review for City of Kasson

Central Minnesota Municipal Power Agency

12/31/2020

Executive Summary

Central Municipal Power Agency/Services (CMPAS) has assessed power supply needs for each of the 12 portfolio planning services¹ members of the Central Minnesota Municipal Power Agency (CMMPA). All 12 are in the state of Minnesota and participate in the Midcontinent Independent System Operator (MISO).

CMPAS' planning processes have led to two contracts being signed in the last 2 years, with a third expected in early 2020. Our needs dictate what comes next. We must pay attention not only to our physical load needs – how to meet our hourly energy needs – but also our financial, capacity, and compliance goals. CMPAS serves our members by remaining open: CMPAS is open to changing times and is open to member feedback. The following document was requested by our members in 2018 and looks forward to an optimistic future.

For Kasson, we suggest long-term capacity. This could include local generation – especially diesels or other physical generation that can provide capacity credits. Kasson has worked hard to fill much of its long-term energy needs, but it's unique among members in having no local physical capacity, and that exposes it to long-term capacity price volatility. A primarily capacity resource would put it in line with members. We also suggest teaming with the rest of our members to replace the Iberdrola wind contract when it expires in 2026.

Generally, the picture we see is that CMMPA's needs are low. We are in a very strong long-term position and have reason to believe that we'll stay that way. As a rule of thumb, a modern utility should cover 70-80% of their energy costs through long-term contracts with stable pricing. This is true for the majority of our members, and with competitive pricing. Our members have well-diversified portfolios that commonly include wind, nuclear, hydro, and coal. General ideas that require further investigation from CMPAS include solar and storage. Load controllers might also be considered as a small measure towards efficient costs of capacity and transmission. Customized power supply contracts, carried out with marketers, have been used successfully but there is not a foreseeable need for more in the near future.

Let's define what we mean by needs. Our job is to meet - all at the same time - three types of requirements:

1. *Physical* needs – we must balance load and power supply every hour, and it's important that a certain share should be from long-term contracts.
2. *Financial* needs - we want a balance between stable prices and cheap prices.
3. *Compliance* needs – we meet state, market, and national requirements. The main ongoing concerns today are renewable standards, conservation standards, and resource adequacy, which are met in turn by having enough Renewable Energy Credits (RECs), energy conserved, and accredited capacity. Other environmental standards may someday follow.

We'll therefore have significant needs to fill when any of the following four things happens:

1. Load grows quickly (a physical requirement)
2. Contracts expire (a physical requirement)
3. Prices are too high or risk being too high (a financial requirement)

¹ We say “portfolio planning members” because 3 of CMMPA's associate members – Truman, Lake Crystal, and Madelia – do not subscribe to CMPAS' power supply planning services. They receive all power supply and associated services from Heartland Consumers Power District. Because these arrangements differ significantly from what our other 12 members have, what's said in this document regarding needs should not be understood as applying to their situation.

4. Compliance requirements become more stringent

Take these in turn. First, for most CMPAS members, load has been essentially flat as far for the last 10 years. We expect this to fundamentally stay the same in the coming years. Second, *most* of our needs are covered under long-term contracts lasting on average at least 20 years. With the exception of two of CMMPA wind contracts and Glencoe's Landfill Gas purchase, which end respectively in 2020, 2026, and 2027, the majority of our contracts expire no earlier than 2033. We don't have to meet *all* needs from long-term contracts because we have the MISO market which allows us to balance load and power supply. If we have excess power or have intermittent renewables, we can sell this power and it can meet somebody else's needs. If we need top-up power to balance load, we can buy from the centralized market instantaneously.

Third, these contracts have essentially predictable prices. Some contracts have a price that's guaranteed in a particular year² - what we call "fixed" - while others³ have prices that have been in practice fundamentally stable, often owing to stable fuel prices. Finally, our compliance position is strong. With one notable exception CMPAS members comply with Minnesota's Renewable Energy Statute (RES) statute until the 2030s, barring changes to the law. CMPAS is also compliant with Minnesota's Conservation Improvement Program (CIP), and CMPAS' members are long-term compliant with MISO's capacity⁴ requirements, usually with local diesel generation.

So, how do we stack up? We are fundamentally compliant under current law. As for financial and physical criteria, we work towards maintaining our members' competitive position by defining how much of a portfolio should be long-term stable/fixed. While all answers to this are subjective, our answer is that 70-80% of our needs should be that way. The rest can be met from the MISO market or other sources that offer us an opportunity to benefit from possible low prices⁵.

The picture we see is this: One member has load growth needs - and another potential load growth - which because the RES is a quota of energy sales will translate into a need for RECs. Three members need capacity credits and may benefit from reasonably-priced long-term physical capacity, especially if local generation. Finally, we must remain vigilant to understanding the roles of disruptive technology like solar, storage, and demand-side management (DSM).

We now discuss further detail on the above overview. Details follow the four points mentioned about when our needs will be large, with a fifth section a more general discussion as to industry trends and how they apply to us. These sections are:

1. Load Forecast – Will load grow quickly?
2. Contract Situation – Are contracts expiring?
3. Wholesale Cost Outlook - Are prices too high, or risk being too high?
4. Compliance Outlook – Are we doing what we have to? Will that change?
5. Resources We're Watching – What resources should we consider for the future?

² Examples: All listed 5x16 contracts, the Wind Shape Product, Glencoe's Landfill Gas

³ Examples: Member contracts with WAPA's hydro resources, our Nebraska City 2 coal purchase

⁴ Also known as Resource Adequacy Requirements (RAR)

⁵ While admittedly a rule of thumb, it's obviously a way to keep our good competitive position, and doesn't vary significantly regardless of whether we measure in electrons or in dollars

See **Exhibits 1-9** for visual illustrations of our discussion. Please note that transmission concerns will not be a focus within this document but will be addressed per CMPAS Board direction in transmission plans which will be prepared for each member in 2020.

Section One: Load Forecast

The overall picture has been of load staying relatively constant since the financial crisis. The majority of movements in load have been due to weather variations, which you can see if you compare most of our member load to weather. The picture also looks to continue, with some important caveats. In general, we expect load to be driven primarily by weather fluctuations, load flattening, and occasional and exceptional changes to industrial load. Without those effects, we can expect to see long-term year-on-year growth of 0.3% per year.⁶

For Kasson, we expect load to stay very flat at no growth after a small rebound next year.

CMPAS believes that much of the story behind flat load growth is down to energy efficiency improvements, notably those mandated by the EAct of 2005. These improvements have dropped load *growth* but *haven't necessarily led to load dropping*. Rather, it's changed *what* makes load grow. Normally, as the economy grows, people buy more appliances and businesses expand, both of which push up load. However, even when growth happens now, you don't see *as strong* of a new load as before. This is likely because new appliances are a great deal more efficient than ones previously, meaning that when growth happens and new appliances are bought, many of the new ones are replacing less-efficient old ones (which means on balance less load). A similar intuition holds for business process improvements.

A major source of uncertainty in these load projections – which we'll discuss below – are two roles. The first is that of distributed energy resources, which at scale would mean load reductions for our members. The second is the growth in Electric Vehicle (EV) penetration, which is a new source of electric demand. For both of these the key question is how to forecast their adoption, which is difficult without much data comparable to our situation and which remains highly uncertain.

The above was a common-sense description as to *why* we expect more of the same here. For those interested in *how* we derive numerical forecasts of load, understand that the backbone of our assessments is the formal Module E load forecast that we submit to MISO in the fall of each year. This forecast is based on a statistical model which determines a relationship between load and variables like the economy or weather and then presumes that changes to them will cause changes to load. This forecast provides a forecast of monthly peak demand, monthly peak-coincident-with-MISO demand, and monthly sales. Because this forecast does not provide enough detail to provide estimates of hourly load in the long-term - which is necessary when (say) we must estimate how much we'll have to buy from MISO on a Saturday in June in 2021 – we overlay the Module E with an hourly econometric forecasting model which provides this detail. For those interested in more detail as to these models, please request the 2020/21 Module E load forecast from the author (contact info on front page).

Two caveats in conclusion. First, large commercial and industrial loads can massively affect needs for energy, capacity credits, and renewable credits. If members have such existing loads, these sometimes close without

⁶ Based on most recent load forecast, and excepting Delano load, whose estimated new load is an exceptional effect rather than a long-term bellweather for the agency.

much warning, and when members have new loads their arrival can't be seen coming from our models. These demand sources are essentially unpredictable, and if massive changes happen to them, we ask that the manager on the ground let CMPAS know details on how much load is changing and its timing as soon as possible. A depiction of how much these can affect needs is shown in **Exhibit 1**, which compares in general terms load profiles across members. Finally, it's our job to constantly monitor developments that affect our members' load – we work hard to understand developments, and those include concerns beyond conservation's effects or other areas mentioned above. It's difficult work, and we're constantly learning, but it's worth it. We intend to learn from our failures and to improve upon even our past successes.

Section Two: Power Supply Contracts

All your contracts, with term, are summarized in **Exhibit 2**. Because most member power supply contracts are structured as being between CMMPA and the member – rather than directly between the member and the supplier – we will discuss the details of these contracts-in-common first. Because these were arranged and planned through the agency, we'll discuss the basic logic behind each. Then, we will speak to each member's contracts arranged outside the agency, and finally to individual challenges.

Coverage of long-term physical needs is shown in the long-term figure of **Exhibit 3**. A depiction of how these resources would meet physical needs on a representative summer day is shown in **Exhibit 4**.

Background on Needs – Resources in Common With Other Members

CMPAS' normal approach when it comes to power supply is to plan and procure on behalf of multiple agency members and affiliates at the same time. While this process involves research and member input, once there's a basic structure and needs have been determined CMPAS organizes a series of meetings in which over the course of several months we facilitate informed discussion and then ask for a vote on approving a “downstream agreement” between each member utility and CMMPA. We usually do it this way because it allows us to effectively utilize economies of scale – namely, staff time and outside costs will be lower, and counterparties will offer more and ultimately cheaper products to CMMPA.

In contrast, this document focuses primarily on each member's portfolio and unless asked by the member will not seek a procurement common to more than 2-3 members. This is reasonable because as mentioned in the executive summary, our best practice in long-term hedging is that 70-80% of costs or volumes be under long-term contracts with some degree of price certainty. Most of our members meet this standard.

Because we've tended to deal primarily in common procurements, we can briefly summarize many important details of each member's existing power supply arrangements by talking about common contracts.

Our first diversified and hedged purchase took place in 2007 with the Western Area Power Administration (WAPA). In contrast to the contracts after, this was not arranged with CMMPA as the middle man between WAPA and individual cities, but rather was a direct contract between the cities and WAPA. WAPA provides a slice-of-system sale from a mainly hydropower set of generators. This makes it relatively stable and competitive in pricing, and the contracts are currently signed to go through 2050.⁷ Six CMMPA members have subscriptions, which include a total 10.1 MW of capacity credits, and provide variable energy within significant limits.

⁷ Current end term of 2050 is per successor contracts signed in 2012.

Our second diversified and hedged purchase took place in 2009. CMMPA concluded an upstream agreement for a share of the Nebraska City 2 coal facility for a purchase of 14.9 MW of base load power. The contract was structured as a PPA (Purchased Power Agreement) but the substance of the provisions was ownership, notably the term being of “life of plant.” As a base load resource, it’s designed to operate 24x7 except for outages and other unanticipated events. As a coal resource, its fuel is usually relatively cheaper and (importantly for our purposes) more stable in cost than natural gas-fired units. The largest economic question with this unit concerned the prospects of emissions regulation, notably whether a price would be attached to carbon dioxide, which was a large-scale political question in 2009 at the time of the purchase. CMMPA went ahead with the purchase because it was a new and efficient unit which would likely be less economically threatened than older and less-efficient units under a carbon pricing regime. In any event, it was not until later administrations that CMPAS was able to realistically rule out carbon pricing as a concern for this unit. The contract provides both capacity credits and energy. It’s expected to run until the plant retires.

The second procurement was the first Coalition⁸ exercise, which began work in 2010 and concluded work with a nuclear contract in 2012. This effort partnered with a consortium of regional utilities for the planning. In the end, 9 CMMPA members purchased 7.5 MW of a nuclear contract, and Willmar Municipal Utilities purchased 9.2 MW of nuclear purchase using CMMPA’s upstream contract. The guiding consideration of the contract was that not only would this be a hedge against carbon prices – still a consideration at the time – but more importantly would be against a gas market which was uncertain the recent wake of both the financial crisis and the fracking-induced collapse in the price of natural gas. The contract was from the Point Beach nuclear plant in Wisconsin, which is operated by NextEra Energy (the ultimate counterparty was WPPI Energy). The contract provides both capacity credits and energy, began in 2012, and unless extended will end in 2033.

The third procurement was a “shape product” which was an on-peak energy-only purchase and which concluded in November 2017. The planning on this was also carried out as a Coalition⁹. Unlike the previous contracts described, this was an energy-only contract which did not include any capacity credits. The price on this contract is fixed for the entire term of 2021-2033. While we’d signed 5x16 contracts before¹⁰, the provision had a notable variation: The volume taken would align with seasonal needs, meaning that CMMPA members took less in spring and fall than those of the winter months, and the winter months would be marginally lower than the summer months. 8 CMMPA members – and one affiliate member, Montezuma Utilities - participated in this purchase, for a total volume of 21.6 MW in summer, 19.1 in winter, and 12.9 in the shoulder months. We conducted a competitive bid, and the lowest-priced bid was Citigroup Energy.

The fourth procurement was the smallest: Buying power for interested Community Solar subscribers in 2017 before selling it via our member utilities to interested retail customers. We solicited a Request for Proposal (RFP) in 2016, evaluated a wide variety of responses, and considered a variety of structures. Our conclusion was to negotiate a PPA with the Southern Minnesota Municipal Power Agency (SMMPA) for solar capacity

⁸ This first Coalition effort, starting in late 2010, included the following members besides CMMPA: UMMEG (Upper Midwest Municipal Energy Group), Willmar Municipal Utilities, the Dahlberg companies of northwestern Wisconsin, and the Village of Nashwauk in the Iron Range. (At the time, a new steel mill was proposed for the town)

⁹ This Coalition effort, starting in late 2013, included the following non-CMMPA members: UMMEG, Cedar Falls Utilities, and our affiliates of Eldridge and Montezuma in Iowa.

¹⁰ The predecessor contract to the shape product was a simple 5x16 contract signed with NextEra Energy, which covered the term 2016-2020.

from their LeMond facility in Owatonna, Minnesota, on behalf of six¹¹ members, and for each of them also to build a 10 kw solar projects locally. The contract has a flexible term, pricing was stipulated before contract start, and our subscriptions to this project were relatively small. Our members contracted for 280 kW total across members.

The fifth and most recent procurement was concluded in 2020 and was intended to work against movements in the price of natural gas. Namely, wind operates as a financial offset against the possibility of higher natural gas prices, as well as (to a lesser degree) the same for higher carbon prices (we'll describe how this works in Section 3). We identified two ways to do this, each of which had their strengths and drawbacks: First, a wind PPA for a share of the output from a wind farm, which was have a specified agreed-upon price in the contract. Second, a structured contract with a power marketer which would define a schedule of power – how much and when, varying by hour and by season – and would be delivered in an unchanging way for the length of the contract. The price on the contract would be fixed for the entire term of 2021-2035. This contract would be known as a “Wind Shape” product, because CMMPA would receive RECs (Renewable Energy Credits) and energy, which would mimic a wind contract. Said structure would cost more, but which would avoid several factors which threatened to dull the value of a wind purchase. These were congestion between the generator and our members, changes in the pricing relationships of the MISO market, and perhaps most importantly, the cost of curtailments of wind generators to avoid overloading transmission lines (which standard contracts stipulate are paid for by the buyer, not the seller). In the end, 8 of our members chose to receive some of the wind shape product, and 4 (including 3 who also bought some wind shape output) chose to authorize a wind PPA. Negotiations for the wind shape product were concluded in May 2020 with NextEra Energy Marketing winning. Negotiations for the last component - the wind PPA – are as of this writing ongoing.

Background on Needs – Kasson’s Specific Resources

Kasson currently only has a small set of local solar panels, which provide intermittent power for the local Community Solar program. Kasson has been in discussions with CMPAS regarding new developments in long-term capacity, which may include local generation.

Section Three: Financial Obligations

CMPAS believes in assisting CMMPA portfolio services members to maintain low rates. Importantly, we also believe in maintaining stable rates. See **Exhibits 5(a)** and **5(b)** for a depiction of the overall wholesale (*i.e.* power supply cost, agency admin cost, and transmission) cost outlook.

For portfolio services members, it's therefore necessary to have a high share of our obligations under contracts which offer price stability – in our jargon, most contracts should be either fixed or hedged¹². Examples of “fixed” contracts are our 5x16 products and our nuclear contract - the former has one fixed price for the entire length of the contract, and the latter has a price schedule agreed-upon before the contract start, from which there is no deviation. If power markets rise, the energy we buy under these contracts

¹¹ Member cities were Blue Earth, Granite Falls, Janesville, Kasson, Kenyon, and Sleepy Eye. All but the last had a total subscription of 40 KW

¹² A definition of hedge for our purposes would be, “That which offers effective protection against adverse movements in market value.” Intuitively this sometimes takes the form of a power supply contract which offsets market movements – if the overall market price (and therefore our bill) goes up, the contract would provide a revenue stream that would offset anything more we'd have to pay. A wind contract financially operates in this manner.

changes not one cent. Similarly, an example of a “hedged” contract is our coal contract – while the price we’re charged changes minimally depending on fuel, if the power market goes up in cost the energy under this contract will rise much less (if at all). See **Exhibit 6** for a breakdown of how each contract fits into these categories, and how much of your portfolio has price certainty.

Our philosophy is reflected in results – **Exhibit 7** shows that we provide competitively priced power supply in today’s market. There is no single reason our costs are this low, but we point to the current environment of relatively cheap wholesale power, which offers not only low market-sourced energy but also reasonably priced fixed price contracts. The largest reason for low market energy prices has been the ready availability of cheap natural gas, whose price dictates power prices to an increasing degree.¹³ If the natural gas market rises, it’s a foreseeable risk and it’s our job to mitigate this risk as best we can.

For Kasson, in our opinion the portfolio the portfolio doesn’t require any more hedging for now. Kasson’s main concern with rate stability is what happens after the Iberdrola wind PPA ends in 2026, which promises to provide a great deal of hedging in the early part of next decade. Either a physical (like the Wind Shape) or financial (such as a wind product) hedge would be wise to replace it. CMPAS will investigate as the contract expiration date approaches.

CMPAS’ job on behalf of CMMPA portfolio planning members is to constantly monitor the tradeoffs that we face between mitigating risks and maintaining low costs. We evaluate many risks not mentioned here, and determine whether contract costs to be relieved of risks are worth it. It is a core function of this organization, and we are motivated to do better than even our recent past experience.

Section Four: Compliance Obligations

Environmental Compliance – Renewable Energy Standard

CMPAS’ members are all within the state of Minnesota, and must abide by Minnesota’s RES. Briefly, the RES specifies a headline goal of 25% renewables by 2025 with interim goals before that. This 25% is counted as energy produced in MWH, with one REC being one MWH of renewable energy, and all must be accredited per MRETS standards (Midwest Renewable Tracking System). Hydro capacity, such as Granite Falls’ local and WAPA, does not count as renewable but does provide a benefit in being exempt from the calculation. Finally, once a REC credit has been produced, it can be “banked” and kept for up to four years, which allows variations in production year on year to not affect compliance.

While CMMPA is responsible for compliance with the RES, we ask each of our members to operate in such a way that they could fundamentally achieve compliance on their own. As shown in our attached **Exhibit 8**, in general the picture there is good. 11 of our 12 portfolio planning members are compliant with Minnesota’s current RES through 2030 (Delano is 2024). The biggest question is whether legislation will change. CMPAS believes that it’s very possible that the standard may someday change, and if it does it’s likely to become more stringent (such as a higher percentage quota). However, we should not panic by “overbuying” renewables. CMPAS is (as mentioned above) in negotiations to purchase additional wind power. While helpful from a compliance perspective, the primary driver is to meet our currently foreseeable financial needs, and our recommendation is to purchase volumes of RECs accordingly. CMPAS also simply can’t know the terms on any such legislation or when they’d come into effect. It’s therefore best for now to work towards meeting at

¹³ It’s also true that demand has been low, and cheap renewables have depressed MISO market prices within some hours

the same time both counterfactual compliance obligations and current financial needs. We will monitor proposed legislation at both the national and state level, and if governmental policy changes, so will our strategy.

Environmental Compliance – Conservation Improvement Program

CMPAS' members are all within the state of Minnesota and must participate in Minnesota's CIP. Briefly, CIP specifies both a spending goal of 1.5% of revenues on conservation, and that 1.5% of gross energy sales are conserved by qualifying measures. All CMMPA members are currently compliant with CIP statute. Similar to the discussion with the RES, it's possible that CIP law will change and if it did¹⁴ it would likely become more stringent. However, when and how the law would change is simply unknowable. It's therefore best for now to look for initiatives that both provide counterfactual compliance benefits and financial benefits, of which we'll discuss more in Section Five below. CMPAS continues to monitor developments in legislation in this area.

MISO Resource Adequacy Compliance – Capacity Credits

In simplest terms, Resource Adequacy is the idea that there should be sufficient generation on the system to comfortably meet system peak load. Each member utility must therefore have sufficient capacity credits to cover how much load they'll contribute to the system during MISO's peak¹⁵ (plus a reserve margin). Capacity credits are a defined product that is accredited per MISO rules and are in practical terms separate from energy flows from a generator. For example, our 5x16 products deliver energy but do not deliver capacity credits to our members; and our member-owned diesels can when operated per MISO's rules qualify for capacity credits but do not typically produce much energy to meet energy needs. To comply, a utility may obtain capacity credits as explicitly specified in a PPA (like our Nebraska City 2 or WPPI Nuclear purchases), from owned generation (such as member diesels), or by purchasing credits¹⁶. MISO administers a capacity market in which members may buy or sell capacity for the coming years directly with MISO, or alternatively members may arrange bilateral deals with another market participant.

The majority of CMMPA's portfolio planning members have a strong capacity position owing to member-owned diesel generation, of which they have 102 MW of accredited capacity. Notable exceptions to this adequacy picture are, for differing reasons, Delano and Kasson, both of whom have to buy capacity elsewhere. Kasson never had local generation, and so has had to buy the majority of their requirement. Delano has much local generation, but it has not been able to meet capacity accreditation requirements, and so they have to buy from the market for the short term. Windom also has a small shortfall.

For them, buying capacity from the market is in the short term a reasonable position, as prices have since the market opened in 2013 been quite cheap. They've been cheap for a number of reasons such as low load growth. The difficulty is that in the long-run capacity prices are inherently volatile, as has been seen with other markets like PJM. The fuel mix of the MISO market is changing – the capacity credits from coal units

¹⁴ CMPAS would then work with our partners to develop the most cost-effective measures to meet CIP, and our power supply needs would likely be incrementally reduced in the long-term.

¹⁵ CMPAS provides these forecasts for CMMPA portfolio planning members as part of each fall's MISO Module E load forecast submittal. We also forecast long-term energy and member non-coincident peak load.

¹⁶ Capacity credits in excess of needs may also be sold, so long as they qualify with MISO rules

like Sherburne County are going away, and renewables are replacing them at a fractional capacity value.¹⁷ If markets swing from a condition of capacity surplus to scarcity, prices go up by orders of magnitude. It's for that reason that we are keeping a look out for long-term capacity solutions such as reasonably priced local diesel generation.

As with renewable and conservation compliance, CMPAS continues to monitor changes in MISO rules. See **Exhibit 9** for a depiction of your capacity position.

Section Five: Resources We're Watching

Storage

There's been much interest in storage from the popular imagination. Charge storage while the wind is blowing or the sun is shining, discharge when they're not, and you have an idea that the person on the street can grasp – a solution when properly scaled to balancing load and generation, to say nothing of resource adequacy and ancillary services. Consumers can buy storage, too, not just electric grids, and costs have been dropping rapidly.

But there's a lot of "it depends," when it comes to making an installation a good investment for our members. Namely it depends on who pays us for storage's output and how they pay. Storage has many possible uses, but if an interested utility isn't clear *why* they're putting it in, there are many ways for the project to be deemed a failure.

Barring specific cases of fixing local reliability concerns, we look primarily at storage as providing economic benefits to our members. When we look at how to make storage pay for itself, we currently think there are four main reasons to install storage:

1. **Regulated cost recovery** from a body like the state public utility commission, or from a system operator like MISO
2. Highly expensive **take-or-pay costs** that storage can avoid – these can be capacity market payments, demand charges from wholesale power suppliers, or transmission charges. For Mountain Lake, Springfield, and Windom, who are all served by ITC-Midwest, these transmission charges are substantial.
3. Returns from **ancillary services** are high
4. Energy market prices allow for what's called "**arbitrage**." In layman's terms: Buy when cheap, store, then sell when expensive. One way of doing this is at the grid level, where it's simply buying then selling market energy. A second way of doing this has been practiced by solar generators who place it alongside a development. Not only does it offer savings on solar inverters, it allows "shifting" production to a more valuable hour (especially one free of line overloading or congestion payments).

There are scenarios in which any of the four could become reality for our members, and these are the subject of continued research and monitoring from our staff. We have no storage projects in development because none of these four currently apply to us. First, the only applicable body for regulated rate recovery of CMMPA members would be MISO. Their program is currently known as Storage as a Transmission-Only Asset (SATO), which would recover the capital costs as take-or-pay charges from our MISO transmission

¹⁷ In 2020, the first-year capacity credit available to wind and solar projects was 15.7% and 50% respectively. In later years, MISO performs studies for each facility based on submitted production data

joint pricing zone. This program, however, has not received the necessary approval from FERC, and in any case we haven't developed a storage-as-SATOA case. Speaking to points two and three, while transmission costs are high, especially for members who are customers of ITC Midwest, they are not high enough to justify on their own. More importantly, you'd have to time your storage use precisely to get the benefits, and when transmission peaks happen are less predictable in shoulder months. Some technologies like flow batteries, which are promising but less developed than lithium-ion, may make this less of a concern. Ancillary service costs are not high enough to change this conclusion either. Finally, storage used for arbitrage may have promise for solar and wind generation, but is very much case-by-case depending on the local transmission infrastructure. On a grid basis, arbitrage revenues offer nowhere near the revenues required, and there has yet to be a documented case of merchant storage penciling out in any RTO.

CMPAS is monitoring developments in storage to see if technologies or markets change to make it attractive for our members. Watch this space.

Solar

CMPAS has noticed how solar has grown to become a commonly used source of energy across the country. We believe that solar has some possible use to our members, but our experience has been two initiatives for CMMPA's members. First, as mentioned above in 2016 we developed a Community Solar program for CMMPA members. Second, we issued an RFP for only Springfield the following year for a community solar project (Springfield had decided not to join the initial project). After considering all offers, Springfield declined to pursue further any offers.

Since these two initiatives, there has not been massive member interest in increasing the size of the Community Solar program, or other solar offerings. The price of solar has indeed fallen in recent years, it offers price certainty in PPA form, and it tends to be produced when it's more valuable (wind can't say the same). The difficulty is that solar, similar to wind, is an intermittent resource – it can't be reliably used to serve the utility's own load. It makes more sense to sell it into the market and meet grid needs, and that affects how you plan to use renewables. Put another way, it makes more sense at our utility level to treat both wind and solar as economic resources than as physical resources. The trouble is that solar produces less than wind in the Upper Midwest, and per unit of energy still costs significantly more than wind.

While not an exhaustive list, CMPAS can foresee a few economic scenarios to pursue further solar. Examples are:

1. Further member interest
2. Renewable compliance – diversification away from wind, our primary method of renewable compliance
3. Economic use – if capacity credits or on-peak power prices significantly appreciate in value

CMPAS is monitoring developments in solar and assessing them to see if they promise financial benefits to our member cities' ratepayers.

Conservation and Demand Side Management

There are more reasons than simple compliance to reduce load. Utilities historically have found it economically justified or operationally useful to take measures to reduce utility load under the catchall term Demand Side Management (DSM). A notable example was Xcel's decision in the 1980s and 1990s to place

load controllers on a fast-growing system simply to lower the amount of infrastructure required to serve load. Utilities that earn regulated rate recovery – especially what are known as “decoupled” rates that are less tied to volumes sold to retail customers - sometimes find it beneficial to invest in measures to lower load. It is also possible that ordinary consumers (especially C&I) would install conservation measures above mandate, either for altruistic reasons or because they could justify savings on their power bill. In all cases, DSM measures entail an upfront capital cost that leads to lower ongoing wholesale costs.

In general, CMMPA member utilities have different incentives than many IOUs that install DSM measures. Rate regulated utilities have the ability to pass on the upfront costs of DSM measures to ratepayers as a separate adder, so long as they are approved by the relevant regulatory agency in a rate case. In contrast, for measures to make sense to our members, any cost savings from load-not-served would have to outweigh the revenue loss from not serving load. In practice, this would have to mean significant costs savings on take-or-pay infrastructure costs, such as capacity or transmission charges. Because load is not growing quickly, this has meant no significant distribution cost savings; and while it’s true that transmission costs have grown quickly, this case is not enough on its own to reliably justify measures like load control.

Individual customers of our member utilities face similar incentives to their utilities. There would be incentive for significant conservative above mandate if the conservation mandates at any level were to change, if power prices or load growth significantly increased, or if the price of energy efficiency were to significantly drop. Because we cannot currently be certain that any of the three factors will change, we’re cautious about energy savings above those that have been already done.

CMPAS will continue to monitor developments in conservation for opportunities for financial savings.

Exhibit 1

Member Loads Shapes: The Outliers

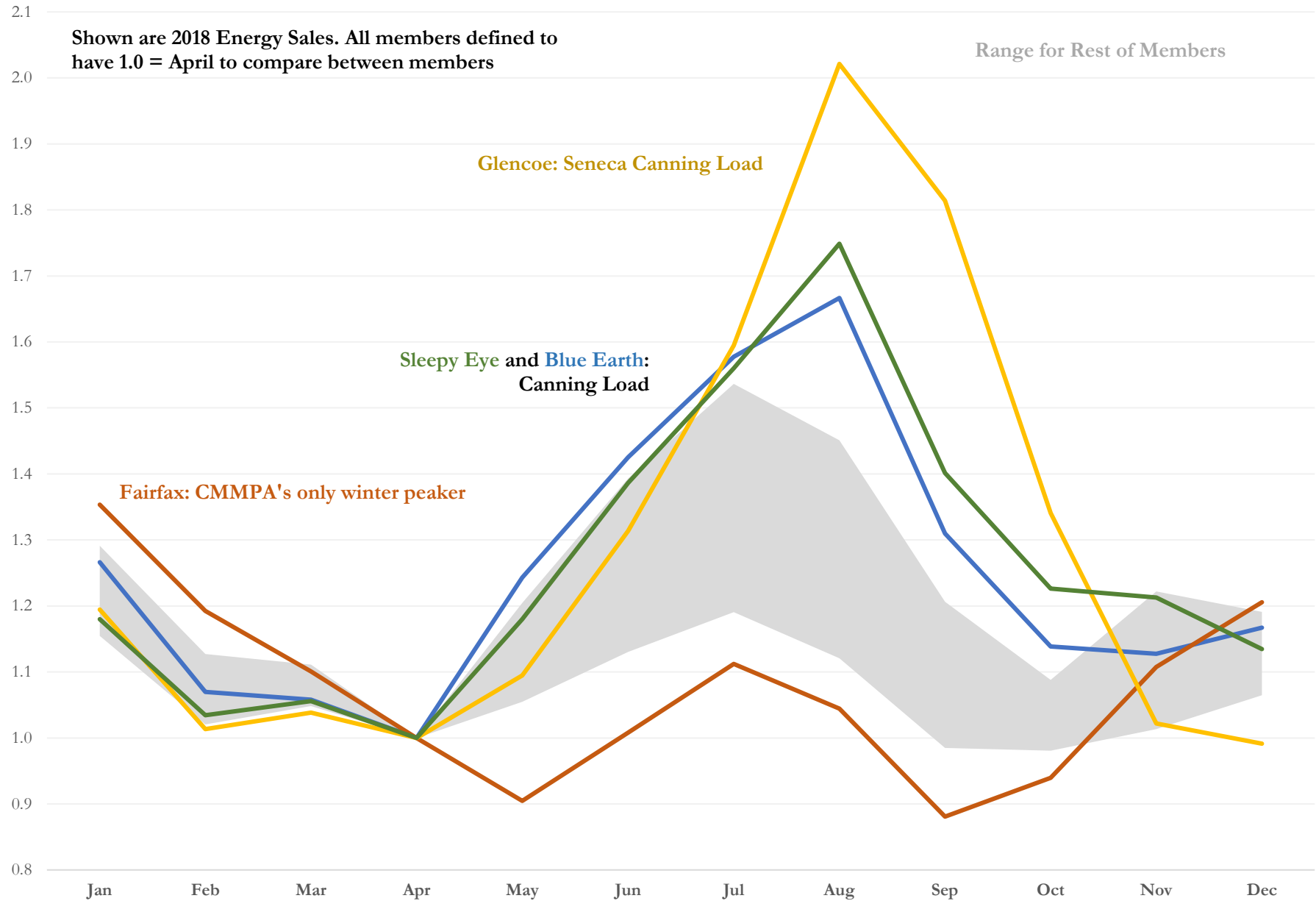


Exhibit 2

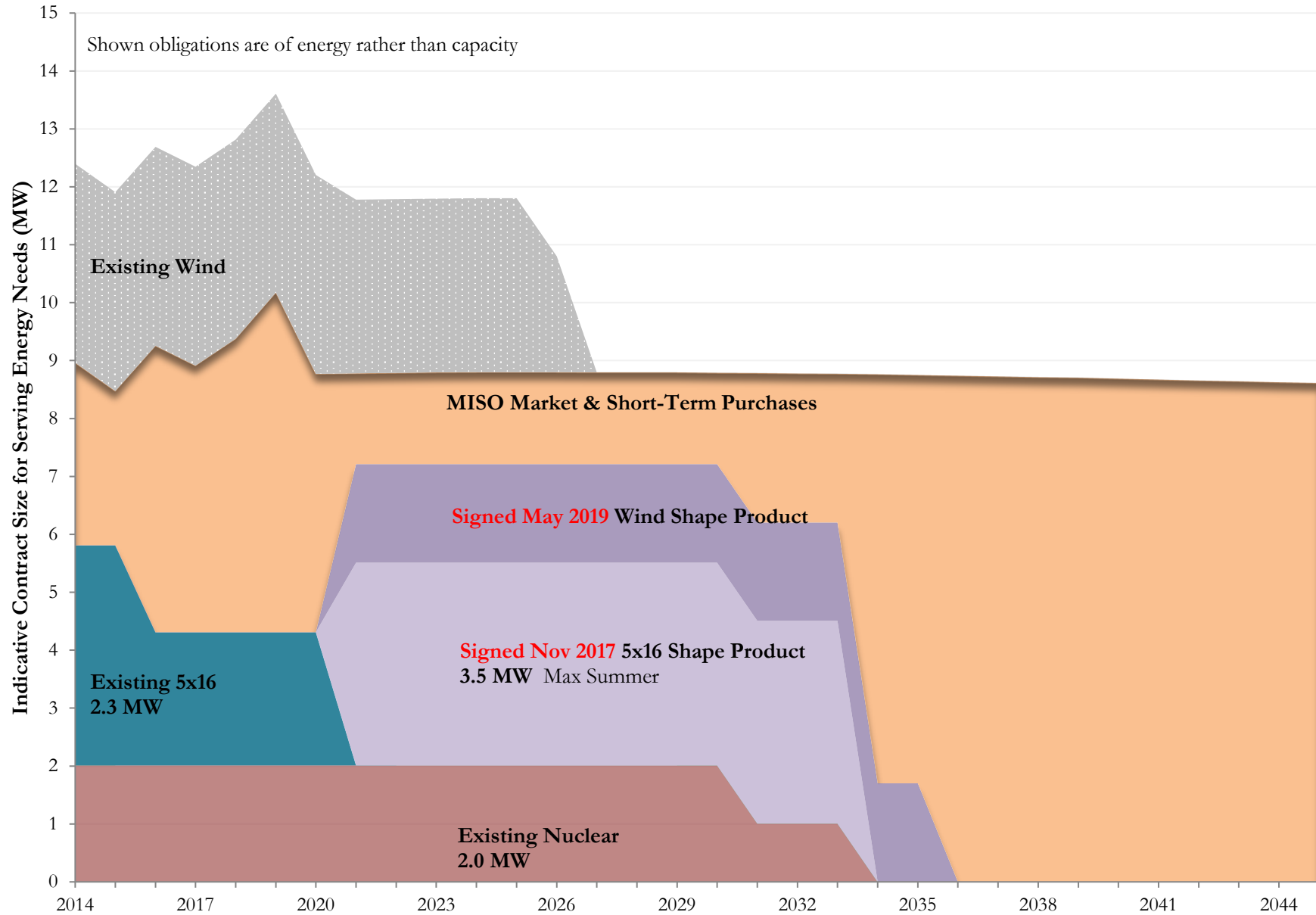
Kasson Contracts

<u>Agreement</u>	<u>Term</u>
Agency Agreement	5-year notice
Additional Service Agreement	5-year notice
Lemond Solar	1-year notice
Wolf Wind	2020
Existing 5x16 purchase	2020
“5x16 Shape” purchase	2021-2033
Rugby Wind	2027
WPPI Nuclear	2033*
“Wind Shape” purchase	2021-2035

* 1/2 volume, Apr 2030-May 2033

Kasson Ownership

Community Solar Panels

Kasson Portfolio As of December 2020

Daily Dispatch of Kasson Contracts

July 2025 Weekday

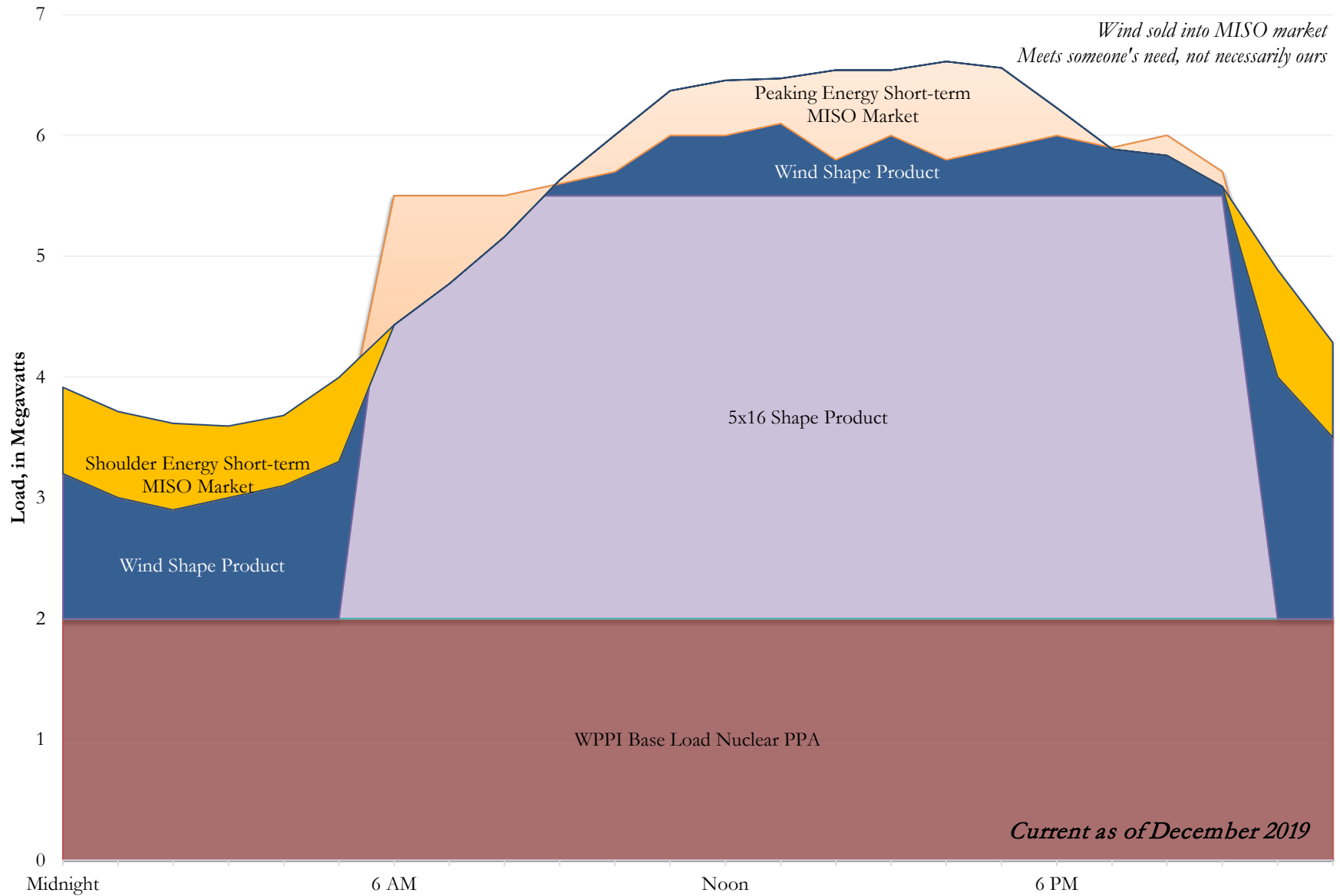


Exhibit 5(a)

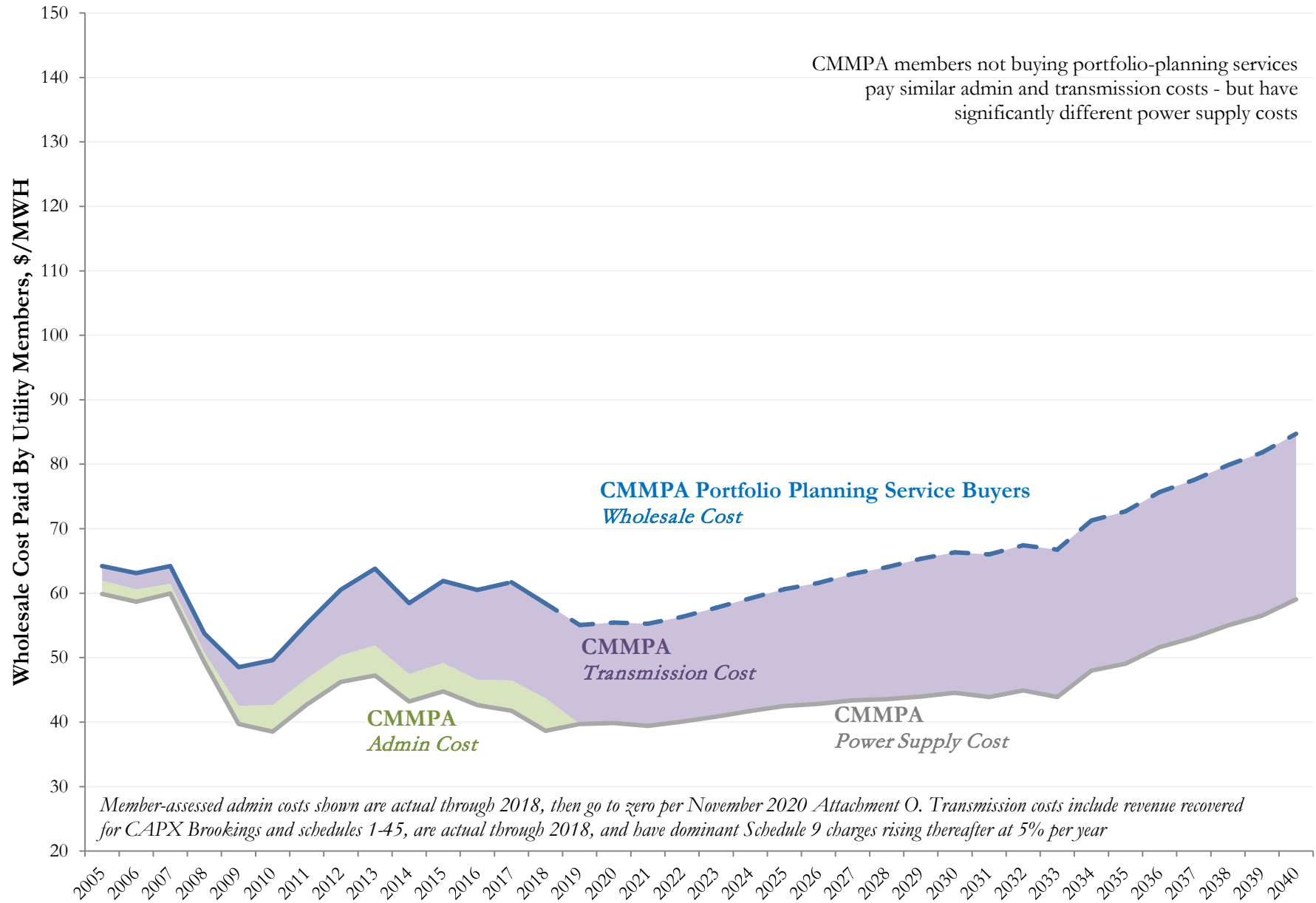
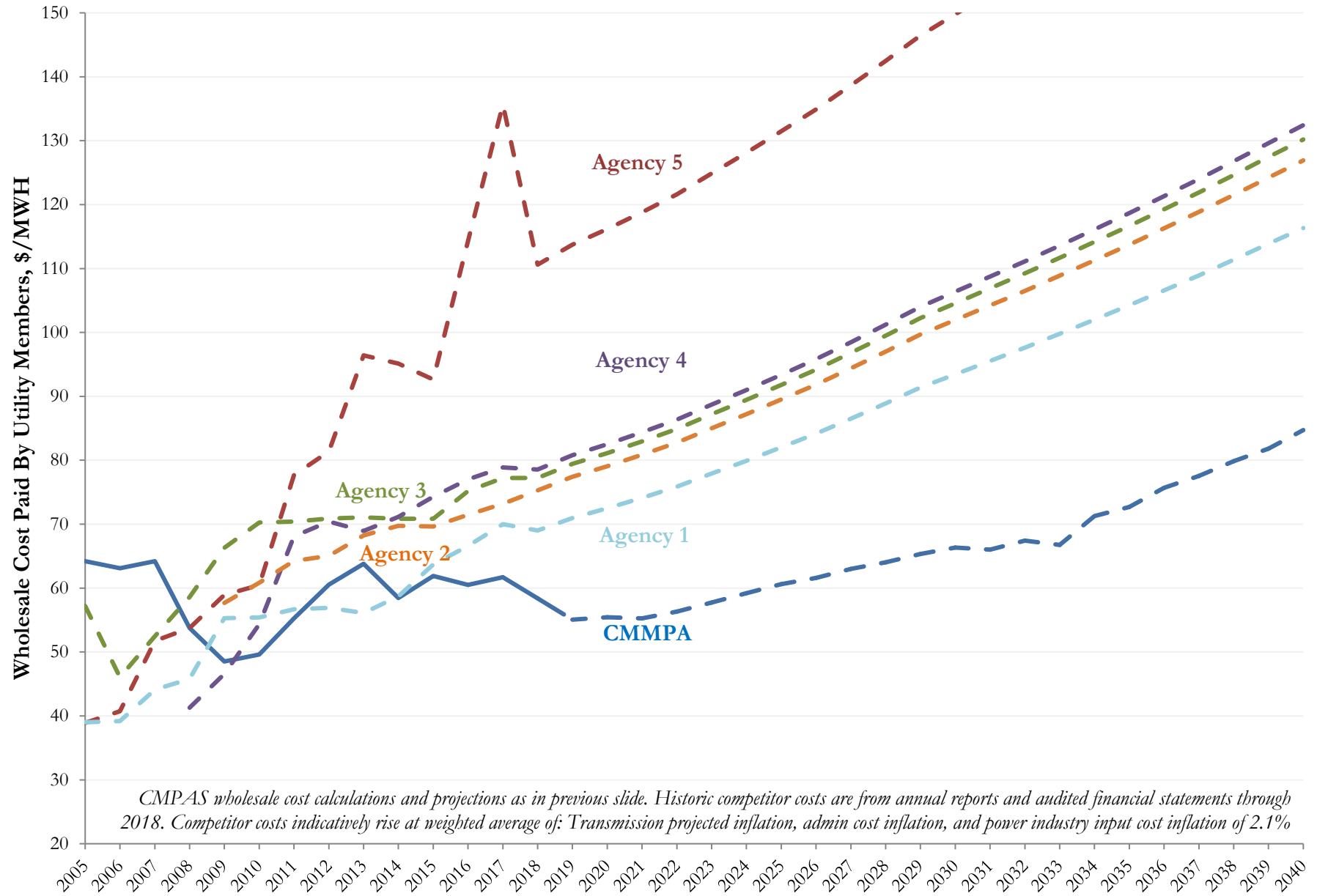
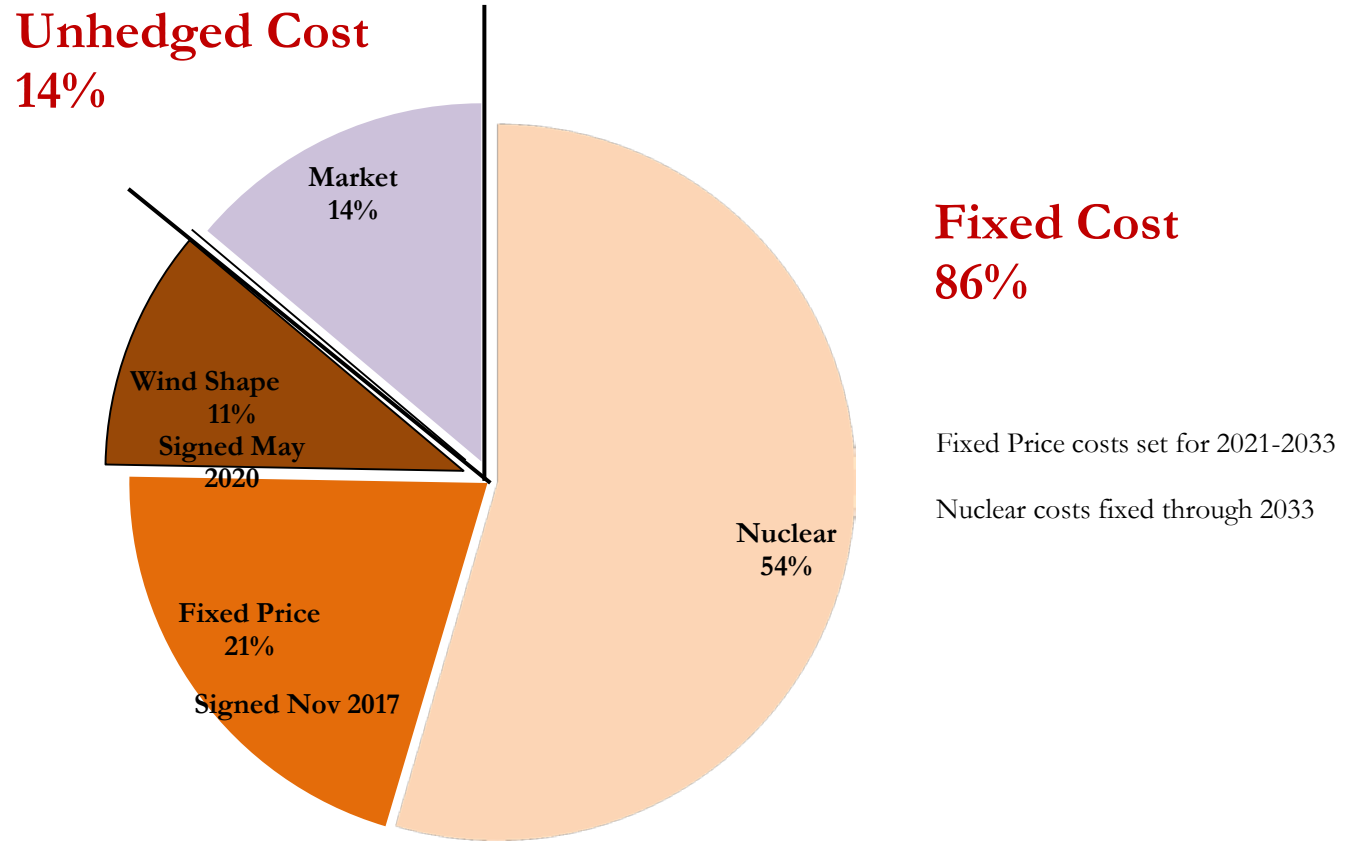


Exhibit 5(b)



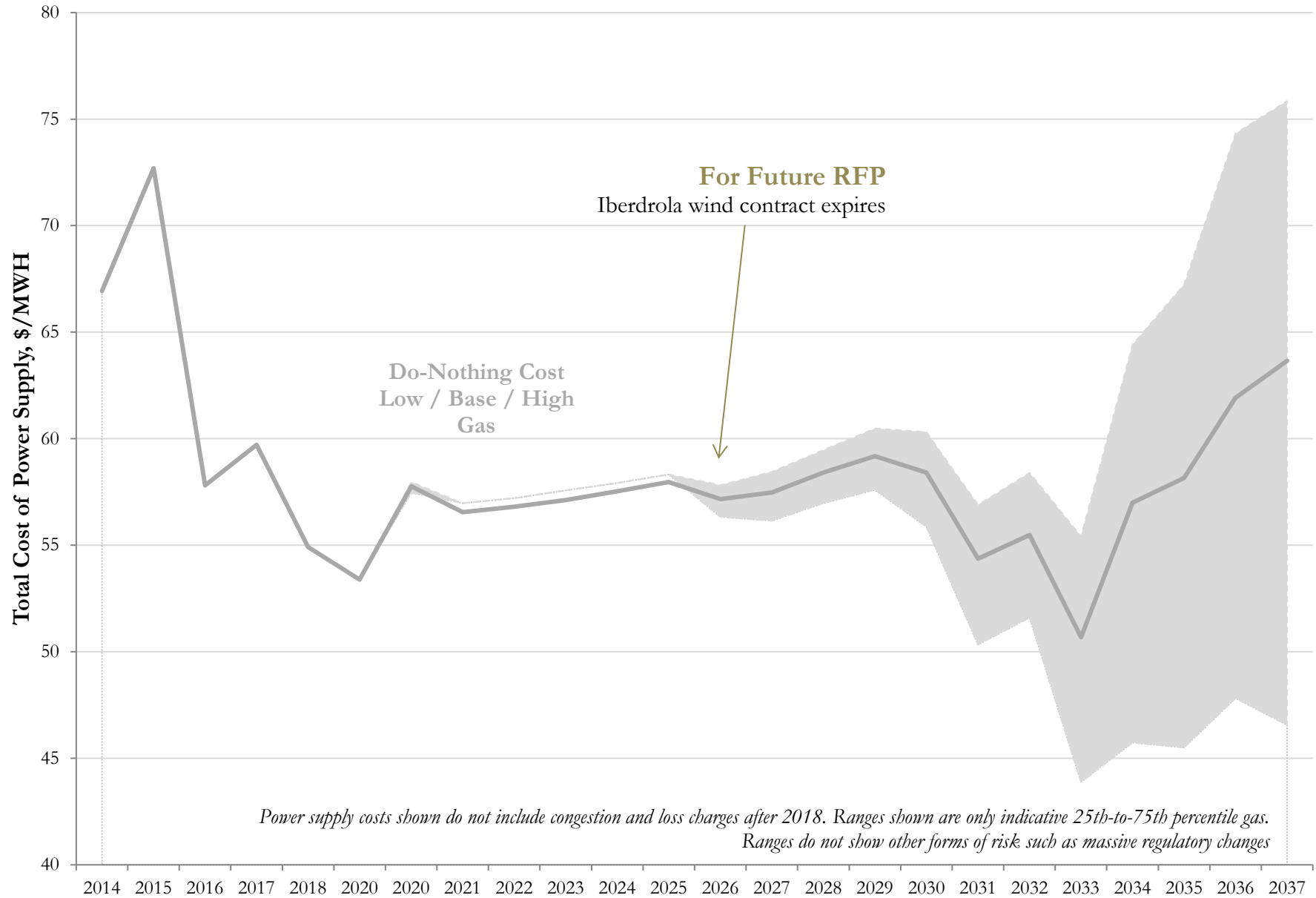
Kasson's Power Supply Costs in 2022: Diversification and Stability



*Costs shown are for wind shape CMPAS Portfolio, 2022
Costs to top-up MISO capacity obligations are here presumed to be negligible*

Wind and solar PPAs not shown
because they serve grid needs rather
than our load needs

Power Supply Cost Outlook Today for Kasson



Kasson - Renewable Compliance, December 2020

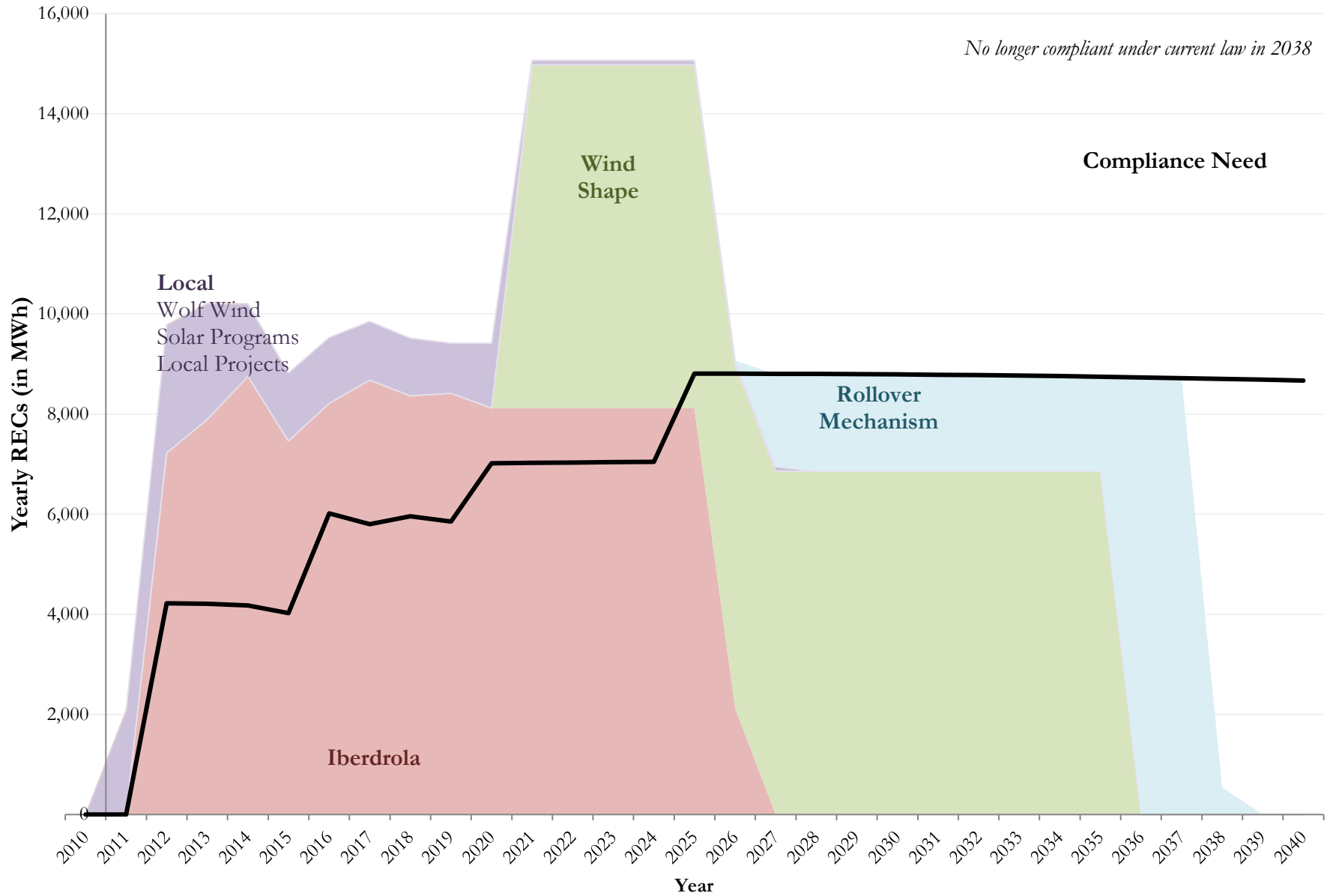
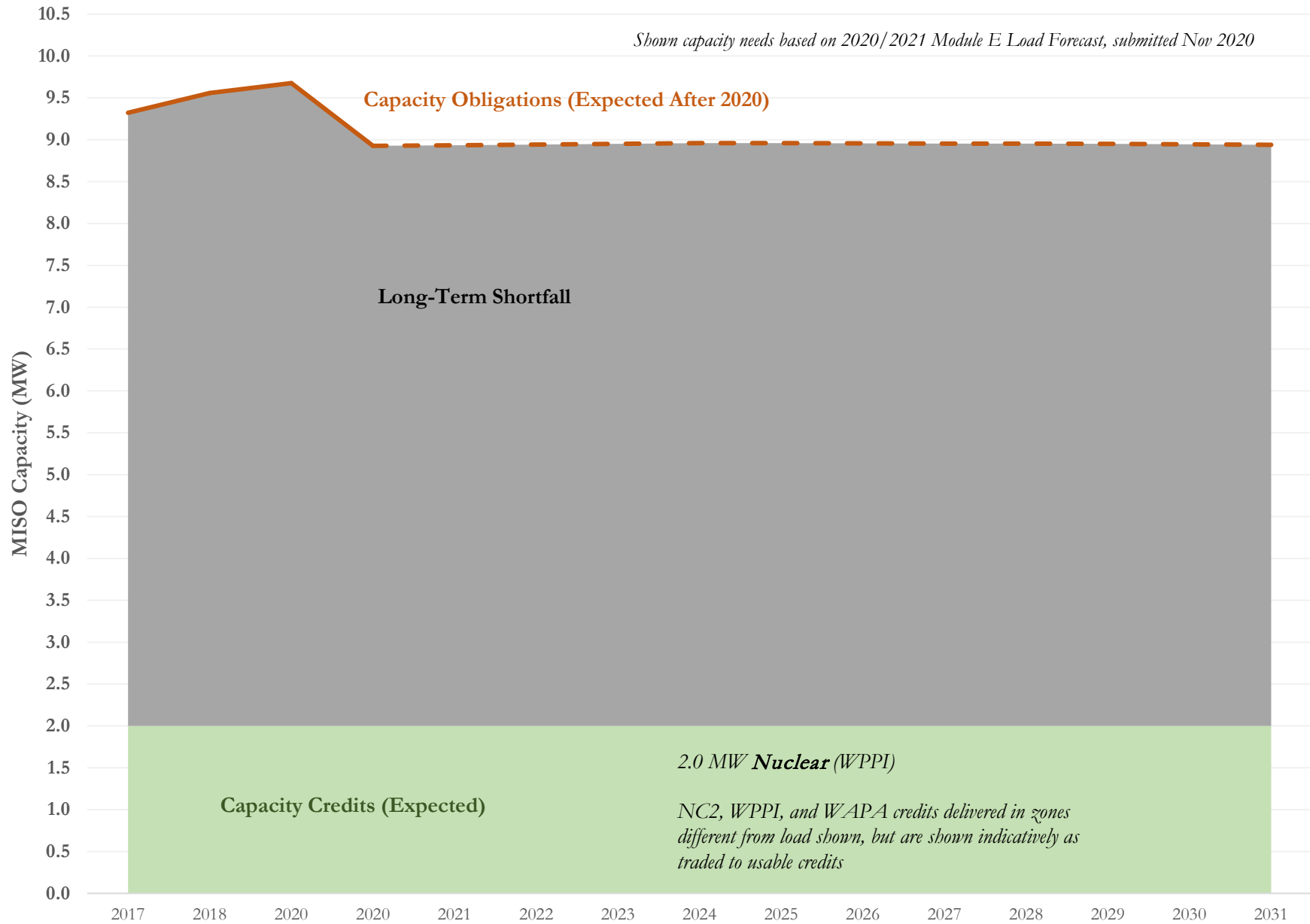


Exhibit 9

Meeting Kasson's Capacity Obligations





To: City Council

Date: 3/10/2021

Agenda Heading: City Administrator's Report

" I am more afraid of our own mistakes than of our enemies' designs."
--Pericles

- **February Budget Forecast Shows Improved Economic Outlook.** The state will end the 2020-2021 biennium on June 30 with a positive budgetary balance of \$940 million, according to the February Budget and Economic Forecast, released by Minnesota Management and Budget (MMB) on Feb. 26. This positive news represents a further improvement over the \$394 million projected in last November's budget forecast, as adjusted for spending in the seventh 2020 special session. Just last May, in a special state pandemic budget projection, MMB suggested the state would finish the current biennium with a \$2.4 billion shortfall.

All major tax sources, including individual income tax, general sales tax, and corporate franchise tax, are above forecasted levels in the upcoming biennium. Projections for state spending have also been reduced, both for the remaining months of the current biennium and into the FY 2022-2023 biennium. However, the projected \$1.571 billion positive budgetary balance for the upcoming biennium is somewhat masked by the fact that \$939.9 million of the surplus is carryforward from the current biennium. Also, when the Legislature enacted the state budget in 2019, they included a provision to draw down the state's rainy-day fund by \$491 million in FY 2022-2023, which contributes to the projected FY 2022-2023 positive budgetary balance.

- **Planning and Zoning Update.** Tons of content from the past meeting. We had a thorough review of a numbers of projects, several of which you'll be reviewing tonight. The CUP for the Smiling Moose Coffee shop is just one of them. We also reviewed the preliminary submittals for the Kasson Meadows 7th subdivision and reviewed the Witzel property in detail. Some very exciting things coming up! It's requiring a lot of time and effort but fortunately Brad with the planning group has been very helpful. I will be preparing the applications to the State for both the Witzel and ZED annexations and hope to have that info to the Council later this month. It is part of a greater plan to organize and prepare the northside accessibility. Many concerns have been shared, and I think we are making progress.
- **Cemetery Ag land lease.** I have entered negotiations with Mr. Edgar regarding the farming on the Cemetery property. It seems in the past the contract has been left rather open-ended. I am preparing a 2-year lease for him with the expectation that after that period parts of the property may have other uses. However, an additional lease term could

be added if the Council so desires. Moreover, I have made inquiries regarding the Wastewater Plant property farming and have found no satisfying answers. However, at this time I do not anticipate supplementary actions. That area has been identified as a possible power generation area for our local needs and it will be explored more over the next 12 months. We will utilize the property as is deemed necessary and for what benefits the community and City as a whole in the fullness of time.

- **House Committee to Hear the LMC's Street Improvement District Bill.** This authority would allow cities to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction, and facility upgrades and HF 1565 would allow cities to create street improvement districts. If enacted, this legislation would provide cities with an additional tool to build and maintain city streets. This could obviously benefit Kasson with some of the pending issues we have regarding additional infrastructure improvements.

The bill is opposed by at least 20 groups, ranging from the Minnesota Auto Dealers Association, to the Minnesota Retailers Association, to the Minnesota Trucking Association. The opposition claims cities do not need another tool for funding street improvements, and that city councils will find ways to misuse new authority. I suspect it will run into significant opposition in the State Senate.

- **Website Update.** FYI, Amy received an update from Revize about a timeline to share with the Mayor and Council members. The site is currently in migration (3-4 weeks approx. and already a week in as of now). Once migration is complete it moves onto Quality Assurance (3 weeks approx.). They are confident that by the end of April, we should be trained and have the website in our control. There should be a number of nice changes this will mean and taken in tandem with our new credit card capacity it should speed things up at City Hall. We will also be making the EDA interface easier and linking in the State's LOIS property featuring site.
- **EDA Meeting follow-up.** The EDA met last week and these items were discussed: The deadline for the Dodge County Business and Nonprofit Relief Grant Program was been extended and eligibility requirements were lowered. The County EDA Committee will meet this week to review all applications and recommend grant awards. A number of Kasson businesses have taken advantage of this program.

Nicholas and I met with Beth Sherden, who is managing the coworking space project on behalf of the Butlers in their downtown building. He will be researching programs and funding opportunities that could support the project. We discussed potential incentives that could be offered to any new business that was approved by the EDA.

We also met representatives from Next Move Group, an economic consultancy group, for a presentation on their services. Some services of interest included website banner ads and economic development webinars. I think these could be useful in 2022 during and after the Hwy 57 reconstruction project and they fit the budget well also.

***Big shout out to Nancy for her hard work on the Audit, it looks positive!**
Also, to our staff for limiting spending in 2020, it is great to have fiscally accountable employees.

Meetings and Events Attended or Planned to attend

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
February 25	Witzel Subdivision Review ICS-Library Department Heads
February 26	Interview Prep Meeting-CMPAS
March 2	APPA Conference-virtual EDA Board
March 3	City Audit 2 nd CMPAS interview meeting EMS Committee
March 4	City Engineer ICS-Public Safety Buildings
March 6	Council Worksession
March 8	Final Easement Meeting-Dodge County City Insurance Meeting Planning Commission
March 10	CMPAS Interviews Regular City Council



BUDGET AND ***ECONOMIC FORECAST***



FEBRUARY 2021

Produced by Minnesota Management and Budget

Federal Actions Improve State Outlook

- Budget outlook significantly improved in all years; positive balance of \$1.6 billion now projected in FY 2022-23.
- Improved U.S. economic outlook, supported by federal pandemic relief legislation not in November forecast, raises the revenue forecast.
- State spending estimates adjusted downward due to continued federal support in Medical Assistance and lower E-12 estimates.
- Unemployment continues to disproportionately impact lower-wage workers.

\$1.6 Billion Balance Projected for FY 22-23

(\$ in millions)	FY 2022-23		Forecast Change
	End of December Special Session	FY 2022-23 Feb. Forecast	
Beginning Balance	\$3,202	\$3,748	\$546
Revenues	49,494	50,917	1,423
Spending	51,113	50,657	(456)
Budget Reserve	1,886	1,886	-
Cash Flow Account	350	350	-
Stadium Reserve	230	201	(29)
Budgetary Balance	\$(883)	\$1,571	\$2,454

FY 22-23 Budget Balance

Required Budget
Reserve Use
\$491M

Carry Forward from Previous Budget
\$940M

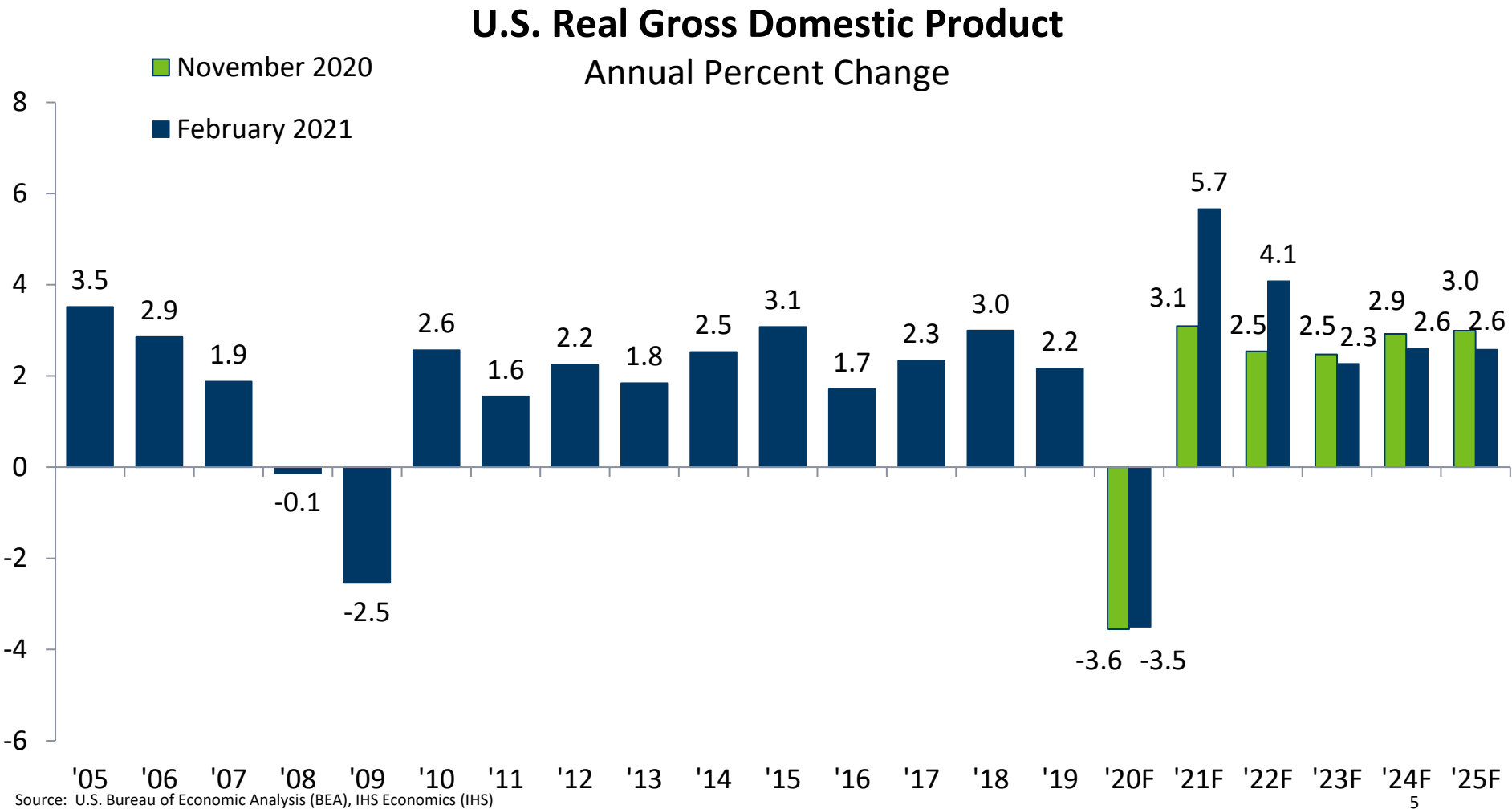
Structural Balance
(Revenue - Spending)
\$260M

\$120M

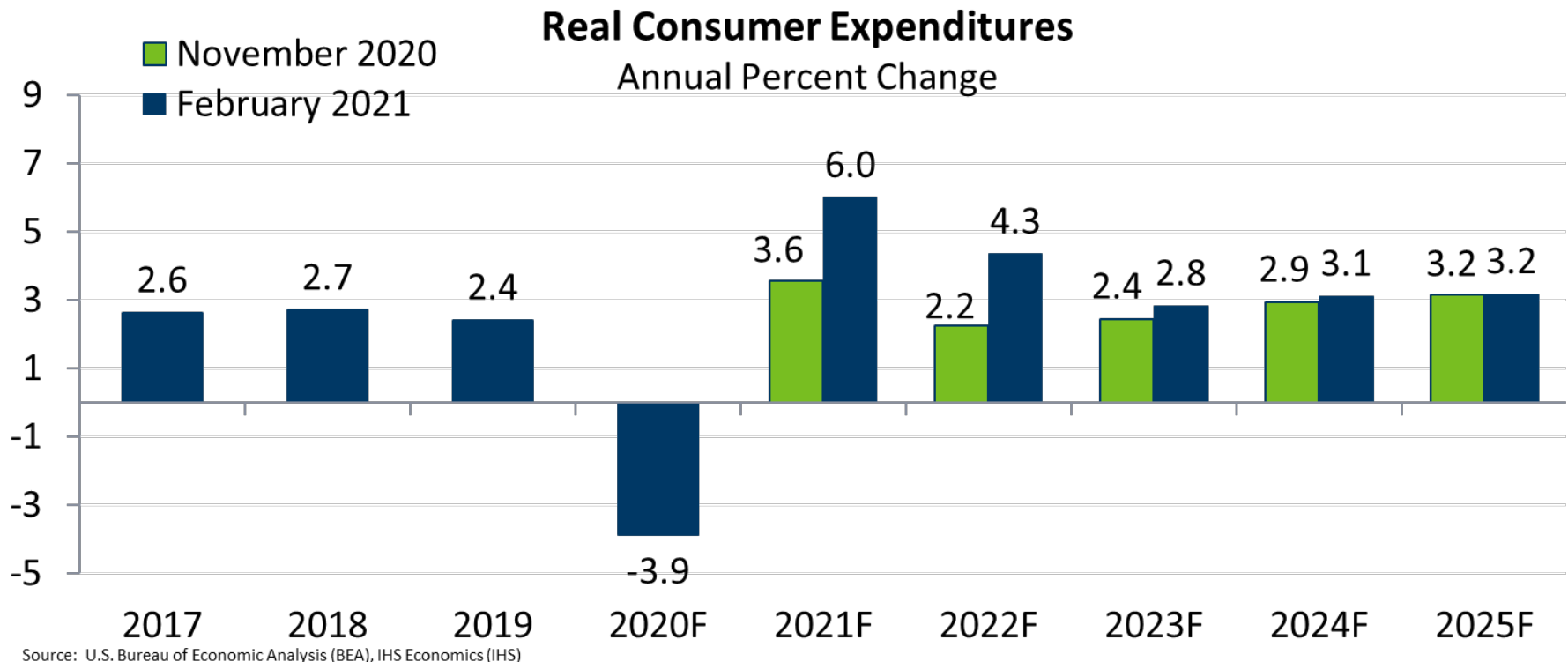
Stadium Reserve Growth

\$1.57 Billion Available for FY 22-23

U.S. Outlook Improved Since November

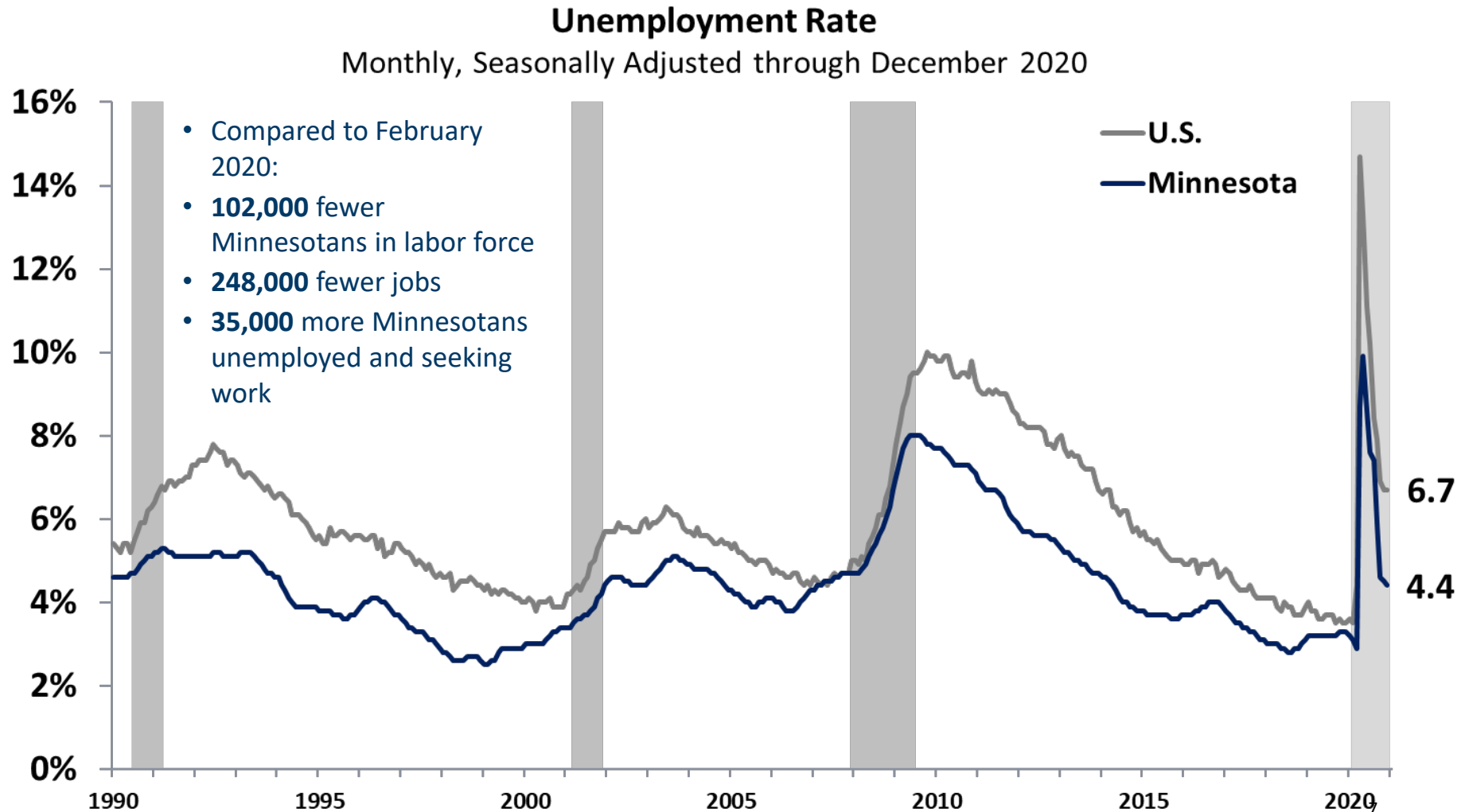


Consumer Spending Supports Recovery



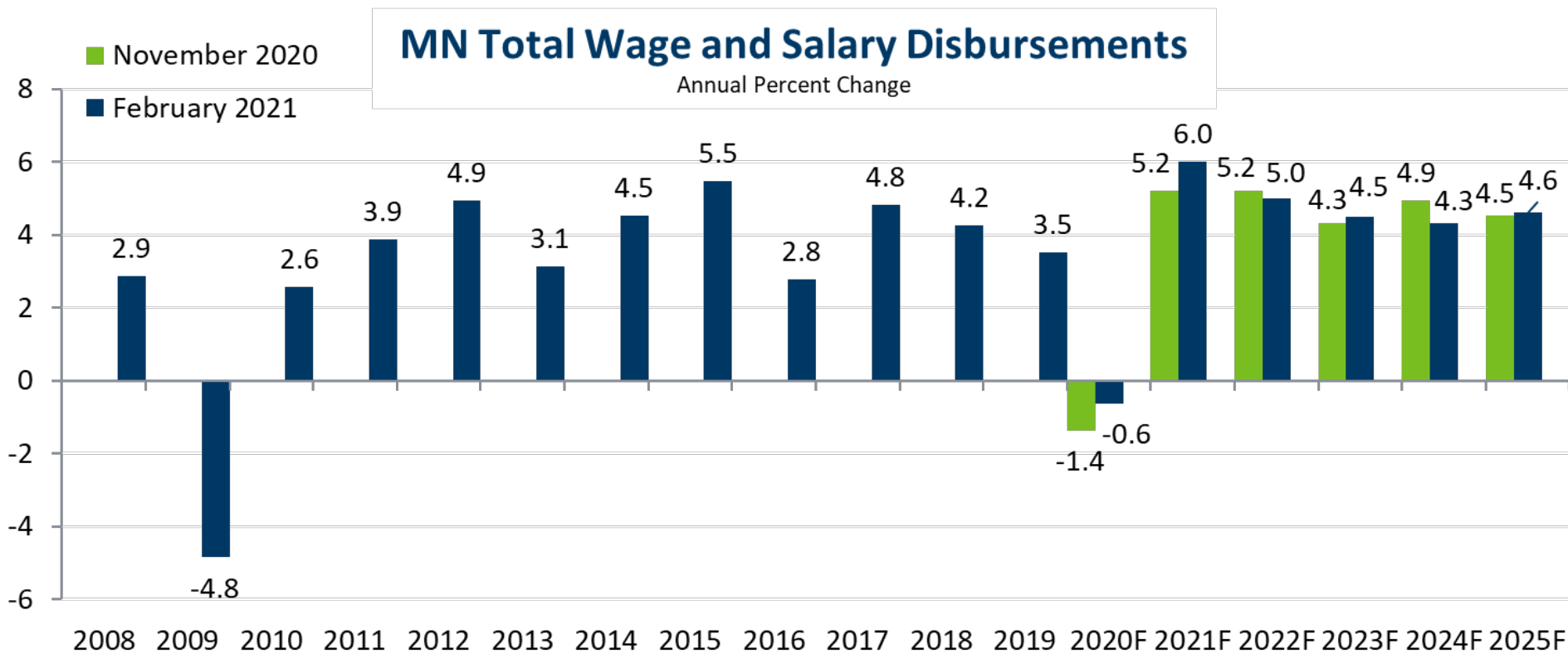
Additional stimulus and an improving COVID-19 situation prompted IHS to raise the forecast for real consumer spending.

Minnesota Labor Market



Source: MN Department of Employment and Economic Development (DEED)

Minnesota Total Wage and Salary Income Expected to Increase this Year



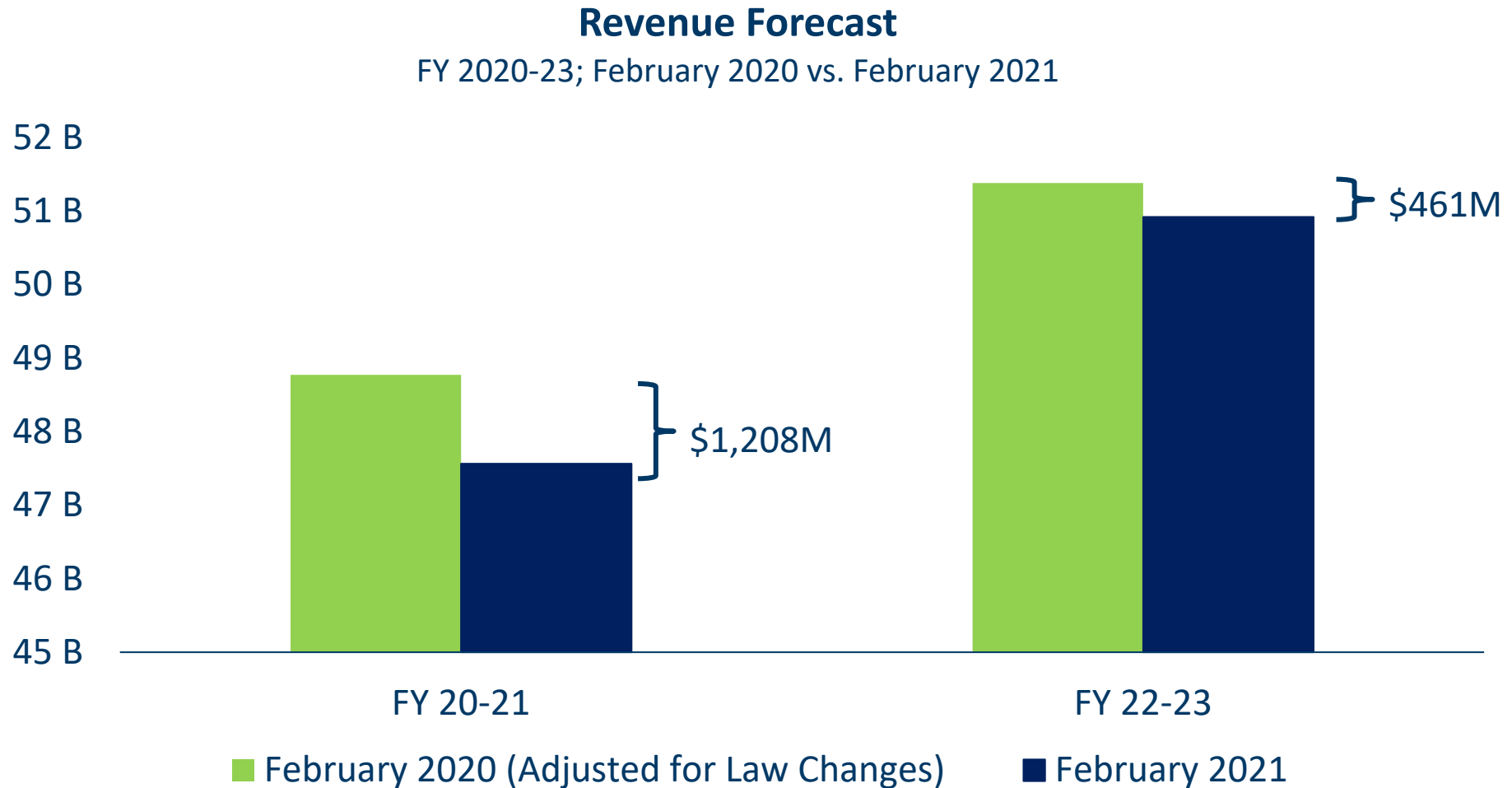
Source: MN Management and Budget (MMB), U.S. Bureau of Economic Analysis (BEA)

Revenue Forecast Improved from November in FY 2020-21 and FY 2022-23

(\$ in millions)

	FY 2020-21		FY 2022-23	
	Feb. 2021 Forecast	Forecast Change	Feb. 2021 Forecast	Forecast Change
Individual Income Tax	\$24,664	\$(100)	\$27,233	\$661
General Sales Tax	11,578	77	12,813	335
Corporate Franchise Tax	3,312	238	3,303	358
All Other Revenue	8,009	248	7,568	68
Total Revenues	\$47,563	\$463	\$50,917	\$1,423

Revenue Forecast Below February 2020 Levels



Forecast Risks



- Path of pandemic, timing of widespread vaccination



- Federal support



- Consumer behavior



- Business confidence



- Financial market volatility



- 28 months until the end of FY 22-23

Spending Forecast Reduced

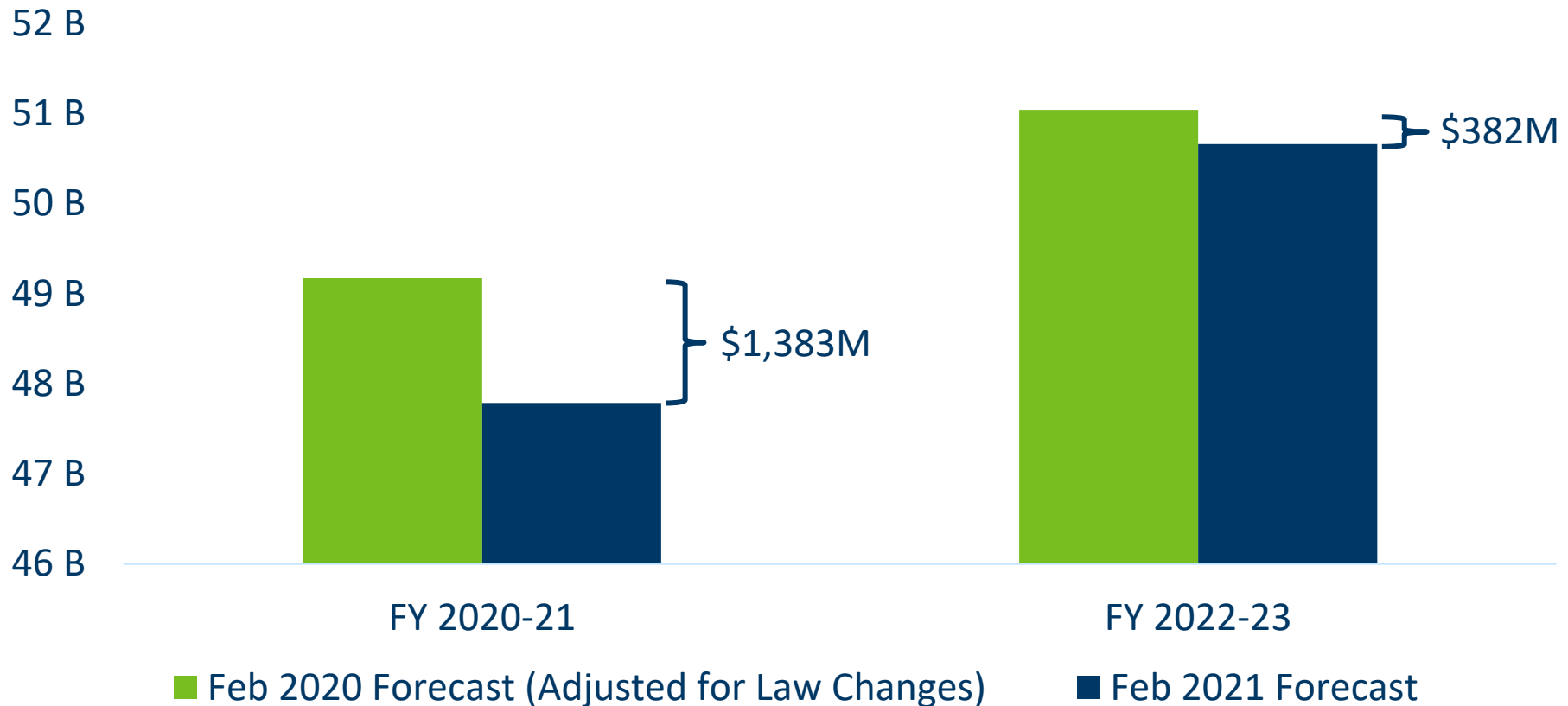
(\$ in millions)

	FY 2020-21		FY 2022-23	
	Feb. 2021 Forecast	Forecast Change	Feb. 2021 Forecast	Forecast Change
E-12 Education	\$19,842	\$(39)	\$20,429	\$(165)
Health and Human Services	13,718	(54)	16,250	(257)
All Other	14,226	9	13,978	(34)
Total Spending	\$47,786	\$(83)	\$50,657	\$(456)

\$1.8 Billion in Forecast Savings Since Feb 2020

Expenditure Forecast

FY 2020-23; February 2020 vs. February 2021



Long Term Budget Outlook

(\$ in millions)	FY 2022-23	FY 2024-25	Biennial Growth	Annualized % Growth
Forecast Revenues	\$50,917	\$54,287	\$3,370	3.3%
Projected Spending	50,657	53,442	2,785	2.7%
Structural Balance	\$260	\$845		
<i>Estimated Inflation</i>	<i>\$1,042</i>	<i>\$2,554</i>		



BUDGET AND ***ECONOMIC FORECAST***



FEBRUARY 2021

Produced by Minnesota Management and Budget

Linda Rappe

From: Timothy Ibisch <cityadministrator@cityofkasson.com>
Sent: Thursday, March 04, 2021 11:54 AM
To: 'Brad Scheib'; 'Brandon Theobald'
Cc: 'Linda Rappe'
Subject: RE: ZED School planning

Looks good to me Brad, very concise write up on what should happen. Thanks for reaching out to Abby. I am mostly concerned with making sure the annexation proceeds in a timely manner. Let me know if you want me to contact anyone.

Timothy P. Ibisch
City Administrator
City of Kasson



From: Brad Scheib <Brad@hkgi.com>
Sent: Thursday, March 4, 2021 11:33 AM
To: Brandon Theobald (BTheobald@Whks.com) <BTheobald@Whks.com>; Timothy Ibisch <cityadministrator@cityofkasson.com>
Subject: ZED School

1. Parcel in question is currently not within the City. As a school facility this should be connected to city sewer and water services and be annexed into the City of Kasson. It is also within the orderly annexation area. (NOTE, IF THEY ARE ACQUIRING ADDITIONAL LAND FROM SCHOOL, THAT ADDED LAND WILL ALSO NEED TO BE ANNEXED).
 - a. Both the township and city prefer that annexations be comprehensive in nature based on thought through development proposals / concepts as opposed to individual lot by lot. Therefore, for efficiency and consistency purposes I would encourage the full annexation of this area east of Highway 57 to the existing city boundary. Technically, I believe the city can simply require it but I am not 100% sure on this. we need 50% of property owners to agree...
 - i. This takes care of a step that the school district would eventually need to do anyway prior to any development or improvement to their land that requires city services.
 - ii. The School land is currently classified as Ag Land and annexation would not change this
 - iii. The remnant KM School lands could be rezoned either to DH (holding zone) or R1.
2. Parcel is currently guided SF residential (which is consistent with the current development form and use at the time of the comp plan update). The parcel will need a comprehensive plan amendment to Public/Institutional

3. As the parcel is not in the city it will need to be 'rezoned' to R1. Schools are permitted with standards in the R1. If it is an admin building or other I need to think about what the right mechanism is...we might have a gap in our code for that.
4. Subdivision – if the project requires additional land from the school district then there will need to be a subdivision of sorts. The following options would exist depending on what they are proposing to do.
 - a. One option would be an administrative lot line adjustment IF they are simply moving a common boundary.
 - b. Second option would be to plat the property along with the school district property. They could subdivide as L1 B1 and L2 B1 or the remaining school property could be an outlot if future subdivision is anticipated. However, if they intend to develop it as a school or school facilities making it L2 B1 seem logical.
 - i. If we plat it as L2 B1, we will want to discuss and agree on ROW and possibly construction of a street connecting Highway 57 to 23rd Street (Kasson Meadows). I know this complicates things. Probably does not need to be built until they figure out what they want to do with the property.

I do not have a strong opinion about a or b above but could find reason to support either approach. If I had to make a recommendation I would request that they plat it and that we either do an outlot and we get ROW across the northern edge of the property. I know the school maybe does not want that but I think it is needed and at the end of the day will support any facilities or development school wants to do. As long as we improve the two accesses to Kasson Meadows 7th soon, we do not need to build that street connection until further development happens.

Those are my thoughts. Let me know if I am missing anything or off base with anything. I have reached out to Abby.

Brad Scheib, AICP

Vice President

brad@hkgi.com

office direct: 612.252.7122

cell: 612.616.0180

HKGi

Planning, Landscape Architecture, Urban Design

123 North Third Street, Suite 100

Minneapolis, MN 55401

www.hkgi.com

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019	2020	2021
January	274	286	294	322	346	424	397	381
February	271	247	260	341	310	394	355	321
March	280	302	273	277	352	446	339	
April	325	347	375	364	418	480	255	
May	373	367	413	461	502	530	379	
June	293	339	349	370	395	549	442	
July	364	408	408	528	454	448	441	
August	286	372	343	404	466	483	437	
September	263	352	346	450	461	505	502	
October	336	309	489	370	380	416	444	
November	263	284	359	390	348	433	347	
December	300	331	334	377	437	435	383	
Yearly Total	3628	3944	4243	4654	4869	5,543	4,721	702

To: Timothy Ibisch

Date: 2/25/21

Agenda Heading: Department Head Meeting

- **Dodge County Ice Arena** – Things have continued to run smoothly at the arena. The number of spectators has been raised to 250 per the governor's orders but our facility is comfortable with raising from 150 to 200 spectators for the HS boys and girls play off runs. It is looking like both the boys and girls HS teams will be hosting playoff games with the boys possibly being a top seed and hosting all of their section games. DCYH was granted the PWAA south regional and Girls U15B state tournaments for the weekends of March 19-21 and March 26-28. We will again be hosting the CCM HP 14/15 boys and 16/17 girls programs again this spring. We have been hosting these CCM HP programs for several years but last year they were cancelled during the shelter in place. Our outdoor ice was used frequently this past winter and we had a very good winter for it. It is pretty much gone now as it only takes a few warm days and the February sun to get back down to the concrete.

-



Dept. Head 2-25-21

Electric Dept.

"A lot of people like snow. I find it to be an unnecessary freezing of water."

— **Carl Reiner**

Tree Work – Electric Dept. removed 1 ash tree near power lines for Park Dept. Olson Tree removed 1 large hazard tree at 308 3rd St NW. 1 more tree for Park and Rec and 4 trees for Olsen should be completed before it thaws.

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

MMUA - Rubber Gloving Best Practices (MMUA Electric specific) quarterly training completed 1/28/21.

Miscellaneous – AMI research, tree work, snow removal, inventory labeling North Building (ongoing), mapping (ongoing), summer project material lists being prepped (Bigalow Voight 8th, Meadowbrook, possible mainline extension to East on 16th St NW, reconductoring 3 phase feeder from West feeder to Fjerstad Painting 3 phase cab to possibly carry load from current overhead lines in fairgrounds during Hwy 57 reconstruct). Housekeeping and vehicle maintenance during cold days (ongoing), People's Energy Cooperative mutual aid contract updating (ongoing)

Meetings –

2/3- Chris Christensen / Tantalas

2/4 - WHKS / Meadows street reconstruct

2/9- MMUA MN Legislative Conference (Zoom)

2/10 – PMI / EV Vehicles and their impact on the distribution system (Zoom)

2/10 – Council Meeting / AMI discussion

2/17- CMPAS Board Meeting (Kasson)

February 25, 2021

Finance Director Report

- **EV Charger grant** - Submitted 2/8/2021. Level 2 charger- two spots at Liquor Store. CMPAS filed on our behalf in partnership with Blue Earth as the project needed at least 2 chargers (Blue Earth is requesting 2, we are requesting 1).
- **Auditor Workdays**- The auditors will be working on the audit March 2-4 (ideally on site on 3/3). Thanks for all your assistance with endless questions from me in preparing for the audit.
- **Inflow and Infiltration** - I & I detail report- WHKS program- see attached. Additionally, we have spent \$145,283.86 on CCTV inspections(Hydro-Clean).
- **New Credit Card Processor** – Benefits: 1) Recurring credit cards- people need to set up their own accounts. 2) Will post payments automatically to UB 3) Possible use for non-utility billing, like for building permits, etc. Target date May 1st.
- **Insurance** - New agents gave a report to Council. Reviewed property and will recommend changes to replacement cost for FD building and contents. Insurance not yet updated for new appraisal values.
- **20 Year Plan updates** – Department Head updates received, full report to be presented to City Council before work session March 6, 2021. Department information and updates are important for Council strategy discussions from a long term perspective.
- **Standing**
January financial drafts distributed.

Liquor Store Report 2/25/2021

I had the LS rekeyed. KPD has a key and an alarm code. City Hall has a key and no alarm code

My computer had a slow, agonizing death. It's been replaced.

Sales remain strong.

MMBA has had some very good Chain account purchases that we have taken advantage of.

Legislative day is virtual this year and will be on Monday, March 1.

Kurt Daudt introduced H.F. 1213 That among other things proposed

EXISTING MUNICIPAL LIQUOR STORES; CONTINUING OPERATION.

A city that established a municipal liquor store before January 1, 2021, and is currently operating a municipal liquor store under Minnesota Statutes, chapter 340A, may continue to operate the municipal liquor store if: (1) the city submits the question "Shall the city continue to operate its municipal liquor store?" to the voters of the city at the 2022 general election; and (2) a majority of the voters voting on the question at the election vote in the affirmative on the question. At least three months before the election, the city must provide written notice and state the question to be submitted to voters. Written notice may be provided by mail or publication on the city's website or in the city's official newspaper and must notify voters of Minnesota Statutes, section 477A.0135.

This bill did not get a reading this year.

I have ordered life preservers and ropes and will have them installed around the parking lot for customer safety.

**Kasson Police Department**

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

To: Mayor and City Council
From: Police Chief Joshua Hanson
CC: City Administrator
Date: 2/25/2021
Re: February Department Head Report for the Kasson Police Department

Investigator and K9 Positions. 3 internal candidates applied for the investigator position. All three candidates were interviewed by a panel that included veteran investigators and investigator supervisors. The panel noted that all of the candidates were qualified for the position. Gerald Runnells was ultimately chosen to fill the position. Runnells is currently the K9 handler but we have been in talks with the Minneapolis K9 training unit and they will be assisting us in changing K9 handlers. Matt Stradtman has been selected to fill the role of K9 handler. Runnells and Stradtman will be taking K9 Hawk to Minneapolis to determine if Hawk and Stradtman can build the bond to be a team.

Use of Force Law Changes. Changes in the use of force law go into effect on March 1st. All of our officers have completed training on the changes.

Calls for Service. The calls for service so far in 2021 are similar to our 3-year average. DWI and Narcotics related calls continue to trend higher than average. We had 5 DWI arrests in the last month. Several of those arrested have prior DWI convictions on their records. We also arrested a 17-year-old for DWI. This is the second juvenile in the last 6 months our agency has arrested for DWI.

Snow Removal Citations and Tows. During the latest snow event, we issued 3 citations for violation of the snow removal ordinance. We also towed 3 vehicles that were parked on the street and were plowed around in mid-January.

Meetings and Events

Jan 30 CLEO Briefing for March trial in Minneapolis

Feb 18 SEMVCET (Task Force)

Feb 18 CLEO Briefing on Use of Deadly Force Law Changes



Dept. Head 2-25-21

Electric Dept.

"A lot of people like snow. I find it to be an unnecessary freezing of water."
— **Carl Reiner**

Tree Work – Electric Dept. removed 1 ash tree near power lines for Park Dept. Olson Tree removed 1 large hazard tree at 308 3rd St NW. 1 more tree for Park and Rec and 4 trees for Olsen should be completed before it thaws.

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

MMUA - Rubber Gloving Best Practices (MMUA Electric specific) quarterly training completed 1/28/21.

Miscellaneous – AMI research, tree work, snow removal, inventory labeling North Building (ongoing), mapping (ongoing), summer project material lists being prepped (Bigalow Voight 8th, Meadowbrook, possible mainline extension to East on 16th St NW, reconductoring 3 phase feeder from West feeder to Fjerstad Painting 3 phase cab to possibly carry load from current overhead lines in fairgrounds during Hwy 57 reconstruct). Housekeeping and vehicle maintenance during cold days (ongoing), People's Energy Cooperative mutual aid contract updating (ongoing)

Meetings –

2/3- Chris Christensen / Tantalas

2/4 - WHKS / Meadows street reconstruct

2/9- MMUA MN Legislative Conference (Zoom)

2/10 – PMI / EV Vehicles and their impact on the distribution system (Zoom)

2/10 – Council Meeting / AMI discussion

2/17- CMPAS Board Meeting (Kasson)

Department Head Meeting
February 25, 2021

Park Department

1. **Aquatic Center Registration Forms** - Completed all Aquatic Center registration forms and the pools information form for the 2021 summer swim season and posted it on the city's web site on February 12th. Resident and Non-residents can now download the forms and send in their fee money for this coming summer. We do offer a \$10.00 cost savings on memberships if they send them in by April 2nd, 2021.
2. **Boulevard Tree Planting Program** – Residents can now order trees for their front boulevard. The form is on the city's web page with a March 26th deadline to order trees. The Treehouse will be the contractor who will plant the trees in late April or early May.
3. **Lifeguard Certification Class** – Abby Tjosaas Root will be teaching our new lifeguards for this coming summer on May 24th – May 29th. The cost of the class is \$185.00. Currently we have 10 signed up to take the class.
4. **Park Mower Maintenance** – The Park staff is currently conducting oil changes and mower maintenance on our park equipment. We will still mow Veterans Park, East Diamond Park and Prairie View Park along with some smaller areas this coming summer.
5. **Community Foundation Update** – The 501c3 status for the Kasson Community Foundation should be reactivated once some updated tax filings are complete. Mayor McKern is working on that and once he is completed, the foundation should then begin to take tax deductible donations.
6. **Tree Maintenance Update** – Still working on the removal list for this year and the remaining list of removals from last year. Also, Olson Tree Service will be removing 5 old large maples out to the cemetery. Stumps for all these trees will be removed this spring or summer.

Meetings or Events Attended

February 9	New Park Board Member Site Visit
February 10	ICS Meeting – City Hall
February 17	Joint Ventures Meeting
February 25	Kasson Meadows 7 th & Witzel Subdivision Meeting
February 25	Department Head Meeting

Kasson Fire Dept Head Report

2-25-2021

Truck Update: We have been working to get the 1991 Tanker replaced and have finally secured the new 2016 Mack Tanker. This is the tanker that we worked on with the Townships to purchase.

This truck is currently in Apple Valley getting the heater pump installed and pump tested.

ENG 1 will be out of service for the next week or so as it is also in Apple Valley getting the lights replaced. As this is currently our main ENG and we are looking to have it around for a while we needed to update the lights. We are having issues with the older style lights and in bad weather they are not very good. This will increase safety for our members and others while we are on highway calls for example.

The new grass rig will be going to Rochester next week to get the skid unit from the old truck mounted to the new truck and pump tested and updated.

The New Utility truck should be on the line being built and should be delivered soon. This is the last update that I received from Enterprise.

Member Update: We currently have two members still on leave and 28 active members. We are in the process of adding new members with accepting applications now through April. We will be holding our open house for the public to bring their families down if they are interested in joining the Dept. We set up several stations for them to get a good feel for what we do. We also explain the amount of time required to be a member of this Dept. We also have our families present as well in the hopes that our families can explain that it is a very high amount of time and dedication but well worth it.

We will hold a testing day for those who apply in April and then hold interviews in May with recommendations for new members going to council last meeting in May.

My hope is to add 3-4 new members. We are still short on members as I feel we need to carry closer to 40 members to keep a good split of calls for each member.

Calls for Service: Over the month of Jan, we had 31 calls 27 EMR, 2 MVA, 2 Alarms

This is about avg for us this time of year. COVID-19 response has not changed much and we are still seeing some called due to this but not as many. SE MN as a whole our numbers are down.

Training: Training continues to be done in person and is going well as we have adjusted to run smaller groups and more of them to help spread out the members more respecting COVID-19 and the fact that not all members have received their shots.

Moving into 2021 we will be gearing up our fire training as we have received 2 shipping containers as I have stated in prior reports. Along with this the relief approved a \$15,000 donation to the City for the purchase of a Max Fire Box. This will be a training / small tool we will use to help train the members on fire flows and thermal flow during fires. We will also be able to use this tool as an informational training during Fire Prevention week for the public. This info and request will be going to the council at the next meeting.

Community Outreach: We continue to get request for Birthday parades so as we do, we will continue to do them. I had a member of the community reach out to see if the Dept. would be interested at all in allowing the senior class to use the hall for their prom dance. This was not a request just an inquiry as they are weighing all options and this would be more of an outside option.

We are getting into scholarship time of year again so we will be working with the school to again offer 2 \$1000 scholarships to kids in our service area.

Facility: We are in the process of replacing the heater on the east end of the building as it has broken and is producing high amounts of CO. Currently we have it set low so the CO does not build up but it was very cold well below where it should be kept during the last cold stretch of weather.

We also need to have Jared look over some power issues that we are having on the east end as well due to what we are being told is a 2-leg system and one is broken so our power on the east end of the building is unreliable at best. I am also told that the issues are with the underground portion that runs through the alley making it more difficult to fix and increased cost.

Department Head Meeting
February 25, 2021

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To: City Council

Date: 2/25/21

Agenda Heading: Public Works Director Report

- **Speed Pilot Project.** I have been working with Jessica Schleck, the SE MN Toward Zero Deaths Coordinator on a Speed Pilot Project. We called in locates to install two sign posts, but the locates were not good until the day the cold weather hit. We will be calling to have the locates redone so we can install the two sign posts. The location is on 5th Ave NE between 10th Ave and 11th Ave NE. One sign will be a 30 mph sign and the other will be a roving dynamic speed sign. The plan is to leave the lights off, but turn the data collector on to get a baseline of speeds. Following the baseline report, we would turn the lights on for the speed sign and run a report. Then shut the lights off and run reports to see if the system changed short and long-term behavior. The location was picked due to Chief Hanson seeing speed issues on 5th Ave NE by the KM Schools.
- **Enterprise Lease Program.** We picked up the new 2021 Ford F150 for the Park Department at Owatonna Ford on Tuesday, February 16th. Staff has completed the tear down on the 2008 Chevy Silverado and cleaned it up so I can line up a pick up date. They have installed the tool boxes and lights on the new Ford F150. We have a 1 ton Chevy for the Water/Wastewater Department that still has to come this year.
- **Water/Wastewater Department.** We have been short staffed due to Nathan Blee accepting a job with RPU, Jeff Ulve on a scheduled vacation, and Dave Vosen on medical leave. New employee Isaac Thoe will be starting March 1st. Steve Burke and I have assisted Dan Trapp with morning rounds. We also helped install some new pipe and a new meter at Well #4. Dan has done an outstanding job juggling a big work load.
- **Equipment.** Street Department staff has been sanding and grinding rust off of the dump trucks. They have primed/painted the areas to prevent rusting through the metal. They rebuilt one of the sand deflectors on the Henderson sander. I have continued to look at different options for the sander and the street sweeper replacements.
- **Street/Stormwater.** Staff has been plowing snow, hauling snow, and sanding as needed. They have assisted other departments throughout the City that needed work completed. They patched some potholes when roads have been clear of ice and snow. Jarrod went through the operations of the bucket truck with them for tree work. They continue to trim and remove trees. We put out barricades and cones at the DCI building for the KM Lions to have a dumpster for scrap metal removal.

Meetings and Events Attended

January 29 th	Speed Pilot Project (Jessica Schleck)
February 24 th	Kasson/Byron DNR Trail
February 25 th	Witzel Subdivision Concept Plan
	Kasson Meadows Preliminary Plat
	City Engineer – WWTP Permit Renewal
	Dept Head



To: City Council

Date: 2/25/21

Agenda Heading: Water/Wastewater Department Report

- **I & I Planning.** WHKS will be starting the sewer lateral inspections this spring, this is expected to take about a year.
- **COVID 19.** The state is requiring masks to be worn in all public areas and buildings. W/WW operators are in the 1c phase for vaccination.
- **Wells.** Well 2 updates are complete and the well is back on line. The piping and new well meter are in place at well 4, we are waiting for a chemical feed pump to arrive before we start the well back up.
- **Sanitary Sewer Collection System.** Hydro-Klean was in town this month to finish up cleaning and televising, they may have to come back later to do some spot cleaning.
- **Flow Amounts.** The city pumped 14.7 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 19.0 million gallons, 1.96 million gallons was received from Mantorville, these are all for the month of January.
- **Meter Reading.** The city continues to look at different options for the meter reading system. We are finding some meter readings don't match up with what the billing system are showing up on the bills, we are continuing to correct this issue.
- **Meter change outs.** The city has seen an increase in the number of meters that need to be changed out due to the radio transmitters battery losing power, most are in the 20-year-old range. These are being changed out as needed, we do about 6 a month. We also have changed out a few water meters that have frozen, the property owners are responsible for the cost of replacement.

- **Lift Stations.** Pump 4 at the main lift station was installed and is running, pump1 failed and it was discovered the main bearing shattered, causing the motor to fail. After inspection it was also determined that the impeller needed to be replace, this work has be completed and the pump was installed this week.
- **Wastewater Treatment Plant.** Dakota Supply Grope has installed a new MLSS pump to see if this will eliminate the plugging issue we were having with the original pumps. Working with the engineer to see where we go from here regarding the other two pumps.
- **Water Distribution System.** With the cold weather we are keeping an eye on the water temp. and frost level.
- **Personnel.** The new W/WW operator Isaac Thoe will be starting Mar. 1st. Staff helped out with snow plowing.
- **Training.** Dan Trapp and Dave Vosen Completed on line training that was put on by Minnesota Rural Water Association.

Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- Public bodies
- Community-based nonprofit corporations
- Federally recognized Tribes

What is an eligible area?

Cities, counties, villages, and towns including Federally Recognized Tribal Lands with a population of 20,000 or less (per the 2010 Census Data) are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, purchase equipment and pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars or street improvements
- Community support services such as child care centers, community centers, fairgrounds or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
- Educational services such as museums, libraries or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; **7 CFR, Part 3570.62** for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our **loan guarantee program**. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms can be a maximum 40 years or less; terms offered will be based on the useful life of the security.
- Interest rate is currently 2.125%. This rate is effective from January 1, 2021 through March 31, 2021.
- Interest rates are fixed for the life of the loan.
- There are no pre-payment penalties.

Community Facilities Direct Loan & Grant

What are the terms? (continued)

Grant Approval:

Grant funds may pay a designated percentage of the total project cost. The amount of grant assistance provided is based on the population at the site location and the median household income (MHI) of the area served by the project along with the financial need of the community:

- 75% Grant: Population < 5,000; MHI < \$34,527
- 55% Grant: Population < 12,000; MHI < \$40,282
- 35% Grant: Population < 20,000; MHI < \$46,036
- 15% Grant: Population < 20,000; MHI < \$51,791

CF Disaster Grant Funding

Available to counties impacted by major disasters in 2019 (see the attached list of impacted counties).

All regular CF grant requirements apply.

Maximum grant - \$50,000.

Emphasis is on Equipment such as:

- Tornado Sirens,
- Portable Generators,
- Fire & Rescue Equipment - Fire truck, Ambulance
- Municipal Maintenance Equipment - Trucks, Road Equipment, Safety Equipment etc.
- Other equipment

Other Considerations

Minnesota Statute 465.73 allows cities, counties, or towns to borrow up to \$450,000 from USDA RD for the purpose of construction, repair, or acquisition of city halls, town halls, fire halls, or fire & rescue equipment, or libraries, or child care facilities. Per the statute, the approval of voters is not required for the issuance of a note of this nature and is not included in the net debt of the entity.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started and who can answer questions?

See the attached list of USDA Rural Development staff that handle Community Programs for each Minnesota County to discuss your specific project. Applications are accepted year-round; approved applications will be funded when funding is available.

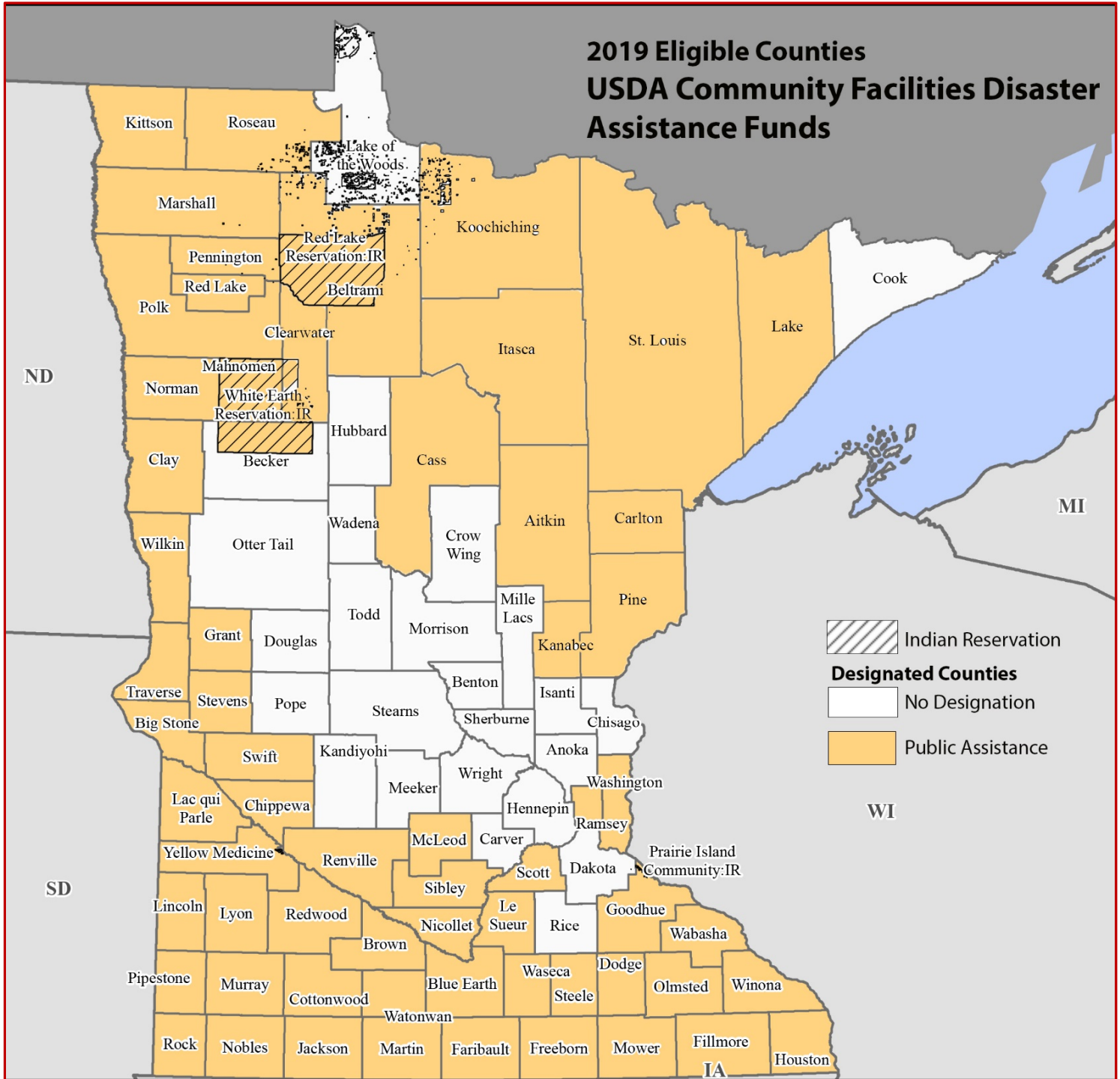
What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact the Faribault office for assistance. You will find additional forms, resources, and program information at www.rd.usda.gov. USDA is an equal opportunity provider, employer, and lender.

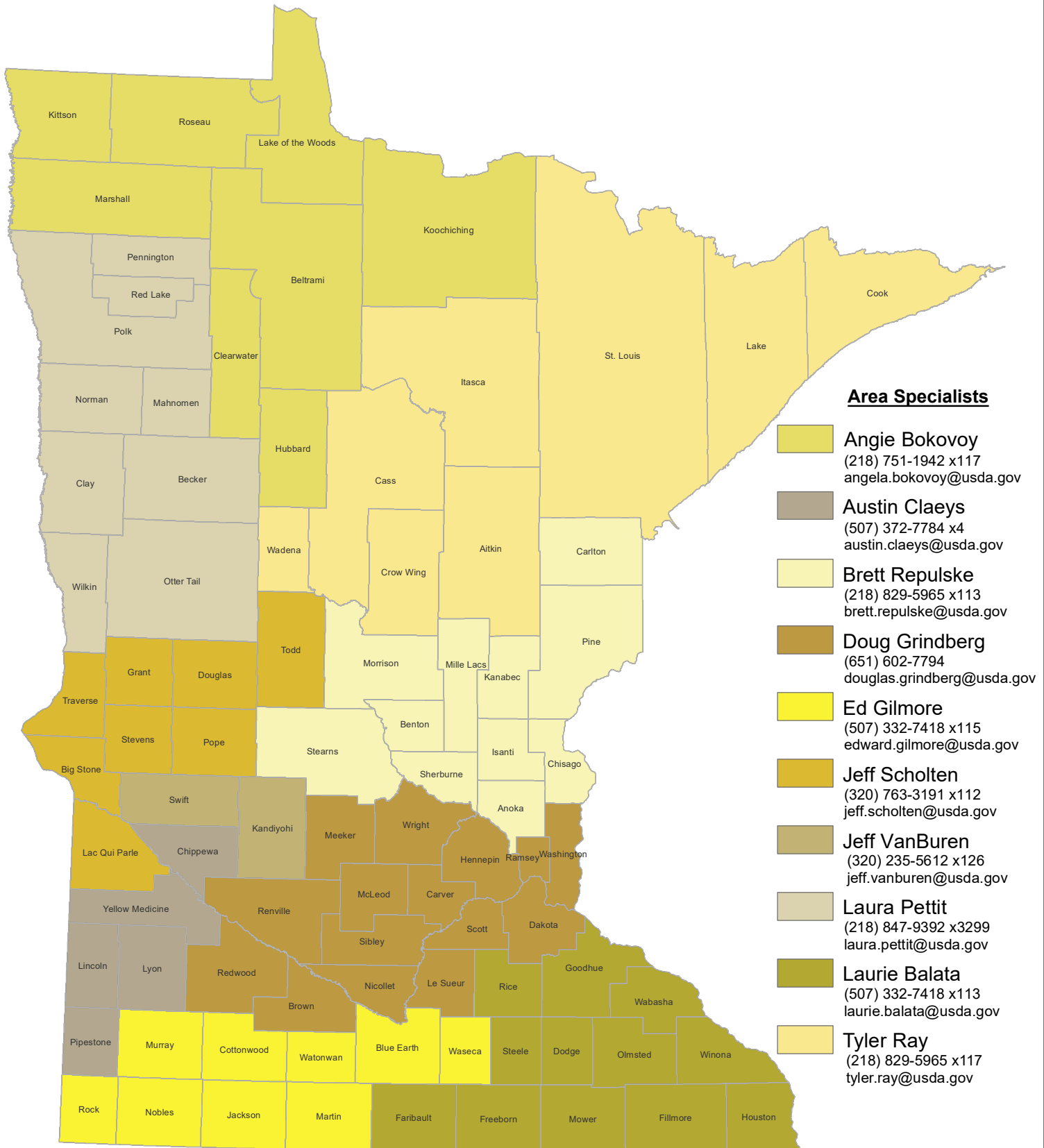
Impacted Counties

2019 Eligible Counties USDA Community Facilities Disaster Assistance Funds



Minnesota Rural Development—

Community Programs Staff



State Office Staff: Terry Louwagie, Program Director, terry.louwagie@usda.gov, 651-602-7810
 Jeff Van Buren, State Office Specialist, jeff.vanburen@usda.gov, (320) 235-5612 x126
 Brenda Smith, State Office Loan Assistant, brenda.smith@usda.gov, (507) 537-1401 x4330

To: Tim Ibisch

From: Mark Hottel

Re: City Hall Inspection

Date: 2/26/21

On the date above an inspection of the City Hall facility was conducted on behalf of the safety committee. During that time, we tested GFI outlets, and emergency lighting units. While on our tour, we noticed a small drip coming from a shut off valve on the domestic water line in the basement furnace room. Several recommendations were made that will be listed below for future reference.

2021-1. There is an electrical outlet cover plate that is loose in the rear storage room.

2021-2. A one-gallon plastic gas can is in the council chambers furnace room. This appears to be for use with the portable electric generator. We recommend replacing this can with a UL approved safety can. Alternatively, perhaps no can should be kept in the room and simply keep the generator tank filled with fresh gas. Then, have a plan for obtaining additional gas, if ever needed, from the PD garage, the FD garage, or PW. Is there a plan in place to change generator gas on a regular basis? And to add Stabil to the tank?

2021-3. The fire extinguisher for the new council chambers is in the coat closet. We recommend placing a sign outside of the closet to help identify its location. One option to consider is something like the sign pictured below. It could be mounted near the ceiling to minimize any negative aesthetic impact.

