

KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, April 14, 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 March 24, 2021

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

c. Evaluations:

- i. Paul Lindgren Police Officer inc to Grade 10-Step 7 \$32.94 eff 4/11/21

d. Committee/Commission/Board Minutes:

- i. Park Board Minutes Draft – March 16, 2021
- ii. Fire Department Minutes – April 2021

e. Conferences/Schools

- i. Dave Vosen – MWOA Annual Conference Grand Rapids MN July 27-30
- ii. Dan Trapp - MWOA Annual Conference Grand Rapids MN July 27-30
- iii. Josh Hanson – MN Chiefs Conference Oct 31-11/3/21

B. VISITORS TO THE COUNCIL

1. Jeff Bolgrean – concerns about procedure on utility disconnects

C. MAYOR'S REPORT

1. Arbor Day Proclamation

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

1. Joint Annexation for ZED
 - i. Joint Resolution
2. Joint Annexation for Komets Acres
 - i. Joint Resolution

F. COMMITTEE REPORT

1. Planning Commission
 - i. Ordinance Revision regarding Impervious Surface Summary Resolution
 - ii. ZED
 - a. Comp Plan Revision
 - b. Rezone
 - iii. Komet Acres
 - a. Comp Plan Revision
 - b. Rezone
 - c. Preliminary Plat
 2. EDA/City Joint Partnership
- G. OLD BUSINESS**
1. 2020 Audit Review
 2. Approve Job Description for Parks/Streets Worker
 3. Accept high Bid for 2004 Fire Department Grass Rig
- H. NEW BUSINESS**
1. Gambling Premises Permit for KM Snowdrifters – Bingo at Events
 2. Joint Powers Agreement – Heroin Task Force
 3. Joint Powers Agreement – BCA Direct Connection
 4. Sewer Forgiveness Request
- I. ADMINISTRATOR’S REPORT**
1. Administrator’s Report
 - i. Library Mission Statement
 2. Kennel Questions
 3. New Year’s Holiday Discussion
- J. ENGINEER’S REPORT**
1. I/I Reduction Program Update
 2. TH 57 Update
 3. Flood Protection Update
- K. PERSONNEL**
1. Fire Department – Jim McAndrews one year LOA eff 4/2/21
 2. Fire Department – Resignation of Doug Griffin eff 4/2/21
- L. ATTORNEY**
1. Free Speech Inquiry
 2. Closed - Litigation strategy on Blaine's 14th lawsuit
- M. CORRESPONDENCE**
1. Kasson Fire Department Annual Report
 2. Kasson Police April Calls for Service
 3. CMPAS CEO Press Release
 4. Dodge County Fair Notice
 5. Arbor Day Foundation Press Release
 6. Department Head Meeting Reports
- N. ADJOURN**

KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, March 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 March, 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, Police Chief Josh Hanson, City Attorney Melanie Leth, Finance Director Nancy Zaworski, Tim O'Morro, Janet Sinning, Tyler Mandler and Dave Dubbels

PLEDGE OF ALLIANCE

APPROVE AGENDA

Add: H.4 Covid 19 Vaccination Guidelines

Remove K.2 Hiring and Replace with Accept Resignation of Kris Anderson

Add: G.2 WPA Wall

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

CONSENT AGENDA

Minutes from March 10, 2021

Claims processed after the March 10, 2021 regular meeting, as audited for payment in the amount of \$397,102.90

Evaluations:

Corey Carstensen	Streets/Public Works Worker	At top of scale \$26.88
Ron Unger	Park and Rec Director	At top of scale \$40.36

Committee/Commission/Board Minutes:

Planning Commission March 8, 2021 – DRAFT

Library Board Minutes February 9, 2021

Conferences:

Linda Rappe	IIMC Annual Conf	Grand Rapids, MI	May 8-13	\$0
Linda Rappe	MCFOA Annual Conf	St. Cloud	June 14-18	\$240
Amy Johnson	MN Municipal Clerks Institute	Virtual	May 3-7	\$150

Resolution Certifying Delinquent Claims to the County Auditor

Resolution #3.3-21

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

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

VISITORS TO THE COUNCIL

MAYOR'S REPORT

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Planning Commission - Kasson Meadows 7th Subdivision Rezone and Preliminary Plat – Administrator Ibisch stated that this developer is doing this in smaller phases.

Ordinance 1.3-2021 Amending the Official Zoning Map - Motion to Approve made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.

Ordinance 1.3-2021

***ORDINANCE AMENDING THE KASSON OFFICIAL ZONING MAP TO REZONE PIDs NO. 130280103 and 240280104 FROM D-H DEVELOPMENT HOLDING DISTRICT TO R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT
(on file)***

Resolution Approving the Preliminary Plat for KM 7th - Motion to Approve the Preliminary Plat made by Councilperson Zelinske, second by Councilperson Burton with All Voting Aye

Resolution 3.4-21

***RESOLUTION APPROVING THE PRELIMINARY PLAT FOR THE PROPERTIES AT PID NO. 240280104 AND 130280103, KNOWN AS KASSON MEADOWS 7TH ADDITION
(on file)***

OLD BUSINESS

ICS Professional Services Agreement – Administrator Ibisch stated that the City Attorney has reviewed this and provided some red line changes that he will include. Indemnity language and fixed fees language was changed. **Motion to Approve with the Changes to the Indemnification and Fixed Fees languages made by Councilperson Ferris, second by Councilperson Zelinske with All Voting Aye.**

WPA Wall – Administrator Ibisch stated that he expects the legacy grant to move forward. This project should cost approx. \$70,000 of total cost. Councilperson Egger asked where the money would come from if the Legacy Grant does not come through. Administrator Ibisch stated that it could come from the Liquor Fund or Electric Fund. Construction would start when the pool closes. Raised funds was \$43,000. Mayor McKern does not want to use the general levy. **Motion to Move Forward With This Project As Long As No Money Comes From The General Levy made by Councilperson Egger, second Councilperson Ferris. Ayes: Burton, Egger, Ferris and McKern Nays: Zelinske**

NEW BUSINESS

Resolution Declaring City Council Vacancy – no action

Council Vacancy Ad – Administrator Ibisch wanted to talk about the process. Councilperson Burton asked about “to remainder of term” he suggested putting in a date. The Council wants to find someone by May and the sooner the better with the big projects coming up.

2020 Budget Review – Finance Director Zaworski went over the 2020 budget and how the City ended the year. The interest rates for our investments have gone down so we are losing a lot of interest.

Covid 19 Vaccination Guidelines – Administrator Ibisch stated that we would use this as an encouragement to get vaccinated. Councilperson Dan believes if you want to get the vaccination then go get it on your own time. Councilperson Ferris stated that it is not a free for all and appointments are not always at the most convenient times. Councilperson Zelinske stated that this is encouraging employees to get the shot to protect everybody. Councilperson Burton has a bigger problem if employees don't get the shot and then get the virus and use up their sick time. Mayor McKern stated that this is a specialized thing it is not like walking in for a flu shot. **Motion to Approve made by Mayor McKern, second by Councilperson Burton. Ayes: Burton, Ferris, McKern and Zelinske. Nays: Egger**

ADMINISTRATORS REPORT

Administrator's Report – Administrator Ibisch went over his report. The American Rescue Plan that the federal government approved and the city is entitled to a certain amount of money to replace revenue loss for this year.

Komet Acres Annexation Request

ZED Annexation Request - these hearings will be at the April 14 meeting

ENGINEER'S REPORT

PERSONNEL

Hiring of Aquatic Center Employees – **Motion to Approve the Park Board Recommendation of Employees for Summer 2021 made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.**

Motion to Accept the Resignation of Kris Anderson – **Motion to Accept Kris Anderson's resignation made by Mayor McKern, second by Councilperson Burton with All Voting Aye.** Kris was thanked for his years of service.

Mayor McKern stated that a modified job description should come back at next meeting.

Administrator Ibisch stated that Police Chief Hanson had requested a fulltime and the employee took a fulltime position with Dodge County. Chief Hanson stated that he will be posting for both full time and part time Police Officer positions. Mayor McKern stated that this is back filling a position. Chief Hanson stated that two of our current part time officers work fulltime for the County so are not always available.

ATTORNEY

City Code Changes regarding landlord/tenant assessments – Attorney Leth stated that she does not think we need to change the code since the State Statute limits how we can apply the liens. Modification to the ordinance we could reference State Statute 325(E)(o).25 when you are talking about a property that has the landlord/tenant situation. Administrator Ibisch stated that the landlord needs to be included on the electric account. The State requires there be water and sewer to be habitable but does not require a building to have electric service. Mayor McKern stated that as a landlord he would want to know if the tenant was in arrears and would not be opposed to having both the owners and the tenants name on bill. Mayor McKern asked if the Tantalus system could track this better. Administrator Ibisch stated that we want to work with the landlords and are looking to clean up this language this year.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:06PM Motion to Adjourn made by Councilperson Zelinske, second by Councilperson Egger 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 - #6

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 1,085,253.15

DATE APPROVED: 04-14-21

#1 \$145,938.57

#2 65,146.96

#3 2,809.30

#4 38,544.29

#5 550,992.36

#6 281,821.67

\$1,085,253.15

(includes funds transfer)

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CITY OF KASSON
Claim Approval List
For the Accounting Period: 3/21
For Pay Date: 03/29/21

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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
36233		5049 ARTISAN BEER COMPANY	53.50					
	3464810	03/23/21 BEER	53.50			609 975 4975	252	1010
		Total for Vendor:	53.50					
36200		5719 ASCHEL COMPANIES INC	856.96					
	REFUND		856.96*			604 959 4959	435	1010
		Total for Vendor:	856.96					
36202		203 BAKER & TAYLOR INC	95.37					
	2035841448	03/15/21 BOOKS	95.37			211 550 4550	218	1010
		Total for Vendor:	95.37					
36201		1012 BELLBOY CORPORATION	671.58					
	0102919900	03/17/21 ASPARAGUS	-6.60		0	609 975 4975	259	1010
	0088484200	03/18/21 LIQUOR	399.00			609 975 4975	251	1010
	0088484200	03/18/21 WINE	10.00			609 975 4975	251	1010
	0102955500	03/25/21 BAGS	40.68			609 975 4975	210	1010
	0102955500	03/25/21 S.T. BAGS	2.80			609 975 4975	210	1010
	0102955500	03/25/21 S.T. BAGS	-2.80			609 2025		1010
	0102955500	03/25/21 D.C. TT BAGS	0.20			609 975 4975	210	1010
	0102955500	03/25/21 D.C. TT BAGS	-0.20			609 2026		1010
	0088581100	03/25/21 LIQUOR	224.50			609 975 4975	251	1010
	0088581100	03/25/21 FREIGHTS	4.00			609 975 4975	335	1010
		Total for Vendor:	671.58					
36203		22 BORDER STATES INDUSTRIES INC	19,246.32					
	921698317	03/12/21 BICC	19,246.32			604 957 4957	220	1010
		Total for Vendor:	19,246.32					
36204		5239 BREAKTHRU BEVERAGE MN WINE &	2,439.28					
	338754334	03/17/21 LIQUOR	452.16			609 975 4975	251	1010
	338754334	03/17/21 WINE	598.50			609 975 4975	251	1010
	338754334	03/17/21 FREIGHT	16.92			609 975 4975	335	1010
	338754335	03/17/21 BEER	82.95			609 975 4975	252	1010
	338837044	03/24/21 LIQUOR	777.57			609 975 4975	251	1010
	338837044	03/24/21 WINE	312.00			609 975 4975	251	1010

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	338837044	03/24/21 MIXES	173.18			609 975 4975	254	1010
	338837044	03/24/21 FREIGHT	26.00			609 975 4975	335	1010
		Total for Vendor:	2,439.28					
36205		6270 CHAOTIC GOOD BREWING	186.00					
	2110	03/16/21 BEER	75.00			609 975 4975	252	1010
	2112	03/18/21 BEER	37.50			609 975 4975	252	1010
	2114	03/22/21 BEER	73.50			609 975 4975	252	1010
		Total for Vendor:	186.00					
36207		5667 CINTAS	305.55					
	4077765976	03/05/21 MATS- L.S.	93.26*			609 979 4979	410	1010
	4079081851	03/19/21 MATS- L.S.	93.26*			609 979 4979	410	1010
	1901879280	01/08/21 COVID- L.S. SANITIZER	25.77			101 417 4417	430	1010
	4079736700	03/26/21 MATS-L.S.	93.26*			609 979 4979	410	1010
		Total for Vendor:	305.55					
36206		4238 CINTAS CORP	44.83					
	8405056528	03/19/21 RESTOCK 1ST AID	8.96			101 920 4920	433	1010
	8405056528	03/19/21 RESTOCK 1ST AID	8.96			601 943 4943	433	1010
	8405056528	03/19/21 RESTOCK 1ST AID	8.97			602 948 4948	433	1010
	8405056528	03/19/21 RESTOCK 1ST AID	8.97			604 957 4957	433	1010
	8405056528	03/19/21 RESTOCK 1ST AID	8.97			605 963 4963	433	1010
		Total for Vendor:	44.83					
36208		5645 H & H DISTRIBUTING	206.50					
	218995	03/16/21 MIXES	206.50			609 975 4975	254	1010
		Total for Vendor:	206.50					
36210		2396 H & L MESABI COMPANY	1,693.86					
	08116	03/12/21 BLADES/PLOW BLADES	1,693.86			101 312 4312	220	1010
		Total for Vendor:	1,693.86					
36234		6272 HERMEL WHOLESALE	491.25					
	868167	03/25/01 POP FOR RESALE	484.30			609 975 4975	254	1010
	868167	03/25/01 FREIGHT	6.95			609 975 4975	335	1010
		Total for Vendor:	491.25					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36235		5036 HOHENSTEINS INC	114.00					
	397169	03/25/21 BEER	114.00			609 975 4975	252	1010
		Total for Vendor:	114.00					
36209		3825 JOHN DEERE FINANCIAL f.s.b.	1,972.18					
	IK97343	02/23/21 15W40 OIL	973.84			101 310 4310	220	1010
	IK97343	02/23/21 15W40 OIL	973.84			101 312 4312	220	1010
	IK98127	03/12/21 CAS SAE50 DRIVETRAIN	24.50			101 310 4310	220	1010
		Total for Vendor:	1,972.18					
36211		25 JOHNSON BROTHERS LIQUOR CO	5,014.86					
	138891	03/05/21 LIQUOR	-18.00			609 975 4975	251	1010
	138892	03/05/21 WINE	-13.79			609 975 4975	251	1010
	1761008	03/16/21 LIQUOR	1,455.90			609 975 4975	251	1010
	1761009	03/16/21 WINE	1,150.70			609 975 4975	251	1010
	1765617	03/23/21 LIQUOR	1,857.00			609 975 4975	251	1010
	1765618	03/23/21 WINE	546.05			609 975 4975	251	1010
	1765619	03/23/21 MIXES	37.00			609 975 4975	254	1010
		Total for Vendor:	5,014.86					
36212		6271 KRAUS-ANDERSON CONSTRUCTION	15,000.00					
	45421	03/19/21 PRECONSTRUCTION-LIBRARY ASSESS	15,000.00*			101 111 4111	430	1010
		Total for Vendor:	15,000.00					
36213		89 METRO SALES INC	189.97					
	INV1781551	03/19/21 PW QTRLY MAINT-B&W	16.80			601 944 4944	210	1010
	INV1781551	03/19/21 PW QTRLY MAINT-B&W	16.80			602 949 4949	210	1010
	INV1781551	03/19/21 PW QTRLY MAINT-B&W	33.60			604 959 4959	210	1010
	INV1781551	03/19/21 PW QTRLY MAINT-B&W	16.80			605 963 4963	210	1010
	INV1781551	03/19/21 S. T. PW QTRLY MAINT-B&W	2.31			604 959 4959	210	1010
	INV1781551	03/19/21 S. T. PW QTRLY MAINT-B&W	-2.31			604 2025		1010
	INV1781551	03/19/21 D.C. TT PW QTRLY MAINT-B&W	0.17			604 959 4959	210	1010
	INV1781551	03/19/21 D.C. TT PW QTRLY MAINT-B&W	-0.17			604 2026		1010
	INV1781551	03/19/21 PW QTRLY MAINT-CLR	21.19			601 944 4944	210	1010
	INV1781551	03/19/21 PW QTRLY MAINT-CLR	21.19			602 949 4949	210	1010
	INV1781551	03/19/21 PW QTRLY MAINT-CLR	42.40			604 959 4959	210	1010

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		INV1781551 03/19/21 PW QTRLY MAINT-CLR	21.19			605 963 4963	210	1010
		INV1781551 03/19/21 S.T. PW QTRLY MAINT-CLR	2.92			604 959 4959	210	1010
		INV1781551 03/19/21 S.T. PW QTRLY MAINT-CLR	-2.92			604 2025		1010
		INV1781551 03/19/21 D.C. TT PW QTRLY MAINT-CLR	0.21			604 959 4959	210	1010
		INV1781551 03/19/21 D.C. TT PW QTRLY MAINT-CLR	-0.21			604 2026		1010
		Total for Vendor:	189.97					
36214		2234 MID-AMERICAN RESEARCH CHEMICAL	300.00					
		0726692-IN 03/12/21 CONCRETE CLEANER	42.84			101 310 4310	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.84			101 312 4312	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.84			101 517 4517	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.87			601 943 4943	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.87			602 948 4948	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.87			604 957 4957	210	1010
		0726692-IN 03/12/21 CONCRETE CLEANER	42.87			605 963 4963	210	1010
		0726692-IN 03/12/21 S.T. CONCRETE CLEANER	2.95			604 957 4957	210	1010
		0726692-IN 03/12/21 S.T. CONCRETE CLEANER	-2.95			604 2025		1010
		0726692-IN 03/12/21 D.C. T.T. CONCRETE CLEANER	0.21			604 957 4957	210	1010
		0726692-IN 03/12/21 D.C. T.T. CONCRETE CLEANER	-0.21			604 2026		1010
		Total for Vendor:	300.00					
36215		5881 NAPA AUTO PARTS	574.56					
		02/28/21 PARK R & M SUPPLIES	125.78			101 522 4522	220	1010
		02/28/21 WWTP R & M SUPPLIES	78.48			602 947 4947	220	1010
		02/28/21 FIRE R & M SUPPLIES	38.97			101 220 4220	220	1010
		02/28/21 ELEC R & M SUPPLIES	10.94			604 957 4957	220	1010
		02/28/21 S.T. ELEC R & M SUPPLIES	0.75			604 957 4957	220	1010
		02/28/21 S.T. ELEC R & M SUPPLIES	-0.75			604 2025		1010
		02/28/21 D.C. T. T. ELEC R & M SUPPLIES	0.05			604 957 4957	220	1010
		02/28/21 D.C. T. T. ELEC R & M SUPPLIES	-0.05			604 2026		1010
		02/28/21 WATER SM TOOL MINOR EQUIP	7.49			601 943 4943	240	1010
		02/28/21 POLICE R & M SUPPLIES	258.09			101 210 4210	220	1010
		02/28/21 WATER R & M SUPPLIES	54.81			601 943 4943	220	1010
		Total for Vendor:	574.56					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36216		60 NORTHERN BEVERAGE DIST. CO. LL	10,395.55					
	756009	03/04/21 BEER	4,026.30			609 975 4975	252	1010
	756009	03/04/21 FREIGHT	2.00			609 975 4975	335	1010
	762028	03/18/21 BEER	-67.20			609 975 4975	252	1010
	762028	03/18/21 FREIGHT	2.00			609 975 4975	335	1010
	762029	03/18/21 BEER	2,847.50			609 975 4975	252	1010
	762029	03/18/21 FREIGHT	2.00			609 975 4975	335	1010
	765333	03/25/21 BEER	3,564.05			609 975 4975	252	1010
	765333	03/25/21 FREIGHT	-2.00			609 975 4975	335	1010
	765333	03/25/21 NA BEVERAGE	20.90			609 975 4975	254	1010
		Total for Vendor:	10,395.55					
36217		2876 PAUSTIS WINE COMPANY	325.25					
	120627	03/17/21 WINE	320.00			609 975 4975	251	1010
	120627	03/17/21 FREIGHT	5.25			609 975 4975	335	1010
		Total for Vendor:	325.25					
36218		23 PHILLIPS WINE & SPIRITS	7,232.65					
	6173861	03/16/21 LIQUOR	2,391.97			609 975 4975	251	1010
	6173862	03/16/21 WINE	775.75			609 975 4975	251	1010
	6177334	03/23/21 LIQUOR	3,479.18			609 975 4975	251	1010
	6177335	03/23/21 WINE	465.75			609 975 4975	251	1010
	6177336	03/23/21 MIXES	120.00			609 975 4975	254	1010
		Total for Vendor:	7,232.65					
36219		446 PITNEY BOWES GLOBAL FINANCIAL	158.37					
	3104630980	03/16/21 PST MTR LEASE	79.19			101 194 4194	410	1010
	3104630980	03/16/21 PST MTR LEASE	79.18			604 957 4957	410	1010
	3104630980	03/16/21 S.T. PST MTR LEASE	5.44			604 957 4957	410	1010
	3104630980	03/16/21 S.T. PST MTR LEASE	-5.44			604 2025		1010
	3104630980	03/16/21 D.C. T.T. PST MTR LEASE	0.40			604 957 4957	410	1010
	3104630980	03/16/21 D.C. T.T. PST MTR LEASE	-0.40			604 2026		1010
		Total for Vendor:	158.37					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36220		3936 POMP'S TIRE SERVICE INC	149.50					
	230102429	03/23/21 TIRE-USED-MOUNT	149.50			101 310 4310	220	1010
		Total for Vendor:	149.50					
36221		63 SCHOTT DIST CO INC	29,939.04					
	415295	03/04/21 BEER	13,161.74			609 975 4975	252	1010
	416648	03/18/21 WINE	160.00			609 975 4975	251	1010
	416648	03/18/21 BEER	4,223.85			609 975 4975	252	1010
	416648	03/18/21 NA BEVERAGE	40.00			609 975 4975	254	1010
	416913	03/19/21 BEER	1,640.00			609 975 4975	252	1010
	417420	03/25/21 BEER	10,671.05			609 975 4975	252	1010
	417420	03/25/21 NA BEVERAGE	42.40			609 975 4975	254	1010
		Total for Vendor:	29,939.04					
36222		3850 SOUTHERN GLAZER'S OF MN	3,377.00					
	2055692	03/10/21 LIQUOR	764.82			609 975 4975	251	1010
	2055692	03/10/21 WINE	168.00			609 975 4975	251	1010
	2055692	03/10/21 FREIGHT	16.27			609 975 4975	335	1010
	2058184	03/17/21 LIQUOR	806.10			609 975 4975	251	1010
	2058184	03/17/21 WINE	188.00			609 975 4975	251	1010
	2058184	03/17/21 FREIGHT	12.40			609 975 4975	335	1010
	2060777	03/24/21 LIQUOR	1,189.71			609 975 4975	251	1010
	2060777	03/24/21 WINE	210.00			609 975 4975	251	1010
	2060777	03/24/21 FREIGHT	21.70			609 975 4975	335	1010
		Total for Vendor:	3,377.00					
36223		6231 SxSE MN BREWING CO.	351.00					
	016802	03/18/21 BEER	60.00			609 975 4975	252	1010
	016505	03/11/21 BEER	120.00			609 975 4975	252	1010
	17185	03/25/21 BEER	171.00			609 975 4975	252	1010
		Total for Vendor:	351.00					
36224		498 TEIGEN PAPER & SUPPLY INC	145.38					
	94351	03/16/21 CAN LINERS	116.60			101 310 4310	220	1010
	99633	03/09/21 TOWELS	4.11			101 310 4310	210	1010
	99633	03/09/21 TOWELS	4.11			101 312 4312	210	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	99633	03/09/21 TOWELS	4.11			101 517 4517	210	1010
	99633	03/09/21 TOWELS	4.11			601 943 4943	210	1010
	99633	03/09/21 TOWELS	4.11			602 948 4948	210	1010
	99633	03/09/21 TOWELS	4.12			604 957 4957	210	1010
	99633	03/09/21 TOWELS	4.11			605 963 4963	210	1010
	99633	03/09/21 S.T. TOWELS	0.28			604 957 4957	210	1010
	99633	03/09/21 S.T. TOWELS	-0.28			604	2025	1010
	99633	03/09/21 D.C. T.T. TOWELS	0.02			604 957 4957	210	1010
	99633	03/09/21 D.C. T.T. TOWELS	-0.02			604	2026	1010
		Total for Vendor:	145.38					
36225		123 THRONDSOIL OIL & LP GAS CO	1,722.24					
	367941	03/17/21 P. DIESEL/#1 DIESEL	688.90			101 310 4310	210	1010
	367941	03/17/21 P. DIESEL/#1 DIESEL	688.90			101 312 4312	210	1010
	367941	03/17/21 P. DIESEL/#1 DIESEL	86.11			601 943 4943	210	1010
	367941	03/17/21 P. DIESEL/#1 DIESEL	86.11			602 948 4948	210	1010
	367941	03/17/21 P. DIESEL/#1 DIESEL	86.11			604 957 4957	210	1010
	367941	03/17/21 P. DIESEL/#1 DIESEL	86.11			605 963 4963	210	1010
	367941	03/17/21 S.T. P. DIESEL/#1 DIESEL	5.92			604 957 4957	210	1010
	367941	03/17/21 S.T. P. DIESEL/#1 DIESEL	-5.92			604	2025	1010
	367941	03/17/21 D.C. T.T. P. DIESEL/#1 DIESEL	0.43			604 957 4957	210	1010
	367941	03/17/21 D.C. T.T. P. DIESEL/#1 DIESEL	-0.43			604	2026	1010
		Total for Vendor:	1,722.24					
36226		6095 TRAIL CREEK COFFEE ROASTERS	99.00					
	000348	03/09/21 COFFEE FOR RESALE	99.00			609 975 4975	259	1010
		Total for Vendor:	99.00					
36227		3382 VERIZON WIRELESS	1,490.64					
		03/12/21 TO BE SPLIT	1,490.64			101 510 4510	321	1010
		Total for Vendor:	1,490.64					
36236		4466 VINOCOPIA INC	742.00					
	0275793-IN	03/24/21 WINE	728.00			609 975 4975	251	1010
	0275793-IN	03/24/21 FREIGHT	14.00			609 975 4975	335	1010
		Total for Vendor:	742.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36228		5047 WATERVILLE FOOD & ICE INC	95.36					
	04-109495	03/16/21 ICE-LIQUOR STORE	95.36			609 975 4975	257	1010
		Total for Vendor:	95.36					
36229		5818 WEX Bank	2,799.33					
	70796687	03/23/21 104.785 GAL UNLD-ELEC	278.62			604 957 4957	212	1010
	70796687	03/23/21 56.018 GAL UNLD-PARKS	146.43			101 522 4522	212	1010
	70796687	03/23/21 649.278 GAL UNLD-POLICE	1,786.83			101 210 4210	212	1010
	70796687	03/23/21 71.64 GAL UNLD-STREETS	190.22			101 310 4310	212	1010
	70796687	03/23/21 75.12 GAL UNLD-WATER	198.62			601 943 4943	212	1010
	70796687	03/23/21 75.12 GAL UNLD-WW	198.61			602 948 4948	212	1010
		Total for Vendor:	2,799.33					
36230		5182 WHKS & CO.	37,111.74					
	42897	03/16/21 MN DOT STATE AID MTGS	357.00			101 311 4311	303	1010
	42897	03/16/21 WWTP PLANT PERMIT ASSISTANCE	4,924.50			602 947 4947	303	1010
	42897	03/16/21 2021 STREET MAINT PROJECT	3,031.00			101 311 4311	303	1010
	42893	03/16/21 HWY 57 IMPROV	3,050.00*			424 196 4196	303	1010
	42894	03/16/21 16TH ST NW EXTENSION	3,325.28*			426 196 4196	303	1010
	42898	03/16/21 KASSON MEADOWS 7TH-ENG REVIEW/	2,303.50			101 1151		1010
	42898	03/16/21 BIGELOW VOIGT 8TH-ENG REVIEW/O	999.50			101 1151		1010
	42897	03/16/21 MNDNR TRAIL GRANT	184.00			101 196 4196	303	1010
	42872	03/16/21 I & I IMPLEMENTATION	1,351.68			602 948 4948	303	1010
	42871	03/16/21 SUMP PUMP/SAN SEWER PROJECT	1,493.84			602 948 4948	303	1010
	42890	03/16/21 MASTEN CREEK FLOOD MITIGAT STD	3,525.44			605 964 4964	303	1010
	42897	03/16/21 MASTEN CREEK FLOOD PROTECTION	357.00			605 964 4964	303	1010
	42897	03/16/21 MN DOT LRIP FUNDING ASSISTANCE	3,013.00*			426 196 4196	303	1010
	42898	03/16/21 WITZEL SUBDIVISION	476.00			101 196 4196	303	1010
	42904	03/16/21 WITZEL SUBDIVISION	8,720.00			101 1151		1010
		Total for Vendor:	37,111.74					
36231		2407 WINE MERCHANTS	320.00					
	7321680	03/16/21 WINE	320.00			609 975 4975	251	1010
		Total for Vendor:	320.00					

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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
36232		50 XCEL ENERGY		27.95				
	724545421	03/19/21 UTIL SERV- STR LT 2/16- 3/1	27.95			101 316 4316	380	1010
		Total for Vendor:		27.95				
		# of Claims 37		Total: 145,938.57				

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CITY OF KASSON
Fund Summary for Claims
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Fund/Account	Amount		
101 General Fund			
1010 CASH-OPERATING	\$40,700.62	- 500.50 - 27.95	\$ 40,172.17
211 Library Fund			
1010 CASH-OPERATING	\$95.37		
424 Hwy 57			
1010 CASH-OPERATING	\$3,050.00		
426 16th St NW			
1010 CASH-OPERATING	\$6,338.28		
601 Water Fund			
1010 CASH-OPERATING	\$440.96	+ 93.82	+ 534.78
602 Sewer Fund			
1010 CASH-OPERATING	\$8,227.16	+ 93.81 + 27.95	+ 8348.92
604 Electric Fund			
1010 CASH-OPERATING	\$20,690.09	+ 283.78	+ 20 973.87
605 Storm Water			
1010 CASH-OPERATING	\$4,062.49		
609 Liquor Fund			
1010 CASH-OPERATING	\$62,333.60		
606 - Arena		+ 29.09	+ 29.09
Total:	\$145,938.57	✓	

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

The claim batch dated _____ are approved for payment.

APPROVED See signature page Council Member
_____ Council Member

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CITY OF KASSON
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36169	E	34 CITY OF KASSON	29,989.82					
	02/25/21	CITY UTILITIES-C H	410.63			101 194 4194	380	1010
	02/25/21	CITY UTILITIES-C H, BI-DIRECT	22.89			101 194 4194	380	1010
	02/25/21	CITY UTILITIES-P D	372.56			101 210 4210	380	1010
	02/25/21	CITY UTILITIES-STR LTS (LED)	517.98			101 316 4316	380	1010
	02/25/21	CITY UTILITIES-STREET LTS	27.53			101 310 4310	380	1010
	02/25/21	CITY UTILITIES-F D	268.38			101 220 4220	380	1010
	02/25/21	CITY UTILITIES-MAIN STR LTS	825.66			101 316 4316	380	1010
	02/25/21	CITY UTILITIES-MANT AV STR LTS	285.28			101 316 4316	380	1010
	02/25/21	CITY UTILITIES-STREET LTS	5,002.51			101 316 4316	380	1010
	02/25/21	CITY UTILITIES-K.A.C.-HIGH FLO	83.62			101 514 4514	380	1010
	02/25/21	CITY UTILITIES-K.A.C.-LOW FLOW	53.12			101 514 4514	380	1010
	02/25/21	CITY UTILITIES-K.A.C.-BI-DIREC	227.87			101 514 4514	380	1010
	02/25/21	CITY UTILITIES-N2 BALL PARK LT	52.53			101 517 4517	380	1010
	02/25/21	CITY UTILITIES-NO. PARK #3	78.06			101 517 4517	380	1010
	02/25/21	CITY UTILITIES-NO. PARK MAINT	155.33			101 522 4522	380	1010
	02/25/21	CITY UTILITIES-E SHELTER-VETS	31.38			101 522 4522	380	1010
	02/25/21	CITY UTILITIES-NO. PARK CONCES	29.00			101 517 4517	380	1010
	02/25/21	CITY UTILITIES-VETS PARK ATH F	23.11			101 517 4517	380	1010
	02/25/21	CITY UTILITIES-NE YOUTH BALL F	23.11			101 517 4517	380	1010
	02/25/21	CITY UTILITIES-W SHELTER-VETS	27.87			101 522 4522	380	1010
	02/25/21	CITY UTILITIES-NO. PARK #1	76.14			101 310 4310	380	1010
	02/25/21	CITY UTILITIES-WELL #4	2,016.23			601 941 4941	380	1010
	02/25/21	CITY UTILITIES-WELL #2	1,532.82			601 941 4941	380	1010
	02/25/21	CITY UTILITIES-WELL #3	83.36			601 941 4941	380	1010
	02/25/21	CITY UTILITIES-WELL #5	1,894.67			601 941 4941	380	1010
	02/25/21	CITY UTILITIES-8 AV WATER TOWE	420.80			601 941 4941	380	1010
	02/25/21	CITY UTILITIES-LITTLES LIFT ST	86.41			602 948 4948	380	1010
	02/25/21	CITY UTILITIES-LIQUOR STORE	407.44			609 979 4979	380	1010
	02/25/21	CITY UTILITIES-NO. PARK #4	23.79			101 522 4522	380	1010
	02/25/21	CITY UTILITIES-WWTP-WA/SE	1,932.72			602 947 4947	380	1010
	02/25/21	CITY UTILITIES-WWTP-ELECTRIC	6,012.73			602 947 4947	381	1010
	02/25/21	CITY UTILITIES-WWTP-BASEMENT	48.28			602 947 4947	380	1010
	02/25/21	CITY UTILITIES-WWTP-GARAGE	19.16			602 947 4947	380	1010
	02/25/21	CITY UTILITIES-NO. PARK #2	28.21			101 522 4522	380	1010
	02/25/21	CITY UTILITIES-OLD WATER TOWER	55.52			101 526 4526	430	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		02/25/21 CITY UTILITIES-D C AMBULANCE S	144.35			101 417 4417	380	1010
		02/25/21 CITY UTILITIES-P.W.B. 1/2	512.82			101 310 4310	380	1010
		02/25/21 CITY UTILITIES-P.W.B. 1/2	512.81			604 957 4957	380	1010
		02/25/21 SALES TAX-P.W.B.-CL	30.82			604 957 4957	380	1010
		02/25/21 SALES TAX-P.W.B.-CL	-30.82			604	2025	1010
		02/25/21 D C TRANSIT TAX-P.W.B.-CL	2.24			604 957 4957	380	1010
		02/25/21 D C TRANSIT TAX-P.W.B.-CL	-2.24			604	2026	1010
		02/25/21 SALES TAX-P.W.B.-WA	1.01			604 957 4957	380	1010
		02/25/21 SALES TAX-P.W.B.-WA	-1.01			604	2025	1010
		02/25/21 D C TRANSIT TAX-P.W.B.-WA	0.07			604 957 4957	380	1010
		02/25/21 D C TRANSIT TAX-P.W.B.-WA	-0.07			604	2026	1010
		02/25/21 CITY UTILITIES-SOLAR BILLBOARD	15.04			604 956 4956	381	1010
		02/25/21 CITY UTILITIES-D C ICE ARENA	4,223.95			606 516 4516	380	1010
		02/25/21 CITY UTILITIES-ELECTRONIC SIGN	31.38			101 111 4111	430	1010
		02/25/21 CITY UTILITIES-PARK & RIDE LOT	77.95			101 316 4316	380	1010
		02/25/21 CITY UTILITIES-16 ST-E OF BRID	153.60			101 316 4316	380	1010
		02/25/21 CITY UTILITIES-16 ST-CENTER	217.88			101 316 4316	380	1010
		02/25/21 CITY UTILITIES-16 ST-W OF BRID	118.67			101 316 4316	380	1010
		02/25/21 CITY UTILITIES-LIBRARY	774.14			211 550 4550	380	1010
		02/25/21 CITY UTILITIES-LIONS PARK SHEL	23.11			101 522 4522	380	1010
		02/25/21 CITY UTILITIES-MEADOWLAND SHEL	27.42			101 522 4522	380	1010
		Total for Vendor:	29,989.82					
36170	E	5691 FURTHER-FSA	33.65					
		39739030 03/09/21 FLEX REIMBURSEMENT	33.65			101	2177	1010
36175	E	5691 FURTHER-FSA	259.49					
		39750622 03/16/21 FLEX REIMBURSEMENT	259.49			101	2177	1010
		Total for Vendor:	293.14					
36171	E	108 MN DEPARTMENT OF REVENUE	21,188.00					
		03/11/21 FEB.-UTILITIES SALES TAX	365.00			601	2025	1010
		03/11/21 FEB.-UTILITIES SALES TAX	19,253.00			604	2025	1010
		03/11/21 FEB.-SALES TAX PAYABLE	25.00			101	2025	1010
		03/11/21 FEB.-SALES TAX PAYABLE	7.00			211	2025	1010
		03/11/21 FEB.-SALES TAX PAYABLE	29.00			604	2025	1010
		03/11/21 FEB.-USE TAX PAYABLE	5.00			101	2025	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	03/11/21	FEB.-USE TAX PAYABLE	96.00			604 2025		1010
	03/11/21	FEB.-USE TAX PAYABLE	28.00			609 2025		1010
	03/11/21	FEB.-UTILITIES D C TRANS TAX	26.00			601 2026		1010
	03/11/21	FEB.-UTILITIES D C TRANS TAX	1,341.00			604 2026		1010
	03/11/21	FEB.-D C TRANS TAX PAYABLE	2.00			101 2026		1010
	03/11/21	FEB.-D C TRANS TAX PAYABLE	2.00			604 2026		1010
	03/11/21	FEB.-D C TRANS USE TAX PAYABLE	7.00			604 2026		1010
	03/11/21	FEB.-D C TRANS USE TAX PAYABLE	2.00			609 2026		1010
		Total for Vendor:	21,188.00					
36172	E	973 MN DEPT OF REVENUE	11,053.00					
	03/12/21	FEB.-LIQUOR STORE SALES TAX	10,491.00			609 2025		1010
	03/12/21	FEB.-LIQUOR STORE D C TRANS TX	562.00			609 2026		1010
		Total for Vendor:	11,053.00					
36174		637 WEBER, LETH & WOESSNER PLC	2,623.00					
	FEB '21-PR 02/28/21	21.7 HRS LEGAL-P D	2,623.00			101 160 4160	304	1010
		Total for Vendor:	2,623.00					
		# of Claims	6	Total:				65,146.96
		Total Electronic Claims						62,523.96
		Total Non-Electronic Claims						2623.00

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

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$12,957.40
211 Library Fund	
1010 CASH-OPERATING	\$781.14
601 Water Fund	
1010 CASH-OPERATING	\$6,338.88
602 Sewer Fund	
1010 CASH-OPERATING	\$8,099.30
604 Electric Fund	
1010 CASH-OPERATING	\$21,255.85
606 ICE ARENA	
1010 CASH-OPERATING	\$4,223.95
609 Liquor Fund	
1010 CASH-OPERATING	\$11,490.44
Total:	\$65,146.96

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

The claim batch dated _____ are approved for payment.

APPROVED See signature page Council Member
_____ Council Member

04/02/21
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CITY OF KASSON
Claim Approval List
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36237		56 GILLETTE PEPSI ROCHESTER	275.70					
	31526	02/23/21 POP FOR RESALE-ARENA	275.70			606 516 4516	261	1010
		Total for Vendor:	275.70					
36238		385 MAXSON ELECTRIC INC	1,952.88					
	6742	03/05/21 WWTP-DISCONN GRS PUMP	1,952.88			602 947 4947	400	1010
		Total for Vendor:	1,952.88					
36239		4332 MN BCA	400.00					
	17479	03/25/21 RUNNELLS-FORENSIC DNA TRNG	75.00			101 210 4210	333	1010
	17479	03/25/21 RUNNELLS-INTERVIEW/INTERROG TR	250.00			101 210 4210	333	1010
	17479	03/25/21 RUNNELLS-SEARCH WARRANTS TRNG	75.00			101 210 4210	333	1010
		Total for Vendor:	400.00					
36240		3571 STATE INDUSTRIAL PRODUCTS CORP.	180.72					
	901914269	03/23/21 DISINFECT CLNR/INVISILUBE	180.72			606 516 4516	220	1010
		Total for Vendor:	180.72					
		# of Claims	4	Total:	2,809.30			

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CITY OF KASSON
Fund Summary for Claims
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$400.00
602 Sewer Fund	
1010 CASH-OPERATING	\$1,952.88
606 ICE ARENA	
1010 CASH-OPERATING	\$456.42
Total:	\$2,809.30

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

The claim batch dated See signature are approved for payment.

APPROVED See signature Council Member
See signature Council Member

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

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36284		203 BAKER & TAYLOR INC	256.53					
	2035839005	03/16/21 BOOKS	74.10			211 550 4550	218	1010
	2035847657	03/17/21 AUDIO BOOKS	21.99			211 550 4550	219	1010
	2035847657	03/17/21 BOOKS	144.35			211 550 4550	218	1010
	2035853569	03/22/21 BOOKS	16.09			211 550 4550	218	1010
		Total for Vendor:	256.53					
36305		4708 BOUND TREE MEDICAL LLC	404.55					
	83988975	03/15/21 EPINEPHRINE INJECTORS	392.85			101 220 4220	209	1010
	83930404	01/26/21 MEDICAL SUPPLIES	11.70			101 220 4220	209	1010
		Total for Vendor:	404.55					
36306		5813 ENTERPRISE FM TRUST	12,978.33					
	FBN4175337	04/03/21 MAINT. CARDS-P D	41.29			101 210 4210	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-F D	21.29			101 220 4220	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-STREETS	15.00			101 310 4310	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-PARKS	27.58			101 522 4522	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-WATER	15.00			601 944 4944	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-WW	15.00			602 949 4949	430	1010
	FBN4175337	04/03/21 MAINT. CARDS-ELECTRIC	15.00			604 959 4959	430	1010
	FBN4175337	04/03/21 LEASES-P D	2,472.28*			101 680 4210	601	1010
	FBN4175337	04/03/21 LEASES-P D	1,165.55			101 680 4210	611	1010
	FBN4175337	04/03/21 LEASES-STREETS	217.22*			101 680 4310	601	1010
	FBN4175337	04/03/21 LEASES-STREETS	102.82			101 680 4310	611	1010
	FBN4175337	04/03/21 LEASES-PARKS	347.69*			101 680 4522	601	1010
	FBN4175337	04/03/21 LEASES-PARKS	140.43			101 680 4522	611	1010
	FBN4175337	04/03/21 LEASES-WATER	123.45			601 2231		1010
	FBN4175337	04/03/21 LEASES-WATER	57.98			601 710 4710	611	1010
	FBN4175337	04/03/21 LEASES-WW	123.44			602 2231		1010
	FBN4175337	04/03/21 LEASES-WW	57.97			602 710 4710	611	1010
	FBN4175337	04/03/21 LEASES-WATER	173.86			601 2231		1010
	FBN4175337	04/03/21 LEASES-WATER	70.22			601 710 4710	611	1010
	FBN4175337	04/03/21 LEASES-WW	173.85			602 2231		1010
	FBN4175337	04/03/21 LEASES-WW	70.22			602 710 4710	611	1010
	FBN4175337	04/03/21 LEASES-ELECTRIC	347.69			604 2231		1010
	FBN4175337	04/03/21 LEASES-ELECTRIC	140.43			604 710 4710	611	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		FBN4175337 04/03/21 LEASES-ELECTRIC	334.73			604 2231		1010
		FBN4175337 04/03/21 LEASES-ELECTRIC	175.95			604 710 4710	611	1010
		FBN4175337 04/03/21 LEASES-WATER	156.76			601 2231		1010
		FBN4175337 04/03/21 LEASES-WATER	77.96			601 710 4710	611	1010
		FBN4175337 04/03/21 LEASES-WW	156.76			602 2231		1010
		FBN4175337 04/03/21 LEASES-WW	77.96			602 710 4710	611	1010
		FBN4175337 04/03/21 LEASES-STREETS	310.16*			101 680 4310	601	1010
		FBN4175337 04/03/21 LEASES-STREETS	136.86			101 680 4310	611	1010
		FBN4175337 04/03/21 LEASES-F D	546.22*			101 680 4220	601	1010
		FBN4175337 04/03/21 LEASES-F D	252.05			101 680 4220	611	1010
		FBN4175337 04/03/21 LEASES-F D	546.22*			101 680 4220	601	1010
		FBN4175337 04/03/21 LEASES-F D	394.59			101 680 4220	611	1010
		FBN4175337 04/03/21 LEASES-PARKS	308.22*			101 680 4522	601	1010
		FBN4175337 04/03/21 LEASES-PARKS	166.91			101 680 4522	611	1010
		FBN4175337 04/03/21 LEASES-WATER	206.29			601 2231		1010
		FBN4175337 04/03/21 LEASES-WATER	172.14			601 710 4710	611	1010
		FBN4175337 04/03/21 LEASES-WW	206.29			602 2231		1010
		FBN4175337 04/03/21 LEASES-WW	172.13			602 710 4710	611	1010
		FBN4175337 04/03/21 Cr-LIC PLATE-F D	-55.00			101 220 4220	430	1010
		FBN4175337 04/03/21 SALES TAX-PARKS	1,987.66			101 680 4522	550	1010
		FBN4175337 04/03/21 TITLE-P D	37.00			101 210 4210	430	1010
		FBN4175337 04/03/21 PILLAR/ENGINE MOUNT-PD	470.21			101 210 4210	400	1010
		FBN4175337 04/03/21 TITLE/DELIVERY FEE-WATER	102.50			601 943 4943	430	1010
		FBN4175337 04/03/21 TITLE/DELIVERY FEE-WW	102.50			602 948 4948	430	1010
		Total for Vendor:	12,978.33					
36308		2618 FIRE SAFETY USA INC	49.90					
		145065 03/16/21 BULLARD DECON CLOTHS	49.90			101 220 4220	210	1010
		Total for Vendor:	49.90					
36285		37 KMTELECOM	2,414.30					
		02/01/21 PHONES-P D	232.81			101 210 4210	321	1010
		02/01/21 PHONES-F D	192.00			101 220 4220	321	1010
		02/01/21 PHONES-C H	619.88			101 140 4140	321	1010
		02/01/21 CITY YELLOW PAGES AD	15.40			101 140 4140	343	1010
		02/01/21 PHONES-PLANNING/ZONING	22.65			101 191 4191	321	1010
		02/01/21 PHONES-EDA	22.66			290 650 4650	321	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	02/01/21	PHONES-K.A.C.	69.61			101 514 4514	321	1010
	02/01/21	PHONES-LIBRARY	147.87			211 550 4550	321	1010
	02/01/21	PHONES-WATER	109.63			601 944 4944	321	1010
	02/01/21	PHONES-WWTP	74.81			602 949 4949	321	1010
	02/01/21	PHONES-WWTP OPERATIONS	132.53			602 947 4947	321	1010
	02/01/21	PHONES-PARK N REC	96.33			101 510 4510	321	1010
	02/01/21	PHONES-STREETS	39.66			101 310 4310	321	1010
	02/01/21	PHONES-SHOP	347.45			604 959 4959	321	1010
	02/01/21	PHONES-L S	165.23			609 976 4976	321	1010
	02/01/21	PHONES-ARENA	111.73			606 516 4516	321	1010
	02/01/21	ADVERTISING-ARENA	14.05			606 516 4516	343	1010
		Total for Vendor:	2,414.30					
36309		F104 L & L STREET RODS & SPORT TRUCKS	16,655.02					
	3155 03/15/21	ACCESSORIES-GRASS RIG	8,693.52			101 680 4220	550	1010
	3156 03/15/21	ACCESSORIES-UTIL TRUCK	7,961.50			101 680 4220	550	1010
		Total for Vendor:	16,655.02					
36286		55 MN ENERGY RESOURCES CORP	4,198.23					
	03/26/21	NAT GAS-L.S.	89.08			609 979 4979	380	1010
	03/26/21	NAT GAS-RENTAL (OLD LIBRARY)	46.13			101 1151		1010
	03/26/21	SALES TAX	3.17			101 1151		1010
	03/26/21	SALES TAX	-3.17			101 2025		1010
	03/26/21	D C TRANSIT TAX	0.23			101 1151		1010
	03/26/21	D C TRANSIT TAX	-0.23			101 2026		1010
	03/24/21	NAT GAS-C H	177.21			101 194 4194	380	1010
	03/25/21	NAT GAS-P D	132.40			101 210 4210	380	1010
	03/25/21	NAT GAS-F D	107.70			101 220 4220	380	1010
	03/25/21	NAT GAS-F D	255.01			101 220 4220	380	1010
	03/26/21	NAT GAS-PARK MAINT SHED	151.65			101 522 4522	380	1010
	03/29/21	NAT GAS-P.W.B. 1/2	449.10			101 310 4310	380	1010
	03/29/21	NAT GAS-P.W.B. 1/2	449.10			604 957 4957	380	1010
	03/29/21	SALES TAX	30.88			604 957 4957	380	1010
	03/29/21	SALES TAX	-30.88			604 2025		1010
	03/29/21	D C TRANSIT TAX	2.25			604 957 4957	380	1010
	03/29/21	D C TRANSIT TAX	-2.25			604 2026		1010
	04/01/21	NAT GAS-D C ICE ARENA	1,458.99			606 516 4516	380	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	03/29/21	NAT GAS-WWTP	706.25			602 947 4947	380	1010
	03/26/21	NAT GAS-LIBRARY	175.61			211 550 4550	380	1010
		Total for Vendor:	4,198.23					
36310		939 USA BLUEBOOK	163.83					
	531833 03/15/21	LOCKOUT STATION/WET FLR SIGN	163.83			101 220 4220	210	1010
		Total for Vendor:	163.83					
36287		3382 VERIZON WIRELESS	1,423.60					
	9875898967 03/20/21	CELL PHONES-P D	686.13			101 210 4210	321	1010
	9875898967 03/20/21	CELL PHONES-STREETS	101.42			101 310 4310	321	1010
	9875898967 03/20/21	CELL PHONES-PARKS	115.37			101 510 4510	321	1010
	9875898967 03/20/21	CELL PHONES-WATER	97.24			601 944 4944	321	1010
	9875898967 03/20/21	CELL PHONES-WW	48.62			602 949 4949	321	1010
	9875898967 03/20/21	CELL PHONES-WW PLANT	48.62			602 947 4947	321	1010
	9875898967 03/20/21	CELL PHONE-P.W. DIRECTOR	48.09			604 959 4959	321	1010
	9875898967 03/20/21	CELL PHONES-ELECTRIC	235.71			604 959 4959	321	1010
	9875898967 03/20/21	CELL PHONE-ARENA	42.40			606 516 4516	321	1010
		Total for Vendor:	1,423.60					
		# of Claims	9	Total:	38,544.29			

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CITY OF KASSON
Fund Summary for Claims
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$30,436.01
211 Library Fund	
1010 CASH-OPERATING	\$580.01
290 Economic Development	
1010 CASH-OPERATING	\$22.66
601 Water Fund	
1010 CASH-OPERATING	\$1,363.03
602 Sewer Fund	
1010 CASH-OPERATING	\$2,166.95
604 Electric Fund	
1010 CASH-OPERATING	\$2,094.15
606 ICE ARENA	
1010 CASH-OPERATING	\$1,627.17
609 Liquor Fund	
1010 CASH-OPERATING	\$254.31
Total:	\$38,544.29

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

The claim batch dated are approved for payment.

APPROVED

See signature page

Council Member

Council Member

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11:04:28

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/21
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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
36332		34 CITY OF KASSON	550,000.00					
	03/31/21	TRANSFER OF DEPOSITORY FUNDS	550,000.00			609 1010		1010
		Total for Vendor:	550,000.00					
36333	E	5691 FURTHER-FSA	980.86					
	39767824	03/26/21 FLEX REIMBURSEMENT	48.05			101 2177		1010
	39767824	03/26/21 FLEX REIMBURSEMENT	932.81			602 2177		1010
36334	E	5691 FURTHER-FSA	11.50					
	39775562	04/06/21 FLEX REIMBURSEMENT	11.50			101 2177		1010
		Total for Vendor:	992.36					
		# of Claims	3	Total:	550,992.36			
		Total Electronic Claims			992.36			
		Total Non-Electronic Claims			550000.00			

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CITY OF KASSON
Fund Summary for Claims
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$59.55
602 Sewer Fund	
1010 CASH-OPERATING	\$932.81
609 Liquor Fund	
1010 CASH-OPERATING	\$550,000.00
Total:	\$550,992.36

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

The claim batch dated _____ are approved for payment.

APPROVED See signature page Council Member
_____ Council Member

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

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36320		124 ABEL SIGNS INC	650.00					
	10620	04/02/21 LETTER SQUAD 21-1	650.00			101 680 4210	550	1010
		Total for Vendor:	650.00					
36242		2693 AFFORDABLE PORTABLES	174.00					
	16655	04/01/20 APRIL PORTABLES-2 STD UNITS	174.00			101 522 4522	410	1010
		Total for Vendor:	174.00					
36243		827 ARBOR DAY FOUNDATION	15.00					
	8701859189	04/01/21 ANN'L MEMBERSHIP 6/1-5/31	15.00			101 524 4524	334	1010
		Total for Vendor:	15.00					
36321		203 BAKER & TAYLOR INC	100.72					
	2035869031	03/29/21 BOOKS	28.72			211 550 4550	218	1010
	2035871623	03/29/21 BOOKS	72.00			211 550 4550	218	1010
		Total for Vendor:	100.72					
36314		5158 BATTERIES PLUS BULBS	116.40					
	P38482348	04/07/21 BATTERIES	116.40			101 220 4220	220	1010
		Total for Vendor:	116.40					
36272		1012 BELLBOY CORPORATION	550.51					
	88685100	04/01/21 LIQUOR	348.00			609 975 4975	251	1010
	88685100	04/01/21 WINE	84.00			609 975 4975	251	1010
	88685100	04/01/21 FREIGHT	6.00			609 975 4975	335	1010
	102994200	04/01/21 BAGS	112.51			609 975 4975	210	1010
	102994200	04/01/21 SALES TAX	7.74			609 975 4975	210	1010
	102994200	04/01/21 SALES TAX	-7.74			609 2025		1010
	102994200	04/01/21 D C TRANSIT TAX	0.56			609 975 4975	210	1010
	102994200	04/01/21 D C TRANSIT TAX	-0.56			609 2026		1010
		Total for Vendor:	550.51					
36273		5239 BREAKTHRU BEVERAGE MN WINE &	1,641.71					
	338905938	03/30/21 LIQUOR	1,347.98			609 975 4975	251	1010
	338905938	03/30/21 WINE	272.00			609 975 4975	251	1010
	338905938	03/30/21 FREIGHT	21.73			609 975 4975	335	1010
		Total for Vendor:	1,641.71					

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CITY OF KASSON
Claim Approval List
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36244		131 BUREAU OF CRIMINAL APPREHENSION	495.00					
	646472RB	03/25/21 ANN'L CJDN REMOTE ACCESS	495.00			101 210 4210	334	1010
		Total for Vendor:	495.00					
36315		5098 CARDMEMBER SERVICE	841.93					
	03/16/21	LAPTOP FOR CC CHAMBERS	643.18			101 140 4140	210	1010
	03/30/21	15 GUARD HIP PACKS	198.75			101 514 4514	210	1010
36322		5098 CARDMEMBER SERVICE	343.90					
	03/23/21	MN STATE FIRE CHIEF MEMBERSHIP	220.00			101 220 4220	334	1010
	03/23/21	MN FIRE SERV CERT BOARD	125.00			101 220 4220	334	1010
	03/18/21	cr-PAST INTEREST FEES	-1.10			101 220 4220	430	1010
36327		5098 CARDMEMBER SERVICE	594.90					
	04/01/21	ID MAKER PRINTER RIBBON	135.81			101 210 4210	210	1010
	04/01/21	HANSON-MCPA MEMBERSHIP	50.00			101 210 4210	334	1010
	04/01/21	SOAP/DISHWASH SOAP	25.29			101 210 4210	210	1010
	04/01/21	P.O.S.T. LICENSES	90.00			101 210 4210	334	1010
	04/01/21	P.O.S.T. CARD SERVICE FEE	2.24			101 210 4210	334	1010
	04/01/21	P.O.S.T. LICENSES	90.00			101 210 4210	334	1010
	04/01/21	POWER CBLS/WALL CHARGER	49.47			101 210 4210	210	1010
	04/01/21	MAGPUL ACCESSORY RAIL & SLING	32.10			101 210 4210	220	1010
	04/01/21	STRADTMANN-USPCA REGIST FEE	70.00			101 210 4210	334	1010
	04/01/21	STAMPS.COM	17.99			101 210 4210	210	1010
	04/01/21	EAR PROTECT/SAFETY GLASSES	32.00			101 210 4210	210	1010
		Total for Vendor:	1,780.73					
36245		4333 CARSTENSEN, COREY	154.99					
	03/20/21	SAFETY BOOT REIMBURSEMENT	154.99			101 920 4920	433	1010
		Total for Vendor:	154.99					
36264		5514 CEDA	11,234.00					
	03/20/21	2nd QTR '21-EDA SERVICES	11,234.00			290 650 4650	444	1010
		Total for Vendor:	11,234.00					

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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
36328		2410 CENTRAL MN MUNICIPAL POWER AGE	164,905.68					
	7030 03/31/21	CMPA DUES-MARCH	1,500.00			604 959 4959	334	1010
	7030 03/31/21	FEES FOR SERVICES	1,380.82			604 959 4959	430	1010
	7030 03/31/21	PURCH'D POWER	128,580.49			604 956 4956	381	1010
	7030 03/31/21	PURCH'D POWER-TRANSMISSION	31,036.65			604 956 4956	381	1010
	7030 03/31/21	CAPACITY PURCHASED-MARCH	1,021.76			604 956 4956	381	1010
	7030 03/31/21	CIP MONTHLY ASSMNT-MARCH	1,385.96			604 959 4959	429	1010
		Total for Vendor:	164,905.68					
36274		6270 CHAOTIC GOOD BREWING	73.50					
	2117 03/30/21	BEER	73.50			609 975 4975	252	1010
		Total for Vendor:	73.50					
36289		82 CHS INC	19.21					
	03/31/21 4.835	GAL UNLD-STREETS	13.14			101 310 4310	212	1010
	03/31/21 2.235	GAL UNLD-ICE/SNOW	6.07			101 312 4312	212	1010
		Total for Vendor:	19.21					
36283		30 CMS OF ROCHESTER	5,213.78					
	21-314 03/31/21	KA BLDG-MILEAGE	331.52			101 240 4240	331	1010
	21-314 03/31/21	KA BLDG-INSPECTION FEES	4,882.26			101 240 4240	444	1010
		Total for Vendor:	5,213.78					
36312		668 CONTINENTAL RESEARCH CORP	268.00					
	25077 04/07/21	A-OK!	268.00			101 522 4522	220	1010
		Total for Vendor:	268.00					
36316		5627 CORE & MAIN LP	454.24					
	N879247 03/31/21	REP CLP/STUFF BOX/HDWE/O-RING	454.24			601 943 4943	220	1010
		Total for Vendor:	454.24					
36290		187 DODGE COUNTY	6,310.00					
	04/01/21 24.004.1300	'21 TAX-CEMETERY	4,506.00			610 984 4984	430	1010
	04/01/21 24.901.1450	'21 TAX-OLD LIBRAR	1,804.00			101 1151		1010
		Total for Vendor:	6,310.00					

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36265		5156 DODGE COUNTY INDEPENDENT/DODGE	436.41					
	10772	12/03/20 cr-DUPL-BUDGET & LEVY NOTICE	-31.20			101 153 4153	351	1010
	11655	04/01/21 AD-CITY COUNCIL VACANCY	81.51			101 111 4111	352	1010
	11656	04/01/21 AD-VEH "FOR SALE" 2004 FORD	102.96			101 220 4220	343	1010
	11665	04/01/21 P C HEARING NOTICE	51.48			101 191 4191	351	1010
	11666	04/01/21 P C HEARING NOTICE	55.77			101 191 4191	351	1010
	11667	04/01/21 ORD. 1.3-2021	94.38			101 113 4113	353	1010
	11702	04/08/21 AD-CITY COUNCIL VACANCY	81.51			101 111 4111	352	1010
		Total for Vendor:	436.41					
36266		6274 DODGE MEDIA INC	71.14					
	0053-04	03/25/21 CL/WA MTR DEP REFUND AFT APPL	71.14			604 2212		1010
		Total for Vendor:	71.14					
36329		6279 EDEN K9 CONSULTING & TRAINING	174.00					
	2290	04/08/21 KATS PLATINUM K-9 TRAINING	174.00			101 210 4210	444	1010
		Total for Vendor:	174.00					
36271		6278 EULER, SIDNEY	179.51					
	1858-05	03/25/21 RL MTR DEP REFUND AFT APPL TO	179.51			604 2212		1010
		Total for Vendor:	179.51					
36267		6275 FIEGEL, ELAINE	72.20					
	1371-06	03/25/21 RL MTR DEP REFUND AFT APPL TO	72.20			604 2212		1010
		Total for Vendor:	72.20					
36291		2618 FIRE SAFETY USA INC	11,896.00					
	146112	03/31/21 4 HONEYWELL COATS & PANTS	9,055.00			101 220 4220	240	1010
	146123	03/31/21 INSTALL PUMP/ACCESS-NEW RIG	2,841.00			101 680 4220	550	1010
		Total for Vendor:	11,896.00					
36246		56 GILLETTE PEPSI ROCHESTER	151.90					
	9365952	03/24/21 POP FOR RESALE-ARENA	151.90			606 516 4516	261	1010
		Total for Vendor:	151.90					

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36292		5242 GOPHER STATE ONE CALL	132.30					
	1031072	03/31/21 98 LOCATES-MARCH '21	132.30			604 957 4957	437	1010
		Total for Vendor:	132.30					
36247		4618 GREAT NORTHERN ENVIRONMENTAL	990.85					
	3481	03/30/21 LAMP SLV KIT/UV LAMP	990.85			602 947 4947	210	1010
		Total for Vendor:	990.85					
36248		5064 HOMETOWN HAULERS LLC	1,148.00					
	93085	04/01/21 MAR. GARBAGE-C H	33.56			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-LIBRARY	57.18			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-WWTP	152.86*			602 947 4947	430	1010
	93085	04/15/21 MAR. GARBAGE-SHOP	192.77			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-F D	76.43			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-L S	53.21			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-PARKS	444.46			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-P D	33.39			101 323 4323	430	1010
	93085	04/15/21 MAR. GARBAGE-ARENA	104.14			606 516 4516	430	1010
		Total for Vendor:	1,148.00					
36323		4690 ILLINOIS LIBRARY ASSOCIATION	222.82					
	191214	02/25/21 SRP iREAD SUPPLIES	222.82			211 550 4550	441	1010
		Total for Vendor:	222.82					
36275		25 JOHNSON BROTHERS LIQUOR CO	2,131.47					
	1770365	03/30/21 LIQUOR	994.52			609 975 4975	251	1010
	1770366	03/30/21 WINE	1,136.95			609 975 4975	251	1010
		Total for Vendor:	2,131.47					
36293		6074 KACZMAREK, LINDSEY	1,323.55					
	03/10/21	DIGITAL TABLET	32.20			101 220 4220	210	1010
	03/10/21	CPR INSTRUCT. DVD's	292.60			101 220 4220	210	1010
	03/10/21	CPR MANIKINS	805.26			101 220 4220	210	1010
	03/10/21	WIRELESS MOUSE	10.73			101 220 4220	210	1010
	03/31/21	HEARTSAVER/CPR/AED CARDS	182.76			101 220 4220	210	1010
		Total for Vendor:	1,323.55					

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36294		5628 MACQUEEN EMERGENCY GROUP	6,462.28					
	W03275	03/03/21 REPL STROBE	6,462.28			101 220 4220 240		1010
		Total for Vendor:	6,462.28					
36295		89 METRO SALES INC	123.53					
	INV1784441	03/25/21 QTRLY MAINT-B&W-P D 3/28-6	32.40			101 210 4210 210		1010
	INV1784441	03/25/21 QTRLY MAINT-B&W-F D 3/28-6	12.60			101 220 4220 210		1010
	INV1784441	03/25/21 QTRLY MAINT-CLR-P D 3/28-6	24.00			101 210 4210 210		1010
	INV1784441	03/25/21 QTRLY MAINT-CLR-F D 3/28-6	54.53			101 220 4220 210		1010
		Total for Vendor:	123.53					
36249		3462 MN DEPT OF HEALTH	450.00					
	FBL2670429	01/01/21 '21 PERMIT-VETS PARK CONCE	450.00			101 517 4517 430		1010
36250		3462 MN DEPT OF HEALTH	1,005.00					
	FBL2351129	01/01/21 '21 PERMIT-K.A.C.	555.00			101 514 4514 430		1010
	FBL2351129	01/01/21 '21 PERMIT-K.A.C. CONCESSI	450.00			101 514 4514 430		1010
		Total for Vendor:	1,455.00					
36251		2344 MN VALLEY TESTING LABORATORIES	448.21					
	1080301	03/29/21 SUSP SOLIDS/MERC TESTING	448.21			602 947 4947 440		1010
		Total for Vendor:	448.21					
36252		4028 MPCA	5,900.00					
	1000011739	03/25/21 WATER PERMIT ANN'L FEE	5,900.00*			602 947 4947 430		1010
		Total for Vendor:	5,900.00					
36296		4188 MSFDA-REGION 15	50.00					
	04/01/21	'21 MEMBERSHIP DUES	50.00			101 220 4220 334		1010
		Total for Vendor:	50.00					
36317		2696 NELSON ELECTRIC MOTOR REPAIR INC	2,910.00					
	1539	03/31/21 PUMPS @ NW LIFT STAT PULLED	2,910.00			602 948 4948 400		1010
		Total for Vendor:	2,910.00					

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36276		60 NORTHERN BEVERAGE DIST. CO. LL	6,490.35					
	768234	04/01/21 BEER	6,488.35			609 975 4975	252	1010
	768234	04/01/21 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	6,490.35					
36297		502 ON-SITE COMPUTERS INC	2,241.50					
	CW72876	03/31/21 WATCHGUARD SERVER INSTALL	241.50*			101 210 4210	440	1010
	CW72868	03/31/21 COVID-P D FIXED FEE	2,000.00*			101 417 4417	430	1010
		Total for Vendor:	2,241.50					
36330		4919 PEOPLE'S ENERGY COOPERATIVE	70.51					
	2289800	04/05/21 ELEC SERV-CEMETERY 3/1-4/1	30.53			610 984 4984	380	1010
	2289800	04/05/21 ELEC SERV-STR LT-LETH SUB 3/1	39.98			101 316 4316	380	1010
		Total for Vendor:	70.51					
36277		23 PHILLIPS WINE & SPIRITS	2,044.96					
	6180961	03/30/21 LIQUOR	1,499.48			609 975 4975	251	1010
	6180962	03/30/21 WINE	359.58			609 975 4975	251	1010
	6180963	03/30/21 MIXES	185.90			609 975 4975	254	1010
		Total for Vendor:	2,044.96					
36253		5684 RAY O'HERRON CO. INC.	430.00					
	2099274IN	03/25/21 AMMO	318.00			101 210 4210	210	1010
	2102010IN	04/02/21 AMMO	112.00			101 210 4210	210	1010
		Total for Vendor:	430.00					
36278		63 SCHOTT DIST CO INC	4,323.35					
	411494	01/21/21 BEER CREDIT	-152.00			609 975 4975	252	1010
	418055	03/31/21 BEER	4,263.35			609 975 4975	252	1010
	418055	03/31/21 WINE	70.00			609 975 4975	251	1010
	418055	03/31/21 NA BEVERAGE	142.00			609 975 4975	254	1010
		Total for Vendor:	4,323.35					

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36324		64 SELCO	1,496.80					
	048831	04/02/21 APRIL AUTOMATION & PC SUPPORT	1,496.80			211 550 4550	309	1010
		Total for Vendor:	1,496.80					
36270		2006 SEMCAC	75.00					
	1858-05	03/25/21 S EULER-REFUND OVERPAY ON ACC	75.00			604 2212		1010
		Total for Vendor:	75.00					
36254		5027 SMITH SCHAFER & ASSOCIATES, LTD.	15,000.00					
	92624	03/31/21 2020 AUDIT	3,996.00			601 944 4944	301	1010
	92624	03/31/21 2020 AUDIT	3,463.00			602 947 4947	301	1010
	92624	03/31/21 2020 AUDIT	533.00			602 949 4949	301	1010
	92624	03/31/21 2020 AUDIT	3,996.00			604 959 4959	301	1010
	92624	03/31/21 2020 AUDIT	888.00			605 964 4964	301	1010
	92624	03/31/21 2020 AUDIT	888.00			610 984 4984	301	1010
	92624	03/31/21 2020 AUDIT	900.00			606 516 4516	301	1010
	92624	03/31/21 2020 AUDIT	336.00			101 153 4153	301	1010
		Total for Vendor:	15,000.00					
36279		3850 SOUTHERN GLAZER'S OF MN	779.85					
	2063129	03/31/21 LIQUOR	431.90			609 975 4975	251	1010
	2063129	03/31/21 WINE	334.00			609 975 4975	251	1010
	2063129	03/31/21 FREIGHT	13.95			609 975 4975	335	1010
		Total for Vendor:	779.85					
36268		6276 SPARKS, SHARON	94.52					
	1848-04	03/25/21 RL MTR DEP REFUND AFT APPL TO	94.52			604 2212		1010
		Total for Vendor:	94.52					
36255		2000 SPORTS TURF MANAGERS ASSOC	130.00					
	03/01/21	UNGER-'21 DUES	130.00			101 517 4517	334	1010
		Total for Vendor:	130.00					

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36256		5708 STAPLES BUSINESS CREDIT	788.74					
	7325954232	03/04/21 CLR TONER CARTRIDGES-L S	153.24			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	10.54			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	-10.54			609 2025		1010
	7325954232	03/04/21 D C TRANSIT TAX	0.77			609 976 4976	210	1010
	7325954232	03/04/21 D C TRANSIT TAX	-0.77			609 2026		1010
	7325954232	03/04/21 BLK TONER CARTRIDGE-L S	73.51			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	5.05			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	-5.05			609 2025		1010
	7325954232	03/04/21 D C TRANSIT TAX	0.37			609 976 4976	210	1010
	7325954232	03/04/21 D C TRANSIT TAX	-0.37			609 2025		1010
	7325954232	03/04/21 MAGENTA TONER CARTRIDGE-L	79.72			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	5.48			609 976 4976	210	1010
	7325954232	03/04/21 SALES TAX	-5.48			609 2025		1010
	7325954232	03/04/21 D C TRANSIT TAX	0.40			609 976 4976	210	1010
	7325954232	03/04/21 D C TRANSIT TAX	-0.40			609 2026		1010
	7325473517	03/04/21 cr-POST IT TABS	-3.24			101 140 4140	210	1010
	7326382466	03/10/21 STOR BOXES/MANILA FOLDERS	30.75			101 140 4140	210	1010
	7326382466	03/10/21 CLIP BOARDS	21.87			604 959 4959	210	1010
	7326382466	03/10/21 SALES TAX	1.50			604 959 4959	210	1010
	7326382466	03/10/21 SALES TAX	-1.50			604 2025		1010
	7326382466	03/10/21 D C TRANSIT TAX	0.11			604 959 4959	210	1010
	7326382466	03/10/21 D C TRANSIT TAX	-0.11			604 2026		1010
	7326584691	03/15/21 CALCULATOR-JOHNSON	102.99			101 140 4140	210	1010
	7326584691	03/15/21 COPY PAPER-P D	32.99			101 210 4210	210	1010
	7326584691	03/15/21 COPY PAPER-LIBRARY	32.99			211 550 4550	210	1010
	7326584691	03/15/21 COPY PAPER	22.03			101 140 4140	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			101 210 4210	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			101 191 4191	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			101 510 4510	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			211 550 4550	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			290 650 4650	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			601 944 4944	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			602 949 4949	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			604 959 4959	210	1010
	7326584691	03/15/21 COPY PAPER	21.99			605 963 4963	210	1010

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		7326584691 03/15/21 COPY PAPER	21.99			609 976 4976	210	1010
		7326584691 03/15/21 COPY PAPER	21.99			606 516 4516	210	1010
		7326584691 03/15/21 SALES TAX	1.51			604 959 4959	210	1010
		7326584691 03/15/21 SALES TAX	-1.51			604 2025		1010
		7326584691 03/15/21 D C TRANSIT TAX	0.11			604 959 4959	210	1010
		7326584691 03/15/21 D C TRANSIT TAX	-0.11			604 2026		1010
		7326584691 03/15/21 SALES TAX	1.51			604 959 4959	210	1010
		7326584691 03/15/21 SALES TAX	-1.51			604 2025		1010
		7326584691 03/15/21 D C TRANSIT TAX	0.11			604 959 4959	210	1010
		7326584691 03/15/21 D C TRANSIT TAX	-0.11			604 2026		1010
		Total for Vendor:	788.74					
36257		6076 STRADTMANN, MATT	209.95					
	5320 03/24/21	USPCA MEMBERSHIP 2021	50.00			101 210 4210	334	1010
	03/19/21	DUTY BOOTS	159.95			101 210 4210	214	1010
		Total for Vendor:	209.95					
36258		79 STREICHER'S	1,214.16					
	I1491025 03/17/21	BALL. PANEL SET/CARRIER/TRAU	913.20			101 210 4210	214	1010
	I1491696 03/19/21	WEAPON LT/CARBINE STK/HANDGU	242.97			101 210 4210	240	1010
	I1491758 03/19/21	SLING	57.99			101 210 4210	240	1010
		Total for Vendor:	1,214.16					
36280		6231 SxSE MN BREWING CO.	279.00					
	17552 04/01/21	BEER	279.00			609 975 4975	252	1010
		Total for Vendor:	279.00					
36259		6273 TANTALUS SYSTEMS INC	3,976.46					
	21246 03/30/21	900 MHZ LAN REPEATER	1,043.18			604 1640		1010
	21276 03/31/21	VERSA COLLECTOR	2,933.28			604 1640		1010
		Total for Vendor:	3,976.46					
36299		5878 TARGET SOLUTIONS LEARNING LLC	3,416.44					
	INV20302 02/28/21	PREMIER MEMBER PLATFORM	3,021.44			101 220 4220	330	1010
	INV20302 02/28/21	MAINT. FEES	395.00			101 220 4220	330	1010
		Total for Vendor:	3,416.44					

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36260		498 TEIGEN PAPER & SUPPLY	253.16					
	95022 03/23/21	T TISSUE/HAND SOAP	96.34			606 516 4516	210	1010
	95500 03/29/21	T TISSUE/FOLD TOWELS	66.76			211 550 4550	210	1010
	14240 02/24/21	WYPALL+	90.06			606 516 4516	210	1010
		Total for Vendor:	253.16					
36269		6277 THADEN, ASHLEY	104.70					
	0418-07 03/25/21	RL MTR DEP REFUND AFT APPL TO	104.70			604 2212		1010
		Total for Vendor:	104.70					
36300		4253 TRUCKIN' AMERICA OF ROCHESTER	311.41					
	161145 03/26/21	PART	311.41			602 948 4948	220	1010
		Total for Vendor:	311.41					
36301		4108 ULTIMATE SAFETY CONCEPTS INC	1,475.00					
	193837 03/30/21	AUTO POWER 1500 KIT-UTIL TRK	1,475.00			101 680 4220	550	1010
		Total for Vendor:	1,475.00					
36318		71 UTILITY CONSULTANTS INC	2,785.62					
	108343 03/31/21	TOTAL COLIFORM	105.00			601 943 4943	440	1010
	108343 03/31/21	CBOD/TSS/TOT PHOSPH/AMMONIA	2,402.50			602 947 4947	440	1010
	108343 03/31/21	MANTORVILLE TESTING	278.12			602 947 4947	440	1010
		Total for Vendor:	2,785.62					
36262		5497 VOSEN, DAVID	169.99					
	03/24/21	SAFETY BOOE REIMBURSEMENT	84.99			601 943 4943	433	1010
	03/24/21	SAFETY BOOE REIMBURSEMENT	85.00			602 948 4948	433	1010
		Total for Vendor:	169.99					
36281		5047 WATERVILLE FOOD & ICE INC	71.56					
	04-109549 03/30/21	ICE-LIQUOR STORE	71.56			609 975 4975	257	1010
		Total for Vendor:	71.56					

04/09/21
11:32:06

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/21
For Pay Date: 04/15/21

Page: 12 of 14
Report ID: AP100V

For Pay Date = 04/15/21

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36325		637 WEBER, LETH & WOESSNER PLC	3,152.00					
	MAR '21	03/31/21 1.2 HRS LEGAL-CITY ADMINISTRA	174.00			101 160 4160	304	1010
	MAR '21	03/31/21 1.0 HRS LEGAL-10 AVE NE R.O.W	217.00			101 160 4160	304	1010
	MAR '21	03/31/21 .9 HR LEGAL-P & Z	130.50			101 191 4191	304	1010
	MAR '21	03/31/21 .3 HR LEGAL-HEASER LITIGATION	43.50			101 111 4111	304	1010
	MAR '21	03/31/21 2.6 HRS LEGAL-C C MTGS	377.00			101 111 4111	304	1010
	MAR '21	03/31/21 2.0 HRS LEGAL-MPUC COMPL-ELEC	290.00			604 959 4959	304	1010
	MAR '21	03/31/21 .4 HR LEGAL-ENG'S REVIEW-K-M	58.00			101 1151		1010
	MAR '21PR	03/31/21 12.8 HRS LEGAL-P D	1,602.00			101 160 4160	304	1010
	MAR '21PR	03/31/21 BCA ACCESS FEES	260.00			101 160 4160	304	1010
		Total for Vendor:	3,152.00					
		# of Claims	67	Total:		281,821.67		

04/09/21
11:32:07

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 4/21

Page: 13 of 14
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$46,109.40
211 Library Fund	
1010 CASH-OPERATING	\$1,942.08
290 Economic Development	
1010 CASH-OPERATING	\$11,255.99
601 Water Fund	
1010 CASH-OPERATING	\$4,662.22
602 Sewer Fund	
1010 CASH-OPERATING	\$17,496.94
604 Electric Fund	
1010 CASH-OPERATING	\$173,941.37
605 Storm Water	
1010 CASH-OPERATING	\$909.99
606 ICE ARENA	
1010 CASH-OPERATING	\$1,364.43
609 Liquor Fund	
1010 CASH-OPERATING	\$18,714.72
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$5,424.53
Total:	\$281,821.67

04/09/21
11:32:07

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 4 / 21

Page: 14 of 14
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



Kasson Police Department

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

To: City Council and Mayor
From: Joshua Hanson, Police Chief
CC: City Administrator
Date: 4/8/2021
Re: Evaluation of Officer Paul Lindgren

Paul Lindgren has been given his annual performance review. Paul consistently meets the expectations of his position and is an excellent police officer dedicated to serving the Kasson community. Paul is currently at step 6 of Grade 10. I recommend Paul's pay be increased to step 7 of Grade 10 effective April 11, 2021.

Thank you,

Joshua Hanson
Police Chief

KASSON PARK BOARD MINUTES

MARCH 16, 2021 draft

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 16th day of March 2021 at 6:00 P.M.

THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT: Janet Sinning, Chuck Coleman, Liza Larsen, Chris Petree, Greg Kuball and Dan Eggler-via zoom

THE FOLLOWING WERE ABSENT: Roger Franke and Sarah Hirsch

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

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

II. Approve minutes: Motion by Kuball and second by Coleman, with all voting Aye, to approve the minutes of the January 2021 Park Board Meeting.

III. New Business:

A. Adult softball meeting. Unger expects to have eight teams in the league this year. The meeting for team managers will be on March 17th. Play will begin on May 6th and there will be a full season this year.

B. Boulevard tree planting program. Orders for trees will be accepted until March 26th. Unger indicated there may be a shortage of trees from the wholesale suppliers due to last year's COVID, which may delay the planting until fall. The prices are also higher. Ibisch asked if the City has considered collective purchasing with another City to get better pricing in the future. There was also some discussion about having our own stock of trees grown in a gravel bed system. Coleman commented that if the City would start growing their own nursery stock, there would be a need for a Forestry Department.

C. 2021 K.A.C.

1. Set 2021 wages for K.A.C. staff. The Board discussed the wages that Unger proposed for the 2021 season.

Motion by Kuball and second by Sinning, with all voting Aye, to recommend the following hourly wages for the 2021 season:

W.S.I.'s \$11.83; Lifeguards (at least 2nd year employees) \$10.83; 1st year Lifeguards \$10.33; Concession/admissions workers (at least 2nd year employees) \$10.08 and 1st year Concession/admissions workers \$9.08.

2. Hire 2021 K.A.C. employees. Unger and Mitchell have interviewed all of the new applicants. He presented the list of applicants that are recommended for hire for the 2021 season.

Motion by Petree and second by Coleman, with all voting Aye, to recommend the following hires for the 2021 season:

W.S.I.'s: Rachel Schultz, Halle Determan, Luke Olson, Madelyn Larsen, Jordan Kern and Katie Harfmann

Kuball asked if there were plans to add lighting at the wall. It was not part of the original bids. Ibisch indicated that he would meet with Unger and Electric Supervisor Nelson to see how we can utilize lighting already in the Park to highlight the wall.

- B. Aquatic Center update.** Unger gave a brief update on things that are happening at the facility.
- The umbrella damaged by wind has been replaced.
 - The play feature in the zero depth entry area has been repaired.
 - The yellow slide will be buffed by Lemmie Jones.
 - The new mat in the tots play area will be installed by Lemmie Jones.
 - Registrations and membership forms are coming in.
 - Finnly Technology will help us update the computer information and help with the camera for the membership card photos.
 - Pictures will be scheduled once cameras are at the Aquatic Center.
 - Abbie Root will be doing a lifeguard training class in May. She will also train the supervisors on using the computer system for memberships and registrations.

Until we know what the Governor's executive orders will be concerning COVID, we will have to wait to determine how the facility will operate this summer. At this time we are no longer required to operate at 50% capacity.

- C. Tree maintenance update.** City crews have finished the tree maintenance work for the season. Forty to 50 trees have been taken down. Five large maples were also removed in Maple Grove Cemetery. Stump grinding will be done throughout the summer.

- D. Kasson Area Foundation update.** Ibisch reported the Foundation is still active and the tax forms have been filed. The old group will be dissolved. A new group will be set up under the direction of Southern MN Initiative Foundation. It will not be a project based Foundation so the money that is contributed can be used in many areas. A new Board of Directors will need to be set up of people who are "community-minded".

V. Correspondence: Petree indicated he has sent a message to the City from the Wildcat Girls Hockey Boosters concerning a plan to update the existing scoreboard and add a second scoreboard at the north end of the Arena. The Boosters have received a grant and want to find the best way to spend their funds in the facility they use. They need to know the process to make an agreement with the City for a project of this type.

VI. Adjourn: Motion by Egger and second by Coleman, with all voting Aye, to adjourn the meeting at 7:00P.M.

Chairperson

Deputy Clerk

The next scheduled meeting will be April 20th.

Meeting Called to Order: Chief Fitch

Roll Call

Minutes of the previous Meeting: Read and Approved

Treasurer's Report – Relief General Fund: \$35,495.92

Appointment of Entertainment: (MAY) Kruger/LaRock

Training/Drill(s):

APR 19	Fire Grounds Ops
APR 26	Combined medical and rescue

Guest(s):

NONE

Old Business:

- EMR Recert
 - Ulve and Rudy will complete theirs in the near future
- Ropes and Rope Bags update
 - D.C. Seljan will be completing the labeling of bags soon
- T-shirts and Plaques from Dance Donations have all been received
 - Reach out again to let them know the date/time for them to stop down to get their shirts
- Hiring / Ad
 - Thanks to everyone who was here for the open house. We had 4 individuals show up. We have received six total applications currently
 - May 1st at 0900 will be the physical agility test, we need people to help with this
 - Interviews will be held sometime in mid-May
 - May 26th the recommendations will go to City Council
 - First official start date will be June 7th
- Designation of Benefits & Beneficiaries
 - Fjerstad need to get them completed tonight if no changes
 - Schuh & Jacobson new forms
- Scholarships
 - They are due in the next two weeks, should have update in May
- Steak Fry
 - Saturday, May 1st – utilize the sign-up sheet so we know who can make it
- Hats
 - Hats will be sold for \$20 as a fundraiser

Kasson Fire Department – Monthly Meeting cont.

April 5, 2021

- **Max Fire Box**
 - Relief association has agreed to give \$15,000 to the city for this purchase
 - Recorded as \$1,500 should be \$15,000 (correction has been made in previous minutes)
- **New Reporting System – Online Reports**
 - Due to a few minor issues, we will be doing another month with dual reports
 - Narrative only needs to be on the electronic report, not paper as well
 - After you type the narrative, put your name and number at the end so we can identify who specifically wrote it

New Business:

- **MSFDA Region 15 Spring Meeting**
 - Zoom call on Wednesday, April 7 @1800
 - If interested, let Chief know and he will send the link
- **Memorial Day Flags**
 - Out the week of May 24th
 - Responsibility of the newest members to complete this task, more info will be coming
- **Personnel**
 - Jim McAndrews
 - Leave of Absence 4/2/21
 - McAndrews reported that he resigned his Presidents position on the relief and D.C. Seljan was voted into that position
 - Doug Griffin
 - Retirement 4/2/21
- **Zumbro Valley Mutual Aid Meeting**
 - Tuesday, April 13 @ 1900 hours in Oronoco Fire Hall
- **Car Seat Meeting**
 - We received a Facebook message from a member of the community who had questions about the installation of a car seat. Chief Fitch met with her on Saturday, April 3 and provided a safety sheet and explained proper installation. We cannot provide an official inspection as we are not certified but we can go over education and look at the installation.
- **Lockout/Tag Out**
 - Captain Ulve will be going over training on how to utilize the lockout/tag out system in the near future
- **Grass Fires**
 - We have a total of 50 acers that need to be burned, not sure of when the opportunity will come up again but when it does it will be a last minute notice
 - Byron and Mantorville will most likely be included in assisting us

Kasson Fire Department – Monthly Meeting cont.

April 5, 2021

- **Duty shirts**
 - Department will provide two shirts; you pick short sleeve or long sleeve or combination of both. Get your order into Derby as soon as possible
- **Duty Crew update**
 - If you are signed up for crew, pager goes off, show up, you are being counted on to be there
 - If your availability changes, reach out and let your crew leader know
 - If you put in for a trade, reach out to your crew leaders as well
- **Mantorville Steak Fry Dinner**
 - Wednesday May 19th at their fire hall
- **Sky Warn Training**
 - Chief will send out the information, you are encouraged to attend if able for
 - Confirmed storms we are still opening the Library for shelter, we have contact info for Nancy and keys for access. People should be directed to the meeting room once inside
- **Response for storm watching**
 - Utility truck and a tanker
 - County Rd 10 and County Rd 9 are our locations for response
 - Take a portable radio to communicate back to Fire Hall, use another radio to monitor the specific assigned storm watch channel

Officers Update:

- N/A

Relief Updates:

- McAndrews resigned from his relief Presidents position and D.C. Seljan was voted into that position. This leaves a vacancy in the Vice Presidents position of relief, if you are interested in this position you need a letter of intent sent to D.C. Seljan by 1900 on May 3rd

=====

▪ Apparatus / Other Status Reports

?	Rescue	
?	Engine I	
?	Engine II	
?	Tanker I	Still being worked on
?	Tanker II	Rudy working on pump, should be ready soon
?	Ladder I	
?	Grass Rig	New one - At L&L getting worked on / Old one – going off for bids soon
?	Utility	
?	EMR Unit	
?	HAZMAT	

Bills Reviews by Relief:

- N/A

Kasson Fire Department – Monthly Meeting cont.

April 5, 2021

Review of Calls:

45 Calls for March 2021

- o EMS 38
- o MVA 1
- o Rescue 2
- o Fire 4
- o Weather
- o Alarm
- o Cancelled
- o Other

109 total calls for 2021, 92 EMR and 17 other

Discussion had on people in town who are declining in health. If you have questions, reach out to an Officer.

Good of the Assoc:

None

Meeting Adjourned

Respectfully Submitted: Lindsey Derby, Sec / Treas '21
Krista Weigel, Emergency Services Administrative Assistant

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

_____	_____
_____	_____
_____	_____

CONFERENCE REQUEST

Name: David Vosen

Name of Meeting: MWOA Annual Conference

Place of Meeting: Grand Rapids

Published dates of Meeting: July 27-30, 2021


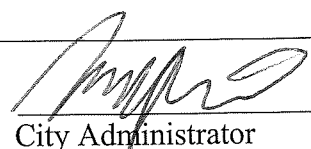
Attendance dates: July 27-30, 2021 Registration Costs: _____

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

Purpose: X Licensure/Certification _____ Specific Training

_____ Attendance Explain: _____

Previous Education Courses: _____

Approvals:   _____
Department Head City Administrator Council Approval

CONFERENCE REQUEST

Name: Dan Trapp

Name of Meeting: MWOA Annual Conference

Place of Meeting: Grand Rapids

Published dates of Meeting: July 27-30, 2021

Attendance dates: July 27-30, 2021 Registration Costs: _____

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

Purpose: X Licensure/Certification _____ Specific Training
_____ Attendance Explain: _____

Previous Education Courses: _____

Approvals: [Signature] [Signature] _____
Department Head City Administrator Council Approval

Conference Request

Name: Joshua Hanson

Name of Meeting: ETI MN Chiefs Conference

Place of Meeting: St. Cloud, MN

Published dates of Meeting: 10/31/21-11/03/21

Attendance dates: 10/31/21-11/03/21

Registration costs: Pre-Paid from 2020 Conference Cancellation

Travel: Driver

Vehicle: City

Purpose: Specialized training

Previous Education courses:

Approvals:



Department Head

Administrator

Council Approval

CITY OF KASSON

ARBOR DAY PROCLAMATION

- WHEREAS,** The health of the people is tied to the health of their forests; and
- WHEREAS,** Trees and forests improve our physical health by cleaning the air, reducing exposure to the sun's UV rays, and decreasing temperatures during the summertime; and
- WHEREAS,** Childhood asthma rates are lower in urban communities that have a higher density of trees; and
- WHEREAS,** Trees and forests improve our mental health by reducing stress and increasing concentration; and
- WHEREAS,** In 50 years, one tree provides \$62,000 worth of air pollution control; and
- WHEREAS,** Forests create high-quality drinking water by acting as a natural filter; and
- WHEREAS,** Getting a daily dose of trees is healthy for all Minnesotans; and
- WHEREAS,** Each year, on the last Friday in April, and throughout the month of May, Minnesotans pay special tribute to rural and community trees and all the natural resources, and dedicate themselves to the continued vitality of our state's forests.

NOW, THEREFORE, I, Chris McKern, Mayor of the City of Kasson, do hereby proclaim Friday, April 30, 2021 as


ARBOR DAY

in the City of Kasson, Minnesota, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Kasson, Minnesota to be affixed this thirtieth day of April in the year of our Lord two thousand twenty one.

Chris McKern, Mayor


Linda Rappe, City Clerk

RESOLUTION xx.xx.xxx
IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN
THE CITY OF KASSON AND MANTORVILLE TOWNSHIP
PURSUANT TO MINNESOTA STATUTES § 414.0325

WHEREAS, a request from all of the property owners of the area proposed for designation and immediate annexation was received.

WHEREAS, the City of Kasson and Mantorville Township jointly agree to designate and request the immediate annexation of the following described land located within Mantorville Township to the City of Kasson, County of Dodge, Minnesota;

That part of the West One-half of the Northeast Quarter (W ½ NE ¼) of Section Twenty-Eight (28), Township One Hundred Seven (107) North, Range Sixteen (16) West, Dodge County, Minnesota, described as follows:

Commencing at the southwest corner of the NE ¼ of said Section 28; thence North, assumed bearing along the west line of said NE ¼, 1236.66 feet for a point of beginning; thence continue

North, along said west line 265.30 feet; thence East, 440.00 feet; thence South, 357.08 feet; thence West 79.83 feet; thence North 45.20 feet; thence West, 150.00 feet; thence North 50.00; thence South 89 degrees 04 minutes 00 seconds West, 210.20 feet to the point of beginning.

AND

Commencing at the southwest corner of said NE ¼; thence North, assumed bearing along the west line of said NE ¼, 1204.08 feet for a point of beginning; thence continue North, 32.58 feet;

thence North 89 degrees 04 minutes 00 seconds East, 210.20 feet; thence South 36.00 feet; thence West 210.17 feet to the point of beginning.

EXCEPT

Commencing at the southwest corner of said NE ¼; thence North, assumed bearing, along the West line of said NE ¼, 1204.08 feet; thence East, 210.17 feet for a point of beginning; thence continue East, 229.83 feet; thence South 59.20 feet; thence West, 79.83 feet; thence North, 45.20

feet; thence West, 150.00 feet; thence North 14.00 feet to the point of beginning.

ALSO INCLUDING

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

Commencing at the southwest corner of the Northeast Quarter of said Section 28; thence North 00 degrees 03 minutes 56 seconds West, assumed bearing, along the west line of said

*Northeast Quarter, 1501.96 feet for the point of beginning; thence North 89 degrees 56 minutes 04 seconds East, 440.00 feet; thence North 00 degrees 03 minutes 56 seconds West, 307.89 feet; thence South 89 degrees 56 minutes 04 seconds West, 440.00 feet to the west line of said Northeast Quarter; thence South 00 degrees 03 minutes 56 seconds East, along said west line, 307.89 feet to the point of beginning.
Containing in all, 6.12 acres, more or less.*

and

WHEREAS, the City of Kasson and Mantorville Township are in agreement as to the orderly annexation of the unincorporated land described; and

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Kasson and Mantorville Township may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City of Kasson and Mantorville Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Kasson and the Township Board of Mantorville Township as follows:

1. **(Property.)** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, and that the parties hereto designate the area for orderly annexation; and agree that the land be immediately annexed:

That part of the West One-half of the Northeast Quarter (W ½ NE ¼) of Section Twenty-Eight (28), Township One Hundred Seven (107) North, Range Sixteen (16) West, Dodge County, Minnesota, described as follows:

Commencing at the southwest corner of the NE ¼ of said Section 28; thence North, assumed bearing along the west line of said NE ¼, 1236.66 feet for a point of beginning; thence continue

North, along said west line 265.30 feet; thence East, 440.00 feet; thence South, 357.08 feet; thence West 79.83 feet; thence North 45.20 feet; thence West, 150.00 feet; thence North 50.00; thence South 89 degrees 04 minutes 00 seconds West, 210.20 feet to the point of beginning.

AND

*Commencing at the southwest corner of said NE ¼; thence North, assumed bearing along the west line of said NE ¼, 1204.08 feet for a point of beginning; thence continue North, 32.58 feet;
thence North 89 degrees 04 minutes 00 seconds East, 210.20 feet; thence South 36.00 feet;
thence West 210.17 feet to the point of beginning.*

EXCEPT

Commencing at the southwest corner of said NE ¼; thence North, assumed bearing, along the West line of said NE ¼, 1204.08 feet; thence East, 210.17 feet for a point of beginning; thence continue East, 229.83 feet; thence South 59.20 feet; thence West, 79.83 feet; thence North, 45.20 feet; thence West, 150.00 feet; thence North 14.00 feet to the point of beginning.

ALSO INCLUDING

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

Commencing at the southwest corner of the Northeast Quarter of said Section 28; thence North 00 degrees 03 minutes 56 seconds West, assumed bearing, along the west line of said Northeast Quarter, 1501.96 feet for the point of beginning; thence North 89 degrees 56 minutes 04 seconds East, 440.00 feet; thence North 00 degrees 03 minutes 56 seconds West, 307.89

feet; thence South 89 degrees 56 minutes 04 seconds West, 440.00 feet to the west line of said Northeast Quarter; thence South 00 degrees 03 minutes 56 seconds East, along said west line, 307.89 feet to the point of beginning.

Containing in all, 6.12 acres, more or less.

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately 6.12 acres, the population in the area is zero, and the land use type is agricultural.

3. **(Jurisdiction.)** That Mantorville Township and the City of Kasson by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statutes § 414.036.

a. Reimbursement to Towns for lost taxes on annexed property.

Financial terms are delineated in the orderly annexation agreement.

b. Assessments and Debt.

That pursuant to Minnesota Statutes § 414.036 with respect to any special assessment assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described (herein or attached exhibit) there are (1) no special assessments or debt.

5. **(Review and Comment).** The City of Kasson and Mantorville Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Mantorville Township Board of Supervisors this 3rd day of May 2021.

MANTORVILLE TOWNSHIP

ATTEST:

By: _____
Chairperson
Board of Supervisor

By: _____
Township Clerk

Adopted by affirmative vote of the City Council of Kasson this 14th day of April 2021.

CITY OF KASSON

ATTEST:

By: _____
Mayor

By: _____
City Administrator

Approved this 14th day of April 2021.

RESOLUTION xx.xx.xxx
IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN
THE CITY OF KASSON AND MANTORVILLE TOWNSHIP
PURSUANT TO MINNESOTA STATUTES § 414.0325

WHEREAS, a request from all of the property owners of the area proposed for designation and immediate annexation was received.

WHEREAS, the City of Kasson and Mantorville Township jointly agree to designate and request the immediate annexation of the following described land located within Mantorville Township to the City of Kasson, County of Dodge, Minnesota;

The East Half of the Northeast Quarter of Section 27, Township 107 North Range 16 West, Dodge County, Minnesota

EXCEPT:

Commencing at the northeast corner of the Northeast Quarter of said Section 27; thence South 89 degrees 33 minutes 43 seconds West (NOTE: Beating System is Minnesota State Plane Grid, South Zone) along the north line of said Northeast Quarter for a distance of 302.50 feet to the Point of Beginning; thence South 08 degrees 19 minutes 37 seconds West for a distance for a distance of 1373.21 feet; thence North 82 degrees 40 minutes 08 seconds West for a distance of 793.21 feet to a point in the west line of the East Half of said Northeast Quarter; thence North 00 degrees 58 minutes 47 seconds West along said west line for a distance of 1250.00 feet to the northwest corner of said East Half; thence North 89 degrees 33 minutes 43 seconds East along the north line of said East Half for a distance of 1007.00 feet to the Point of Beginning.

AND ALSO, EXCEPT:

That part of the Northwest Quarter of Section 26 and that part of the Northeast Quarter of Section 27, all in Township 107 North, Range 16 West, Dodge County, Minnesota being described as follows:

BEGINNING at the Southeast corner of the Northeast Quarter of said Section 27; thence north 89 degrees 45 minutes 37 seconds West (Note: All bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996) along the South line of said Northeast Quarter, 148.00 feet; thence North 00 degrees 14 minutes 23 seconds East, 430.00 feet; thence South 89 degrees 50 minutes 31 seconds East, 144.00 feet to the East line of said Northeast Quarter and to the West line of the Northwest Quarter of said Section 26; thence continue South 89 degrees 50 minutes 31 seconds East, 186.89 feet; thence South 00 degrees 05 minutes 33 seconds West, 430.00 feet to the South line of said Northwest Quarter; thence North 89 degrees 54 minutes 27 seconds West, along said South line, 184.00 feet to the POINT OF BEGINNING. Said parcel is subject to Township Road right-of-way along the Southerly side thereof and is subject to any other easements or encumbrances of record.

and

WHEREAS, the City of Kasson and Mantorville Township are in agreement as to the orderly annexation of the unincorporated land described; and

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Kasson and Mantorville Township may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City of Kasson and Mantorville Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Kasson and the Township Board of Mantorville Township as follows:

1. **(Property.)** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, and that the parties hereto designate the area for orderly annexation; and agree that the land be immediately annexed:

The East Half of the Northeast Quarter of Section 27, Township 107 North Range 16 West, Dodge County, Minnesota

EXCEPT:

Commencing at the northeast corner of the Northeast Quarter of said Section 27; thence South 89 degrees 33 minutes 43 seconds West (NOTE: Bearing System is Minnesota State Plane Grid, South Zone) along the north line of said Northeast Quarter for a distance of 302.50 feet to the Point of Beginning; thence South 08 degrees 19 minutes 37 seconds West for a distance for a distance of 1373.21 feet; thence North 82 degrees 40 minutes 08 seconds West for a distance of 793.21 feet to a point in the west line of the East Half of said Northeast Quarter; thence North 00 degrees 58 minutes 47 seconds West along said west line for a distance of 1250.00 feet to the northwest corner of said East Half; thence North 89 degrees 33 minutes 43 seconds East along the north line of said East Half for a distance of 1007.00 feet to the Point of Beginning.

AND ALSO, EXCEPT:

That part of the Northwest Quarter of Section 26 and that part of the Northeast Quarter of Section 27, all in Township 107 North, Range 16 West, Dodge County, Minnesota being described as follows:

BEGINNING at the Southeast corner of the Northeast Quarter of said Section 27; thence north 89 degrees 45 minutes 37 seconds West (Note: All bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996) along the South line of said Northeast Quarter, 148.00 feet; thence North 00 degrees 14 minutes 23 seconds East, 430.00 feet; thence South 89 degrees 50 minutes 31 seconds East, 144.00 feet to the East line of said Northeast Quarter and to the West line of the Northwest Quarter of said Section 26; thence continue South 89 degrees 50 minutes 31 seconds East, 186.89 feet; thence South 00 degrees 05 minutes 33 seconds West, 430.00 feet to the South line of said Northwest Quarter; thence North 89 degrees 54 minutes 27 seconds West, along said South line, 184.00 feet to the POINT OF BEGINNING. Said parcel is subject to Township Road right-of-way along the Southerly side thereof and is subject to any other easements or encumbrances of record.

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately 51.56 acres, the population in the area is zero, and the land use type is agricultural.

3. **(Jurisdiction.)** That Mantorville Township and the City of Kasson by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statutes § 414.036.

a. Reimbursement to Towns for lost taxes on annexed property.

Financial terms are delineated in the orderly annexation agreement.

b. Assessments and Debt.

That pursuant to Minnesota Statutes § 414.036 with respect to any special assessment assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described (herein or attached exhibit) there are (1) no special assessments or debt.

5. **(Review and Comment).** The City of Kasson and Mantorville Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Mantorville Township Board of Supervisors this 3rd day of May 2021.

MANTORVILLE TOWNSHIP

ATTEST:

By: _____
Chairperson
Board of Supervisor

By: _____
Township Clerk

Adopted by affirmative vote of the City Council of Kasson this 14th day of April 2021.

CITY OF KASSON

ATTEST:

By: _____
Mayor

By: _____
City Administrator

Approved this 14th day of April 2021.

PROPERTY OWNER PETITION FOR ANNEXATION BY ORDINANCE

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION
OF CERTAIN LAND TO THE CITY OF KASSON, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

TO: Council of the City of Kasson, Minnesota

AND

Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P. O. Box 64620
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

It is hereby requested by:

☒ the sole property owner; or
☐ all of the property owners; or
☐ a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the Town of Mantorville to the City of Kasson, County of Dodge, Minnesota.

The area proposed for annexation is described as follows:

The East Half of the Northeast Quarter of Section 27, Township 107 North Range 16 West, Dodge County, Minnesota

EXCEPT:

Commencing at the northeast corner of the Northeast Quarter of said Section 27; thence South 89 degrees 33 minutes 43 seconds West (NOTE: Bearing System is Minnesota State Plane Grid, South Zone) along the north line of said Northeast Quarter for a distance of 302.50 feet to the Point of Beginning; thence South 08 degrees 19 minutes 37 seconds West for a distance for a distance of 1373.21 feet; thence North 82 degrees 40 minutes 08 seconds West for a distance of 793.21 feet to a point in the west line of the East Half of said Northeast Quarter; thence North 00 degrees 58 minutes 47 seconds West along said west line for a distance of 1250.00 feet to the northwest corner of said East Half; thence North 89 degrees 33 minutes 43 seconds East along the north line of said East Half for a distance of 1007.00 feet to the Point of Beginning.

AND ALSO EXCEPT:

That part of the Northwest Quarter of Section 26 and that part of the Northeast Quarter of Section 27, all in Township 107 North, Range 16 West, Dodge County, Minnesota being described as follows:

BEGINNING at the Southeast corner of the Northeast Quarter of said Section 27; thence north 89 degrees 45 minutes 37 seconds West (Note: All bearings are in relationship with the Dodge

1. There is one property owner in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. The property owner has signed this petition. (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)
3. Said property is unincorporated, abuts on the city's (N) S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is:
51.56 Unplatted Platted 51.56 Total
5. The reason for the requested annexation is Residential Development.
6. The area proposed for annexation will be zoned R-1.
7. All of the area proposed for annexation is or is about to become urban or suburban in character.
8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

Dated: _____

Signatures: _____

NOTE: Pursuant to Minnesota Statutes § 414.033 and Minnesota Rules 6000.0800, the petition to the Office of Administrative Hearings must be accompanied by a certification showing that a copy of the petition was filed within ten (10) days after service on the annexing city to the affected township(s), county, and any other abutting municipality(ies).

NOTE: Under Minnesota Statutes § 414.033, Subd. 5, if the petition is not signed by all of the property owners of the land proposed for annexation, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days mailed notice to all property owners within the area to be annexed.

Municipal Boundary Adjustment Unit Contact

Star Holman star.holman@state.mn.us 651-361-7909

(July 2019)

**CITY OF KASSON
RESOLUTION NO. XX-21**

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE 2021-XX BY TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Kasson has adopted Ordinance No. 2021-XX Regarding Maximum Impervious Surface Standards for Institutional Uses in Residential Districts; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the following summary of Ordinance No. 2021-XX has been approved by the City Council of the City of Kasson as clearly informing the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Kasson has reviewed the following summary of the ordinance and approved its publication in accordance with Minnesota Statutes, Section 412.191, subdivision 4:

Ordinance No. 2021-XX has been approved by the City Council of the City of Kasson. The Ordinance regards maximum impervious surface standards for institutional uses in residential zoning districts. Changes within the chapter include increasing the allowed maximum impervious surface coverage for public, social, and healthcare uses in residential districts to sixty-five percent (65%).

BE IT FURTHER RESOLVED that the City Clerk keep a copy of the entire text of the ordinance in their office at City Hall for public inspection.

Passed by the City Council this XXth day of _____, 2021.

Mayor Chris McKern

Attest: Linda Rappe, City Clerk

**CITY OF KASSON
ORDINANCE NO. 2021-XX**

**ORDINANCE REGARDING MAXIMUM IMPERVIOUS SURFACE STANDARDS FOR
INSTITUTIONAL USES IN RESIDENTIAL DISTRICTS**

The City Council of Kasson does ordain:

Section 1: Chapter 154, Section 154.127(D)(2) is hereby amended to add the following underlined text to the relevant table rows:

(2) Residential Districts Site Dimensional Standards Table

District	Uses	Min Setbacks			Max Building Height	Max Impervious Surface
		Front Yard	Rear Yard	Side Yard		
R-1	Dwellings, one to four units	20'	25'	6.5' (0' for shared wall)	35' / 2.5 stories	40%
	Non Residential	20'	45'	12'	35' / 2.5 stories [see § 154.04.33(C)(2) for exceptions]	<u>40%</u> <u>[65% for those institutional uses listed in § 154.04.33(C)(2)]</u>
R-1A	Dwellings, one to four units	20'	25'	6.5' (0' for shared wall)	35' / 2.5 stories	45%
	Non Residential	15'	35'	12'	35' / 2.5 stories [see § 154.04.33(C)(2) for exceptions]	<u>40%</u> <u>[65% for those institutional uses listed in § 154.04.33(C)(2)]</u>
R-2	Dwellings, two to four units	20'	25'	6.5' (0' for shared wall)	35' / 2.5 stories	50%
	Dwellings, five plus units	25'	25'	8'		
	Non Residential	25'	45'	12'	35' / 2.5 stories [see § 154.04.33(C)(2) for exceptions]	<u>40%</u> <u>[65% for those institutional uses listed in § 154.04.33(C)(2)]</u>

District	Uses	Min Setbacks			Max Building Height	Max Impervious Surface
		Front Yard	Rear Yard	Side Yard		
R-3	Dwellings, two to four units	20'	25'	6.5' (0' for shared wall)	45' / 3.5 stories	55%
	Dwellings, five plus units	25'	25'	8'		
	Non Residential	25'	45'	12'	35' / 2.5 stories [see § 154.04.33(C)(2) for exceptions]	<u>40%</u> <u>[65% for those institutional uses listed in § 154.04.33(C)(2)]</u>
R-C	Dwellings, one to four units	20'	25'	6.5' (0' for shared wall)	35' / 2.5 stories	50%
	Dwellings, five plus units	25'	25'	8'		
	Non Residential	20'	35'	12'	35' / 2.5 stories [see § 154.04.33(C)(2) for exceptions]	<u>40%</u> <u>[65% for those institutional uses listed in § 154.04.33(C)(2)]</u>

Section 2: This ordinance is effective upon adoption and official publication.

Adopted by the City Council this XX day of April, 2020.

Mayor Chris McKern

Attest: Linda Rappe, City Clerk

**CITY OF KASSON
RESOLUTION # 4.X-21**

**RESOLUTION APPROVING AMENDMENT TO 2040 COMPREHENSIVE
PLAN TO REGUIDE PROPERTY AT 2002 MANTORVILLE AVENUE NORTH**

WHEREAS, the applicant, Zumbro Educational District, represented by Patrick Gordon, has submitted an application for a Comprehensive Plan Amendment; and

WHEREAS, the proposed Comprehensive Amendment would reguide the property located at 2002 Mantorville Avenue North [Subject Property] from Low Density Residential to Public/Institutional; and

WHEREAS, the appropriate City Staff and consultants have performed a technical review of the application and submitted a staff report dated April 6th, 2021; and,

WHEREAS, pursuant to Chapter 462, Section 355, Subdivision 2 of the Minnesota State Statutes, the Planning and Zoning Commission held an official public hearing on April 12, 2021, to allow formal public comment on the proposed comprehensive plan amendment; and

WHEREAS, following the public testimony and report of the technical review, the Planning and Zoning Commission reviewed all relevant information regarding the proposed amendment and recommended approval; and,

WHEREAS, the City Council reviewed the matter at its April 14, 2021, meeting.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA does hereby incorporate and restate the recitals set forth above and an amendment to the Future Land Use map, shown within Figure 4.3 on page 4-6 to change the future land use designation for the Subject Property from Low Density Residential (LDR) to Public/Institutional.

Adopted by the City Council this 14th day of April, 2021.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

The motion to approve 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: _____.

**CITY OF KASSON
ORDINANCE NO. 4.X-2021**

**ORDINANCE AMENDING THE KASSON OFFICIAL ZONING MAP TO ADD 2002
MANTORVILLE AVENUE NORTH TO BE WITHIN THE CITY BOUNDARY AND ESTABLISH
ZONING AS R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT**

The City Council of Kasson does ordain:

Section 1: The Kasson Official Zoning Map is hereby amended, in concurrence with Joint Resolution XX-XX for annexation, by changing the zoning district boundaries to classify the parcel identified by the legal description described in **Exhibit A** to R-1 Single-Family Residential District.

Section 4: This ordinance is effective upon adoption and official publication.

Adopted by the City Council this XX day of April, 2021.

Mayor Chris McKern

Attest: Linda Rappe, City Clerk

EXHIBIT A
Legal Description of Property

That part of the West One-half of the Northeast Quarter (W $\frac{1}{2}$ NE $\frac{1}{4}$) of Section Twenty-Eight (28), Township One Hundred Seven (107) North, Range Sixteen (16) West, Dodge County, Minnesota, described as follows:

Commencing at the southwest corner of the NE $\frac{1}{4}$ of said Section 28; thence North, assumed bearing along the west line of said NE $\frac{1}{4}$, 1236.66 feet for a point of beginning; thence continue North, along said west line 265.30 feet; thence East, 440.00 feet; thence South, 357.08 feet; thence West 79.83 feet; thence North 45.20 feet; thence West, 150.00 feet; thence North 50.00; thence South 89 degrees 04 minutes 00 seconds West, 210.20 feet to the point of beginning.

AND

Commencing at the southwest corner of said NE $\frac{1}{4}$; thence North, assumed bearing along the west line of said NE $\frac{1}{4}$, 1204.08 feet for a point of beginning; thence continue North, 32.58 feet; thence North 89 degrees 04 minutes 00 seconds East, 210.20 feet; thence South 36.00 feet; thence West 210.17 feet to the point of beginning.

EXCEPT

Commencing at the southwest corner of said NE $\frac{1}{4}$; thence North, assumed bearing, along the West line of said NE $\frac{1}{4}$, 1204.08 feet; thence East, 210.17 feet for a point of beginning; thence continue East, 229.83 feet; thence South 59.20 feet; thence West, 79.83 feet; thence North, 45.20 feet; thence West, 150.00 feet; thence North 14.00 feet to the point of beginning.

ALSO INCLUDING

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

Commencing at the southwest corner of the Northeast Quarter of said Section 28; thence North 00 degrees 03 minutes 56 seconds West, assumed bearing, along the west line of said Northeast Quarter, 1501.96 feet for the point of beginning; thence North 89 degrees 56 minutes 04 seconds East, 440.00 feet; thence North 00 degrees 03 minutes 56 seconds West, 307.89 feet; thence South 89 degrees 56 minutes 04 seconds West, 440.00 feet to the west line of said Northeast Quarter; thence South 00 degrees 03 minutes 56 seconds East, along said west line, 307.89 feet to the point of beginning.

Containing in all, 6.12 acres, more or less.

**CITY OF KASSON
RESOLUTION # 4.X-21**

**RESOLUTION APPROVING AMENDMENT TO 2040 COMPREHENSIVE
PLAN TO AMEND LOW DENSITY RESIDENTIAL LAND USE CATEGORY
AND TO REGUIDE PROPERTY AT PID NO. 130270103**

WHEREAS, the applicant, Bigelow Homes, LLC, represented by Tony Bigelow, has submitted an application for a Comprehensive Plan Amendment; and

WHEREAS, the proposed Comprehensive Amendment would reguide the property identified as PID No. 130270103 [Subject Property] from Long-Term Growth to Low Density Residential and to allow residential densities in Low Density Residential areas to be less than two units an acre under certain circumstances; and

WHEREAS, the appropriate City Staff and consultants have performed a technical review of the application and submitted a staff report dated April 6th, 2021; and,

WHEREAS, pursuant to Chapter 462, Section 355, Subdivision 2 of the Minnesota State Statutes, the Planning and Zoning Commission held an official public hearing on April 12, 2021, to allow formal public comment on the proposed comprehensive plan amendment; and

WHEREAS, following the public testimony and report of the technical review, the Planning and Zoning Commission reviewed all relevant information regarding the proposed amendment and recommended approval; and,

WHEREAS, the City Council reviewed the matter at its April XX, 2021, meeting.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA does hereby incorporate and restate the recitals set forth above and approve an amendment to the 2040 Comprehensive Plan description of the Low Density Residential Future Land Use Category, found on page 4-8, with the underlined text added as follows:

Low Density Residential: Consists of single family detached residential as the prevailing development type but may also consist of limited amounts of two unit buildings (twin home or duplexes). Density of development within the Low Density Residential areas falls within a range of 2 to 4 housing units per gross acre (lot sizes ranging from 8,000 to 20,000 square feet). Residential developments with densities lower than 2 units an acre may be appropriate in the LDR if certain circumstances exist:

- A lower-density neighborhood pattern already exists on adjacent parcels

- The development is on the outer edges of the City's growth boundary
- The extension of city services will not place an unnecessary burden on the City or existing residences
- Existing natural resource or habitat areas warrant a more conservation-oriented design pattern that results in larger lots

BE IT FURTHER RESOLVED that the City Council approves an amendment to the Future Land Use map, shown within Figure 4.3 on page 4-6 to change the future land use designation for the Subject Property from Long-Term Growth to Low Density Residential (LDR).

Adopted by the City Council this XX day of April, 2021.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

The motion to approve 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: _____.

**CITY OF KASSON
ORDINANCE NO. 4.X-2021**

**ORDINANCE AMENDING THE KASSON OFFICIAL ZONING MAP TO ADD 2002
MANTORVILLE AVENUE NORTH TO BE WITHIN THE CITY BOUNDARY AND ESTABLISH
ZONING AS R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT**

The City Council of Kasson does ordain:

Section 1: The Kasson Official Zoning Map is hereby amended, in concurrence with Joint Resolution XX-XX for annexation, by changing the zoning district boundaries to classify the parcel identified by the legal description described in **Exhibit A** to R-1 Single-Family Residential District.

Section 2: This ordinance is effective upon adoption and official publication.

Adopted by the City Council this XX day of April, 2021.

Mayor Chris McKern

Attest: Linda Rappe, City Clerk

EXHIBIT A
Legal Description of Property

That part of the West One-half of the Northeast Quarter (W $\frac{1}{2}$ NE $\frac{1}{4}$) of Section Twenty-Eight (28), Township One Hundred Seven (107) North, Range Sixteen (16) West, Dodge County, Minnesota, described as follows:

Commencing at the southwest corner of the NE $\frac{1}{4}$ of said Section 28; thence North, assumed bearing along the west line of said NE $\frac{1}{4}$, 1236.66 feet for a point of beginning; thence continue North, along said west line 265.30 feet; thence East, 440.00 feet; thence South, 357.08 feet; thence West 79.83 feet; thence North 45.20 feet; thence West, 150.00 feet; thence North 50.00; thence South 89 degrees 04 minutes 00 seconds West, 210.20 feet to the point of beginning.

AND

Commencing at the southwest corner of said NE $\frac{1}{4}$; thence North, assumed bearing along the west line of said NE $\frac{1}{4}$, 1204.08 feet for a point of beginning; thence continue North, 32.58 feet; thence North 89 degrees 04 minutes 00 seconds East, 210.20 feet; thence South 36.00 feet; thence West 210.17 feet to the point of beginning.

EXCEPT

Commencing at the southwest corner of said NE $\frac{1}{4}$; thence North, assumed bearing, along the West line of said NE $\frac{1}{4}$, 1204.08 feet; thence East, 210.17 feet for a point of beginning; thence continue East, 229.83 feet; thence South 59.20 feet; thence West, 79.83 feet; thence North, 45.20 feet; thence West, 150.00 feet; thence North 14.00 feet to the point of beginning.

ALSO INCLUDING

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

Commencing at the southwest corner of the Northeast Quarter of said Section 28; thence North 00 degrees 03 minutes 56 seconds West, assumed bearing, along the west line of said Northeast Quarter, 1501.96 feet for the point of beginning; thence North 89 degrees 56 minutes 04 seconds East, 440.00 feet; thence North 00 degrees 03 minutes 56 seconds West, 307.89 feet; thence South 89 degrees 56 minutes 04 seconds West, 440.00 feet to the west line of said Northeast Quarter; thence South 00 degrees 03 minutes 56 seconds East, along said west line, 307.89 feet to the point of beginning.

Containing in all, 6.12 acres, more or less.

To: Kasson City Council

From: Kasson Chamber of Commerce Board of Directors

Cc: Kasson Economic Development Authority, City Administrator Tim Ibisch

Re: Building on City-Chamber Partnership

March 1, 2021

As we start the new year and look forward to businesses reopening as COVID becomes more managed, our board of directors has resolved to begin assessing our strategy from the top down. As the Kasson Chamber of Commerce, we strive to help support our local business community and are continuously aiming to improve in that work. We recognize the importance of actively partnering with our city government to further strengthen the foundation that our local business community grows on.

As our board begins the process of assessing our strategy, we invite the City of Kasson, primarily through the EDA and Council, to partner with us in both strategic planning and implementation. The Chamber and City already have several examples of partnership that we can leverage - a Chamber Liaison seat on the EDA, monthly reports at Chamber meetings from the Mayor and City Administrator, and collaboration in multiple annual events, activities, and projects.

After our board completes our first steps in strategic assessment and planning, we would invite an opportunity to schedule a joint meeting with representatives from the Council and/or EDA. At that time, we aim to have a candid, productive discussion on current local business climate, local policy and technical strengths and weaknesses, and alignment of priorities. Our hope is to delve into topics at a level of specificity and depth infeasible at broader, regularly scheduled meetings.

Ultimately, we recognize our local government as a key partner in maximizing opportunities for Kasson's residents and taxpayers. We look forward to further building our partnership, and doing the good work of strengthening our community together.

Would the City agree to schedule a joint meeting of representatives for a day in the month of June?

Sincerely,

Tom Monson

President
Kasson Chamber of Commerce

REQUEST FOR COUNCIL ACTION

Meeting Date: April 14, 2021

AGENDA SECTION: New Business	ORIGINATING DEPT: Fin/Admin
ITEM DESCRIPTION: 1) 2020 Audit review 2) Council approval of 2020 Audit	PREPARED BY: N. Zaworski

1. Finance Director Zaworski will review the audit and will also present the Audit summary report prepared by auditors Smith Schafer & Associates.
2. Council discussion.

COUNCIL ACTION REQUESTED:

1. Motion to approve the 2020 Audit as prepared by Smith Schafer & Associates

April 2, 2021

Honorable Mayor and Members
Of the City Council
City of Kasson, Minnesota

We have audited the financial statements of the governmental activities, business-type, each major fund, and the aggregate remaining fund information of the City of Kasson, Minnesota for the year ended December 31, 2020, and have issued our report thereon dated April 2, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 11, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and *Government Auditing Standards*. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies and other matters noted during our audit in a separate letter to you dated April 2, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter dated January 11, 2021.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted the City is included in Note 1 to the financial statements. As discussed in Note 1 of the notes to financial statements, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*, during the year ended December 31, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the financial statements were:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated the estimated useful lives assigned to capital assets and determined that these lives were reasonable in relation to the financial statements taken as a whole.

Net Pension and OPEB Liabilities

Management's estimate of the OPEB and net pension liabilities are actuarially determined. We have evaluated the estimates used in the study and determined they were reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated April 2, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the City we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, the Schedule of City and Non-Employer Proportionate Share of Net Pension Liability, the Schedule of City Pension Contributions, and the Schedule of Changes in Total OPEB Liability which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Honorable Mayor and Members
Of the City Council
City of Kasson, Minnesota
Page 4

Other Matters (continued)

We were engaged to report on the combining and individual nonmajor fund statements and schedules and the supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This report is intended solely for the information and use of the board of directors and management of City of Kasson, Minnesota, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Smith, Schafu and Associates, Ltd.

Kasson Position Description

Classification: Public Works Parks/Streets Worker

Department: Public Works

Reports to: Parks and Recreational Supervisor and Public Works Director

FLSA Classification: Hourly, Non-Exempt

Pay Grade: 7

Date of last revision: March 7, 2021

Position Summary

This position performs a variety of semi-skilled park and street maintenance duties to maintain public infrastructure and grounds. This position operates and maintains equipment and machines. The position is responsible for the construction, installation, operation, and maintenance of the Park/Street division of Public Works.

Essential Duties and Responsibilities

Operates Equipment and Machines for Park/Street Maintenance

- Operates necessary equipment and machines to perform ice and sand maintenance for proper snow removal and public safety;
- Performs basic construction, installation, and maintenance on buildings, facilities, and playgrounds;
- Operates necessary equipment and machines to perform blacktop milling, patching and repair;
- Performs a variety of grounds and forestry activities including, but not necessarily limited to landscape preparation planting, watering, mowing, fertilizing, and trimming, ensuring that all safety precautions are followed when dealing with chemicals and equipment;
- Performs storm water maintenance;
- Plants, removes, trims, and stump grind trees;
- Prepares ballfields for games by dragging infield, edging, lining, fence repairs, and grass mowing;
- Performs preventative maintenance and makes minor repairs to vehicles, machines, and equipment;
- Perform street sign removal, repairs, replacements and additional installations;
- Operates paint striper to paint curbs, striping and cross walks, parking stalls and handicap areas;
- Performs Cemetery maintenance;
- Confers regularly with the Park and Rec Supervisor and the Public Works Director to discuss timing and priority of work to be done and to keep them informed of important matters that may require attention at that level.

Maintain and Clean Aquatic Center

- Assembles and disassembles pool equipment, operates pumps, heaters, filters and maintains water Chemistry;
- Ensures that the Center is clean and safe for patrons;

Assist Public Work Department

- Prepares city for seasonal decoration and prepares for City events;
- Provides excellent customer service when answering public questions and addressing concerns;
- Develops and maintains a good working knowledge of all City and department policies and procedures to help facilitate compliance with such policies and procedures by all assigned personnel;
- Meets regularly with Public Works Director on important matters;
- Performs additional public works maintenance duties including but not limited to snow plowing, infrastructure maintenance and technical/mechanical repairs, as assigned by the Public Works Director;
- Develops respectful and cooperative relationships with colleagues, the public, outside vendors to help establish and maintain Kasson's reputation as a well-maintained City.

Provides excellent customer service and high-quality service levels

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

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

Qualifications

Education: Minimum of a High School diploma/GED and two years of experience in construction, general maintenance and operating maintaining equipment; or any equivalent combination of formal preparation.

Requirements:

- Must obtain and maintain a MN Class B Driver's License within 180 days of starting the position;
- Must obtain and maintain a Tree Inspector License and Pool Operating Licensure within 18 months of hire;
- Must obtain and maintain a Special Engineer License for Aquatic Center;
- Must be flexible and able to adapt to changing work demands;
- Must have general knowledge of the operating characteristics and maintenance requirements of hydraulics, machinery and mechanical principles;
- Must be able to work independently;
- Must have general knowledge of occupational hazards of the work and of the necessary safety precautions;
- Must have the ability to understand and follow oral and written communications; ability to establish and maintain effective working relationships with associates;
- Must have the ability to communicate clearly, both orally and in writing;
- Must have the ability to consistently apply skills learned through formal preparation and/or closely related work experiences;
- Must be able to respond within 30 minutes, if on call; and be able to work outside normal working hours;
- Ability to communicate effectively, both orally and in writing and cooperate with a wide range of individuals;
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public;
- Ability to establish and maintain effective working relationship with associates, contractors, and the public.

Physical Demands and Working Conditions

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

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

Equipment Utilized

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

- Majority of this position will have to operate dump trucks, loaders, graders, pickup trucks and skid loaders.
- Frequently operates sanders, sweepers, rollers, milling machine, bucket truck, air compressor and mowers.
- Sometimes operates backhoe and street painter.

(14 - Bids)

noon

Lyle Allen	15,000.00
Chris Mize	\$ 10,155
Blake Swanson	\$ 7,975.00
Mark Olson	\$ 6300.00
Billy Bishop	\$ 9250.00
Wayne Nielsen	\$ 12,899.99
Don Haseeth	\$ 9177.00
* Tony Paulson	\$ 20,657.00
Kevin Hart	\$ 9676.00
Sam Searcy	\$ 6650.50
Thom S. Olson	\$ 11,221.00
Patty Carlson	\$ 9,000.00
Jett BERGE	\$ 10,000
2nd Rushford	\$ 16,649.00

CITY OF KASSON
RESOLUTION #4.____-21

**RESOLUTION APPROVING THE PREMISES PERMIT FOR K-M SNOWDRIFTERS
CHARITABLE GAMBLING AT EVENT'S**

WHEREAS, the K-M Snowdrifters has applied to the Gambling Control Board of the State of Minnesota for a Premises Permit to Conduct Lawful Gambling at Events by Saker - 401 8th St SE, the location being within the City of Kasson; and

WHEREAS, the provisions of Minnesota Statute 349.213, subd. 2 require that the Council of the City of Kasson notify the Gambling Control Board of the State of Minnesota of its approval of said application before a Premises Permit is issued.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Kasson that the Council hereby approves the application described herein.

ADOPTED this ____ day of April, 2021 by the Council of the City of Kasson, Minnesota.

Chris McKern, Mayor

ATTEST:

Linda Rappe, City Clerk

The motion for 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: _____.

CITY OF KASSON
Application for Local Gambling Permit

Date of Application 4/5/21 Fee paid / Date \$ 100⁰⁰ / 4/5/21

Applicant Information

Name: Borgstrom Coy Donovan
(Last) (First) (Middle)

Title: President

Address: 20 E Vet Men Hwy
(Street)
Kasson, MN 55944
(City / State / Zip Code)

Telephone: (507) 251-1199

Organization Information

Name: K-M Snowdrifters

Address: 26 E Vet. Men Hwy
(Street)
Kasson, MN 55944
(City / State / Zip Code)

Telephone: (507) 251-1199

Proposed Location

Address: 401 8th St SE
(Street)
Kasson, MN 55944
(City / State / Zip Code)

If the Organization does not own the facility:

Property Owner: Tony Saker

Address: 5467 Cty Rd 5 NW
(Street)
Byron, MN 55920
(City / State / Zip Code)

Telephone: (507) 348-2602

(Attach a copy of the rental or leasing arrangement to the application)

Name and address of any officer/person who will account for receipts, expenses, and profits for the event:

Amy Borgstrom
20 E 1st. Men Hwy
Kasson, MN 55944

Description of the gambling activities to be conducted (include days and hours and estimated value of prizes to be awarded):

Bingo - Every other Wednesday

Provide any relevant information supporting the organization's exclusion or exemption from state licensing requirements and eligibility for a local gambling permit (Minn. Stat. 349.166):

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions may result in a denial of my application. I authorize the city to investigate the information provided and contact the persons or organizations listed in this application.

The undersigned agrees that the gambling event will, if approved, conform to all applicable state and local regulations.

Applicant (please print): Coy Borgstrom

Signature: [Signature] Date 4/5/21



STATE OF MINNESOTA

JOINT POWERS AGREEMENT MINNESOTA ANTI-HEROIN TASK FORCE PROGRAM

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ["BCA"] ("State"), and the City of Kasson on behalf of its Police Department ("Governmental Unit").

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate illicit activities related to the distribution of heroin or unlawful distribution of prescription opioids. The Governmental Unit wants to participate in the Minnesota Anti-Heroin Task Force Program (AHTF) and receive overtime reimbursement as allowed under the Community Oriented Policing Services (COPS) Anti-Heroin Task Force Program.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date of execution, unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to provide overtime reimbursement to the Governmental Unit who investigates illicit activities related to the distribution of heroin, or unlawful distribution of prescription opioids or any opioid-related overdose death. Priority will be given to those investigations with a nexus to Minnesota Indian Country.

3. Standards

The Governmental Unit will adhere to the AHTF Program standards identified below.

- 3.1 Investigate illicit activities related to the distribution of heroin or unlawful distribution of prescription opioids with a nexus to Indian Country. Indian Country is defined as "(a) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation, (b) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and (c) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same." (see 18 U.S.C. 1151).
- 3.2 Investigate traffickers linked to fatal opioid-related overdose deaths.
- 3.3 Investigate practitioners prescribing opioids in violation of state or federal law.
- 3.4 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants, and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.5 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.6 Investigators will use, as appropriate, the most current investigative technologies and techniques.
- 3.7 Investigators must be licensed Minnesota peace officers.

- 3.8 Governmental Unit must de-conflict case investigations with Regional Information Sharing Systems (RISS).
- 3.9 Investigators will comply with the guidelines of the COPS Anti-Heroin Task Force Program as outlined in the 2017 COPS Office Anti-Heroin Task Force Program Grant Owner's Manual. This manual is located at <https://cops.usdoj.gov/pdf/2017AwardDocs/ahtf/AOM.pdf>. If Governmental Unit receives funding from a grant awarded to the BCA subsequent to the 2017 grant, Governmental Unit will comply with the guidelines established by the later grant.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the AHTF Project Coordinator to assist in case submissions for overtime, monthly reporting and meeting overtime reimbursement deadlines.
- 4.1.2 Submit an AHTF case submission form for pre-approval of funds. This request shall include a case synopsis, an explanation of how it qualifies under the required criteria in clauses 3.1, 3.2, 3.3, and 3.4 above, and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the AHTF Program Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
- 4.1.4 Maintain accurate records of enforcement activities to be collected and forwarded monthly to the BCA for statistical reporting purposes.
- 4.1.5 Submit case data as required by the AHTF Program on a monthly basis. This information will include a case synopsis and demographic information on cases submitted for overtime, the number of heroin or unlawful distribution of prescription opioids investigations, search warrants, arrests, seizures and NARCAN®/naloxone deployments.
- 4.1.6 Prepare an operational briefing sheet for each active operation.
- 4.1.7 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the AHTF Program.
- 4.1.8 Refrain from comingling AHTF funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.
- 4.1.9 De-conflict case investigations with RISS.
- 4.1.10 Enter suspect traffickers telephone numbers into the DEA Internet Connectivity Endeavor (DICE) database system as a means of deconfliction of case investigations. The BCA is available to assist in this process.
- 4.1.11 Certify that it is in compliance with 8 U.S.C. §1373(a) and (b) and will remain in compliance for the life of this Agreement.

4.2 The BCA will:

- 4.2.1 Provide a Senior Special Agent who will serve as the Project Coordinator.
- 4.2.2 Provide a Special Agent who will be assigned to the Drug Enforcement Administration's (DEA) Drug Diversion Team.
- 4.2.3 Provide a Criminal Intelligence Analyst (CIA) who will provide analytical support to heroin and prescription opioid investigations.
- 4.2.4 Certify it is compliance with 8 U.S.C. §1373 (a) and (b) and will remain in compliance for the life of this Agreement.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

5. Payment

- 5.1 To receive reimbursement for overtime expense, Governmental Unit must make an AHTF case submission by providing a case synopsis, an explanation of how the case qualifies under the required criteria for case acceptance and an operational plan. The BCA will review the case submission and grant or deny the reimbursement request within seven (7) business days of receipt by the BCA Authorized Representative.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an overtime expense form no later than 15 business days after the end of the month during which the expense is incurred. The form must be submitted to bca.heroingrant@state.mn.us.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 The Governmental Unit may receive payment for an AHTF case submission for overtime expense approved prior to the effective date of this Agreement if the Governmental Unit had a joint powers agreement in place with the BCA that expired prior to the effective date of this Agreement. Reimbursement will occur as provided in Clause 5.2.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Jeffrey Hansen, Deputy Superintendent
 Address: Department of Public Safety; Bureau of Criminal Apprehension
 1430 Maryland Street East
 Saint Paul, MN 55106
 Telephone: 651.793.7000
 E-mail Address: jeff.hansen@state.mn.us

The Governmental Unit's Authorized Representative is the following person or his/her successor:

Name: Joshua Hanson, Chief
 Address: Kasson Police Department
 19 E Main St
 Kasson, MN 55944
 Telephone: 507.634.4981
 E-mail Address: josh.hanson@kassonpolice.com

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will notify the Governmental Unit and terminate the Agreement.
- 12.3** In the event the Governmental Unit breaches this Agreement, it will not be eligible to receive any further grant funds.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

THE REMAINDER OF THE PAGE IS INTENTIONALLY BLANK

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: 3-72361

3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

CJDN Fee Structure

Effective July 2018

Statements:

All agencies receiving data from the BCA or through the BCA will be charged at least \$50 per-month. (Regardless if they are connected directly to us or not)

Current paying agencies will continue to pay their current monthly fee regardless of the method of connection. (Exception: See VPN agency charges below)

New agencies will pay \$50 per-month.

Agencies that are currently not paying any fees will be charged \$50 per-month.

VPN agencies will pay \$50 per-month plus \$15.00 per-fob p/m (for CJA & Private Law Firm) or \$35 per-fob p/m (for NCJA).

\$100 one-time charge plus \$100.00 fob replacement charge (fobs have a 4-5 year renewal cycle).

* BCA Master Agreement with Agency will have language added to reflect Agency/PLF arrangement. Agreement will also allow PLF to support multiple agencies with single connection.

Connection types:

1. **VPN – Site-Site Connection directly to BCA**
2. **Direct (CJDN connection)**
(Additional MN-IT billing is direct to agency upon BCA approving MN-IT CJDN WAN Agreement
Agency shall have an appropriate agreement (Management Control Agreement with MN.IT))
3. **Shared – Agency shares connection with another BCA connected agency**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)
4. **Extended – Extending a network connection from a BCA connected agency to an existing agency.**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Kasson on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent annually for the amount of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.2007

Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Joshua Hanson, Chief
Address: 19 E Main St
Kasson, MN 55944
Telephone: 507.634.4981
Email Address: josh.hanson@kassonpolice.com

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber

Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Kasson on behalf of its Police Department ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 190447, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.

ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

March 26, 2021

To: Kasson City Council Members

Dear Members,

Due to a pipe break (No Freezeup) and massive water damage to my home at 12 Abbey Lane, I have incurred a high Water / Sewer bill. Much of this water went out with the soaked Carpet, damaged drywall & Cabinets. A large portion went into my 10" Heat Tubes under the floor. These heat runs circle the perimeter and spit the center of the home. I'm not sure how many gallons they hold but it is substantial.

Any consideration you could send my way on this sewer bill would be greatly appreciated!

Respectfully,

Phil Johnson

Arrangements have been made to pay the water bill.

Thank You!

CITY OF KASSON

ESTIMATE OF UPCOMING BILL

Printed: 03/25/2021

Phil called & asked for a credit for all or some of sewer cost. He paid Service Master to remove all the water & he has more structural damage as well. (~~He~~ Heating Coils in floor)
 Next month will have a large bill as well.

JOHNSON, PHIL
 12 ABBEY LN NW
 KASSON MN 55944

Account	2926-00		
Customer Name	JOHNSON, PHIL		
Service Address	12 ABBY LN NW		
Route - Meter	09-2926		
Water Reading	471000	Electric Reading	4979
Water Usage	442000	Electric Usage	103

EXISTING BALANCE:

ESTIMATED CHARGES:

Service	Amount
ELECTRIC	25.30
CONSERVATION	0.76
FED ASSESS	0.81
WATER	2512.76
62500 - SEWER	2862.76
STORM WATER	15.25
ELECTRIC TAX	1.74
ELE TRANSIT TAX	0.13

Total Estimated Charges: 5419.51

SUBTOTAL:

5419.51

TOTAL ESTIMATE OF BILL 5419.51

No 4539

CITY OF

KASSON

Date:

3/26/21

Received of:

Phil Johnson

\$:

1000.00

Cash:

For:

Utilities & Water Damage

Account #:

2926-00

Check:

1000.00

By:

C. Sullivan



To: City Council

Date: 4/14/2021

Agenda Heading: City Administrator's Report

“March winds and April showers, Make way for sweet May flowers.”

— George Gard DeSylva

- **Library Board Updates.** I attended the Library Board meeting in lieu of Councilmember Ferris. There are a number of ongoing projects at the library including the preparation for the summer reading program. In accordance with current guidance, I expect a vigorous program and the staff is excited to have in person events this year. Additionally, the Board is reviewing bylaws changes that will impact its operations. I have some reservations concerning the terminology in certain areas, however will defer to Councilmember Ferris in that regard. Additionally, they are looking to adopt a new mission statement, I have included some options in the packet. Finally, with the agreement in place with ICS, some exploration of the building structure will begin with an eye on bidding out a restoration project in early fall and completion of the work before winter weather becomes an issue. Please let me know if you have questions.
- **Wildlife Habitat Funding.** Approximately \$100 million from the Outdoor Heritage Fund is available for projects that “protect, restore, and enhance habitat for fish, game, and wildlife.” Previous projects that received funding in the past included: wetland, prairie, and forest restoration; fee-title and conservation easement acquisition of important habitat; invasive species removal; stream and lake restoration/enhancement; and many others. The deadline to apply is May 27. The Lessard-Sams Outdoor Heritage Council will review applications throughout the summer and fall and will recommend projects for funding during the 2022 legislative session. This seem like it might be a good fit for us to acquire some of the low-lying property along Mastin Creek. We could provide wetlands and also reduce the impact of flooding at the same time. More information is at:
https://www.lsohc.leg.mn/FY2023/index_call.html
- **Planning and Zoning Committee Review.** Full meeting earlier this week. A number of items for tonight's meeting include 2 annexations and some rezoning. The ZED most are familiar with, though I am surprised that more questions were not asked regarding the addition of an ALC in that area. The other subdivision is on the Northeast side and will be rather different than what we've seen in the past few years. There are some density concerns however it seems to be a market driven development and with the adjoining property being similarly scoped, it fits this niche. The joint resolution was held over at the Township Board pending a request for more

information, however I expect approval in May. This will then be sent up to the State for final approval which could take several months depending on the backlog. Our next step will be to start the service territory acquisition process with Xcel.

- **Community Heart & Soul Seed Grant Program.** The Community Heart & Soul Seed Grant Program provides \$10,000 in startup funding for resident-driven groups in small cities and towns to implement the Community Heart & Soul model. Community Heart & Soul engages a motivated and dedicated group of individuals to help your town identify what matters most. The grant program is specifically designed for small cities and towns with populations of 2,500 to 30,000. Grant funding requires a \$10,000 cash match from the participating municipality or a partnering organization. There has been some interest expressed in programming of this nature by the Chamber of Commerce. See included in tonight's packet a letter from their Board. To learn more about this program go to <https://www.communityheartandsoul.org/>
- **EDA Committee Follow-up.** The EDA met to review monthly activity. The Relief grant program has now concluded. A total of \$217,150 was granted out to Kasson businesses and nonprofits through the Dodge County Business & Nonprofit Relief Fund program. The plan is for the EDA staff to attend the March Chamber of Commerce meeting to share the EDA's programs and priorities for 2021. Highway 57 reconstruction will be discussed with respect to how the EDA can support businesses through the project. Two potential assistance programs are the Short-Term Business Interruption Loan Program (STBL) and a Business Façade Improvement Program with a focus on Main Street businesses. Our CEDA representative is leaving us this week and an interim member has been selected. His name is Matt Durand. Nicholas has briefed him and worked towards ensuring a smooth transition for future CEDA staff. Matt has some good experience in housing issues and will be focusing on that for the time being.
- **LMC Annual Conference happening June 23-25.** Join city colleagues online for the League's 2021 Annual Conference! More information will be available soon on pricing, educational session topics, and networking opportunities. I will provide it when it becomes available. Some known items so far:
 - Opening speaker is Golden Gophers Football Coach P.J. Fleck.
 - Take part in a Q&A with former Viking and retired Minnesota Supreme Court Justice Alan Page.
 - Learn about key issues for cities in 2021 during the educational sessions.
- **2020 Audit Review.** The 2020 Audit is complete and included for your review tonight. Nancy will be going over some highlights. Overall performance was strong and this should give us some flexibility when it comes to the Library project this fall. We will continue to encourage responsibility with purchases and try to make the departments as efficient as possible. It is also encouraging to see this results in light of the overall increase in delinquent payments viz. the utilities. We will be looking at some internal options to try to reduce the amounts of complete write-offs that we have and I have authorized advance purchase of additional water meters in order to speed up our AMI implementation. Overall, this points to a year where we should be successful in continuing the high level of services that Kasson residents expect.

Meetings and Events Attended or Planned to attend

March 11	CMPAS Interviews
March 12	CMPAS Meeting-Bloomington
March 16	MCMA Member Connect
	Park and Rec Board
March 17	City Health Insurance-Bill Singer
March 18	City Engineer
	ZED and Witzel Review
	Personnel Committee
March 22	WPA Wall Testifying
March 24	Regular City Council
March 25	City Engineer
	Technical Review-Planner
	Department Heads
April 5	Introduction to Matt Durand-CEDA
April 6	EDA Board
April 8	City Engineer
	Finance Director-Audit Review
	Justin Templin-Litigation Update
	Fire Chief-Equipment Update meeting
April 9	Chris Ziemer-ICS, Fire Hall
April 12	Kathy O'Malley-developer meeting
	Tantalus Kickoff meeting
	Planning and Zoning
April 13	Library Board
April 14	HGAC end user training
	Chamber of Commerce
	Neptune Meter Presentation
	City Council-Receive 2020 Audit

Mission Statement Draft by Library Board

Kasson Public Library is a strong community partner providing quality programs and services which foster positive creativity and encourage lifelong learning. Our mission is to offer a welcoming space to all for reading, learning and meeting.

Mission Statement – Kelly’s suggestion

The Kasson Public Library is more than a dome in the heart of our community. We are a sanctuary on bad days, your loudest cheerleaders on tough days and we celebrate with you on the good. We are here for you because we genuinely care. Everyone is welcome and every journey unique-- lifelong adventure begins here.

Mission Statement – David’s suggestion

The Kasson Public Library encourages lifelong learning and exploration by developing meaningful relationships through programs, services and community partnerships.



KASSON FIRE DEPARTMENT

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

4/2/2021

1200 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Record

Subject: Leave of Absence
Staff: Deputy Fire Chief – James McAndrews

City of Kasson
401 5th St SE
Kasson, MN 55944
Attn: City Administrator Ibisch

Mr. Ibisch,

This letter of correspondence is to request a leave of absence for Deputy Fire Chief James McAndrews effective April 2, 2021, not to exceed one year.

Submitted for City Administrator approval / endorsement, followed by recommendation to approve at next City of Kasson - Council Meeting.

Should you have any questions – please feel free to contact me @ 507-517-4113 or by email @ kassonfirechief@kmtel.com.

Respectfully

Joe Fitch - Fire Chief



KASSON FIRE DEPARTMENT

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

4/2/2021

1200 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Record

Subject: Retirement
Staff: Firefighter – Douglas Griffin

City of Kasson
401 5th St SE
Kasson, MN 55944
Attn: City Administrator

Mr. Ibisch,

This letter of correspondence is to make you aware of the submission and acceptance of the letter of retirement of Firefighter Douglas Griffin, effective April 2, 2021 as a member in good standing with 21 years of service.

Submitted for City Administrator approval / endorsement, followed by recommendation to approve at next City of Kasson - Council Meeting.

Should you have any questions – please feel free to contact me @ 507-517-4113 or by email @ kassonfirechief@kmtel.com.

Respectfully

Joe Fitch - Fire Chief

KASSON FIRE DEPARTMENT

FIRE & RESCUE - 101 E. MAIN STREET - KASSON, MN 55944



2020 ANNUAL REPORT

.... SEMPER PARATUS....

2020 Annual Report

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2020 Annual Report

Mission - Vision - Motto - Principles

Mission Statement

The mission of the Kasson Fire Department is to provide life safety and hazard response to the citizens and visitors of the community we serve, in a safe, professional, and ethical manner. Our focus will be to actively engage in prevention, public education, risk management, emergency response, code enforcement, fire investigation, and professional development.

Vision Statement

The Kasson Fire Department will continuously strive to meet the changing needs of the community by providing a modern and technologically advanced department. We will do this by maintaining a high level of readiness and by focusing on the professional development and training of all our personnel.

Motto

Duty, Pride and Service

Guiding Principals

As members of the Kasson Fire Department we believe in the following principles:

- The safety of our members and the citizens we serve is paramount.
- We will provide the highest quality of service to all who call upon us.
- We believe in duty, pride and service.
- We recognize and respect the rights of all we serve.
- We are committed to the preservation of life and property of our citizens.
- We believe that the professional development of our members will lead to improved quality of service.
- We will promote a positive environment that inspires teamwork.

2020 Annual Report

Message from the Fire Chief

Ladies & Gentlemen:

As the Fire Chief of the Kasson Fire Department, it is with great pride that I present to you this summary of the activities of 2020.

Over the last 6 years, the City Council for the City of Kasson has been fiscally generous with the Kasson Fire Department budget. Over these years the fire department has worked hard to maintain a high level of service while staying within budget constraints. The department, over the last 6 years has continued to grow our response and responsibilities, with increased call volumes due to the aging community of Kasson and increased medical response. With the increase in call volume, the financial burden on the taxpayers of Kasson has not seen a great increase due to financial responsibility and a great partnership with Dodge Center Ambulance.



As we move into 2021, we take the opportunity to reflect on the extremely taxing and trying times of 2020. Kasson Fire Department members have continued to work on regularly scheduled weekly crews putting in approximately 20,000 hours of on-call hours. Kasson Fire Department responded to 397 medical calls; due to COVID-19 and the increased protection concerns, we had an increase in personal protection equipment along with extra training to ensure the safety of our members and the community. Kasson Fire Department partnered with Southeast Minnesota EMS (SEEMS) for continuing education, along with weekly virtual meetings to stay on top of current safety regulations and concerns for southeast Minnesota. Due to COVID-19 we were unable to continue to meet in person, but we were able to maintain our high training standards by using our Target Solutions program where our Lieutenants would actively assign training for our members to complete virtually.

Again because of COVID-19 as many saw changes in 2020 the Kasson Fire Department and the Kasson Relief Association were not immune to this. Several Community Outreach events were affected such as Festival in the Park, National Night Out, Fire Prevention Week, Christmas in Kasson and the American Legion Steak Fry. Although we were not able to hold these events traditionally, Kasson Fire Department and the Kasson community were able to adapt and overcome with events such as drive thru burger nights, birthday celebration parades, drive thru flu shot clinic and a Christmas in Kasson Santa Parade.

As I reflect on the calls for service that we have had and the severity of some of those calls, I am continually amazed at the abilities of our members and the resiliency that they show, call in and call out. Because of the intense nature and frequency of calls that our members have continued to respond to we have found ourselves in 2020 and moving into 2021 focusing our efforts inward but also including the community; it has become more apparent that we need to take care of ourselves while caring for others. In 2020 the City of Kasson used COVID-19 funds and started a Mental Health Initiative. As part of that Mental Health Initiative, Kasson Fire Department was tasked with producing mental health videos for the community while working with Ambient House, Kasson Fire Department has released one successful video and is currently working on two more.

2020 Annual Report

Message from the Fire Chief continued

Looking forward to 2021, Kasson Fire Department has plenty on the horizon, with the recruitment process to add new members, Kasson Fire Department took possession of the Tanker 2 replacement, started the process with ICS and the City of Kasson to look at a potential new Emergency Services facility. We are also looking at replacing Engine 2 along with receiving the new Grass Rig and Utility Trucks through the Enterprise Fleet program. In 2021 Kasson Fire Department is planning to increase training opportunities for our members utilizing a 2020 purchase of two shipping containers. These containers will allow our members to get more realistic hands on fire training.

As the Fire Chief of the Kasson Fire Department I feel our department and members are well trained and well prepared to respond and protect our community and the surrounding communities when called upon.

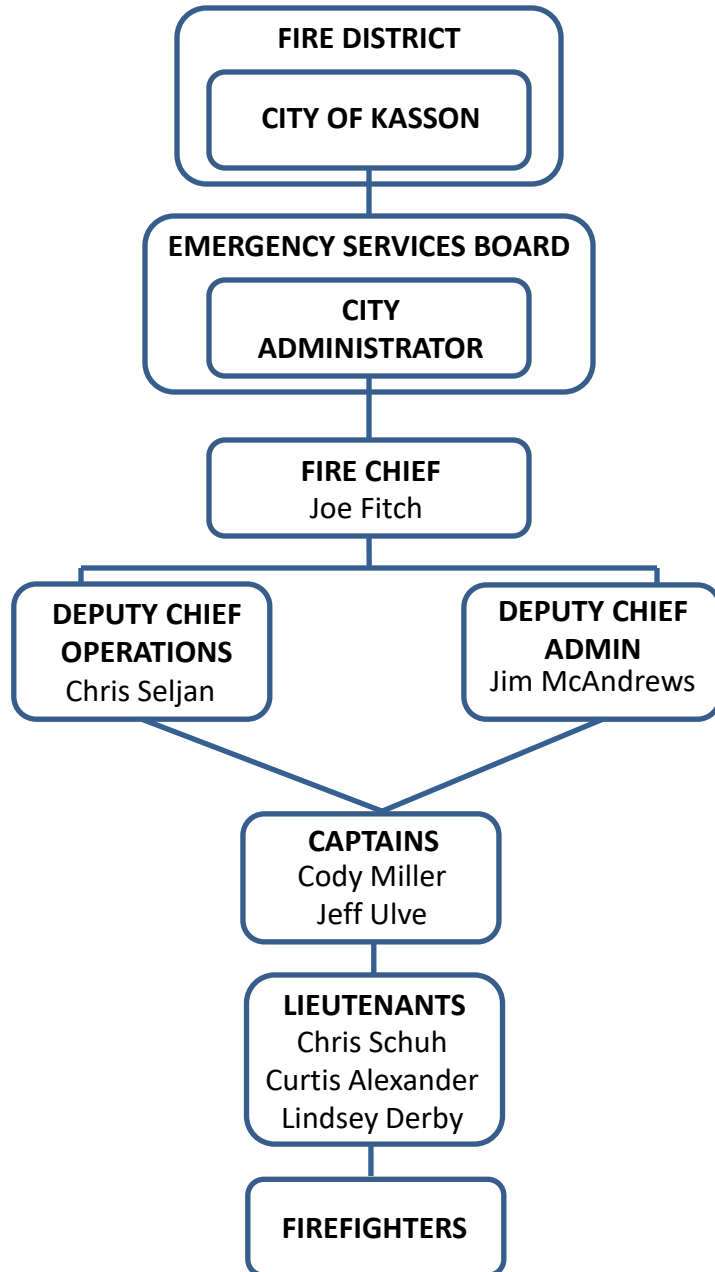
As the Chief I will continue to look into the future for what our community protection needs might be.

Yours in SAFETY –

Joe Fitch - Fire Chief

2020 Annual Report

Department Administration



UNIFORMED SUMMARY

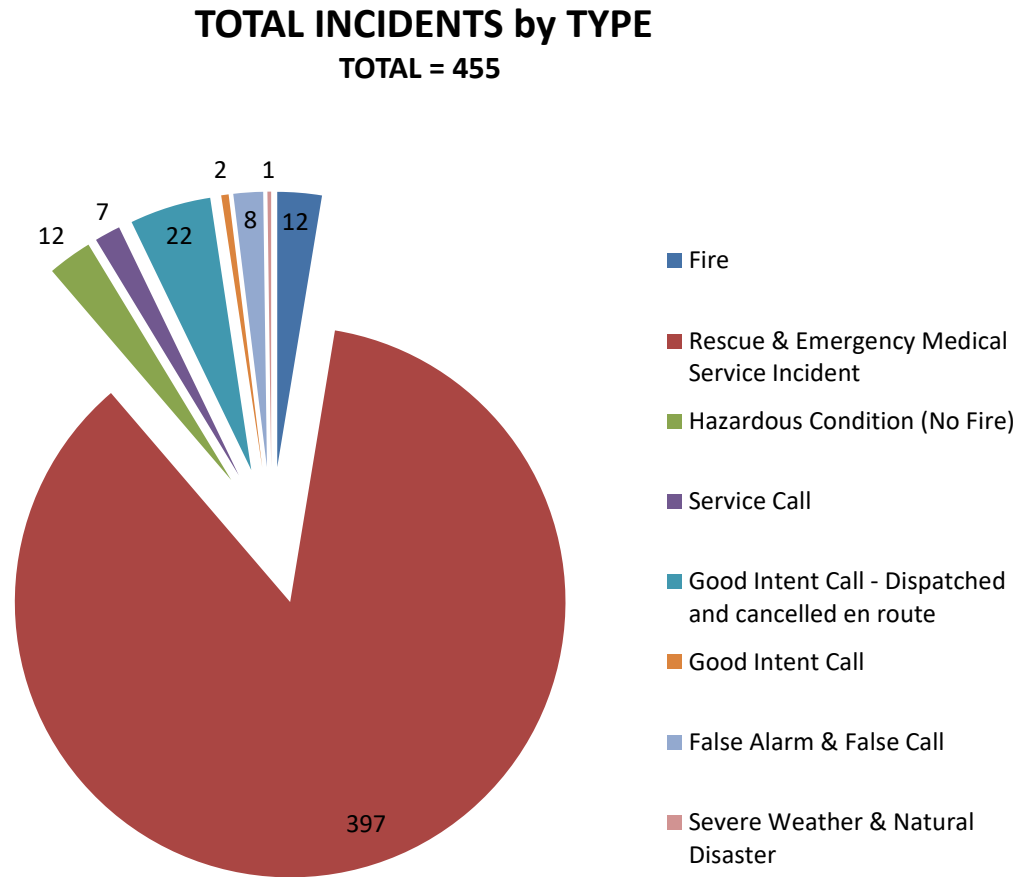
- 1 FIRE CHIEF
- 2 DEPUTY CHIEF
- 2 CAPTAINS
- 3 LIEUTENANTS
- 15 FIREFIGHTERS
- 7 PROBATIONARY

STAFF SUMMARY

01 - ALEXANDER, CURTIS
08 - CAMPBELL, JASON
45 - DERBY, LINDSEY
42 - FARMER, KEVIN
24 - FITCH, JOE
12 - FJERSTAD, TONY
21 - FREERKSEN, BRENT
19 - GANNON, RICH
11 - GRIFFIN, DOUG
47 - HALVERSON, BRIAN
05 - JACOBSON, ZACH
48 - JENSEN, TONY
46 - KOBI, NICK
41 - KRUGER, BRANT
06 - LAROCK, JASON
44 - LAWRENCE, MATT
49 - LEE, ADAM
27 - McANDREWS, JAMES
10 - MENCHACA, JUAN
20 - MICKOW, KETIN
51 - MICKOW, KOLE
30 - MILLER, CODY
40 - PARKIN, JUSTIN
50 - PECK, MATT
14 - RAATZ, RUDY
22 - SCHUH, CHRIS
29 - SELJAN, CHRIS
17 - SKOGERBO, ALEX
43 - THORSON, DUSTIN
09 - ULVE, JEFF

2020 Annual Report

Call Statistics - Response Totals

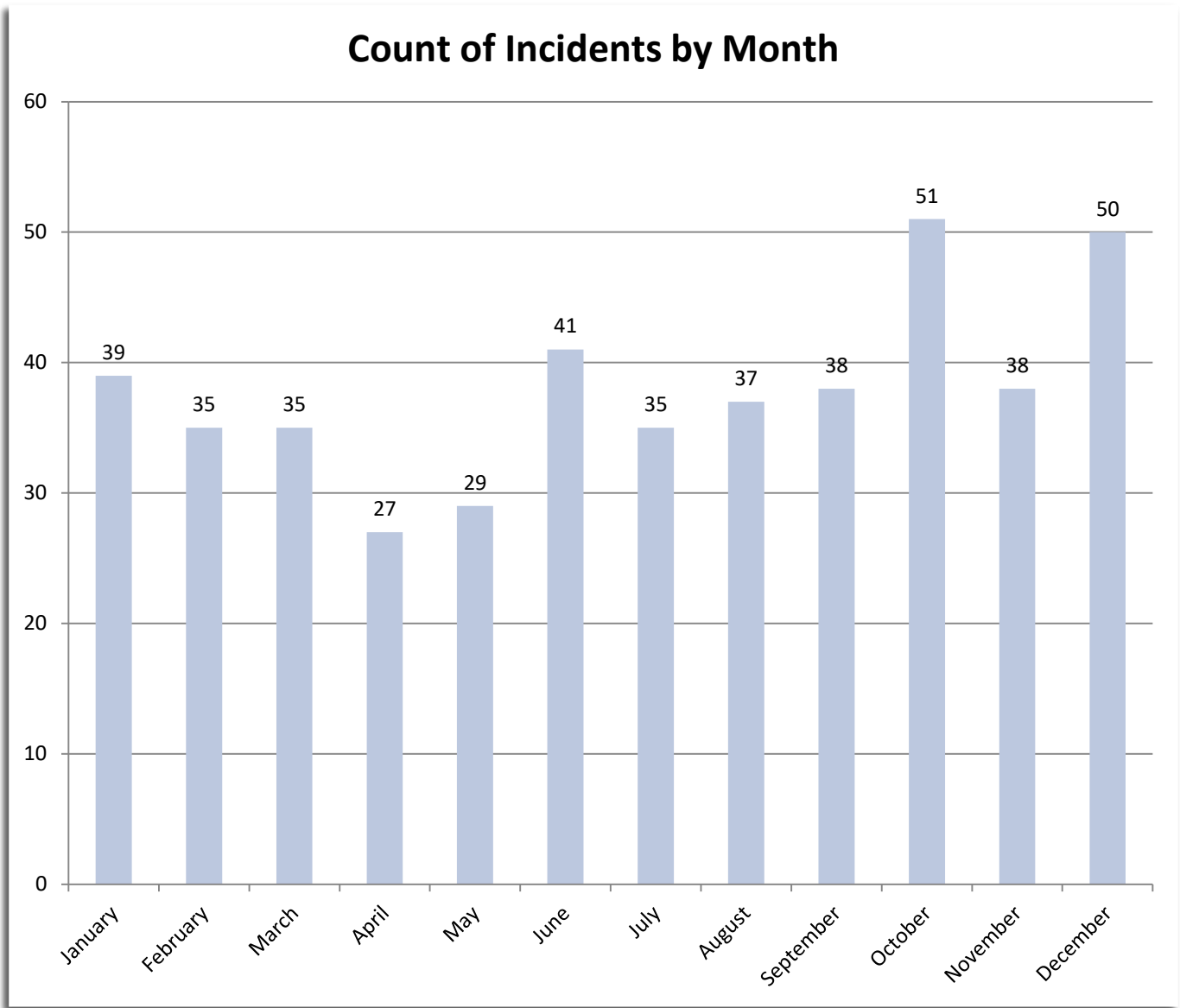


In 2020, the Kasson Fire Department responded to a multitude of incidents including, but not limited to, fires, medical emergencies, and motor vehicle crashes. As indicated in the graph above, the Kasson Fire Department was requested and responded to 455 calls in 2020 with the majority being medical related. Due to the growing population with the City of Kasson, we will continue to see an increase in call volume year after year with varying severity.

COVID-19 had a slight impact on the call volume for 2020; however the greater impact was how Kasson Fire Department responded to those calls due to the increase in personal protective equipment needed on each call.

2020 Annual Report

Fire / Rescue / EMR - Monthly Incident Analysis



The graph shown above provides a visual breakdown of fire, rescue and EMS call volumes per month for the 2020 fiscal year.

2020 Annual Report

Incident Type Analysis Report

Basic Incident Type Code And Description (FD1.21)	Total Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	8
130 - Mobile property (vehicle) fire, other	2
131 - Passenger vehicle fire	1
143 - Grass fire	1
Total: 12	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
311 - Medical assist, assist EMS crew	380
322 - Motor vehicle accident with injuries	8
323 - Motor vehicle/pedestrian accident (MV Ped)	3
324 - Motor vehicle accident with no injuries.	5
341 - Search for person on land	1
Total: 397	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
412 - Gas leak (natural gas or LPG)	2
420 - Toxic condition, other	1
422 - Chemical spill or leak	1
424 - Carbon monoxide incident	1
440 - Electrical wiring/equipment problem, other	1
Total: 6	
Incident Type Category (FD1.21): 5 - Service Call	
520 - Water problem, other	5
531 - Smoke or odor removal	2
Total: 7	
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	22
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
Total: 24	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	5
743 - Smoke detector activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
Total: 8	
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster	
815 - Severe weather or natural disaster standby	1
Total: 1	
Total: 455	

The snapshot above from ImageTrend (MNFIRS) database reporting software shows a breakdown of the varied types of calls for assistance which Kasson Fire Department were called and responded to in 2020.

2020 Annual Report

Incident Type Analysis - Day of the Week & Time of Day

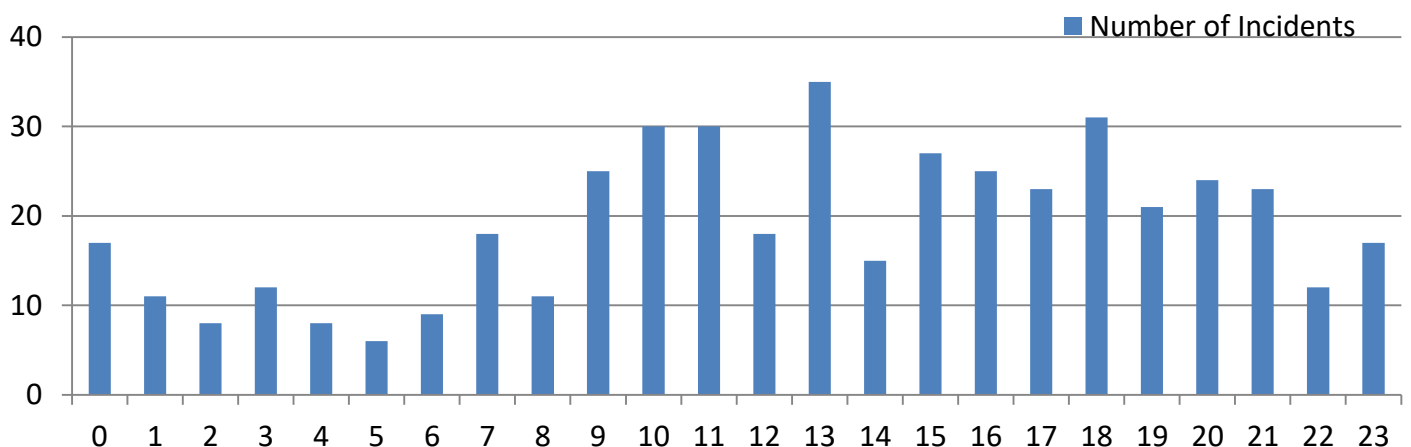
Elite mnfirereport

Type of Situation by - Day of Week

Basic Incident Day Name (FD1.3)	Basic Incident Type Category (FD1.21)	Number of Incidents
Sunday	1 - Fire	1
	3 - Rescue & Emergency Medical Service Incident	49
	6 - Good Intent Call	2
	7 - False Alarm & False Call	1
Monday	1 - Fire	1
	3 - Rescue & Emergency Medical Service Incident	50
	4 - Hazardous Condition (No Fire)	2
	5 - Service Call	2
	6 - Good Intent Call	5
	7 - False Alarm & False Call	2
Tuesday	1 - Fire	3
	3 - Rescue & Emergency Medical Service Incident	64
	4 - Hazardous Condition (No Fire)	1
	6 - Good Intent Call	4
	7 - False Alarm & False Call	1
	8 - Severe Weather & Natural Disaster	1
Wednesday	3 - Rescue & Emergency Medical Service Incident	56
	5 - Service Call	1
	6 - Good Intent Call	2
	7 - False Alarm & False Call	1
Thursday	1 - Fire	1
	3 - Rescue & Emergency Medical Service Incident	68
	4 - Hazardous Condition (No Fire)	2
	5 - Service Call	2
	6 - Good Intent Call	4
Friday	1 - Fire	4
	3 - Rescue & Emergency Medical Service Incident	44
	5 - Service Call	2
	6 - Good Intent Call	3
	7 - False Alarm & False Call	1
Saturday	1 - Fire	2
	3 - Rescue & Emergency Medical Service Incident	66
	4 - Hazardous Condition (No Fire)	1
	6 - Good Intent Call	4
	7 - False Alarm & False Call	2
		Total: 455

The snapshot above from the ImageTrend (MNFIRS) database reporting software shows a breakdown of the types of calls for assistance which Kasson Fire Department responded to in 2020 – relative to the day of the week on which they occurred.

The graph below shows a breakdown of the number of calls in relation to the time of day in which Kasson Fire Department responded to calls in 2020.



2020 Annual Report

Training Report

On an annual basis Kasson Fire Department personnel are responsible to maintain levels of proficiency in a variety of skills that will allow them to safely perform their duties. They are charged to maintain skills in fire suppression, extrication, hazardous material, apparatus operations, and many other rescue skills along with medical training.

KFD Officers train in strategies and tactics in order to handle emergency situations as well as leadership skills that will allow them to guide and mentor our personnel in emergency as well as non-emergency situations.

Despite COVID-19 restrictions, training in 2020 continued in a different manner. Kasson Fire Department members and officers continued with the high level of training expected using the Target Solutions platform. This allowed members to train on their own time and at home while maintaining a safe environment. In 2020 our regularly scheduled trainings were interrupted due to COVID-19 and our Lieutenants stepped up to provide well instructed, safe training for the department by managing training in smaller groups to not only keep members actively training but socially distanced. Because of COVID-19 the state schools were cancelled so the department was unable to attend any outside training other than The Company Officer Academy held in Brooklyn Park in October of 2020.

In 2020, 64 hours were dedicated to training. Fire and rescue related trainings consumed 54 of those hours or 84% and medical or EMS trainings were 16% or 10 hours.

Looking forward into 2021 the hope is to resume more of an in person training schedule.



2020 Annual Report

Finances - Grants

MN Department of Natural Resources

A 50/50 matching grant application was written and submitted in 2020.

The grant not received. While Kasson Fire Department submits an application yearly for this grant, we are not awarded the grant on a yearly basis.



2020 Annual Report

Finances - Donations

Kasson Fire Department - Relief Assoc

Every year the Kasson Fire Department - Relief Association makes donations to a variety of projects and endeavors which the Association feels are good for our community or the people involved. Here are just a few of the many donations from 2020.

Looking to pay-it-forward, the Relief Assoc initiated its own Scholarship Program for students. It seeks to award two \$1000 scholarships to Kasson-Mantorville High School seniors seeking to engage post-secondary education opportunities.



The Kasson Fire Department – Relief Assoc. financially supports the Kasson-Mantorville 6th grade class in their efforts to secure funding for their trip to Eagle Bluff in Lanesboro, MN.



The Relief Assoc. works with the Toys for Tots organization yearly – contributing both toys and financial support. In 2020 the Relief Association donated \$500.00 in addition to the community donations that were collected at the Kasson Fire Department in early November.



This is just a sampling of the charitable engagements of the Kasson Fire Department – Relief Assoc.

2020 Annual Report

Fire Prevention / Community Outreach

The Kasson Fire Department and its membership sincerely believe the best method to ensure community safety is through prevention and education of the community.

This ideology was demonstrated to the best of our ability during 2020 and COVID-19. Although several of our events that are held annually needed to be cancelled, some events were able to be modified. The Kasson Fire Department embraced what the community was going through and assisted in any way possible.

Events within the community that are normally held and had to be cancelled included, National Night Out, Fire Prevention Week, Fire Prevention Open House at the Fire Hall, Head-Start early development Fire Safety visit, Day-Care visit(s), Cub Scout Safety Day at the Fire Hall, Festival in the Park, American Legion Steak Fry and rounding out the year - Christmas in Kasson.

Birthday Parades

During COVID-19 and the State of Minnesota Shut Down many children and even some adults were disappointed to learn that they could not have a traditional birthday party with friends and family. The Kasson Fire Department worked with individuals on a by request basis and provided department personnel and apparatus to participate in over 30 parades, driving through neighborhoods in the City of Kasson to celebrate special days.



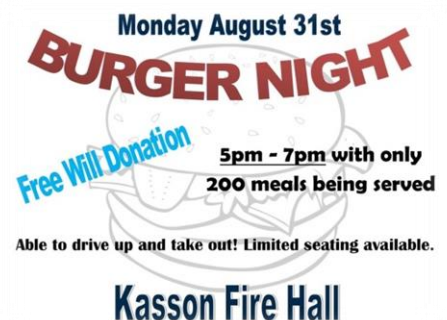
Mask Collection

As COVID-19 began to creep into the United States, Minnesota, Dodge County, the City of Kasson, and many individuals became concerned with face coverings. Many residents within Dodge County and the City of Kasson who knew how to sew or quickly learned, took the time to purchase materials and make face masks to be collected by Kasson Fire Department and distributed to those in need. Kasson Fire Department received over 400 handmade face masks in various styles and sizes that were distributed to the Dodge Board & Lodge, Prairie Meadows and Sunwood Manor. It was due to the generosity of those providing the materials and talent that made this event possible for KFD to host.



Burger Night

Kasson Fire Department members hosted two burger nights at the Fire Hall in July and August. A free will donation for a burger, chips, beans, potato salad and soda was collected. During the two nights 360 meals were served and over \$2,000 in donations was raised from the community. There was limited seating in the fire hall for those interested to come in and eat and take out orders were also available.



2020 Annual Report

Fire Prevention / Community Outreach

Fire Prevention Calendar

Kasson Fire Department & Relief Association once again engaged local businesses to participate in our efforts to, on a daily basis, present a fire safety tip to the residents of Kasson, the Kasson Fire District, and students of K-M Elementary and Middle schools. This has been a great fire prevention / community risk reduction tool for the Fire Department as well as a means to raise funds over and above our annual budget. The calendar once again was distributed to some 3,000+ residents & businesses in the Kasson Fire District. It was also placed in the classrooms of K-M Schools - Gr. K-8. Funds generated from the project assist Kasson Fire Department in their efforts associated with Fire Prevention all year long.



Christmas In Kasson

Christmas in Kasson looked different in 2020. In a joint effort, Kasson-Mantorville Community Education Department and Kasson Fire Department still spread holiday cheer through the community. Santa and Mrs. Claus made their way through town in style, aboard Kasson Fire Department Engine 2, while the Grinch followed behind aboard Engine 1. Santa's helpers passed out bags of donated goodies to children who lined the route in hopes to get a peek at Santa.



Community Flu Clinic

While everything was cancelled or altered in 2020, the Flu Shot Clinic was still an important event that was held, with modifications. Kasson Fire Department once again partnered with Dodge County Public Health to host a one-day Flu Clinic at the Fire Hall. Our centralized location in downtown Kasson has allowed residents the opportunity to obtain their flu shot. Residents were able to receive their shot while remaining in their vehicle.



FACEBOOK

Kasson Fire Department continues to use social media platforms such as Facebook to engage, educate and inform community members. We utilize these tools to share information related to upcoming events, or the cancelation of such events, of the fire department, public safety announcements, important happenings of the City of Kasson as well as other positive department messages. This venue allows us a means to formally share with the community the successes of our members as they secure new levels of certification and achieve other successes in the fire service or welcome a new family member.



2020 Annual Report

Fire Prevention / Community Outreach

Community Education – CPR/1st Aid Training

Educating the community is something that is extremely important to the Kasson Fire Department and its members, 2020 was no exception to this. Small, socially distanced CPR/1st Aid training classes were held for the Kasson Mantorville School District in 2020. Kasson Fire Department was able to certify 58 Sophomore students, 45 middle school students and 3 staff members. Pre COVID-19, on average we would certify 175 Sophomore students, 135 middle school students and 10 staff members in a year.

Looking ahead to 2021, we hope to partner with other organizations such as SEMCAC to certify community members.



Raffle Tickets

Each year in conjunction with Festival in the Park, Kasson Fire Department sells raffle tickets to help offset costs. In 2020 while Festival in the Park was cancelled, the Raffle Ticket sales still went on. Instead of an in person gathering for the drawing, it was held on Saturday, September 5th using the Facebook Live platform. Members sold tickets to friends and family starting in early June and wrapping up the sales right before the drawing. Tickets were also sold during the Burger Nights held in July and August. Ads were placed in the Dodge County Independent and information was mailed to City of Kasson residents. 1,500 tickets were sold in 2020.

Sat-Sept 5, 2020
Need not be present to win

\$20 / ticket
Only 1500 tickets

GRAND PRIZE - Browning A5 12 GA SHOTGUN

• Mathews VXR Bow Package (rest/quiver/stabilizer/sight)	• Glock G43
• Benelli Montefeltro 12 ga	• Ruger 10-22 Takedown
• Ruger AR556 450 Bushmaster	• Stoeger Condor 12 ga
• Kimber Custom II 2---45	• Ruger Security 9mm
• Savage 110 Tactical 6.5 Creed	• Fishing Package
• Tikka T3X Synthetic	• \$500 Cash
• Ruger AR556---.223	• \$400 Cash
• Treager Pro 575 Package	• \$300 Cash
• Beretta 92FS	• \$200 Cash
• Savage 220 Slug Synthetic	• \$100 Cash

Must be 18 or older to purchase ticket and/or win
Winner is responsible for additional fees/taxes
Scheels Gift Card presented to the winner at store
May redeem for drawn item or other merchandise
Permitting / licensure required by federal / MN state law is responsibility of the winner
Need not be present to win Permit # X-03184-20-011

Veterans Day

On November 11, 2020 Kasson Fire Department parked Engine 1 in the parking lot of Kasson Mantorville High School for the day, with a flag raised to honor all Veterans.

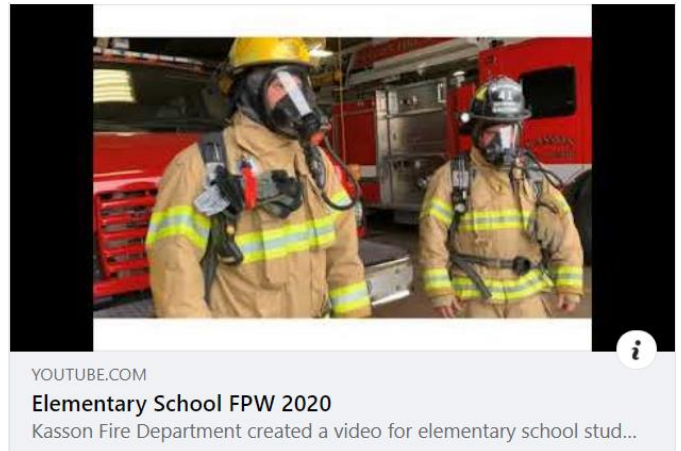


2020 Annual Report

Fire Prevention / Community Outreach

Fire Prevention Week

Kasson Fire Department again engaged the youth and adult community during Fire Prevention Week, but 2020 style. The annual fire prevention coloring contest engaged Kasson-Mantorville students Gr. 1 – 4, presenting 1st and 2nd place winners with presentation certificates, trophies, and gift cards.



While a site visit to K-M Elementary was not able to happen in 2020, Kasson Fire Department members packed bags with information, treats, pencils, stickers, magnets and bookmarks, and distributed them to teachers to share with their Kindergarten – 4th Grade classes. Materials were provided to teachers to work into normal classroom activities. Kasson Fire Department members also made a video that teachers and families could use to learn various important fire safety tips. This 9 minute and 30 second video discusses kitchen/cooking safety, fire escape plans, and how to call 9-1-1. Kasson Fire Department members also demonstrated putting on their gear, what the gear is, and what they sound like when the gear is on. In closing the video shows what it looks and sounds like when the fire department leaves the fire hall to go to an emergency.

Although we were not able to host our annual Open House in 2020, we have done our best to provide the opportunity for the community and our members to meet in a non-emergency environment. We are looking forward to being able to host the Open House again in 2021.

Field of Flags

On Saturday, September 12, members of Kasson Fire Department joined other Dodge County Emergency agencies in placing flags in honor and in memory of Essential front line workers and military personnel.



Helmet Blessing

In early 2020 new helmets for Kasson Fire Department were purchased. Dodge County Chaplain Father Bernie Lattner was present at the March 2nd General Member Meeting to bless each of the new helmets using the powerful Psalm 91.



2020 Annual Report

Closing and looking to 2021

As I work on wrapping up the 2020 report and as I look back at the many accomplishments this Fire Department has had, I have a feeling of great satisfaction. Satisfaction to see how the members of this department have grown over the years and the things we were able to achieve in a year like 2020. At every corner we were thrown something new whether it was restrictions by the State on meeting in person or to the limitations on personal protective equipment and the struggle to find vendors to supply it. Our members stepped up at every turn responding with the same energy as they always had. Over the course of 2020 we were reminded on several occasions how fragile life is and that we are not immune to tragedy in Kasson. Thankfully, in the same breath we are shown that we have much to be proud of and look forward to with our young people in Kasson with the staff of the Kasson Aquatic Center stepping up with a Life Safety CPR save. 2020 tried its best to knock this department down and we were able to stand up and take every punch it had. I know after the crazy year we just had that there is nothing that this group cannot handle going forward as long as they work together. As I look to 2021 and beyond, I think about my time as a member of the Kasson Fire Department and changes that have been made over the years. I think about the members that have come and gone and the lessons that we have learned over the years. I think about how happy I am to have served with the members that I did as I would not be the Fire Fighter or Chief that I am today if not for them. I then look to the future of this department and the City of Kasson and what great things we have in front of us. In 2021, we look to add several new trucks from a Grass Rig to a new tanker and possibly a new Engine. I think about the possibility of moving forward on the much-needed replacement of the Fire Hall and the excitement of that project and its potential for the City of Kasson. I think about the new members that will be added to the membership and the great things that they will accomplish in their time as members of this great department. The future is very bright for the Kasson Fire Department and its members and because of that the people that we serve are in for some of the best service in Southeastern Minnesota.

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	385
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	1,087

CMPAS ANNOUNCES NEW CEO

Eden Prairie and Blue Earth, MN – The Central Municipal Power Agency Services (CMPAS) Board of Directors has announced the hiring of **Mr. Jay Anderson**, MBA as the agency's new Chief Executive Officer.

“We are delighted to have Mr. Anderson joining CMPAS,” said President Crystal Johnson. “The Board of Directors was deeply impressed with his proven leadership abilities and wide range of experience in the public power industry.”

Mr. Anderson, who will join CMPAS on May 3, 2021, is an experienced leader in the municipal utility environment. He comes to CMPAS from Bay City Municipal Electric Utility in Bay City, Michigan where he most recently served as Director of the Electric Utility. Prior to working at Bay City, Mr. Anderson served for thirty years in various capacities with the Omaha Public Power District in Omaha, Nebraska, including as Project Director of the Power Forward Initiative. Jay has a Bachelor's of Business Administration from Creighton University in Omaha, Nebraska where he majored in Finance. He also has an MBA from Creighton.

Mr. Anderson hails originally from Nebraska and has spent his professional career in the Upper Midwest. He is a tireless advocate for public power, most recently serving as at large member of the Executive Committee of the Michigan Public Power Association. In the past, he led the Large Public Power Association Rates Committee and spearheaded a sub-category of the LB901 “Condition Certain” legislation relating to what extent retail rates had been unbundled in Nebraska.

CMPAS conducted an extensive national search over the last 8 months working with a search team consisting of CMPAS Board members and its General Counsel; Preferred Consulting LLC; and the Wisconsin organizational psychology firm of R. Bauman & Associates.

Central Municipal Power Agency/Services is a public power joint action agency providing power management and utility services for its electric utility members and affiliates. CMPAS operates as a project-oriented, partial or full-requirements agency. CMPAS provides a wide range of services including strategic management, long-term power supply planning and procurement, energy market scheduling services, transmission ownership, project development and administration, utility accounting and finance support, and distribution mapping and modeling.



DODGE COUNTY AGRICULTURAL & MECHANICAL SOCIETY

DODGE COUNTY FAIR BOARD

Fair Dates: July 14-18, 2021

The Dodge County Fair Board extends to you a Hearty Welcome to the 2021 Dodge County Fair, July 14-18, 2021 and hopes to bring a "SPECTACULAR" Fair to our Community.

All Commercial Exhibits will be located in the Commercial Building which is located between the Archway Entrance and the Grandstand. This is the same as 2019. This building keeps you closer to the other exhibits, food stands, and carnival. The Pavilion will contain FFA, Flowers, Crops & Grains. The Woman's Building will include Fine Arts, Creative Activities and Foods. Outside Vendor space will be located between the Fair Office and the Food Stand. We are planning Friday as Senior Citizen's Day, Thursday will be Daycare Day & Saturday is Family Day. Children's activities are planned for the Children's Barnyard. The Beer Garden will have bands every night of the fair and many more activities planned throughout the fair.

We are planning 8x10' booths inside and anticipate we can only take 28 reservations. Please reserve your space early to ensure availability. Again, this year the Dodge County Fair release time for Commercial Exhibitors will be 6:00 p.m. on Sunday, July 18, 2021. We hope all of our Commercial Vendors will be responsible and keep their booths intact until the closing time on Sunday night. In 2019, most of the vendors were great about staying until the requested 6:00 p.m. time. Thank you to those who stayed. We have a Grandstand Event on Sunday afternoon at 3:00 p.m. and we would like to have the vendors here when the Grandstand Show ends for visitors to visit. **We are asking all vendors again for a separate \$100.00 deposit check this year which we will hold until 6:00 p.m. on Sunday. Someone from the Fair will be in the building at 6:00 p.m. on Sunday evening to return the checks to the exhibitors that are still there. Any checks left will be cashed.**

Enclosed you will find your contract and associated materials for Commercial Exhibitor Space. Please complete, sign and return the contract with your checks payable to **DODGE COUNTY FAIR** along with your **CURRENT CERTIFICATE OF LIABILITY INSURANCE** and **CERTIFICATE OF COMPLIANCE** (we must have this in our files each year from all vendors) along with a copy of your **MINNESOTA STATE SALES TAX ID OR DISCLAIMER**.

Space rental fees include: utilities (garbage removal & electricity). **PLEASE RETURN YOUR RESERVATION ASAP. WE WILL ONLY BE TAKING THE FIRST 28 CONTRACT SPACES.** The Dodge County Fair Board will sign the contract and mail you a copy for your confirmation.

Upon arrival at the Fairgrounds, please report to the registration table in the Commercial Building. The Fair Board must have the following papers from each vendor prior to setting up: 1) A signed contract; 2) Current Certificate of Liability Insurance; 3) Certificate of Compliance or Disclaimer (ST-19). Each vendor must comply with all electrical and food regulations. Compliance will be enforced by inspectors.

Marilyn Lerman, President
Tom Franke, Vice President
Shelly Gochnauer, Secretary
Mike Brual, Treasurer
Website: www.dodgecountyfreefair.com

62922 State Highway 57
P.O. Box 265
Kasson, MN 55944
Phone: 507-634-7736
Email: dodgecountyfair@kmtel.com

Set-up: The Commercial Exhibit Building will be open Tuesday, July 13th at Noon until 8:00 p.m. and again on Wednesday, July 14th at 9:00 a.m. All exhibits should be in place by 1:00 p.m. on Wednesday, July 14, 2021.

COMMERCIAL BUILDING HOURS:

Wednesday, July 14th	1:00p.m. – 10:00 p.m.
Thursday, July 15th	12:00 p.m. – 10:00 p.m.
Friday, July 16th	12:00 p.m. – 10:00 p.m.
Saturday, July 17th	11:00 a.m. – 10:00 p.m.
Sunday, July 18th	12:00 p.m. – 6:00 p.m.

The Dodge County Fair is in the business of selling commercial space and we recognize that similar exhibits may not want to be located near each other. The Dodge County Fair Management, with your agreement, reserves the right to change the location for your exhibit space in order to portray the best exhibit possible and not to have competing exhibits side by side.

GRANDSTAND ENTERTAINMENT SCHEDULE

Wednesday, July 14th	Enduro Races
Thursday, July 15th	Stock Car Races
Friday, July 16th	Bull Riding
Saturday – July 17th	Demolition Derby
Sunday – July 18th	Trailer Races

If you have any questions or concerns, please contact Marilyn Lermom in writing at P.O. Box 265, Kasson, MN 55944 or by phone at 507-261-2377.

We are looking forward to having you at the 2021 Dodge County Fair, which is the oldest fair in Minnesota. Please join us in celebrating the Dodge County Fair!

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Kasson Tree City USA®

Lincoln, Neb. (March 11, 2021) Kasson, Minnesota, was named a 2020 Tree City USA® by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Kasson achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "The trees being planted and cared for by Kasson are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education."

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and protection from extreme heat and flooding. The Arbor Day Foundation recently launched the *Time for Trees* initiative to address these issues, with unprecedented goals of planting 100 million trees in forests and communities and inspiring 5 million tree planters by 2022. With Tree City USA recognition, Kasson has demonstrated a commitment to effective urban forest management and doing its part to help address these challenges for Kasson residents now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

Finance Director Report

- **2020 Audit-** Work with auditors continues through April 2nd. Presentation to Council 4/14
- **MARCH - Appreciation-** Appreciate all the work of City Hall- Jan has reviewing all of her year end reports- about 100 1099's, Linda with all of her year-end reports, about 150 W-2's. Cassie is working with UB, and Amy working front end together. Thanks to all and department heads for their support through the audit.
- **Buy Local-** April 2nd
- **COVID expenditures-** Continue to track
- **Dodge County Court of Appeals-** If anyone has any concern on the valuation of their property- can attend April 15th 3-4 p.m- Dodge County
- **Council Work session recap –** Was held March 6, 2021
- **2020 Review-** shared with Council last night. Copies available.
- **LMCIT 2021 Safety and Loss Control Workshops** www.lmc.org/safety21
- **Insurance coverage-** Coverage is in full reflecting newly appraised values. An additional billing mid-year to reflect this.
- **Standing**
February financial drafts distributed.

Liquor Store Report March 2021

COVID Vaccine- Liquor store employees who want a vaccine have been able to access them through other employers or their health care provider.

I have secured a vendor for soft drinks. Hy Vee was not a good replacement for Erdman's.

I am advertising for part time employees. Normally, in non- pandemic times, I would expand operating hours in the summer. If I can't hire more help I will not be expanding hours.

We will be participating in the Chamber's shop local campaign on Friday April 2.

We are closed for Easter, Sunday April 4.

I contacted Home Federal and got information on credit/debit card options for the Aquatic Center this summer.

**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: 3/25/2021
Re: March Department Head Report for the Kasson Police Department

Overdoses and Naloxone (Narcan). Our agency has responded to 5 suspected overdoses this month, bringing the total to 6 this year. Opioids/Fentanyl is suspected in the majority of overdoses. Narcan was successfully administered at two of the overdoses, two victims died at the scene, and another later died at the hospital. During one of the overdoses, an officer first on the scene did not have Narcan because he was returning from court and not working a patrol shift. SE EMS has provided us with more Narcan and we should have enough for every officer to carry with them at all times when on duty.

Anti-Heroin Task Force Overtime Reimbursement. There is grant funding available for overtime reimbursement related to suspected overdose deaths. We are working on a JPA to request reimbursement of overtime related to our ongoing investigations of suspected opioid overdose deaths.

Roadside Fluid Testing Pilot Project. We have signed up to be part of a pilot project for roadside testing of suspected drug-impaired drivers. The roadside test will be similar to the PBT system we currently use for roadside breath testing of alcohol levels. This project is still in the early stages and we will be notified at a later time if we are selected to participate.

Driver Diversion Program. Our officers encounter a lot of drivers that have revoked and suspended driver's licenses. Our officers have been provided cards to hand out when they issue citations for driving after suspension or revocation. Drivers can then enter a program that is authorized by state law to help them pay their fines and reinstate their driving privileges.

Full-Time and Part-time Police Officers. We have posted for both a full-time and part-time police officers on the city website and the stat POST website. Applications are due April 30th.

Meetings and Events

Emergency Services Committee 03/03
Operation Safety Net Briefing 03/04
City Council 03/10 and 03/24
SFST Refresher 03/22
Police Reserves 03/23



Dept. Head 3-25-21

Electric Dept.

“Spring is the time of plans and projects.”

— **Leo Tolstoy, Anna Karenina**

Tree Work – Electric Dept. removed 1 ash tree near power lines for the Park Dept. Olsen Tree removed 5 trees (4 Ash and a large, hazard Maple). We had an all-day service disconnect / reconnect for a private tree removal as well.

Engineering – Steve Cook sent me RPU’s solar metering schematics and made contact with their metering dept. They reached out and I’m going to schedule a visit to Rochester to see a few installations, figure out what information they are bringing into billing and see how billing handles it. This is part of our ongoing effort to ensure correct billing if and when a customer wants a solar installation in Kasson.

MMUA - Monthly Training with Mark Hottel 3/23/21

Miscellaneous – Project planning, making material lists, ordering materials for summer and late summer subdivision completion. Day to day: i.e., Locates, meter reading, tree removals, mapping, shop and vehicle maintenance, line patrol are all happening as well as normal service calls, disconnects and reconnects, etc. People’s Energy Cooperative mutual aid contract updating (ongoing). I’m waiting to get a copy back from them for City staff to look over and approve. Tantalus was approved by council and there is work being done to get the ball rolling on that as well. I’d anticipate having the Phase One meters and infrastructure starting installation by Electric Dept personnel in 2-3 months.

Meetings –

3/18- WHKS	City Hall
3/18- Tim Ibisch	Public Works
3/22- Ryan Scharnott	Altec (new bucket final design meeting)
3/23- Mark Hottel	MMUA
3/24- Tim, Nancy, Cassie	City Hall (Utility Billing)

To: Timothy Ibisch

Date: 3/25/21

Agenda Heading: Department Head Meeting

- **Dodge County Ice Arena** – Just finished hosting the Boys class A Section final last night in which the Dodge County Boys won and are now headed to the state tournament at the Excel Energy Center next week. Last weekend we hosted the Minnesota Hockey Pee Wee AA regional tournament with teams coming from Edina, Bloomington Jefferson, St Michael Albertville, White Bear Lake, Wayzata, Rochester, Centennial, and Cottage Grove. This coming weekend we will be hosting the Minnesota Hockey U15B State tourney with teams coming from all over the entire state. The tourney starts on Friday at 11:00 am and runs through Sunday.
- Our spring ice times are filling up and we are currently working on filling our summer ice time. We are currently investigating the costs of retrofitting our refrigeration plant to a blended more green refrigerant.



To: City Council

Date: 3/25/21

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. The sump pump inspections are nearly completed. Hydro-Klean has some line televising left to do, we will work with them to get this done.
- **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 is on line and doing about 450 gallons per minute. The MN Department of Health has also taken sample of the well.
- **Sanitary Sewer Collection System.** City crews have been out to jett and vacuum sewer mains and manholes as needed.
- **Flow Amounts.** The city pumped 12.8 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 17.5 million gallons, 2.21 million gallons was received from Mantorville, these are all for the month of February.
- **Meter Reading.** The city is looking at cost to upgrade the water meters so the new meter reading system can read the meters.
- **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.** The main lift station pump 2 motor separated from the volute fortunately Charlie was driving by and heard the noise and shut the pump down, Mike Nelson has fixed the pump, no damage was done.
- **Wastewater Treatment Plant.** Dakota Supply Grope has ordered the 2 replacement MLSS pumps and will install when they are received. City crews will be starting up the UV disinfection equipment next week, we are required to disinfect from April thru October.
- **Water Distribution System.** City crew will begin hydrant flushing starting the week of April 5th, we will continue until completing the whole city.

Kasson Fire Department Head Report

3-25-2021

Calls for Service: Over the last month we have seen an increase to calls with running approx. 2 calls per day. The types of calls are staying the same and we are not seeing any kind of increase or decrease to the COVID related calls.

Training: Training continues to go well and continues to be in person with us using the Target Solutions program for make up and pre training work.

State schools have been canceled again so our outside training this year will be limited to anything we can find in the fall or bring in ourselves.

Par 360 is a mental Health program that we started for the member of Kasson Fire to help build resiliency to mental health issues. This will also give our members the ability to spot troubled members of the department or community faster as they will have some additional knowledge.

Trucks: We continue to work with the company in the cities to get the new tanker fixed and updated with the pump heater and tested. Last week we found several items that needed to be fixed by the seller of the truck prior to being tested so that is being done as we speak. This will delay the truck a bit from getting into service and being able to show the Township members and council what they purchased.

The new Grass Rig had had the skid unit from the old truck moved into the new truck and we are waiting on getting the lights, radio, siren placed at this time. Once this is complete, we will need to get the truck lettered with the Kasson Fire Logo and then it will be ready to be put into service.

The Utility Truck replacement truck has arrived today and we will be working on getting that truck set up as well. We will have some slid out trays and topper that will be needed for this truck as it will be a multi-purpose truck. This truck will run as a second Medical Response truck as well as a truck that will carry some extra equipment like air packs and tools.

Engine 1 has returned with having the lights upgraded and looks good. This upgrade will help make the members much safer on scene as the old lights were worn and not very bright.

Tanker 2 had the pump lock up and is out of commission. We will be replacing the motor on that with a new one and will be doing most of that work ourselves which will save a bunch of money on labor.

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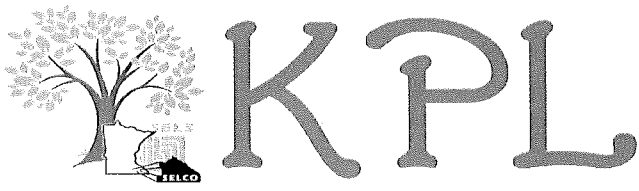
Members: At this time the membership is at 28 with 2 still on Leave of Absence. The two members on LOA will come off in Sept & Oct of this year. We are currently in the process of adding new members to the Department. We have our open house on this Sat from 10-1 where we will set up several stations for any one interested in joining to get a feel for what we do and meet some of our members. This is also a family event where we have members from our families on hand to help answer questions of potential new members family. Over the years I have found that this is a great need to be able to show the who family the time needed to be a member of this Department and how we are one big family.

We have found that family members have a different view of what it is to be a member of this Department and is a huge asset in adding new members.

This process will continue through April with agility testing, interviews & then sending to council for approval with the projected start date of June 7th

At this time, we are open to the number of new members to be added as we will see what we get for applications and assess through the interview process.

Annual Report: I am working on the finishing touches to my annual report and hope to have that for the council and Tim to review at the first meeting in April.



Kasson Public Library

607 1st St. NW, Kasson, MN 55944

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

Department Head Meeting

March 25, 2021

- **Library Activities –**

- 42 “Take & Make” craft kits were distributed in February.
- “Blind Date with a Book” Virtual program was a great success with 74 participants. The resulting display and YouTube programs are completed.
- State Annual Report for libraries has been completed and submitted.
- International Day of Happiness (March 20) is being celebrated all month, and for World Poetry Day (March 21, a poem a day is being featured during the middle 2 weeks of March.
- Library staff continues to provide virtual and in-person programs, including:
 - Posting a new online storytime each Friday, on our YouTube channel
 - Free “Take & Make” Craft kits for March and beyond.
 - Book deliveries on 1st & 3rd Wednesdays to daycares, homebound, special need and nursing home patrons.
 - Exam proctoring

- **Looking Ahead**

- National Library Week will be celebrated in April, with the “Take & Make” kit tied into it as well.
- Summer Reading Program is being planned at the library in April. One is choosing to continue with Zoom, and the other is choosing to wait.

- **Policies Project**

- New policy for use of the 3D printer was adopted. Proposed changes to the Library Board By-Laws received a first reading by the Library Board, and a new mission statement is being reviewed.

- **Building Report –**

- The library board is very excited and supportive of Council’s decision to consider and proceed with the renewal/repair plans from ICS.

Meetings and Events

March 2	Staff meeting Friends meeting
March 3	Book deliveries to daycares, homebound, special needs and nursing home patrons
March 5	Meeting with DCI editor
March 8	Zoom Meeting with Steve at SELCO
March 9	Staff meeting Friends meeting
March 17	Book deliveries to daycares, homebound, special needs and nursing home patrons
March 18	Book Club (via Zoom)
March 23	Tour/Orientation for Boy Scout



Dept. Head 3-25-21

Electric Dept.

“Spring is the time of plans and projects.”

– Leo Tolstoy, Anna Karenina

Tree Work – Electric Dept. removed 1 ash tree near power lines for the Park Dept. Olsen Tree removed 5 trees (4 Ash and a large, hazard Maple). We had an all-day service disconnect / reconnect for a private tree removal as well.

Engineering – Steve Cook sent me RPU’s solar metering schematics and made contact with their metering dept. They reached out and I’m going to schedule a visit to Rochester to see a few installations, figure out what information they are bringing into billing and see how billing handles it. This is part of our ongoing effort to ensure correct billing if and when a customer wants a solar installation in Kasson.

MMUA - Monthly Training with Mark Hottel 3/23/21

Miscellaneous – Project planning, making material lists, ordering materials for summer and late summer subdivision completion. Day to day: i.e., Locates, meter reading, tree removals, mapping, shop and vehicle maintenance, line patrol are all happening as well as normal service calls, disconnects and reconnects, etc. People’s Energy Cooperative mutual aid contract updating (ongoing). I’m waiting to get a copy back from them for City staff to look over and approve. Tantalus was approved by council and there is work being done to get the ball rolling on that as well. I’d anticipate having the Phase One meters and infrastructure starting installation by Electric Dept personnel in 2-3 months.

Meetings –

3/18- WHKS	City Hall
3/18- Tim Ibisch	Public Works
3/22- Ryan Scharnott	Altec (new bucket final design meeting)
3/23- Mark Hottel	MMUA
3/24- Tim, Nancy, Cassie	City Hall (Utility Billing)

Department Head Meeting

March 25, 2021

Park Department

1. **Adult Softball League** – Meeting was held on March 17th for all teams that plan on playing this summer. We have 7 teams signed up. The entry fees are \$300.00 per team to the City of Kasson and \$175.00 to Festival in the Park. League play will begin on Thursday, May 6th.
2. **Boulevard Tree Planting Program** – Residents are currently ordering boulevard trees. I take orders until March 31st. The Tree House will plant the trees in late April or early May. We currently have had 15 residents order trees.
3. **2021 Arbor Day Event** - Our annual Arbor Day event will take place on Friday, April 30th, 2021 at East Diamond Park. Lion members, Park Board members along with City Council members are invited to the 10:00 AM tree planting event. We will plant 2 trees along 11th Ave NE. This is part of our Tree City USA requirement for recognition. I will contact the DCI for pictures and for the article in the paper.
4. **Hire and Set Wages for Aquatic Center Employees** – At the Park Board meeting on March 16th, the board recommended to the city council to hire the 61 applicants who applied for positions at the pool this summer. Wages were also recommended for Manager, Supervisors, WSI's, Lifeguards and Admission/Concession stand employees.
5. **Veterans Memorial Park Stone Wall** – I have contacted John Dingley of Reticulated Stone in Decorah Iowa. I told him to schedule on working on the wall this year. He told me he had a couple of jobs lined up this Spring, but he could start on the wall in late summer. Janet Sinning also reported at the Park Board meeting that the total donations that has been raised is up to \$43,000.00. Tim has been in contact with Senator Dave Senjem for the Legacy Grant and that it looks really good to receive that money also from the grant.
6. **Tree Trimming and Removals** – The trees that were listed on the trimming and removal list are now complete. We have around 40 – 50 stumps that will be removed this summer. As far as boulevard ash trees remaining to be removed, there are around 60.

Meetings or Events Attended

March 11	ZED Tech Review
March 16	Park Board Meeting
March 17	Adult Softball Meeting
March 23	MMUA Safety Training