

## KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, January 27, 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 January 13, 2021

b. Claims processed after the January 13, 2021 regular meeting, as audited for payment

c. Evaluations:

i. Stephan Howarth	Ice Arena Manager	At Top of Scale \$37.73
ii. Josh Hanson	Police Chief	Remove from Probation
iii. Linda Rappe	City Clerk	At Top of Scale \$32.94
iv. Dan Trapp	Lead WW Oper	At Top of Scale \$35.24

d. Committee/Commission/Board Minutes:

- i. Park Board Minutes Jan 2021- Draft
- ii. Library Board Minutes December 2020
- iii. Planning Commission Minutes – January 2021 Draft

#### B. VISITORS TO THE COUNCIL

#### C. MAYOR'S REPORT

#### D. PUBLIC FORUM

- May not be used to continue discussion on an agenda item that already had been held as a public hearing.
- This section is limited to 15 minutes and each speaker is limited to 4 minutes.
- Speakers not heard will be first to present at the next Council meeting.
- Speakers will only be recognized once.
- Matters under negotiation, litigation or related to personnel will not be discussed.
- Questions posed by a speaker will generally be responded to in writing.
- Speakers will be required to state their name and their address for the record.

#### E. PUBLIC HEARING

1. Chaotic Good Brewing – Application for Brewer Off Sale Liquor License
  - Public Hearing Open
  - Comments
  - Public Hearing Closed

#### F. COMMITTEE REPORT

1. Approve Recommendation for Aquatic Center Wages for Manager and Supervisors
2. Approve Park Board Recommendation for hiring Manager and Supervisors:
  - Manager – Josh Mitchell
  - Supervisors – Abby Root, Christine Farnberg, Madelyn Larsen, Brody Hegge, Destiny

**G. OLD BUSINESS**

1. EMS Plan
  - i. Request for Council Action
2. Snowplowing Policy
  - i. Request for Council Action

**H. NEW BUSINESS**

1. AMI Proposal

**I. ADMINISTRATOR'S REPORT**

1. Administrator's Report
2. Kasson Proposal Letter
  - i. Electric Rate Study
  - ii. Water Rate Study

**J. ENGINEER'S REPORT**

1. 2021 Street Maintenance
  - i. Request for Council Action

**K. PERSONNEL**

- K.1 Recommendation for FT Police Officer
- K.2 Recommendation for PT Police Officer
- K.3 Letter from IBEW and Electric Supervisor Jarrod Nelson
- K.4 Recommendation to remove 7 firefighters from probationary status

**L. ATTORNEY**

1. Closed session for litigation strategy re Tierra AKA
2. Closed session for litigation strategy re Heaser
3. Closed session for Administrator's Performance Review

**M. CORRESPONDENCE**

- M.1 SEMMCHRA Monthly Report
- M.2 Moody's Annual Loan Comment Report
- M.3 Jarrod Nelson Graduation Article
- M.4 Article from League of MN Cities Magazine

**N. ADJOURN**

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**

**Wednesday, January 13, 2021**

**6:00 PM**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of January, 2021 at 6:00 PM.

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

**THE FOLLOWING MEMBERS WERE ABSENT:** None

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

**PLEDGE OF ALLIANCE**

**Swear in Council and Mayor – Administrator Ibisch swore in Dan Egger and Lonnie Zelinske as City Council Members and Chris McKern as Mayor**

**APPROVE AGENDA**

F.2 Committee report – Planning Commission update

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

**CONSENT AGENDA**

Minutes from December 16, 2020

Claims processed after the December 16, 2020 regular meeting, as audited for payment in the amount of \$1,880,956.39

Resolution Authorizing Investment of Funds and Designation of Official Depositories

***Resolution #1.1-21***

***Resolution Authorizing Investment of Funds and Designation of Official Depositories  
(on file)***

Committee/Commission/Board Minutes:

Fire Department Minutes 1-4-21

Park Board Minutes December (Draft)

Planning Commission Minutes October

Planning Commission Minutes December (Draft)

Resolution Decertifying Delinquent Claims to County Auditor

***Resolution #1.2-21***

***Resolution Decertifying Delinquent Claims to County Auditor  
(on file)***

Conferences:

Jeff Ulve      WW Exam Refresher Class A/B      Mar 23-25      Brooklyn Park      \$260+exp

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

## **VISITORS TO THE COUNCIL**

### **MAYOR'S REPORT**

Committee Appointments – **Motion by Mayor McKern, second by Councilperson Ferris with all Voting Aye to Appoint Joe Fitch to the Planning Commission, Sarah Hirsch, Chris Petree and Chuck Coleman to the Park Board.**

Designations – **Mayor McKern made the Motion to Accept the Designations and Subcommittees as Presented, second by Councilperson Burton with All Voting Aye.**

### **PUBLIC FORUM**

### **PUBLIC HEARING**

### **COMMITTEE REPORT**

**Emergency Management Plan** – The Council thanked members of emergency management committee for their work on this plan.

**Emergency Management Contact list**

**Planning Commission update** – Administrator Ibisch gave an update on the conversation at the Planning Commission meeting Monday night regarding drive thrus in the downtown. This would be to allow drive thrus in the C-1 and R-C district which is not allowed with the new code change. Councilmember Burton stated that the Planning Commission is deciding whether it should be permitted with standards or by conditional use permit. There was also discussion of changing some of the language in the variance section.

### **OLD BUSINESS**

**Fire Department Tanker Truck** – Ibisch stated that the City currently has two tankers, a '91 and '95. In the agreement with the townships it is agreed to replace the 91 and the townships would pay 75%. Fire Chief Fitch stated that we will trade in the '91 for \$18,000. Chief Fitch has found a newer used tanker from Texas for approx. \$160,000. Chief Fitch will check on the costs to outfit the tanker and if this depletes his budget he would look at asking the townships for more money.

**Motion to Approve the Purchase made by Councilperson Egler, second by Councilperson Ferris with All Voting Aye.**

**Transmission Study** – Administrator Ibisch stated that there has been staff turnover at CMPAS and that is why this is later than normal. We will continue to follow up.

### **NEW BUSINESS**

**Snow Emergency Policy** – Administrator Ibisch showed the map of snow plowing provided by the Public Works Director showing the priority of snow plowing and the different routes. Ibisch wanted to point out that public works has a lot of problems with people parking on the street and would like to do more strict enforcement.

**2021 Liquor License Fee** – Administrator Ibisch stated that there are state guidelines that have to be followed but the City could rebate fees to the businesses. Finance Director Zaworski stated that it is about \$2500 in total revenue. It was decided that this rebate would be for all businesses. Ibisch stated that we can have people pay the fee and then the City would rebate it back to the business. **Motion to Rebate the Liquor License Fees for On Sale Establishments for 2021, made by Mayor McKern. second by Councilperson Zelinske with All Voting Aye.**

### **ADMINISTRATORS REPORT**



## **Administrator's Report**

**Lawn Sign memo** – Administrator Ibisch presented revised language that we will be bringing to council in the future.

**Natural Gas Franchise Update** – This fee is taking effect in March and will be on the Minnesota Energy bill as a franchise fee.

## **ENGINEER'S REPORT**

### **16<sup>th</sup> Street NW Extension (TH 57 to CSAH 21)**

**Request for Council Action – Possible MnDOT LRIP funding** – We already have the feasibility report and would like to apply for funding. MnDOT has funding available through the Local Road Improvement Program (LRIP) for these types of projects. **Mayor McKern made a motion to Move Forward with the Application Process, second by Councilperson Egler with All Voting Aye.**

### **Safe Routes to School Construction Project**

**Request for Council Action – Project Schedule** – Engineer Theobald stated that this was planned for 2022, but we can do this in 2021. The City has the option to construct first and be reimbursed. We would tie the bidding process with the NW Trail construction and SRTS together to get better bids. Engineer Theobald stated that the SRTS funds are encumbered so the money should be there when we want to be reimbursed. **Motion by Councilperson Egler, second by Councilperson Burton to Move Forward to do this in 2021. All Ayes.**

## **PERSONNEL**

**Resignation of Firefighter Steve Jurrens** – **Motion to Accept the Resignation for Retirement and Thanked Mr. Jurrens for his service made by Mayor McKern, second by Councilperson Zelinske with All Voting Aye.**

## **ATTORNEY**

### **Closed Session – Personnel –**

Meeting closed at 6:44PM

Meeting reopened at 7:09PM

**Outcome** – **Motion to terminate the employment of the current investigator in the Police Department made by Mayor McKern, second by Councilperson Egler. Ayes: Burton, Egler, McKern and Zelinske Abstain: Ferris (personal conflict of interest)**

**Motion to Open Investigator Position for Applications made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

## **CORRESPONDENCE**

Correspondence was reviewed

**Mayor McKern polled the Council and the Annual Planning Work Session will be March 6, 2021 at 8AM at City Hall**

**ADJOURN 7:12PM Motion to Adjourn made by Councilperson Egler, second by Councilperson Zelinske with all voting Aye to Adjourn.**

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor

## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #3

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 559,988.05

DATE APPROVED: 01-27-21

#1	\$ 24,481.05
#2	63,159.92
#3	472,347.08
	<u>\$ 559,988.05</u>

01/19/21  
13:47:14

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/21  
For Pay Date: 01/19/21

Page: 1 of 6  
Report ID: AP100V

For Pay Date = 01/19/21  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35761		2373 ARROW BUILDING CENTER	183.45					
	5206162	12/01/20 48" WOOD LATH	15.10			101 310 4310	220	1010
	5222696	12/16/20 OAK MOULDING	168.35			101 522 4522	220	1010
		Total for Vendor:	183.45					
*** Claim from another period (12/20) ****								
35762		5098 CARDMEMBER SERVICE	455.69					
	01/04/21	BOOKS	77.55			211 550 4550	218	1010
	01/04/21	DVD's	378.14			211 550 4550	219	1010
35763		5098 CARDMEMBER SERVICE	67.96					
	12/17/20	KASSON CHAMBER DUES	50.00			211 550 4550	334	1010
	12/17/20	DVD's	17.96			211 550 4550	219	1010
*** Claim from another period (12/20) ****								
35765		5098 CARDMEMBER SERVICE	579.84					
	12/04/20	POP FOR RESALE-HY-VEE	242.42			609 975 4975	254	1010
	12/14/20	ARBOR DAY PLAQUES	85.57			101 524 4524	334	1010
	12/18/20	POP FOR RESALE-HY-VEE	218.04			609 975 4975	254	1010
	12/17/20	TEMP-ILLUSTRATOR SUBSCR-WEBSIT	33.81			101 417 4417	430	1010
35766		5098 CARDMEMBER SERVICE	169.00					
	12/17/20	1 YR SUBSCRIPT-POST BULLETIN	100.00*			609 976 4976	216	1010
	12/22/20	PCI COMPLIANCE-SIKICH	69.00			101 192 4192	309	1010
*** Claim from another period (12/20) ****								
35767		5098 CARDMEMBER SERVICE	378.91					
	12/01/20	ENVELOPES	22.54			101 210 4210	210	1010
	12/03/20	BALLISTOL LUBRICANT CLNR	18.76			101 210 4210	210	1010
	12/04/20	KOTAJARVI-BCA TRAINING	75.00			101 210 4210	333	1010
	12/08/20	STORAGE BAGS	8.04			101 210 4210	210	1010
	12/08/20	PAPER-F D	10.72			101 220 4220	210	1010
	12/03/20	SLIP 2000 EWL30	20.18			101 210 4210	240	1010
	12/03/20	GUN CLEANING PATCHES	23.60			101 210 4210	220	1010
	12/11/20	BATTERY	26.16			101 210 4210	220	1010
	12/14/20	RECHARGEABLE LIGHTS	155.92			101 210 4210	240	1010
	12/28/20	STAMPS.COM	17.99			101 210 4210	210	1010
		Total for Vendor:	1,651.40					

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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/21  
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For Pay Date = 01/19/21

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35775		5813 ENTERPRISE FM TRUST	16,645.77					
	FBN4116378	01/06/21 MAINT CARDS-P D	45.00			101 210 4210	430	1010
	FBN4116378	01/06/21 MAINT CARDS-F D	15.00			101 220 4220	430	1010
	FBN4116378	01/06/21 MAINT CARDS-STREETS	10.00			101 310 4310	430	1010
	FBN4116378	01/06/21 MAINT CARDS-PARKS	10.00			101 522 4522	430	1010
	FBN4116378	01/06/21 MAINT CARDS-WATER	12.50			601 944 4944	430	1010
	FBN4116378	01/06/21 MAINT CARDS-WW	12.50			602 949 4949	430	1010
	FBN4116378	01/06/21 MAINT CARDS-ELECTRIC	15.00			604 959 4959	430	1010
	FBN4116378	01/06/21 MAINT CARDS-STORM WATER	5.00			605 964 4964	430	1010
	FBN4116378	01/06/21 LEASES-P D	2,607.00			101 680 4210	550	1010
	FBN4116378	01/06/21 LEASES-P D	313.82			101 680 4210	611	1010
	FBN4116378	01/06/21 LEASES-STREETS	293.26			101 680 4310	550	1010
	FBN4116378	01/06/21 LEASES-STREETS	26.78			101 680 4310	611	1010
	FBN4116378	01/06/21 LEASES-PARKS	425.18			101 680 4522	550	1010
	FBN4116378	01/06/21 LEASES-PARKS	58.58			101 680 4522	611	1010
	FBN4116378	01/06/21 LEASES-WATER	166.23			601 2231		1010
	FBN4116378	01/06/21 LEASES-WATER	15.19			601 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-WW	166.24			602 2231		1010
	FBN4116378	01/06/21 LEASES-WW	15.18			602 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-WATER	212.60			601 2231		1010
	FBN4116378	01/06/21 LEASES-WATER	29.29			601 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-WW	212.59			602 2231		1010
	FBN4116378	01/06/21 LEASES-WW	29.29			602 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-ELECTRIC	425.18			604 2231		1010
	FBN4116378	01/06/21 LEASES-ELECTRIC	58.58			604 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-ELECTRIC	494.06			604 2231		1010
	FBN4116378	01/06/21 LEASES-ELECTRIC	16.62			604 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-WATER	209.70			601 2231		1010
	FBN4116378	01/06/21 LEASES-WATER	25.02			601 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-WW	209.69			602 2231		1010
	FBN4116378	01/06/21 LEASES-WW	25.03			602 710 4710	611	1010
	FBN4116378	01/06/21 LEASES-STREETS	432.76			101 680 4310	550	1010
	FBN4116378	01/06/21 LEASES-STREETS	14.26			101 680 4310	611	1010
	FBN4116378	01/06/21 LEASES-FIRE	791.06			101 680 4220	550	1010
	FBN4116378	01/06/21 LEASES-FIRE	7.21			101 680 4220	611	1010
	FBN4116378	01/06/21 REPAIRS-P D-DURANGO	801.72			101 210 4210	400	1010

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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/21  
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For Pay Date = 01/19/21  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
		FBN4116378 01/06/21 REPAIRS-P D-DURANGO	1,024.22			101 210 4210	400	1010	
		FBN4116378 01/06/21 VEHICLE TAX-PARKS VEHICLE	2,045.55			101 680 4522	550	1010	
		FBN4116378 01/06/21 VEHICLE TAX-WA/WW VEHICLE	1,022.84			601 1644		1010	
		FBN4116378 01/06/21 VEHICLE TAX-WA/WW VEHICLE	1,022.83			602 1644		1010	
		FBN4116378 01/06/21 VEHICLE TAX-F D VEHICLE	3,323.21			101 680 4220	550	1010	
		Total for Vendor:	16,645.77						
		*** Claim from another period (12/20) ****							
35777		5811 GOV OFFICE	250.00						
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.67			101 140 4140	325	1010	
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.65			290 650 4650	325	1010	
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.67			601 944 4944	325	1010	
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.67			602 949 4949	325	1010	
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.67			604 959 4959	325	1010	
		INV205210 12/13/20 EXTENDED STORAGE PLAN-WEBSE	41.67			605 963 4963	325	1010	
		Total for Vendor:	250.00						
		*** Claim from another period (12/20) ****							
35779		3825 JOHN DEERE FINANCIAL f.s.b.	100.00						
		B&WIK96528 12/04/20 KAM-ROUND LED	100.00			602 948 4948	220	1010	
		Total for Vendor:	100.00						
		*** Claim from another period (12/20) ****							
35768		362 KWIK TRIP STORES	210.94						
		12/31/20 72.141 GAL B5ULS-F D	178.12			101 220 4220	212	1010	
		12/31/20 19.123 GAL UNLD-F D	32.82			101 220 4220	212	1010	
		Total for Vendor:	210.94						
35769		4332 MN BCA	75.00						
		16385 01/10/21 LINDGREN-DMT-G TRAINING	75.00			101 210 4210	333	1010	
		Total for Vendor:	75.00						
35770		144 MN POLLUTION CONTROL AGENCY	260.00						
		01/13/21 ULVE-WW A,B EXAM REFRESHER	260.00			602 947 4947	333	1010	
		Total for Vendor:	260.00						
		*** Claim from another period (12/20) ****							
35771		4919 PEOPLE'S ENERGY COOPERATIVE	70.80						
		2289800 01/06/21 ELEC SERV-CEMETERY 12/1-1/1	30.63			610 984 4984	380	1010	
		2289800 01/06/21 ELEC SERV-STR LT-LETH SUBD 12	40.17			101 316 4316	380	1010	
		Total for Vendor:	70.80						

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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/21  
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For Pay Date = 01/19/21  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35780		4290 SWENKE IMS CONTRACTING LLC	1,442.00					
	1739	12/28/20 SEWER BACK UP-101 1 ST NW	1,442.00			602 948 4948	400	1010
		Total for Vendor:	1,442.00					
*** Claim from another period (12/20) ****								
35772		5834 THOMSON REUTERS - WEST	123.60					
	843637959	01/01/21 INVESTIGATIVE SUITE-DEC	123.60			101 210 4210	440	1010
35773		5834 THOMSON REUTERS - WEST	1,483.20					
	22682979	01/01/21 INVESTIGATIVE SUITE 2021	1,483.20			101 210 4210	440	1010
		Total for Vendor:	1,606.80					
*** Claim from another period (12/20) ****								
35781		6167 UNITED SYSTEMS & SOFTWARE INC	1,984.89					
	81137	12/21/20 24 METERS W) ENCODERS	992.45			601 943 4943	260	1010
	81137	12/21/20 24 METERS W) ENCODERS	992.44			602 948 4948	260	1010
		Total for Vendor:	1,984.89					
		# of Claims	17	Total:	24,481.05			

01/19/21  
13:47:15

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

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$14,969.93
211 Library Fund	
1010 CASH-OPERATING	\$523.65
290 Economic Development	
1010 CASH-OPERATING	\$41.65
601 Water Fund	
1010 CASH-OPERATING	\$2,727.49
602 Sewer Fund	
1010 CASH-OPERATING	\$4,529.46
604 Electric Fund	
1010 CASH-OPERATING	\$1,051.11
605 Storm Water	
1010 CASH-OPERATING	\$46.67
609 Liquor Fund	
1010 CASH-OPERATING	\$560.46
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$30.63
Total:	\$24,481.05

01/19/21  
13:47:16

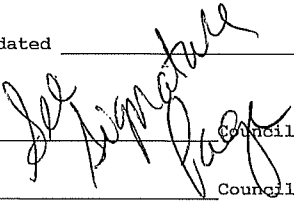
CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 1 / 21

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Report ID: AP100A

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

The claim batch dated \_\_\_\_\_ are approved for payment.

APPROVED

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



01/22/21  
09:05:40

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/21  
For Pay Date: 01/20/21

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Report ID: AP100V

#2

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35828	E	34 CITY OF KASSON	22,438.60					
	12/28/20	CITY UTILITIES-C H	308.08			101 194 4194	380	1010
	12/28/20	CITY UTILITIES-C H BI-DIRECT	19.05			101 194 4194	380	1010
	12/28/20	CITY UTILITIES-P D	325.48			101 210 4210	380	1010
	12/28/20	CITY UTILITIES-STR LTS (LED)	452.39			101 316 4316	380	1010
	12/28/20	CITY UTILITIES-STREET LTS	3.49			101 310 4310	380	1010
	12/28/20	CITY UTILITIES-F D	241.82			101 220 4220	380	1010
	12/28/20	CITY UTILITIES-MAIN STR LTS	831.81			101 316 4316	380	1010
	12/28/20	CITY UTILITIES-MANT AV STR LTS	258.55			101 316 4316	380	1010
	12/28/20	CITY UTILITIES-STREET LTS	4,631.70			101 316 4316	380	1010
	12/28/20	CITY UTILITIES-K.A.C.-HIGH FLO	81.69			101 514 4514	380	1010
	12/28/20	CITY UTILITIES-K.A.C.-LOW FLOW	52.09			101 514 4514	380	1010
	12/28/20	CITY UTILITIES-K.A.C.-BI-DIREC	184.98			101 514 4514	380	1010
	12/28/20	CITY UTILITIES-N2 BALL PARK LT	51.50			101 517 4517	380	1010
	12/28/20	CITY UTILITIES-NO. PARK #3	223.70			101 517 4517	380	1010
	12/28/20	CITY UTILITIES-NO. PARK MAINT	134.82			101 522 4522	380	1010
	12/28/20	CITY UTILITIES-E SHELTER-VETS	29.06			101 522 4522	380	1010
	12/28/20	CITY UTILITIES-NO. PARK CONCES	27.82			101 517 4517	380	1010
	12/28/20	CITY UTILITIES-VETS PARK ATHL	22.66			101 517 4517	380	1010
	12/28/20	CITY UTILITIES-NE YOUTH BALL F	22.66			101 517 4517	380	1010
	12/28/20	CITY UTILITIES-W SHELTER-VETS	27.15			101 522 4522	380	1010
	12/28/20	CITY UTILITIES-NO. PARK #1	74.76			101 310 4310	380	1010
	12/28/20	CITY UTILITIES-WELL #4	1,030.42			601 941 4941	380	1010
	12/28/20	CITY UTILITIES-WELL #2	149.82			601 941 4941	380	1010
	12/28/20	CITY UTILITIES-WELL #3	72.57			601 941 4941	380	1010
	12/28/20	CITY UTILITIES-WELL #5	1,662.95			601 941 4941	380	1010
	12/28/20	CITY UTILITIES-8 AV WATER TOWE	305.69			601 941 4941	380	1010
	12/28/20	CITY UTILITIES-LITTLES LIFT ST	80.11			602 948 4948	380	1010
	12/28/20	CITY UTILITIES-LIQUOR STORE	723.28			609 979 4979	380	1010
	12/28/20	CITY UTILITIES-NO. PARK #4	23.23			101 522 4522	380	1010
	12/28/20	CITY UTILITIES-WWTP-WA/SE	1,644.81			602 947 4947	380	1010
	12/28/20	CITY UTILITIES-WWTP-ELECTRIC	3,396.96			602 947 4947	381	1010
	12/28/20	CITY UTILITIES-WWTP-BASEMENT	40.22			602 947 4947	380	1010
	12/28/20	CITY UTILITIES-WWTP-GARAGE	18.80			602 947 4947	380	1010
	12/28/20	CITY UTILITIES-NO. PARK #2	27.38			101 522 4522	380	1010
	12/28/20	CITY UTILITIES-OLD WATER TOWER	52.75			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
		12/28/20 CITY UTILITIES-D C AMBULANCE S	127.81			101 417 4417	380	1010
		12/28/20 CITY UTILITIES-P.W.B. 1/2	460.92			101 310 4310	380	1010
		12/28/20 CITY UTILITIES-P.W.B. 1/2	460.92			604 957 4957	380	1010
		12/28/20 SALES TAX-P.W.B.-CL	27.02			604 957 4957	380	1010
		12/28/20 SALES TAX-P.W.B.-CL	-27.02			604 2025		1010
		12/28/20 D C TRANSIT TAX-P.W.B.-CL	1.97			604 957 4957	380	1010
		12/28/20 D C TRANSIT TAX-P.W.B.-CL	-1.97			604 2026		1010
		12/28/20 SALES TAX-P.W.B.-WA	1.11			604 957 4957	380	1010
		12/28/20 SALES TAX-P.W.B.-WA	-1.11			604 2025		1010
		12/28/20 D C TRANSIT TAX-P.W.B.-WA	0.08			604 957 4957	380	1010
		12/28/20 D C TRANSIT TAX-P.W.B.-WA	-0.08			604 2026		1010
		12/28/20 CITY UTILITIES-SOLAR BILLBOARD	14.64			604 956 4956	381	1010
		12/28/20 CITY UTILITIES-D C ICE ARENA	2,824.08			606 516 4516	380	1010
		12/28/20 CITY UTILITIES-ELECTRONIC SIGN	29.06			101 111 4111	430	1010
		12/28/20 CITY UTILITIES-PARK & RIDE LOT	74.97			101 316 4316	380	1010
		12/28/20 CITY UTILITIES-16 ST-E OF BRID	137.05			101 316 4316	380	1010
		12/28/20 CITY UTILITIES-16 ST-CENTER	182.89			101 316 4316	380	1010
		12/28/20 CITY UTILITIES-16 ST-W OF BRID	87.24			101 316 4316	380	1010
		12/28/20 CITY UTILITIES-LIBRARY	748.78			211 550 4550	380	1010
		12/28/20 CITY UTILITIES-LIONS PARK SHEL	28.84			101 522 4522	380	1010
		12/28/20 CITY UTILITIES-MEADOWLAND PARK	27.15			101 522 4522	380	1010
		Total for Vendor:	22,438.60					
		*** Claim from another period (12/20) ****						
35829		69 DODGE COUNTY ENVIRONMENTAL	135.90					
		12/31/20 DISPOSAL OF PROPERTY	106.00			101 323 4323	430	1010
		12/31/20 WASTE DISPOSAL	29.90			101 323 4323	430	1010
		Total for Vendor:	135.90					
		*** Claim from another period (12/20) ****						
35830	E	5691 FURTHER-FSA	2,169.34					
		39668692 01/05/21 2020 FLEX REIMBURSEMENT	2,169.34			101 2177		1010
35831	E	5691 FURTHER-FSA	289.72					
		39679042 01/19/21 2021 FLEX REIMBURSEMENT	289.72			101 2177		1010
		Total for Vendor:	2,459.06					

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*** Claim from another period (12/20) ****								
35832	E	3785 I.R.S.	42.93					
		01/11/21 S.T.D.-S.S. MATCH	34.79			101 210 4210	122	1010
		01/11/21 S.T.D.-MEDICARE MATCH	8.14			101 210 4210	123	1010
		Total for Vendor:	42.93					
*** Claim from another period (12/20) ****								
35834	E	108 MN DEPARTMENT OF REVENUE	18,230.00					
		01/13/21 DEC.-UTILITIES SALES TAX	289.00			601 2025		1010
		01/13/21 DEC.-UTILITIES SALES TAX	16,890.00			604 2025		1010
		01/13/21 DEC.-UTILITIES S.T. ADJUST	-190.00			604 2025		1010
		01/13/21 MAY-UTILITIES S.T. ADJUST	-129.00			604 2025		1010
		01/13/21 AUG.-UTILITIES S.T. ADJUST	-482.00			604 2025		1010
		01/13/21 SEPT-UTILITIES S.T. ADJUST	-185.00			604 2025		1010
		01/13/21 YEAR END ADJUSTMENT	244.00			604 2025		1010
		01/13/21 DEC.-SALES TAX PAYABLE	4.00			101 2025		1010
		01/13/21 DEC.-SALES TAX PAYABLE	8.00			211 2025		1010
		01/13/21 4TH QTR KAC SALES TAX	158.00			101 2025		1010
		01/13/21 DEC.-USE TAX PAYABLE	4.00			101 2025		1010
		01/13/21 DEC.-USE TAX PAYABLE	412.00			604 2025		1010
		01/13/21 DEC.-USE TAX PAYABLE	23.00			609 2025		1010
		01/13/21 DEC.-UTIL.-D C TRANS TAX	20.00			601 2026		1010
		01/13/21 DEC.-UTIL.-D C TRANS TAX	1,183.00			604 2026		1010
		01/13/21 DEC.-UTIL.-D C TRANS TAX ADJUS	-14.00			604 2026		1010
		01/13/21 MAY-UTIL.-D C TRANS TAX ADJUS	-10.00			604 2026		1010
		01/13/21 AUG.-UTIL.-D C TRANS TAX ADJUS	-25.00			604 2026		1010
		01/13/21 SEPT.-UTIL.-D C TRANS TAX ADJU	-13.00			604 2026		1010
		01/13/21 DEC.-D C TRANS TAX PAYABLE	1.00			211 2026		1010
		01/13/21 4TH QTR KAC D C TRANS TAX PAYA	10.00			101 2026		1010
		01/13/21 DEC.-D C TRANS USE TAX	30.00			604 2026		1010
		01/13/21 DEC.-D C TRANS USE TAX	2.00			609 2026		1010
*** Claim from another period (12/20) ****								
35835	E	108 MN DEPARTMENT OF REVENUE	436.00					
		01/07/21 4th QTR ARENA SALES TAX	406.00			606 2025		1010
		01/07/21 4th QTR ARENA D C TRANSIT TAX	30.00			606 2026		1010
		Total for Vendor:	18,666.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/20) ****								
35833	E	320 MN DEPT OF LABOR & INDUSTRY	1,194.43					
		1000628810 01/15/21 4th QTR '20 BLDG SURCHARG	1,194.43			101 2080		1010
		Total for Vendor:	1,194.43					
*** Claim from another period (12/20) ****								
35836	E	973 MN DEPT OF REVENUE	18,223.00					
		01/13/21 DEC.-LIQUOR STORE SALES TAX	17,296.00			609 2025		1010
		01/13/21 DEC.-LIQUOR STORE D C TRANS TX	927.00			609 2026		1010
		Total for Vendor:	18,223.00					
		# of Claims	9	Total:	63,159.92			
		Total Electronic Claims			63,024.02			
		Total Non-Electronic Claims			135.90			

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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$13,272.87
211 Library Fund	
1010 CASH-OPERATING	\$757.78
601 Water Fund	
1010 CASH-OPERATING	\$3,530.45
602 Sewer Fund	
1010 CASH-OPERATING	\$5,180.90
604 Electric Fund	
1010 CASH-OPERATING	\$18,186.56
606 ICE ARENA	
1010 CASH-OPERATING	\$3,260.08
609 Liquor Fund	
1010 CASH-OPERATING	\$18,971.28
Total:	\$63,159.92

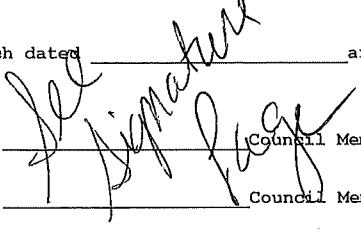
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Claim Approval Signature Page  
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CITY OF KASSON  
401 5TH STREET SE  
KASSON, MN 55944-2204

The claim batch dated \_\_\_\_\_ are approved for payment.

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

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35785		5664 AMARIL UNIFORM COMPANY	582.83					
	IV208834	01/12/21 NELSON-NECK GAITER	29.91			604 957 4957	214	1010
	IV208834	01/12/21 HENDERSON-WINTER GEAR	354.34			604 957 4957	214	1010
	IV208834	01/12/21 WHEELER-WINTER GEAR	198.58			604 957 4957	214	1010
		Total for Vendor:	582.83					
		*** Claim from another period (12/20) ****						
35786		3194 AMERICAN LEGAL PUBLISHING	5,204.00					
	5856	12/31/20 2020 CODIFICATION	5,204.00			101 113 4113	430	1010
		Total for Vendor:	5,204.00					
35838		203 BAKER & TAYLOR INC	107.27					
	2035703268	01/05/21 BOOKS	31.69			211 550 4550	218	1010
	2035704208	01/05/21 BOOK	16.50			211 550 4550	218	1010
	2035716309	01/11/21 BOOKS	59.08			211 550 4550	218	1010
		Total for Vendor:	107.27					
35820		1012 BELLBOY CORPORATION	593.09					
	87483800	01/06/21 LIQUOR	437.70			609 975 4975	251	1010
	87483800	01/06/21 WINE	80.00			609 975 4975	251	1010
	87483800	01/06/21 FREIGHT	12.00			609 975 4975	335	1010
	102580400	01/06/21 BAGS	63.39			609 975 4975	210	1010
	102580400	01/06/21 SALES TAX	4.36			609 975 4975	210	1010
	102580400	01/06/21 SALES TAX	-4.36			609 2025		1010
	102580400	01/06/21 D C TRANSIT TAX	0.32			609 975 4975	210	1010
	102580400	01/06/21 D C TRANSIT TAX	-0.32			609 2026		1010
		Total for Vendor:	593.09					
35842		6248 BLUE PEAK CONSULTING LLC	5,600.00					
	12/30/20	PAR360 SUBSCRIPT 2/1-1/31/22	5,600.00			101 220 4220	330	1010
		Total for Vendor:	5,600.00					
35821		5239 BREAKTHRU BEVERAGE MN WINE &	984.27					
	1081224109	01/06/21 LIQUOR	635.62			609 975 4975	251	1010
	1081224109	01/06/21 WINE	310.00			609 975 4975	251	1010
	1081224109	01/06/21 MIXES	22.00			609 975 4975	254	1010
	1081224109	01/06/21 FREIGHT	16.65			609 975 4975	335	1010
		Total for Vendor:	984.27					

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35787		2416 CENTER POINT LARGE PRINT	399.06					
	1820398	01/01/21 BOOKS	399.06			211 550 4550	218	1010
		Total for Vendor:	399.06					
		*** Claim from another period (12/20) ****						
35788		2410 CENTRAL MN MUNICIPAL POWER AGE	179,729.48					
	6973	12/31/20 CMPA DUES-DEC.	1,500.00			604 959 4959	334	1010
	6973	12/31/20 FEES FOR SERVICES	1,572.24			604 959 4959	430	1010
	6973	12/31/20 PURCH'D POWER	142,032.03			604 956 4956	381	1010
	6973	12/31/20 PURCH'D POWER-TRANSMISSION	32,418.10			604 956 4956	381	1010
	6973	12/31/20 CAPACITY PURCHASED-DEC.	1,021.76			604 956 4956	381	1010
	6973	12/31/20 CIP MONTHLY ASSMNT-DEC.	1,185.35			604 959 4959	429	1010
		Total for Vendor:	179,729.48					
35789		5667 CINTAS	93.26					
	4072505155	01/08/21 MATS-L.S.	93.26			609 979 4979	410	1010
		Total for Vendor:	93.26					
35790		3314 DECKLEVER MECHANICAL INC	5,103.13					
	218002761	01/07/21 SERVICE WORK @ D C ARENA	5,103.13			606 516 4516	400	1010
		Total for Vendor:	5,103.13					
35791		5156 DODGE COUNTY INDEPENDENT/DODGE	355.68					
	11018	01/07/21 2021 BUDGET SUMMARY	102.96			101 153 4153	351	1010
	11061	01/07/21 AD FOR WA/WW OPERATOR	87.75			601 944 4944	352	1010
	11061	01/07/21 AD FOR WA/WW OPERATOR	87.75*			602 949 4949	352	1010
	11057	01/14/21 BREWER LIC. HEARING NOTICE	77.22			101 111 4111	351	1010
		Total for Vendor:	355.68					
		*** Claim from another period (12/20) ****						
35792		3766 FIRST HORIZON BANK	24.00					
	5005260	12/25/20 SAFEKEEPING FEES	18.00			391 650 4650	430	1010
	5005260	12/25/20 SAFEKEEPING FEES	6.00			604 959 4959	430	1010
		Total for Vendor:	24.00					



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*** Claim from another period (12/20) ****								
35793		6246 FORSYTHE MEDIATION, LLC	357.50					
	12/17/20	MEDIATION EXPENSE	357.50			101 111 4111	304	1010
		Total for Vendor:	357.50					
35794		3148 G.F.O.A.	170.00					
	2163408 01/12/21	ZAWORSKI DUES 3/1-2/28/22	170.00			101 140 4140	334	1010
		Total for Vendor:	170.00					
35795		5242 GOPHER STATE ONE CALL	50.00					
	1001075 01/31/21	ANN'L FACILITY OPERATOR FEE	50.00			604 957 4957	437	1010
		Total for Vendor:	50.00					
*** Claim from another period (12/20) ****								
35796		5728 HARRIS	437.50					
	835063447 12/31/20	FURNACE REPAIR-C H	437.50			101 194 4194	400	1010
		Total for Vendor:	437.50					
35845		6099 IBISCH, TIMOTHY	145.73					
	01/22/21	MILES-2 CMPAS MTGS	145.73*			604 959 4959	332	1010
		Total for Vendor:	145.73					
35822		25 JOHNSON BROTHERS LIQUOR CO	7,738.45					
	1714428 01/05/21	LIQUOR	5,301.55			609 975 4975	251	1010
	1714429 01/05/21	WINE	2,436.90			609 975 4975	251	1010
		Total for Vendor:	7,738.45					
*** Claim from another period (12/20) ****								
35797		35 KASSON HARDWARE HANK	731.58					
	12/31/20	R&M SUPPLIES-ICE/SNOW	18.34			101 312 4312	220	1010
	12/31/20	R&M SUPPLIES-STREETS	113.90			101 310 4310	220	1010
	12/31/20	SMALL TOOLS-STREETS	15.97			101 310 4310	240	1010
	12/31/20	R&M SUPPLIES-PARKS	66.90			101 522 4522	220	1010
	12/31/20	SMALL TOOLS-PARKS	44.99			101 522 4522	240	1010
	12/31/20	R&M SUPPLIES-F D	135.94			101 220 4220	220	1010
	12/31/20	SMALL TOOLS-WATER	39.99			601 943 4943	240	1010
	12/31/20	R&M SUPPLIES-ELECTRIC	24.35			604 957 4957	220	1010
	12/31/20	SALES TAX	1.67			604 957 4957	220	1010
	12/31/20	SALES TAX	-1.67			604 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
		12/31/20 D C TRANSIT TAX	0.12			604 957 4957	220	1010
		12/31/20 D C TRANSIT TAX	-0.12			604 2026		1010
		12/31/20 R&M SUPPLIES-WATER	65.97			601 943 4943	220	1010
		12/31/20 OPER SUPPLIES-L.S.	37.44			609 978 4978	210	1010
		12/31/20 SALES TAX	2.57			609 978 4978	210	1010
		12/31/20 SALES TAX	-2.57			609 2025		1010
		12/31/20 D C TRANSIT TAX	0.19			609 978 4978	210	1010
		12/31/20 D C TRANSIT TAX	-0.19			609 2026		1010
		12/31/20 R&M SUPPLIES-WWTP OPERATIONS	161.83			602 947 4947	220	1010
		12/31/20 R&M SUPPLIES-ARENA	5.96			606 516 4516	220	1010
		Total for Vendor:	731.58					
35798		157 LEAGUE OF MINNESOTA CITIES	990.00					
	334043	01/10/21 11 PATROL TRAINING SUBSCRIPT	990.00			101 210 4210	333	1010
		Total for Vendor:	990.00					
35799		308 LMC INSURANCE TRUST WC	160,998.00					
	40003890	01/13/21 2021 WC INS 1001163-5	90.00*			101 111 4111	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	981.00*			101 140 4140	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	124.00*			101 111 4111	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	266.00*			101 191 4191	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	73.00			290 650 4650	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	227.00			101 194 4194	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	53,339.00*			101 210 4210	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	407.00*			101 210 4210	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	241.00*			101 210 4210	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	13,796.00			101 220 4220	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	51.00			101 220 4220	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	69.00			101 220 4220	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	14,062.00*			101 310 4310	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	1,478.00*			101 312 4312	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	14,393.00*			101 522 4522	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	11,089.00*			101 514 4514	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	4,884.00*			606 516 4516	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	696.00*			211 550 4550	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	1,638.00*			211 550 4550	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	3,771.00*			601 943 4943	150	1010

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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
	40003890	01/13/21 2021 WC INS 1001163-5	571.00*			601 943 4943	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	2,516.00			602 948 4948	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	9,689.00*			602 947 4947	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	462.00			602 948 4948	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	12,026.00*			604 957 4957	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	1,121.00*			604 957 4957	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	241.00*			604 957 4957	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	4,158.00*			605 964 4964	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	143.00*			605 964 4964	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	6,794.00*			609 976 4976	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	405.00*			875 210 4210	150	1010
	40003890	01/13/21 2021 WC INS 1001163-5	1,197.00*			610 984 4984	150	1010
		Total for Vendor:	160,998.00					
35839		385 MAXSON ELECTRIC INC	320.00					
	6708	01/08/21 WATER FLOW MTR-WELL #5	320.00			601 943 4943	400	1010
		Total for Vendor:	320.00					
35800		2617 MENARDS-ROCHESTER NORTH	45.36					
	77807	01/05/21 SHELF/BRACKETS-CC CHAMBERS	45.36			101 194 4194	220	1010
		Total for Vendor:	45.36					
		*** Claim from another period (12/20) ****						
35801		4604 MIDWEST LEAK DETECTION	365.00					
	2168	12/30/20 LOCATE MAIN BREAK-7 ST NE	365.00			601 943 4943	400	1010
		Total for Vendor:	365.00					
		*** Claim from another period (12/20) ****						
35802		3045 MN DEPT OF TRANSPORTATION	688.74					
	P00011671	06/15/20 MATERIALS TESTING-16 ST NE	274.38			412 311 4311	430	1010
	P00011888	07/16/20 MATERIALS TESTING-16 ST NE	414.36			412 311 4311	430	1010
		Total for Vendor:	688.74					
35843		142 MN MUNICIPAL UTILITIES ASSN	6,194.00					
	56840	01/15/21 '21 ELECTRIC MEMBER DUES	6,194.00			604 959 4959	334	1010
		Total for Vendor:	6,194.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35803		2454 MN PUBLIC FACILITIES AUTHORITY	27,349.38					
	12/11/20	2001A INTEREST	7,966.65			602 710 4710	611	1010
	12/11/20	2011A INTEREST	5,629.53			602 710 4710	611	1010
	12/11/20	2018A INTEREST	13,753.20			602 710 4710	611	1010
		Total for Vendor:	27,349.38					
		*** Claim from another period (12/20) ****						
35804		5881 NAPA AUTO PARTS	965.29					
	394901	12/01/20 FUEL, OIL & AIR FILTERS	153.72			101 310 4310	220	1010
	394902	12/01/20 LITE	28.75			101 310 4310	220	1010
	395026	12/03/20 BATTERY CABLE/AIR FILTERS	56.86			101 312 4312	220	1010
	395048	12/03/20 OIL FILTER/SYNTH OIL	51.64			101 210 4210	220	1010
	395054	12/03/20 CLAMPS	25.98			101 312 4312	220	1010
	395056	12/03/20 OIL FILTERS/SYNTH OIL	7.95			101 210 4210	220	1010
	395084	12/03/20 AIR & FUEL FILTERS/LIFT SUPPOR	65.40			101 312 4312	220	1010
	395136	12/04/20 PUMICE/CLEAR SEAL/DIGIT GAUGE	101.94			601 943 4943	220	1010
	395602	12/10/20 FITTINGS/SPRK PLUG/AIR FILTER	21.00			101 522 4522	220	1010
	395692	12/11/20 PUNCH & CHISEL SET	81.99			101 310 4310	240	1010
	395735	12/11/20 PREM LMP CAPSULES	23.49			101 210 4210	220	1010
	395868	12/14/20 SPLASH GUARDS	16.29			101 310 4310	220	1010
	395869	12/14/20 AIR BRAKE VALVES	31.69			101 310 4310	240	1010
	395920	12/14/20 OIL FILTER/SYNTH OIL	26.37			101 210 4210	220	1010
	395921	12/14/20 cr-SPLASH GUARDS/SPLASH GUARD	-0.60			101 310 4310	220	1010
	395979	12/15/20 OIL FILTER/SYNTH OIL	25.86			601 943 4943	220	1010
	396479	12/21/20 AIR & CABIN FILTERS	21.23			101 210 4210	220	1010
	396493	12/21/20 ELECTRON CLNR/PREM LMP CAPSULE	22.98			101 312 4312	220	1010
	396504	12/21/20 BLISTER PK LAMP CAPSULES	20.29			101 312 4312	220	1010
	396570	12/22/20 IMPACT SOCKET	9.11			601 943 4943	240	1010
	396880	12/27/20 BLISTER PK LMP MINIATURES	5.29			101 220 4220	220	1010
	397036	12/29/20 SOLENOID	27.89			101 522 4522	220	1010
	397068	12/29/20 SUPER DUTY GREASE	7.29			101 310 4310	220	1010
	397090	12/29/20 ROCKER SWITCH	33.01			101 312 4312	220	1010
	397025	12/30/20 cr-ROCKER SWITCH	-33.01			101 312 4312	220	1010
	397281	12/31/20 GREASE FITTINGS/GREASE	132.88			101 312 4312	220	1010
		Total for Vendor:	965.29					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35823		60 NORTHERN BEVERAGE DIST. CO. LL	5,115.85					
	732610 01/07/21	BEER	5,113.85			609 975 4975	252	1010
	732610 01/07/21	FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	5,115.85					
35805		502 ON-SITE COMPUTERS INC	583.80					
	CW71841 01/08/21	AZURE-ANN'L MULTIFACTOR	583.80			101 192 4192	309	1010
		*** Claim from another period (12/20) ****						
35806		502 ON-SITE COMPUTERS INC	183.75					
	CW71589 12/31/20	P.W. COMPUTER REPAIR-BRADFORD	26.25			604 957 4957	400	1010
	CW71589 12/31/20	C H-HP8000 SERVICE	105.00			101 140 4140	400	1010
	CW71589 12/31/20	C H-REMOTE CONNECTION-NAIG	52.50			101 192 4192	400	1010
		Total for Vendor:	767.55					
35824		23 PHILLIPS WINE & SPIRITS	4,960.58					
	6140500 01/05/21	LIQUOR	4,325.73			609 975 4975	251	1010
	6140501 01/05/21	WINE	634.85			609 975 4975	251	1010
		Total for Vendor:	4,960.58					
35809		780 RAPPE, LINDA	10.80					
	01/09/21	WINDOW CLINGS-NEW CC CHAMBERS	10.80			101 140 4140	210	1010
		Total for Vendor:	10.80					
35808		5684 RAY O'HERRON CO. INC.	658.00					
	2077690-IN 01/08/21	AMMO	658.00			101 210 4210	210	1010
		Total for Vendor:	658.00					
35810		5229 ROCKY MOUNTAIN PRINT SOLUTIONS	156.39					
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			101 140 4140	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			101 210 4210	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			101 220 4220	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			101 310 4310	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			101 510 4510	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			211 550 4550	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			290 650 4650	210	1010
	201019-082 01/15/21	W-2 & 1099 TAX FORMS	12.03			601 944 4944	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
		201019-082 01/15/21 W-2 & 1099 TAX FORMS	12.03			602 949 4949	210	1010
		201019-082 01/15/21 W-2 & 1099 TAX FORMS	12.03			604 959 4959	210	1010
		201019-082 01/15/21 W-2 & 1099 TAX FORMS	12.03			605 963 4963	210	1010
		201019-082 01/15/21 W-2 & 1099 TAX FORMS	12.03			606 516 4516	210	1010
		201019-082 01/15/21 W-2 & 1099 TAX FORMS	12.03			609 976 4976	210	1010
		201019-082 01/15/21 SALES TAX	0.83			604 959 4959	210	1010
		201019-082 01/15/21 SALES TAX	-0.83			604 2025		1010
		201019-082 01/15/21 D C TRANSIT TAX	0.06			604 959 4959	210	1010
		201019-082 01/15/21 D C TRANSIT TAX	-0.06			604 2026		1010
		201019-082 01/15/21 SALES TAX	0.83			609 976 4976	210	1010
		201019-082 01/15/21 SALES TAX	-0.83			609 2025		1010
		201019-082 01/15/21 D C TRANSIT TAX	0.06			609 976 4976	210	1010
		201019-082 01/15/21 D C TRANSIT TAX	-0.06			609 2026		1010
		Total for Vendor:	156.39					
35811		6247 RONNINGEN ROOFING INC	7,940.00					
		5555 01/04/21 BLDG REPAIRS TO WELL HOUSE #2	5,240.00			601 943 4943	400	1010
		5555 01/04/21 BLDG REPAIRS TO WELL HOUSE #2	2,700.00			602 948 4948	400	1010
		Total for Vendor:	7,940.00					
35812		5000 RUNNELLS, GERALD	154.08					
		01/06/21 DOG FOOD-HAWK	104.08			101 210 4210	210	1010
		12/02/20 RUNNELLS-'21 USPCA MEMBERSHIP	50.00			101 210 4210	334	1010
		Total for Vendor:	154.08					
35825		63 SCHOTT DIST CO INC	12,035.94					
		410244 01/07/21 BEER	11,797.94			609 975 4975	252	1010
		410244 01/07/21 WINE	70.00			609 975 4975	251	1010
		410244 01/07/21 NA BEVERAGE	168.00			609 975 4975	254	1010
		Total for Vendor:	12,035.94					
35813		2327 SEMVCET	7,649.09					
		2021-6 01/05/21 2021 AGENCY FUNDS	7,649.09			101 210 4210	334	1010
		Total for Vendor:	7,649.09					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35826		3850 SOUTHERN GLAZER'S OF MN	1,075.47					
	2033788	01/06/21 LIQUOR	932.30			609 975 4975	251	1010
	2033788	01/06/21 WINE	130.00			609 975 4975	251	1010
	2033788	01/06/21 FREIGHT	13.17			609 975 4975	335	1010
		Total for Vendor:	1,075.47					
		*** Claim from another period (12/20) ****						
35814		3389 T & K TOWING SERVICE LLC	215.00					
	3296	12/28/20 TOW VEH TO IMPD 20-4786	215.00			101 210 4210	430	1010
		Total for Vendor:	215.00					
35815		123 THRONDSOIL OIL & LP GAS CO	1,171.35					
	366864	01/13/21 P DIESEL/ #1 DIESEL	468.53			101 310 4310	210	1010
	366864	01/13/21 P DIESEL/ #1 DIESEL	468.54			101 312 4312	210	1010
	366864	01/13/21 P DIESEL/ #1 DIESEL	58.57			601 943 4943	210	1010
	366864	01/13/21 P DIESEL/ #1 DIESEL	58.57			602 948 4948	210	1010
	366864	01/13/21 P DIESEL/ #1 DIESEL	58.57			604 957 4957	210	1010
	366864	01/13/21 P DIESEL/ #1 DIESEL	58.57			605 963 4963	210	1010
		Total for Vendor:	1,171.35					
		*** Claim from another period (12/20) ****						
35816		6205 TUSHAUS, SHEENA	14.48					
	0438-10	01/15/21 REFUND OVERPAYMENT ON ACCT	14.48			604 2212		1010
		Total for Vendor:	14.48					
		*** Claim from another period (12/20) ****						
35817		71 UTILITY CONSULTANTS INC	2,976.87					
	107496	01/06/21 TOTAL COLIFORM	105.00			601 943 4943	440	1010
	107496	01/06/21 CBOD/TSS/TOT PHOSPH/AMMONIA	2,633.75			602 947 4947	440	1010
	107496	01/06/21 MANTORVILLE TESTING	238.12			602 947 4947	440	1010
		Total for Vendor:	2,976.87					
		*** Claim from another period (12/20) ****						
35840		5182 WHKS & CO.	21,106.06					
	42554	01/11/21 MNDOT STATE AID MTGS	342.00			101 311 4311	303	1010
	42552	01/11/21 HWY 57 IMPROVEMENTS	6,100.00			424 196 4196	303	1010
	42553	01/11/21 16 ST NW EXTENSION	770.56			426 196 4196	303	1010
	42555	01/11/21 MEADOWBROOKE II ENG REV & OBS	1,176.00			101 1151		1010
	42554	01/11/21 MN DNR TRAIL GRANT PLAN	7,791.00			101 196 4196	303	1010
	42554	01/11/21 TMOBILE WATER TOWER INSTALL	622.00			101 1151		1010

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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	42555	01/11/21 GEN'L ENG-MISC PRIVATE FUTURE	684.00			101 196 4196	303	1010
	42555	01/11/21 B.V. 8TH-ENG REV & OBSERV	3,506.50			101 1151		1010
	42554	01/11/21 LIONS PARK IMPROVEMENTS	114.00			101 522 4522	303	1010
		Total for Vendor:	21,106.06					
		*** Claim from another period (12/20) ****						
35818		50 XCEL ENERGY	16.97					
	714536190	01/04/21 UTIL SERV-STR LT 12/3-1/2	16.97			101 316 4316	380	1010
		Total for Vendor:	16.97					
		# of Claims	46	Total:		472,347.08		



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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$149,499.92
211 Library Fund	
1010 CASH-OPERATING	\$2,852.36
290 Economic Development	
1010 CASH-OPERATING	\$85.03
391 Oppidan/Folkestad TIF	
1010 CASH-OPERATING	\$18.00
412 16th Street NE	
1010 CASH-OPERATING	\$688.74
424 Hwy 57	
1010 CASH-OPERATING	\$6,100.00
426 16th St NW	
1010 CASH-OPERATING	\$770.56
601 Water Fund	
1010 CASH-OPERATING	\$10,773.22
602 Sewer Fund	
1010 CASH-OPERATING	\$45,908.43
604 Electric Fund	
1010 CASH-OPERATING	\$200,231.72
605 Storm Water	
1010 CASH-OPERATING	\$4,371.60
606 ICE ARENA	
1010 CASH-OPERATING	\$10,005.12
609 Liquor Fund	
1010 CASH-OPERATING	\$39,440.38
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$1,197.00
875 Community Policing Fund	
1010 CASH-OPERATING	\$405.00
Total:	\$472,347.08

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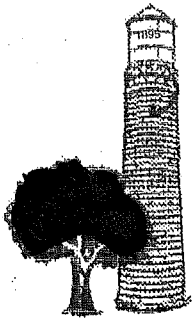
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CITY OF KASSON  
401 5TH STREET SE  
KASSON, MN 55944-2204

The claim batch dated \_\_\_\_\_ are approved for payment.

APPROVED See signature page Council Member

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



TREE  
CITY  
USA

# CITY OF KASSON

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

## MEMO

To: Mayor and City Council

From: Public Works Director Charlie Bradford

Date: January 1<sup>st</sup>, 2021

Subject: Evaluation of Ice Arena Supervisor Steve Howarth

To Mayor and City Council:

Ice Arena Supervisor Steve Howarth has been given his annual performance review. His performance consistently meets the requirements of the position. Steve has done a good job dealing with Covid shutdowns over the last year and helped out at Public Works while maintaining a positive attitude. He needs to make sure he attends trainings and meetings when his schedule allows. Steve is at the top of his pay scale (Grade 12 Step 7).

Thank you,

Charlie Bradford



To: Mayor and City Council

From: City Administrator

Date: 1/21/2021

Re: Police Chief Probationary Review

To Mayor McKern and the City Council:

I have reviewed the performance of our Police Chief, Josh Hanson, and discussed a variety of job performance targets for 2021. Those include working to increase oversight of employees, improved scheduling, and reducing overtime costs through rightsizing of the Police Department. Additionally, we discussed the increased need for management training and budget practice and training. Chief Hanson will be moving forward on both fronts.

Chief Hanson is a capable and effective employee and has potential for additional development in the management of his department. His performance meets the requirements of his position and his dedication exceeds them. Chief Hanson is currently at Step 1 in Grade 16 and I am endorsing that he be confirmed as Chief and have the probationary status removed.

Very Respectfully,

Timothy Ibisch  
City Administrator



To: Mayor and City Council

From: City Administrator

Date: 1/21/2021

Re: City Clerk Review

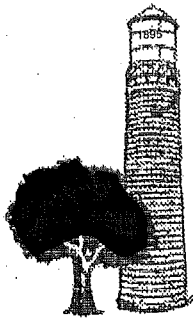
To Mayor McKern and the City Council:

I have reviewed the performance of our City Clerk, Linda Rappe, and defined performance goals for 2021. Those include working to increased HR training, facilitating improved internal relations with staff, and increased project management involvement especially regarding the City Facilities planning. The City Clerk holds a place of high trust and I consider her a key part of the management team at City Hall.

Linda is a gifted and prompt employee and I will move to use her talents to their utmost. Her performance meets the requirements for her position and regularly exceeds them. Linda is currently at Step 7 in Grade 10 and is at the top of her paygrade.

Very Respectfully,

Timothy Ibisch  
City Administrator



TREE  
CITY  
USA

# CITY OF KASSON

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

## MEMO

To: Mayor and City Council

From: Public Works Director Charlie Bradford

Date: January 1<sup>st</sup>, 2021

Subject: Evaluation of Lead Water/Wastewater Operator Dan Trapp

To Mayor and City Council:

Lead Water/Wastewater Operator Dan Trapp has been given his annual performance review. His performance consistently meets and sometimes exceeds the requirements of the position. Dan continues to be an asset to the department and needs to continue to pass on his knowledge of underground utilities. Dan is at the top of his pay scale (Grade 11 Step 7).

Thank you,

Charlie Bradford

## **KASSON PARK BOARD MINUTES**

### **JANUARY 19, 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 19<sup>th</sup> day of January 2021 at 6:00 P.M.

**THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT:** Sarah Hirsch, Liza Larsen, Chris Petree, Dan Egger and Chuck Coleman

**THE FOLLOWING WERE ABSENT:** Greg Kuball , Janet Sinning and Roger Franke

**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 Egger and second by Coleman, with all voting Aye, to approve the minutes of the December Park Board Meeting.

#### **III. New Business:**

- A. Oath of Office-Coleman, Hirsch & Petree.** The Mayor has appointed Coleman, Hirsch and Petree to the Park Board for a three year term. Naig administered the oath of office. Their terms will run through 2023.
- B. Select Chairperson for 2021.** Larsen asked if any members were interested in serving as Chairperson. Motion was made by Coleman and second by Egger, with all voting Aye, to nominate Larsen as Chairperson for 2021.
- C. 2021 K.A.C.**
  - 1. Set 2021 wages for Manager & Supervisors.** Unger reported that all of the 2020 supervisors and the manager have all reapplied and will be returning this summer. Following State guidelines, Unger has proposed an 8 cent raise for both positions.  
Motion by Coleman and second by Egger, with all voting Aye, to recommend the hourly wage of \$18.32 for the manager and \$13.58 for the supervisors for the 2021 season.
  - 2. Hire 2021 Manager & Supervisors.** Unger indicated that there will be five supervisors hired in 2021 rather than using supervisors and head lifeguards. Abigail (Tjosaas) Root will return as Lifeguard Training Instructor and she will also help with lessons on a limited basis. Her wage will be the same as the supervisors.  
Motion by Egger and second by Coleman, with all voting Aye, to recommend the following hires for the 2021 season:  
Manager: Joshua Mitchell; Supervisors: Christine Farnberg, Madelyn Larsen, Brody Hegge, Destiny Anderson, Melissa Seljan and Abigail (Tjosaas) Root.

3. **Update on employee applicants.** Unger indicated he now has 57 employee applications. Interviews for new staff were conducted in December. The openings in the concession area are filled. He will still accept applicants for lifeguards and W.S.I.s.
4. **Discuss 2021 hours & operations.** Unger has been working with Mitchell to come up with the plan of operation for 2021. At this time, Plan A is to go back to the normal schedule (pre COVID) in 2021. If the evening attendance drops in August, the hours may be revised. Plan B will be similar to 2020 if we have COVID restrictions. If 2021 numbers are still down, more changes will be recommended for 2022.

Unger and Mitchell will be working on some radio advertising spots to bring in more patrons from Rochester and other neighboring communities.

Eggler asked about getting people to the facility when construction begins on Highway 57. That should not affect the 2021 season, but will need to be addressed as the project gets closer.

- D. **Tree maintenance & inventory.** November through March is the time when City crews do their tree work. They have completed trimming the trees on their list. There are 27 trees to remove this year. In 2017 the City implemented their E.A.B. Management Plan. At that time there were approximately 255 boulevard ash trees in the city. There are approximately 65 ash trees remaining.

Unger recently received a call from the Minnesota Department of Agriculture asking how the City is doing with the E.A.B. maintenance. The City was congratulated on the actions taken to manage the E.A.B. spread.

Unger is setting up a spread sheet to inventory the boulevard trees. He is entering the addresses of residents that have planted boulevard trees, a listing of ash trees being treated and those that have been removed. He is also tracking the cost of removals.

#### **IV. Old Business:**

- A. **Update on stone wall in Veterans Memorial Park.** Sinning was not in attendance so there was nothing new to report concerning the preservation of the wall. Ibisch indicated that in order for the City Council to consider funding the project, there needs to be substantial commitment from the private sector.

The Kasson Area Foundation is not currently active. A Board would need to be put in place that will meet regularly for it to be used as a 501(c)3 for this purpose.



**V. Correspondence:** None.

**VI. Adjourn:** Motion by Egger and second by Petree, with all voting Aye, to adjourn the meeting at 6:48 P.M.

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Chairperson

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Deputy Clerk

The next scheduled meeting will be February 16<sup>th</sup>.

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

Tuesday, December 8, 2020 at 6:00 p.m. in the Library

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

**Absent:** Laurie Schultz

**Visitors:** Tim Ibisch, City Administrator Ibisch shared that the city council will be focusing on the budget tomorrow night. Kraus Anderson report did arrive today; high cost is not optimal, 1/5 of original building cost, is this what we want? Other consultants will be involved. Dec. 16 city council will receive the report, discussion regarding where money could come from. Wright asked about the possibility of a lawsuit. Something to think about, but is it worth the legal cost? Ferris shared that an attorney in Utah who has building/construction knowledge would need to be found.

**Petitions to the Chair:** none

**Amendments to the Agenda:** none. Wright made a motion to accept, Ferris made the second, motion carried.

**Minutes of the November KPL Board Meeting:** Motion made by Kamel to approve, second by Wright, motion carried.

**Financial Reports/Payables:** Motion by Wright to approve, second by Ferris, motion carried.

**Monthly Reports/Receivables:** Pat provided missing numbers; motion to approve by Wright, second by Ferris, motion carried.

### **Director's Report:**

#### Library Activities

- 82 "Take & Make" craft kits were distributed in November.
- Pat will attend two webinars; "Click & Collect" on Dec. 9 and "Unconscious Bias" on Dec. 14.
- Live stream author interview will be hosted Thurs., Jan. 14 at 1:00 p.m. featuring Pernell Meier, an author and former Kasson resident
- Virtual and in-person programs continue to be provided by library staff featuring:
  - + New online story time each Friday on KPL YouTube channel
  - + Free "Take & Make" craft kits for Dec.
  - + Online Recipe Box for people to submit favorite holiday recipes.

#### Library Resources

Pat reported on the current resources being managed at the Library and made note that they are always changing.

- Books 22,096
- DVDs 3,499
- Audiobooks 878
- CDs 850
- Computers 40
- Science Kits 8
- Total: 27,371

#### Looking Ahead

- Partial Library inventory will be done Jan. 26-29 (Three-year plan, 1/3 done each year)
- Collection analysis of juvenile non-fiction is in planning stages-updated materials are needed
- Helping book clubs to meet when possible; some use Zoom, some are paused, no clubs are meeting in person

- Expanding copy center to take online requests. Some libraries are doing faxing.

#### Policies Project

- Two proposed policies are attached: 1) Internet Acceptable Use Policy and 2) Materials Selection/Collection Development.
- Second reading of 1) Exam Proctoring Policy and 2) Community Room Use will be done this evening.

#### **Annual Evaluation**

- Staff member Kelly Bell on Dec. 1, 2020; very favorable review and she is at the top step of her pay grade.

#### **Building Report**

Phase II plan from Kraus-Anderson has been received for board and city council to review.

Holiday hours were listed along with November events.

#### **Committee Reports:**

City Council Representative: Ferris stated Ibisch shared pertinent council news.

Friends of the Library-no rep present

SELCO Board of Director's Meeting-Beverly Jorgenson submitted a paper report, Pat reviewed.

#### **Old Business**

Second reading of proposed policies on Exam Proctoring and Meeting Room. Motion to approve by Wright, seconded by Kamel.

#### **New Business**

First Reading of proposed policies on Internet Acceptable Use Policy and Materials Selection.

#### **Closed Session:**

Meeting was closed at 6:50 p.m. for annual evaluation of staff member Kelly Bell. Meeting reopened at 7:05 p.m.

**General Discussion:** none

**Adjourn:** 7:10 p.m.

**Respectfully submitted by:** Lisa Carlsen, acting secretary

MINUTES OF PLANNING COMMISSION MEETING  
January 11, 2021

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 11th day of January, 2021 at 6:30 PM

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

**THE FOLLOWING WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** Administrator Tim Ibisch, Clerk Linda Rappe, Brad Scheib – HKgi and Kim and Steve White

**CALL TO ORDER AT 6:30PM**

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

**ELECT CHAIRPERSON** – Motion by Commissioner Zelinske to have Ferris continue as Chair, second by Commissioner Thompson with All Voting Aye.

Chairman Ferris then appointed Commissioner Burton as Vice Chair.

**DISCUSSION ON ZONING CODE ISSUES** - no action required

**Variance** – Administrator Ibisch generated some language that was passed around. Brad Scheib stated that he took the content and plugged it into where it would be in the code. In the last case it was the property owner who was the requestor and not the city that incited it so that was acceptable. Mr. Schieb plugged the language into the code and is proposing adding 154.02.24 (G) revocation or amendment of a variance

And 154.02.35 an add to the variance section. If a condition is not being met the city could take action to revoke the variance.

Mr. Schieb also brought language to change in CUP section of the code regarding revoking CUPs. The Planning Commission was in favor of these changes and would like them brought back to the February meeting.

**Drive Thru's in Downtown** – the most recent zoning code update does not allow drive thrus in the downtown C-1 District. The previous zoning code allowed them with a conditional use permit. Mr. Schieb asked the Planning Commission for input on these questions: In what capacity do we if we want to allow drive thrus in the downtown? Stacking? Traffic? Pedestrian realm impacts? Noise? Light? Design (# of lanes, dimensions, parking impacts, curb cuts, etc)?

Commissioner Zelinske believes we need to allow with restrictions in downtown. The Planning Commission agreed that they need to be allowed with restrictions.

Mr. Scheib stated that this could be handled as “permitted with standards” and if there are infractions then it is a code violation or it could be a conditional use permit.

This will be brought back as a public hearing at the February meeting for public input. It was also suggested to get input from the Kasson Chamber of Commerce.

**ADJOURN** 7:23PM

Respectfully Submitted,

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Linda Rappe, City Clerk



Minnesota Department of Public Safety  
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
(651) 201-7504 TDD (651) 282-6555  
FAX (651) 297-5259

**APPLICATION FOR BREWER OFF SALE  
INTOXICATING LIQUOR LICENSE**

**Must be a licensed brewer in order to apply for this license**

Fees: Brewer Off Sale Fee: \$	Sunday License: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Sunday License Fee: \$	
Workers Comp. Ins. Co. <u>N/A</u>	Policy Number <u>N/A</u>		
Minnesota Tax ID Number <u>6714079</u>	Federal Tax ID Number <u>84-2495056</u>		
Licensee's Name (business, partnership, LLC, corporation) <u>Chaotic Good Brewing Company LLC</u>	DOB	Social Security Number	DBA or Trade Name
Business address <u>601 3rd Ave NW</u>	Phone Number <u>507-319-0267</u>	Fax Number <u>N/A</u>	
City <u>Kasson</u>	State <u>MN</u>	Zip Code <u>55944</u>	License Period From To
Name of Store Manager <u>Scott Stroh</u>	Phone Number <u>507-319-0267</u>	DOB (Individual Applicant)	

If a corporation or LLC state name, date of birth, Social Security Number address, title, and share held by each officer. If a partnership, state names, address and date of birth of each partner.

Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Business address
Scott George Stroh			owner	50%	601 3rd Ave NW Kasson MN 55944
Partner Officer (First, middle, last)			Title	Shares	Business address
Molly Jo Stroh			owner	50%	601 3rd Ave NW Kasson MN 55944
Partner Officer (First, middle, last)			Title	Shares	Business address
Partner Officer (First, middle, last)			Title	Shares	Business address

- If a corporation, date of incorporation 7/23/2019, state incorporate in Minnesota, amount paid in capital \$32,000. If a subsidiary of any other corporation, so state — and give purpose of corporation —. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota? ☐ Yes ☐ No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state.  
entire building = outbuilding
- Is establishment located near any state university, state hospital, training school, reformatory or prison? ☐ Yes ☒ No  
if yes state approximate distance.
- Name and address of building owner: Scott & Molly Stroh 601 3rd Ave NW  
Kasson MN, 55944
- Has owner of building any connection, directly or indirectly, with applicant? ☒ Yes ☐ No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued? ☐ Yes ☒ No If yes, in what capacity?
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. NONE
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?  
☐ Yes ☒ No If yes, give name and address of establishment.

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? ☒ Yes ☐ No
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. ☐ Yes ☒ No ☐ Will be Granted
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. ☐ Yes ☒ No ☐ Will be Granted
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. N/A
12. State Number of Employees 0 (owners only)
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? \_\_\_\_\_
14. If this license is being issued by a County Board, is it located in an organized township? If so, attach township approval. \_\_\_\_\_

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. NO

2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. NO

3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor penalties? ☐ Yes ☒ No If yes, give dates, charges and final outcome.

4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. ☐ Yes ☒ No If yes, attach a copy of the summons.

This licensee must have one of the following: (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)

Check one

☒ Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

☐ A surety bond from a surety company with minium coverage as specified in A.

☐ A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant and title <u>Scott Struh</u> <u>owner</u>	Signature of applicant <u>[Signature]</u>	Date <u>10/27/2020</u>
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REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department	Title	Signature

County Attorney's Signature

#### IMPORTANT NOTICE

All retail liquor licensees must have a current Federal Special Occupational Stamp. This stamp is issued by the Bureau of Alcohol, Tobacco, and Firearms. For information call (651) 726-0220



EMERGENCY MANAGEMENT  
HANDBOOK  
GOVERNMENT OFFICIALS/STAFF

**CITY OF KASSON**  
DODGE COUNTY, MN

PREPARED: August 2020

REVISED: January 2021



## LEGAL BASIS

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

## PURPOSE AND POLICY

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

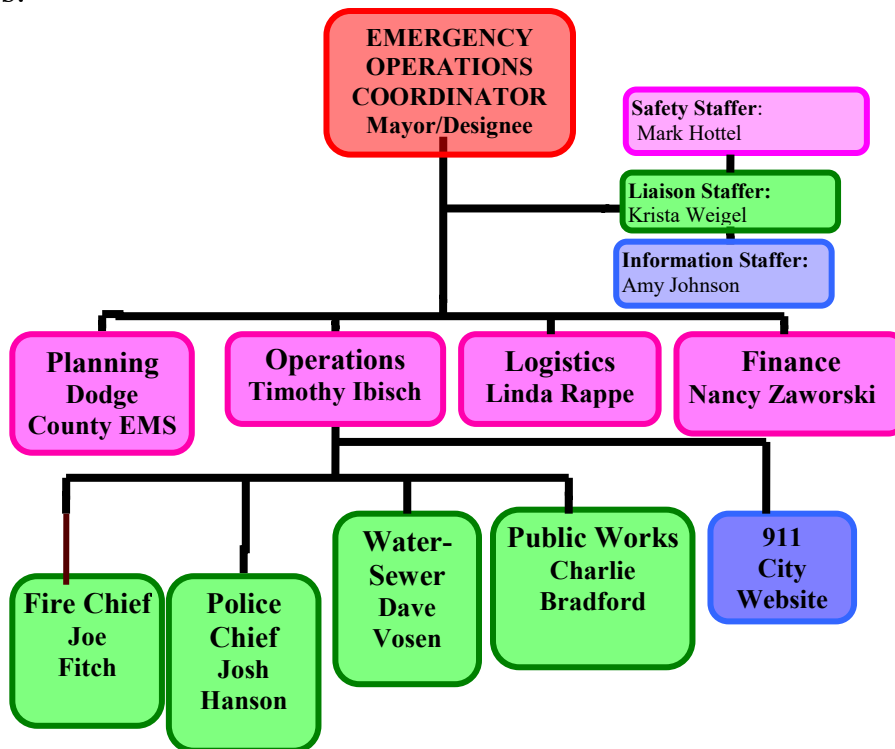
\_\_\_\_\_  
Date

## DEFINITIONS

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

## EXISTING GOVERNMENT/ORGANIZATION

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



# **WARNING AND NOTIFICATION**

## **RECEIPT OF WARNING:**

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

## **DISSEMINATION OF WARNING / NOTIFICATION:**

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

# EMERGENCY OPERATING CENTER - EOC

## DIRECTION & CONTROL:

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

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

## EOC ACTIVATION

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

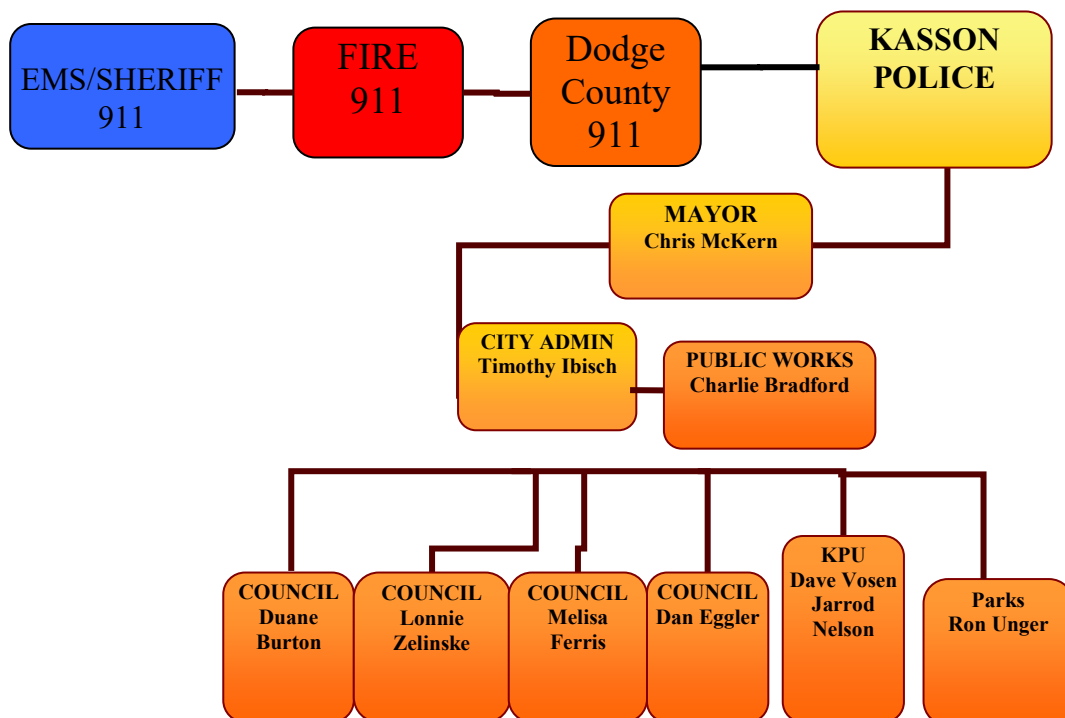
## EOC STAFF

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

## EOC EQUIPMENT/SUPPLIES:

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

# EMERGENCY CALLING TREE



# MAYOR/EMD

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

## Initial Response Checklist

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

## Life Safety Issues

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

## Secondary Issues

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

# CITY COUNCIL

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

## Initial Response Checklist

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

## Life Safety Issues

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

## Secondary Issues

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

# CITY ADMINISTRATOR

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

## Initial Response Checklist

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

## Life Safety Issues

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

## Secondary Issues

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



# PUBLIC WORKS DIRECTOR

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

## Initial Response Checklist

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

## Life Safety Issues

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

## Secondary Issues

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

# EVACUATION CHECKLIST FOR THE PUBLIC

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

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

## POLICY AND PROCEDURE

### EVACUATION / TRAFFIC CONTROL / SECURITY

#### 1. PURPOSE:

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

#### 2. RESPONSIBILITIES:

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

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

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

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

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

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

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

## **POLICY AND PROCEDURE**

### **DEBRIS CLEARANCE**

#### **1. PURPOSE:**

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

#### **2. RESPONSIBILITIES:**

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

#### **3. PROCEDURE:**

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

#### **4. SUPPORTING DOCUMENTS:**

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

## **POLICY AND PROCEDURE**

### **DAMAGE ASSESSMENT**

#### **1. PURPOSE:**

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

#### **2. RESPONSIBILITIES:**

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

#### **3. PROCEDURES:**

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

# SUPPORT

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

# EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES

## **NOTIFICATION AND WARNING**

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

**Responsibility:** County Sheriff; EMD

## **DIRECTION AND CONTROL**

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

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

## **EMERGENCY PUBLIC INFORMATION**

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

**Responsibility:** Mayor; City Administrator; Designee

## **SEARCH AND RESCUE**

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

**Responsibility:** Fire; Law Enforcement; Public Works; EMS

## **HEALTH / MEDICAL**

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

**Responsibility:** Emergency Medical Services; Dodge County Public Health

## **EVACUATION, TRAFFIC CONTROL, AND SECURITY**

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

**Responsibility:** Law Enforcement; Fire

## **FIRE PROTECTION**

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

**Responsibility:** Fire Department

## **DAMAGE ASSESSMENT**

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

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

## **CONGREGATE CARE**

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

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

## **DEBRIS CLEARANCE**

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

**Responsibility:** Streets Department / County Engineer / Highway Department

## **UTILITIES RESTORATION**

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

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

## **RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION**

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

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



## RESOURCES

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

**See attached Appendix 1.**

## NOTES TO EOC STAFF

### TAKE CARE OF PERSONAL REQUIREMENTS

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

### ESTABLISH LEGAL CONTACTS

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

### MAINTAIN POLITICAL AWARENESS

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

### KEEP THE PUBLIC INFORMED

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

# LOCAL EMERGENCY

*(Example Only)*

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

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

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

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

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

## REQUEST FOR COUNCIL ACTION

**Meeting Date:** January 27, 2021

AGENDA SECTION: Old Business	ORIGINATING DEPT: Administration
ITEM DESCRIPTION: EMS Plan	PREPARED BY: City Administrator

The EMS Committee has promulgated and reviewed this Plan at length. After the events of 2019 we know that its prudent to have this prepared. Proper preparation should ease the process if problems occur in the future. There are a number of situations that are detailed in the Plan and its designed to be flexible. We know that additions will have to be made in the future.

The Mayor should designate an EMS Coordinator as part of this implementation. That will allow for greater coordination in the future.

**COUNCIL ACTION REQUESTED:**

Motion to approve EMS Plan with a EMS Coordinator designated.

# **KASSON SNOWPLOWING AND ICE CONTROL POLICY**

## **1. Introduction**

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

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

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

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

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

## **3. How Snow will be Plowed**

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

- A.
- B.

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

## **4. Priorities and Schedule of Streets to be Plowed**

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

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

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

## **5. Traffic Regulations**

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

## **6. Weather Conditions**

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

## **7. Use of Sand, Salt, and Other Chemicals**

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

## **8. Sidewalks**

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

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

## **9. Mailboxes**

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

## **10. Complaint Procedure**

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

## **11. Deviation from Policy**

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

## **12. Review and Modification of Policy**

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

## REQUEST FOR COUNCIL ACTION

**Meeting Date:** January 27, 2021

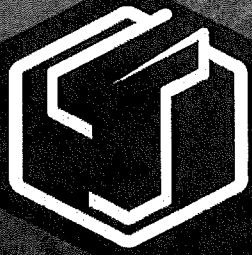
AGENDA SECTION: Old Business	ORIGINATING DEPT: Public Works
ITEM DESCRIPTION: Snow Plowing Policy	PREPARED BY: City Administrator

Regular snowfall events occur and currently the Public Works Director deals with them on an ad libitum basis. This policy would formalize the steps taken and would allow for the greater broadcasting of a "Snow Emergency". Staff feel this would be beneficial to get resident vehicles off of the streets and to eliminate unnecessary towing and tickets.

One point of clarification would be related to the desired snowplowing level, in some communities it is 3 inches and others have more or less. Council direction on this issue would be appreciated.

**COUNCIL ACTION REQUESTED:**

Motion to approve policy with added clarifications.



# **City of Kasson**

## **Tantalus Proposal for Advanced Metering Infrastructure Migration via ERT Overlay Approach**

**December 2020**



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## TUNet Overview

The proposed Tantalus Utility Network (TUNet®) solution is a robust, multi-purpose platform that provides data to power advanced smart grid applications for electric, water and gas. It enables utilities to control costs, ensure reliability, enhance customer satisfaction and manage energy and water resources more intelligently. In addition to providing Advanced Metering Infrastructure for electric, water and gas, TUNet supports control of selected loads, reduced outage and restoral costs, and improved distribution system efficiency for electric, gas and water. Our solution also has the advantage of being able to remotely read Itron ERT modules (electric, water and gas), saving the utility thousands of dollars and providing flexibility in deployment and budgeting. Additional near-future capabilities includes support for streetlight networking and control. Our partnerships with other value-add providers enable us to provide a comprehensive solution for utilities that will grow as your needs grow and reduce obsolescence. As decisions are made to add advanced functionality, Tantalus' single platform has the ability to support those requirements through its advanced, unique, and patented communications methods and its ease of scalability.

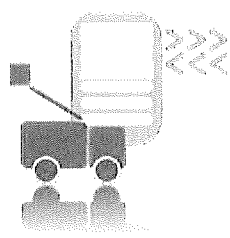
### Tantalus Advantage

*Support for a Data-driven Utility*



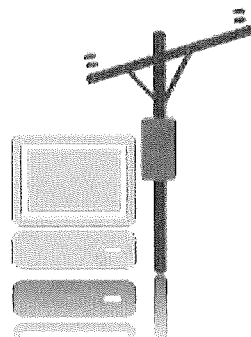
#### **SERVICE**

- Faster invoice generation and customer payment
- Web presentment / signalling
- Automated moves
- Outage notification & restoration estimates
- Service scheduling
- Online or over-the-phone problem resolution
- Tailored marketing programs



#### **OPERATIONS**

- Real-time outage alerts & restoration confirmation
- Voltage monitoring: blinks/sags
- Theft & tamper detection
- Foliage management
- Scheduling & dispatch prioritization



#### **ENGINEERING**

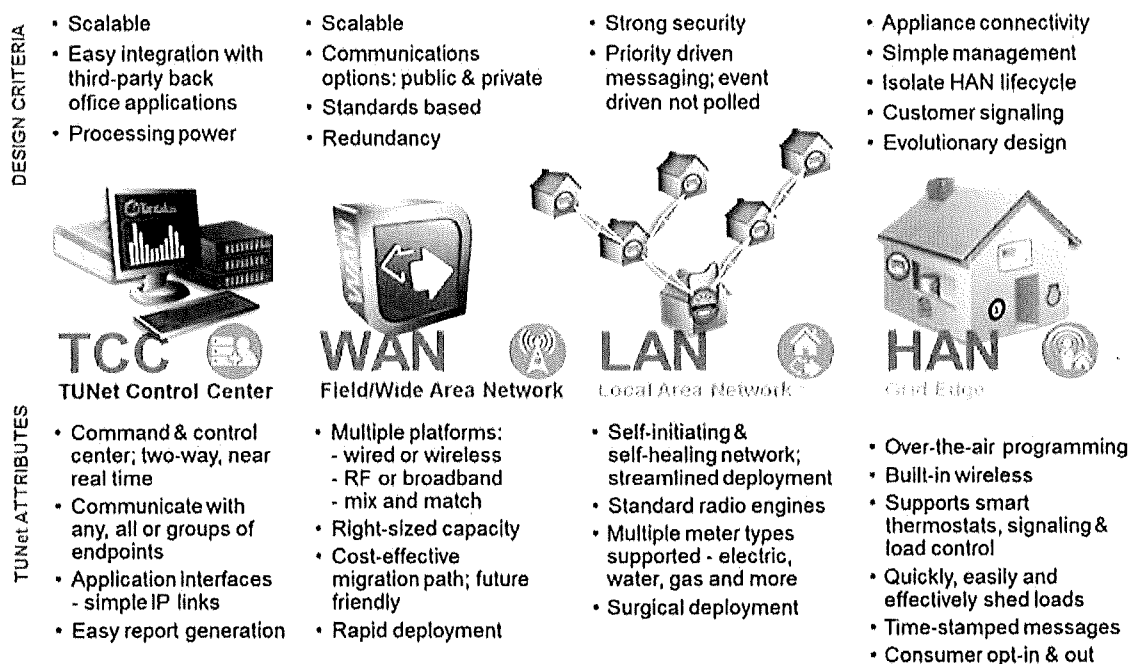
- Aggregate consumption for house, area, phase, feeder, line, voltage
- Identify load imbalances
- Asset management
- GIS
- SCADA
- ERP



#### **EXECUTIVE**

- Regulatory reporting
- SAIDI / SAIFI reports
- Load profiling
- Forecasting & load projections
- Data synchronization

## Solution Components



The TUNet platform consists of:

**TUNet Control Center (TCC)** - The heart of the data collection system –

- Manages and monitors the network
- Collects, displays and delivers meter interval data, alarms and events,
- Provides a platform for 3rd-party applications over TUNet
- Interfaces with the utility's other applications such as billing, MDM, CIS, OMS, Prepay, DA, LMS and SCADA. The web-based interface provides easy access to a wealth of data and functionality that will facilitate customer service and improve operational efficiency. TUNet supports a variety of integration methods and formats including MultiSpeak, DNP3 and flat-file.

The TUNet Control Center (TCC) server is designed to accommodate large amounts of data. The TCC accumulates and processes the data that has been pushed from the LAN (e.g. meter read data, DA devices, events, alerts ...) in real-time. The data is stored in the TCC for up to 14 months and can be exported to other systems (such as an MDM or billing system) for longer retention.

**WAN** – TUNet can leverage multiple transport methods for the WAN/backhaul including cellular, fiber, Wi-Fi, and WiMAX. Each transport method can be used individually throughout the service territory or in combination with others to provide the infrastructure best suited to your current and evolving needs. In addition, Tantalus offers a 220 MHz tower-based Field Area Network solution which provides excellent coverage in rural and complex terrains.

**Gateway** – The VersaComms Gateway (VC/collector) is a device that supports communication between the LAN and WAN. Tantalus offers a variety of collectors to provide coverage for all types of

deployments and terrain. The design for your specific deployment includes a combination of devices to provide cost-effective, high performance solutions for your unique circumstances.

The VersaComms Gateway is aptly named as it is versatile in both the backhaul that it supports and its scalability in field deployments. The VC can be mounted at any convenient location where sufficient power is available, such as on the side of a building or at the top of a pole and is available in several capacity sizes for cost-effectiveness.

**LAN** – The local area network provides communication among the endpoints (electric, gas and water meters, DR/DA devices, future streetlight controllers) utilizing a 900 MHz RF technology in the unlicensed band. It is self-initializing, self-healing and self-optimizing. A key differentiator between TUNet and other 900 MHz LANs is that the data is pushed from the endpoints to the VC Gateways via TRUPUSH™ technology. The meters are not polled by collectors for data and data is not batched and sitting at the collector for hours. TRUPUSH provides several key benefits and, as you elect to expand your smart grid functionality, this technology enables the utility to leverage more value from TUNet.

**Repeaters** – TUNet repeaters extend the reach of the LAN to provide connectivity between the collector and hard to reach meters at the edge of the LAN. In addition, the module in every TUNet device acts as a repeater extending LAN coverage up to 15 hops deep if needed and providing economical coverage in more rural deployments as well as providing redundancy for the network.

Endpoints:

**Electric Meters with TUNet Communication Modules** – Itron meters are available with integrated TUNet communication modules for single-phase and polyphase metering applications. The single-phase meters can be equipped with an optional integrated disconnect switch to support remote disconnect and reconnect for move in/move out, collections and prepayment applications.

**Load Management Switch** – Tantalus offers several Load Management devices. Equipped with a TUNet Communication Module, the LM device join the LAN seamlessly with its self-initializing self-healing and self-optimizing capabilities. Designed with the standard TCC, the Tantalus LMS enable utility personnel to control on, off, and cycling events, with optional measurement and verification functionality. The switch supports more complex curtailments when coupled with Tantalus' optional Load Management software application.

**Itron ERT Modules** – TUNet supports remote reading of Itron ERT modules for electric, water and gas.

## TUNet Features

TUNet's data delivery method is unique in the industry and provides significant benefits to our customers. The network utilizes a predominantly push (TRUPUSH™) data delivery method which enables the system to deliver interval data as frequently as every five minutes for electric meters. Alerts and outages are pushed in near-real time. With TRUPUSH technology, your data will get to you sooner and remain fresher than data provided by other vendors who provide batched data three or four times a day. Because of this, not only can you react faster to the incoming information but with the analytical tools available, you can preempt many situations thus avoiding the negative impacts.

The TUNet platform supports AMI, Load Management, streetlight control, and DA applications with the following features:

- Exceptional memory storage and processing power in TUNet modules enable future functionality

- Real-time outage reporting
- Provides high-resolution power quality monitoring (PQM) for advanced voltage conservation and other applications.
- Voltage monitoring
  - Sag/swell alarms
  - Voltage optimization (Via DNP3)
- Water Distribution System Monitoring
  - Leak Detection and Tamper for Water
- Ability to interface with other critical applications (CIS, OMS, SCADA) via a variety of methods including MultiSpeak (3.0 and 4.1) and DNP3.

## LAN Behavior

### *TRUPUSH*

With TUNet's TRUPUSH technology, data from the electric meter is pushed to the TCC headend within the next interval period. For example, 15-minute interval data is sent every 15 minutes. TUNet can support data as frequent as every 5 minutes without encountering bandwidth and congestion issues. The data is routed through the WAN and back-haul to the headend. The TCC automatically detects any gaps in meter data (i.e. missing data), and initiates a query to the specific meter for the missing data.

Tantalus utility customers are using TRUPUSH technology to enable applications where near real-time data is required such as: voltage management, checking transformer/line loading prior to servicing, power factor management, grid optimization (e.g. CVR, VVO) and faster response to exceptions such as consumption on inactive accounts.

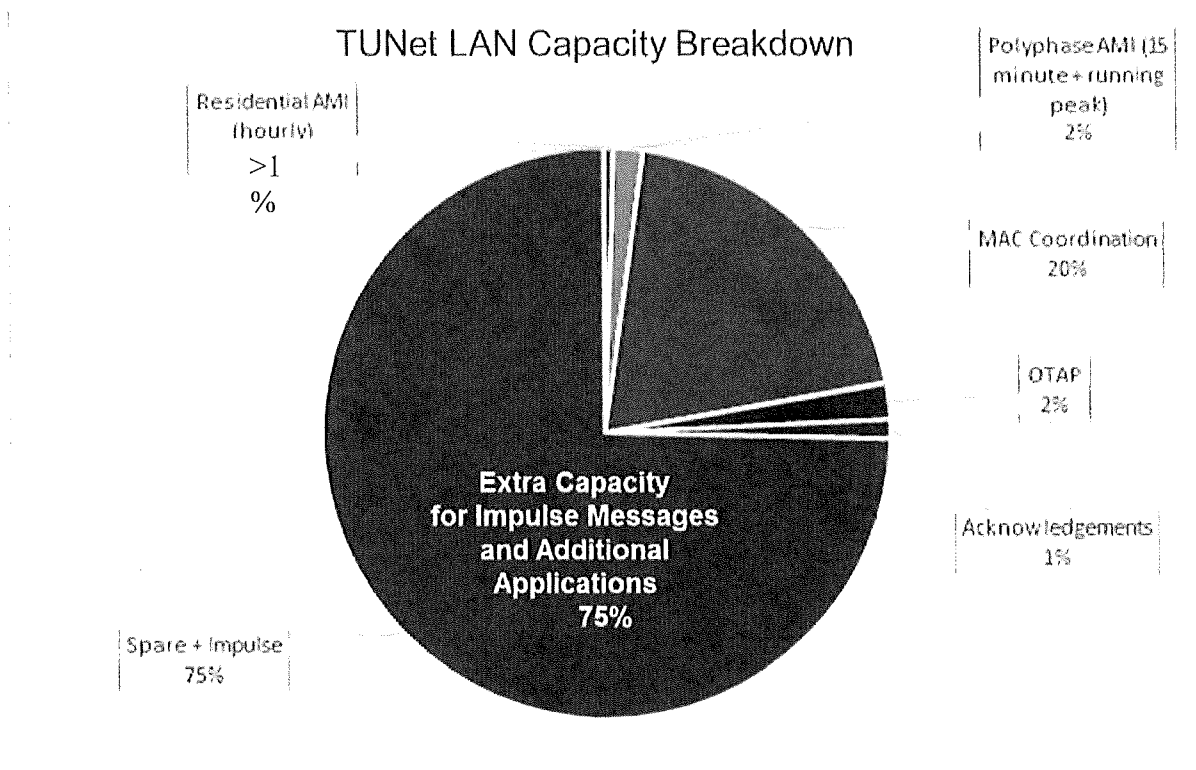
Tantalus also provides much more timely and robust input to enhance the value of engineering and operational tools such as Milsoft's WindMil™ and advanced DMS and SCADA

TUNet's near-real-time data delivery enhances customer portals and enables customer service calls to be handled much more effectively.

### Superior Bandwidth Utilization

TUNet's hierarchical network architecture is designed to support highly efficient use of frequency hopping within the communication channel. Efficiency of channel usage is actually more important than the width of the channel.

AMI and channel management take up less than 25% of the available TUNet LAN capacity. Leaving the remaining 75% to handle spontaneous messages such as outage, restoration, voltage alerts and endpoint Alarms. That also leaves plenty of capacity available for "Beyond AMI" applications such as: DNP3 messaging for Grid Optimization, Load Management with Measurement and Verification, Streetlight Control, to name a few.



*Typical capacity allocation*

The overall efficiency is realized through Tantalus' unique approach to channel management. TUNet constructs each channel as a vector set comprising a minimum of 50 frequencies per transmission, providing 64,000 individual vectored channels. Should a collision occur in the communication channel, redundant encoding across the other frequencies allows TUNet to reconstruct the missing data. This approach avoids the need to retransmit packets due to RF collisions. All "in-flight" messages are preserved in non-volatile memory and are not lost during network reconfiguration or outages.

Most other AMI systems also use frequency hopping but use just the minimum FCC required 25 frequencies and only provide a maximum of 200 channels for communication. Their extra available channel capacity is greatly limited with this approach.

Security of communication is also built into the TUNet. TUNet's channel management prevents effects from "jamming" attempts and interference from other devices operating in the same frequency band. An entire packet is never transmitted on a single frequency and the series of frequencies changes from LAN to LAN. Messaging across the LAN is secured by a highly efficient 256 AES encryption algorithm.

#### *Automatic Registration and Self-healing*

The LAN is self-initializing, self-healing and self-optimizing. Upon initial power-up, the meters find an optimal path to the TCC and several alternate paths. Multiple paths are stored in the TUNet communication module in the meter. If the primary path is not viable (loss of communication between the meter and the TCC), the meter will utilize one of its alternate paths to push data to the TCC. In the event the alternate path is unavailable, the meter will seek continue to seek a path to the TCC. In the meantime, it stores its data in non-volatile memory so no data is lost. This self-healing feature does not

require any manual intervention.

#### *Message Prioritization*

The TUNet system utilizes priority messaging to provide efficient use of the network and timely data. TUNet supports 8 levels of message priority with the highest level reserved for DA, followed by outages, then alarms. Interval data is delivered with the lowest priority. When meters generate high priority data, the data is immediately pushed to the VC and on to the TCC. Low priority data (which accounts for the majority of messaging on our systems today) is pushed thru the network within the following interval and momentarily aggregated with other low priority data before being delivered to the master. The aggregation increases the efficiency of the WAN.

#### *Time Synchronization*

TUNet is synchronized to the NIST atomic clock, ensuring accuracy of readings to within +/- 1 second across the network. Time is broadcast to all network devices at least once per interval as configured. Metering devices maintain +/- 1 second reporting accuracy.

#### *Remote Upgrades*

New firmware is transmitted to the TUNet modules using a "broadcast mechanism" to all (or a subset of) devices at the same time. The broadcast mechanism ensures that the time to upgrade is done as efficient as possible, upgrading many devices at the same time and not via a serial/sequential methodology.

Images must be authenticated and the devices only accept valid images. Once the new firmware is activated, the device performs specific checks to confirm that the firmware is working correctly and if not, automatically "rolls back" to the previous "locked down" image (this monitoring is done via the boot loader which is not part of the firmware being upgraded). If the upgrade was successful, the device will report its new firmware image to the Upgrade Server. If the upgrade was not successful, the device will restart with the previous firmware image and inform the Upgrade Server.

#### **TUNet LAN Differentiation**

Tantalus was the first to introduce a high resolution real-time data processing platform that supports distributed intelligence at the endpoint. The TUNet communication module is Linux-based with a powerful ASIC and 5 co-processors, 32MB RAM + 32MB flash and powerful computing capacity. It was first introduced in 2013.

This powerful communication platform includes a software configurable radio that currently supports multiple vendor RF protocols at each endpoint and can be reconfigured with new protocols with over the air upgrades. For example, future TUNet architectures could support IPv6/WiSUN and these new protocols would be delivered with over the air upgrades, avoiding a costly hardware change for new and advanced functionality.

The Tantalus TUNet Communication module is an intelligent endpoint that supports analytics and reports edge data by exception. Distributed intelligence is the ability to analyze more granular data at the endpoint, make decisions, and take actions without having to ship all of the data to the central server, reporting only the relevant results.

Systems that do not have the computing power at the end point must send batched meter data to the headend, adding latency to the collected data and flooding the network with data that will have to be analyzed later by some back office system. This delay in delivering data prevents a utility from having timely data analyzed and proactively making operational decisions.

Tantalus has embedded the computing power of a smart phone into an AMI communication module making smart meters and devices “smarter”. This enables advanced communications, high resolution data processing and analysis in the edge device. An intelligent endpoint provides the ability to analyze local device measurements and report on exceptions that are based on downloadable and configurable rules. This platform was built with support for tomorrow’s predictive analytics, not just historical analysis of yesterday. It’s a platform that supports local communication capabilities, so that edge devices can query selected groups of devices simultaneously at a localized level to support new distributed analytics use cases.

TUNet devices are able to share information locally on the LAN and make decisions in real time reporting only the events to the head end. For example, devices connected to the same transformer could be sharing both blink and demand in real time. Theft situations could be reported when one device sees a blink that the other devices did not witness (typically all meters on a transformer would see the same blink). Using real time demand from all the meters, a distributed application could be monitoring the demand through a given transformer and see alarms in real time should thresholds be exceeded.

This powerful intelligent communications module enables Tantalus to provide a unified software platform that takes smart metering and grid communications beyond the world of static firmware running basic, pre-programmed functions to a robust platform for software applications that can be upgraded via over the air updates.

Security-Enhanced Linux OS provides a secure application platform. It also provides for rapid software development on a standardized platform, that can support 3<sup>rd</sup> party endpoint applications. Based on work by the National Security Agency (NSA), SELinux provides enhanced security over many other systems and is utilized by the Department of Defense for critical systems.

With this platform, Tantalus has provided a future-proof endpoint with the ability to support and deploy new features as they become available

### TUNet Communication Modules and Electric Meters

The TUNet Communication Module supports Itron meters and for utilities that have existing Itron meters, some may be able to be retrofitted with the TUNet communication modules. For new meters, the communication modules are integrated and tested at the factory and the meters are delivered pre-programmed, per the utility specifications, and ready to install. The module enables two-way communication within the LAN (between the meters or other endpoint devices and the VersaComms Gateway).

#### *Itron Meters*

Itron and Tantalus provide over 135 years of combined experience developing and producing successful products for the electric utility industry. Considering Edison patented DC electric distribution in 1880, the Tantalus/Itron combined experience is unheard of in the industry. After working together for several years, we formed a comprehensive partnership and collaboration that combines Itron’s industry-leading Sentinel® and Centron® electricity meters together with Tantalus’ communications network, TUNet. This solution has been specifically tailored to provide utilities with the highest level of AMI, grid modernization, and interoperability benefits available in the industry. Backed by this high level of commitment and industry strength, customers can be assured that the choice of Tantalus/Itron will protect your investment now and well into the future. The Itron Centron II can include an optional service switch which can be operated remotely via the TCC in support of disconnect/reconnects.



## Data

All data, including outage notifications and sags/swells, provide timestamp and full-scale register read, and are pushed to the TCC in near real-time.

The TUNet module enables advanced monitoring capabilities including:

- Peak demand reset on request, by schedule, or by custom date and time as commanded by the TUNet Control Center.
- At peak demand reset, provides coincident and non-coincident peak kW and kVAR as calculated by the Sentinel meter.
- kW, kVAR, and kVA intervals for trending and profiling purposes.
- Instantaneous per phase voltage upon request or by interval.
- Upon request: coincident values to the peaks (kW / kVA / kVAR) if configured in the meter, cumulative kWh, kVAh, kVARh, and current values for non-coincident peak kW, kVAR, and kVA.
- Power quality information including current and voltage, line frequency, and power factor.
- Voltage monitoring: remotely configurable in the Tantalus module, real time sags, swells, and outage alerts per phase.
- Load limiting/service limiting support

Please see the [Supported Quantities Table](#) below for additional details.

### Data Storage

All meter data is stored in non-volatile memory in the module. In the event of a communication failure, data is not lost. It will be pushed to the TCC upon restoration of communications. The module can store much more data than indicated in the chart below. However for planning purposes, we use these guidelines to allow capacity for future applications.

TUNet Communication Module Storage Capacity		
	Polyphase	Single Phase
Hourly Interval	270 days	360 days
15-Minute Interval	90 days	180 days
5- Minute Interval	30 days	60 days

### Scalability

TUNet provides a robust platform to support multiple applications and scales easily to accommodate additional endpoints and/or data requirements by adding collectors, repeaters and/or increasing the capacity of the TCC server. Tantalus will design the network appropriately based on the number and location of endpoints and the data requirements. The design includes excess capacity to support additional functionality and/or devices. The server hardware and software requirements are calculated based on the number of devices and the messaging required (i.e. interval frequency). Extension packages are available if needed.

The LANs typically have significant excess capacity. Interval data uses a small fraction of the capacity with the vast majority reserved for advanced applications such as outages, restorals, DA, street light, load control, voltage monitoring and other future applications. If meter routes are added to the network, additional LANs are implemented by deploying additional Collectors.

## Security

TUNet security architecture is robust and broad incorporating Integrity, Availability, Confidentiality, and Access & Trust. The framework is based on NIST IR 7628, 800-53, 800-82; FIPS 140-2, FIPS 197 and role-based AAA Security framework. It provides complete access logging and audit records and a fully automated system-wide M2M endpoint authentication and key management. All human machine interface (HMI) access to the TUNet Control Center requires 2-factor authentication and fully encrypted interfaces. TUNet can be integrated with third party threat management applications.

The security framework model for the TUNet system is currently guided by the following six broad form standard suites namely;

- NIST IR 7628 Volumes 1,2, and 3
- AMI-SEC System Security Requirements v1.01 with AMI-SEC Security Profile v2.0
- NIST 800-82 Guide to SCADA and Industrial Control Systems Security
- NIST 800-53 Recommended Security Controls for Federal Information Systems and Organizations
- NIST 800-14 Principles and Practices for Securing Information Technology Systems
- The Information Security Forum's "Standards for Good Practice"

Additionally the TUNet system utilizes specific subcomponents of the following standards with respect to security, authentication and encryption;

- NERC CIP-005-3
- NERC CIP-007-3
- ANSI C12.18, C12.19, C12.21, Metering protocol standards.
- SHA-2 Secure Hash Standard
- AES symmetrical encryption standard
- RSA asymmetrical encryption standard
- Secure Shell SSH-2

TUNet makes particularly heavy use of Secure Shell SSH-2 with extended feature sets to form highly secure tunneled connections for user access complete with key management, authentication services and management of digital certificates etc. Data transfer to the Network Server is via TCP/IP, utilizing SSH (AES) and PKI for data security.

TUNet LAN communications security utilizes AES 256, RSA and SHA-2 technologies and is further enhanced at the physical layer during the 2 dimension pseudo random encoding of the data, this provides best in class anti interception and anti-jamming immunity. The technique, which is modeled after military applications, provides deep parallelism of communications and provides superior security with profound

immunity to both interference and interception. The interception immunity provides a steep barrier to access to the system on even the most basic of levels.

Additional information can be provided under NDA and made available to specific personnel.

### System Commissioning

#### *TUNet Control Center (TCC)*

The TUNet headend (TCC) is commissioned by Tantalus personnel. For on-premises servers, the TCC is supplied as an appliance. The server is self-contained and pre-installed with all required software. Onsite configuration (utility specific information i.e. IP-addresses and remote access) is performed by Tantalus personnel with the assistance of the utility.

#### *Network Communication Infrastructure*

The VCs and repeaters are delivered pre-assembled in the enclosure with mounting brackets. The backup battery for the VCs needs to be connected. The VCs are programmed by utility personnel utilizing the DT-400 deployment tools included in our proposal. Tantalus provides training for programming. It takes approximately 5-10 minutes per VC for trained utility personnel to perform this in the meter shop.

#### *Meter and Module Installation*

TUNet-enabled meters are installed per the utility current practices. Tantalus also provides training as needed.

### Network Analysis and Troubleshooting

The TUNet User Interface (UI) includes many diagnostic and troubleshooting capabilities. Please see the TCC User Interface section below which includes a detailed description and select screenshots.

System Dashboards provide read reliability reports, active event logs, status of networking equipment and performance. TRUView displays real-time events and system performance data in graphical format.

The Monitor screen provides the ability to access network data and reports associated with managing active events such as outages and tampers as well as communication status of the LAN and WAN.

The next generation UI will provide the Network and System Status snapshot as a landing screen. It includes network and system statistics such as meter read rate and communication infrastructure health with TRUView already launched from a single screen. All this information is available in the current UI. It is just not combined on a single screen.

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# Itron Sentinel® Meter with TUNet Communication Module (PP-1316) Functionality Matrix

Billing Metrics	AMI Information	Scheduled Demand Reset Information	Coincident Registers at Reset	Sentinel Measurement Level Required
kWh	<ul style="list-style-type: none"> <li>Cumulative kWh</li> <li>Phase Voltage</li> <li>PF</li> <li>Phase Current</li> </ul>	<ul style="list-style-type: none"> <li>Prior max kW</li> </ul>		Level 1
kWh, kVar	<ul style="list-style-type: none"> <li>Cumulative kVarh</li> <li>Cumulative kWh</li> <li>Phase Voltage</li> <li>PF</li> <li>Phase Current</li> </ul>	<ul style="list-style-type: none"> <li>Prior max kVar</li> <li>Prior max kW</li> </ul>	<ul style="list-style-type: none"> <li>kVar @ max kW</li> <li>kW @ max kVar</li> </ul>	Level 2(a. Varh)
kWh, kVA	<ul style="list-style-type: none"> <li>Cumulative kVAh</li> <li>Cumulative kWh</li> <li>Phase Voltage</li> <li>PF</li> <li>Phase Current</li> </ul>	<ul style="list-style-type: none"> <li>Prior max kVA</li> <li>Prior max kW</li> </ul>	<ul style="list-style-type: none"> <li>kW @ max kVA</li> </ul>	Level 2(b. VAh)
kWh, kVA, kVar	<ul style="list-style-type: none"> <li>Cumulative kVAh</li> <li>Cumulative kVarh</li> <li>Cumulative kWh</li> <li>Phase Voltage</li> <li>PF</li> <li>Phase Current</li> </ul>	<ul style="list-style-type: none"> <li>Prior max kVar</li> <li>Prior max kVA</li> <li>Prior max kW</li> </ul>	<ul style="list-style-type: none"> <li>kVar @ max kW</li> <li>kW @ max kVar</li> <li>kW @ max kVA</li> </ul>	Level 3 or 4

Functionality depends on Measurement Level and may not be included in the proposal.

## General Support for Itron Centron and Itron Centron II Meters

- Wh delivered
- Wh received
- Wh Delivered + Received (sum)
- Wh Delivered – Received (net)

## TCC User Interface

Tantalus is excited to be releasing a redesigned Graphical User Interface (GUI) with an updated look and feel and improved User efficiencies. Working with a design consultant and feedback from current customers, our new GUI is more user centric - providing more content at a glance with a configurable, intuitive design. Reports and analytics are easily accessible and the GUI is supported on smartphones and tablets allowing authorized employees secure access on-the-go.

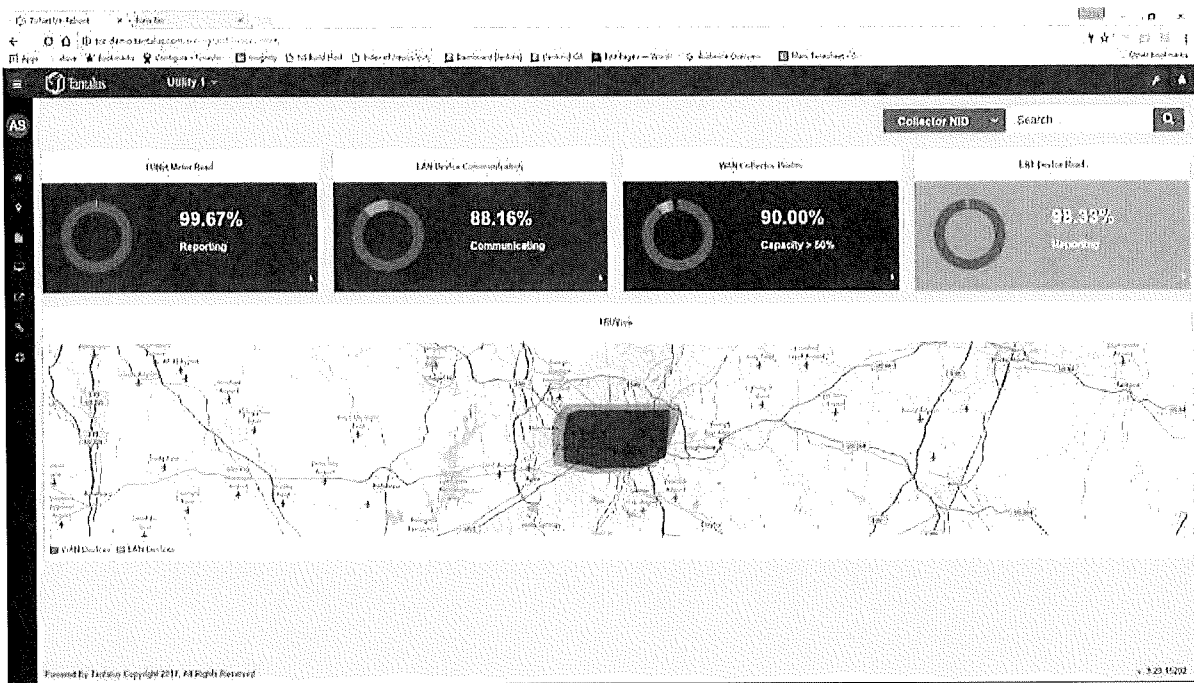
Starting with a deep understanding of the tasks to be accomplished and the typical work flow for utilities, the GUI facilitates maximum productivity. As an example, the initial screen differs depending on the user login credentials. A System Administrator will be taken to one landing page while a Customer Service Representative (CSR) will be taken to a different landing page. Because the Administrator and CSR perform different tasks, the information they need is very different. We have eliminated the frustration of having to click and drill down endlessly to get to where you need to start. The CSR landing page is user configurable and supports robust search capabilities to help retrieve data quickly and better serve customers.

The intuitive interface lays out a clear path for users to get what they need - quickly. In just three clicks, users can drill down from strategic macro displays to tactical component views. This ease of use reduces the learning curve and improves productivity for users at all levels of the organization.

The dashboards provides a wealth of information at a glance. Users can evaluate the entire system and easily pinpoint and address critical issues. Balancing the format of the data content with a combination of tables, text and graphics improves comprehension. The TUNet GUI provides a variety of methods for next actions (slide out menus, drop down boxes, expanding widgets) which makes an enormous amount of information instantly accessible without cluttering the screen.

We are excited about these recent enhancements and look forward to demonstrating it for you onsite. Phase 1 of the new UI was released recently with the final phase anticipated to be released later in 2018. The first four (4) screen shots below provide a glimpse of the new UI.

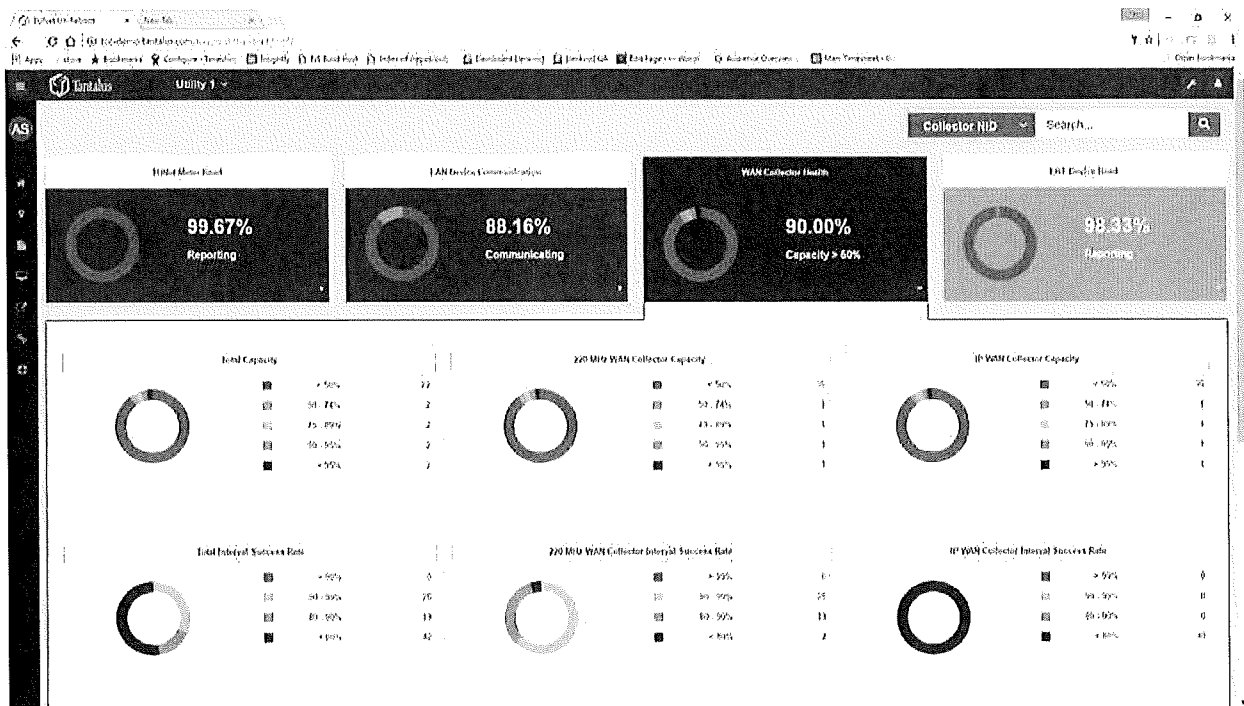
## System Landing Screen for the TUNet Administrator (New UI)



From this screen:

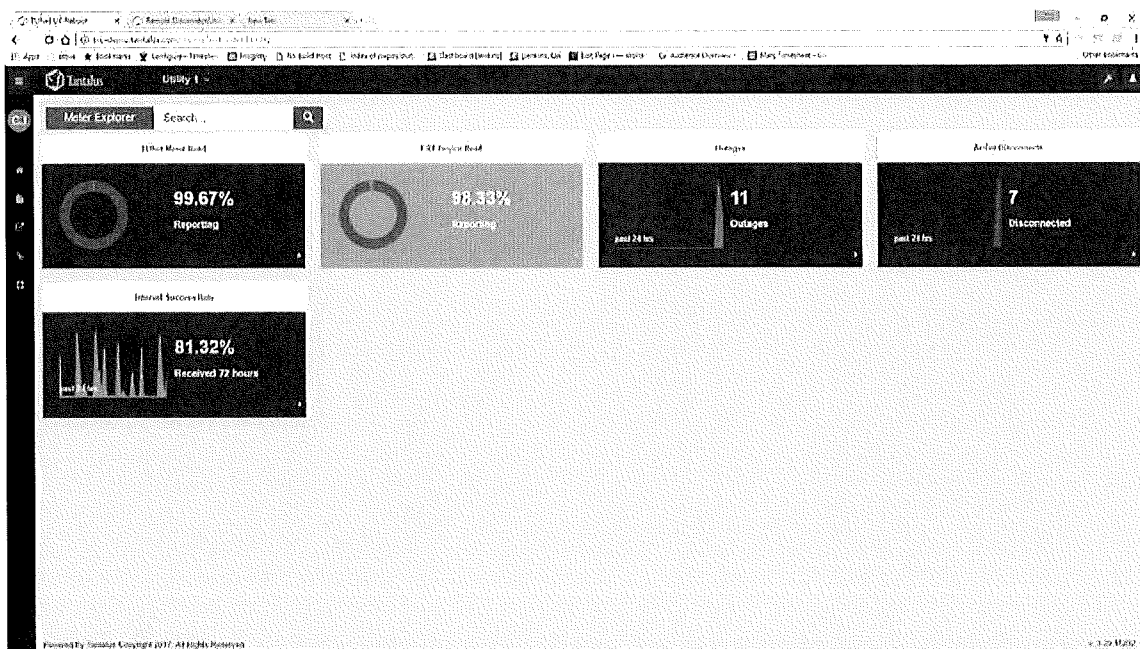
- The Network Administrator can manage User Accounts and assign privileges.
- System Dashboards provide read reliability reports, active event logs, status of networking equipment and performance etc.
- TRUView GIS displays real-time events and system performance data in a graphical format.
- Access and manage specific application for each utility and/or application on the headend.

## Collector Health Screen for the TUNet Administrator (New UI)

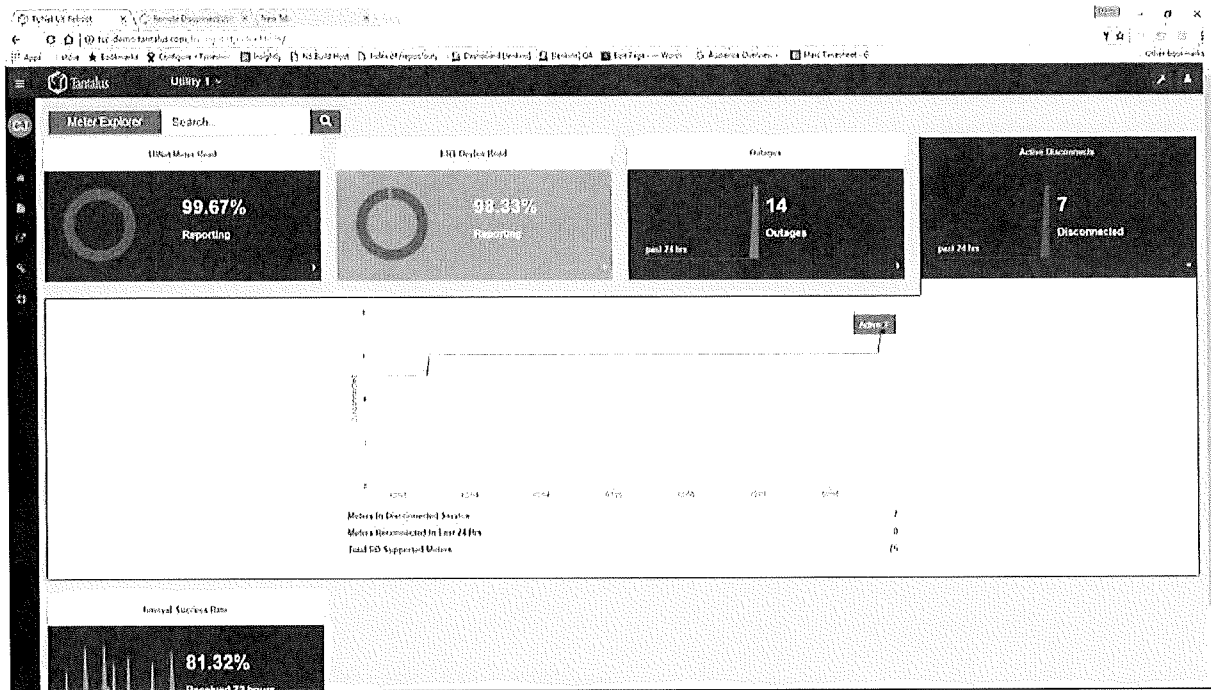


The above screen provides the health status of your network in one easy view.

## Landing Page for Customer Service Representative (New UI)



## Pull Down Detail for Customer Service Representative (New UI)



The above screen depicts the meters that are disconnected.



## Utility Configuration Screen

The screenshot displays the 'Billing Exports' configuration screen. At the top, there is a navigation bar with a home icon, 'Billing Exports', and a search bar labeled 'Enter Meter ID'. Below the navigation bar, on the left, is a button labeled 'Export Billing Data'. The main configuration area includes the following settings:

- Report Type:** AMR Interval
- Report Format:** CMEP
- Billing Group:** N/A
- Report Interval:** 60 Minutes
- Device Type:** Single-Phase / Poly-Phase
- Date:** 2018/04/28
- Look Forward:** 0
- Look Backward:** 0
- File Name:** @N
- Extension:** csv
- Output type:** Billing Export / Exception Report

Below these settings is the 'Contextual Address' section, which is divided into three columns: CYCLE, ROUTE, and PMPA. Each column has a list of addresses and a 'Go' button at the bottom.

CYCLE	ROUTE	PMPA
ANY	ANY	ANY
1	BPW-MeadowCreek	Auto Export
2	BPW-Suminoe	FT - LM1421
ECU-1	Colony Sq	FT - LM1423
ECU-10	ECU-1	LM_Tree
ECU-11	ECU-3	UNDEFINED
ECU-12	ECU-4	
ECU-13	ECU-5	
ECU-14	ECU-6	
ECU-15	ECU-7	

At the bottom left is the 'Go' button. At the bottom center is the Tantalus logo. At the bottom right is the copyright notice: 'Copyright © 2011-2018 Tantalus Systems Corp. All rights reserved. Version 3.0.0.0.000'.

The Utility Configuration screen provides enables the utility to set system defaults such as:

- Meter Read Interval
- Voltage Sag and Swell thresholds
- Define Contextual Address fields
- Outage and Restoration notification thresholds and alarms
- Demand Reset configuration
- Management of interfaces and automated Billing Exports

### Remote Disconnect

The Remote Disconnect screen provide the ability to:

- Verify connectivity to the meter (ping)
- View switch status
- Disconnect and reconnect meters remotely
- Generate system reports

Given appropriate credentials, this page enables User to quickly access an account for connect or disconnect functionality. The screen provides a double click process to allow the User to confirm the action is desired and avoid accidental disconnect/reconnect. Upon execution of a disconnect or reconnect



command, the system provides automatic verification of success. This tab also provides the ability to generate reports on individual operations or collective operations overtime.

## Meter Explorer



The Meter Explorer screen provides the ability to quickly search for information on specific meters based on certain criteria or groups based on contextual addressing (groupings). Access to detailed information is available from:

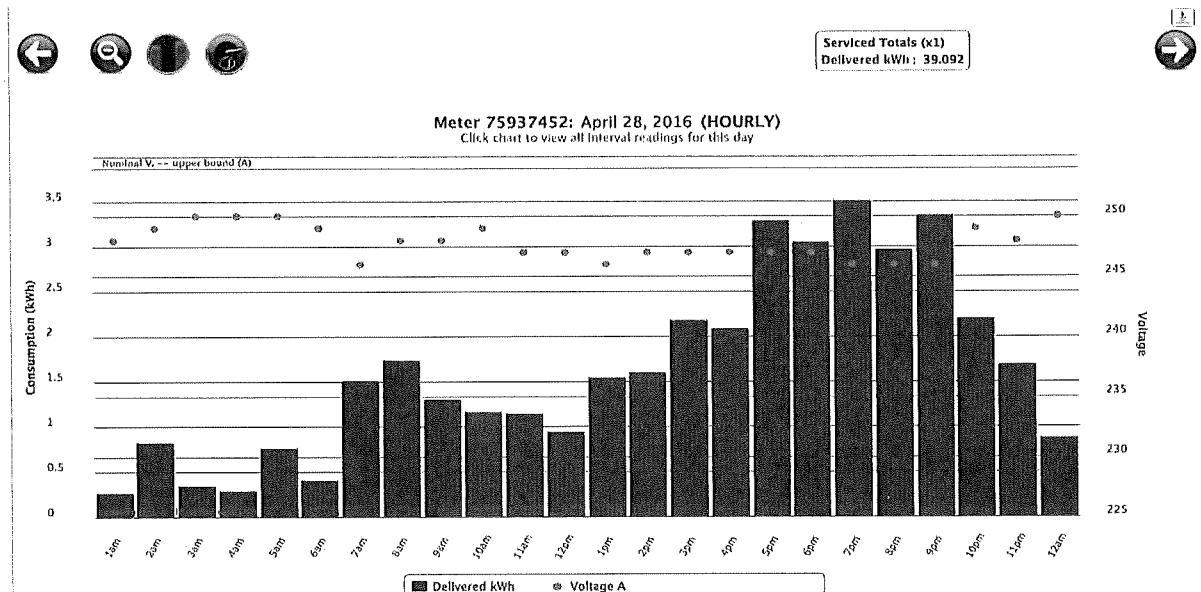
- Residential meter screen
- Commercial meter screen
- Net Meter screen
- PQM reports
- Interval consumption reports
- Meter group (multiple meters) data page
- Meter group (multiple meters) consumption report and PQM report

## Residential Meter Data Screen

Configuration	Readings	Power Quality	Reporting
<b>Device Selected:</b> 77102205 <b>Device Type:</b> TC-1216 			
<b>Association Status:</b> Associated <b>Service Status:</b> In Service			
⌵			
<b>Latest Consumption Information</b>			
<b>Meter Information</b>			
<b>Meter Form:</b> 2S			
<b>Meter Reading</b>			
<b>Reading Time:</b> 2016/04/29 09:00:00 (EDT)			
<b>Voltage:</b> 215 Volts			
<b>Cumulative Energy:</b>			
<input checked="" type="radio"/> Metered <input type="radio"/> Serviced (Transformer ratio is 1.0:1)			
<b>Delivered:</b> 8,474 kWh 			
<b>Power Quality Management (PQM)</b>			
<b>Reading Time:</b> 2016/04/29 07:00:00 (EDT)			
<b>Minimum Voltage:</b> 211 Volts			
<b>Maximum Voltage:</b> 219 Volts			
<b>Events</b>			
<b>Last Outage:</b> 2016/04/04 19:45:09 (EDT) To 2016/04/04 21:02:13 (EDT)			
<b>Last Sag:</b> 2016/04/28 18:09:13 (EDT) Sag still in effect.			

## Residential Graphed Consumption Screen

Device Selected:  Device Type: TC-1220-RD   
 Association Status: Associated Service Status: In Service




By hovering the cursor over any interval, more detailed data is provided. Above is shown the detailed information associated with the consumption at 7 PM. Additionally, the consumption graphs can display summary information of interval data. For example, 15-minute interval data can be displayed as a sum per hour, per day, per month. The combined interval consumption can be used to evaluate consumption history associated to the account.


From the above pages, detailed reports and exports can be generated for:

- Power quality analysis
- Interval data reports
- Share images exports for customer distribution or interval review
- Account status and on demand reading of measured values

## Commercial Meter Screen

 > **Meter Explorer** > **Device** >  

**Configuration** **On-Request** Readings **Reporting**

**Device Selected:**  **Device Type:** PP-1316   
**Association Status:** Associated **Service Status:** In Service

### Consumption Information

☒ Show Latest Readings ☐ Show Last Complete Readings  
☐ Service ☒ Metered (Transformer Ratio is 1:1 so Service is identical to Metered)

**Delivered**  
**Last Read Time:**   
**kWh:**   
**kVAh:**   
**kVARh:**   
**Power Factor:**   
**Running Peak Demand**  
**kW:**   
**kVA:**   
**kVAR:**

**PQM**  
**Last Read Time:**   
**Phase A**  
**Last Read Volts:**  Volts **Last Read Current:**  Amps  
**Phase B**  
**Last Read Volts:**  Volts **Last Read Current:**  Amps  
**Phase C**  
**Last Read Volts:**  Volts **Last Read Current:**  Amps

## On-Request Read Screen

Configuration	On-Request	Readings	Reporting
---------------	------------	----------	-----------

Device Selected:	PP-1316	Device Type:	PP-1316
Association Status:	Associated	Service Status:	In Service

⌵

### Request Measurements

#### Consumption Readings

Delivered kWh:	34121.543	@	2016/04/29 10:50:00 (EDT)
Delivered kVAh:	N/A	@	N/A
Lag kVARh:	12159.559	@	2016/04/29 10:50:00 (EDT)

#### Voltage Readings

Last Read Time:	2016/04/29 10:50:00 (EDT)
Last Read Volts A:	276.0 Volts
Last Read Volts B:	278.0 Volts
Last Read Volts C:	276.0 Volts

#### Current Readings

Last Read Time:	2016/04/28 15:19:52 (EDT)
Last Read Current A:	3 Amps
Last Read Current B:	3 Amps
Last Read Current C:	3 Amps

#### Power Quality

Last Read Time:	2016/04/28 15:19:52 (EDT)
Power Factor:	0.95
Line Frequency:	60.02 Hz

#### On-Request Read

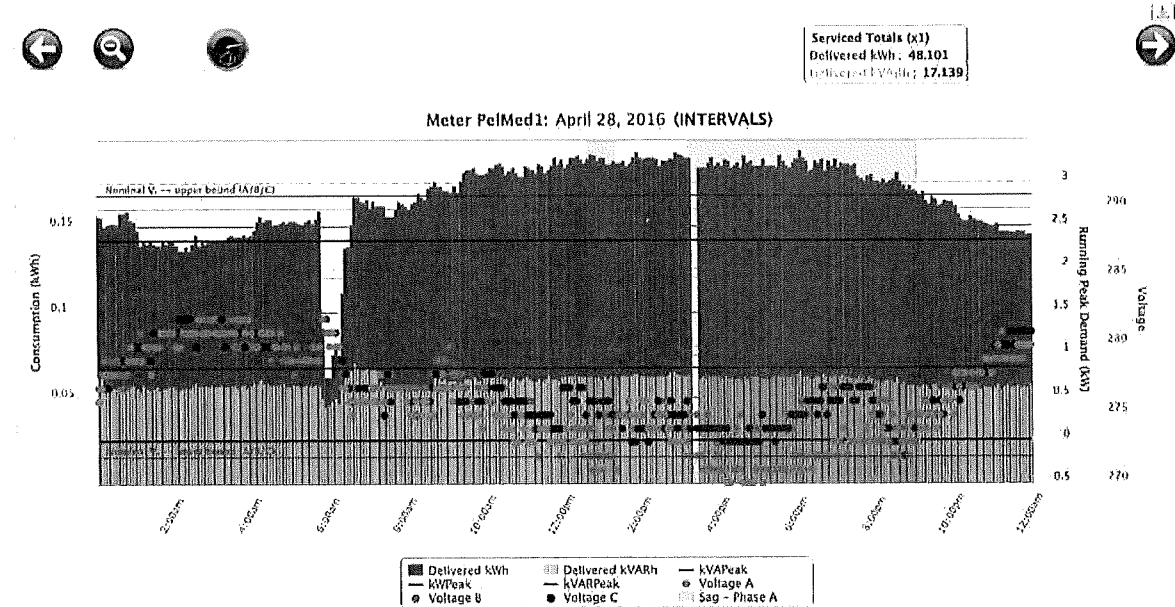
Delivered kWh kVAh Voltages	Delivered kWh Lag kVARh Voltages	Lag kVARh Phase Currents Power Quality
-----------------------------------	--	--

The On-Request Read screen provides the ability:

- For Users to perform On-request reads in support of move in/move out
- For Users to evaluate conditions in the field in real-time. Measurements includes: per phase voltage, per phase amps, KW, kVAh, kVARh, PQM reports.

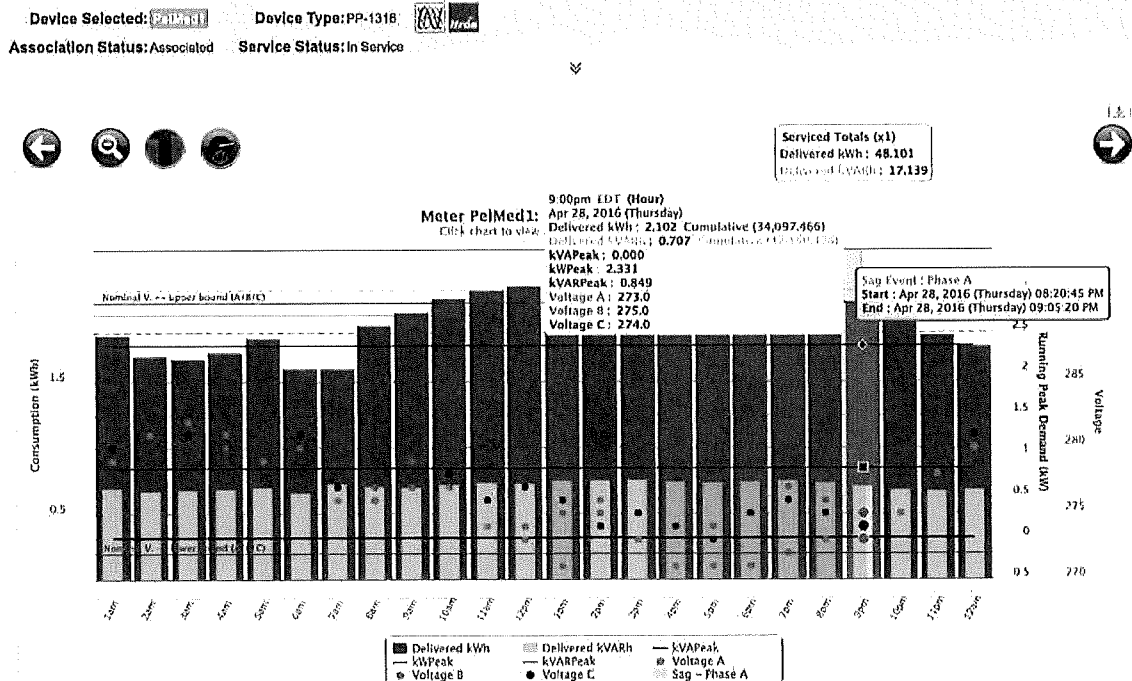
## Commercial Meter Data Graph

Device Selected: **PP-1318** Device Type: PP-1318  
 Association Status: Associated Service Status: In Service



Above graph displays 5-minute interval data.

The graph below displays the same account and period with 5-minute interval data shown per hour.



## PQM Report Screen

**Configuration**
**Readings**
**Power Quality**
**Reporting**

File Name: con\_single\_meter

Consumption and Power Quality Reading Report for 2016/04/01

Value type: Service

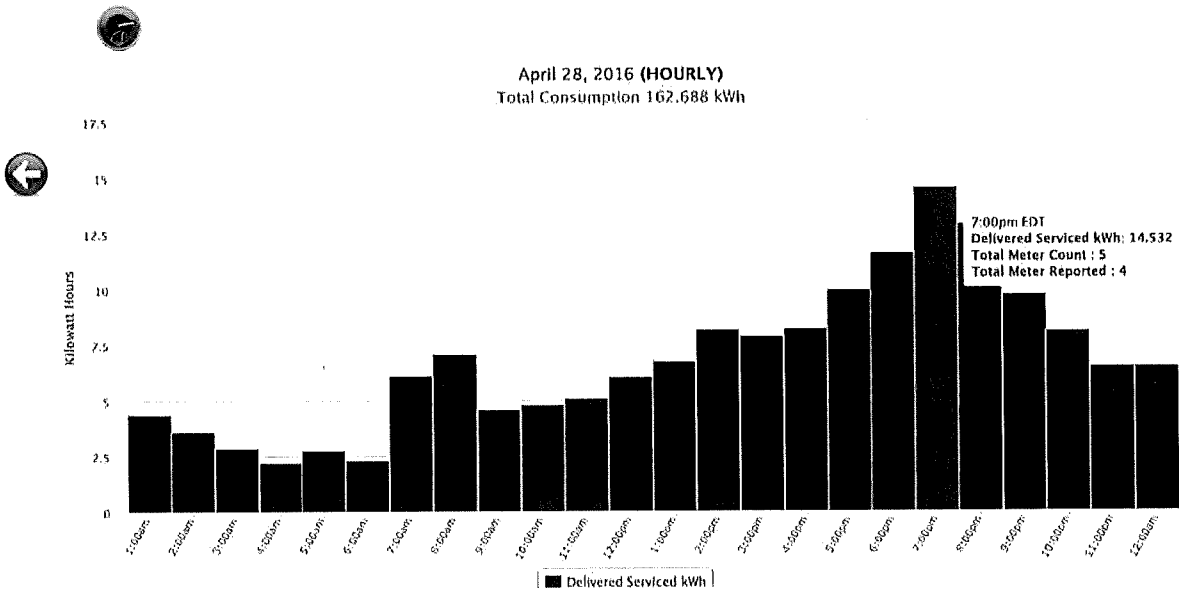
Meter Serial	Date	Last Read Value	Peak Read Period (15 Minutes)	Daily Usage	Min Voltage	Max Voltage	Blinks	Outages	Sags	Swells
75937453	2016/04/15	9,227 kWh at 2016/04/16 00:00:00 (EDT)	1,272 kWh from 18:45:01 (EDT) to 19:00:00 (EDT)	9,227 kWh	0 V	251 V	0	None	None	None
75937453	2016/04/16	24,561 kWh at 2016/04/17 00:00:00 (EDT)	2,533 kWh from 22:45:01 (EDT) to 23:00:00 (EDT)	15,334 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/17	37,417 kWh at 2016/04/18 00:00:00 (EDT)	1,341 kWh from 09:45:01 (EDT) to 10:00:00 (EDT)	12,856 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/18	71,126 kWh at 2016/04/19 00:00:00 (EDT)	5,098 kWh from 09:45:01 (EDT) to 10:00:00 (EDT)	33,709 kWh	246 V	251 V	0	None	None	None
75937453	2016/04/19	109,526 kWh at 2016/04/20 00:00:00 (EDT)	4,298 kWh from 09:45:01 (EDT) to 10:00:00 (EDT)	38,4 kWh	246 V	251 V	0	None	None	None
75937453	2016/04/20	139,000 kWh at 2016/04/21 00:00:00 (EDT)	3,389 kWh from 10:45:01 (EDT) to 11:00:00 (EDT)	29,474 kWh	246 V	251 V	0	None	None	None
75937453	2016/04/21	168,164 kWh at 2016/04/22 00:00:00 (EDT)	3,632 kWh from 18:45:01 (EDT) to 19:00:00 (EDT)	29,164 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/22	199,066 kWh at 2016/04/23 00:00:00 (EDT)	3,588 kWh from 12:45:01 (EDT) to 13:00:00 (EDT)	30,902 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/23	217,353 kWh at 2016/04/24 00:00:00 (EDT)	3,358 kWh from 10:45:01 (EDT) to 11:00:00 (EDT)	18,287 kWh	246 V	251 V	0	None	None	None
75937453	2016/04/24	234,253 kWh at 2016/04/25 00:00:00 (EDT)	2,12 kWh from 18:45:01 (EDT) to 19:00:00 (EDT)	16,9 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/25	268,819 kWh at 2016/04/26 00:00:00 (EDT)	4,053 kWh from 10:45:01 (EDT) to 11:00:00 (EDT)	34,566 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/26	307,502 kWh at 2016/04/27 00:00:00 (EDT)	5,235 kWh from 19:45:01 (EDT) to 20:00:00 (EDT)	38,683 kWh	247 V	251 V	0	None	None	None
75937453	2016/04/27	353,946 kWh at 2016/04/28 00:00:00 (EDT)	5,011 kWh from 17:45:01 (EDT) to 18:00:00 (EDT)	46,444 kWh	245 V	251 V	0	None	None	None
75937453	2016/04/28	399,966 kWh at 2016/04/29 00:00:00 (EDT)	7,085 kWh from 18:45:01 (EDT) to 19:00:00 (EDT)	46,02 kWh	245 V	250 V	0	None	None	None
75937453	2016/04/29	406,076 kWh at 2016/04/29 10:00:00 (EDT)	1,259 kWh from 07:45:01 (EDT) to 08:00:00 (EDT)	6,11 kWh	247 V	250 V	0	None	None	None

The PQM Report can be exported in various formats to facilitate analysis.

## Consumption Readings Graph

### Consumption Readings Graph

Consolidated Hourly on 2016/04/28

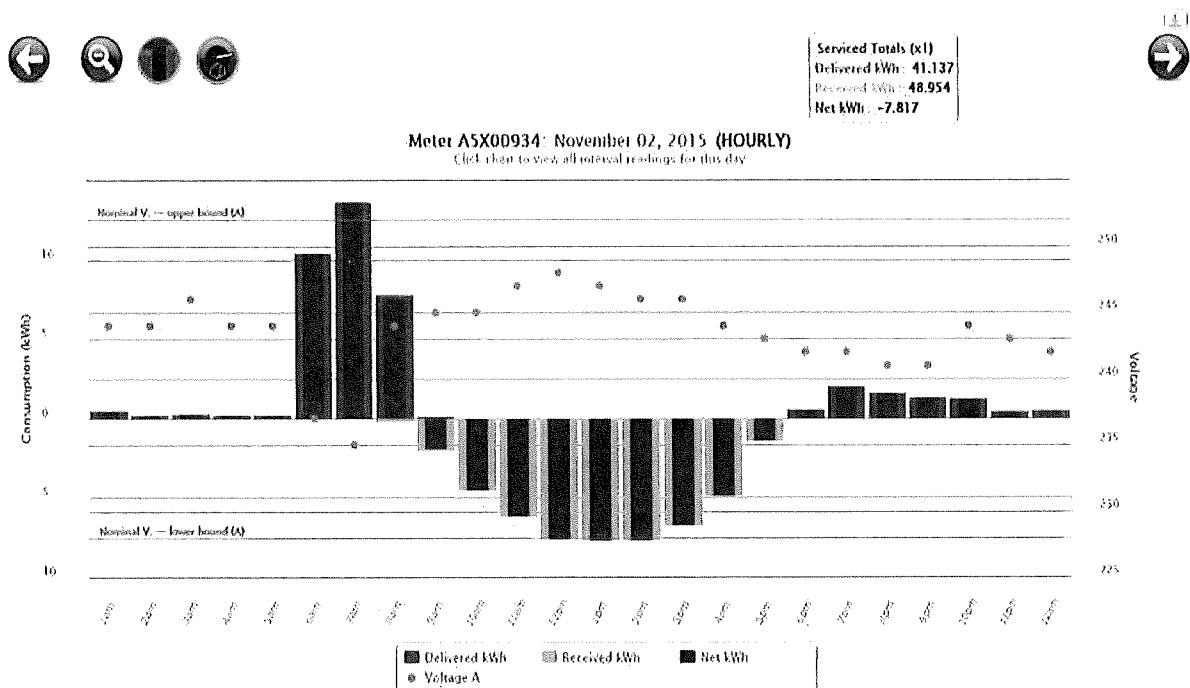


The graph above shows the combined data for 5 meter accounts. The search was based on Contextual Addressing using a subset of the city's buildings as criteria. Only 4 of the 5 accounts were active. This can be used to explore anomalies of consumption by time and within a group of meters.

This allows the utility to look at loading meter metrics by accounts on distribution assets such as Substation, Feeder, control zone, transformer, governmental accounts (school boards), etc.



## Net Metering

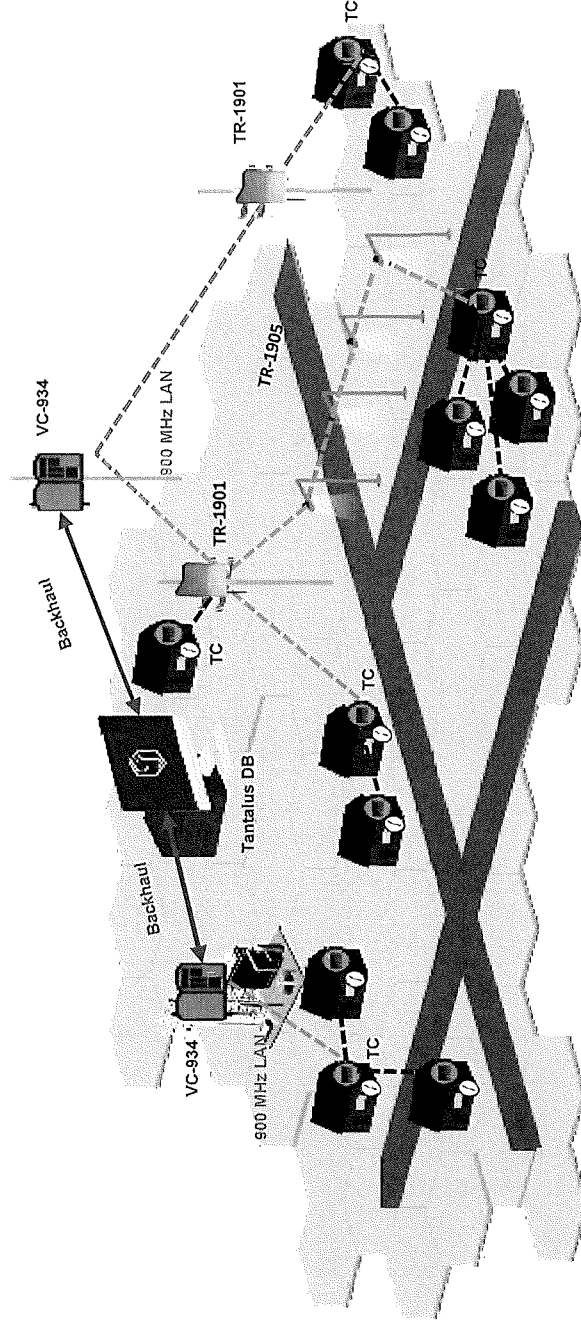


With the growing number of commercial and residential customers electing to generate energy via co-generation capabilities and/or renewables (wind and solar), the market requires that utilities support net-metering to facilitate managing and forecasting available supply from distributed generation assets as well as support net-metering tariffs.

The figure above is an example of how TUNet captures delivered, received and net-metering data and makes it available to 3<sup>rd</sup> party systems.

# ERT Overlay System Design

The Industry's Most Agile Smart Grid Network



## TUNET PRODUCT KEY:

TC/TUNET-Integrated Smart Meters | TC/PP Modules

TCC/Hosted | TUNET Control Center

VC-934 | Versa Collector

TR-1901/1905 | Repeaters

ERT's | Electric/Water

Ethernet



900 MHz



ERT Read





To: City Council

Date: 1/27/2021

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

"Blow, blow, thou winter wind, thou art not so unkind as man's ingratitude."

--William Shakespeare

- **State Revenue Collections Exceed Forecast.** Minnesota's revenue collections remain stronger than expected as the state received positive budgetary news on Jan. 11 when Minnesota Management and Budget released the quarterly Revenue and Economic Update. According to the report, Minnesota's net general fund receipts for the months of November and December 2020 are now estimated to total \$4.098 billion, which is \$167 million (4.3%) more than projected in the last full state budget forecast released in December 2020.

The previous state budget forecast released in December reported a deficit for the upcoming 2022-2023 biennium of \$637.6 million. With the passage of the December special session pandemic-response package, the carry-forward balance from the current biennium was reduced, thereby increasing the deficit for the next biennium to \$882.7 million. The next full state budget forecast will be updated around March 1, and that forecast will serve as the basis for any short-term budget changes and for the upcoming 2022-2023 biennial budget. We will be tracking this close as it gets nearer.

- **Personnel Changes.** The Police position interviews are finished and there are recommendations for hire available. Additionally, the Wastewater operator position interviews are taking place this week. We are interviewing 2 people for the Operator II position and 3 people for the Operator I position. The Aquatic Center hiring process is complete and those new hires can be approved, they were recommended by the Park and Rec Board after last week's meeting. The Police Investigator position has been posted and will close on February 5th. We expect several internal candidates. That may mean an additional patrol hiring, however the Police Chief indicated that there were several very good candidates and if a position is available, he wants to hire an additional one. Thanks to everyone who participated in the hiring process.
- **AMI Follow-up.** More and more electric and water utilities are streamlining their grids, and that requires selecting the right Advanced Metering Infrastructure (AMI) network. AMI automates reads of electric, water and gas meters. It is a multi-application platform that lets utilities review cutting-edge data analytics to power

applications in Distribution Automation and Load Management & Control. The embedded distributed computing and parallel processing capability would allow us to rapidly locate outages and track service restoration while monitoring power quality at every termination. And this would help us locate power irregularities before they impact revenues or customer service. Included in the packet is one such proposal. We are working on costing out the system upgrades necessary for KPU to move forward. I expect 3-4 proposals to bring to Council for discussion. At this time, we believe that a system that does not require complete replacement all at once may be the most cost effective. This will allow us to migrate to full AMI as our needs and budget dictate.

In addition, it also supports advanced conservation & cost saving initiatives that can include load control, tiered pricing, pre-payment, online consumption profiles and in-home energy displays. This could greatly improve the user interface for our residents and commercial customers.

- **Emergency Management Plan.** The EMS Committee has completed their review of the plan and has forwarded it onto the Council for consideration. It details a course of action developed to mitigate the damage of potential events that could endanger the City's ability to function. It includes measures that provide for the safety of personnel and, if possible, property and facilities. It also includes provisions to assess the severity of an incident and implement steps to eliminate the problem -- for example, contacting firefighters in case of a fire. We prioritized the elements of emergency management planning to include determining potential emergency situations and appropriate responses to each. One further step is needed, at some point a default Emergency Management Coordinator will need to be designated. In some communities this is the Police or Fire Chief. Please review the documents and provide any feedback you have and we hope for approval later this month.
- **Park and Rec Updates.** The Board had their organization meeting last week and set 2021 wages for Manager & Supervisors. Ron Unger reported that all of the 2020 supervisors and the manager have all reapplied and will be returning this summer. Following State guidelines, he has proposed an 8 cent raise for both positions. This was approved moving the hourly wage of \$18.32 for the manager and \$13.58 for the supervisors for the 2021 season. Additionally, he indicated that there will be five supervisors hired in 2021 rather than using supervisors and head lifeguards. Abigail (Tjosaas) Root will return as Lifeguard Training Instructor and she will also help with lessons on a limited basis. Her wage will be the same as the supervisors. These were the recommended hires: Manager-Joshua Mitchell; Supervisors-Christine Farnberg, Madelyn Larsen, Brody Hegge, Destiny Anderson, Melissa Seljan and Abigail Root. We had 57 employee applications and interviews for staff were finished in December.

We also reviewed the 2021 hours and operations. Staff has been working to come up with the plan of operation for 2021. At this time, Plan A is to go back to the normal schedule (pre COVID) in 2021. If the evening attendance drops in August, the hours may be revised. Plan B will be similar to 2020 if we have COVID restrictions. If 2021 numbers are still down, more changes will be recommended for 2022. We're also planning some stepped up advertising on radio to bring in more patrons from

Rochester and other neighboring communities, as well as direct marketing to families through the school system.

- **2021 Legislative Issues.** The legislative session convened Jan. 5 with 33 newly elected members, new committee structures, a projected deficit for the upcoming 2022-2023 biennium, and the main task of enacting a two-year state budget. The 2021 Legislature will also begin the process of designing a redistricting plan based upon the results of the 2020 federal census. Due to the pandemic, the session will start out the way the 2020 session ended — with a remote hearing process. Senate Majority Leader Paul Gazelka has indicated he wants to return to hybrid, in-person hearings as soon as possible. The House leaders have indicated that they will continue with remote hearings while waiting for more direction from the Department of Health.

The session must conclude by May 17. Yesterday, Gov. Walz submitted his budget, and there is a lot to unpack from that. Around March 1, Minnesota Management and Budget will update the state budget forecast, which will serve as the final forecast for setting the state's fiscal year 2022-2023 budget. Over the next few weeks, the House and Senate will establish committee deadlines, likely in March and April, that will govern policy and finance committee work. We are also tracking the status of renewable energy bills which may impact the City's utility costs and resident's rates. I have contacted both of our legislators regarding a small Legacy grant request for the WPA wall restoration.

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

January 6	Transmission Study Review EMS Committee
January 7	Public Works/Engineering-ZED project CMPAS AMI meeting Personnel Committee
January 11	Planning Commission
January 12	CMPAS Executive Search Committee
January 13	Chamber of Commerce Regular City Council
January 14	City Engineer
January 19	MCMA Member Connect Park and Rec Board
January 20	CMPAS meeting-Sleepy Eye
January 21	Peoples Energy Mutual Aid Contract Review Safety Committee
January 22	Wastewater Interviews
January 25	Wastewater Interviews
January 26	Prairie Meadows Access/Street Project
January 27	Department Heads Regular City Council

December 17, 2020

Mr. Timothy Ibisch  
Ms. Nancy Zaworski  
Kasson Public Utilities  
401 5<sup>th</sup> Street SE  
Kasson, MN 55944

Ms. Malinda Hibben  
Central Municipal Power Agency/Services  
459 South Grove Street  
Blue Earth, MN 56013

RE: Electric and Water Rate Study Proposals

Dear Timothy, Nancy, and Malinda:

Missouri River Energy Services (MRES) is pleased to submit this proposal for retail electric and water rate studies. These studies will accomplish the following:

- Determine whether rates will provide sufficient cash flows to cover projected operating expenses, capital improvements, and debt service over the next five years
- Evaluate the costs of serving each customer class
- Design proposed rates for all classes
- Compare Kasson rates to other area utilities
- Provide benchmarking information in several areas such as cash reserves, transfers, line and water losses, and rate design

MRES proposes to perform the electric study in accordance with the enclosed Exhibit A, Scope of Services, which outlines the study process. **MRES will charge a fee of \$15,500 for this service.** This fee will be paid by Central Municipal Power Agency/Services (CMPAS). However, MRES will work directly with Kasson in completing this study.

MRES also proposes to perform the water rate study in accordance with the attached Exhibit B, Scope of Services, which outlines the study process. **MRES will charge Kasson a fee of \$14,500 for the water rate study.**

Mr. Timothy Ibisch, Ms. Nancy Zaworski, and Ms. Malinda Hibben

Page 2

December 17, 2020

MRES proposes to begin your studies in the third quarter of 2021. Prior to the initial visit, Kasson staff will receive a Data Request, which details the information required to begin the studies. It is estimated that the studies will take approximately four months to complete after the data is received. However, this time estimate could change based on the issues that are encountered.

I have attached the Scope of Services. If Kasson and CMPAS agree with the foregoing, please sign on page 5 of Exhibits A and B, Scopes of Services, and return a copy to me at MRES (Kasson and CMPAS will sign separate, identical copies of Exhibit A). If you have any questions, please call me at (800) 678-4042.

MRES appreciates this opportunity to perform these rate studies for Kasson.

Sincerely,

A handwritten signature in black ink that reads "Tim Miller". The signature is written in a cursive, slightly slanted style.

Tim Miller  
Director of Rates

**A. Project Description: Electric Rate Study**

Kasson (Minnesota) Public Utilities (Electric Utility) is seeking an electric cost-of-service and rate design study (Electric Rate Study). Missouri River Energy Services (MRES) is proposing to provide such consultative services to Kasson. The major tasks involved in this Electric Rate Study will include the review of historical operating results, development of a power and energy sales forecast, development of a power and energy cost forecast, development of forecasted operating results, analysis of the cost to serve each customer class, determination of necessary rate adjustments, design of new rates, and bill comparisons to other utilities. The proposed 5-year study period (Study Period) for this project is 2021 through 2025.

The specific services to be provided by MRES to conduct the Electric Rate Study are more particularly identified in paragraph B, Scope of Services.

**B. Scope of Services**

The following tasks identify the Services that MRES will perform in accordance with this Electric Rate Study.

**1) Data Requests**

Data Requests encompass the request of information from the Electric Utility necessary to develop a projection of revenue requirements, allocation factors, cost-of-service, and rate design analysis.

a) Data Request. The data collection process will be initiated in the form of a letter to the Electric Utility staff summarizing the data that MRES will need to review. This letter will allow the Electric Utility staff to begin locating and compiling the necessary data to move the study along smoothly.

b) Revenue Requirements. Development of the revenue requirements will include review of annual historical and budgeted operating expenses, anticipated additions to the system, and any other financial obligations of the Electric Utility, such as free services and transfers to the City. The data to be provided by the Electric Utility and reviewed by MRES shall cover the most recent four years and the current budget year. The Test Year is based on a future year during the study period.

c) Allocation Data. The data required to complete the study includes monthly billing and accounting data related to retail electric operation, monthly demand (kW) by class for demand billed customers, monthly energy sales (kWh) by class, monthly demand and energy for larger commercial and industrial customers (for the past couple years), and number, size, and type of customers for each rate class.



d) **Data Review.** MRES will review the information collected as a result of the data request. Typically, adjustments will need to be made to operating expenses that have fluctuated to reflect annualized Test Year levels. Additionally, during this period, any one-time expenses or large non-recurring expenses should be adjusted to reflect normal operations. The adjusted revenue requirements should also account for any reasonably identifiable planned construction costs, improvements, or extensions to the electric system.

2) **Project Future Electric Requirements**

MRES will analyze the Electric Utility's historical sales and customer statistics and the most recent load forecast for the Electric Utility and will project annual electric requirements and retail sales for the 5-year Study Period. The estimates will take into account any recent or anticipated changes in customer service characteristics identified by the Electric Utility. In addition, estimated sales during the Study Period will be developed for each customer classification.

3) **Estimate Revenue Requirements**

MRES will evaluate the Electric Utility's historical operating results and prepare an estimate of annual revenue requirements for each year of the Study Period. Estimated revenue requirements will include purchased power expenses, transmission costs, distribution system costs, customer accounting, administrative and general expenses, investment income (as a credit), an allowance for capital improvements and additions or for rate of return, and other pertinent expenses. Estimated purchased power expenses will be based on the future electric requirements projected as part of Task 2 and on any expected changes in wholesale power and transmission rates.

4) **Estimate Revenues**

Based on the Electric Utility's existing rates and estimated sales developed in Task 2, MRES will estimate annual revenues, by customer classification, for each year of the Study Period under existing rates.

5) **Estimate Operating Results**

Based on estimated revenues and revenue requirements developed above, MRES will prepare a summary of annual operating results for each year of the Study Period. This summary will include a determination of the revenue adjustments, if any, required during the Study Period in order to meet annual revenue requirements or to provide a rate of return sufficient to ensure a greater degree of financial stability for the Electric Utility.

6) **Classify Costs**

Using embedded costs, MRES will analyze Test Year revenue requirements and classify to demand, energy, customer, metering, administrative and general, or direct assignment cost components. Before classifying Test Year revenue requirements to individual cost components, each expense item will be evaluated to determine what, if any, adjustments may be required to ensure an appropriate analysis of the near-term costs of providing service to the Electric Utility's customers.

7) **Develop Allocation Factors**

MRES will analyze the service characteristics of the Electric Utility's customers and develop appropriate factors for allocating Test Year revenue requirements to individual customer classifications.

8) Allocate Costs

Based on classified revenue requirements and class allocation factors, MRES will calculate the allocated cost of serving each customer classification. The result is an estimate of the revenue requirements by class linked to the aggregate usage and operating expenses of the entire system.

9) Compare Cost-of-Service to Revenues Under Existing Rates

MRES will compare the allocated cost-of-service with actual Test Year revenues under existing rates and calculate the percentage adjustment, if any, required in the annual revenue recovery in each customer classification in order to meet the allocated cost of providing service.

10) Initial Meeting and Data Review

MRES will meet with representatives of the Electric Utility to review the initial findings of MRES and to identify what, if any, changes to existing retail electric rates that may be recommended for implementation.

11) Design Rate Alternatives

Based on the results of the above meeting, MRES will design proposed new rates for each customer classification, including new and modified classes as necessary. MRES will identify changes that may enhance the Electric Utility's financial integrity and recover costs in a more equitable manner. MRES will prepare graphical comparisons of monthly bills under existing and proposed rates at various usage levels in each rate classification. MRES will also provide an analysis of the rate impacts on most or all of the individual large commercial and industrial customers.

12) Comparisons to Other Utility Rates

A comparison will be provided between the Electric Utility's existing and proposed rates and the rates of up to ten utilities including investor-owned utilities, cooperatives, and municipal utilities. The comparisons will include tables showing the rate designs as well as comparison graphs that show the rate levels at typical monthly usages for the major rate classes.

13) Prepare Preliminary Report

MRES will prepare a written report describing the analyses undertaken in the study, including the development of future revenue requirements, cost allocation, proposed rates, and comparison of existing and proposed rates. Estimated operating results at proposed rates will be included. MRES will present copies of this preliminary report to the Electric Utility for review and comment.

14) Submit Final Report

Based on comments received from the Electric Utility staff, MRES will finalize the report and submit copies to the Electric Utility and the governing board.

15) Present Findings to the Governing Board

MRES will meet with representatives of the Electric Utility and the governing board to answer any questions regarding the study.

### **C. Schedule and Data Requests**

MRES will commence its obligations to provide the Services to the Electric Utility in the third quarter of 2021. It is estimated that the study will be completed approximately four months after the data is received, however, this time estimate could change based on the issues that are encountered. The ability of MRES to perform the Services is dependent upon the cooperation of Kasson and the timely response to MRES data requests. MRES will rely on this information in the performance of the study. Because of this reliance, it is essential that the Data Requests be completed with accurate information. As the study proceeds, additional information may be requested.

### **D. Compensation**

MRES will provide the Services at a fee of \$15,500. This fee will be paid by Central Municipal Power Agency/Services. However, MRES will work directly with Kasson in completing this study. MRES will send an invoice for the above fee when all tasks are completed.

### **E. Standard of Care**

Although MRES cannot guarantee the results of any recommendations made, MRES will use its best efforts to provide accurate and relevant information. The standard of care applicable to this service is the degree of skill and diligence normally practiced by professional consultants performing the same or similar services. MRES is not liable for any damages resulting from services performed, except to the extent that it has not exercised reasonable due care in performing the study. The final responsibility for local policy decisions rests with the staff and governing board of Kasson.

### **F. Privacy and Security of Information**

Upon disclosing any non-public and confidential information, as defined by applicable law, in response to an MRES data request, the Electric Utility must designate in writing the information as confidential, using the phrase "Confidential, Subject to Restricted Access and Disclosure," or similar words. MRES may not disclose such information to any third party, except as required by law, by a specific written agreement between the Electric Utility and MRES and/or the subject of the information, or as otherwise provided in this Section. In the event MRES receives a request for disclosure of the confidential information and, in the opinion of MRES legal counsel, disclosure is required by law, then MRES must immediately inform the Electric Utility prior to making any such disclosure. MRES will cooperate to enable the Electric Utility, or other affected entities, if they so desire, to obtain a protective order or other reliable assurance that confidential treatment will be maintained consistent with applicable law. MRES agrees to defend, indemnify, and hold harmless the Electric Utility and their officials, officers, agents, employees, and volunteers from and against any claims resulting from the unauthorized and unlawful disclosure and/or use of data by MRES in violation of the terms of this Section. The terms of this Section will survive the cancellation or termination of the Services provided by MRES in the performance of the study for a term as provided by law or, in the absence of a specific law, as provided by records management policies of MRES and the Electric Utility.

### **G. Counterparts**

This Scope of Services may be executed in any number of counterparts and by each party on separate counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

ACCEPTED

**KASSON PUBLIC UTILITIES**

By: Timothy P. Ibisch

Title: City Administrator

Date: 1/7/2021

**CENTRAL MUNICIPAL POWER AGENCY/SERVICES**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MISSOURI RIVER ENERGY SERVICES**

Tim Miller

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

Mr. Tim Miller, as its  
Director of Rates

Date: 12-17-20

**REVIEWED**  
By DJB at 3:19 pm, Dec 17, 2020

**A. Project Description: Water Rate Study**

Kasson (Minnesota) Public Utilities (Water Utility) is seeking a water cost-of-service and rate design study (Water Rate Study). Missouri River Energy Services (MRES) is proposing to provide such consultative services to Kasson. The major tasks involved in this Water Rate Study will include the review of historical operating results, development of a water usage forecast, development of a water cost forecast, development of forecasted operating results, analysis of the cost to serve each customer class, determination of necessary rate adjustments, design of new rates, and bill comparisons to other utilities. The proposed 5-year study period (Study Period) for this project is 2021 through 2025.

The specific services to be provided by MRES to conduct the Water Rate Study are more particularly identified in paragraph B, Scope of Services.

**B. Scope of Services**

The following tasks identify the Services that MRES will perform in accordance with this Water Rate Study.

**1) Data Requests**

Data Requests encompass the request of information from the Water Utility necessary to develop a projection of revenue requirements, allocation factors, cost-of-service, and rate design analysis.

- a) Data Request. The data collection process will be initiated in the form of a letter to the Water Utility staff summarizing the data that MRES will need to review. This letter will allow the Water Utility staff to begin locating and compiling the necessary data to move the study along smoothly.
- b) Revenue Requirements. Development of the revenue requirements will include review of annual historical and budgeted operating expenses, anticipated additions to the system, and any other financial obligations of the Water Utility, such as debt service and transfers to the City. The data to be provided by the Water Utility and reviewed by MRES shall cover the most recent four years. The Test Year is based on a future year during the study period.
- c) Allocation Data. The data required to complete the study includes monthly billing and accounting data related to retail water operation, monthly water production and purchases, monthly water sales by class, monthly usage for commercial and industrial customers, and number, size, and type of customers for each rate class.

d) **Data Review.** MRES will review the information collected as a result of the data request. Typically, adjustments will need to be made to operating expenses that have fluctuated to reflect annualized Test Year levels. Additionally, during this period, any one-time expenses or large non-recurring expenses should be adjusted to reflect normal operations. The adjusted revenue requirements should also account for any reasonably identifiable planned construction costs, improvements, or extensions to the water system.

2) **Project Future Water Requirements**

MRES will analyze the Water Utility's historical sales and customer statistics and will project annual water requirements and retail sales for the 5-year Study Period. The estimates will take into account any recent or anticipated changes in customer service characteristics identified by the Water Utility. In addition, estimated sales during the Study Period will be developed for each customer classification.

3) **Estimate Revenue Requirements**

MRES will evaluate the Water Utility's historical operating results and prepare an estimate of annual revenue requirements for each year of the Study Period. Estimated revenue requirements will include water supply treatment costs, water distribution system costs, customer accounting, administrative and general expenses, investment income (as a credit), an allowance for capital improvements and additions or for rate of return, debt service obligations, and other pertinent expenses.

4) **Estimate Revenues**

Based on the Water Utility's existing rates and estimated sales developed in Task 2, MRES will estimate annual revenues, by customer classification, for each year of the Study Period.

5) **Estimate Operating Results**

Based on estimated revenues and revenue requirements developed above, MRES will prepare a summary of annual operating results for each year of the Study Period. This summary will include a determination of the revenue adjustments, if any, required during the Study Period in order to meet annual revenue requirements or to provide a rate of return sufficient to ensure a greater degree of financial stability for the Water Utility.

6) **Classify Costs**

Using embedded costs, MRES will analyze Test Year revenue requirements and classify to various cost components. Each expense item will be evaluated to determine what, if any, adjustments may be required to ensure an appropriate analysis of the near-term costs of providing service to the Water Utility's customers.

7) **Develop Allocation Factors**

MRES will analyze the service characteristics of the Water Utility's customers and develop appropriate factors for allocating Test Year revenue requirements to individual customer classifications.

8) Allocate Costs

Based on classified revenue requirements and class allocation factors, MRES will calculate the allocated cost of serving each customer classification. The result is an estimate of the revenue requirements by class linked to the aggregate usage and operating expenses of the entire system.

9) Compare Cost-of-Service to Revenues under Existing Rates

MRES will compare the allocated cost-of-service with actual Test Year revenues under existing rates and calculate the percentage adjustment, if any, required in the annual revenue recovery in each customer classification in order to meet the allocated cost of providing service.

10) Initial Meeting and Data Review

MRES will meet with representatives of the Water Utility to review the initial findings of MRES and to identify what, if any, changes to existing retail water rates might be recommended for implementation.

11) Design Rate Alternatives

Based on the results of the above meeting, MRES will design proposed new rates for each customer classification, including new and modified classes as necessary. MRES will also prepare graphical comparisons of monthly bills under existing and proposed rates at various usage levels in each rate classification. MRES will identify changes that may enhance the Water Utility's financial integrity and recover costs in a more equitable manner.

12) Comparisons to Other Utility Rates

A comparison will also be made between the Water Utility's existing and proposed rates and the rates of several municipal utilities. The comparisons will be made relative to rate design as well as level of rates at typical monthly usages for the major rate classes.

13) Prepare Preliminary Report

MRES will prepare a written report describing the analyses undertaken in the study, including the development of future revenue requirements, cost allocation, proposed rates, and comparison of existing and proposed rates. Estimated operating results at proposed rates will be included. MRES will present copies of this preliminary report to the Water Utility for review and comment.

14) Submit Final Report

Based on comments received from the Water Utility staff, MRES will finalize the report and submit copies to the Water Utility and the governing board.

15) Present Findings to the City Council

MRES will meet with representatives of the Water Utility and the governing board to answer any questions regarding the study.

### **C. Schedule and Data Requests**

MRES will commence its obligations to provide the Services to the Water Utility in the third quarter of 2021. It is estimated that the study will be completed approximately four months after the data is received; however, this time estimate could change based on the issues that are encountered. The ability of MRES to perform the Services is dependent upon the cooperation of Kasson and the timely response to MRES data requests. MRES will rely on this information in the performance of the study. Because of this reliance, it is essential the Data Requests be completed with accurate information. As the study proceeds, additional information may be requested.

### **D. Compensation**

MRES will provide the Services at a fee of \$14,500. MRES will send an invoice when all work is completed.

### **E. Standard of Care**

Although MRES cannot guarantee the results of any recommendations made, MRES will use its best efforts to provide accurate and relevant information. The standard of care applicable to this service is the degree of skill and diligence normally practiced by professional consultants performing the same or similar services. MRES is not liable for any damages resulting from services performed, except to the extent that it has not exercised reasonable due care in performing the study. MRES will undertake this study with an understanding that the services are being provided within the context of the ongoing relationship between MRES and Kasson and that the final responsibility for local policy decisions rests with the staff and governing board of Kasson.

### **F. Privacy and Security of Information**

Upon disclosing any non-public and confidential information, as defined by applicable law, in response to an MRES data request, the Water Utility must designate in writing the information as confidential, using the phrase "Confidential, Subject to Restricted Access and Disclosure," or similar words. MRES may not disclose such information to any third party, except as required by law, by a specific written agreement between the Water Utility and MRES and/or the subject of the information, or as otherwise provided in this Section. In the event MRES receives a request for disclosure of the confidential information and, in the opinion of MRES legal counsel, disclosure is required by law, then MRES must immediately inform the Water Utility prior to making any such disclosure. MRES will cooperate to enable the Water Utility, or other affected entities, if they so desire, to obtain a protective order or other reliable assurance that confidential treatment will be maintained consistent with applicable law. MRES agrees to defend, indemnify, and hold harmless the Water Utility and their officials, officers, agents, employees, and volunteers from and against any claims resulting from the unauthorized and unlawful disclosure and/or use of data by MRES in violation of the terms of this section. The terms of this section will survive the cancellation or termination of the Services provided by MRES in the performance of the study for a term as provided by law or, in the absence of a specific law, as provided by records management policies of MRES and the Water Utility.



ACCEPTED

**KASSON PUBLIC UTILITIES**

By: Timothy P. Ibisch

Title: City Administrator

Date: 1/7/2021

**MISSOURI RIVER ENERGY SERVICES**

Tim Miller

By: \_\_\_\_\_  
Tim Miller, as its  
Director of Rates

Date: 12-17-20

**REVIEWED**  
By DJB at 3:19 pm, Dec 17, 2020

## REQUEST FOR COUNCIL ACTION

**Meeting Date:** January 27, 2021

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: 2021 Street Maintenance	PREPARED BY: Brandon Theobald

### **BACKGROUND:**

The City has budgeted \$175,000 for Street Repairs (101.4311.400).

The City has rated the pavement on 10<sup>th</sup> Ave NE from 16<sup>th</sup> Street NE to 19<sup>th</sup> St NE (Kasson Meadows Subdivision) as poor condition. The City's Capital Improvement Plan has 10<sup>th</sup> Ave NE pavement improvements as a high priority.

22<sup>nd</sup> Street NE is not contiguous between the Kasson Meadows Subdivision and Little's Subdivision. This roadway was planned to be connected by a future project and will provide a secondary access to the Kasson Meadows Subdivision.

This second access is recommended for connectivity of local street and will be needed during the construction to maintain traffic to Kasson Meadows.

### **RECOMMENDATION:**

Staff is recommending proceed with repaving 10<sup>th</sup> Ave NE and connecting 22<sup>nd</sup> St NE with the budgeted amount of \$175,000

### **COUNCIL ACTION REQUESTED:**

Provide direction on proceeding with the project.

# ArcGIS WebMap



January 21, 2021

Parcels  
Name Roads  
PIN  
CITY  
TWP

1:6,000  
0 0.05 0.1 0.2 mi  
0 0.07 0.15 0.3 km  
NPGS, Goodhue County



**Kasson Police Department**

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

To: Mayor and City Council  
From: Police Chief Joshua Hanson  
Date: 1/21/2021  
Re: Full-Time Police Officer Positions

---

I am requesting approval to hire Justin Kotajarvi as a full-time police officer. Mr. Kotajarvi was interviewed by a panel consisting of a city council member and police department personnel. Mr. Kotajarvi scored the highest during the interview process.

Respectfully submitted,

Joshua Hanson  
Police Chief



**Kasson Police Department**

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

To: Mayor and City Council  
From: Police Chief Joshua Hanson  
Date: 1/19/2021  
Re: Zachary Kasper Part-Time Police Officer Position

---

I am requesting approval to hire Zachary Kasper as a part-time police officer. Mr. Kasper has been on the Kasson Police Department reserve program for 2 years and recently graduated from Rochester Community and Technical College. Mr. Kasper has been vetted through an application process, interviewed, and passed a background investigation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joshua Hanson", is written over the typed name.

Joshua Hanson  
Police Chief

Mr. Mayor and Council,

I'd like to address an issue that has popped up with pay. Recently, due to grade moves and apprentice advancement, the apprentice has surpassed the Lead Line worker in pay. This is obviously not an ideal situation and I believe can and should be rectified. Pay is not limited by the union contract and provisions are in place within said contract to allow the City to rectify situations that aren't expressly spelled out in the contract.

**Pg. 16, Article 20                      Cooperation**

This section states in part that: "The Employer agrees to cooperate with the Union in its efforts to promote **harmony** and **efficiency** among the employees".

**Pg. 20, Appendix B, sec. C**

This section states that: "Progression through the step schedule on the anniversary date each year shall require satisfactory performance as determined by the EMPLOYER but **nothing shall prevent accelerated movement throughout the step schedule at the discretion of the EMPLOYER.**"

While all parties try to make sure all possible scenarios in all parts of the contract are covered, it's obviously not possible to foresee and spell out every single possibility in every single situation. Provisions such as those above allow for this possibility and more importantly for the correction of an oversight when something is missed. In situations where the employer takes the stance that "it's not in the contract so we're not obligated to do (X, Y, Z)", you end up with contracts that are hundreds of pages long (rather than 26 as ours currently is) in an attempt to address every single possibility as well as a very contentious "us against them" mentality that currently doesn't exist in Kasson.

Kasson recently completed the last of 2 grade moves in the Electric Dept. in an effort to not only attract but **retain** trained Electric Dept. personnel. I believe not addressing these concerns proactively in Eric's case sends a contradictory message, that being that the City doesn't care about retention or the excellent job he has done since his arrival. I realize Eric has received a promotion that came with a small pay increase (+ \$0.15) and the grade increase that came with a small pay increase (+ \$0.98) since Oct. 2020. In the case of the position change it was a recognition of the good job done by Eric but also serves the purpose of strengthening the Electric Dept. by filling a needed position with a very qualified person with a great attitude who has expressed interest in long term employment with Kasson. Eric brings a combination of attitude and experience that is hard to find and is appreciated by not just the Electric. Dept staff but the whole of Public Works. The grade increase was for the reasons stated above and are separate from the current issue in my opinion.

I'd like to remind the Council that we had exactly 1 qualified applicant for our last opening for a Journeyman line worker, 3 applicants with very little immediately relevant apprentice experience and 3 with basic line schooling and zero experience. While the City has made significant and very appreciated moves in the wage scale in the Electric Dept. specifically, we

are still lagging behind in both wage and benefits compared to most other employers and can't fill Eric's position quickly should he decide to seek other employment.

I'm sincerely hoping that the City takes it upon itself to correct this oversight proactively and continues to show a unified appreciation for and a desire to retain hard to come by, qualified staff (that in all honesty has other, more lucrative options). As always, I sincerely appreciate your diligent consideration in these matters and cooperation in strengthening the City of Kasson Electric Dept. through continued forward looking staff retention measures.

Thank You,

Jarrold Nelson

Electric Dept. Supervisor

Mr. Ibisch,

As per our telephone conversation on Friday, January 15, 2021 where we discussed the current grade and step placement of the Lead Line Worker position.

The Union is requesting that this issue be further reviewed by the City. Currently the pay that the Lead Line Worker is receiving is at or less than an Apprentice Line Worker. Based on the classification itself, there should never be a situation where a Journeyman should be making the same or less than an Apprentice. The Union is formally requesting that the City advance the Lead Line Worker to a pay step that is above that of the highest pay step for an Apprentice.

While our collective bargaining agreement does not require the immediate advancement thru the pay scale for any employee, It does contain language in Appendix B, Section C that states in part, "nothing shall prevent accelerated movement throughout the step schedule at the discretion of the employer". Not only does the Union feel that this request is appropriate, it is simply the right thing to do. The Union also believes that this complies with Article XX, Section 20.1 of our collective bargaining agreement, outlining cooperation between the City and the Union to promote harmony and efficiency among the employees.

Thank you for your consideration on this matter.

Sincerely,

**Todd Ingalls**

**Business Representative**

**IBEW, Local 949**

**12908 Nicollet Ave S**

**Burnsville, MN 55337**

**Cell: 507-602-2011**

**Office: 952-890-8484**

**Fax: 952-890-2241**







# KASSON FIRE DEPARTMENT

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

01/01/2021  
1200 HRS

Kasson Fire Department  
101 E Main St  
Kasson, MN 55944

## Letter of Correspondence & Record

**Subject:** Firefighter  
**Staff:** Brian Halverson  
Zachary Jacobson  
Anthony Jensen  
Adam Lee  
Kole Mickow  
Matthew Peck  
Alexander Skogerbo

City of Kasson  
401 5<sup>th</sup> Street SE  
Kasson, MN 55944  
Attn: City Administrator Ibish

Dear Mr. Ibish,

This letter of correspondence is to make you aware of my endorsement and recommendation to promote the above named individuals from Probationary Fire Fighter to the position and rank of Fire Fighter effective January 1, 2021.

This is being submitted for City Administrator approval to be followed by approval of the Kasson City Council on January 27, 2021.

Should you have any questions, please feel free to contact me at (507) 517-4113.

Regards,



Joe Fitch – Fire Chief  
Kasson Fire Department

# CITY OF KASSON SCDP

Progress Report

January 1, 2021

September 30, 2022

## Residential Rehabilitation

Goal: 20

	Current Months #'s	Last Months #'s
Number of Applications Received	7	7
Number of Applications being Processed	0	1
Full Application Pending Verification	3	0
Apps. Pending Initial Property Inspection	0	0
Applicants Pending Contractor Estimates	0	0
Units in Construction	0	1
Units Completed and Closed	2	1
Applicants Over Income	0	0
Applicants Not Interested/Eligible	2	4
Applicants Located in Target Area "B"	0	0
Applicants Not in Target Area	0	0

	SCDP Funds	Private Funds	Total Funds
Obligated	45,868.00	7,596.00	53,464.00
Estimated	66,000.00	9,000.00	75,000.00
Total	111,868.00	16,596.00	128,464.00
Program Income	0.00	0.00	0.00
Allocation	450,000.00	15,000.00	450,000.00
Balance	338,132.00	-1,596.00	336,536.00
Unit Average	55,934.00	8,298.00	64,232.00
Unit Goal	22,500.00	750.00	23,250.00

# CITY OF KASSON SCDP (Formerly MIF)

Progress Report

January 1, 2021

No End Date

## Residential Rehabilitation

Goal: 6

	Current Months #'s	Last Months #'s
Number of Applications Received	12	12
Number of Applications being Processed	0	0
Full Application Pending Verification	0	0
Apps. Pending Initial Property Inspection	0	0
Applicants Pending Contractor Estimates	0	0
Units in Construction	1	2
Units Completed and Closed	4	3
Applicants Over Income	3	3
Applicants Not Interested/Eligible	4	4
Applicants Located in Target Area "B"	0	0
Applicants Not in Target Area	0	0

	SCDP Funds	Private Funds	Total Funds
Obligated	120,035.00	7,846.00	127,881.00
Estimated	0.00	0.00	0.00
Total	120,035.00	7,846.00	127,881.00
Program Income	0.00	0.00	0.00
Allocation	124,765.00	15,000.00	139,765.00
Balance	4,730.00	7,154.00	11,884.00
Unit Average	24,007.00	1,569.20	25,576.20
Unit Goal	6,238.25	750.00	6,988.25

## ISSUER COMMENT

8 January 2021

### RATING

#### General Obligation (or GO Related) <sup>1</sup>

A1 No Outlook

### Contacts

Francisco Gonzalez +1.214.979.6863  
 Associate Lead Analyst  
 francisco.gonzalez@moody's.com

Rachel Cortez +1.312.706.9956  
 Associate Managing Director  
 rachel.cortez@moody's.com

### CLIENT SERVICES

Americas 1-212-553-1653  
 Asia Pacific 852-3551-3077  
 Japan 81-3-5408-4100  
 EMEA 44-20-7772-5454

## City of Kasson, MN

### Annual Comment on Kasson

#### Issuer Profile

The City of Kasson is located in Dodge County in southeastern Minnesota, approximately 65 miles southeast of the Minneapolis-St. Paul metro area. The county has a population of 20,669 and a low population density of 47 people per square mile. The county's median family income is \$87,827 (1st quartile) and the October 2020 unemployment rate was 4.3% (2nd quartile) <sup>2</sup>. The largest industry sectors that drive the local economy are manufacturing, local government, and construction.

We regard the coronavirus outbreak as a social risk under our environmental, social and governance framework, given the substantial implications for public health and safety and the economy. We do not see any material immediate credit risks for Kasson. However, the situation surrounding coronavirus is rapidly evolving and the longer term impact will depend on both the severity and duration of the crisis. If our view of the credit quality of Kasson changes, we will update our opinion at that time.

#### Credit Overview

Kasson has a solid credit position. Yet, its A1 rating is slightly beneath the US cities median of Aa3. Key credit factors include a robust financial position, a healthy wealth and income profile and a small tax base. It also reflects a somewhat inflated pension liability and a higher than average debt burden.

**Finances:** The financial position of Kasson is very strong and is a notable strength with respect to the A1 rating assigned. The city's fund balance as a percent of operating revenues (89.9%) is far above the US median, and remained the same from 2015 to 2019. Additionally, the cash balance as a percent of operating revenues (85.6%) is far superior to the US median.

**Economy and Tax Base:** Kasson has a solid economy and tax base overall, which are consistent with the A1 rating assigned. The median family income is 103.2% of the US level. In addition, the full value per capita (\$72,971) is slightly weaker than other Moody's-rated cities nationwide while the total full value (\$474 million) is well below the US median.

The coronavirus caused an unprecedented economic slowdown. We currently forecast US GDP to gradually recover in 2021. Local governments with the highest exposure to tourism, hospitality, healthcare, retail, and oil and gas could have a much slower recovery.

**Debt and Pensions:** Overall, the debt and pension liabilities of Kasson are somewhat elevated and slightly unfavorable with respect to the assigned rating of A1. The Moody's-

adjusted net pension liability to operating revenues (2.0x) unfavorably is slightly above the US median, and was flat from 2015 to 2017. In addition, the city's net direct debt to full value (3.7%) is significantly higher than the US median.

**Management and Governance:** Minnesota cities have an institutional framework score <sup>3</sup> of "Aa," which is strong. The sector has one or more major revenue sources that are not subject to any caps. Revenues tend to be predictable, as cities rely primarily on property taxes and state Local Government Aid (LGA), which is distributed based on demographic and tax base factors. Revenue-raising flexibility is moderate as cities generally benefit from unlimited levying authority, except during years in which the state has imposed limits. Levy limits are not currently in place for cities. Across the sector, fixed and mandated costs are relatively high. Expenditures mostly consist of personnel costs, which are highly predictable.

### Sector Trends - Minnesota Cities

Cities across the state benefit from Minnesota's well-diversified economy, though the coronavirus pandemic has slowed the economic growth considerably. The state's economic growth will likely remain weak through at least the end of 2020, which will negatively impact the cities sector. Nonetheless, Minnesota cities generally benefit from notable revenue raising flexibility and very healthy liquidity, both of which will help the sector mitigate disruption in revenues. Property tax revenues, which are the primary revenue source for cities, are expected to remain sound given the economic diversity coupled with unlimited levying authority, though revenue trends may vary by region. Statutory pension contribution levels have not kept pace with growing unfunded liabilities in state-wide pension plans, in which all cities participate. Pension costs will grow given recent legislation requiring increased employer and employee pension contributions for some plans going forward.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody.com](http://www.moody.com) for the most updated credit rating action information and rating history.

## EXHIBIT 1

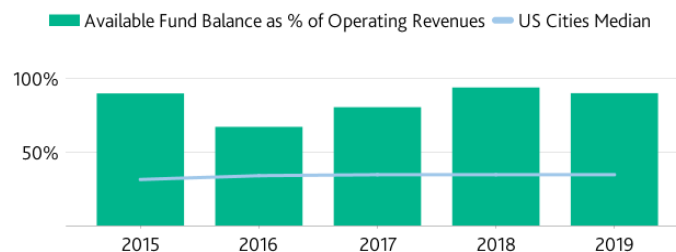
Key Indicators <sup>4</sup> <sup>5</sup> Kasson

	2015	2016	2017	2018	2019	US Median	Credit Trend
<b>Economy / Tax Base</b>							
Total Full Value	\$342M	\$358M	\$388M	\$416M	\$473M	\$1,904M	Improved
Full Value Per Capita	\$56,683	\$58,326	\$62,308	\$66,190	\$72,971	\$94,106	Improved
Median Family Income (% of US Median)	113%	109%	107%	103%	103%	111%	Weakened
<b>Finances</b>							
Available Fund Balance as % of Operating Revenues	89.7%	67.0%	80.4%	93.7%	89.9%	34.6%	Stable
Net Cash Balance as % of Operating Revenues	86.0%	60.3%	81.8%	92.3%	85.6%	39.6%	Stable
<b>Debt / Pensions</b>							
Net Direct Debt / Full Value	5.0%	4.3%	5.3%	4.6%	3.7%	1.1%	Improved
Net Direct Debt / Operating Revenues	4.08x	3.04x	4.15x	4.06x	3.38x	0.84x	Improved
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	2.3%	2.6%	2.6%	N/A	N/A	1.9%	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	1.86x	1.83x	2.01x	N/A	N/A	1.56x	Stable
	2015	2016	2017	2018	2019	US Median	
<b>Debt and Financial Data</b>							
Population	6,049	6,143	6,228	6,295	6,493	N/A	
Available Fund Balance (\$000s)	\$3,769	\$3,370	\$3,981	\$4,473	\$4,645	\$8,028	
Net Cash Balance (\$000s)	\$3,614	\$3,034	\$4,054	\$4,405	\$4,421	\$9,530	
Operating Revenues (\$000s)	\$4,201	\$5,028	\$4,954	\$4,772	\$5,168	\$23,172	
Net Direct Debt (\$000s)	\$17,122	\$15,286	\$20,539	\$19,360	\$17,448	\$19,139	
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$7,812	\$9,205	\$9,953	N/A	N/A	\$35,448	

Source: Moody's Investors Service

## EXHIBIT 2

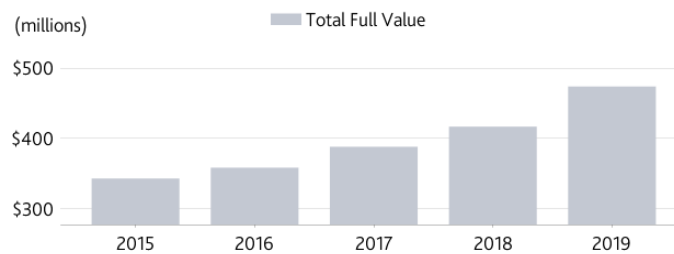
## Available fund balance as a percent of operating revenues increased from 2015 to 2019



Source: Issuer financial statements; Moody's Investors Service

## EXHIBIT 3

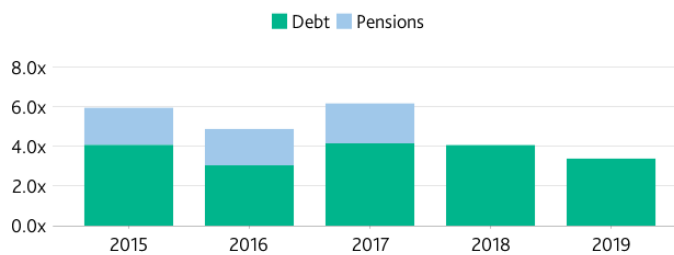
## Full value of the property tax base increased from 2015 to 2019



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## EXHIBIT 4

## Moody's-adjusted net pension liability to operating revenues increased from 2015 to 2017



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## Endnotes

- 1 The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
- 2 The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.

The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.

- 3 The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(July 2020\)](#) methodology report for more details.
- 4 For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
- 5 The medians come from our most recently published local government medians report, [Medians - Tax base growth underpins sector strength, while pension challenges remain \(May 2019\)](#) which is available on Moody's.com. The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

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MJKK and MSFJ also maintain policies and procedures to address Japanese regulatory requirements.



## Contacts

Francisco Gonzalez +1.214.979.6863  
Associate Lead Analyst  
francisco.gonzalez@moodys.com

## CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

Public Utilities, Public Works Director.

Malinda Hibben, Central Municipal Power Agency/Services, Chief Financial Officer.

Karen Johnson, City of Winthrop, Chief of Police.

Jason Lee, Saint Peter Municipal Electric Utility, Electric Superintendent.

March.

Limited scholarships are offered for smaller member utilities of 2,500 customers or less, but all are taken for the next group.

Class size is limited. Register today! See the MMUA website for additional dates.

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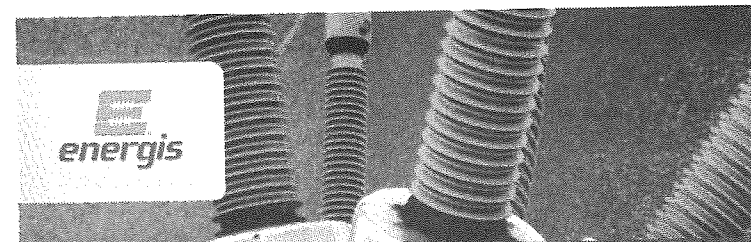
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## Firstline Supervision graduates another class

Another group of municipal employees has graduated from the Firstline Supervision course.

Firstline Supervision is a partnership between MMUA and Central Lakes College of Brainerd.

The most recent class of graduates includes:

Joan Maxfield, Austin  
Dillon Nelson, East Grand Forks

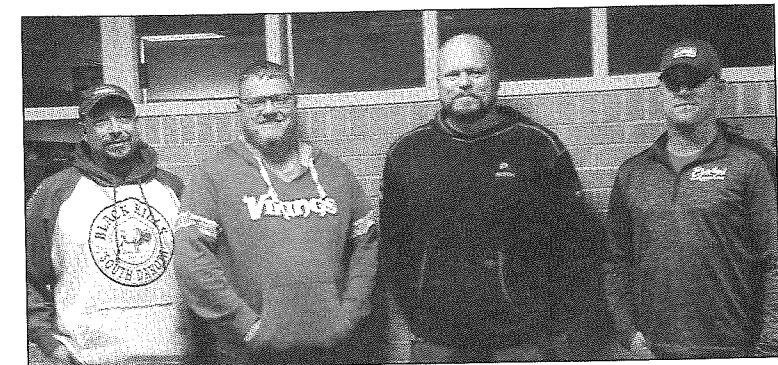
Jarrold Nelson, Kasson  
Brian Remme, Luverne  
Jeff Steinhoff, New Prague  
Matt Krupa, Willmar  
Troy Drewes, Alexandria  
Nick Olson, Alexandria  
Kurt Regenscheid, Austin  
Keith Byklum, Hawley  
(now employed by MMUA).

Over 350 municipal employees have completed the leadership series which is offered at CLC's Brainerd campus and MMUA headquarters in Plymouth.

With instructor Eloise Thorson fully retiring soon, the rising cost of the First-Line materials, and restrictions in place as part of the pandemic response, changes are coming. By fall 2021, MMUA projects to be down to 27 people left to finish the program. We are planning to go back to two sessions by then—one in Plymouth and one in Brainerd.

Limited classroom space due to COVID-related physical distancing requirements left room for only two new students last fall. Another session was added at Brainerd to accommodate additional new students, for the two-year program.

It is best to phase the program out now, said MMUA Director of Administration Rita Kelly, while we can manage a transition rather than



Among the recent graduates, from a group meeting in Brainerd, were (left to right): Troy Drewes, Nick Olson, Kurt Reggenscheid, Keith Byklum. Not Pictured: Joan Maxfield, Dillon Nelson, Jarrod Nelson, Brian Remme, Jeff Steinhoff, Matt Krupa.

having it forced on us.

MMUA is giving existing students the ability to finish the program and not have it dropped midway. From this point forward, MMUA will

not accept any new students.

MMUA is considering its options, and plans to have something in place to offer new students in 2021.

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# An Investment in Mental Health

The City of Kasson invested back into the mental health of residents this winter through the launch of the Kasson Mental Health Initiative. "The City Council and mayor felt strongly that mental health care in the COVID-19 era should not be neglected," says City Administrator Timothy Ibisch. "We are in the Mayo System area, and many of our residents work in health care. Some of the front-line workers have been dealing with the most stress."



reduction to suicide prevention. City partners include local schools, Fernbrook Family Center, and the southeast Minnesota chapter of the National Association of Mental Illness (NAMI). Federal Coronavirus Relief Funds were dedicated to the project.

"We know that a big part of the challenge this year is not just the COVID issue itself but also the sense of loss and the physical separation that many are going

through," said Ibisch. "Other entities were dealing with the materials needs, and we wanted to support the mental health needs of the community."

Among the offerings, residents can take advantage of a free one-hour mental health phone consultation with a local provider or attend an online class on topics ranging from stress

## CONGRESSIONAL CITY CONFERENCE

March 7-10, 2021

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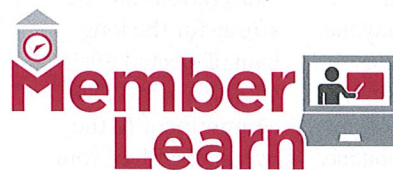
## NLC's Congressional City Conference

The National League of Cities Congressional City Conference is set for March 7-10. Ready for a change of scenery? Just kidding, it's virtual. But that means it's easier than ever to connect with the Minnesota congressional delegation about federal issues of importance to local government and our communities. Workshops and general sessions will be dedicated to building leadership skills, digging into common local-level issues, and getting the most out of your time with federal staff and elected officials. Learn more at <https://ccc.nlc.org>.

## New Online Learning From LMC

If you've resolved in 2021 to learn a few new skills or just brush up old ones, it's time to check out MemberLearn, the League of Minnesota Cities' (LMC) new online learning platform designed for city officials. With MemberLearn, you can access courses anytime and anywhere there's an internet connection. Classes are

designed by subject matter experts and offer videos, games, and other interactive elements.



Each course ranges in length from five to 30 minutes, and pricing varies. MemberLearn offers courses for both elected and appointed officials, so check back regularly

and watch the LMC *Cities Bulletin* e-newsletter to see which new courses get added soon. Learn more at [www.lmc.org/memberlearn](http://www.lmc.org/memberlearn).

## APPLY NOW FOR ALL-AMERICA CITY AWARD

The National Civic League will once again recognize 10 communities this summer as All-America Cities, and the time is now for your community to apply for this national recognition. This year's awards will highlight communities that have worked to improve equity and resilience.

To apply, you'll need to describe the strength of your community's civic capital — the formal and informal relationships, networks, and capacities used to make decisions and solve problems — and to provide examples of commu-

nity-driven projects that have adapted and transformed your community into a more equitable and resilient place.

Over 500 communities have been named an All-America City since the program began in 1949, including 20 from Minnesota. Why does the National Civic League care? When not running the awards program, this organization provides expertise in building civic engagement to help communities thrive. The deadline to apply is Feb. 10. Learn more at <http://bit.ly/ncl-city-award>.