

KASSON ECONOMIC DEVELOPMENT AUTHORITY

Kasson City Hall
Tuesday, January 5th, 2021
12:00 PM

I.	Call Meeting to Order	
II.	Approve Minutes of the Previous Meeting	1
III.	Financial Report	
	a. Balance Sheet	4
	b. Income Statement	7
	c. EDA Loans	8
IV.	EDA Board Elections	
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V.	2020 Business Façade Improvement Program	
	a. Memo	10
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VI.	2021 EDA Commercial Programs	
	a. Memo	14
VII.	Coordinators Report	16
VIII.	City Administrators Report	18
IX.	Other Business/Open Discussion	
X.	Items for February EDA Meeting	
XI.	Adjourn	

Next meeting will be held on Tuesday February 2nd, 2021

KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, December 1st, 2020

12:00PM

DRAFT MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at City Hall this 1st day of December 2020 at 12:00PM.

The following board members were present: Dan Egglar, Chris McKern, Michael Peterson, Janice Borgstrom-Durst, and Kathy O'Malley.

Absent: Tom Monson and Liza Larsen.

The following staff members were present: Timothy Ibisch - City Administrator, Nicholas Ouellette - EDA Staff.

- I. Call Meeting to Order. Egglar called the meeting to order at 12:00PM.
- II. Approve Minutes of the Previous Meeting. McKern motioned to approve the October minutes. Peterson seconded.

Ayes (5), Nays (0). Motion carried.

- III. Financial Report. Ouellette reported no major changes to note in the financial report. Ouellette noted two expenses for engineering services and employee contributions. Ouellette also noted loans were being repaid on time and payments would begin this month for loans made through the Short-Term Business Interruption Loan program.
- IV. 2020 Tax Abatement. Ouellette discussed the tax abatements for Gibbs Partnership, LLP and Elite Marketing & Investments, LLC. Ouellette noted the finance department completes tax abatement payments at the end of each year, contingent the business is up to date with taxes due. Ouellette confirmed both Gibbs Partnership and Elite Marketing & Investments were up to date on taxes and their 2020 tax abatement payments should be approved. Peterson motioned to approve the 2020 tax abatement payment for Gibbs Partnership, LLP and Elite Marketing & Investments, LLC. McKern seconded.

Ayes (5), Nays (0). Motion carried.

- V. Subordination Agreement – Elite Marketing & Investments, LLC. Ouellette discussed a subordination request the EDA received from Elite Marketing & Investments, LLC. Joe Lonzo, of Elite Marketing & Investments, LLC was in attendance to answer any questions the EDA might have. Ouellette discussed the business was refinancing a loan to improve its financial position. Egglar noted an error on the subordination agreement and Ouellette responded he had a corrected version for the EDA to sign pending Board approval.

- VI. CEDA Contract for Professional Services. Peterson asked if there were any changes to the contract for professional services with CEDA. Ibsich responded the contract is for two days a week and the only change was a 3% increase to the annual rate. Ouellette requested the Board motion to recommend the CEDA contract for City Council approval. McKern motioned to recommend the CEDA Contract for Professional Services for City Council approval. Borgstrom-Durst seconded.

Ayes (5), Nays (0). Motion carried.

- VII. Southwest Land Discussion. Ouellette discussed the updates to the southwest land development concept. Ouellette directed the Boards attention to the revised concept plan provided by WHKS. The revised concept plan reflects the Boards vision for development as discussed at the November EDA meeting. Ibsich noted he was optimistic on the rough estimated costs for infrastructure development, especially concerning the East side development which the EDA had identified as a first phase for development. Ibsich discussed the cost for this infrastructure could easily be covered by a combination of a BDPI program grant and tax increment financing.

Ouellette discussed his meeting with Tracy Lauritzen, who manages CEDA's Market Intelligence Dashboard Tool. Ouellette requested Lauritzen conduct a market potential study across all industries for Kasson and to focus on industries related to the BDPI grant. Ouellette discussed that the market potential information could be useful in identifying an anchor business to partner with on the BDPI grant, and useful for attracting businesses to the industrial park if developed.

Ouellette also brought the Board's attention to a public input letter submitted by Jerry Berg regarding future cemetery expansion. Borgstrom-Durst asked how much space was left in the cemetery. Ibsich noted the cemetery has approximately 15 years' worth of space left by current trends of burial and cremation. Ibsich noted that City Council had discussed the issue, as the cemetery fund has a balance that will last roughly three years. Ibsich expects the cemetery will be discussed at City Council in the near future. The EDA Board was appreciative of the public input provided by Berg and Ibsich thanked him for submitting the letter.

Ibsich discussed that the concept plan was near to completion and that the EDA had achieved its goal of creating a marketable project to develop the southwest land. Ibsich considers the southwest land development concept a "project on the shelf" that the EDA can decide to move forward with implementing in the future. Ouellette added the market potential study could provide some final information to the concept plan before the EDA decides to implement the project.

- VIII. Coordinators Report. Ouellette reviewed the items in his Coordinator's report. Ouellette discussed the estimated market value of the Old Library Building. The Board requested Ouellette compare the cost per square foot of similar buildings sold within the last year to understand what that cost would look like for the Old Library Building. Ouellette requested that as discussions on a lease-to-own agreement between the EDA and Trail

Creek Coffee Roasters happen at the subcommittee level and the Board agreed. Ouellette will reach out to Trail Creek Coffee Roasters in December to organize a meeting between them and the Loan Review Committee regarding a lease-to-own agreement. Ouellette also discussed the market potential study for Kasson, a meeting with Wendall Engelstad regarding development of a 40-acre property outside Kasson city limits, compiling a list of 1-acre sites for apartment development, and reconvening the Downtown Lots Committee. Ouellette also requested the Board consider holding discussions with Dodge County Youth Hockey over their arena project at a subcommittee level until Dodge County Youth Hockey is ready with a proposal to present to the Board. Peterson expressed interest in being a part of the subcommittee discussions. The Board asked Ouellette to email all Board members to survey their interest in joining a subcommittee to discuss the arena project.

- IX. City Administrators Report. Ibisch reviewed the items in his Administrators Report.
- X. Other Business/Open Discussion. No other business was discussed.
- XI. Items for the January EDA Meeting.
- XII. Adjourn. Peterson motioned to adjourn the meeting. O'Malley seconded.

Ayes (5), Nays (0). Motion carried. Meeting adjourned at 12:40PM.

The next meeting will be held at 12:00PM on January 5th, 2021.

Minutes Submitted by: _____

Nicholas Ouellette, EDA Coordinator

Dan Egger, EDA President

12/31/20
16:20:12

CITY OF KASSON
Balance Sheet
For the Accounting Period: 12 / 20

Page: 1 of 1
Report ID: L150

225 EDA FED MIF

Assets

Current Assets

CASH-OPERATING	52,235.18	
MONEY MARKET-SMITH BARNEY	945.22	
INVESTMENT INTEREST RECEIVABLE	72.00	
LOAN PRIN REC-WHITMARSH	2,846.98	
LOAN PRIN REC- 1760 MILLWORK	74,171.85	
LOAN PRIN REC-GIBBS	43,653.78	
LOAN PRIN REC- L & A (MAIN STREET FITNESS)	36,762.23	
LOAN PRIN REC- DOLLAR VIDEO	14,370.10	
SPECIAL ASSESSMENTS--DEFERRED	11,708.17	

Total Current Assets		236,765.51

Total Assets	-----	236,765.51
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Liabilities and Equity

Current Liabilities

Deferred Revenue Assessments	11,708.69	

Total Current Liabilities		11,708.69

Total Liabilities	-----	11,708.69
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Equity

UNRESERVED FUND BALANCE	211,251.99	
CURRENT YEAR INCOME/(LOSS)	13,804.83	

Total Equity		225,056.82

Total Liabilities & Equity	-----	236,765.51
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12/31/20
16:20:25

CITY OF KASSON
Balance Sheet
For the Accounting Period: 12 / 20

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226 EDA RLF

Assets

Current Assets

CASH-OPERATING	77,662.00
DAISY MAE CONSIGN PRIN RECEIVABLE	2,300.00

Total Current Assets	79,962.00
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Total Assets	79,962.00
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Liabilities and Equity

Total Liabilities

Equity

CURRENT YEAR INCOME/(LOSS)	79,962.00
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Total Equity	79,962.00
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Total Liabilities & Equity	79,962.00
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12/31/20
16:20:38

CITY OF KASSON
Balance Sheet
For the Accounting Period: 12 / 20

Page: 1 of 1
Report ID: L150

290 Economic Development

Assets

Current Assets

CASH-OPERATING	67,852.01
DUE FROM OTHER FUNDS	82,677.89
PREPAID ITEMS	43.94

Total Current Assets	150,573.84
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Total Assets	150,573.84
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Liabilities and Equity

Current Liabilities

ACCRUED WAGE/SALARY PAYABLE	0.31
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Total Current Liabilities	0.31
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Total Liabilities	0.31
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Equity

UNRESERVED FUND BALANCE	152,331.02
CURRENT YEAR INCOME/(LOSS)	(1,757.49)

Total Equity	150,573.53
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Total Liabilities & Equity	150,573.84
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01/04/21
13:15:50

CITY OF KASSON
Income Statement by Department
For the Accounting Period: 12 / 20

Page: 1 of 1
Report ID: L140S

Combined Funds

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
3101 CURRENT AD VALOREM TAXES	45,266.50	3055.45	90,533.00	97.78	90,533.00	0.00
3107 ABATEMENT LEVY	115.00	7.76	230.00	0.25	0.00	230.00
3621 INTEREST EARNED	0.00		65.00	0.07	2,000.00	-1,935.00
Total Revenue	45,381.50	100.00	90,828.00	100.00	92,533.00	-1,705.00
Expenses						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	918.41	61.99	11,250.43	12.15	11,700.00	449.57
121 EMPLOYER PERA CONTRIBUTIONS	68.89	4.65	843.79	0.91	878.00	34.21
122 EMPLOYER FICA CONTRIBUTIONS	55.04	3.72	689.34	0.74	725.00	35.66
123 EMPLOYER MEDICARE CONTRIBUTION	12.88	0.87	161.24	0.17	170.00	8.76
130 EMPLOYER PAID INSURANCE	166.77	11.26	1,089.21	1.18	2,000.00	910.79
150 WORKER'S COMPENSATION	0.00		47.76	0.05	100.00	52.24
210 OPERATING SUPPLIES	0.00		258.53	0.28	400.00	141.47
303 ENGINEERING FEES	270.72	18.27	3,442.56	3.72	3,000.00	-442.56
304 LEGAL FEES	0.00		0.00		4,000.00	4,000.00
321 TELEPHONE	22.29	1.50	243.05	0.26	500.00	256.95
325 COMMUNICATION-OTHER	0.00		221.67	0.24	200.00	-21.67
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		396.00	0.43	500.00	104.00
351 LEGAL NOTICES PUBLISHING	0.00		50.70	0.05	0.00	-50.70
360 INSURANCE	-33.50	-2.26	354.78	0.38	360.00	5.22
414 COMMERCIAL PROGRAMS	0.00		7,969.00	8.61	20,000.00	12,031.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,654.43	1.79	4,500.00	2,845.57
440 PROFESSIONAL SERVICES	0.00		285.00	0.31	500.00	215.00
444 OTHER CONTRACTUAL SERVICES	0.00		43,628.00	47.12	42,500.00	-1,128.00
720 OPERATING TRANSFERS	0.00		20,000.00	21.60	0.00	-20,000.00
Account Total	1,481.50	3163.21	92,585.49	198.10	92,533.00	-52.49
Total Expenses	1,481.50	100.00	92,585.49	100.00	92,533.00	-52.49
Net Income (Loss)	43,900.00	2963.21	-1,757.49	-1.90		

EDA Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	12.31.19 Balance	Prin Recvd YTD	12.31.20 Balance
Klampe	3/1/2005	\$ 8,293	2.0%	53.37	15 years 2/1/2020	106	106	0
L & A(Main Street Fitness)	4/29/2009	\$ 75,000	3.0%	415.95	20 years 4/29/2029	40,589	3,827	36,762
Dollar Video	8/1/2009	\$ 50,000	3.0%	345.29	14 years 9/1/2024	18,023	3,653	14,370
Gibbs	10/14/2015	\$ 80,000	3.0%	772.49	10 years 1/1/2026	52,128	8,475	43,653
Millwork	7/1/2016	\$ 90,000	3.0%	499.14	20 years 6/1/2036	77,876	3,704	74,172
Whitmarsh	6/28/2018	\$ 5,000	4.75%	90	5 years 7/1/2023	3,768	921	2,847

EDA RLF Loans

Loan Name	Origination Date	Original Amount	Interest Rate	Monthly Payment	Term/ Due Date	Loan	Prin Recvd YTD	12.31.20 Balance
Gadient	4/27/2020	\$ 5,000	0.0%	100	1/1/2025	5,000	0	
Daisie Mae Consignments	5/1/2020	\$ 2,400	0.0%	100	11/1/2022	2,400	100	2,300

Check Returned



MEMO

To: Economic Development Authority Board

From: Nicholas Ouellette

Date: December 30, 2020

Re: EDA Elections

EDA Elections are to occur at the first meeting of each year. The following positions are open to any Board member:

- President: The President shall preside at all meetings of the EDA Board. Except as otherwise authorized by resolution of the Board, the President shall sign all contracts, deeds, and other instruments made or executed by the EDA
- Vice President: The Vice President shall perform all duties of the President in the absence or incapacity of the President.
- Secretary: The Secretary shall keep minutes of all the meetings the Board and shall maintain all Records of the Authority. The Secretary may have additional duties and responsibilities as the Board may from time to time prescribe.

In 2020, the position of President was held by Dan Egger, the position of Vice President was held by Michael Peterson, and the position of Secretary was held by Nicholas Ouellette. You may nominate yourself or another Board member for an open position. The terms for those members elected to a position shall expire at the first meeting of the EDA Board in 2022.

Action Requested

It is requested the EDA Board approve members to the position of President, Vice President, and Secretary.



MEMO

To: Economic Development Authority Board

From: Nicholas Ouellette, EDA Staff

Date: December 30, 2020

Re: 2020 Business Façade Improvement Program Application – Chuy’s Bakery

Chuy’s Bakery has submitted a BFIP application for a new awning. This application has been submitted past the deadline for the 2020 program. The work on this project has been completed by Abel Signs. The total project cost was \$750, and the matching grant request is \$375. Attached is the application, vendor invoice, and image of the completed work.

While this application has been submitted past the program deadline, I request the EDA approve the application. The 2020 program has funds available and approving the matching grant will be beneficial to the business and community.

Action Requested:

It is requested the EDA Board approve the Business Façade Improvement Program application from Chuy’s Bakery for the new awning.

This is the final project from the 2020 Business Façade Improvement Program. Below is a spreadsheet for the projected final 2020 program balance. Pending approval of the final project, this program will have granted \$ towards business façade improvements in the community.

PROJECT	AMOUNT REQUESTED	AMOUNT REIMBURSED	PROJECTED FUND BALANCE	FUND BALANCE
				\$ 10,000.00
Stage by Staige Sign & Decal	\$ 350.00	\$ 377.00	\$ 9,650.00	\$ 9,623.00
Full Circle Wellness Sign	\$ 222.50	\$ 212.00	\$ 9,427.50	\$ 9,411.00
Chuy's Bakery*	\$ 375.00		\$ 9,052.50	

* Pending EDA Approval

Business Façade Improvement Program – Application
Kasson Economic Development Authority

Name: Adalberto Guzman

Date: 12/29/2020

Business: Chuy's Bakery

Email: chuybakery@outlook.com

Phone: 507-634-4120

Mailing Address: 106 2nd Ave SW
~~33 W Main ST~~

City/State/ZIP: Kasson, MN 55944

Project Address: 33 W Main ST

Project Summary: Changing the lettering from
Jimmy's Pizza to Chuy's Bakery

Total Project Cost: 750.00

Total Amount Requested: 375.00

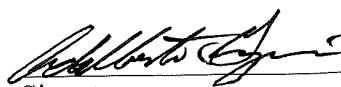
Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved company's name and information in promotional/publicity materials, events, etc.

But for the assistance provided through this program by the Kasson Economic Development Authority, we would not have the resources to complete this project to the extent that we will with assistance.

Adalberto Guzman Co-owner
Name/Title (printed)

Name/Title (printed)

 12/29/2020
Signature Date

Signature Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

STATEMENT



14 North Mantorville Avenue
Kasson, Minnesota 55944

Phone: (507) 634-6501

Fax: (507) 634-4060

Email: abelsigns@aol.com

TO:

CHUY'S BAKERY
33 MAIN STREET
KASSON, MN 55944

DATE

11/30/20

DATE	TRANSACTION				AMOUNT	BALANCE
11/13/20	INV #10299. DUE 11/13/20. ORIG. AMOUNT \$750.00. -- MISC. AWNING WORK \$750.00 -- TAX: SALES TAX TOTAL @ = 0.00				750.00	750.00
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE	
0.00	750.00	0.00	0.00	0.00	\$750.00	





MEMO

To: Economic Development Authority Board

From: Nicholas Ouellette

Date: December 30, 2020

Re: 2021 EDA Commercial Programs

2020 Façade Improvement Program

PROJECT	AMOUNT REQUESTED	AMOUNT REIMBURSED	PROJECTED FUND BALANCE	ACTUAL FUND BALANCE
				\$ 10,000.00
Stage by Staige Sign & Decal	\$ 350.00	\$ 377.00	\$ 9,650.00	\$ 9,623.00
Full Circle Wellness Sign	\$ 222.50	\$ 212.00	\$ 9,427.50	\$ 9,411.00
Chuy's Bakery Awning*	\$ 375.00		\$ 9,052.50	

**Pending EDA Board Action*

The 2020 Business Façade Improvement Program did not see as much activity as it did in 2019. This is likely the result of COVID-19, fewer opportunities to conduct outreach, and fewer businesses pursuing such projects in an uncertain economic environment.

I recommend that the EDA renew the Business Façade Improvement Program for 2021. I also recommend committing \$10,000 from the 2021 budget for commercial programs to this program. In past years the EDA has not exceeded \$10,000 in project grants and the EDA can choose to allocate additional funding if needed. As the COVID-19 situation improves in 2021, I expect there will be more opportunities for business outreach and façade improvement projects than we had in 2020. I do not recommend any changes to the program guidelines.

Action Requested:

It is requested the EDA Board motion to approve a 2021 Business Façade Improvement Program with an initial program fund balance of \$10,000.

Additional Commercial Programs for 2021

It could be possible for the EDA to roll out an additional commercial program. The continued impact of COVID-19 and anticipated closures/detours from the Highway 57 reconstruction will put some strain on the local business community. The EDA has funds available to create a new commercial program to support local businesses. I will begin to research and explore potential programs for the EDA to consider.

Economic Development Authority Coordinators Report

Nicholas Ouellette

December 1, 2020 – January 5, 2021



Meetings

1. Tracy Lauritzen (CEDA/Krakerjak)
2. SBDC Training
3. Brian Tippetts (7 Rivers Recycling)
4. Brian Todd (Post Bulletin)

State/County Business Relief Grants

Dodge County is expected to receive \$413,000 from the State to disperse grants to businesses within the County. I am presently working on the program guidelines and expect the program to be approved by the Dodge County Board of Commissioners by mid-January.

Old Library Building – Trail Creek Coffee Roasters

I will be scheduling a meeting between the Loan Review Committee and Trail Creek Coffee Roasters for this month.

CEDA Market Intelligence Dashboard Tool

No updates. We hope to have the market potential study completed in January or early February.

Downtown Lots Committee

I plan to reconvene a Downtown Lots Committee (Tom, Michael, and myself) to discuss plans to improve the space as a park amenity. The lots will be posted in the online property inventory as well.

Dodge County Youth Hockey

I shared information on the Compeer Rural Feasibility Study grant, which should be available to apply for in early 2021. A rural feasibility study would be a good next step for their arena complex project. From an EDA perspective, understanding the feasibility of the arena project will be important in determining whether a subsidy is merited.

Butler – Coworking

I created a framework for a coworking business plan and shared it with Ed Butler. Hopefully the framework will provide some direction for the Butlers as they explore ideas to convert the Dodge County Independent building into a co-working space.

Brian Todd – Post Bulletin

Earlier this year CEDA requested the results of any COVID-19 business surveys our communities had conducted and I submitted the results from Kasson. The survey results were shared with Brian Todd, a reporter at the Post Bulletin. Brian followed up with me in December as he wants to do a profile on Kasson businesses and how the community has been dealing with 8 months of COVID-19. I reached out to some businesses to see if they would be interested in being interviewed for the article and sent Brian a list of contacts. I plan to follow up with Brian in January to see how the process is going and if I can be of any further assistance.

EDA Elections

EDA elections are scheduled to occur at the January 5th meeting. Available positions include President, Vice President, and Secretary.

Kasson EDA Annual Report

The Annual Report will be prepared for the February EDA meeting.



To: City Council
Date: 12/16/2020

Agenda Heading: City Administrator's Report

“Kindness is like snow. It beautifies everything it covers.”
-Kahlil Gibran

- **Library Building Report.** Detailed in the packet is the preliminary report from Kraus Anderson regarding the public library. There are a number of deficiencies identified, primarily with the exterior structure and the roof. Many of these are evident upon cursory inspection of the facility. Staff has reviewed the report and will sit down with Kraus Anderson to ask questions regarding certain particulars. The current cost estimates are in excess of what the City budget and planning process will support without major revision. Our library staff are doing a good job and I don't want this to distract from all of the positive things that are going on at the library. It's important to me that we continue providing the quality service our residents expect, and I will work with the Finance Director to find resources to complete the necessary repairs.
- **NLC Data Used to Push for More Federal Assistance for Cities.** More than 70% of cities, towns, and villages believe their government's condition will worsen if Congress does not pass another COVID-19 assistance bill. That's according to new survey data released last week by the National League of Cities (NLC). The survey, which had responses from more over 900 municipalities, showcases the widespread effect COVID-19 is having on America's communities. Since the start of the pandemic, on average, cities that responded to the survey have seen revenues decline by 21%. Meanwhile additional expenditures, including those for personal protective equipment (PPE), remote work technology, and overtime pay for essential employees have increased 17% over the same time period. This adds up to a budget gap of about \$90 billion for 2020 alone. We are certainly better off than many because of the strict budget controls staff put in place in the spring.

Last week, a bipartisan group of U.S. senators, a group of 25 Democrats and 25 Republicans, released a \$908 billion framework in hopes of jump-starting negotiations at the leadership level regarding a COVID-19 relief package. The framework provides \$160 billion to state, local, and tribal governments with local governments receiving approximately \$25 billion. According to a congressional source, the allocation would follow the State Municipal Assistance for Response and Transition (SMART) Act, which allocates funding via three specifics namely population, infection rate, and lost revenue, with the funding split evenly among the three factors. However, the infection

rate tranche would be removed in the most recent framework proposal, reallocating the money in the three tranches into two tranches with a 50/50 split. If the SMART Act framework were used to allocate money, a set-aside would be allocated to tribal governments. Then, two-thirds of the money would go to the states, and one-third of the money would go to the counties and local governments. The one-third would be split 50/50 between the counties and local governments. We will be following this effort closely as we get down to the end of the year.

- **Staffing Changes.** Included in your packet is a letter of resignation from one of our Water/Sewer employees. Staff believe it would be prudent to fill this position as soon as possible. At this time, the Sewer/Water Supervisor is recommending that we offer applications to both the Operator 1 and Operator 2 positions. This would allow us more flexibility depending on the qualifications of the applicants. Many cities are facing the issues of affording training to help their wastewater operators upgrade licenses, and attracting new operators. More wastewater facilities are being bumped to higher classifications, and more operators are nearing retirement. At the same time, the MPCA has closed one of the two training sites, leaving only St. Cloud's open. The SEMLM has reached out to Riverland Community College as a possible site to recommend to the MPCA for southern MN. Besides making it less expensive to travel to classes and exams, the accessibility and promotion of the courses would recruit more wastewater operators right here in our region. The Personnel Committee will be meeting in early January to discuss this and a couple of other pending personnel issues.
- **Planning Commission Follow-up.** There are a couple of items in the packet forwarded from the Planning Commission. In particular, one resident has questioned the City's abilities regarding variances. Staff consulted with the City Attorney on this to be sure. Because this request is coming from the applicant/property owner, they have the right to relinquish the vested property owner if they choose too. The City will not initiate the action. It seems because the applicant wanted to revise the conditions, and the property owner adjacent supports that, the best approach for them is to request to rescind and then reapply. That is the land use application that is being recommended. The City Council has wide authority to take action as it deems prudent.
- **Public Utilities upgrades.** During part of our systemic review of the utility grid in 2020, automatic metering infrastructure, or AMI, was identified as key component in the next phase of upgrades. Additionally, we know that consumers are demanding improved visibility into their power bills, access to more consumption data and increasingly responsive customer service, particularly in conjunction with disruptions from sustained and momentary outages. In order to continue the process of improvements we are reviewing a couple of possible system changeovers with an eye on completing this process in the next 36 months. This plays into the regular replacement of the 40s which the Water Department installed through 2005 and are currently ending their usable life at a rate of 5 per week.

We will be discussing it this week during the CMPAS meeting. I hope to solicit feedback on the different options at that time. Also, I am scheduling rate studies for both water and electric to be completed this fall and published in 2022. The last electric study was finished in 2017.

Meetings and Events Attended or Planned

December 1	Tantalus Utility service run-through City Facility/Heat Pump review EDA
December 2	EMS Township Fire Board meeting
December 3	Meadowbrooke 2 pre-con City Engineer ICS
December 8	Library Board
December 9	Enterprise Audit Chamber of Commerce Regular City Council
December 10	City Engineer Renee Berg-DCI Library Facility Meeting-Library and PW Director Sewer Staffing Update and Review
December 14	Planning Commission
December 15	MCMA Member Connect Park and Rec Board
December 16	CMPAS Chamber of Commerce-planned City Council