# KASSON CITY COUNCIL REGULAR MEETING AGENDA Wednesday, January 11, 2023 5:00 PM

## PLEDGE OF ALLEGIANCE

5:00

### A. COUNCIL

# Swear in Newly Elected Council People

- 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 December 21, 2022

b. Claims processed after the December 21, 2022 regular meeting, as audited for payment

c. Resolution Authorizing Investment of Funds & Designation of Official Depository

d. Committee/Commission/Board Minutes:

i. Library Board Minutes Nov 2022

e. Conference/Trainings:

i. SRO Kasel AR15/M16/M4/AR308 Armorer Course Savage, MN \$550

ii. Admin Assist. Handevidt MNJIS 1 day Basic Operator Training BCA-St. Paul, MN \$25.00

iii. Admin Assist.	TAC Workshop	BCA-St. Paul	, MN \$25.00
iv. Chief Hanson	MN Chiefs Exec Trai	ining Institute	Duluth, MN

\$525.00

v. Tim Ibisch Am Power Assoc. Savannah, GA March 12-15 \$0

# B. VISITORS TO THE COUNCIL

1. Rethos Presentation

# C. MAYOR'S REPORT

Councilperson Christensen - Park Board and EMS Councilperson Ferris - Library and EMS Councilperson Johnson - P&Z Councilperson Eggler - EDA, P&Z Mayor - EDA and Personnel Appoint John Hanson to PZ

**Designations and Subcommittees** 

## D. PUBLIC FORUM

 $\cdot$  May not be used to continue discussion on an agenda item that already had been held as a public hearing.

 $\cdot$  This section is limited to 15 minutes and each speaker is limited to 4 minutes.

 $\cdot$  Speakers not heard will be first to present at the next Council meeting.

- · Speakers will only be recognized once.
- $\cdot$  Matters under negotiation, litigation or related to personnel will not be discussed.
- $\cdot$  Questions posed by a speaker will generally be responded to in writing.
- $\cdot$  Speakers will be required to state their name and their address for the record.

# E. PUBLIC HEARING

- 1. 2023 Street Improvements Hearing on Improvements
  - i. Presentation and Public Hearing
  - ii. Resolution Ordering Improvements
- 2. On Sale Intoxicating and Sunday Liquor License
- 3. Tax Abatement and Resolution

# F. COMMITTEE REPORT

1. EDA – Façade Improvement Program

# G. OLD BUSINESS

- 1. Electric Bill MN Rate Riders
- 2. Sand Apartments Proposal

# H. NEW BUSINESS

- 1. Inclement Weather Policy
- 2. Tobacco Licensing

# I. ADMINISTRATOR'S REPORT

1. USDA Final letter of Conditions

# J. ENGINEER'S REPORT

- 1. 2023 Street Improvements
  - a. Final Plans
  - b. Resolution Approve Plans and Advertisement
  - c. Advertisement for Bids

# K. PERSONNEL

- 1. Recommendation to approve LOA for Firefighter Lawrence from 1-1-23 to 4-3-23
- 2. Recommendation to promote firefighters Chalstrom and Hagedorn from

Probationary firefighter to rank of Fire Fighter eff 1/1/23

- 3. Recommendation to Hire 2 Full time Public Works Workers
- 4. Closed Session Administrator Review

# L. ATTORNEY

# M. CORRESPONDENCE

- 1. PD Calls for Service thru year end 2022
- 2. Dec Department Head Mtg Reports
- 3. Good Governance
- 4. Chamber of Commerce Report
- 5. Tax Base Info
- 6. SCDP Progress Report and Monitoring

# N. ADJOURN

# KASSON CITY COUNCIL REGULAR MEETING MINUTES Wednesday, December 21, 2022

## 6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 21st day of December, 2022 at 6:00 PM.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Christensen, Eggler, Ferris and McKern

# THE FOLLOWING MEMBERS WERE ABSENT: None

**THE FOLLOWING WERE ALSO PRESENT**: City Administrator Timothy Ibisch, City Clerk Linda Rappe, City Attorney Melanie Leth, City Engineer Brandon Theobald, Water/Wastewater Supervisor Dave Vosen, Police Chief Josh Hanson, Candy McKern and Paul Johnson

## PLEDGE OF ALLIEGANCE

Add A.2.g Resolution Certifying Delinquent Claims to the County Auditor Add: K.2 Hiring Recommendation for Fulltime Police Officer David Kunz Add: J.2 Right of Entry Forms <u>Motion to Approve the Amended Agenda made by Councilperson Christensen, second by Councilperson</u> <u>Eggler with All Voting Aye</u>

# CONSENT AGENDA

Minutes from December 14, 2022 Certified Copy Claims processed after the December 14, 2022 regular meeting, as audited for payment in the amount of \$493,519.12

Evaluations: Amy Handevidt EMS Admin Asst inc to Grade 6 Step 2 \$22.50 eff. 12-13-22

Committee/Commission/Board Minutes:

Planning Commission DRAFT 12-12-22

Final 2023 Budget

Resolution Accepting Donation to the Kasson Fire Department

Resolution #12.11-22 Resolution Accepting Donation from Peoples Energy Cooperative to the Kasson Fire Department (on file) Resolution Certifying Delinquent Claims to the County Auditor Resolution #12.12.-22 Resolution Certifying Delinquent Claims to the County Auditor (on file) Motion to Approve the Consent Agenda with the addition of the Bond Resolution made by Councilperson

Burton, second by Councilperson Ferris with All Voting Aye

VISITORS TO THE COUNCIL MAYOR'S REPORT **Presentation of Plaque** – Mayor Presented Councilperson Burton with a plaque in appreciation of his years of service to the Community.

**Remind Jan 11 Meeting starting at 5PM with a presentation**.- Mayor McKern stated that this meeting will start at 5PM with a presentation by Rethos and then we can go directly into the meeting itself.

# PUBLIC FORUM PUBLIC HEARING COMMITTEE REPORT OLD BUSINESS

**I & I Report** - Engineer Theobald presented a power point regarding the sanitary sewer I&I and costs for fixing this. If we do get the flood control bond this will help and it will be less impactful in the need to fix all of these. Projects completed: bypass pumping plan, public education (completed and ongoing), sump pump and lateral inspections (wrapping up), smoke testing, closed-circuit televising of pipes, manhole inspections and Masten Creek trunkline capacity evaluation. Projects to still be considered in the capital improvement plan are: the sanitary sewer system improvements, masten creek trunkline upsize and SW reconstruction and 1<sup>st</sup> and 2<sup>nd</sup> Ave reconstruction.

**KPU Sewer Rate Study** – Tim Miller, Missouri River Energy Services, gave a presentation on public utilities sewer rate study. Proposing 2% across the board increases for the next five years. The residential customer charge is being proposed to be decreased over the next five years but the volume rate (per 1000 gallons) will increase over the next five years. Administrator Ibisch stated that the trunkline is working and we may not have to do this right away and as more information becomes available with bonding and growth we will set priorities.

**Fee Schedule** – Administrator Ibisch stated that some Department Heads did not get back to us with any updates and the rate adjustments and actual rates charged by vendors. Motion to Approve as Amended made by Councilperson Burton, second by Councilperson Christensen with All Voting Aye

**Lot Split Recording** – Dodge County passed a similar resolution in October of 2017. State Statute 272.172 allows us the authority with this resolution. Without this resolution the County would not have to consult the City before splitting land.

**Resolution Providing Lot Split Authority** – City of Kasson- Motion to Approve the Resolution made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.

# Resolution #12.13-22 Resolution Providing Lot Split Authority (on file)

# NEW BUSINESS

# ADMINISTRATOR'S REPORT

Administrator Ibisch went through his report –SEMLM, Councilperson Eggler is currently President and Kasson will be hosting this meeting at the American Legion in January.

**Service Assured Water Service Repair Coverage** - This would be an opt out program. Councilperson Christensen asked if too many people opt out will this be cost prohibitive. Ibisch said if we have 1000 people opt out then we would have to re-evaluate the program. The Mayor directed staff to move forward with the program.

# **ENGINEER'S REPORT**

**Bonding Request Kasson Flood Relief** – Engineer Theobald stated that the draft bill for bonding is in the packet.

# **16th Street Roundabout**

Resolution Accepting Right of Entries -These are for two properties the future Kwik Trip/LC trucking properties and the County property. <u>Motion to Approve the Resolution made by Councilperson Eggler</u>, <u>second by Councilperson Ferris with All Voting Aye</u>.</u>

# Resolution #12.14-22

Resolution Accepting Right-of-entry Donations for the Trunk Highway 57 and 16<sup>th</sup> Street Intersection Project (on file)

## PERSONNEL

Hiring Committee Recommendation to Hire Mike Bolster for W/WW Oper 1 starting 1/3/23 – <u>Motion to</u> <u>Approve made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.</u>

Recommendation to Hire David Kunz as Fulltime Police Officer starting in January – <u>Motion to Approve</u> made by Councilperson Ferris, second by Councilperson Christensen with All Voting Aye

# ATTORNEY

# CORRESPONDENCE

Correspondence was reviewed – Administrator Ibisch stated that former Finance Director Zaworski wanted to make sure to highlight the Fire Relief report and if we are providing additional funding she thought we should make note of this.

The State Liquor Store Audit is also included in correspondence and we performed well, we have the lowest cost in the southeast.

Thank Mayor Thanked Council and Staff for their efforts during the year.

# ADJOURN 7:05PM Motion by Councilperson Eggler, second by Councilperson Burton with All Voting Aye.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

# SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

\*1-#4

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 454083.00

DATE APPROVED: 01-11-2023

\$ 154,015,23 3049,00 #1 村上 出3 #2 64,935.62 232,083.15 # 454 083.00 #4

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For Pay Date = 12/30/22

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Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund O	g Acct	Object	Proj	Cash Account
<b>b</b> -1								
40861	2160 ABM EQUIPMENT & SUPPLY LLC	761,86						
	0172764-IN 12/15/22 REPAIRS TO VERSA LIFT	761.86*		604 9	57 4957	400		1010
	0172764-IN 12/15/22 D C TRANSIT TAX	1.19*		604 9	57 4957	400		1010
	0172764-IN 12/15/22 D C TRANSIT TAX	-1.19		604	2026	;		1010
	Total for Ven	dor: 761.86						
40862	203 BAKER & TAYLOR INC	175.49						
	2037193136 12/06/22 AUDIO BOOKS	159.56		211 5	50 4550	) 219		1010
	2037193136 12/06/22 BOOKS	15.93		211 5	50 4550	218		1010
	Total for Ven	dor: 175.49						
40884	5239 BREAKTHRU BEVERAGE MN WINE &	2,017.08						
	346939400 12/14/22 LIQUOR	1,525.84*		609 9	75 4975	5 251		1010
	346939400 12/14/22 WINE	434.00*		609 9	75 4975	5 251		1010
	346939400 12/14/22 NA BEVERAGE	27.26*		609 9	75 4975	5 254		1010
	346939400 12/14/22 FREIGHT	29.98		609 9	75 4975	5 335		1010
	Total for Ven	dor: 2,017.08						
40885	6270 CHAOTIC GOOD BREWING	73.50						
	22117 12/15/22 BEER	73.50*		609 9	75 4975	5 252		1010
	Total for Ven	dor: 73.50						
40886	5 5667 CINTAS	92.85						
	4141022323 12/21/22 MATS-L.S.	92.85*		609 9	79 4979	9 410		1010
	Total for Ven	dor: 92.85						
40922	2 4238 CINTAS CORP	69.22						
	8406025195 12/16/22 RESTOCK 1st AID KITS	13.84		101 9	20 4920	0 433		1010
	8406025195 12/16/22 RESTOCK 1st AID KITS	13.84		601 9	43 4943	3 433		1010
	8406025195 12/16/22 RESTOCK 1st AID KITS	13.84		602 9	48 4948	8 433		1010
	8406025195 12/16/22 RESTOCK 1st AID KITS	13.85		604 9	57 495'	7 433		1010
	8406025195 12/16/22 RESTOCK 1st AID KITS	13.85		605 9	63 4963	3 433		1010
	Total for Ven	dor: 69.22						

Claim/	Check Vendor #/Name/ E Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object	Proj	Cash Account
40863	6552 DATA PRACTICES OFFICE	250.00						
	725586 11/30/22 HANDEVIDT-DATA WORKSHOP	250.00		101 210	4210	333		1010
	Total for Vendor:	250.00						
40901	232 DODGE COUNTY HIGHWAY DEPT	1,727.76						
	475 11/30/22 SALT & SAND MIX	1,727.76		101 312	4312	220		1010
	Total for Vendor:	1,727.76						
40864	5156 DODGE COUNTY INDEPENDENT/DODGE	178.30						
	15147 12/15/22 AD-STREETS/PARKS EMPLOYEE	21.00		101 310	4310	343		1010
	15147 12/15/22 AD-STREETS/PARKS EMPLOYEE	21.00*		101 312	4312	343		1010
	15147 12/15/22 AD-STREETS/PARKS EMPLOYEE	42.00		101 517	4517	343		1010
	15204 12/29/22 EDA HEARING NOTICE	94.30		290 650	4650	351		1010
	Total for Vendor	: 178.30						
40865	2618 FIRE SAFETY USA INC	2,229.90						
	166683 12/13/22 GEAR REPAIR	399.90		101 220	4220	400		1010
	166948 12/20/22 30 STREAM LIGHT LED	1,830.00		101 220	4220	240		1010
	Total for Vendor	: 2,229.90						
40916	6553 GROESS, DAVE	6.24						
	0377-10 12/28/22 RL/WA MTR DEP REFUND AFT APPL	6.24		604	2212			1010
	Total for Vendor	6.24						
40909	77 HAWKINS INC	40.00						
	6359836 12/15/22 4 CHLORINE CYLINDERS	40.00*		601 943	4943	210		1010
	Total for Vendor	: 40.00						
40887	5036 HOHENSTEINS INC	228.00						
	566157 12/15/22 BEER	228,00*		609 975	4975	252		1010
	Total for Vendor	: 228.00						
40866	5064 HOMETOWN HAULERS LLC	1,410.00						
	7513 12/31/22 DEC. GARBAGE-C H	35.75*		101 323	4323	430		1010
	7513 12/31/22 DEC. GARBAGE-LIBRARY	57.75*		101 323	4323	430		1010
	7513 12/31/22 DEC. GARBAGE-WWTP	217.50*		602 947	4947	430		1010

Claim/	Check Vendor #/Name/	Document \$/	Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org Acct	Object	Proj	Account
	7513 12/31/22 DEC. GARBAGE-SHOP	227.00*			101	323 432	3 430		1010
	7513 12/31/22 DEC. GARBAGE-F D	108.75*			101	323 432	3 430		1010
	7513 12/31/22 DEC. GARBAGE-L S	75.00*			101	323 432	3 430		1010
	7513 12/31/22 DEC. GARBAGE-PARKS	522.00*			101	323 432	3 430		1010
	7513 12/31/22 DEC. GARBAGE-P D	35.75*			101	323 432	3 430		1010
	7513 12/31/22 DEC. GARBAGE-ARENA	130.50			606	516 451	6 430		1010
	Total for Vendo	r: 1,410.00	1						
40917	6554 IBACH, SOPHIA	84.38							
	0041-14 12/28/22 RL MTR DEP REFUND AFT APPL T	0 84.38			604	221	2		1010
	Total for Vendo	r: 84.38	1						
40910	6099 IBISCH, TIMOTHY	675.57							
	12/28/22 MILES-CMPAS MTG @ EDEN PRAIRIE	117.25*			604	959 495	9 332		1010
	12/28/22 TECHNOLOGY ALLOWANCE	558,32			101	140 414	0 430		1010
	Total for Vendo	or: 675.57	1						
40911	3825 JOHN DEERE FINANCIAL f.s.b.	322.01							
	B&WIK14960 11/21/22 15W40 OIL	103,75			101	312 431	2 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7.45			101	310 431	0 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7.45			101	312 431	2 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7,45			101	517 451	7 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7.46			601	943 494	3 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7,46			602	948 494	8 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7.46*			604	957 495	7 220		1010
	B&WIK15032 11/23/22 OXYGEN/ TANK EXCHG FEE	7.46			605	963 496	3 220		1010
	B&WIK15032 11/23/22 SALES TAX	0.51*			604	957 495	7 220		1010
	B&WIK15032 11/23/22 SALES TAX	-0.51			604	202	5		1010
	B&WIK15032 11/23/22 D C TRANSIT TAX	0.04*			604	957 495	7 220		1010
	B&WIK15032 11/23/22 D C TRANSIT TAX	-0.04			604	202	6		1010
	B&WIK14960 11/29/22 CASE GRADER FILTER	58.07			101	312 431	2 220		1010
	B&WIK15371 12/13/22 CASE CHAIN	108.00			101	312 431	2 220		1010
	Total for Vendo	or: 322.0	Ł						

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Claim/	Check Vendor #/Name/	Document \$/ Disc \$	ł					Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund Org Ad	oot	Object	Proj	Account
40888	25 JOHNSON BROTHERS LIQUOR CO	4,989.62						
	2199879 12/15/22 LIQUOR	3,406.34*		609 975	4975	251		1010
	2199879 12/15/22 FREIGHT	66.49		609 975	4975	335		1010
	2199880 12/15/22 WINE	1,476.92*		609 975	4975	251		1010
	2199880 12/15/22 FREIGHT	39.87		609 975	4975	335		1010
	Total for Ve	ndor: 4,989.62						
40867	5087 KASEL, JESSE	250.92						
	12/15/22 KASEL-UNIFORMS/BOOTS	250.92		101 210	4210	214		1010
	Total for Ve	endor: 250.92						
40868	4427 KASSON LASER GRAPHICS	499.00						
	10168 12/13/22 39 SHORT SLEEVE DUTY SHIRTS	328.50		101 220	4220	) 214		1010
	10168 12/13/22 15 LONG SLEEVE DUTY SHIRTS	170.50		101 220	4220	214		1010
	Total for Ve	endor: 499.00						
40889	6342 KINNEY CREEK BREWERY	105.00						
	IN-95 12/15/22 BEER	105.00*		609 975	4975	5 252		1010
	Total for Ve	endor: 105.00						
40902	6391 LINDE GAS & EQUIPMENT INC	226.15						
	32815727 11/30/22 ACETYLENE CYL TO 12/23/2	23 113.07*		101 522	4522	2 210		1010
	32815727 11/30/22 ACETYLENE CYL TO 12/23/2	113.08		101 310	4310	210		1010
	Total for Ve	endor: 226.15						
40912	2414 LUBRICATION ENGINEERS INC	566.38						
	IN491271 12/16/22 MONOLEC GEAR LUBRICANT	566.38		602 947	494	7 220		1010
	Total for Ve	endor: 566.38						
40903	3 397 M-R SIGN CO INC	654.60						
	218585 12/07/22 STREET SIGNS	654.60		101 310	4310	220		1010
	Total for Ve	endor: 654.60						

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Claim/	Check Vendor #/Name/ Do Invoice #/Inv Date/Description	ccument \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Objeat	Proj	Cash Account
40869	376 MN DEPT OF HEALTH	6,318.00								
40809	11/21/22 CLEAN WATER ACT-SERV CONN FEE	6,318.00*			601	944	4944	430		1010
	Total for Vendor:				001			450		1010
40913	1016 NAIG, JAN	67.85								
	OFFICE MAX 12/28/22 NAIG-NOTARY STAMP	35.42			101	140	4140	210		1010
	OFFICE MAX 12/28/22 MCKERN-MAYOR'S STAMP	32.43			101	140	4140	210		1010
	Total for Vendor:	67.85								
40904	4547 NELSON, JARROD	116.25								
	12/29/22 MILES-CMPAS MTG	116.25*			604	959	4959	333		1010
	Total for Vendor:	116,25								
40890	60 NORTHERN BEVERAGE DIST. CO. LL	4,170.68								
	1050284 12/15/22 BEER	4,168.68*			609	975	4975	5 252		1010
	1050284 12/15/22 FREIGHT	2,00			609	975	4975	i 335		1010
	Total for Vendor:	4,170.68								
40905	5002 OVERHEAD DOOR CO. OF OLMSTED	1,315.00								
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187.85*			101	310	4310	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187.85*			101	312	4312	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187,86			101	517	4517	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187,86			601	943	4943	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187,86			602	948	4948	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187.86*			604	957	4957	400		1010
	15400-000 12/07/22 REPL SPRINGS-EAST #1	187.86			605	963	4963	3 400		1010
	15400-000 12/07/22 SALES TAX	12.92*			604	957	4957	400		1010
	15400-000 12/07/22 SALES TAX	-12.92			604		2025	5		1010
	15400-000 12/07/22 D C TRANSIT TAX	0.94*			604	957	4957	400		1010
	15400-000 12/07/22 D C TRANSIT TAX	-0,94			604		2026	5		1010
	Total for Vendor:	1,315.00	Ì							
40914	4191 OVIVO USA LLC	161.68								
	8484351 12/21/22 COLLAR, SPLIT 1/2"	161,68			602	947	4941	7 220		1010
	Total for Vendor:	161,68	1							

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Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc Line \$	Fund	Org	Acct	Object	Proj	Cash Account
40891	2876 PAUSTIS WINE COMPANY	848.00						
	187491 12/14/22 WINE	836.00*	609	975	4975	251		1010
	187491 12/14/22 FREIGHT	12.00	609	975	4975	335		1010
	Total for Vendor	: 848.00						
40870	58 PETTY CASH - CLERKS OFFICE	21.00						
	05/26/22 MAIL-MN DOT HWY 57 CHECK	8,95*	424	311	4311	430		1010
	06/22/22 W.S.JHWY 57 ASSMNT INT RATE	5,00*	424	311	4311	430		1010
	05/03/22 SCHUETTE DEED TAX	1.65*	101	191	4191	430		1010
	10/19/22 MAIL-WATER SAMPLES TO MDH	5.40	601	944	4944	325		1010
	Total for Vendor	: 21.00						
40892	23 PHILLIPS WINE & SPIRITS	1,249.88						
	6513732 12/15/22 LIQUOR	925.60*	609	975	4975	251		1010
	6513732 12/15/22 FREIGHT	12.64	609	975	4975	335		1010
	6513733 12/15/22 WINE	301,50*	609	975	4975	251		1010
	6513733 12/15/22 FREIGHT	10.14	609	975	4975	335		1010
	Total for Vendor	: 1,249.88						
40871	446 PITNEY BOWES GLOBAL FINANCIAL	165.33						
	3105857323 01/18/23 PST MTR LEASE 10/19-1/18	82,66	101	194	4194	410		1010
	3105857323 01/18/23 PST MTR LEASE 10/19-1/18	82,67	604	957	4957	410		1010
	3105857323 01/18/23 SALES TAX	5.68	604	957	4957	410		1010
	3105857323 01/18/23 SALES TAX	-5.68	604		2025	i		1010
	3105857323 01/18/23 D C TRANSIT TAX	0.41	604	957	4957	410		1010
	3105857323 01/18/23 D C TRANSIT TAX	-0.41	604		2026	;		1010
	Total for Vendor	: 165.33						
40918	6555 REM WOODVALE INC	122.43						
	2465-01 12/28/22 RL/WA MTR DEP REFUND AFT APPI	122.43	604		2212	!		1010
	Total for Vendor	: 122.43						
40899	5229 ROCKY MOUNTAIN PRINT SOLUTIONS	110.40						
	221208-059 12/20/22 W-2's/ 1099 FORMS	8,49	101	140	4140	210		1010
	221208-059 12/20/22 W-2's/ 1099 FORMS	8.49	101	210	4210	210		1010
	221208-059 12/20/22 W-2's/ 1099 FORMS	8.49	101	220	4220	210		1010

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#### CITY OF KASSON Claim Approval List For the Accounting Period: 12/22 For Pay Date: 12/30/22

Claim/	Check Vendor #/Name	a/	Document \$/	Disc \$							Cash
	Invoice #/Inv Date/De	escription	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8,49			101	310	4310	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8.49			101	510	4510	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8.49			211	550	4550	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8.49*			290	650	4650	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8,50			601	944	4944	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8,50			602	949	4949	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8,50			604	959	4959	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8.49			605	963	4963	210		1010
	221208-059 12/20/22 W-2's/ 109	99 FORMS	8.49			606	516	4516	210		1010
	221208-059 12/20/22 W-2's/ 10	99 FORMS	8.49*			609	976	4976	210		1010
	221208-059 12/20/22 SALES TAX		0.58			604	959	4959	210		1010
	221208-059 12/20/22 SALES TAX		-0.58			604		2025			1010
	221208-059 12/20/22 D C TRANS	IT TAX	0.04			604	959	4959	210		1010
	221208-059 12/20/22 D C TRANS	IT TAX	-0.04			604		2026			1010
	221208-059 12/20/22 SALES TAX		0,58*			609	976	4976	210		1010
	221208-059 12/20/22 SALES TAX		-0.58			609		2025			1010
	221208-059 12/20/22 D C TRANS	IT TAX	0.04*			609	976	4976	210		1010
	221208-059 12/20/22 D C TRANS	IT TAX	-0.04			609		2026			1010
		Total for Vendo	r: 110.4	0							
40872	6392 SALLEY, LYNN		200.00								
	100 12/19/22 ANN'L ERTK/HAZCO	M REFRESHER	200.00			101	220	4220	330		1010
		Total for Vendo	er: 200.0	0							
40893	63 SCHOTT DIST CO	INC	6,057.50								
	498260 12/15/22 BEER		26.35*			609	975	4975	252		1010
	498261 12/15/22 BEER		5,736.85*			609	975	4975	252		1010
	498261 12/15/22 NA BEVERAGE		294.30*			609	975	4975	254		1010
		Total for Vendo	or: 6,057.5	0							
40873	2006 SEMCAC		16,493.04								
	2022-1 12/20/22 CIP-1 WX		356.57			604	959	4959	429		1010
	2022-1 12/20/22 CIP-1 REFRIGE	RATOR	742.01			604	959	4959	429		1010
	2022-1 12/20/22 CIP-3 CENTRAL	AIR	14,455.00			604	959	4959	429		1010
	2022-1 12/20/22 CIP-1 FREEZER		939.46			604	959	4959	429		1010
		Total for Vendo	or: 16,493.0	4							

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#### CITY OF KASSON Claim Approval List For the Accounting Period: 12/22 For Pay Date: 12/30/22

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Claim/		cument \$/ Disc \$ Line \$	PO #	Fund Org A	Acct	Object	Proj	Cash Account
40919	6556 STALOCH, THERESA	52.05						
	0928-10 12/28/22 RL MTR DEP REFUND AFT APPL TO	52,05		604	2212			1010
	Total for Vendor:	52.05						
40874	5708 STAPLES BUSINESS CREDIT	211.47						
	7369530502 12/02/22 CARD STOCK-BLDG PERMITS	16.29		101 191	4191	210		1010
	7369530502 12/02/22 BATTERIES/HANG FLDRS/ENVEL	131,62		101 140	4140	210		1010
	7369530502 12/02/22 CALCULATOR RIBBONS	35.07		101 140	4140	210		1010
	7369530502 12/05/22 ULTRA HD BLT CAM	28.49		101 140	4140	210		1010
	Total for Vendor:	211.47						
40920	6557 SWANSON, MICHELLE/DARYL	628.47						
	1541-01 12/28/22 SUMP PUMP CREDT AFT APPL TO F	628.47		604	2212			1010
	Total for Vendor:	628.47						
40894	6231 SxSE MN BREWING CO.	114,00						
	60404 12/16/22 BEER	114.00*		609 975	4975	252		1010
	Total for Vendor:	114.00						
40875	6273 TANTALUS SYSTEMS INC	2,160.00						
	24817 12/21/22 PROJ MGMNT SERVICES	2,160.00		604	1640	1		1010
	Total for Vendor:	2,160.00						
40906	498 TEIGEN PAPER & SUPPLY	121.04						
	98135 12/16/22 CAN LINERS/T TISSUE	17.29		101 310	4310	210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.29		101 312	4312	210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.29		101 517	4517	210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.29*		601 943	4943	3 210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.29		602 948	4948	3 210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.29		604 957	4957	210		1010
	98135 12/16/22 CAN LINERS/T TISSUE	17.30		605 963	4963	8 210		1010
	98135 12/16/22 SALES TAX	1.19		604 957	4957	210		1010
	98135 12/16/22 SALES TAX	-1.19		604	2025	5		1010
	98135 12/16/22 D C TRANSIT TAX	0.09		604 957	4957	210		1010
	98135 12/16/22 D C TRANSIT TAX	-0.09		604	2026	5		1010
	Total for Vendor:	121.04						

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#### CITY OF KASSON Claim Approval List For the Accounting Period: 12/22 For Pay Date: 12/30/22

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Claim/		cument \$/ Line \$	Disc \$ PO #	Fund	Org	Acct	Object	Proj	Cash Account
40877	6104 THREADS CUSTOM APPAREL	1,920.00							
	4831 12/16/22 36 POLO SHIRTS W) LOGOS	1,920.00		101	220	4220	214		1010
	Total for Vendor:	1,920.00							
40878	123 THRONDSON OIL & LP GAS CO	4,407.01							
	378282 12/21/22 P. DIESEL/ #1 DIESEL	1,515.30		101	310	4310	210		1010
	378282 12/21/22 P. DIESEL/ #1 DIESEL	1,515.31		101	312	4312	210		1010
	378282 12/21/22 P. DIESEL/ #1 DIESEL	189.41*		601	943	4943	210		1010
	378282 12/21/22 P. DIESEL/ #1 DIESEL	189.41		602	948	4948	210		1010
	378282 12/21/22 P. DIESEL/ #1 DIESEL	189.41		604	957	4957	210		1010
	378282 12/21/22 P. DIESEL/ #1 DIESEL	189.41		605	963	4963	210		1010
	378282 12/21/22 SALES TAX	13.02		604	957	4957	210		1010
	378282 12/21/22 SALES TAX	-13.02		604		2025			1010
	378282 12/21/22 D C TRANSIT TAX	0,95		604	957	4957	210		1010
	378282 12/21/22 D C TRANSIT TAX	-0,95		604		2026			1010
	378337 12/23/22 OIL	618.76		602	948	4948	210		1010
	Total for Vendor:	4,407.01							
40907	4503 TITAN MACHINERY	53.13							
	17904843GP 12/21/22 FUEL FILTER	53,13		101	312	4312	220		1010
	Total for Vendor:	53,13	3						
40915	5 71 UTILITY CONSULTANTS INC	1,948.62							
	114792 12/22/22 CBOD/TSS/TOT PHOSPH/AMMONIA	1,545.25		602	947	4947	440		1010
	114792 12/22/22 MANTORVILLE TESTING	403.37		602	947	4947	440		1010
	Total for Vendor:	1,948.62	2						
40924	637 WEBER, LETH & WOESSNER PLC	1,217.00							
	DEC '22PR 12/30/22 10.3 HRS LEGAL-P D	1,217.00		101	160	4160	304		1010
	Total for Vendor:	1,217.00	)						
40879	388 WESCO RECEIVABLES CORP	183.25							
	157618 12/08/22 25 PHOTO EYES	183,25*		604	957	4957	220		1010
	Total for Vendor:	183,25	5						

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#### CITY OF KASSON Claim Approval List For the Accounting Period: 12/22 For Pay Date: 12/30/22

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Claim/	Check Vendor #/Name/	Document \$/ Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund Org	Acct	Object	Proj	Account
40897	5818 WEX Bank	3,035.14						
	85936333 12/23/22 147.299 GAL UNLD-ELECTRIC	430.10		604 957	4957	212		1010
	85936333 12/23/22 36.319 GAL UNLD-PARKS	106.12		101 522	4522	212		1010
	85936333 12/23/22 654.537 GAL UNLD-P D	1,929.20*		101 210	4210	212		1010
	85936333 12/23/22 51.097 GAL UNLD-STREETS	152.70		101 310	4310	212		1010
	85936333 12/23/22 68.968 GAL UNLD-WATER	208.51*		601 943	4943	212		1010
	85936333 12/23/22 68.969 GAL UNLD-WW	208,51*		602 948	4948	212		1010
	Total for Ver	ndor: 3,035.14						
40881	5182 WHKS & CO.	82,245.69						
	47183 12/12/22 SAFE ROUTES TO SCHOOL	9,000.00*		425 196	4196	303		1010
	47233 12/13/22 GIS BASEMAP UPDATES	904.00		101 196	4196	303		1010
	47232 12/13/22 KASSON MEADOWS 7-ENG REV & C	DBS 1,186.50		101	1155			1010
	47233 12/13/22 MNDOT STATE AID MTGS	124.00*		101 311	4311	303		1010
	47233 12/13/22 2022 STREET & SIDEWALK MAINT	r 361.00*		101 311	4311	303		1010
	47233 12/13/22 2023 STREET PROJECT	3,038.00*		101 311	4311	303		1010
	47185 12/12/22 16 ST NW EXTENSION	34,728.46*		426 196	4196	303		1010
	47232 12/13/22 MEADOWBROOKE II-ENG REV & OH	3S 113.00		101	1155			1010
	47232 12/13/22 504 DEVELOP-ENG REV & OBSERV	5,474.25		101	1155			1010
	47232 12/13/22 MISC DEVELOPMENT ASSISTANCE	372.00*		101 191	4191	430		1010
	47225 12/12/22 I & I IMPLEMENTATION	3,866.24		602 948	4948	303		1010
	47232 12/13/22 B V 8TH -ENG REV & OBSERV	226.00		101	1155			1010
	47231 12/13/22 SUMP PUMP/SAN SEWER INSPECT	PR 2,554.50		602 948	4948	303		1010
	47232 12/13/22 KOMET ACRES-ENG REV & OBSERV	847.50		101	1155			1010
	47190 12/12/22 VAIL PROPERTY DEVELOPMENT	1,023.00*		246 650	4650	303		1010
	47277 12/16/22 HWY 57 IMPROVEMENTS	18,427.24*		424 196	4196	303		1010
	Total for Ver	ndor: 82,245.69						
40895	2407 WINE MERCHANTS	196.70						
	747193 11/18/22 WINE CREDIT	-96.00*		609 975	4975	251		1010
	747193 11/18/22 FREIGHT CREDIT	-0.50		609 975	4975	335		1010
	7408244 12/15/22 WINE	289.72*		609 975	4975	251		1010
	7408244 12/15/22 FREIGHT	3.48		609 975	4975	335		1010
	Total for Ve	ndor: 196.70						

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#### CITY OF KASSON Claim Approval List For the Accounting Period: 12/22 For Pay Date: 12/30/22

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Claim/		Vendor #/Name/ Invoice #/Inv Date/Description	Document Line \$	\$/	Disc \$	PO #	Fund Or	g Acct	Object	Proj	Cash Account
40882		2427 XCEL ENERGY 12/15/22 UTIL SERV-NW LIFT ST 11 Total for Ve	/12- 268	268.78 3.78* 268.78			602 94	8 4948	380		1010
40883	12/16/22	2731 ZAWORSKI, NANCY 2 MISC MILEAGE 7/1-12/16 2 SOFTSOAP-C H Total for Ve # of Claim	180 21 endor:	202.01 ).41 1.60 202.01 Total:		# of Vend	101 14 101 19 ors				1010 1010

#### CITY OF KASSON Fund Summary for Claims For the Accounting Period: 12/22

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$30,327.19
211 Library Fund	
1010 CASH-OPERATING	\$183,98
246 Vail Property	
1010 CASH-OPERATING	\$1,023.00
290 Economic Development	
1010 CASH-OPERATING	\$102.79
424 Hwy 57	
1010 CASH-OPERATING	\$18,441.19
425 SRTS	
1010 CASH-OPERATING	\$9,000.00
426 16th St NW	
1010 CASH-OPERATING	\$34,728.46
601 Water Fund	
1010 CASH-OPERATING	\$6,996.27
602 Sewer Fund	
1010 CASH-OPERATING	\$10,835.33
604 Electric Fund	
1010 CASH-OPERATING	\$21,662.36
605 Storm Water	
1010 CASH-OPERATING	\$424.37
606 ICE ARENA	
1010 CASH-OPERATING	\$138.99
609 Liquor Fund	
1010 CASH-OPERATING	\$20,151.30

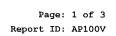
Total: \$154,015.23

12/30/22 13:17:29 CITY OF KASSON Claim Approval Signature Page For the Accounting Period: 12 / 22 Page: 13 of 13 Report ID: AP100A

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

The claim batch dated \_are approved for payment. \_Council Member \_Council Member APPROVED

01/04/23 08:54:35



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For Pay Date = 01/04/23

laim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Or	g Acct	Object	Proj	Account
40926		6216 AUTO-OWNERS INSURANCE COMPANY	2,999.00	D						
	29000325	63 11/10/22 2023 FLOOD INSURANCE	2,999.00			101 21	.0 4210	360		1010
		Total for Vendo	or: 2,999.0	00						
40928		4332 MN BCA	50.00	ס						
	26546 12	/20/22 HANDEVIDT-MNJIS OPER TRNG	50.00			101 23	.0 4210	333		1010
		Total for Vendo	or: 50.0	00						
		# of Claims	2 Tota	1: 3,049.00	# of Ver	ndors	2			

#### CITY OF KASSON Fund Summary for Claims For the Accounting Period: 1/23

Fund/Account		Amount	
101 General Fund 1010 CASH-OPERATING		\$3,049.00	
	Total:	\$3,049.00	

01/04/23 08:54:36

CITY OF KASSON Claim Approval Signature Page For the Accounting Period: 1 / 23 Page: 3 of 3 Report ID: AP100A

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

The claim batch dated are approved for payment. APPROVED Cot ber Council Member

Page: 1 of 3 Report ID: AP100V

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$							Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
		*** Claim fr	om another period (	12/22) ****							
40930	E	6558 BPAS	44,685.62	!							
	12/30/22	UNGER-SICK TIME CONVERSION	26,749.50			101	522	4522	124		1010
	12/30/22	ZAWORSKI-SICK TIME CONVERSION	8,071.24			101	140	4140	124		1010
	12/30/22	ZAWORSKI-SICK TIME CONVERSION	3,587.22			604	959	4959	124		1010
	12/30/22	2 ZAWORSKI-SICK TIME CONVERSION	2,242.02			601	944	4944	124		1010
	12/30/22	2 ZAWORSKI-SICK TIME CONVERSION	896.81			605	964	4964	124		1010
	12/30/22	2 ZAWORSKI-SICK TIME CONVERSION	2,242.02			602	949	4949	124		1010
	12/30/22	2 ZAWORSKI-SICK TIME CONVERSION	896.81			101	518	4518	124		1010
		Total for V	endor: 44,685.6	52							
		*** Claim fr	om another period (	(12/22) ****							
40974		5711 SANCO EQUIPMENT LLC	20,250.00	)							
	09/19/22	2 14' KAGE SNOW PUSHER	20,250.00			101	680	4312	580		1010
		Total for V	endor: 20,250.0	00							
		# of Clai	ms 2 Total	.: 64,935.62	# of Ve	ndors		1			
		Total	Electronic Claims	44,685.62							
		Total Nor	-Electronic Claims	20250.00							

#### CITY OF KASSON Fund Summary for Claims For the Accounting Period: 1/23

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$55,967.55
601 Water Fund	
1010 CASH-OPERATING	\$2,242.02
602 Sewer Fund	
1010 CASH-OPERATING	\$2,242.02
604 Electric Fund	
1010 CASH-OPERATING	\$3,587.22
605 Storm Water	
1010 CASH-OPERATING	\$896.81

Total: \$64,935.62

01/06/23 08:27:34

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

The claim batch dated \_are approved for payment. Council Member APPROVED Council Member

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

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Claim/	Check Vendor #/Name/	Document \$/	Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$		PO #	Fund Or	g Acct	Object	Proj	Accoun
	*** Claim fro	om another period	(12/22) ****						
40936	2529 A H HERMEL COMPANY	312.2	3						
	957346 12/22/22 POP FOR RESALE	156.02			609 97	5 4975	254		1010
	957346 12/22/22 BAGS	147.26			609 97	5 4975	210		1010
	957346 12/22/22 SALES TAX	10,12			609 97	5 4975	210		1010
	957346 12/22/22 SALES TAX	-10.12			609	2025	i		1010
	957346 12/22/22 D C TRANSIT TAX	0.74			609 97	5 4975	210		1010
	957346 12/22/22 D C TRANSIT TAX	-0,74			609	2026	i		1010
	957346 12/22/22 FREIGHT	8,95			609 97	5 4975	335		1010
	Total for Ve	endor: 312.	23						
	*** Claim fro	om another period	(12/22) ****						
40937	5049 ARTISAN BEER COMPANY	193.9	0						
	3578083 12/21/22 BEER	193.90			609 97	5 4975	5 252		1010
	Total for Ve	endor: 193.	90						
	*** Claim fre	om another period	(12/22) ****						
40938	1012 BELLBOY CORPORATION	1,814.0	0						
	97906600 12/29/22 LIQUOR	1,796.00			609 97	5 4975	5 251		1010
	97906600 12/29/22 FREIGHT	18.00			609 97	5 4975	335		1010
	Total for Ve	endor: 1,814.	00						
	*** Claim fro	om another period	(12/22) ****						
40939	5239 BREAKTHRU BEVERAGE MN WINE	& 4,338.2	1						
•	347044113 12/21/22 LIQUOR	2,411.20			609 97	5 4975	5 251		1010
	347044113 12/21/22 NA BEVERAGE	122.10			609 97	5 4975	5 254		1010
	347044113 12/21/22 FREIGHT	33.57			609 97	5 4975	335		1010
	347136770 12/28/22 LIQUOR	1,513.42			609 97	5 4975	5 251		1010
	347136770 12/28/22 WINE	241.00			609 97	5 4975	5 251		1010
	347136770 12/28/22 FREIGHT	16,92			609 97	5 4975	335		1010
	Total for Ve	endor: 4,338.	21						
	*** Claim fro	om another period	(12/22) ****						
40940	3385 CANNON RIVER WINERY	360.0	0						
	14530 12/20/22 WINE	360,00			609 97	5 4975	5 251		1010
	Total for Ve	endor: 360.	00						
40966	6559 CARIBOU ENTERPRISES LLC	2,000.0	0						
	01/04/23 BUSINESS FACADE IMPROV GRANT	2,000.00			290 65	0 4650	414		1010
	Total for Ve	endor: 2,000.	00						

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

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Claim/	Check Vendor #/Name/	Document \$/	Disc \$					Ca	ash
	Invoice #/Inv Date/Descriptic	on Line\$	Annonen da Michigan	PO #	Fund Org	Acct	Object	Proj Acc	count
	*** Claim	n from another period	(12/22) ****						
40941	5667 CINTAS	92.8	5						
	4141779741 12/29/22 MATS-L.S.	92.85			609 979	4979	410	1	1010
	Total fo	or Vendor: 92.	85						
	*** Claim	n from another period	(12/22) ****						
40933	30 CMS OF ROCHESTER	3,822.2	5						
	22-1217 12/31/22 KA BLDG-MILEAGE	265,98			101 240	4240	331	1	1010
	22-1217 12/31/22 KA BLDG-INSPECTION FE	SES 3,556.27			101 240	4240	444	1	1010
	Total fo	or Vendor: 3,822.	25						
	*** Claim	n from another period	(12/22) ****						
40934	6417 COOPERATIVE RESPONSE CH	ENTER INC 766.0	3						
	0146999 12/31/22 DECDISPATCH FEES	766.03			604 957	4957	444	1	1010
	Total fo	or Vendor: 766.	03						
40954	6400 DEFENSIVE EDGE TRAINING	3 & 550.0	0						
	3701 12/20/22 KASEL-ARMORER COURSE	550,00			101 210	4210	333	1	1010
	Total fo	or Vendor: 550.	00						
40955	187 DODGE COUNTY	34,397.0	0						
	11/08/22 2023 ASSESSMENT AGREEMENT	34,397.00*			101 155	4155	305	1	1010
	Total fo	or Vendor: 34,397.	00						
	*** Clair	m from another period	(12/22) ****						
40942	5036 HOHENSTEINS INC	185.0	0						
	569936 12/29/22 BEER	135.00			609 975	4975	252	1	1010
	569936 12/29/22 NA BEVERAGE	50.00			609 975	4975	254	1	1010
	Total fo	or Vendor: 185.	00						
	*** Clair	m from another period	(12/22) ****						
40935	6282 ICS	118,417.0	3						
	9250 12/31/22 PROF SERV-FIRE STATION	14,142.67			430 630	4630	430	3	1010
	9312 12/31/22 PROF SERV-L.S. RENOVATIO	ON 104,274.36			609	1650	1	:	1010
	Total fo	or Vendor: 118,417.	03						
	*** Clair	m from another period	(12/22) ****						
40943	25 JOHNSON BROTHERS LIQUO	R CO 5,968.0	5						
	2204383 12/21/22 LIQUOR	1,025.31			609 975	4975	251	:	1010
	2204383 12/21/22 FREIGHT	17.10			609 975	4975	335	:	1010
	2204384 12/21/22 WINE	737.15			609 975	4975	251	:	1010
	2204384 12/21/22 FREIGHT					4975	335		1010

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

For Pay Date = 01/12/23

Claim/		Vendor #/Name/	Document \$/	Disc \$							Cash
	Invoice	#/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	2209312 12/29/22	LIQUOR	2,380.40			609	975	4975	251		1010
	2209312 12/29/22	FREIGHT	45,73			609	975	4975	335		1010
	2209313 12/29/22	WINE	1,606.33			609	975	4975	251		1010
	2209313 12/29/22	FREIGHT	55.09			609	975	4975	335		1010
	2209314 12/29/22	NA BEVERAGE	70.50			609	975	4975	254		1010
	2209314 12/29/22	FREIGHT	3,80			609	975	4975	335		1010
		Total for Ve	ndor: 5,968.05	5							
40956	43 K	ASSON CHAMBER OF COMMERCE	260.00								
	533 12/17/22 '23	CITY MEMBERSHIP	75.00			290	650	4650	334		1010
	532 12/17/22 '23	LIBRARY MEMBERSHIP	50.00			211	550	4550	334		1010
	500 12/17/22 '23	L.S. MEMBERSHIP	135.00			609	976	4976	334		1010
		Total for Ve	ndor: 260.00	)							
		*** Claim from	m another period (1	.2/22) ****							
40944	6342 K	INNEY CREEK BREWERY	315.00								
	IN-101 12/21/22	NA BEVERAGE	175.00			609	975	4975	254		1010
	IN-112 12/30/22	BEER	140.00			609	975	4975	252		1010
		Total for Ve	ndor: 315.00	)							
40957	37 K	MTELECOM	2,124.61								
	10144117 01/01/2	3 PHONES-P D	193.34			101	210	4210	321		1010
	10144117 01/01/2	3 PHONES-F D	189.60			101	220	4220	321		1010
	10144117 01/01/2	3 PHONES-C H	384.39			101	140	4140	321		1010
	10144117 01/01/2	3 PHONES-PLANNING/ZONING	42.89			101	191	4191	321		1010
	10144117 01/01/2	3 PHONES-EDA	42.90			290	650	4650	321		1010
	10144117 01/01/2	3 PHONES-K.A.C.	77.24			101	514	4514	321		1010
	10144117 01/01/2	3 PHONES-LIBRARY	187.61			211	550	4550	321		1010
	10144117 01/01/2	3 PHONES-WATER	109.36			601	944	4944	321		1010
	10144117 01/01/2	3 PHONES-WWTP	74.27			602	949	4949	321		1010
	10144117 01/01/2	3 PHONES-WWTP OPERATIONS	130.54			602	947	4947	321		1010
	10144117 01/01/2	3 PHONES-PARK N REC	36.74			101	510	4510	321		1010
	10144117 01/01/2	3 PHONES-STREETS	4,99			101	310	4310	321		1010
	10144117 01/01/2	3 PHONES-SHOP	278,48			604	959	4959	321		1010
	10144117 01/01/2	3 PHONES-L S	163.95			609	976	4976	321		1010
	10144117 01/01/2	3 PHONES-ARENA	194.26			606	516	4516	321		1010
	10144117 01/01/2	3 ADVERTISING-ARENA	14,05			606	516	4516	343		1010
		Total for Ve	ndor: 2,124.6	1							

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

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# For Pay Date = 01/12/23

Claim/	Check Vendor #/Name/ Do	ocument \$/ Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$	PO #	Fund Org	Acct	Object	Proj	Account
	*** Claim from anot	ther period (12/22) ****						
40968	362 KWIK TRIP STORES	224.27						
	12/31/22 18.414 GAL UNLD-F D	50,38		101 220	4220	212		1010
	12/31/22 38.166 GAL WTR DIESEL-F D	173,89		101 220	4220	212		1010
	Total for Vendor:	224.27						
40958	157 LEAGUE OF MINNESOTA CITIES	350.00						
	374335 01/03/23 CHRISTENSEN-ELECTED LEADERS IN	350.00		101 111	4111	333		1010
	Total for Vendor:	350.00						
40959	89 METRO SALES INC	162.51						
	2189448 12/22/22 QTRLY MAINT-B&W 12/26/22-3/25	18.40		601 944	4944	210		1010
	2189448 12/22/22 QTRLY MAINT-B&W 12/26/22-3/25	18.40		602 949	4949	210		1010
	2189448 12/22/22 QTRLY MAINT-B&W 12/26/22-3/25	36.80		604 959	4959	210		1010
	2189448 12/22/22 QTRLY MAINT-B&W 12/26/22-3/25	18.40		605 963	4963	210		1010
	2189448 12/22/22 SALES TAX	2.53		604 959	4959	210		1010
	2189448 12/22/22 SALES TAX	-2.53		604	2025	5		1010
	2189448 12/22/22 D C TRANSIT TAX	0.18		604 959	4959	210		1010
	2189448 12/22/22 D C TRANSIT TAX	-0.18		604	2026	;		1010
	2189448 12/22/22 QTRLY MAINT-CLR 12/26/22-3/25	14.10		601 944	4944	210		1010
	2189448 12/22/22 QTRLY MAINT-CLR 12/26/22-3/25	14.10		602 949	4949	210		1010
	2189448 12/22/22 QTRLY MAINT-CLR 12/26/22-3/25	28,21		604 959	4959	210		1010
	2189448 12/22/22 QTRLY MAINT-CLR 12/26/22-3/25	14.10		605 963	4963	3 210		1010
	2189448 12/22/22 SALES TAX	1.94		604 959	4959	210		1010
	2189448 12/22/22 SALES TAX	-1.94		604	2025	5		1010
	2189448 12/22/22 D C TRANSIT TAX	0.14		604 959	4959	210		1010
	2189448 12/22/22 D C TRANSIT TAX	-0.14		604	2026	5		1010
	Total for Vendor:	162.51						
40960	2158 MN CHIEFS OF POLICE ASSN	342.00						
	13840 11/28/22 HANSON-'23 MEMBERSHIP	342.00		101 210	4210	334		1010
	Total for Vendor:	342.00						
40978	5821 MRPA	300.00						
	12/01/22 LANGAN-'23 MEMBERSHIP DUES	300.00		101 510	4510	) 334		1010
	Total for Vendor:	300.00						

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

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#### For Pay Date = 01/12/23

Claim/	Check Vendor #/Name/ Invoice #/Inv Date/Descriptio	Document \$/ n Line \$	Disc \$	PO #	Fund O	erg Acct	Object	Proj	Cash Account
40976	5659 MSFCA	220.00							
	5144 12/16/22 FITCH-'23 MEMBERSHIP	220.00			101 2	20 4220	334		1010
	Total fo	r Vendor: 220.00	)						
40961	4775 MSFDA	290.00							
	12/01/22 '23 MEMBERSHIP DUES	290.00			101 2	20 4220	334		1010
	Total fo	or Vendor: 290.0	0						
	*** Claim	from another period (	12/22) ****						
40964	6366 NORTH CENTRAL INTERNATI	ONAL 103,95							
	2012022111 11/30/22 FINANCE CHARGE	102.41			101 3	310 4310	430		1010
	2012022122 12/31/22 FINANCE CHARGE	1.54			101 3	310 4310	430		1010
	Total fo	or Vendor: 103.9	5						
	*** Clain	from another period (	12/22) ****						
40947	60 NORTHERN BEVERAGE DIST.	CO. LL 11,101.90							
	1053433 12/22/22 BEER	4,629.20			609 9	75 497	5 252		1010
	1053433 12/22/22 NA BEVERAGE	17.60			609 9	975 497	5 254		1010
	1053433 12/22/22 FREIGHT	2.00			609 9	975 497	5 335		1010
	1056231 12/29/22 BEER	6,451.10			609 9	975 497	5 252		1010
	1056231 12/29/22 FREIGHT	2.00			609 9	975 497	5 335		1010
	Total fo	or Vendor: 11,101.9	0						
	*** Claim	n from another period (	12/22) ****						
40948	23 PHILLIPS WINE & SPIRITS	5 7,087.70							
	6517300 12/21/22 LIQUOR	3,888.75			609 9	975 497	5 251		1010
	6517300 12/21/22 FREIGHT	54.43			609 9	975 497	5 335		1010
	6517301 12/21/22 WINE	382.35			609 9	975 497	5 251		1010
	6517301 12/21/22 FREIGHT	15.21			609 9	975 497	5 335		1010
	6517302 12/21/22 NA BEVERAGE	208.00			609 9	975 497	5 254		1010
	6517302 12/21/22 FREIGHT	5.70			609 9	75 497	5 335		1010
	6521366 12/29/22 LIQUOR	1,517.03			609 9	975 497	5 251		1010
	6521366 12/29/22 FREIGHT	22.78			609 9	975 497	5 335		1010
	6521367 12/29/22 WINE	826,91			609 9	975 497	5 251		1010
	6521367 12/29/22 FREIGHT	24.83			609 9	975 497	5 335		1010
	6521368 12/29/22 NA BEVERAGE	136.00			609 9	975 497	5 254		1010
	6521368 12/29/22 FREIGHT	5.71			609 9	975 497	5 335		1010
	Total fo	or Vendor: 7,087.7	0						

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

For Pay Date = 01/12/23

Claim/	Check Vendor #/Name/	Document \$/ Disc \$						Cash
	Invoice #/Inv Date/Description	Line \$	PO # Fun	d Org	Acct	Object	Proj	Account
	*** Claim fr	com another period (12/22) ****						
40972	3936 POMP'S TIRE SERVICE INC	346.92						
	230120236 12/28/22 TIRE STEM REPAIR-RESCU	JE VEH 346.92	10	1 220	4220	400		1010
	Total for V	Vendor: 346,92						
40962	2005 RESERVE ACCOUNT	500.00						
	22870844-1 01/01/23 POSTAGE METER REFILL	150.00	10	1 140	4140	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	15.00	10	1 210	4210	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	15.00*	10	1 310	4310	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	15.00	10	1 510	4510	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	10.00	21	1 550	4550	210		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	15.00	29	0 650	4650	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	20.00	60	1 944	4944	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	20.00	60	2 949	4949	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	100.00	60	4 959	4959	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	15.00	60	5 963	4963	325		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	10.00	60	6 516	4516	210		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	100.00	60	9 976	4976	210		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	10.00	10	1 518	4518	210		1010
	22870844-1 01/01/23 POSTAGE METER REFILL	5.00	10	1 220	4220	210		1010
	Total for V	/endor: 500.00						
	*** Claim fr	rom another period (12/22) ****						
40949	63 SCHOTT DIST CO INC	14,669.55						
	499306 12/22/22 NA BEVERAGE	60.00	60	9 975	4975	254		1010
	499307 12/22/22 BEER	5,473.70	60	9 975	4975	252		1010
	499308 12/22/22 LIQUOR	127.20	60	9 975	4975	251		1010
	499309 12/22/22 WINE	73.00	60	9 975	4975	251		1010
	500162 12/29/22 BEER	8,642.10	60	9 975	4975	252		1010
	500162 12/29/22 NA BEVERAGE	21,95	60	9 975	4975	254		1010
	500163 12/29/22 WINE	160.00	60	9 975	4975	251		1010
	500163 12/29/22 LIQUOR	111.60	60	9 975	4975	251		1010
	Total for V	Vendor: 14,669.55						
	*** Claim fr	rom another period (12/22) ****						
40950	3850 SOUTHERN GLAZER'S WINE &	4,592.32						
	2294817 12/20/22 LIQUOR	1,867.75	60	9 975	4975	251		1010
	2294817 12/20/22 WINE	264.00	60	9 975	4975	5 251		1010
	2294817 12/20/22 FREIGHT	26.35		9 975	i 4975	335		1010

#### CITY OF KASSON Claim Approval List For the Accounting Period: 1/23 For Pay Date: 01/12/23

For Pay Date = 01/12/23

...

Claim/	Check		Vendor	#/Name/	Document \$/	Disc \$							Cash
		Invoice	#/Inv D	Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	2297728	12/28/22	LIQUOR		2,179.87			609	975	4975	251		1010
	2297728	12/28/22	WINE		228.00			609	975	4975	251		1010
	2297728	12/28/22	FREIGHT	r	26,35			609	975	4975	335		1010
				Total for V	endor: 4,592	32							
				*** Claim f	om another period	(12/22) ****							
40951		6231 S	xse mn f	BREWING CO.	381.5	50							
	061040 1	2/20/22	BEER		99,50			609	975	4975	252		1010
	061142 1	2/27/22	BEER		282.00			609	975	4975	252		1010
				Total for '	Vendor: 381	50							
40970		6273 T	ANTALUS	SYSTEMS INC	11,557.0	00							
	AM2023-1	77 11/23	/22 2023	3 SOFTWARE MAINT	GRMNT 2,311.40			601	944	4944	370		1010
	AM2023-1	77 11/23	/22 2023	3 SOFTWARE MAINT 2	GRMNT 2,311.40	¢		602	949	4949	370		1010
	AM2023-1	77 11/23	/22 2023	3 SOFTWARE MAINT	GRMNT 4,622.80	r i		604	959	4959	370		1010
	AM2023-1	77 11/23	/22 2023	3 SOFTWARE MAINT 2	GRMNT 2,311.40	r		605	963	4963	370		1010
				Total for '	Vendor: 11,557	. 00							
40967		123 T	HRONDSOI	N OIL & LP GAS CO	3,898.0	00							
	378448 0	1/04/23	P. DIESF	EL/ #1 DIESEL	1,559.20			101	310	4310	210		1010
	378448 0	1/04/23	P. DIESF	EL/ #1 DIESEL	1,559.20			101	312	4312	210		1010
	378448 0	1/04/23	P. DIESI	EL/ #1 DIESEL	194,90			601	943	4943	210		1010
	378448 0	1/04/23	P. DIES	EL/ #1 DIESEL	194.90			602	948	4948	210		1010
	378448 0	1/04/23	P. DIES	EL/ #1 DIESEL	194.90			604	957	4957	210		1010
	378448 0	1/04/23	P. DIESP	EL/ #1 DIESEL	194.90			605	963	4963	210		1010
	378448 0	1/04/23	SALES TZ	AX	13.40			604	957	4957	210		1010
	378448 0	1/04/23	SALES T	AX	-13.40			604		2025	5		1010
	378448 0	1/04/23	D C TRAN	NSIT TAX	0.98			604	957	4957	210		1010
	378448 0	1/04/23	D C TRAN	NSIT TAX	-0.98			604		2026	5		1010
				Total for	/endor: 3,898	. 00							
				*** Claim f	com another period	(12/22) ****							
40952		5047 W	ATERVIL	LE FOOD & ICE INC	39.1	37							
	04-21496	58 12/27/	22 ICE-1	L.S.	39.37			609	975	4975	5 257		1010
				Total for	Vendor: 39	. 37							
				# of Cla	ms 35 Tota	al: 232,083.15	∦ of Ve	endors	3	5			

#### CITY OF KASSON Fund Summary for Claims For the Accounting Period: 1/23

<ul> <li>101 General Fund</li> <li>1010 CASH-OPERATING</li> <li>211 Library Fund</li> <li>1010 CASH-OPERATING</li> <li>290 Economic Development</li> </ul>	\$45,203.98 \$247.61
211 Library Fund 1010 CASH-OPERATING	
1010 CASH-OPERATING	\$247 61
	\$247 61
290 Economic Development	Q247,01
Loo Loonanao Daranogradaria	
1010 CASH-OPERATING	\$2,132.90
430 Public Safety Building	
1010 CASH-OPERATING	\$14,142.67
601 Water Fund	
1010 CASH-OPERATING	\$2,668.16
602 Sewer Fund	
1010 CASH-OPERATING	\$2,763.61
604 Electric Fund	
1010 CASH-OPERATING	\$6,027.22
605 Storm Water	
1010 CASH-OPERATING	\$2,553.80
606 ICE ARENA	
1010 CASH-OPERATING	\$218.31
609 Liquor Fund	
1010 CASH-OPERATING	\$156,124.89

Total: \$232,083.15

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

The claim batch dated \_are approved for payment. Jćoj APPROVED l Member ouncil Member

# CITY OF KASSON RESOLUTION # 1.x-23

# RESOLUTION AUTHORIZING INVESTMENT OF FUNDS AND DESIGNATION OF OFFICIAL DEPOSITORIES FOR THE CITY OF KASSON

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

Authorization is hereby granted to the City Administrator and/or Finance Director to invest idle funds at his/her discretion in one, any, or all of the following designated depositories:

<b>Depository</b>	Location
Bremer Bank	Kasson (checks require 2 signatures)
Home Federal Bank	Kasson (checks require 2 signatures)
F & M Community Bank	Rochester
Smith Barney/Morgan Stanley	Minneapolis
Edward Jones	Byron
4M Fund	Minneapolis
RBC	Minneapolis
Multi-Bank Securities, Inc.	Pleasant Ridge, MI/Ft. Lauderdale, FL

**BE IT FURTHER RESOLVED**, that investments made by the above designated personnel shall be in conformance with guidelines set forth in the investment policy.

**ADOPTED** by the Council this 11<sup>th</sup> day of January, 2023.

ATTEST:

Chris McKern, Mayor

Linda Rappe, Clerk

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

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

Tuesday, November 15<sup>th</sup>, 2022, at 6:30pm in the Library

Present: Mel Ferris, Fran Johnson, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk
Absent: Heather Gransee
Visitors: none
Petitions to the Chair: none
Amendments to Agenda: Laurie motioned to approve the agenda; 2<sup>nd</sup> by Mel. Motion carried.

**Minutes of the Jul KPL Board Meeting:** Motion to approve by Mel, 2<sup>nd</sup> by Fran. Motion carried. **Financial Reports/Payables:** Motion to approve by Laurie, 2<sup>nd</sup> by Fran. Motion carried. **Monthly Reports/Receivables:** In honor of Pat's years of service, a donation of \$500 was made to KPL. Motion to approve by Laurie, 2<sup>nd</sup> by Jon. Motion carried.

# **Director's Report:**

# Library Activities:

- Monthly gallery displays provided in partnership with the Mantorville Art Guild.
- School field trip held on Oct 13<sup>th</sup> with 49 attendees.
- Friends book sale was held on Oct 18-22<sup>nd</sup> with nearly 450 visitors.
- Veterans Day display featuring the book *America's White Table* was held the 2<sup>nd</sup> week of Nov.
- Holiday Market (KPL Book Bunch Relay for Life team) to be held Nov 21-23<sup>rd</sup> and Nov 28-Dec 3<sup>rd</sup>. In addition to the craft items for sale, gift wrapping services will be available.
- Lions Club gifted a 1-yr subscription for large-print bestsellers, receiving 4/mo.
- Staff is beginning to prepare for the 2023 SRP. Potential dates are June 5-July 28th. Staff is reviewing the newly-posted, vetted grant performer descriptions. Staff will begin contacting and scheduling the performers soon.

Fall/Winter Programming:

- Storytimes on Fridays at 10:30am
- Puzzle Fun available
- Mayo Health Talks for Seniors concluded. Mayo expressed interest in continuing the education sessions in the spring with its pharmacists; Nancy is the liaison.
- Doug Ohman author/photographer visit on Wed, Nov 16<sup>th</sup> at 11am
- Mantorville author Dr. Sara Klein book signing on Dec 3<sup>rd</sup>
- Blind Date with a Book is being planned for February 2<sup>nd</sup> and 23<sup>rd</sup>

# **Building Report:**

- The book drop arrived on Oct 18<sup>th</sup> and was installed on the 19<sup>th</sup>.
- Landscaping around KPL was completed and new trees planted.
- Memorial bench in memory of Rev. Curtis Johnson was installed in the playground area on Nov 9<sup>th</sup>.
- The Knox Box will be installed by ICS.
- The southwest exterior door has been ordered.
- KPL safety inspection scheduled for 1pm on Nov 22<sup>nd</sup>.

# **Committee Reports:**

City Council: none

<u>Friends of the Library</u>: none <u>SELCO Board of Directors Meeting</u>: none

- **Old Business:** Closed session from 7-7:10 to discuss the KPL Director position. On Nov 12<sup>th</sup>, four candidates were interviewed for the position of KPL Director. After much deliberation, one candidate was selected. The candidate was offered and accepted the position starting at grade 12, step 1 on Dec 27<sup>th</sup>. The Board would like to invite the candidate to the December board meeting. There is a 6-month probationary period. During the April/May meetings, the Board would like to interview KPL staff to properly evaluate how things are running from the staff point of view.
- **New Business:** One candidate applied to replace Jon Wright on the KPL Board. The candidate was accepted and will be presented to the City Council for approval. The Board would like to invite the candidate to attend the December board meeting as a visitor.

Pat proposed changes to the Circulation Policy. After discussion, Fran motioned to approve allowing 1 renewal for DVDs and lowering the DVD overdue fee from \$1/day to \$0.25/day. The overdue fee for children's materials will remain at \$0.10/day. Motion was 2nd by Mel; motion carried. The Board suggested holding a "Fine Forgiveness Day" during National Library Week along with other possible forgiveness days, such as "bring a canned good, fines forgiven".

On Saturday, Dec 17<sup>th</sup>, Friends of KPL will be sponsoring a Retirement Reception in honor of Pat's years of dedicated service to KPL from noon-2pm.

General Discussion: none

Adjourn: 7:30pm Respectfully submitted by: Laurie Schultz, secretary

Name:	CONFERENCE REQUEST Jesse Kasel
	eting: AR15/M16/M4/AR308 Armorer Course
Place of Mee	ting:Savage, MN
Published da	tes of Meeting: March 6-7
Attendance d	lates:March 6-7 Registration Costs:\$550
	Rider Driver X Vehicle: City Personal
Purpose:	Licensure/CertificationXSpecific Training
	Attendance Explain:
Previous Edu	ucation Courses:
Approvals:	Department Head City Administrator Council Approval
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	CONFERENCE REQUEST
Name:	Amy Handevidt
Name of Meeting: _	MNJIS One-Day Basic Operator Training
Place of Meeting:	BCA in St. Paul
Published dates of M	feeting:Tuesday, April 11, 2023
Attendance dates: _	April 11, 2023 Registration Costs: \$25.00
Travel: Rider	DriverXVehicle: City_XPersonal
Purpose:	Licensure/Certification X Specific Training
	Attendance Explain:
Previous Education	Courses:
Approvals:	nent Head City Administrator Council Approval
Departm	ient Head City Administrator Council Approval
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ХТ	Amy Handevidt
Name: Name of Meeting:	· TAO M
Place of Meeting:	BCA in St. Paul
Published dates of Me	eting: Tuesday, May 16, 2023
Attendance dates:	May 16, 2023 Registration Costs: \$25.00
Travel: Rider _	Driver_XVehicle: CityX_Personal
Purpose:	Licensure/Certification X Specific Training
	Attendance Explain:
Previous Education C	ourses:
Approvals: Department	turo fimin
7Dopartino.	nt Head City Administrator Council Approval
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CONFERENCE REQUEST
Name: Joshua Hanson
Name of Meeting:       MN Chiefs of Police Executive Training Institute 2023         Place of Meeting:       Duluth, MN
Published dates of Meeting: April 11-14
Attendance dates:       April 11-14       Registration Costs:       \$525         Travel:       Rider Driver X       Vehicle: City Personal
Purpose:Licensure/CertificationX Specific Training
Attendance Explain:
Previous Education Courses:

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CONFERENCE REQUEST Name: Name of Meeting: Assounting Pointfile. Place of Meeting: Savanah AA Published dates of Meeting: 3/12 - 3/Attendance dates: 5000 \_\_\_\_\_Registration Costs: Travel: Rider \_\_\_\_ Driver \_\_\_\_ Vehicle: City \_\_\_\_ Personal \_\_\_\_ \_\_\_\_\_Licensure/Certification \_\_\_\_\_X Specific Training Purpose: Attendance Explain: Pour frends Natural Confidence 2022 Previous Education Courses: Approvals: Department Head City Administrator Council Approval

### **2023 Appointments, Designations and Subcommittees**

### **Designations & Sub-Committees**

Acting MayorCity AttorneyWeber, LethZoning AdministratorTim IbischCity EngineerBrandon TheBuilding OfficialJay Kruger – IConsulting Engineerper project bWeed InspectorPublic WorksEmergency Management CoordinatorMatt Maas DOfficial NewspaperDodge CountChicken InspectorPolice DepartPlannerHKGI - Contra

Weber, Leth & Woessner – Contract Tim Ibisch Brandon Theobald of WHKS Jay Kruger – contract per project basis Public Works Director Matt Maas Dodge County) Dodge County Independent Police Department HKGI - Contract

### **Sub-Committees**

#### Liquor Store Committee

As Required

#### **Emergency Services**

Councilperson Ferris, Councilperson Christensen, Stevie Ersland, Tammy Flom, Fire Chief, Police Chief, City Administrator

#### **Personnel**

Mayor McKern Administrator Ibisch \*\*Department Head

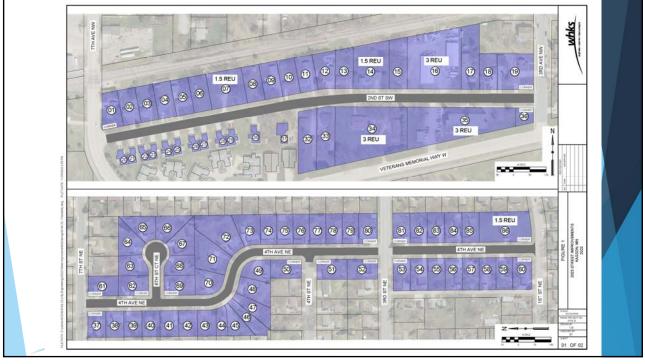
# 2023 Street Improvements

Hearing on Improvements

January 11, 2023 Presenter: Brandon Theobald, P.E. Kasson, Minnesota

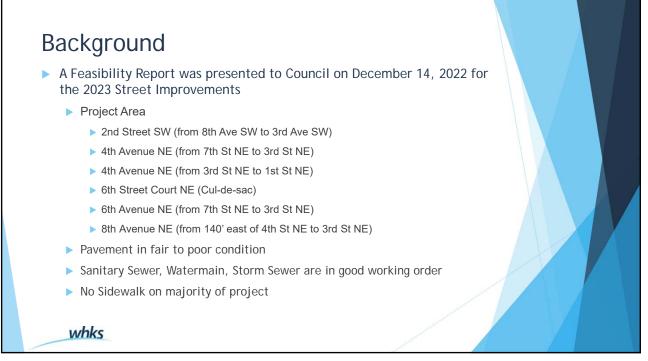




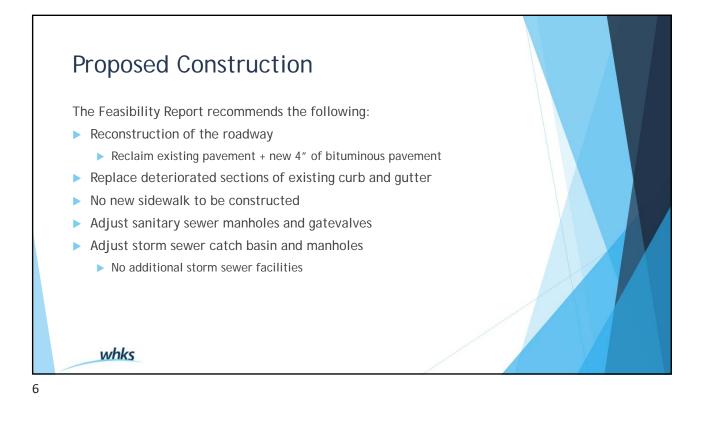


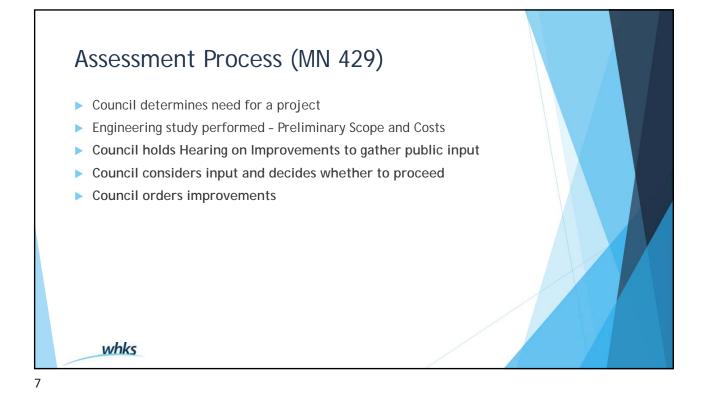


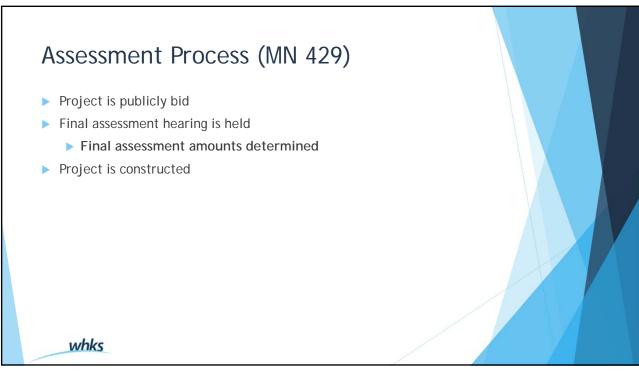




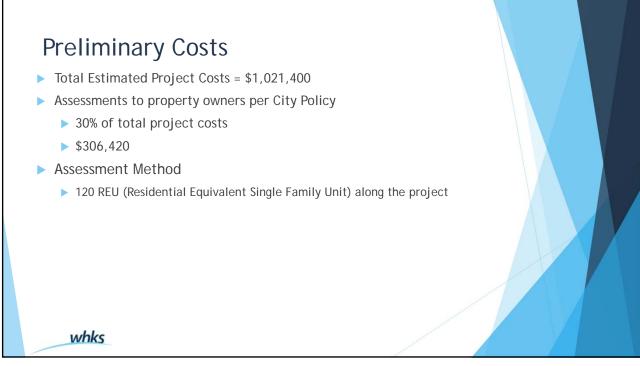


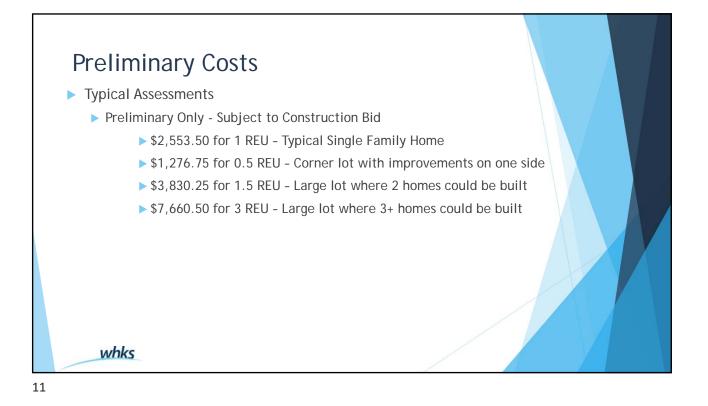


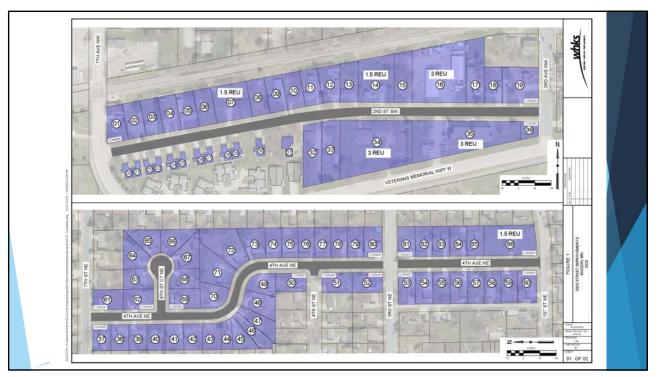




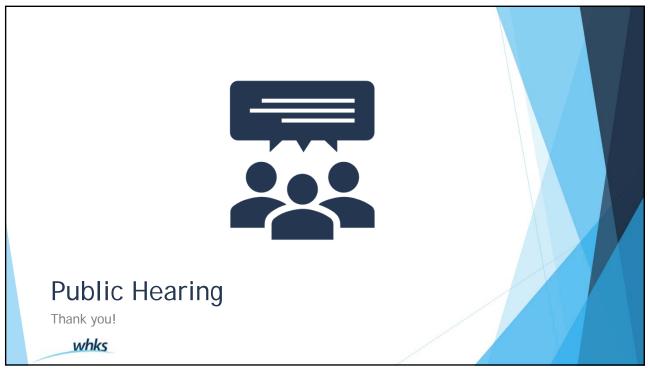












### EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA

### HELD: JANUARY 11, 2023

Pursuant to due call and notice thereof, a January 11, 2023 meeting of the City Council of the City of Kasson, Minnesota, was duly called and held at City Hall in said City on the 11th day of January, 2023, at 6 o'clock P.M.

The following members were present:

and the following were absent:

The meeting was held pursuant to resolution adopted December 14, 2022, calling a public hearing on the proposed 2023 Street Improvement Project in said City, as more particularly described in the Notice of a Public Hearing ordered at said December 14, 2022, meeting, a copy of which is attached hereto. The Clerk presented affidavits showing the due publication and mailing of the Notices of Hearing and the Mayor announced that the Council would hear all persons who cared to be heard for or against the improvements as outlined in the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the making of said improvements, and no objections were presented, except as follows:

Name of Objector

Property **Property** 

**Objection** 

Member \_\_\_\_\_\_ introduced the following resolution and moved its adoption:

### RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS

WHEREAS, after due Notice of Public Hearing on the construction of improvements for the City of Kasson, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the form attached hereto as Exhibit A:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Kasson, Minnesota as follows:

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.

2. It is advisable, expedient and necessary that said improvements as described in the Notice of Hearing thereon be constructed, and the same are hereby ordered made.

3. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2023 Street Improvement Project.

4. The consulting engineers, WHKS & Co., are hereby directed to prepare final plans and specifications for said improvements.

5. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2 within one year of the date of this resolution ordering said improvements.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)COUNTY OF DODGE) ssCITY OF KASSON)

I, the undersigned, being the duly qualified and acting Clerk of the City of Kasson, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated insofar as such minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated insofar as such minutes relate to the ordering and directing preparation of final plans and specifications of 2023 Street Improvement Project in said City.

WITNESS my hand and the seal of said City this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

City Clerk

(SEAL)

### IMPACT OF ASSESSMENTS

### CITY OF KASSON

### 2023 STREET IMPROVEMENTS

### Available at Hearing Held January 11, 2023

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefitted properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is  $\underline{306,420}$ . This estimate is approximately 30% of the costs of the improvements. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels: <u>Residential Equivalent Unit (REU)</u>. The City intends to levy the assessments after receiving bids, which may be about <u>March 8, 2022</u>. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.



### Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division (AGED) 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: license types:	You are required by law 1) City issued on sale in 2) City and County issue	toxicating and Su	nday liquor licenses If sale malt liquor licens	ses roh 2023	~ March 3157 2023	
Name of City or Count	ty Issuing Liquor License	Kasson	License Period From	m: April 15+2022	5To: March 3/51 2024	
Circle One: New Lice	ense License Transfer_	(former licensee	Suspension	Revocation Cance		
License type: (circle a	ll that apply) On Sale I	intoxicating		2% On sale	3.2% Off Sale	
Fee(s): On Sale Licens	se fee:\$ <u>1,000</u> Sunday	License fee: $\frac{2}{2}$	$00_{3.2\%}$ On Sale fe	e: \$3.2%	Off Sale fee: \$	
Licensee Name: Jam (co.	my's Place The reportation, partnership, LLC, or	Individual)	B <u>01-03-1974</u> Social			
Business Trade Name	Tanny's place	Busines	s Address 111 West	Main St City	hasson	
	ounty Dodge Busine			e Phone <u>SD7-</u>		
Home Address 2002	2 13th Ave NE	City Kausson	Lic	ensee's MN Tax I (To Apply ca	D # <u>8477928</u> all 651-296-6181)	
Licensee's Federal Ta	IX ID # (To apply call IRS 80	<u>58</u> 0-829-4933)				
~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Treasurer	ership, or LLC, cc	mplete the following fo	or each partner/offi 2042 2002 13-	Home Address Home Address Home Address Home Address	52 44 M
Partner/Officer Name (Fi	rst Middle Last)	DOB	Social Security #		Home Address	
must contain all of the 1) Show the exact li	censee name (corporation	, partnership, LLC	C, etc) and business add	ress as shown on t	he licensė.	
2) Cover completely	the license period set by	the local city or c	ounty licensing authorit	ty as shown on the	license.	
Circle One: (Yes	During the past year h	as a summons bee	en issued to the licensee	under the Civil Li	quor Liability Law?	
Workers Compensat	ion Insurance is also requ	ired by all license	es: Please complete the	e following:		
Workers Compensat	ion Insurance Company N	Name: Select	ive the p	Policy # <u>WC 9</u>		
I Certify that this lic City Clerk or Count	ense(s) has been approved y Auditor Signature	d in an official me	eting by the governing (title)	body of the city or Date	county.	
On Sale Intoxicat application for th	ing liquor licensees mu e Buyers Card, please	ust also purcha call 651-201-75	se a \$20 Retailer Buy 504, or visit our webs	yers Card. To o site at <u>www.dps.</u>	btain the <u>state.mn.us</u> .	

(Form 9011-12/09)

### CITY OF KASSON, MINNESOTA

### **RESOLUTION NO. 1.X-23**

### RESOLUTION APPROVING PROPERTY TAX ABATEMENT RELATED TO KC DT, LLC

BE IT RESOLVED by the City Council (the "Council") of the City of Kasson, Minnesota (the "City") as follows:

Section 1. Recitals.

1.01. The City has contemplated granting a property tax abatement in order to assist with the construction of public infrastructure needs associated with KC DT, LLC's proposed commercial facility (the "Project") to be located in the City of Kasson, Minnesota, pursuant to Minnesota Statutes Sections 469.1812 through 469.1815 (the "Act").

1.02. Pursuant to Section 469.1813, Subdivision 2(a) of the Act, the City may identify particular parcels and provide, by resolution, that the City reduce all or part of the property tax amount for the political subdivision of the parcel.

1.03. The City has identified certain property, specifically tax parcel no. 24.028.1500 (the "Abatement Property"), located in Kasson, Minnesota, from which the City proposes to collect a portion of the City's share of property taxes and then forward those funds to KC DT, LLC to assist with the Project, subject to all the terms and conditions of this resolution.

1.04. On January 11th, 2023, the Council conducted a duly noticed public hearing on the Abatement at which the views of all interested persons were heard.

Section 2. Findings.

2.01. It is hereby found and determined that the benefits to the City from the abatement will be at least equal to the costs to the City of the Abatement, because the Project would not happen without public assistance. The present value of future taxes with the Project is greater than the present value of future taxes without the Project. Further, the Project shall increase employment opportunities within the City.

2.02. It is hereby found and determined that the abatement is in the public interest for the following reasons:

- (a) the abatement will increase tax base by assisting in the construction of public infrastructure necessary for a commercial facility.
- (b) the abatement shall increase employment opportunities within the City.

Section 3. Actions Ratified; Abatement Approved.

3.01. The Council hereby approves of this resolution in accordance with the Act.

3.02. Subject to the provisions of the Act, the Abatement is hereby approved and adopted subject to the following terms and conditions: the City shall abate a percentage of the City's property tax amount generated by the Abatement Property for a period not to exceed 9 years, commencing with taxes payable 2025, for as long as KC DT, LLC is operating its business on the Abatement Property. The percentage of the City's property tax amount generated by the Abatement Property will vary according to the year: 100% of the City's property tax amount shall be abated commencing with taxes payable in 2025 and continuing each year through 2029, then 50% in 2030 and 2031, and finally 25% in 2032 and 2033. The total amount of the City's property tax abated shall not exceed \$102,331.25.

3.03 In accordance with Section 469.1813, Subdivision 8 of the Act, in no year shall the abatement, together with all other abatements approved by the City under the Act and paid in that year, exceed the greater of 10% of the City's net tax capacity for that year or \$200,000 (the "Abatement Cap"). The City may grant any other abatements permitted under the Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Cap, the allocation of Abatement Cap to such other abatements is subordinate to the Abatements under this Resolution.

Approved by the City Council of the City of Kasson, Minnesota this 11th day of January, 2023.

Attest:

Mayor

City Clerk

Attendance: Present: Absent:

Motion: Second: Vote: Aye: Nay:

## **REQUEST FOR COUNCIL ACTION**

### Meeting

Date: January 11, 2023

AGENDA SECTION: Public Hearings	ORIGINATING DEPT: EDA
ITEM DESCRIPTION: Tax Abatement for KC DT	PREPARED BY: Ian Albers

### **COUNCIL ACTION REQUESTED:**

At its December 2022 meeting, the EDA voted to recommend to the City Council to approve tax abatement for KC DT, LLC following a stepped-percentage plan proposed at that meeting. This stepped-percentage plan would abate 100% of the City's amount of property tax for years 1-5 of the program, then 50% for years 6-7, and finally 25% for years 8-9. The total amount abated would not exceed \$102,331.25. The purpose of the tax abatement is to aid in covering the cost of public improvements associated with a proposed commercial facility – a combination Family Dollar and Dollar Tree. This commercial facility will increase the tax base and provide additional employment opportunities to the City of Kasson.

EDA recommends approval of the resolution:

### CITY OF KASSON, MINNESOTA RESOLUTION NO. 1.X-23 RESOLUTION APPROVING PROPERTY TAX ABATEMENT RELATED TO KC DT, LLC

BE IT RESOLVED by the City Council (the "Council") of the City of Kasson, Minnesota (the "City") as follows:

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1.02. Pursuant to Section 469.1813, Subdivision 2(a) of the Act, the City may identify particular parcels and provide, by resolution, that the City reduce all or part of the property tax amount for the political subdivision of the parcel.

1.03. The City has identified certain property, specifically tax parcel no. 24.028.1500 (the "Abatement Property"), located in Kasson, Minnesota, from which the City proposes to collect a portion of the City's share of property taxes and then forward those funds to KC DT, LLC to assist with the Project, subject to all the terms and conditions of this resolution.

1.04. On January 11th, 2023, the Council conducted a duly noticed public hearing on the Abatement at which the views of all interested persons were heard.

Section 2. Findings.

2.01. It is hereby found and determined that the benefits to the City from the abatement will be at least equal to the costs to the City of the Abatement, because the Project would not happen without public assistance. The present value of future taxes with the Project is greater than the present value of future taxes without the Project. Further, the Project shall increase employment opportunities within the City.

2.02. It is hereby found and determined that the abatement is in the public interest for the following reasons:

(a) the abatement will increase tax base by assisting in the construction of public infrastructure necessary for a commercial facility.

(b) the abatement shall increase employment opportunities within the City. 2

Section 3. Actions Ratified; Abatement Approved.

3.01. The Council hereby approves of this resolution in accordance with the Act.

3.02. Subject to the provisions of the Act, the Abatement is hereby approved and adopted subject to the following terms and conditions: the City shall abate a percentage of the City's property tax amount generated by the Abatement Property for a period not to exceed 9 years, commencing with taxes payable 2025, for as long as KC DT, LLC is operating its business on the Abatement Property. The percentage of the City's property tax amount generated by the City's property will vary according to the year: 100% of the City's property tax amount shall be abated commencing with taxes payable in 2025 and continuing each year through 2029, then 50% in 2030 and 2031, and finally 25% in 2032 and 2033. The total amount of the City's property tax abated shall not exceed \$102,331.25.

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Approved by the City Council of the City of Kasson, Minnesota this 11th day of January, 2023. Mayor

Attest: City Clerk

Attendance: Present: Absent: Motion: Second:

Vote: Aye: Nay:

## **REQUEST FOR COUNCIL ACTION**

### Meeting

**Date:** January 11, 2023

AGENDA SECTION: Committee Reports	ORIGINATING DEPT: EDA
ITEM DESCRIPTION: Façade Improvement Program for Caribou Enterprises	PREPARED BY: Ian Albers

### **COUNCIL ACTION REQUESTED:**

At its January 2023 meeting, the EDA voted to recommend to the City Council to approve a request for Business Façade Improvement Program funds in the amount of \$2,000 for Caribou Enterprises, LLC. The funds will be used to aid in covering the cost of improvements made to the exterior of the building which is the home of Domino's and Preferred Heating & Cooling. The improvements consisted of removing exterior brick and replacing with updated siding material.

EDA requests approval of the submitted claim of \$2,000.

CAPACITY COST RIDER CLAUSE CHARGES (CCR).

The Capacity Cost Rider (CCR) is expressed as dollars per kWh and is multiplied by the energy (kWh) sold during each billing period to each customer. The CCR is designed to be calculated quarterly based on actual capacity auction costs for the applicable quarter. The following formula shall be utilized to calculate the PCA:

- (A) CCR= A/B Base Rate where.
- (B) CCR = The cost adjustment expressed as dollars per kWh to be multiplied by the power (kWh)

sold during each billing period to customers on rates subject to the CCR.

(C) A = Actual wholesale Capacity cost for the applicable quarter (includes all wholesale capacity costs as billed by utility).

- (D) B = Actual energy sales from rates subject to the CCR for the applicable month.
- (E) Base Rate = The Base Rate is the base wholesale power cost expressed as dollars per kWh, included in the base rates for all retail customers.

This Rider CCR shall continue in effect in order to recover any potential changes in the Utility's capacity purchases and or sales subject to this Rider CCR that may occur in the future along with adjusting rates as these purchased capacity contracts terminate. If this Rider CCR is terminated by a future order of the Council, the Capacity Rates shall continue to be in effect until such costs are recovered through another mechanism or until the implementation of new base rates reflecting such costs.



City of Kasson 401 FIFTH STREET SE KASSON, MINNESOTA 55944-2204 Phone: (507) 634-6325 Fax: (507) 634-4737

Check here if you have had a mailing address change and indicate this change on the back of the stub.

## \* Y O Y O V Q J 5 P V \*

Account Number:		Web ID:	
Service Address:			
Billing Date:			09/26/2022
Current Charges:			185. 05
Past Due Charges:			0.00
Amount Due By:	10/17/2022		185.05
Amount Due After:	10/17/2022		203.55

Amount Enclosed:

Please make checks payable to:

City Of Kasson 401 5th St. SE Kasson, MN 55944-2204

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Account Number: Service Address:		Web ID:	• <b></b>	Meter	Readings and Usage	
Last Payment: 09/08/202 Billing Date:			236.94 /26/2022	ELEC - Curr ELEC - Prev ELEC - Usage	09/15/2022 08/16/2022	17524 16884 640
Services	Current	Past Due	Balance			
ELECTRIC CONSERVATION FED ASSESS WATER SEWER	94.08 2.82 0.81 17.20	0,00 0,00 0,00 0,00	94.08 2.82 0.81 17.20	WAT - Curr WAT - Prior WAT - Usage	09/15/2022 08/16/2022	77000 75000 2000
STORM WATER	47.70 15.50	0.00	47.70	IMPC	ORTANT MESSAGES	
ELE TRANSIT TA CCR(Capacity Cost Adjustment) difference in average cost \$.000 - \$.01 (variable)	6. 47 0. 47		6.47 0.47	SEE ATTACH INFORMATIC	IED FIRE HALL	
Totals :	185.05	0.00	185.05			
DUE DATE :		10/17/20	22			

							USAGE H	ISTORY					
	SEP 2022	AUG 2022	JUL 2022	JUN 2022	MAY 2022	APR 2022	MAR 2022	FEB 2022	JAN 2022	DEC 2021	NOV 2021	OCT 2021	SEP 2021
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	640	872	746	475	502	594	533	603	631	607	484	450	619

THANK YOU FOR YOUR PREVIOUS PAYMENT

WWW.CITYOFKASSON.COM E-MAIL: UTILITYBILLING@CITYOFKASSON.COM



### Minnesota Rate Riders – Electric

### **Resource Adjustment – Electric**

Each month your bill includes a Resource Adjustment line. This line item includes costs related to:

- Conservation Improvement Programs\*
- Mercury Cost Recovery\*
- Renewable Development Fund\*
- Renewable Energy Standard\*
- State Energy Policy\*
- Transmission Cost Recovery\*
- \*Described in more detail below

### **Conservation Improvement Programs**

Minnesota law requires utilities like Xcel Energy to invest in programs that help customers save energy. The Conservation Improvement Programs include a comprehensive list of programs that benefit all customers including Saver's Switch<sup>®</sup>, energy efficiency rebates and energy audits.

### Mercury Cost Recovery Rider

Minnesota law allows Xcel Energy to recover costs related to reducing Mercury emissions at two of Xcel Energy's fossil fuel power plants.

### **Renewable Development Fund**

Minnesota law requires Xcel Energy to allocate money to support development of renewable energy projects research and development of renewable energy technologies.

### **Renewable Energy Standard**

In 2007, the legislature passed new requirements mandating that a certain percent of energy produced by utilities like Xcel Energy come from renewable resources. In order to ensure these mandates can be met, the legislature allows utilities to recover the costs of new renewable generation projects to meet the renewable energy standard in a rider.

### State Energy Policy Rider - Electric

Minnesota law established a State Energy Policy (SEP) rider to recover costs related to various energy policies approved by the Legislature.

### Transmission Cost Recovery Rider

Minnesota law allows Xcel Energy to recover costs associated with costs in the electric transmission system necessary to deliver electric energy to customers.

### Minnesota Rate Riders - Gas

### Resource Adjustment – Gas

Each month your bill includes a Resource Adjustment line. This line item includes costs related to:

- Conservation Improvement Programs\*
- Gas Utility Infrastructure Costs\*
- State Energy Policy\*

\*Described in more detail below

### **Conservation Improvement Programs**

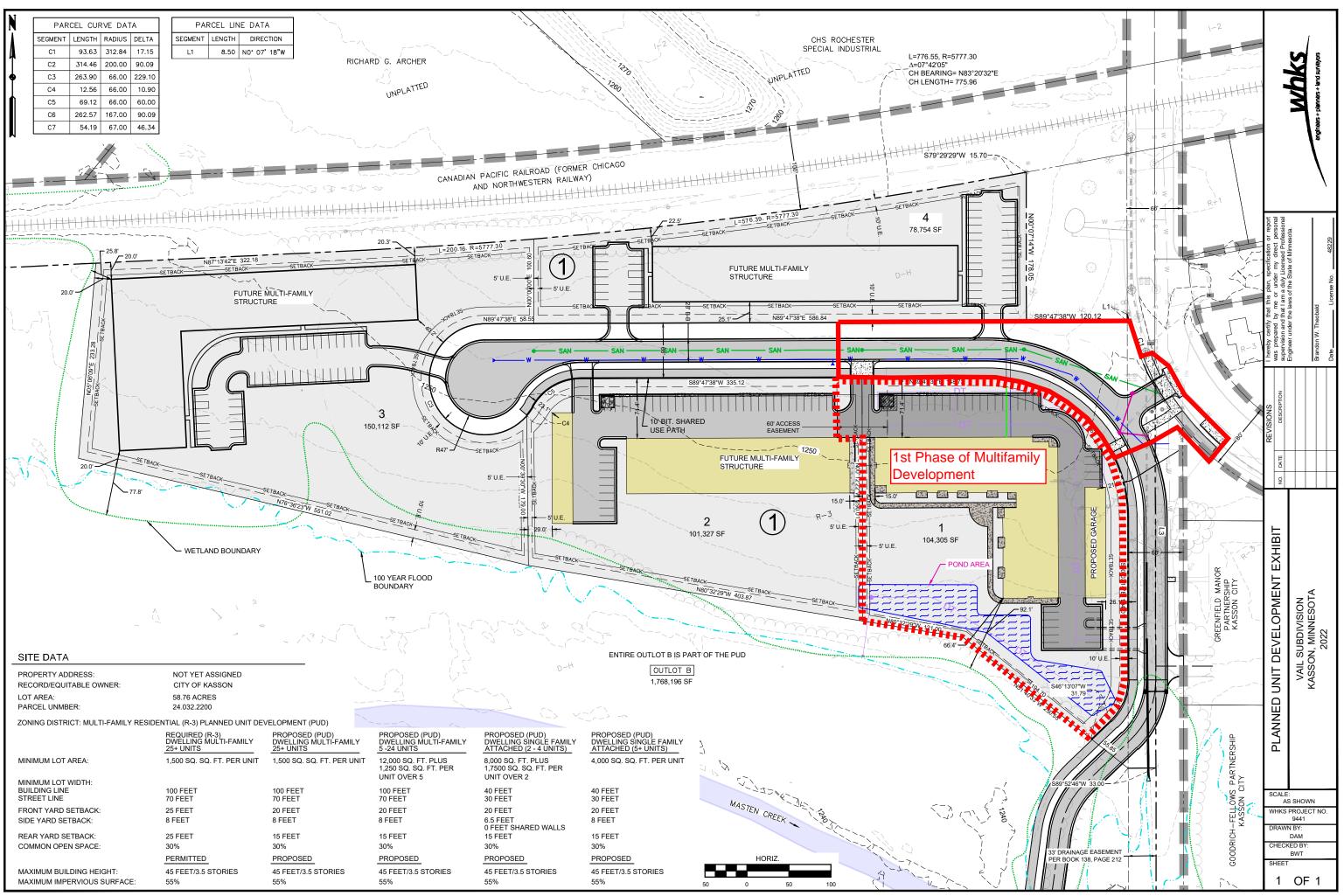
Minnesota law requires utilities like Xcel Energy to invest in programs that help customers save energy. The Conservation Improvement Programs include a comprehensive list of programs that benefit all customers including Saver's Switch®, energy efficiency rebates and energy audits.

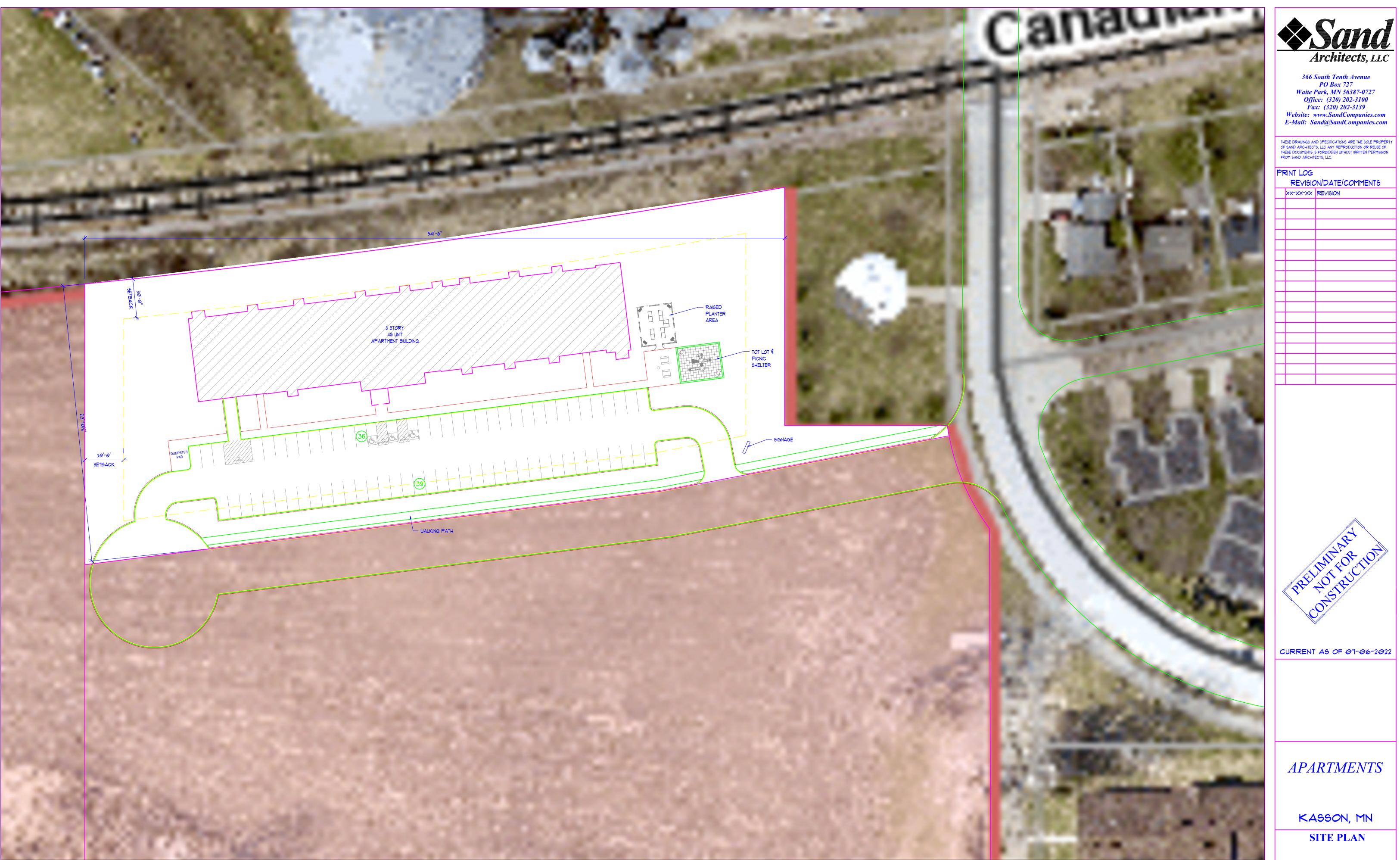
### Gas Utility Infrastructure Costs

Minnesota law allows Xcel Energy to recover costs associated with the investments related to assessments, modifications, and replacement of natural gas facilities as required to comply with state and federal pipeline safety programs.

### State Energy Policy Rider - Gas

Minnesota law established a State Energy Policy (SEP) rider to recover costs related to various energy policies approved by the Legislature.

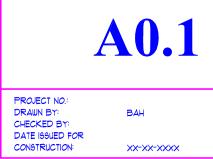




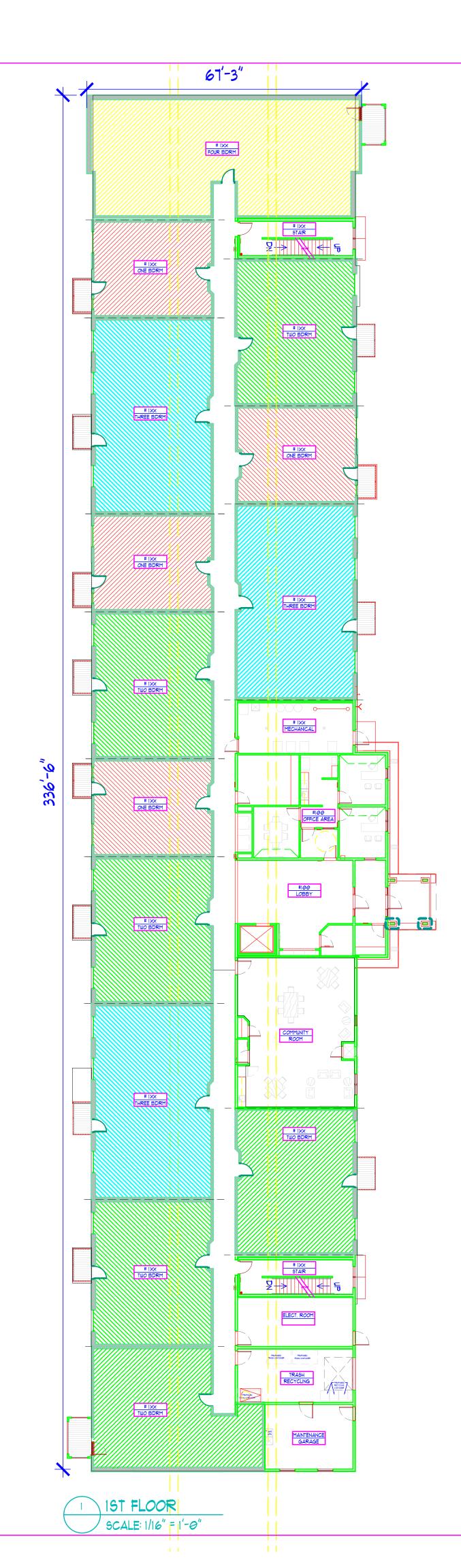


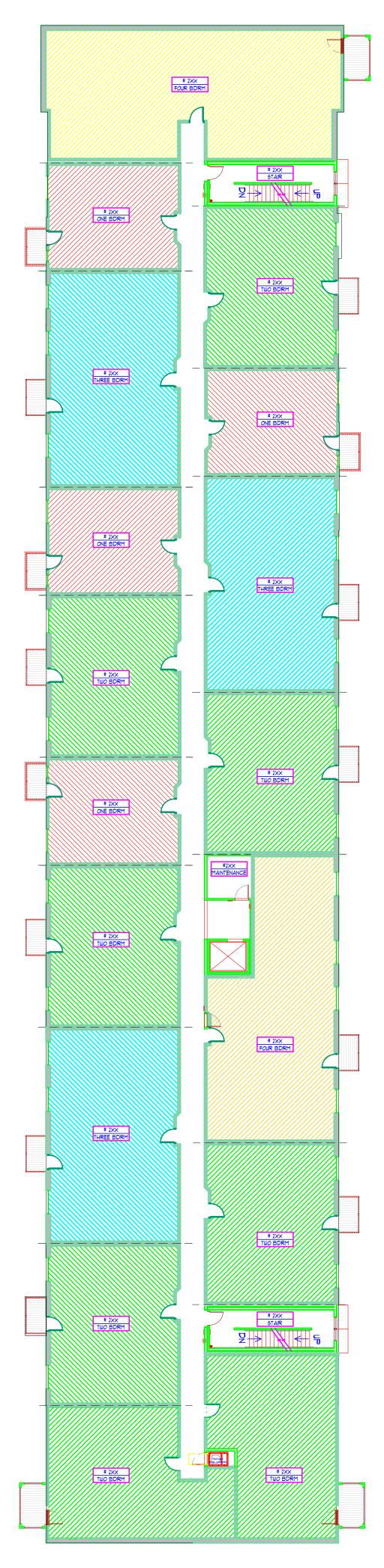
2.75 ACRES (119, 611 SQ. FT.)

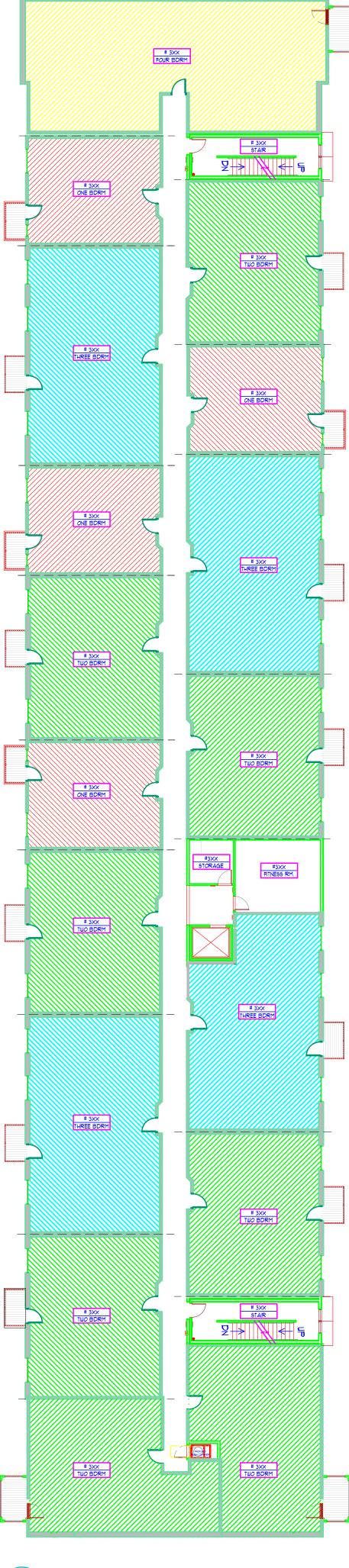
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3 THIRD FLOOR 9CALE: 1/16" = 1'-0"

2 SECOND FLOOR SCALE: 1/16" = 1'-0"

	<b>Sand</b>
	Architects, LLC
	366 South Tenth Avenue PO Box 727
	Waite Park, MN 56387-0727 Office: (320) 202-3100
	Fax: (320) 202-3100 Fax: (320) 202-3139 Website: www.SandCompanies.com
	E-Mail: Sand@SandCompanies.com
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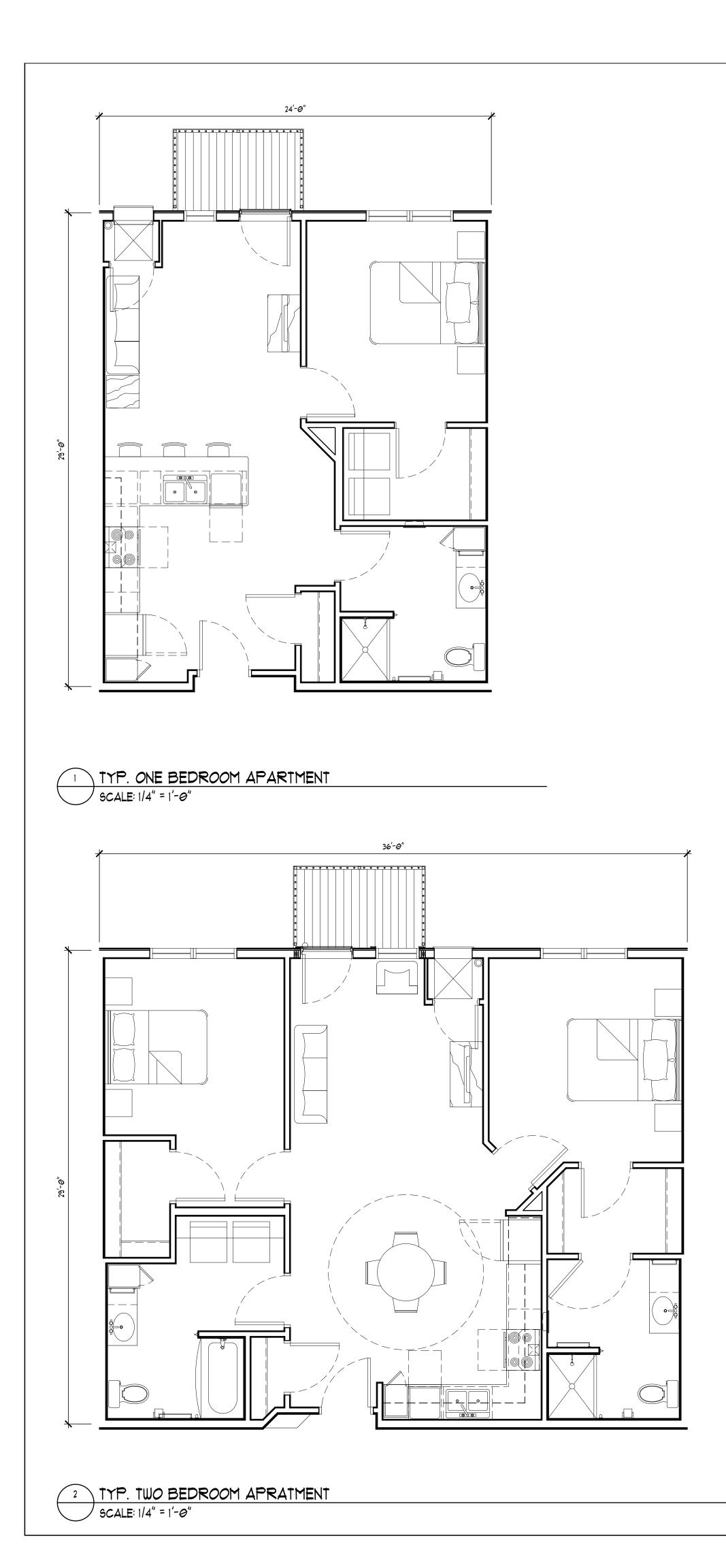
BUILDING SQ. FT.				
FIRST FLOOR PLAN	22,205 SQ. FT.			
SECOND FLOOR PLAN	21,945 SQ. FT.			
THIRD FLOOR PLAN	21,945 SQ. FT.			
TOTAL	66,095 SQ. FT.			

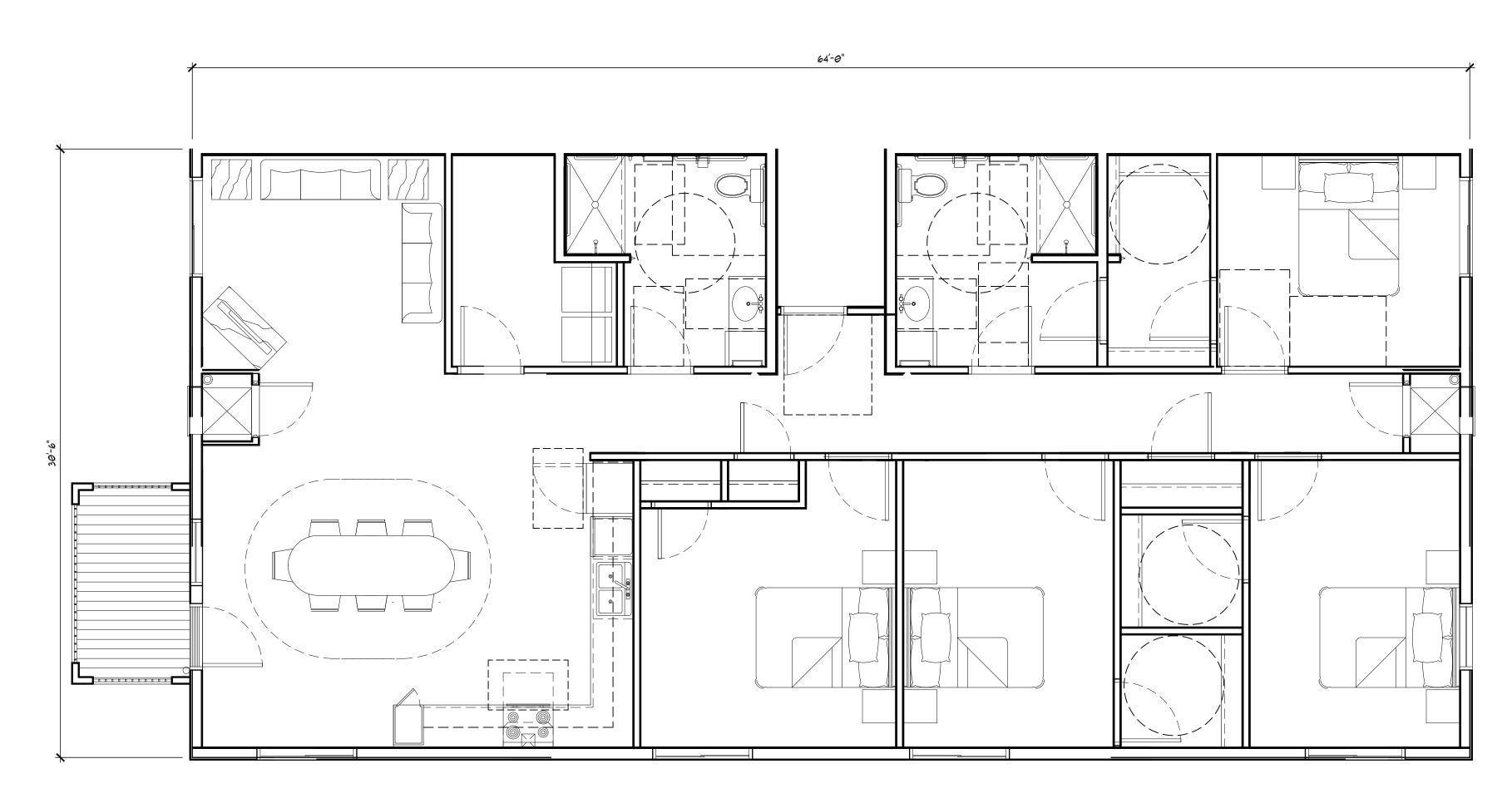
UNIT TYPE LE	GE	ND
ONE BEDROOM UNIT	12	25%
THO BEDROOM UNIT	22	46%
THREE BEDROOM UNIT	10	21%
FOUR BEDROOM UNIT	4	8%
TOTAL	48	100%

PROJECT NO.: DRAWN BY: CHECKED BY: DATE ISSUED FOR CONSTRUCTION:

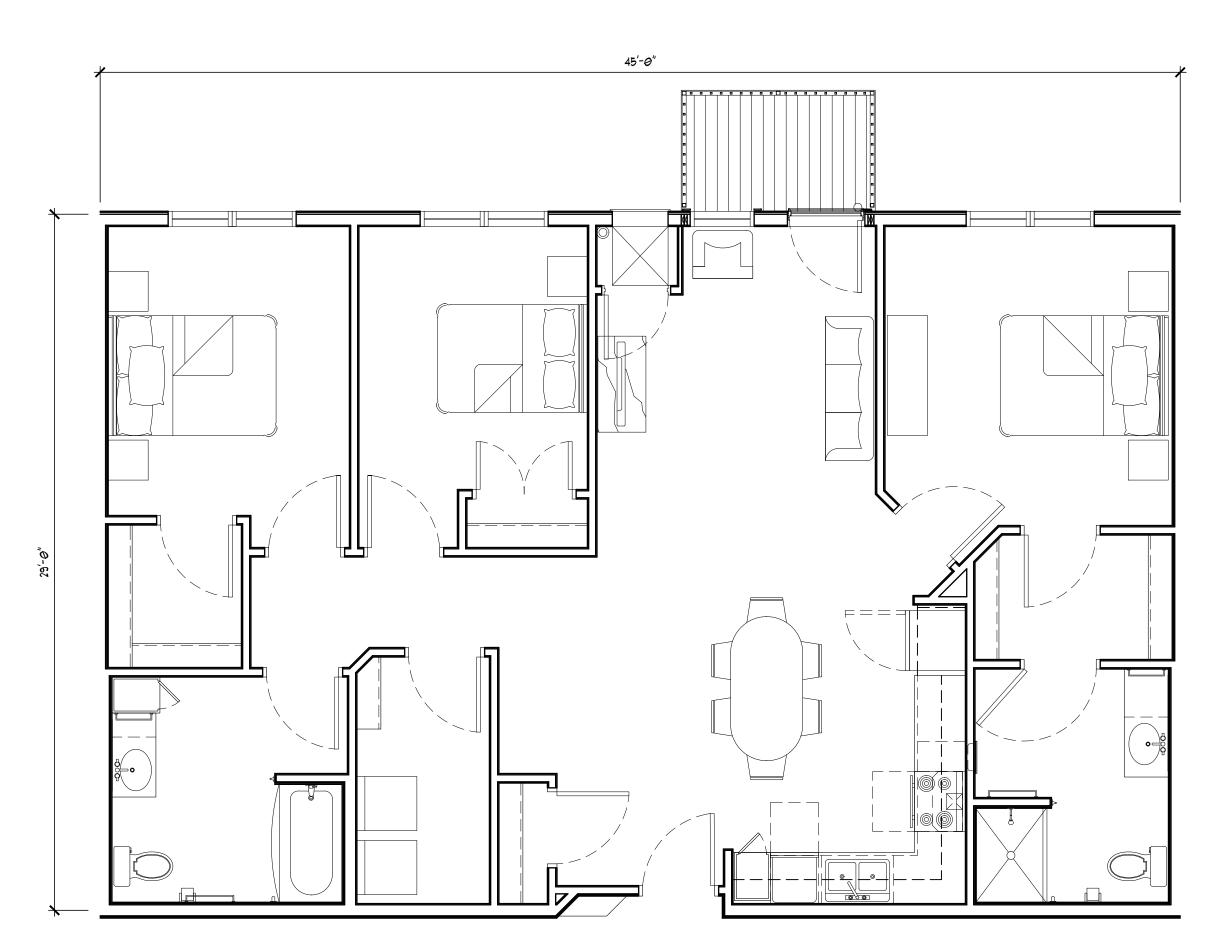
BAH

xx-xx-xxxx

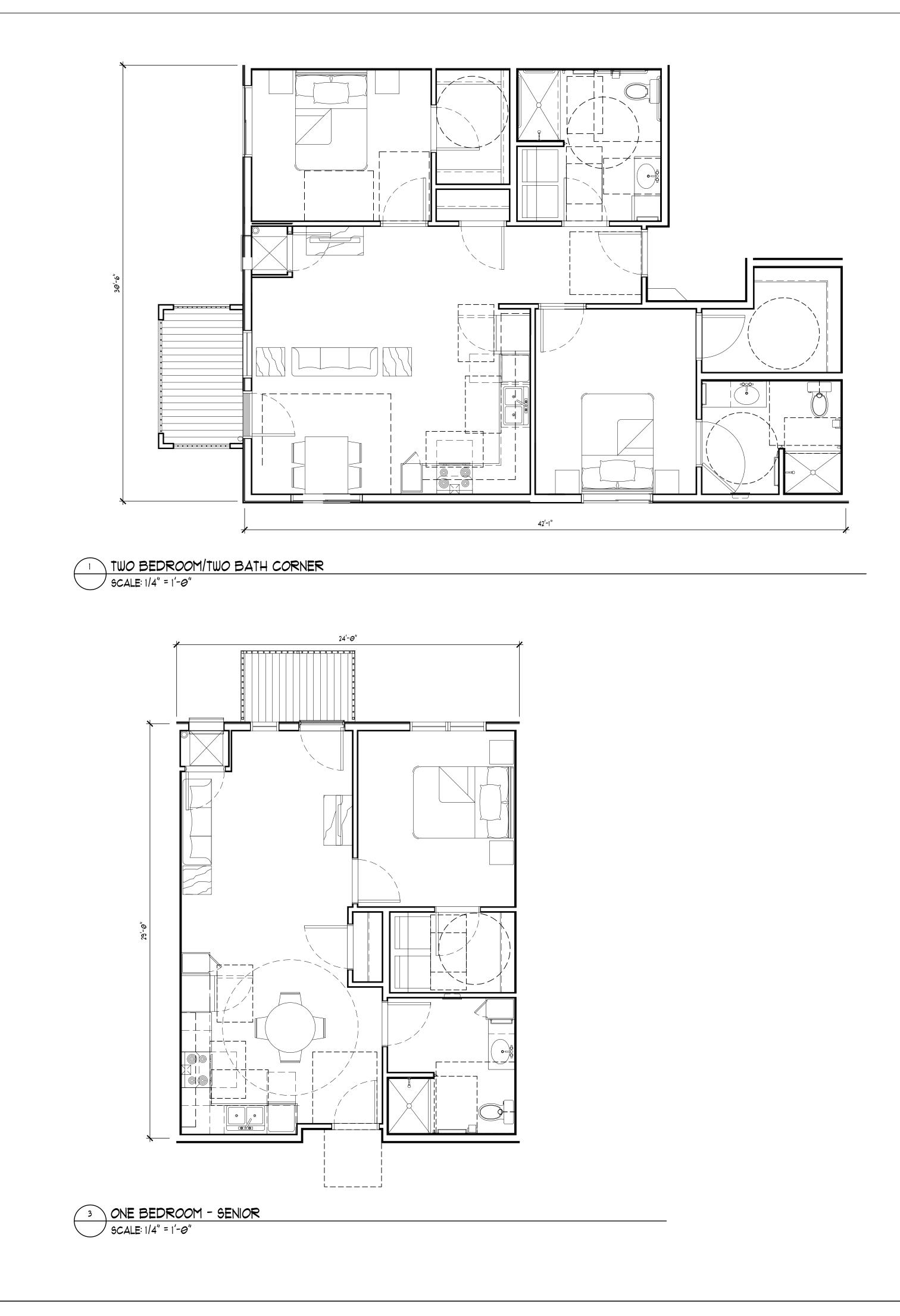


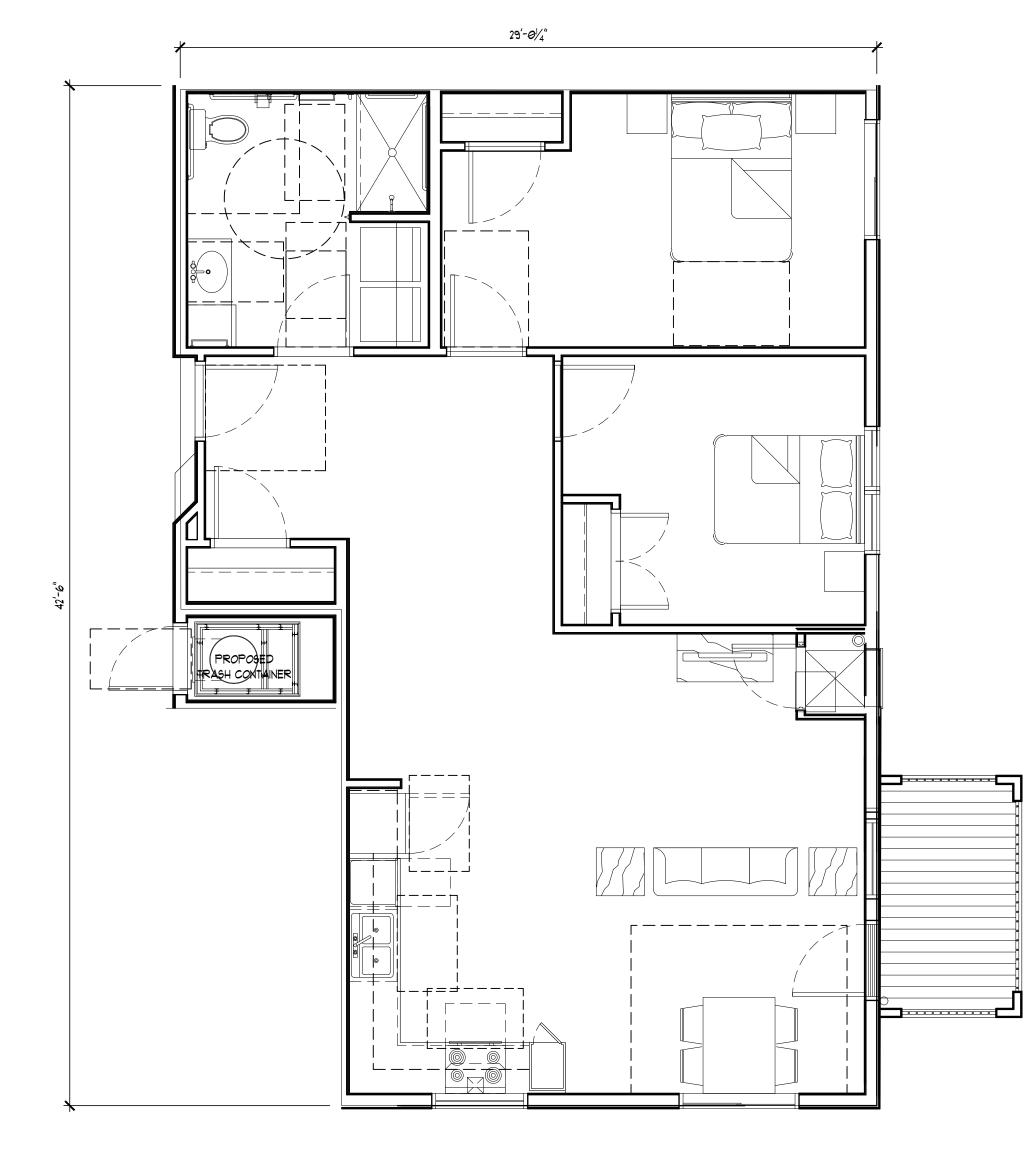




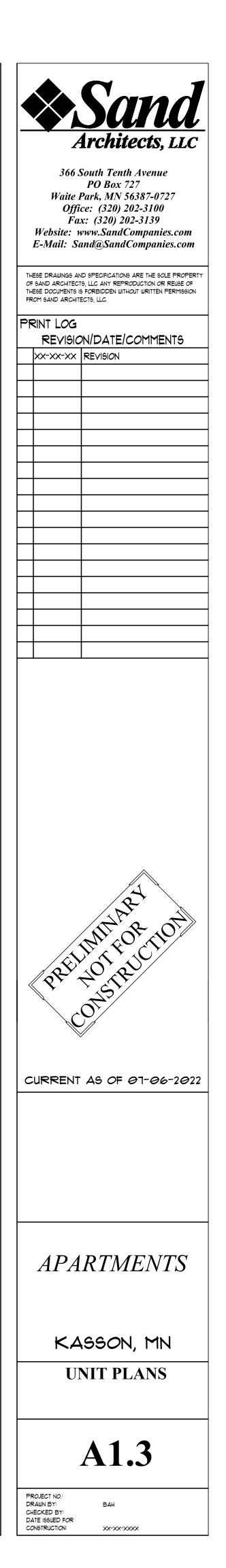


-	
	Architects, LLC
	366 South Tenth Avenue
	PO Box 727 Waite Park, MN 56387-0727
	<i>Office: (320) 202-3100</i> <i>Fax: (320) 202-3139</i> <i>Website: www.SandCompanies.com</i>
	E-Mail: Sand@SandCompanies.com
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	APARTMENTS KASSON, MN UNIT PLANS





2 TWO BEDROOM/ONE BATH CORNER 9CALE: 1/4" = 1'-0"





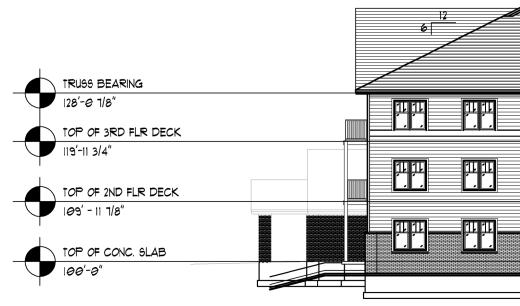


2	WEST ELEVATION	
$\bigcirc$	SCALE: 1/16" = 1'-0"	

128'-0 7/8"	
TOP OF 3RD FLR DECK	
119'-11 3/4"	
1	
TOP OF 2ND FLR DECK	
109' - 11 7/8"	
T	
100'-0"	

	SOUTH ELEVATION	
$\bigcirc$	SCALE: 1/16" = 1'-0"	

TRUSS BEARING	6	8 8	12 8	8 12 12 8	8   <sup>12</sup> 12 8	8 12 12 8 12 8	
128'-0 1/8" TOP OF 3RD FLR DECK							
119'-11 3/4"							
TOP OF 2ND FLR DECK 109' - 11 7/8"							
ТОР ОF CONC. SLAB 100'-0"							



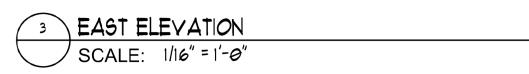
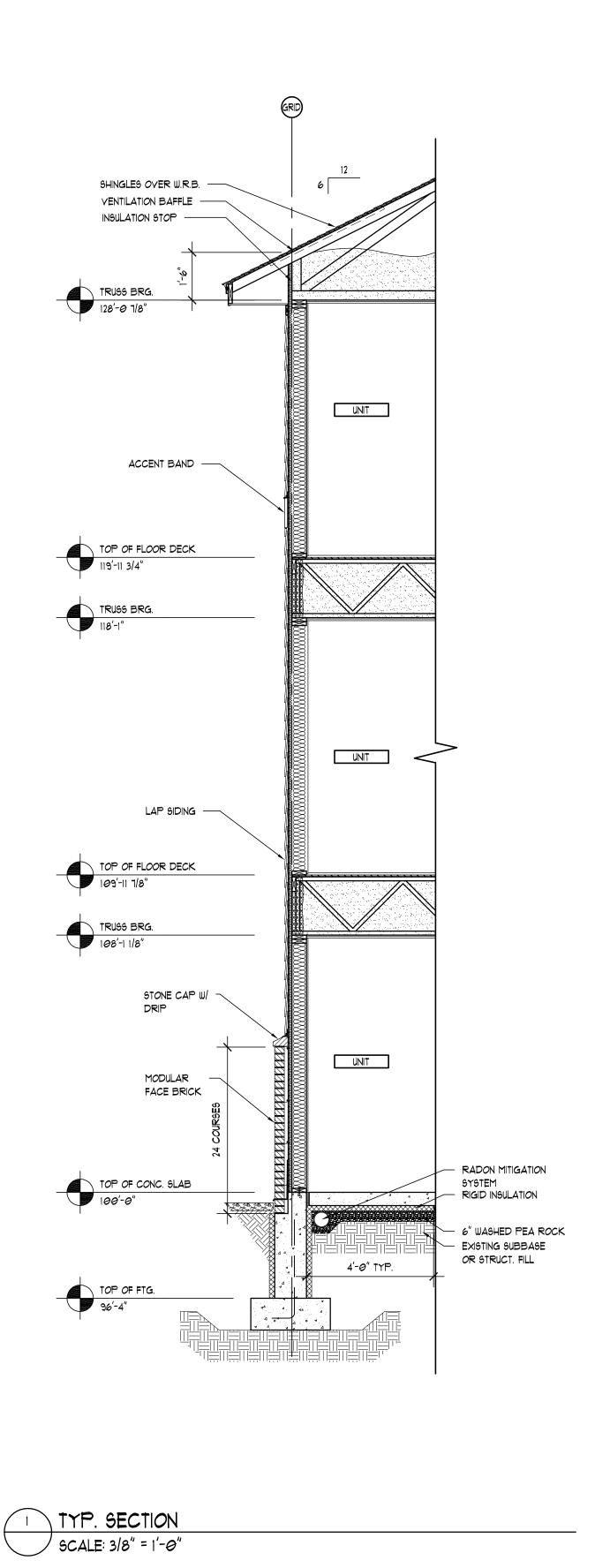
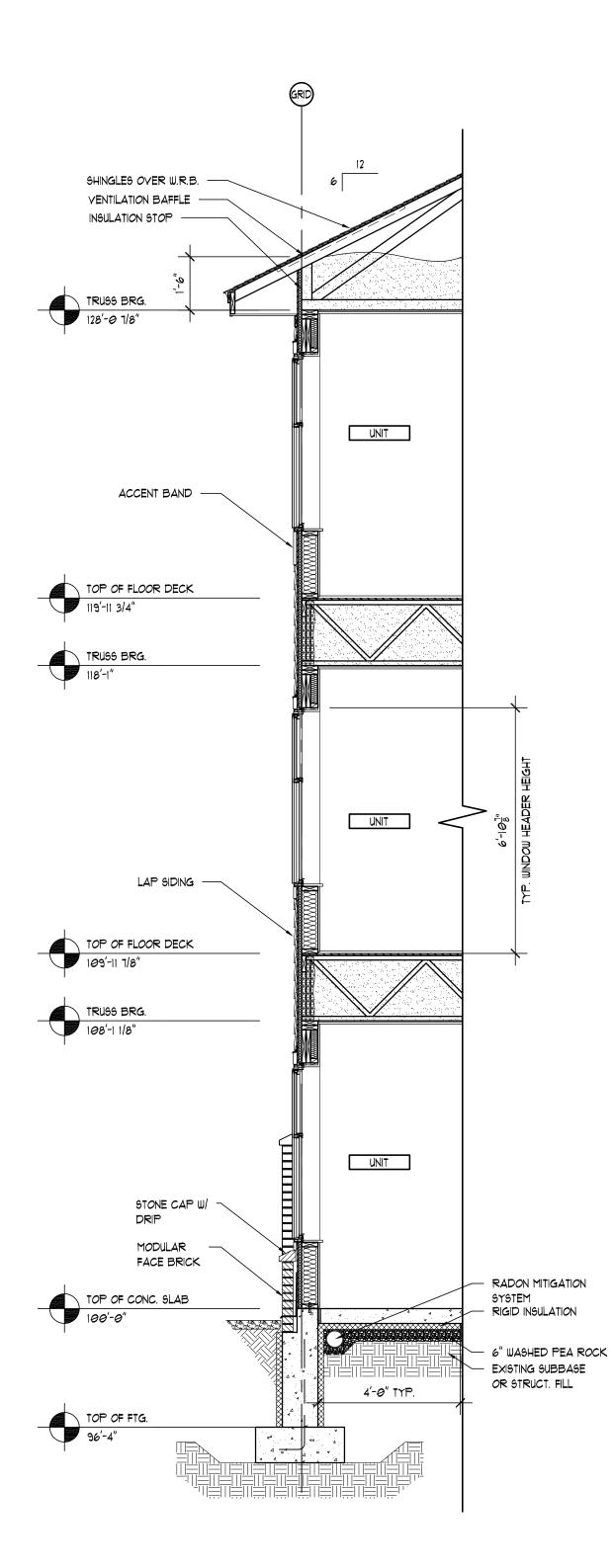
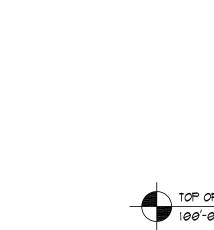
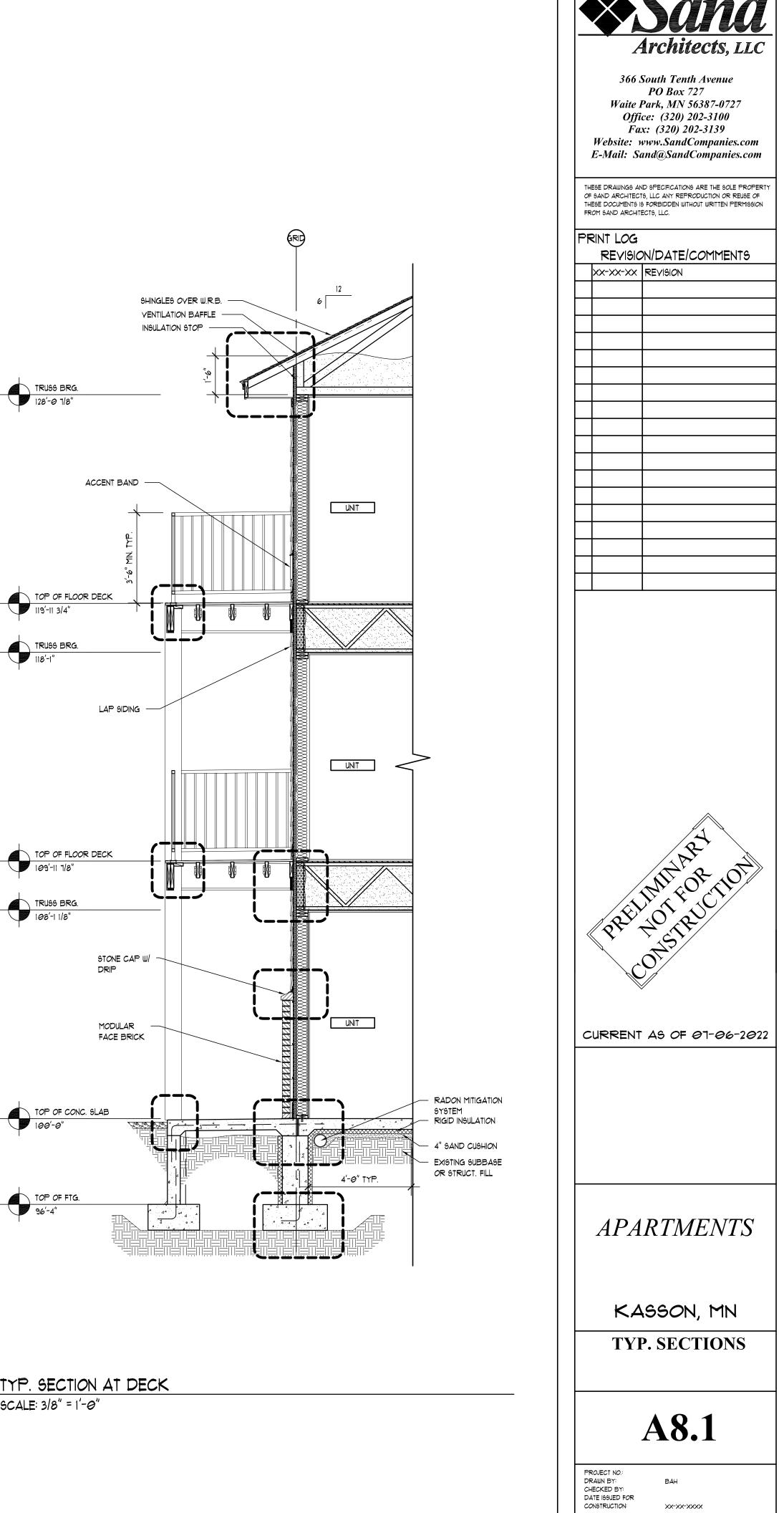


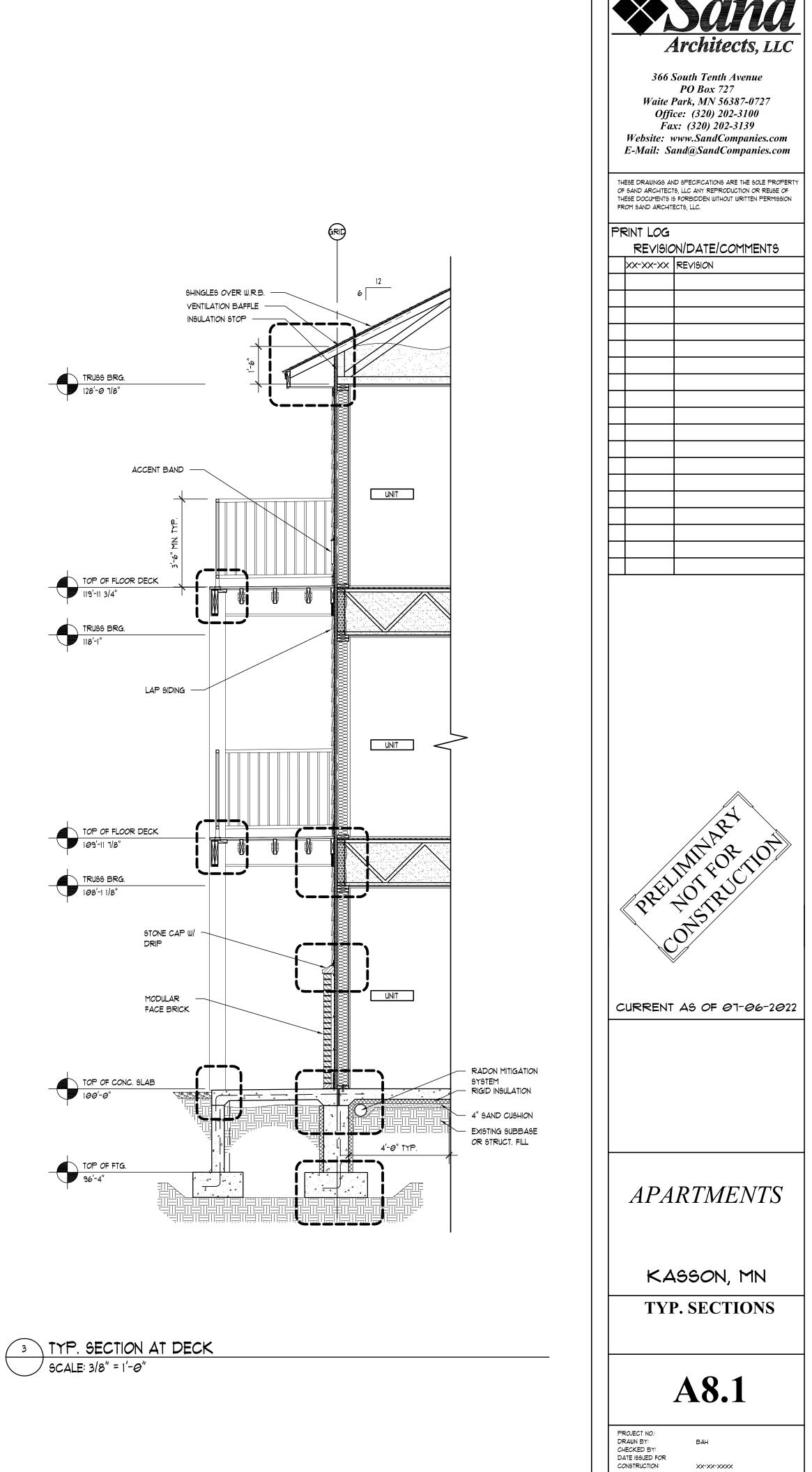
Image: Stand Structure       Stand Structure         Architects, LLC       Architects, LLC         Architects, LLC       Architects, LLC         Architects, MN 56387-0727       Office: (320) 202-3100         Fax: (320) 202-3139       Bebsite: www.SandCompanies.com         E-Mail: Sand@SandCompanies.com       E-Mail: Sand@SandCompanies.com         THESE DRAWINGS AND SPECIFICATIONS ARE THE SOLE PROPERTY       OF SAND ARCHITECTS, LLC ANY REFRODUCTION OR REUSE OF THESE DOCUMENTS IS FORBIDDEN WITHOUT WRITTEN PERMISSION FROM SAND ARCHITECTS, LLC.         PRINT LOG       REVISION/DATE/COMMENTS         XX-XX-XX       REVISION
PRELIMITARY PRELIMITARY PRELIMITARY PRELIMITARY CONSTRUCTION
CURRENT AS OF 07-06-2022
_ APARIMENTS KASSON, MN EXTERIOR ELEVS.
PROJECT NO: DRAWN BY: BAH CHECKED BY: DATE ISSUED FOR CONSTRUCTION: XX-XX-XXXX











TYP. SECTION AT WINDOWS 2 SCALE: 3/8" = 1'-0"

### KASSON CITY HALL Inclement Weather Policy/Emergency Closure

### **Inclement Weather:**

In order to fulfill its mission of public service, Kasson City Hall will make every reasonable effort to be open to the public as scheduled, consistent with safe access for the public and staff.

City Hall will close only when the weather is extreme enough that most business activity is suspended. It may close early or delay opening when weather is hazardous to the health or safety of the public or staff. Closing of schools will not automatically result in City Hall closing.

The City Administrator has Council approval to close early, delay opening or not open due to inclement weather. If the Administrator cannot be reached, the senior staff-person working has permission to close at his/her discretion.

In the event the City Hall closes, the City Administrator will contact the Mayor and Council. Any emergency closings will be announced on the city website and Facebook page, on local media outlets and posted on the City Hall's front door, if possible. City Hall's recorded telephone message will also be changed to notify callers of any closing or delay.

### **Other Emergencies:**

If emergency sirens are sounded during work hours, anyone in City Hall should take shelter in the basement.

City Hall may close due to other emergencies such as loss of power (30 minutes without power), problems with heating or air-conditioning (if indoor temperature reaches 82 or drops below 50), bomb threat, loss of water, or other catastrophic conditions.

### Staff Compensation Related to Inclement Weather or Emergency Closures:

If City Hall closes, or if an employee is unable to reach or remain at work because of inclement weather, he/ she may utilize available vacation leave or comp time in lieu of time missed. Employees may otherwise choose to make up missed hours caused by inclement weather during that work week.

Kasson City Council Approved:



Public Health Amy Evans - Director 42 East Main Street PO Box 129 Dodge Center, MN 55927 PHONE 507-635-6150 FAX 507-633-9601 www.co.dodge.mn.us



To whom it may concern,

On December 13<sup>th</sup>, 2022 the Dodge County Board of Commissioners passed amendments to Ordinance #98-01, which related to the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the county.

Find attached the official summary of the ordinance as published in the December 22<sup>nd</sup> edition of the Dodge County Independent and a copy of the ordinance in effect immediately. Please file this with your local ordinances, if applicable.

We would like to set up a time to meet with you to discuss the changes to the ordinance and the process for licensing tobacco retailers in the county. We understand this process is a multifaceted approach which begins long before public health receives applications for licensing. To create a smooth process for all involved, we feel a meeting would be mutually beneficial for both cities in Dodge County and Dodge County Public Health.

We understand the end of the year is a very busy time, so a time in the New Year would be best to meet. Please communicate with Madison at <u>Madison.snitker@co.dodge.mn.us</u> to set up a meeting.

Thank you for your time, and please contact Dodge County Public Health with any additional questions at 507-635-6150.

Sincerely,

Madison Snitker, MPH, CHES Dodge County Public Health Educator

Amy Evans, CEM Dodge County Public Health Director Dodge-Steele CHS Administrator





## Dodge County Summary of Ordinance No. 98-01 relating to the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the county.

The Dodge County Board of Commissioners of Dodge County, Minnesota ("County") adopted amendments to the county's tobacco ordinance. The ordinance was updated to comply with federal and state tobacco statutes updating the minimum legal sales age (MLSA) from 18 years of age to 21 years of age, known as Tobacco 21. Tobacco 21 was signed into federal law on Dec. 20, 2019 and Minnesota state law on May 16<sup>th</sup>, 2020. Updates to the county ordinance also reflected the following topics: proximity of retailer to youth-oriented facility, retailers with pharmacies, and retailer advertising.

Changes beyond updates to the MLSA includes the following: 1) Amended Section 400. Subd. 12 – Change of 1,000 feet to 250 feet of retailer in proximity to a youth-oriented facility, removal of sentence specific to 2014 update, and addition of grace period for retailer compliance 2) Amended Section 300. Subd. 17 – Addition of "center-based childcare" and removal of "recreation centers, places of worship, and parks" 3) Amended Section 400, Subd. 14 – Removal of sentence specific to 2014 update and removal of sales prohibited by retailers with an on-site pharmacy 4) Addition of Section 300. Subd. 1 – Addition of definition of "advertisement" 5) Addition of Section 400 Subd. 15 – The limitation of specific locations of advertising within 1,000 feet of a youth-oriented facility.

It is hereby determined that publication of this title and summary will clearly inform the public of intent and effect of Ordinance No. 98-01.

A copy of Ordinance No. 98-01 in its entirety shall be available at Dodge County Public Health.

It is hereby directed that only the title and summary of Ordinance No. 98-01 be published in the county newspaper.

Adopted by the Dodge County Board of Commissioners this 13<sup>th</sup> day of December, 2022.

Sincerely,

Madison Snitker, MPH, CHES Dodge County Public Health Educator **Amy Evans, CEM** Dodge County Public Health Director Dodge-Steele CHS Administrator

### **TOBACCO ORDINANCE**

### 2022 Edition

#### Ordinance #98-01

An ordinance relating to the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the county.

The County Board of Dodge County Ordains:

Section 100. Findings of Fact and Purpose. Because the county recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21 violates both state and federal law; and because studies, which the county accepts and adopts, have shown that high school use of any commercial tobacco product has increased to 27.6% in Minnesota; and because nearly 90% of people who smoke begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions at tobacco retail environments; and because commercial tobacco use has been shown to be the cause of many serious health problems which subsequently place a financial burden on all levels of government this ordinance is intended to regulate the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious health effects associated with use and initiation, and to further the official public policy of the state to prevent young people from starting to smoke, as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

In making these findings, the County Board accepts the conclusions and recommendations of: the U.S. Surgeon General reports, E-cigarette Use Among Youth and Young Adults (2016), The Health Consequences of Smoking — 50 Years of Progress (2014) and Preventing Tobacco Use Among Youth and Young Adults (2012); the Centers for Disease Control and Prevention in their studies, Tobacco Use Among Middle and High School Students — United States, 2011–2015(2016), and Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997(1998); and of the following scholars in these scientific journals: Chen, J., & Millar, W. J. (1998). Age of smoking initiation: implications for quitting. Health Reports, 9(4), 39-46; D'Avanzo, B., La Vecchia, C., & Negri, E. (1994). Age at starting smoking and number of cigarettes smoked. Annals of Epidemiology, 4(6), 455–459; Everett, S. A., Warren, C. W., Sharp, D., Kann, L., Husten, C. G., & Crossett, L. S. (1999). Initiation of

to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of persons under age 21 who purchase or attempt to purchase licensed products as authorized by this ordinance. Compliance checks may be conducted by other units of government for the purpose of enforcing appropriate Federal, State, or local laws and regulations relating to licensed products.

<u>Subd. 5 Electronic Delivery Devices</u>. "Electronic Delivery Device" shall mean any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery device shall include any component part of such a product whether sold separately. Electronic delivery device does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

<u>Subd. 6 Licensed Products</u>. "Licensed products" means the term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

<u>Subd. 7 Loosies</u>. "Loosies" shall mean the common term used to refer to single cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale. Loosies does not include premium cigars that are hand-constructed, have a wrapper made entirely from whole tobacco leaf, and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture, or flavor.

<u>Subd. 8 Moveable Place of Business</u>. "Moveable Place of Business" shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

<u>Subd. 9 Nicotine or Lobelia Delivery Products</u>. "Nicotine or Lobelia Delivery Products" shall mean any product containing or delivering nicotine or lobelia intended for human consumption, whether natural or synthetic, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section. Nicotine or lobelia delivery product does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

<u>Subd. 10 Pharmacy</u>. "Pharmacy" shall mean a registered pharmacy as defined in Minnesota Statutes section 151.01, subd. 2, as amended from time to time.

<u>Subd. 11 Retail Establishment</u>. "Retail Establishment" shall mean any place of business where licensed products are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, and restaurants.

consumed or used primarily by persons under the age of 21. Youth-oriented facility includes, but is not limited to, schools, center-based childcare, and playgrounds.

Section 400. License. No person shall sell or offer to sell any licensed product without first having obtained a license to do so from the county.

<u>Subd. 1 Application</u>. An application for a license to sell licensed products shall be made on a form provided by the county. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and an additional information the county deems necessary. All licenses shall have application and fee completed and returned to Public Health prior to the year license will be valid for. Delay in submission may result in a timeframe that the vendor may not sell licensed products. Upon receipt of a completed application, the Dodge County Department of Public Health shall forward the application to the County Board for action at its next regularly scheduled council meeting. If the Department of Public Health shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

<u>Subd. 2 Action</u>. The County Board may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the County Board shall approve the license, the County Board shall issue the license to the applicant. If the County Board denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.

<u>Subd. 3 Term</u>. All licenses issued under this ordinance shall be valid for one calendar year from the date of issue.

<u>Subd. 4 Revocation or Suspension</u>. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

<u>Subd. 5 Transfers</u>. All licenses issued under this ordinance shall be valid only on the premises for which the License was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid.

<u>Subd. 6 Moveable Place of Business</u>. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

<u>Subd. 7 Display</u>. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

<u>Subd. 8 Renewals</u>. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty days but not more than sixty days before the expiration of the current license.

- A. The applicant is under the age of 21 years.
- B. The applicant has been convicted within the past five years of any violation of a Federal, State, or local law, ordinance provision, or other regulation relating to licensed products.
- C. The applicant has had a license to sell licensed products revoked within the preceding 12 months of the date of application.
- D. The applicant fails to provide any information required on the application or provides false or misleading information.
- E. The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation, from holding such a license.

### Section 700. Prohibited Sales.

- A. It shall be a violation of this ordinance for any person to sell or offer to sell any licensed product:
  - 1. By means of any type of vending machine.
  - 2. By means of self-service display.
  - 3. By means of Loosies as defined in Section 200 of this ordinance.
  - 4. Containing opium, morphine, jimsonweed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.
  - 5. By any other means, to any other person, or in any other manner or form prohibited by Federal, State, or other local law, ordinance provision or other regulations.
- B. Legal age. No person shall sell any licensed product to any person under the age of 21.
  - 1. Age verification. Licensees must verify by means of government-issued photographic identification containing the bearer's date of birth that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.
  - 2. Signage. Notice of the legal sales age, age verification requirement, and possible penalties for underage sales must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the county, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

### Section 1200. Violations.

<u>Subd. 1 Notice</u>. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by certified mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation.

<u>Subd. 2 Hearings</u>. If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

<u>Subd. 3 Hearing Officer</u>. The Dodge County Commissioners shall serve as the hearing officer(s).

<u>Subd. 4 Decision</u>. If the hearing officer(s) determine(s) that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under Section 1300 of this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.

<u>Subd. 5 Appeals</u>. Appeals of any decision made by the hearing officer shall be filed in the district court for the jurisdiction of the county in which the alleged violation occurred.

<u>Subd. 6 Continued Violation</u>. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

<u>Subd. 7 Costs</u>. If the citation is upheld by the hearing officer, the county's actual expenses in holding the hearing up to a maximum of \$1,000 must be paid by the person requesting the hearing.

### Section 1300. Penalties.

<u>Subd. 1 Licensees</u>. Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative penalty of \$300 for a first violation of this ordinance; \$600 for a second offense at the same licensed premises within a thirty-six month period; and \$1,000 for a third or subsequent offense at the same location within a thirty-six month period. In addition, after the third offense, the licensee shall be suspended for not less than 10 days. Dodge County Public Health will notify vendor via certified mail with dates of suspension unless a request for hearing is made by the vendor. All penalties for violations must be paid within 10 working days after the signed date on the certified mail receipt. If the penalty is not received at the Dodge County Public Health office within this 10 day period, the vendor will be subject to an additional penalty on per day basis; at a rate of an additional \$5.00 per day fee, not to exceed the amount of the initial penalty charged.

## **Dodge County Clean Indoor Air - ELECTRONIC DELIVERY DEVICES**

### SECTION 1. PURPOSE AND INTENT

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Unregulated electronic delivery devices, commonly referred to as electronic cigarettes, or ecigarettes, closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid nicotine or other substances created by heat through an electronic ignition system. After testing a number of e-cigarettes from two leading manufacturers, the Food and Drug Administration (FDA) determined that various samples tested contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze. The FDA's testing also suggested that quality control processes used to manufacture these products are inconsistent or non-existent. ("Summary of results: Laboratory analysis of electronic cigarettes conducted by FDA, "Food and Drug Administration (FDA), July 22, 2009; <u>http://www.fda.gov/NewEvents/PublicHealthFocus/ucm173146.htm</u>)

E-cigarettes produce a vapor of undetermined and potentially harmful substances, which may appear similar to smoke emitted by traditional tobacco products. Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.

### **SECTION 2. DEFINITIONS**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply:

*Electronic Delivery Device.* Any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

Use. The inhaling or exhaling of vapor from any electronic delivery device. Use shall also mean carrying an electronic delivery device that is turned on or otherwise activated.

### **SECTION 3. PROHIBITION**

The use of any electronic delivery device is prohibited anywhere smoking is prohibited by the Minnesota Clean Indoor Act.

### 461.12 MUNICIPAL LICENSE OF TOBACCO, TOBACCO-RELATED DEVICES, AND SIMILAR PRODUCTS.

### Subdivision 1. Authorization.

A town board or the governing body of a home rule charter or statutory city may license and regulate the retail sale of tobacco, tobacco-related devices, and electronic delivery devices as defined in section <u>609.685</u>, <u>subdivision 1</u>, and nicotine and lobelia delivery products as described in section <u>609.6855</u>, and establish a license fee for sales to recover the estimated cost of enforcing this chapter. The county board shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia products in unorganized territory of the county except on the State Fairgrounds and in a town or a home rule charter or statutory city if the town or city does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia devices, electronic delivery shall license and regulate retail sales of tobacco, tobacco-related devices, and regulate the sale of tobacco, tobacco-related devices, devices, and nicotine and lobelia delivery products. The State Agricultural Society shall license and regulate the sale of tobacco, tobacco-related devices, and nicotine and lobelia delivery products. The State Agricultural Society shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products are not required to obtain a second license for the same location under the licensing ordinance of the county.

## Subd. 2. Administrative penalties for sales and furnishing; licensees.

If a licensee or employee of a licensee sells, gives, or otherwise furnishes tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 21 years, or violates any other provision of this chapter, the licensee shall be charged an administrative penalty of \$300 for the first violation. An administrative penalty of \$600 must be imposed for a second violation at the same location within 36 months after the initial violation. For a third or any subsequent violation at the same location within 36 months after the initial violation, an administrative penalty of \$1,000 must be imposed, and the licensee's authority to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products at that location must be suspended for not less than seven days and may be revoked. No suspension, revocation, or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

## Subd. 3. Administrative penalty for sales and furnishing; individuals.

An individual who sells, gives, or otherwise furnishes tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 21 years may be charged an administrative penalty of \$50. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

## Subd. 4. Alternative penalties for use of false identification; persons under age 21.

The licensing authority shall consult with interested persons, as applicable, including but not limited to educators, parents, guardians, persons under the age of 21 years, and representatives of the court system to develop alternative penalties for persons under the age of 21 years who purchase, or

attempt to purchase, tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products using a driver's license, permit, Minnesota identification card, or any other type of false identification to misrepresent the person's age, in violation of section <u>609.685</u> or <u>609.6855</u>. The licensing authority and the interested persons shall consider a variety of alternative civil penalties, including, but not limited to, tobacco-free education; tobacco cessation programs; notice to schools and parents or guardians; community service; and court diversion programs. Alternative civil penalties developed under this subdivision shall not include fines or monetary penalties.

## Subd. 5. Compliance checks.

A licensing authority shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products are sold to test compliance with sections 609.685 and <u>609.6855</u>. Compliance checks conducted under this subdivision must involve persons at least 17 years of age, but under the age of 21, who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products under the direct supervision of a law enforcement officer or an employee of the licensing authority. The age requirements for persons participating in compliance checks under this subdivision shall not affect the age requirements in federal law for persons participating in federally required compliance checks of these locations.

## Subd. 6. Defense.

It is an affirmative defense to the charge of selling tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 21 years in violation of subdivision 2 or 3 that the licensee or individual making the sale relied in good faith upon proof of age as described in section <u>340A.503</u>, <u>subdivision 6</u>.

## Subd. 7.Judicial review.

Any person aggrieved by a decision under subdivision 2 or 3 may have the decision reviewed in the district court in the same manner and procedure as provided in section <u>462.361</u>.

## Subd. 8. Notice to commissioner.

The licensing authority under this section shall, within 30 days of the issuance of a license, inform the commissioner of revenue of the licensee's name, address, trade name, and the effective and expiration dates of the license. The commissioner of revenue must also be informed of a license renewal, transfer, cancellation, suspension, or revocation during the license period.

## 461.13 CIGARETTE LICENSE FEES, APPORTIONMENT.

The fees for licenses granted by the governing body of any municipality shall be for the benefit of the municipality. When a license is issued by the county board the fee shall be deposited in the county treasury and be credited to the county revenue fund.



To: City Council Date: 1/11/2023

Agenda Heading: City Administrator's Report

"Don't live the same year 75 times and call it a life." —**Robin Sharma** 

- <u>CCR Adjustment</u>. The purpose of this Capacity Cost Recovery Rider ("Rider CCR") is to recover from KPU's retail customers, the cost of purchases of retail capacity and to credit KPU's retail customers with the revenue associated with sales of KPU's retail capacity, if any. The CCR would apply in accordance with the provisions of MN State statutes and the guidance from the PUC and apply to electric service billed under certain rate schedules, whether metered or unmetered. We'll plan on guidance from CMPAS too, to learn the auction prices quickly. Earlier this fall, FERC changes the rules so now there will be a quarterly auction instead of yearly. I think that should help the pricing a little bit, but it will mean more adjustments on our end. I'm hoping that the initial Rider CCR could be effective with the first billing cycle for the April 2023 billing month for the collection of costs for the 3-month period before the next auction. Right now, I expect to see a CCR no higher than .01 per kw.
- 2022 Transportation Funds Forecasts Significant Decrease. Funds in the Municipal • State Aid Streets account are expected to be 4% lower in the current FY 2022-23 biennium compared to the February 2022 forecast. According to the Transportation Funds Forecast November 2022 (pdf) released by the Minnesota Department of Transportation (MnDOT), funds in the Highway User Tax Distribution Fund (HUDTF) are projected to be significantly lower in the current FY 2022-23 biennium compared to the February 2022 forecast, decreasing by \$184 million (-3.5%). The decrease in HUDTF funds is having a negative impact on MSAS, an account that provides street aid to cities with populations above 5,000. The HUDTF is made up of constitutionally dedicated revenue streams including the gas tax, registration tax (license tab fees) and the motor vehicle sales tax (MVST). The forecast breaks down some of the reasons for the decreases in all the revenue streams that fund the HUDTF. For instance, the outlook for gas tax revenues is based on fuel consumption, which is affected by vehicle miles traveled (VMT), as well as the fuel efficiency of vehicles. Kasson is dropping down to \$333,059. To see other totals, go to: https://www.lmc.org/wp-content/uploads/documents/2023-Tentative-MSAS-Total-Allocations-by-City.pdf
- <u>Sand Company Apt awarded funding</u>. Earlier this week, we were contacted by the Sand Company, they let us know they were awarded Minnesota Affordable Housing Tax Credits at the 4% level. They are planning to move forward with their project here for a 48-unit apartment complex. I've included their initial site plan, and the recommendations from staff. The two will have to be reconciled as we move forward on the project. This brings up

an interesting point, with this lot and the 2 to the south spoken for, it may make sense to complete the road to the west and open up the final lot in this subdivision. I have discussed it with the City Engineer and he expects to have more guidance at our second meeting in January. The Sand project, you'll recall, is a TIF project and the additional increment could be used to fund the road extension west and possibly south. We will continue to evaluate for other possible funding options that don't involve additional taxpayer responsibility.

- <u>Tobacco Ordinance Changes</u>. Recently we were notified that the County is making a change to their ordinance. This creates an issue for a current business in the Plaza 57 marketplace. We will be meeting with Dodge County staff to discuss this situation and will provide more information afterwards. I have included the state statute on this topic. In a previous community, the City regulated the tobacco licenses and that seems like it might be the best solution here as well to deal with the extra regulations. Please let me know if you have any questions regarding this issue.
- Legislative Session begins. In the new session Greater Minnesota has greatly diminished clout in the Legislature. Just one illustration, in 2022, lawmakers from Greater Minnesota chaired 22 of 28 committees in the Republican-controlled state Senate. But after the more metro centric DFL flipped the chamber, Greater Minnesota lawmakers will chair just three of 20 committees. This may be beneficial for the city though as the DFL has tended to be willing to spend more and we currently have a bonding request in. House Speaker Melissa Hortman said she might skip traditional bonds and opt for cash, which needs only a simple majority to use and might be a good solution. Using one time money for ongoing expenses would set the State up for failure in the future. One concern I've heard is that new legislation could drive up the already expensive cost of power in Greater Minnesota or limit the availability of gas-powered vehicles in some rural areas where EVs are less practical at the moment. I will follow the session closely.
- Overtime Costs/CDL licensing. With the weather conditions being slated heavily towards early morning snow clearance, overtime amounts have been substantial in the first part of the year. We anticipate that approximately 200 hours of overtime has been used in aggregate thus far. Part of this is related to the 2 open positions that we currently have and should be reconciled by filling them. We have recommendations for you tonight. One issue however is that many of the new applications lack a CDL which means that they'll be restricted to what they can drive for the time being. DOL has raised the costs and reduced the ease of acquiring these licenses so we will be game planning on how we can best manage the workflow and we'll collaborate with other cities to get the licensing.
- <u>Charitable Gambling</u>. Currently, the City does not take any percentage of the charitable gambling income, however the intended uses are supposed to be 80% in our service area. This has been interpreted to be the KM school district area. Recently, the City Clerk and I met with a representative of one of the organizations runs pull tabs in town and they asked us to consider a more standard ordinance. Most communities pull 10% of proceeds and then the organizations are allowed to use the charity funds as they deem necessary. I have included the current applicable code sections for your consideration. The folks at SEMLM will have this on their next meeting agenda which is scheduled for later this month in Kasson, and I expect to have an interesting discussion.

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

December 28	CMPAS
January 3	Street Dept. Interviews
	EDA
	Justin Miller-Hayfield Pull Tabs
January 4	Liquor Store Kickoff/ Fire Hall update ICS
January 5	City Engineer
	DRC
	LC trucking -EDA
January 6	Jeff Littrell-Crop Science Investigation-Hintermann
	Mike Bubany-Bonding
	Megan Carr-Sand Company
January 11	Chamber of Commerce
	Rethos
	City Council



December 23, 2022

Honorable Mayor Chris McKern City of Kasson 401 5<sup>th</sup> Street SE Kasson, MN 55944

Subject: Letter of Conditions for a Community Facilities Program Loan

New Fire Station Construction/Demolition of Old Fire Station

Dear Mayor McKern:

This letter, with attachments, establishes conditions that must be understood and agreed to by the applicant before further consideration may be given to the application for Federal Assistance. The State and Area Office staff of USDA Rural Development (RD) will administer the loan and/or grant funds for this project on behalf of the Rural Housing Service. All parties may access information and regulations referenced in this letter at our website located at: <u>https://www.rd.usda.gov/programs-services/community-facilities</u>. Any changes in project cost, source of funds, scope of services, or any other significant change (this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by USDA Rural Development will be cause for discontinuing processing of the application. If you do not meet the conditions of this letter, the Agency reserves the right to withdraw Agency funding.

This letter is not to be considered as loan approval or as representation to the availability of funds. The application can be processed on the basis of a USDA Rural Development loan not to exceed \$7,000,000. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next ten (10) days, if you desire that we give further consideration to your application. The execution of these and all other documents required by USDA Rural Development must be authorized by appropriate resolutions of the applicant's governing body.

The loan will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed by USDA Rural Development. This is also the date that the interest rate is established. If the interest rate is lower at the time of loan closing, you must make a request in writing to receive the lower rate in effect.

The loan will be repayable over a period not to exceed 40 years from the date of loan closing at the market interest rate. The first combined principal and/or interest payment will be due one (1) year following loan closing.

**<u>Project Budget</u>**—Based on Standard Form 424, "Application for Federal Assistance," the project cost and funding will be as follows:

Development - Construction	\$ 6,200,000.00
Contingencies	\$ 344,689.00
Architectural	\$ 700,000.00
F&E	\$ 100,000.00
Other - Permits/Owner Cost/Off Site Costs	\$ 65,311.00
ICS Total Overall Project Summary 11/21/2022	\$ 7,410,000.00
Interim Construction Interest - Applicant's Feasibility Report	\$ 350,000.00
Legal Services/Bond Counsel - Applicant's Feasibility Report	\$ 40,000.00
Estimated Total Project Cost	\$ 7,800,000.00

### a. City of Kasson - Fire Station Project Estimated Cost Summary

b. <u>Source of Funds</u>

USDA Loan	\$ 7,000,000
Applicant Contribution	\$ 800,000
TOTAL:	\$ 7,800,000

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the borrower may be necessary.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. Section I of the attached conditions (Items 1—21) must be satisfied prior to interim loan closing or before construction begins, whichever occurs first, in either case not later than one (1) year from the date of this letter. In the event the project has not advanced to the point of construction within one (1) year, USDA Rural Development reserves the right to discontinue the processing of the application.

If you have any questions, feel free to contact this office.

Sincerely,

Area Specialist

cc: Terry Louwagie, Community Programs Director, USDA Rural Development, Mary Ippel, Bond Counsel Taylor Rugroden, Architect Melanie Leth, Attorney Jason Boynton, Auditor Mike Bubany, Interim Lender

# <u>SECTION I.</u> CONDITIONS TO BE SATISFIED PRIOR TO LOAN/GRANT CLOSING OR BEFORE CONSTRUCTION BEGINS, WHICHEVER OCCURS FIRST

## 1. Disbursement of Funds

- a. Interim loan financing during construction will be required in accordance with 7 CFR 1942.17 (n)(3) for all construction loans over \$50,000. The applicant must provide Rural Development a copy of the proposed interim financing package prior to execution.
- b. The applicant will provide evidence that funds from other sources will be made available for the project cost in the amount of \$800,000. This evidence should include a copy of the loan/grant award that addresses how funds will be disbursed.
- c. The applicant's contribution of funds toward the project cost shall be considered the first funds expended and must be deposited in its project account before construction is started. Please provide Rural Development evidencing applicant's contribution.
- d. Agency funds will not be used to pre-finance funds committed to the project from other sources.
- e. The Debt Collection Improvement Act (DCIA) of 1996 requires that all Federal payments be made by Electronic Funds Transfer/Automated Clearing House (EFT/ACH). Borrowers receiving payments by EFT will have funds directly deposited to a specified account at a financial institution with funds being available to the recipient on the date of payment. The borrower should complete Form SF-3881, Electronic Funds Transfer Payment Enrollment Form, for each account where funds will be electronically received. The completed form(s) must be received by Rural Development at least forty-five (45) days prior to the first advance of funds. Failure to do so could delay loan closing.

## 2. Security Requirements

- a. At loan closing the applicant will execute the attached Form RD 1942-47, "Loan Resolution (Public Bodies)". Please note the refinancing provision in paragraph 2. Also, on page 3 there is a certification to be executed at loan closing.
- b. The applicant is a legally organized municipality under Sections of the applicable State Government and will evidence the loan with a General Obligation bond. The bond will be fully registered as to both principal and interest in the name of the United States of America, Rural Development. The General Obligation bond must be prepared in accordance with 7 CFR 1942, Subpart A, and State law. The assistance and opinion of a recognized bond counsel must be obtained.

The bond and any ordinance or resolution relating thereto must not contain any provision in conflict with the Agency Loan Resolution, applicable regulations, or its authorizing law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 U.S.C. 1983.

- 3. <u>Insurance and Bonding Requirements</u>—The applicant must provide evidence of adequate insurance and fidelity bond coverage by loan closing or start of construction, whichever occurs first. Adequate coverage, in accordance with USDA Rural Development's regulations, must then be maintained for the life of the loan and evidence must be submitted to Rural Development annually. Evidence that coverage is being maintained must be provided annually thereafter. It is the responsibility of the applicant and not that of USDA Rural Development to assure that adequate insurance and fidelity bond coverage is maintained. Applicants are encouraged to review coverage amounts and deductible provisions with their attorney, consulting engineer, and/or insurance provider(s).
  - a. Property Insurance—Fire and extended coverage will be required on all above-ground structures, including applicant-owned equipment and machinery housed therein.
     Provide USDA Rural Development with proof of coverage and attach Lender's Loss Payable Endorsement (438 BFU or equivalent) naming the UNITED STATES OF AMERICA as lender.
  - b. Corporate Liability Insurance The Applicant will provide public liability, and property damage insurance in an amount to adequately protect the applicant from civil action arising from the function of the applicant relative to the project.
  - c. Workers' Compensation Insurance—The applicant will be required to carry workers' compensation insurance for all employees in accordance with the State law. Provide USDA Rural Development with proof of coverage.
  - d. General liability and vehicular coverage must be maintained—Provide USDA Rural Development with proof of coverage.
  - e. Fidelity Bond—Persons who have access to the funds and custody to any property will be covered by a fidelity bond or an adequate crime policy that protects the applicant from an employee crime. Coverage may be provided either for all individual positions or persons, or through "blanket" coverage providing protection for all appropriate employees and/or officials. The amount of coverage required by USDA Rural Development will be sufficient to cover the total annual debt and reserve service requirements for the loan. The United States of America will be named as co-obligee on the bond. A certified power-of-attorney with effective date will be attached to each bond. Provide USDA Rural Development with a copy of the bond and the power of attorney.

- 4. <u>Civil Rights & Equal Opportunity</u>— The borrower has received an award of Federal funding and is required to comply with U.S. statutory and public policy requirements, including but not limited to:
  - a. Section 504 of the Rehabilitation Act of 1973 Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance. The Standard for compliance is the Architectural Barriers Act Accessibility Standards (ABAAS).
  - b. Civil Rights Act of 1964 All recipients are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
  - c. The Americans with Disabilities Act (ADA) of 1990 This Act (42 U.S.C. 12101 <u>et</u> <u>seq.</u>) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
  - d. Age Discrimination Act of 1975 This Act (42 U.S.C. 6101 <u>et seq.</u>) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
  - e. Limited English Proficiency (LEP) under Executive Order 13166 LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. The recipient must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information the recipient provides. These protections are pursuant to Executive Order 13166 entitled, "Improving Access to Services by Persons with Limited English Proficiency" and further affirmed in the USDA Departmental Regulation 4330-005, "Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA."
  - f. **Controlled Substances Act** Even though state law may allow some activities, as a recipient of Federal funding, you are subject to the Controlled Substances Act.

Specific questions about the Controlled Substances Act should be directed to the Servicing Official who will contact the Office of General Counsel, as appropriate.

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The recipient must display posters (provided by the Agency) informing users of these requirements, and the Agency will monitor the recipient's compliance with these requirements during regular compliance reviews.

As a recipient of Rural Development funding, you are required to post a copy of the Non-Discrimination Statement listed below in your office and in include in full, on all materials produced for public information, public education, and public distribution both print and non-print.

## Non-Discrimination Statement

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <u>https://www.ocio.usda.gov/document/ad-3027</u>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

If the material is too small to permit the full statement to be included, the material at a minimum includes the statement in print size no smaller than the text that "This institution is an equal opportunity provider and employer."

## 5. Written Agreements for Professional Services

- a. The bond counsel services agreement submitted by Bond Counsel is satisfactory to USDA Rural Development.
- b. The legal service agreement submitted by Legal Representative is satisfactory to USDA Rural Development.
- c. An Agreement for Architectural Services with Architect will have to be approved by USDA Rural Development.
- d. Agreement for Project Manager Services will have to be approved by USDA Rural Development
- 9. <u>Land and Rights-of-Way</u>—The applicant must present satisfactory evidence that they have obtained, or can obtain, any and all lands, rights-of-way, easements, permits and franchises which are required by the architectural/engineering plan. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform

Relocation and Real Property Acquisition Act. The following forms, copies of which are attached, may be used for these purposes:

- Form RD 442-21, "Right-of-Way Certificate" (with map attached)
- Form RD 442-22, "Opinion of Counsel Relative to Rights-of-Way"
- 10. <u>System Policies, Procedures, Contracts, and Agreements</u> The facility must be operated on a sound business plan which involves adopting policies, procedures, and/or ordinances outlining the conditions of service and use of the proposed system.
  - a. **Conflict of Interest Policy** Prior to obligation of funds, you must certify in writing that your organization has in place up-to-date written standards of conduct covering conflict of interest. The standards of conduct must include disciplinary actions in the event of a violation by officers, employees, or agents of the borrower. The standards identified herein apply to any parent, affiliate or subsidiary organization of the borrower that is not a state or local government, or Indian Tribe. Policies and accompanying documents shall be furnished to Rural Development upon request.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure in the same format is required if no conflicts are anticipated.

Sample conflict of interest policies may be found at the National Council of Nonprofits website, <u>https://www.councilofnonprofits.org/tools-resources/conflict-of-interest</u>, or in Internal Revenue Service Form 1023, Appendix A, "Sample Conflict of Interest Policy," at <u>http://www.irs.gov/pub/irs-pdf/i1023.pdf</u>. Though these examples reference non-profit corporations, the requirement applies to all types of Agency borrowers.

Assistance in developing a conflict of interest policy is available through Agencycontracted technical assistance providers if desired.

- b) Contracts for Other Services/Lease Agreement Drafts of any contracts or other forms of agreements for other services, including audit, management, operation, and maintenance, or lease agreements covering real property essential to the successful operation of the facility, must be submitted to the Agency for review and concurrence prior to advertising for bids.
- 11. <u>Permits</u>—All permits involving Federal, State, and local agencies must be obtained and evidence thereof provided to USDA Rural Development prior to bidding. (For Design/Build Projects All permits involving Federal, State, and local agencies must be

obtained and evidence thereof provided to USDA Rural Development prior to the start of the construction phase of the project.)

- 12. <u>Environmental Reviews</u>— The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and or permits may apply or be required. During any stage of project development, including construction, should environmental issues develop which require mitigation measures, USDA Rural Development applicants are required to notify USDA Rural Development and comply with such mitigation measures. Failure by an applicant to implement mitigation measures may disqualify the project from Agency funding. Mitigation measures identified or prepared as part of the State Environmental Act if applicable and NEPA environmental process must be implemented. If the project or any
- 13. Alternative Method of Construction

a. The applicant is proposing a Construction Manager as Advisor method of construction which must be approved by this Agency's National Office. The applicant will provide the required information needed to be submitted for concurrence to the procurement method.

- b. All development will be completed by contract. The planning, bidding, contracting, and construction must comply with 7 CFR 1942, Subpart A, and any additional requirements of the State's law and the requirements of other County, State, or Federal agencies.
- b. If approved for the CMa construction method, the applicant's construction budget will be noted in the RFP documents to set parameters for a Guaranteed Maximum Price (GMP) agreement to be awarded through an open and free solicitation process. The GMP will be established no later than at the completion of the Design Development stage.
- d. The following must be reviewed and approved by USDA Rural Development in the sequence indicated:
  - i. Preliminary Architectural Report
  - ii. Agreement for Architectural Services/Agreement for Project Manager Design-Build Procurement Method—Checklist Items
  - iii. Request for Qualifications (RFQ)
  - iv. RFQ Short List
  - v. Request For Proposals (RFP)
  - vi. Recommendation of Award
  - vii. Executed Contract Documents
  - viii. Final Plans and Specifications for the project
- 14. <u>Electronic Funds Transfer</u>—All loan funds will be transferred to borrowers via Electronic Funds Transfer/Automated Clearinghouse Systems (EFT/ACH). Normal

transfers will be ACH, with money being placed in Borrower's account two business days after the USDA processing office approves the pay request. The applicant must submit the Electronic Funds Transfer Form containing the banking (ACH) information to the USDA Servicing Office at least 90 days prior to the date of loan closing. Failure to do so could delay loan closing.

- 15. <u>Automatic Payments</u> The applicant <u>is required</u> to participate in the Pre-Authorized Debit (PAD) payment process for all new and existing indebtedness to USDA Rural Development. It will allow for the applicant's payment to be electronically debited from its account on the date their payment is due. Form RD 3550-28, "Authorization Agreement for Pre-Authorized Payments," is attached. Please fill out and sign your "Individual/Company Information" section, then have your financial institution/bank fill out the bottom portion prior to submitting the form to the USDA Rural Development service office.
- 16. <u>Loan Closing</u>—The permanent loan will be closed in accordance with USDA Rural Development instructions, the legal requirements of the USDA Office of General Counsel, and this Letter of Conditions. All applicable closing documents, including bond documents, must be submitted to USDA Rural Development at least 90 days prior to the planned closing date. Prior to loan closing, a request for reimbursement must be submitted to USDA with all the supporting invoices.
- 17. <u>Operating Budget</u>— Prior to loan closing, USDA Rural Development must review the applicant's approved operating budget. The budget must balance and include the proposed USDA debt service and reserve obligations. Each year the USDA loan is outstanding, the applicant will adopt an annual budget which provides for the annual debt service and reserve payments.
- 18. System for Award Management Registration and Unique Entity ID—You as the recipient must maintain the currency of your information in the System for Award Management (SAM) until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. Recipients can register on-line at (https://www.sam.gov) You as the recipient may not make a sub-award to an entity unless the entity has provided its Unique Entity ID from SAM.gov to you.
- Suspension and Debarment Screening You will be asked to provide information on the principals of your organization. Agency staff must conduct screening for suspension and debarment of the entity, as well as its principals through the Do Not Pay Portal.
   a. Principal –
  - i. An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or

- ii. A consultant or other person, whether or not employed by the participant or paid with federal funds, who
  - 1. Is in a position to handle federal funds;

2. Is in a position to influence or control the use of those funds; or, Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction. (2 CFR §180.995)

20. <u>Litigation</u>. You are required to notify the Agency within 30 days of receiving notification of being involved in any type of litigation prior to loan closing or start of construction, whichever occurs first. Additional documentation regarding the situation and litigation may be requested by the Agency.

## **SECTION II. CONDITIONS TO BE SATISFIED DURING CONSTRUCTION**

- 1. <u>Inspections</u>— A full-time resident inspector/project manager is required during construction unless a written exception is made by the Agency upon your written request. This service is to be provided by the consulting architect or other arrangements as approved by the Agency. Prior to the pre- construction conference, a resume of qualifications of the resident inspector(s) will be submitted to the owner and Agency for review and approval. The owner will provide a letter of acceptance for all proposed observers to the architect and Agency. The inspection reports must be available to USDA, Rural Development for review at any time. These reports must be kept at the project site or borrower's office, if nearby.
- Monthly Reporting—The applicant must monitor and provide a monthly report to USDA Rural Development on actual performance during construction for each project financed, or to be financed, in whole or in part with USDA Rural Development funds, to include Forms RD 1924-18, "Partial Payment Estimate"; RD 1924-7, "Contract Change Order"; SF-270, "Request for Advance or Reimbursement" (non-construction); SF-271, "Outlay Report and Request for Reimbursement for Construction Programs"; and Project Daily Inspection Reports.
- 3. <u>Final Inspection</u>—A final inspection will be made by USDA Rural Development on the component USDA is financing before final payment is made.
- 4. <u>Excess Funds</u>—Any remaining funds must be utilized for approved purposes within 60 days following the final inspection or the funds will be canceled without further notification from USDA Rural Development.

# <u>SECTION III.</u> LOAN CONDITIONS TO BE SATISFIED AFTER PROJECT COMPLETION

- 1. <u>Financial Statements</u>—To be submitted on an annual basis in accordance with the following:
  - a. Borrowers and grantees that meet the Federal awards expended threshold established in 2 CFR 200, Subpart F, "Audit Requirements" (expends \$750,000 or more in federal financial assistance per fiscal year) shall submit <u>an audit performed in</u> <u>accordance with the requirements of 2 CFR 200, Subpart F.</u> Audits shall be submitted to USDA Rural Development in accordance with 2 CFR 200, Subpart F.
  - b. All borrowers exempt from USDA audit requirements and who do not otherwise have annual audits, will within 60 days following the end of the borrower's fiscal year furnish USDA with annual financial statements, consisting of a verification of the organization's balance sheet and statement of income and expenses. The recipient may use Form RD 442-2, "Statement of Budget, Income and Equity," and 442-3, "Balance Sheet," or similar format to provide the financial information.
  - c. An annual audit may be submitted in lieu of annual financial statements for any borrower or grantee that has an audit prepared at its own discretion and expense.
- 2. <u>Quarterly Reports</u>—A quarterly management report will be required for the first year for new borrowers and for all borrowers experiencing financial or management problems for one year from the date problems were noted. If the borrower's account is current at the end of the year, the processing office may waive the required reports. The recipient may use Form RD 442-2 or similar format to provide this information, and the reports are to be signed by the appropriate borrower official and submitted within 30 days of each quarter's end.
- 3. <u>Audit agreement</u>—If you are required to obtain the services of a licensed Certified Public Accountant (CPA), you must enter into a written audit agreement with the auditor. The audit agreement may include terms and conditions that you and auditor deem appropriate.
- 4. <u>Limitations of Additional Debt</u>- You will not borrow any money from any source or enter into any contract or agreement or incur any other liabilities in connection with making extensions or improvements to the Facility, exclusive of normal maintenance, without obtaining the prior written consent of the Agency.
- 5. <u>**Compliance Reviews**</u>—Rural Development will be required to periodically conduct a compliance review of this facility and operation. Compliance reviews will be completed one year after loan closing and every three years thereafter. You will need to provide the local office the statistical information as requested.

The Agency will conduct regular compliance reviews of the borrower and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the use of the facility or service that the recipient provides, the recipient must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American, White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. The Agency will utilize this data as part of the required compliance review.

- 6. <u>Security Inspections</u>—Rural Development is required to conduct an inspection of the facility a minimum of once every three years. The recipient must participate in these inspections and provide the required information.
- 7. <u>Graduation</u>—You may be required to refinance (graduate) the unpaid balance of the RD loan, in whole or in part, if at any time RD determines your entity is able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time, the recipient will be requested to refinance. The ability to refinance will be assessed every other year for those loans that are five years old or older.
- 8. <u>Prepayment and Extra Payments</u> Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower, with no penalty.

Security instruments, including bonding documents, must contain the following language regarding extra payments, unless prohibited by State statute:

Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower. Refunds, extra payments and loan proceeds obtained from outside sources for the purpose of paying down the Agency debt, shall, after payment of interest, be applied to the installments last to become due under this note and shall not affect the obligation of borrower to pay the remaining installments as scheduled in your security instruments.

INSTRUCTIONS-TYPE Complete Items 1 thro						
-						
1. CASE NUMBER	LOA	AN NUMBER		FISCAL YEAR		
ST CO BORROWER ID						
2. BORROWER NAME	3. N	3. NUMBER NAME FIELDS				
		(1, 2, or 3 from Ite	m 2)			
	4. S	TATE NAME				
	5. C	OUNTY NAME				
	GENERAL BORROWE	R/LOAN INFOR	MATION			
6. RACE/ETHNIC 7. TYPE OF APPLICA		8. COLLATER		9. EMPLOYEE		
	- ORG. OF FARMERS - NONPROFIT-SECULAR	1- REAL ESTATE SECURED	4 - MACHINERY ( 5 - LIVESTOCK O			
1 - WHITE 4 - HISPANIC 3 - CORPORATION 9-	- NONPROFIT-FAITH BASED - INDIAN TRIBE	2-REAL ESTATE AND CHATTEL	6 - CROPS ONLY 7 - SECURED BY	2 - MEMBER OF FAMILY		
2 AVAN 5 - ASSOC OF 10-	-PUBLIC COLLEGE/UNIVERSITY -OTHER	3 - NOTE ONLY OF		3 - CLOSE RELATIVE 4 - ASSOC.		
1 - MALE 5 - ORGAN FEMALE OWNED 1 - M	AITAL STATUS	UDES 1-YES	RAN CODE	13. CREDIT REPORT		
14. DIRECT PAYMENT 15. TYPE OF I	PAYMENT 16.	FEE INSPECTION	ON			
	3 - SEMI-ANNUALLY 4 - QUARTERLY	1 -YES 2 - NO				
17. COMMUNITY SIZE	18.	USE OF FUND	S CODE			
1 - 10 000 OR LESS (FOR SFH AND 2 - OVER 10,000 HPG ONLY)		(See FMI)				
·	COMPLETE FOR OB	LIGATION OF I	UNDS			
19. TYPE OF 20. PURPOSE	CODE 21.	SOURCE OF F	UNDS	22. TYPE OF ACTION		
ASSISTANCE		1 -OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST				
(See FMI)		3 - CORRECTION OF OBLIGATION				
23. TYPE OF SUBMISSION 24. AMO	OUNT OF LOAN		25. AMOUN	T OF GRANT		
1 - INITIAL 2 -SUBSEQUENT						
	DATE OF	28. INTEREST RATE		29. REPAYMENT TERMS		
IMMEDIATE ADVANCE	APPROVAL					
MO	DAY YR	0/				
			%			
	JNITY PROGRAM AND	CERTAIN MUL	TIPLE-FAM	ILY HOUSING LOANS		
30. PROFIT TYPE 2 - LIMITED PROFIT 1 - FULL PROFIT 3 - NONPROFIT						
COMPLETE FOR EM LOANS (		COMPLETE FOR CREDIT SALE-ASSUMPTION				
31. DISASTER DESIGNATION NUMBER	32.	32. TYPE OF SALE 2 - ASSUMPTION ONLY 4 -ASSUMPTION WITH				
(See FMI)		1 -CREDIT SALE ONLY 3 -CREDIT SALE WITH SUBSEQUENT LOAN SUBSEQUENT LOAN				
FINANCE OFFICE USE ONL		COMPLETE FOR FP LOANS ONLY				
33. OBLIGATION DATE MO DA YR	34.1	34. BEGINNING FARMER/RANCHER				
		(See FMI)				
If the decision contained above in this form results in denial, reduction or		you may appeal this de	cision and have a h	pageing or you may request a raying in liqu of a hearing		

Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

### **CERTIFICATION APPROVAL**

### For All Farmers Programs

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

### 35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I ele	ect the interest ra	te to be charged on my loan to be the lower of the
interest rate in effect at the time of loan approval or loan closing.	If I check "NO",	the interest rate charged on my
loan will be the rate specified in Item 28 of this form.	YES	NO

#### WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date\_\_\_\_\_, 20 \_\_\_\_

Date \_\_\_\_\_\_, 20 \_\_\_\_\_

(Signature of Applicant)

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name:

Date Approved:

Title:

38. TO THE APPLICANT: As of this date \_\_\_\_\_\_, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

### RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, the consulting engineers for the City have prepared final plans and specifications for the construction of 2023 Street Improvement Project in the City, and such plans and specifications have been presented to this Council for approval;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Kasson, Minnesota:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk.

2. The City Clerk shall prepare and cause to be inserted in the official city newspaper and Quest Construction Document Network an advertisement for bids upon the making of such improvements under such approved plans and specifications.

The advertisement shall be published in each of said publications at least once not less than three weeks before the date set for opening bids, shall specify the work to be done, shall state that bids will be publicly opened on February 3, 2023 at 8:30 o'clock A.M. at City Hall in said City and that no bids will be considered unless accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

The motion for the adoption of the foregoing resolution was seconded by member \_\_\_\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)COUNTY OF DODGE) ssCITY OF KASSON)

I, the undersigned, being the duly qualified and acting Clerk of the City of Kasson Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original minutes on file and of record in my office, and the same is a true and correct transcript of the minutes of a meeting of the City Council held on the date therein indicated, insofar as the same relates to a resolution approving plans and specifications and ordering advertisement for bids for on 2023 Street Improvement Project for said City.

WITNESS my hand as such Clerk and the seal of said City this \_\_\_\_\_ day of

\_\_\_\_\_, 2023.

City Clerk

(SEAL)

### 2023 STREET IMPROVEMENTS KASSON, MN 2023

### ADVERTISEMENT FOR BIDS

Public notice is hereby given that online electronic proposals will be received by the City of Kasson, MN at the City Hall, 401 5<sup>th</sup> St. S.E., Kasson, MN, Until <u>8:30 AM</u> on <u>February 3, 2023</u> for furnishing materials and labor for construction of <u>2023 Street Improvements</u> as described in plans and specifications thereof now on file in the office of the City Administrator. Proposals will be opened at <u>8:30 AM</u>. at the City Hall. Proposals will be acted upon by the City Council at a meeting to be held in the City Hall, beginning at <u>6:00 PM</u> on <u>March 8, 2023</u> or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the <u>2023</u> <u>Street Improvements</u> together with related subsidiary and incidental work including:

The project consists of:

20,000 S.Y. Full Depth Reclamation 5.200 Tons Bituminous Pavement

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, Minnesota 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Administrator.

The contract documents are available at <u>www.questcdn.com</u>. A Contractor may view the contract documents at no cost prior to deciding to become a Planholder. To be considered a Planholder for bids, a Contractor must register with QuestCDN.com and purchase the contract documents in digital form at a cost of \$50. Registering as a Planholder is recommended for all prime Contractors and subcontractors as Planholders will receive automatic notice of addenda and other contract document updates via QuestCDN. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information and vBid online bid submittal questions. For this project, bids will ONLY be received and accepted via the online electronic bid service through QuestCDN.com. To access the electronic bid form, download the project documents and click on the online bid button at the top of the bid advertisement page. Prospective bidders must be on the Planholder list through QuestCDN for bids to be accepted.

Each bid must be accompanied by an electronic copy of a certified check, cashier's check or bid bond payable to the City of Kasson, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract. This electronic copy will be facilitated through the Quest CDN electronic bid service. The apparent low bidder will be required to submit a hard copy of the certified check, cashier's check or bid bond within three (3) days of the bid opening.

Bidders shall not be permitted to withdraw their bids for a period of sixty (60) days after the same are opened.

Payment for said 2023 Street Improvements will be made in cash from cash on hand, from governmental grants, or from such other funds as may be legally used for such purposes. Monthly estimates will be made by the Engineer and payment will be made to the Contractor in the amount of ninety-five (95%) of said estimate. Final payment of money due will be made in cash no later than sixty (60) days after substantial completion. For construction, reconstruction, or improvement of streets and highway, including bridges, "substantial completion" shall be defined as the date when construction-related traffic devices and ongoing inspections are no longer required.

The Owner reserves the right to withhold up to two hundred and fifty percent (250%) of the cost to correct deficient work or complete work known at the time of substantial completion. Payment of money due will be made in cash no later than sixty (60) days after completion of the work.

The Owner reserves the right to withhold one percent (1%) of the total contract amount or five hundred dollars (\$500), whichever is greater, pending completion and submission of all final paperwork by the contractor or subcontractors. "Final paperwork" shall be defined as any documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, material certifications and warranties, DBE final clearance, NPDES Permit Termination, withholding exemption certificate, etc. Payment of money due will be made in cash no later than sixty (60) days after submission of all final paperwork.

The Contractor shall commence work after the Notice to Proceed is issued and shall complete all items on or before <u>October 1, 2023</u>.

The successful bidder will be required to furnish a Performance and Maintenance Bond and a Payment Bond, both in an amount equal to one hundred (100) percent of the Contract price. Said bonds are to be issued by a responsible surety, approved by the City Council, and which shall guarantee the faithful performance of the Contract and the terms and conditions therein contained, and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of 1 (one) year from and after its completion and acceptance by the City.

Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith. Copies of said plans and specifications are now on file in the office of the City Administrator, City Hall, Kasson, MN, for examination by bidders. Bid forms, plans and specifications are available to download for a \$50 charge at <a href="http://www.questcdn.com">www.questcdn.com</a>.

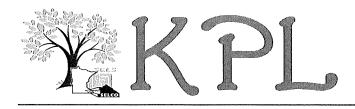
The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of the Kasson, Minnesota.

<u>Linda Rappe</u> City Clerk City of Kasson, Minnesota

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	274	286	294	322	346	424	397	381	332	
February	271	247	260	341	310	394	355	321	253	
March	280	302	273	277	352	446	339	385	312	
April	325	347	375	364	418	480	255	390	359	
May	373	367	413	461	502	530	379	408	445	
June	293	339	349	370	395	549	442	441	348	
July	364	408	408	528	454	448	441	444	418	
August	286	372	343	404	466	483	437	348	444	
September	263	352	346	450	461	505	502	452	503	
October	336	309	489	370	380	416	444	385	458	
November	263	284	359	390	348	433	347	342	334	
December	300	331	334	377	437	435	383	375	349	
Yearly Total	3628	3944	4243	4654	4869	5,543	4,721	4,672	4,555	

Kasson Police Calls for Service



## Kasson Public Library

## 607 1st St. NW, Kasson, MN 55944

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

## **Department Head Meeting**

### Date: December 22, 2022

## • Library Activities –

- Fall programming
  - Storytimes Fridays at 10:30am will resume in January
  - Partnering with the Mantorville Art Guild for gallery displays new display up soon
  - Book signing by local children's author Sara Klein on Dec. 3
- Holiday Market by the library's Book Bunch Team raised \$2100 for American Cancer Society
- Blind Date with a Book being planned for February 2 and 23
- o Summer Reading Program 2023
- "Mayo Health Talks" by pharmacists being planned for the spring
- Speech to K-M Lions Club on December 19

## Building Report

- Safety Inspection took place Nov. 22 with only 2 minor items to address
- Equity Builders installed the Knox Box on Dec. 16
- Sewage backup on Dec. 13; fixed the next day by our excellent city workers *many thanks to Dave V. and crew!*

## <u>Personal Note</u>

• I'd like to express my personal thanks for the privilege of leading the library here in Kasson. It has been an honor, and I am grateful to have had the opportunity. I wish all success ahead for the city and employees.

## **Meetings and Events**

Nov. 29-Dec. 1	Surplus Sale
Dec. 1	Staff meeting
	Mystery Book Club
Dec. 5	Stitch Community Group
Dec. 6	Book Club
	Friends of the Library Board meeting
Dec. 7	Book deliveries to daycares, homebound, special needs and nursing home
	patrons

	Book Club
Dec. 8	Proctor exam
Dec. 13	SELCO Advisory meeting
	Library Board meeting
Dec. 14	Staff meeting
Dec. 17	Retirement Reception
Dec. 19	Book Club
	Speech to K-M Lions Club
Dec. 21	Book deliveries to daycares, homebound, special needs and nursing home
	patrons
Dec. 22	Staff meeting
	Department Head meeting
Dec. 27-30	Orientation for new library director

#### **Kasson Police Department**



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

To:	Mayor and City Council
From:	Police Chief Joshua Hanson
CC:	City Administrator
Date:	12/22/2022
Re:	December Department Head Report for the Kasson Police Department

**Opiate Overdoses**. About a year ago we had a string of overdoses, including one where an officer was returning from court and did not have Narcan with him. Since that time, we have been able to outfit each officer with Narcan kits. We had a recent overdose where an officer coming to the office to start his shift was the first one on the scene and administered life-saving Narcan before other law enforcement and first responders arrived.

**Felony Assault Warrant Investigation**. With the assistance of Olmsted County, Dodge County, Rochester police, and the SEMNVCET investigators we have executed two search warrants for a felony assault suspect living in Kasson. The investigation eventually led to Rochester where Olmsted County Deputies and SEMNVCET investigators, including our investigator, attempted to arrest the suspect. An Olmsted Deputy fired his gun during the incident and no one was seriously injured. We are still actively looking for the suspect in Kasson and the surrounding counties.

**DWI Enforcement**. We continue to do extra DWI enforcement this month with funding from TZD. We arrested one person with a BAC at 3 times the legal limit.

**Christmas in Kasson**. We assisted with the Christmas in Kasson parade earlier in the month. Even with the cold weather, there was a large turnout for the parade and event on Main Street.

**Shop with a Cop/Community Outreach**. We were able to purchase boots and other winter gear for 3 kids at the ZED school. The kids were very happy to receive brand new winter gear as they have always had used/hand-me-down boots.

### Meeting and Events

Dec 1 Drug Court Dec 6 Dodge/Steele Safe Roads Dec 7 Snapchat Law Enforcement Summit Dec 8 SE MN TZD Steering Committee Dec 15 Drug Court Dec 21 City Council



#### Dept. Head 12/22/22

#### Electric Dept.-

"It was a short, cold Christmas; and as the short northern day merged into night, we found ourselves almost broad upon the wintry ocean, whose freezing spray cased us in ice, as in polished armor". — **Herman Melville** 

Tree Work – Trimming – ongoing

#### MMUA-

Eric Henderson 1<sup>st</sup> Line Leadership 12/22/2022 online

12/13/22 – Year end review

#### Miscellaneous -

Tantalus meter installs ongoing (800 installed and entered into Tantalus and Black Mountain) Great effort by Kyle and Eric on installations this year!!

"Vail" transformer energized

6 new St. lights installed, 3 in Bigelow- Voight 8<sup>th</sup>, 2 at Meadow Brook and 1 more at Komet Acres

New Street lights on completed section of Hwy 57 energized, old lights and arms removed (poles will be when it thaws)

Indoor cleanup and equipment maintenance - ongoing on really cold days

Snow removal as needed

Large Item (and long lead time stuff, etc.) order placed for 2023 construction season with WESCO,

Main small item order for 2023 will go in after the 1<sup>st</sup> of the year

Meetings -

Mondays - Tantalus	online	
12/1 – John Ziehl, Tanta	lus in person	training
12/5 – CMPAS	online	board action
12/9 – Steve Cook	in person	2023 projects
12/14 – Margit, Frontier	Energy phone	Grant Funding Opportunities
12/21- CMPAS	Eden Prairie	board meeting

To: Timothy Ibisch

**Date:** 12/22/22

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Agenda Heading: Department Head Meeting

**Dodge County Ice Arena** – The northeast corner of the building, that was damaged by wind last December has been fixed and the outdoor rink lights have been hooked back up. With this current weather we have been able to get ice on the outdoor rink. We are currently replacing a compressor in our refrigeration rack. It was the oldest compressor that was installed in 2016. The HS boys team hosted a "Stick it to Cancer" event last Saturday and all the money raised will be donated at the Eagles Cancer Telethon.

#### Kasson Fire Dept Head Report

12-22-2022

Calls for Dec totaled 47 with the same mix that we have had all year.

Total we will end the year with well over 600 calls.

Call volume is up again this year, and I will have more of that info in my annual report, but one item I wanted to highlight now is that the guys have worked very hard this last year like they always do. We find our dept like many other that are over worked and short staffed. It is very hard to find new members that want to put in the time and training for this job.

Dec was another busy month with community activities.

Christmas in Kasson Our members had over 500 kids come through for reindeer food bags for Christmas Steak Fry @ Kasson Legion Toys for Tots Salvation Army Drive through light show Ice Rink Fill Banquet planning and awards prep for that event continue to move forward for another great event to celebrate all that our members have achieved this year

New truck continues to move slow with progress being slow due to materials and construction going slow it will be the 2023 Feb – Mar estimate delivery time frame

New Building is move forward as well as you know but will be slowed as well with USDA timing of approval

We added a new member in Dec Cory Schillo and will continue to look for new members starting with our regular process and ads in Jan Liquor Store Report December 2022

,

The entire IMS was corrupted, including the backup. It's been several weeks trying to restore it. I received a new hard drive, the previous one was on warranty.

The state auditor's report was released, Thursday 12/15. The PB called for their annual interview.

There was a small wine tasting at Hubbell. About a case of wine was ordered. They will plan to have an event quarterly in 2023.

We collected money for the MN Vikings Food Truck foundation, as a result we won a signed Vikings football. It will be donated to a charity event in the future.



**To**: City Council **Date**: 12/22/2022

Agenda Heading: Public Works Director Report

- Equipment Repairs. The 2007 International dump truck blew an engine oil line while hauling snow downtown behind the Legion. Pulver Towing towed the truck to MB Repair to be repaired. MB Repair replaced the line and got the truck running before the bad weather arrived. We pressure washed the engine from all the oil blowing out of the line. We need to take the truck back to MB Repair when we don't have bad weather in the forecast to have the brakes looked at. The hook on the 07-dump truck plow broke off during one of the snow events. Jeff welded the hook back on and got the plow back operational. The 2003 International dump truck plow also broke during a snow event. The bracket that lifts the plow broke, Kyle welded the piece back together and it is back plowing. Corey repaired some bad wiring on the Salt Dog sander because it would not start. Staff replaced some rusted out broken hinges on the Case grader cab filter door. Ben and Mark repaired the windshield washer reservoir and line on the Case grader. Ben worked on cab heater for the Case grader. Staff repaired the hydraulics on the Bobcat snow blower.
- <u>Building Maintenance</u>. Rochester Overhead Door of Olmsted County was at the Public Works Facility and replaced a broken spring on the East side door #1. Jordan Rasmussen from Custom Alarm came to the Public Works Facility to give us a quote for an annual inspection of the fire alarm system. The price of annual inspection is \$312.00 and we will start the inspection program in 2023. During the visit we found out that we need add a smoke detector above the alarm panel to bring the building up to current code.
- <u>Personnel</u>. I completed the annual reviews for Streets/Parks Public Works Workers Mike Bolster and Mark Rappe. We had interviews on December 13<sup>th</sup> for the Wastewater Operator open position. We interviewed four candidates and a recommendation has been sent to the City Council.
- <u>Snow Storage</u>. We have lost a main storage area for snow behind the Fire Hall. We closed off the east half of the Park N Ride lot for snow storage. We will be able to close off some more of the lot due to only 4-5 cars using the lot daily. We will use the lot unless MnDot has an issue with us using it as snow storage. We will continue to use the Soccer Park NW and Public Works Facility NE as storage sites.

### Meetings and Events Attended

December 1 <sup>st</sup>	DRC Meeting
	City Engineer
December 2 <sup>nd</sup>	Dick Swenke – E Vets Property
December 5 <sup>th</sup>	Jordan Rasmussen – Custom Alarm
December 8 <sup>th</sup>	I & I Meeting
	Dodge County – Fairgrounds Water
December 13 <sup>th</sup>	MMUA
	Interviews for W/WW Operator
December 22 <sup>nd</sup>	Dept Head Meeting
December 22 <sup>nd</sup>	Dept Head Meeting



**To**: City Council **Date**: 12/22/2022

#### Agenda Heading: Public Works Supervisor

- **Park Department-** Parks team has decorated and moved the Christmas tree for Christmas in Kasson, also setting out decorative pots along main street in the first week of December. Parks team has performed some minor tree trimming in areas that are causing issues for snow equipment and street sweeper along roads. We have also removed several trees and some brush along the waterway at the soccer fields in the northwest part of town, as requested by a homeowner, having concerns of the trees and brush restricting water flow. Parks team has attended 6 hours of continuing education to maintain tree inspector's certification.
- <u>Aquatic Center-</u>Our team has sent out two main pumps for the Lap and Activity pools for repairs, bearings and seals (costing \$2500). I would Like to have the pumps in the aquatic center on a yearly check to help ensure that we do not have any major breakdowns during operating season, keeping in mind pumps are around 10 years old. I started going through applications for the aquatic center on 12/12/2022 for the 2023 season, and I have sent out letters for returning employees and interview letters for potential new hires. Interviews are scheduled for 12/27/2022 12/29/2022.
- <u>Street Department-</u> Our team has spent the beginning of the month preparing and maintaining equipment for snow removal. Our team has also put up 7 new street signs in the newly constructed developments around the area. We have performed snow removal every week of this month, ranging from sanding events to full town plows. Some team members have been in early to clear main street and some team members were in early for sanding and opening up drifted roadways. After plowing events our team has performed the task of hauling snow, cleaning up bike trails, and shoveling sidewalks.

#### **Meetings and Events Attended**

- Tree recertification 12-6-2022
- MMUA yearend review 12-13-2022
- Sofsurfaces 12-20-2022



**To**: City Council **Date**: 12/22/2022

Agenda Heading: Water/Wastewater Department Report

- <u>**I & I Planning**</u>. WHKS is continuing the sewer lateral and sump pump inspections, this is expected to take about a year. The city had a I/I staff meeting in December this was presented to council.
- <u>Wells</u>. The controls for well 5 and the West Tower need to be upgraded for the fiberoptics system KMTele is installing in the two locations.
- <u>Sanitary Sewer Collection System.</u> The cities jet truck has some paint the is flaking off, it was picked up this week to have the jet portion repainted, Flexible Pipe Tool Company left a used jet truck for us to use. Staff cleaned the waste line at the library, we will clean on a regular basis, we will also clean the line at the police building the next time we do the library.
- <u>Flow Amounts</u>. The city pumped 11.249 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 17.383 million gallons, 1.570 million gallons was received from Mantorville, these are all for the month of Nov.
- <u>Meter Reading.</u> The city has been using a meter reader barrowed form Ferguson to read the Neptune meters, once the Tantalus system is in place this will no longer be needed, the system can read about 90% of these meters.
- <u>Meter change outs.</u> City crews continue to install meters as needed. We have started to receive our registers and radios and are starting with the failed meters first, then we will work on replacing all of the outdated radios.
- <u>Lift Stations.</u> One of the transducers (level indicator) at the main lift stations has failed, it has been determined that there is a circuit board that is failing, Automatic Systems is starting to

put the equipment together and be installing soon. Maintenance continues at the Main and Northwest lift stations.

- <u>Wastewater Treatment Plant</u>. All of the heating units have been gone through and we are waiting on some parts for the clarifier building, the unit is still able to operate. Mixer 1 in the mixer basin has been installed is working fine.
- <u>Water Distribution System.</u> Work continues on the new tower located at the fairgrounds; completion is set for next year. We had some water complaint in the NE part of town, it was discovered the fire department was flooding a rink in the area. Met with Dodge county regarding the water system in the fairgrounds, there is a plan in place to replace the system in 2023.
- **Training.** Staff attended safety training; this was a year-end review.
- <u>W/WW Personnel.</u> We have been working with the Streets/Parks department with snow plowing and removal. The department has hired Mike Bolster to fill the open position.

# A Good Start to Good Governance

Guidance for Newly Elected City Officials from the League of Minnesota Cities

## *The information below on elected officials and council structure and role is an excerpt from Chapter 6 of the League's Handbook for Minnesota Cities.*

The Handbook is available FREE on the League's website at www.lmc.org. It has information for city councils on:

- the form and structure of Minnesota Cities;
- elections, elected officials, and council meetings;
- regulatory and development functions of cities, liability, finance, budgeting and debt, and more.

## **Elected officials and council structure and role**

The cornerstone of city government in Minnesota is the elected city council. The city council fashions the policies that determine a community's present and future well-being. Because people look to their local government for leadership, much of the responsibility for community development falls on the shoulders of city councilmembers.

Although the mayor is a member of the council in statutory cities and the clerk is a member of the council in Standard Plan cities, the mayor and clerk in all cities have some special duties. This document will discuss the special aspects of these positions and the city council's role in city governance.

#### Terms of office

All terms of office in statutory cities begin on the first Monday of January following the election. The terms of the old officers end at this time, or as soon after that as the newly elected officers qualify by taking an oath and filing a bond, if one is required. If the newly elected officer refuses or fails to qualify, the incumbent officer continues to hold office until the council declares the office vacant and appoints a successor. The length of the various terms of office is provided by statute.

#### Oath of office

Whether or not officials need a bond, they must take and sign an oath of office before exercising any of their powers. This includes members of councils, boards, commissions, and administrative officers. This applies to appointed as well as to elected officials. The oath is as follows:

"I, (name) do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (insert brief description of office) of the city of (insert city), Minnesota, to the best of my judgment and ability, so help me God."

If the officer objects to an oath on religious grounds, the word "affirm" can substitute for the word "swear," and the phrase "and this I do under the penalties of perjury" can substitute for the phrase "so help me God."

Any person with authority to take and certify acknowledgments may administer the oath, including the city clerk, a justice of the peace, a notary public or a register of deeds. The candidate taking the oath must lift his or her hand while reciting the oath. The candidate qualifying for office must take the oath and sign a copy of the oath in the presence of the administering official.

The signed copy should go to the city clerk for filing. City assessors should file their copy with the county auditor. If an officer must also submit a bond, the oath should be attached to the bond and both documents should go to the city council for approval and then to the clerk for filing.

## City council and its powers

It is the duty of the mayor, clerk, and councilmembers to ensure the city is fulfilling its duties under the law and lawfully exercising its powers.

City officials can sometimes be held personally liable for failing to act or for taking unauthorized actions on the part of the city. To avoid personal-liability lawsuits, city officials should gain a working knowledge of the laws that regulate city government. Whenever there is any doubt about the validity of an action or procedure, city officials should consult their city attorney.

#### Role of the individual councilmember

Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, the council, not individual councilmembers, must supervise administrative officers, formulate policies, and exercise city powers.

Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city.

The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

In a statutory city, any two councilmembers of a five-member council or any three members of a sevenmember council may call a special meeting. Care should be exercised to give proper notice, however.

As individuals, councilmembers have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

#### The council's authority

The city council is a continuing body. New members have no effect on the body except to change its membership. This means that all ordinances and resolutions remain in effect until the council alters or rescinds them, or until they expire through their own terms. At any time, the council can change any resolution, ordinance or administrative order whether or not the individuals presently on the council are the same as those serving when the council originally took action.

There are exceptions to this rule. For example, the council cannot dissolve a perpetual-cemeterymaintenance fund. In addition, the council cannot rescind or unilaterally alter any valid contracts. This means the law of contracts applies to the council as it does to any other party. Whether a contract was validly made is a question of fact.

The following information outlines the major areas of council authority and responsibility.

#### 1. Judging the qualification and election of its own members

The council evaluates the credentials of individuals who are, or who claim to be, members of the council. This power includes certifying election results, determining whether an individual has the necessary qualifications to hold office, and deciding whether a council vacancy has occurred.

#### 2. Setting and interpreting rules governing its own proceedings

The council has the following powers:

- To preserve order during its own meetings.
- To establish rules of procedure.
- To compel the attendance of members at meetings and to punish nonattendance. The council does not have the power to remove members from office, but it may punish members by fines or by deducting a part of the absentee's compensation for failure to comply with attendance orders.

#### 3. Exercising all the powers of cities that the law does not delegate to others

Except for powers that the statutes delegate to a specific official or independent board or commission, the council has the authority to exercise all powers given to the city.

#### 4. Legislating for the city

The council may enact ordinances by a majority vote of all its members except where a larger number is required by law. The power to legislate also includes setting administrative policies and otherwise establishing public policy for the city.

The council has the power to declare that violations of any ordinance are a crime and may prescribe penalties for ordinance violations. The statutory city code limits the penalty for ordinance violations to a fine of up to \$1,000 or 90 days in jail, or both.

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#### 5. Directing the enforcement of city ordinances

The council directs the enforcement of city ordinances by determining the level of law enforcement, setting qualifications for the police chief and police officers, purchasing certain types of equipment for police use, and by directing and supervising the work of police officers indirectly, through the police chief. The city council also directs all departments and employees responsible for the administration of its policies and ordinances in the general administration of their duties. The city council generally should not direct the enforcement efforts of its employees as to particular situations.

#### 6. Appointing administrative personnel

In Standard Plan and Plan A cities, the council has the sole authority to appoint all city employees.

In Plan B cities, the council appoints a city manager, who in turn appoints all city employees. The council may not dictate that the city manager appoint a particular person to city employment. Additionally, the council may not give any orders to any subordinate of the manager, either publicly or privately.

#### 7. Transacting city business

The transaction of city business includes a wealth of activities, such as purchasing, executing legal papers, taking bids, letting contracts, making discretionary administrative decisions, and evaluating the work of the administrative departments and personnel.

#### 8. Managing the city's financial operations

The council has full authority over the city's financial affairs, including but not limited to:

- Levying taxes.
- Adopting a budget.
- Auditing and settling accounts.
- Safekeeping and disbursement of public monies.
- Borrowing money.
- Designating depositories.

Councils should seek the advice of their staff and of consultants in making many of these decisions.

#### 9. Appointing members of the boards

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of the city.

#### 10. Conducting the city's intergovernmental affairs

The council may make agreements for the joint exercise of powers through agreements with other units of government, appoint people to serve on intergovernmental bodies, conduct city business with state and federal agencies, and participate in intergovernmental programs and the work of municipal associations such as the League of Minnesota Cities.

#### 11. Protecting the welfare of the city and its inhabitants

Elected officials must formulate policies that will help the city solve anticipated problems and adjust to social and economic trends. This requires long-range planning regarding city facilities and needs.

#### 12. Providing community leadership

In addition to participating in civic events, city officials provide leadership by promoting new ideas and suggesting new programs to improve the community and its surrounding areas.

### Mayor

As the head of the city, the mayor officially speaks for both the government and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the city council. The mayor has all the powers and duties for the office of councilmember in addition to those of mayor.

In a home rule charter city, the charter spells out the duties and responsibilities of the mayor. This chapter, however, deals with mayors of statutory cities.

Many mayors belong to the Minnesota Mayor's Association (MMA), which is affiliated with the League and holds an annual conference on issues of interest to mayors. Contact the League for more information about the MMA.

#### Official head of the city

As the official head of the city, the mayor has three important responsibilities:

First, the mayor usually serves as the city's representative before the Minnesota Legislature, federal agencies, and other local governments.

Second, the mayor performs ceremonial duties on behalf of the community. The mayor usually greets important visitors, gives formal and informal talks, and takes part in public events. Because local civic groups frequently ask the mayor to speak, the mayor must be prepared to explain city problems and defend city programs.

A third responsibility is to exert leadership in city affairs. Because the mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

#### Executing official documents

The mayor of a statutory city must sign ordinances, contracts authorized by the council, and written orders for payment of claims that have been audited and allowed by the council. These are ministerial duties, and the mayor may not refuse to sign if the purpose, approval, and form are legally correct and complete.

#### Power to make some appointments

The power to appoint usually resides in the council. The mayor has authority to make the following appointments, however, subject to council approval:

- Park board members.
- Public library board members.
- Emergency management director.
- Hospital board members.
- Some police civil service commission members.
- HRA members.
- EDA members.

The mayor has authority to make the following appointments without needing council approval:

- City art commission members (First Class cities).
- The mayor also appoints to fill vacancies in elective offices if the council vote to fill the vacancy is tied.

#### Presiding officer at council meetings

Plan A and Plan B statutory city councils are usually composed of five members consisting of the mayor and four councilmembers. In a Standard Plan city, the council consists of the mayor, the clerk, and three councilmembers. Any statutory city, however, may adopt a council size of seven following a council ordinance and voter approval at the next general city election.

The mayor serves as presiding officer at council meetings. The mayor generally recognizes speakers for debate and motions, and rules on questions of council procedure. The power to rule on council procedure is especially significant because once rulings are made they are binding on the council, unless the council votes to challenge them.

A statutory city mayor can vote on all motions put before the council, but does not have the right to veto council actions. The right of the mayor to make and second motions is implied from the mayor's privilege of voting and taking part in regular council deliberations. The mayor has an obligation to be impartial and objective in conducting the meeting. Mayors may also call special meetings.

#### Declaring local emergencies

Only the mayor can declare a local emergency. A local emergency cannot last for more than three days except with the consent of the city council. A local emergency must receive prompt and general publicity. The clerk must promptly file any order or proclamation declaring, continuing or terminating the emergency.

A declaration of a local emergency invokes the response and recovery aspects of any local or interjurisdictional disaster plans and may authorize aid and assistance. No interjurisdictional agency or official may declare a local emergency unless expressly authorized by an agreement. An interjurisdictional disaster agency must provide aid and services in accordance with the agreement.

## Team mindset by leaders

Highly cohesive teams have more success achieving the goals they have set for themselves. Lack of civility within a team working environment impacts team performance by causing unnecessary stress and tension among team members. Leaders of highly cohesive teams do the following:

- 1. Cut people slack remember the situation likely is new for everyone and may be causing angst for all.
- 2. Don't play the blame game. Don't play the power game. Councils and council-staff represent a team.
- 3. Focus on process, not the people involved.
- 4. Assume good motives of others.
- 5. Listen to learn, rather than pretending to listen while formulating a counterargument.
- 6. Ask expansive questions and be patient with silence while waiting for a response. Compromise is good, but understanding all the underlying interests may lead to a new idea that meets everyone's needs.
- 7. Practice interpersonal empathy. Remember empathy does not mean giving up your beliefs; rather, it means listening, respecting others' positions, and validating their worth.
- 8. Identify individual strengths of team members and recognize their unique contributions to validate belonging.
- 9. Learn to delegate with clear expectations to empower others.
- 10. Celebrate success all success. Realize success comes in all shapes and sizes.

#### The information below on meetings and hearings is an excerpt from the League's Governing and Managing Information Memo on "Meetings of City Councils." The section on the open meeting law applies to all city councils, city boards, commissions, and other public bodies.

The League has many Information Memos on topics for city councils such as:

- Securing Payment of Utility Charges;
- Acquisition and Maintenance of City Streets;
- Liquor Licensing and Regulation, and more.

You can find these memos on the League's website at www.lmc.org. Or to get a FREE copy of any memo or to ask a question about city government, contact the League's Research Service at (800) 925-1122 or research@lmc.org.

## **Meetings and hearings**

#### Meetings

A meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority. The members of the public usually do not speak at a meeting, although some city councils will occasionally recognize a member of the audience.

#### 1. Types of meetings

There are basically two different types of meetings:

- *Regular meetings.* Regular meetings of a statutory city council are held at times established by council rules. A council will typically meet once a month on a particular day, although some councils may have regular meetings scheduled more frequently. Home rule charter cities should consult their charters and any council rules concerning the scheduling of regular meetings.
- *Special meetings.* Special meetings are meetings held at times or places that are different from the regularly scheduled meetings. These are often scheduled to deal with specific items that need to be addressed before the next regular meeting. Generally, any matter can be addressed at a special meeting that can be addressed at a regular meeting. There are different types of special meetings, such as emergency meetings and continued meetings, which are discussed in more detail in a later section of this memo.

#### 2. First meeting of the year

There is no date set by statute for the first meeting of the year. In most statutory cities, the date is set by an ordinance establishing rules of procedure for the council. A home rule charter city should consult both its charter and any procedural rules the council has adopted.

The term of office for new statutory city councilmembers begins on the first Monday in January. The first meeting is usually held on or shortly after this date. In the meantime, all previously chosen and qualified councilmembers shall serve until their successors qualify. The first day of a new term in a home rule charter city is generally set by the charter.

The following must be done at the first meeting of the year:

- Appoint an acting mayor.
- Select an official newspaper.
- Select an official depository for city funds. (This must be done within 30 days of the start of the city's fiscal year.)

In addition, although not required by statute, many city councils will also do the following at the first meeting of the year:

- Review council's bylaws and make any needed changes.
- Assign committee duties to members.
- Approve official bonds that have been filed with the clerk.

Home rule charter cities may have additional requirements for their first meeting of the year in their charters.

#### Hearing from the public

A public hearing is a meeting that is held where members of the public can express their opinions.

#### 1. Discretionary hearings

The council can regulate the time, place, and manner of the public comment portion of meetings and make sure that people who want to speak on the issue get the opportunity. The council does not deliberate or discuss matters during the public-comment portion of this type of meeting; instead, it listens to the public. Once the public-comment period is finished, the council will often continue with or wrap up the meeting.

In order to recess or continue a meeting of this sort, the council should not formally end the publiccomment part of the hearing. Many city councils will allow public comment even when not legally required to do so. Generally, public-comment portions of meetings are for the purpose of allowing the public to comment on a specific issue. Such comment periods can be helpful in raising concerns about an issue that the council may not have considered.

#### 2. Public Comment Portion of Meetings

When a specific statute, ordinance or charter provision requires that the council hold a public hearing, the notice requirements must be followed carefully. Often there are special notice requirements that are more substantial than the notice that is needed for a simple special meeting. For example, hearings required for zoning ordinance amendments and special assessments have special notice requirements.

Following are several of the more common matters that require public hearings:

- Street vacation.
- Annexation by ordinance.
- Local improvement projects that will be paid for with special assessments.
- When special assessments are made to property.
- Storm sewer improvement district purchases and improvements of waterworks, sewers, drains, and storm sewers.
- Adoption of a housing redevelopment authority (HRA) resolution.
- Adoption of an economic development authority (EDA) enabling resolution.
- Sale of port authority land.
- Sale of EDA land.

- Increase of levy for an EDA.
- Continuation of a municipal liquor store after a net loss for two of three consecutive years.
- Adoption or amendment of a zoning ordinance.
- Subdivision applications.
- Granting of a conditional use permit.
- Adoption of a charter amendment by ordinance.

There are other situations that may require public hearings. Contact the League's Research Department at (651) 281-1200 or (800) 925-1122 for further information if you are unsure about a particular situation.

## The open meeting law

The Minnesota open meeting law generally requires that all meetings of public bodies be open to the public. This presumption of openness serves three basic purposes:

- To prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or detect improper influences.
- To ensure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

The open meeting law also contains some specific notice and record-keeping requirements, which are discussed in detail in later sections of this document.

#### Groups to which the law applies

The open meeting law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission of a public body.

Thus, the law applies to meetings of all city councils, planning commissions, advisory boards, firefighter relief associations, economic development authorities, and housing redevelopment authorities, among others.

The Minnesota Supreme Court has held, however, that the governing body of a municipal power agency, created under Minn. Stat. §§ 453.51-453.62, is not subject to the open meeting law because the Minnesota Legislature granted these agencies authority to conduct their affairs as private corporations.

#### What is a meeting?

There is no statutory definition of the term "meeting" for the purpose of the open meeting law. Minnesota courts have generally ruled that a meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority.

Because the term "meeting" has not been clearly defined, the issue of whether or not a meeting has been held must be decided on a case-by-case basis. Some examples of cases are discussed in further detail in a later section of this memo.

#### Gatherings to which the law applies

The open meeting law applies to any gathering of a quorum or more of public officials where the members discuss, decide or receive information as a group on issues relating to the official business of the public body.

A "quorum" is a majority of the members of a statutory city council. A majority of the qualified members of any board or commission also constitutes a quorum. Home rule charter cities may have different quorum requirements in their charters.

Thus, the open meeting law would apply to any of the following types of gatherings:

- Regular and special meetings.
- Public hearings.
- Executive sessions.
- Work sessions.
- Retreats.

#### Exceptions and the procedures to use them

There are some exceptions to the open meeting law. Under certain circumstances, some meetings may be closed. There are also some meetings that must be closed. Before a meeting can be closed under any of the exceptions, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

#### 1. Meetings that may be closed

The public body may choose to close certain meetings. The following types of meetings may be closed:

• *Meetings to consider strategies for labor negotiations under PELRA.* Although a meeting to consider strategies for labor negotiations may be closed, the actual negotiations must be done at an open meeting if a quorum of the council is present.

*Procedure.* The following must be done to use this exception:

- Before closing the meeting, the council must decide to close the meeting by a majority vote at a
  public meeting.
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
- A written roll of all people present at the closed meeting must be available to the public after the closed meeting.
- The meeting must be tape-recorded.
- The recording must be kept for two years after the contract is signed.
- The recording becomes public after all labor agreements are signed by the city council for the current budget period.

If an action claiming that other public business was transacted at the closed meeting is brought during the time the tape is not public, the court will review the recording privately. If it finds no violation of the open meeting law, the action will be dismissed and the recording will be preserved in court records until it becomes available to the public. If the court determines there may have been a violation, the entire recording may be introduced at the trial. However, the court may issue appropriate protective orders requested by either party.

#### • Meetings to evaluate the performance of an individual subject to the public body's authority.

*Procedure.* The following must be done to use this exception:

- The public body must identify the individual to be evaluated prior to closing the meeting.
- The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make an informed decision.
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
- The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.
- At the next open meeting, the public body must summarize its conclusions regarding the evaluation.
   The council should be careful not to release private or confidential data in its summary.
- Attorney-client privilege. Meetings between the governing body and its attorney to discuss active, threatened, or pending litigation may be closed when the balancing of the purposes served by the attorney-client privilege against those served by the open meeting law dictates the need for absolute confidentiality. The need for absolute confidentiality should relate to litigation strategy, and will usually arise only after a substantive decision on the underlying matter has been made. This privilege may not be abused to suppress public observations of the decision-making process, and does not include situations where the council will be receiving general legal opinions and advice on the strengths and weaknesses of a proposed underlying action that may give rise to future litigation.

*Procedure.* The following must be done to use this exception:

- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. The council should also describe how a balancing of the purposes of the attorney-client privilege against the purposes of the open meeting law demonstrates the need for absolute confidentiality.
- The council must actually communicate with its attorney at the meeting.
- *Purchase or sale of property.* A public body may close a meeting to: determine the asking price for real or personal property to be sold by the public body; review confidential or nonpublic appraisal data; develop or consider offers or counteroffers for the purchase or sale of real or personal property.

*Procedure.* The following must be done to use this exception:

- Before closing the meeting, the public body must state on the record the specific grounds for closing the meeting, describe the subject to be discussed, and identify the particular property that is the subject of the meeting.
- The meeting must be tape-recorded and the property must be identified on the tape. The recording must be preserved for eight years, and must be made available to the public after all property discussed at the meeting has been purchased or sold or after the public body has abandoned the purchase or sale.
- A list of councilmembers and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- The actual purchase or sale of the property must be approved at an open meeting, and the purchase or sale price is public data.
- Security Briefings. A meeting may be closed to receive security briefing and reports, to discuss
  issues related to security systems, to discuss emergency-response procedures and to discuss
  security deficiencies in or recommendations regarding public services, infrastructure, and facilities

   if disclosure of the information would pose a danger to public safety or compromise security
  procedures or responses. Financial issues related to security matters must be discussed, and all
  related financial decisions must be made at an open meeting.

*Procedure.* The following must be done to use this exception:

- Before closing the meeting, the public body must state on the record the specific grounds for closing the meeting and describe the subject to be discussed. When describing the subject to be discussed, the public body must refer to the facilities, systems, procedures, services or infrastructure to be considered during the closed meeting.
- The closed meeting must be tape-recorded, and the recording must be preserved for at least four years.

#### 2. Meetings that must be closed

There are some meetings that the law requires to be closed. The following meetings must be closed:

• *Meetings for preliminary consideration of allegations or charges against an individual subject to the public body's authority.* While the law permits the council to announce that it is closing a meeting to consider charges against an individual, it is still the best practice not to refer to that individual by name. The council should state only that it is closing the meeting to give preliminary consideration to allegations against someone subject to its authority. However, if someone requests the name of the employee who is the subject of the closed meeting, the name will probably have to be furnished since the existence and status of any complaints against an employee are public data.

*Procedure.* The following must be done to use this exception:

- Before closing the meeting, the council must state on the record the specific grounds for closing the meeting and describe the subject to be discussed.
- The meeting must be open at the request of the individual who is the subject of the meeting. Thus, the individual should be given advance notice of the existence and nature of the charges against him or her, so that the individual can make an informed decision.
- The meeting must be electronically recorded and the recording must be preserved for at least three years after the meeting.

 If the public body decides that discipline of any nature may be warranted regarding the specific charges, further meetings must be open.

(Note: There is a special provision dealing with allegations of law enforcement personnel misconduct; see next discussion\*.)

- Portions of meetings at which any of the following data is discussed:
  - Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
  - \*Internal affairs data relating to allegations of law enforcement personnel misconduct or active law enforcement investigative data.
  - Educational data, health data, medical data, welfare data or mental health data that are notpublic data.
  - An individual's medical records governed by sections §§ 144.291 to 144.298.

*Procedure.* Before closing the meeting, the council must state on the record the specific grounds for closing the meeting and describe the subject to be discussed. The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

#### Notice requirements

Public notice must be given of all meetings of a public body. The notice requirements differ depending on the type of meeting.

However, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied, regardless of the method of receipt.

It should also be noted that statutory cities have some additional requirements for mailing notice to their councilmembers regarding special meetings. There may also be additional notice requirements for home rule charter cities to consider. These cities should consult their charters for more information.

#### 1. Regular meetings

A schedule of the regular meetings must be kept on file in the city office. If the city decides to hold a meeting at a different time or place, it must give the notice required for a special meeting.

Cities must keep a schedule of the regular meetings of the council on file at the primary office of the council. This requirement can be complied with by posting the regular meeting schedule in a convenient public location.

#### 2. Special meetings

A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

A city must post written notice of a special meeting on its principal bulletin board or on the door of its meeting room if it does not have a bulletin board. If notice is posted on a bulletin board, the bulletin board must be located in a place that is reasonably accessible to the public. The notice must give the date, time, place, and purpose of the meeting. It must also be mailed to each individual who has filed a written request for notice of special meetings. As an alternative to posting the notice, the city can publish notice in the official newspaper at least three days before the meeting.

A city must post written notice of a special meeting on its principal bulletin board or on the door of its meeting room if it does not have a bulletin board at least three days prior to the meeting. In statutory cities, the clerk must mail notice of special meetings to all councilmembers at least one day before the meeting.

In calculating the number of days for providing notice, do not count the first day that the notice is given, but do count the last day. If the last day is a Saturday, Sunday or a legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, of course, it happens to be a Saturday, Sunday or legal holiday).

#### 3. Emergency meetings

An "emergency meeting" is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the city must make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.

#### 4. Recessed or continued meetings

No additional notice is needed for a recessed or continued meeting if all of the following criteria are met:

- The meeting is a recessed or continued session of a previous meeting.
- The time and place of the meeting was established during the previous meeting.
- The time and place of the meeting was recorded in the minutes of the previous meeting.

#### 5. Closed meetings

The same notice requirements apply to closed meetings as to open meetings. Additionally, advance notice to an individual who will be the subject of such a meeting is needed under certain circumstances (such as to employees who are the subject of performance evaluations or disciplinary proceedings).

#### Written materials

At least one copy of the materials related to agenda items that are made available to the council at or before the meeting must also be made available for inspection by the public. However, this does not apply to not-public data or materials relating to the agenda items of a closed meeting.

#### Common problems in applying the law

There are many situations for which the open meeting law is unclear. This section provides an overview of some of the more common situations and how the law may be applied.

#### 1. Data practices

Generally, meetings may not be closed to discuss data that is not public. However, the public body must close any part of a meeting at which certain types of not-public data are discussed (such as active law enforcement investigative data, police internal affairs data, medical records data, and certain victim, health, medical or welfare data).

If not-public data is discussed at an open meeting when the meeting is required to be closed, it is a violation of the open meeting law. Discussions of some types of not-public data may also be a violation of the Minnesota Government Data Practices Act (MGDPA). However, not-public data may generally be discussed at an open meeting without liability or penalty if both of the following criteria are met:

- The disclosure relates to a matter within the scope of the council's authority.
- The disclosure is necessary to conduct the business or agenda item before the public body.

Data that is discussed at an open meeting retains its original classification under the MGDPA. However, a record of the meeting is public, regardless of the form. It is suggested that not-public data that is discussed at an open meeting not be specifically detailed in the minutes.

#### 2. Executive sessions

The attorney general has advised that executive sessions of a city council must be open to the public.

#### 3. Committees and liaisons

The attorney general has advised that standing committees appointed by a governing body also are likely subject to the open meeting law.

Many city councils create committees to make recommendations to the council. Commonly, such committees will be responsible for researching a particular area and submitting a recommendation to the council for its approval. Such committees are often labeled as advisory, and the council is still responsible for making the final decision. The law is not clear when these types of committees or citizen panels are subject to the Open Meeting Law. Courts often do a fact analysis when reviewing Open Meeting Law challenges involving so-called "advisory" committees to determine if the committee represents a standing committee whose recommendations the council generally or always follows, or if the committee acts in more of an ad hoc advisory capacity. Many cities err on the side of caution and follow Open Meeting Law guidelines for all its citizen advisory committees.

City councils routinely appoint individual councilmembers to act as liaisons between the council and particular committees. These types of meetings may also be subject to the open meeting law if the committee contains a quorum or more of the council or has decision-making authority. In addition, notice for a special council meeting may be needed if a quorum of the council will be present at the meeting and participating in the discussion.

For example, when a quorum of a city council attended a meeting of the city's planning commission, the Minnesota Court of Appeals ruled that there was a violation of the open meeting law, not because of the councilmembers' attendance at the meeting, but because the councilmembers conducted public business in conjunction with that meeting. Based on that decision, the attorney general has advised that mere attendance by additional councilmembers at a meeting of a council committee held in compliance with the open meeting law would not constitute a special council meeting requiring separate notice. The attorney general warned, however, that the additional councilmembers should not participate in committee discussions or deliberations absent a separate notice of a special city council meeting.

#### 4. Chance or social gatherings

Chance or social gatherings of a quorum are not considered meetings under the open meeting law and are therefore exempt from it. However, a quorum may not, as a group, discuss or receive information on official business in any setting under the guise of a social gathering.

YOU'LL WANT TO KNOW THIS

In 1982, the Minnesota Supreme Court held that a conversation between two councilmembers over lunch regarding an application for a special-use permit did not violate the open meeting law because a quorum was not present.

#### 5. Serial gatherings

The Minnesota Supreme Court has noted that meetings of less than a quorum of the public body held serially to avoid public hearings or to fashion agreement on an issue may violate the open meeting law. In short, this type of situation is a circumvention of the statute. As such, councilmembers should avoid this type of practice.

#### 6. Technology trouble

The open meeting law does not address situations that may occur as a result of communication through telephone calls, letters, email or similar technology. The Minnesota Supreme Court found that the open meeting law did not apply to letters or to telephone conversations between less than a quorum. While it is possible that a similar decision might be reached concerning the use of email and other forms of technology, it should be stressed that if a quorum of members is involved in the communication, it would likely be considered to be a violation of the open meeting law.

In addition, serial discussions between less than a quorum of the council that are used to deliberate matters that should be dealt with at an open meeting would likely violate the open meeting law. Therefore, city councils and other groups to which the open meeting law applies should not use letters, telephone conversations, email, and other such technology if the following circumstances exist:

- A quorum of the council is involved.
- Information relating to official city business is being discussed.

The use of social media by members of a public body does not violate the open meeting law as long as the social media use is limited to exchanges with all members of the general public. The open meeting law does not define the term "social media," but this term is generally understood to mean forms of electronic communication, including websites for social networking like Facebook, LinkedIn, as well as blogs and microblogs like Twitter through which users create online communities to share information, ideas, and other content. The personal use of social media by councilmembers could still be used to support other claims such as claims of defamation or of conflict of interest in decision-making. As a result, councilmembers should make sure that any comments they make on social media are factually correct and should not comment on issues that will come before the council in the future for a quasi-judicial hearing and decision, such as the consideration of whether to grant an application for a conditional use permit.

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City-owned social media accounts and social media accounts of elected officials (being used in their role as an elected official) must keep in mind First Amendment protections when considering policies about comment moderation and the blocking of users. Policies that restrict comments to the topic or delete negative comments — and practices of blocking or restricting friends or followers — could face challenges.

Councilmembers unable to make a meeting may ask to attend meetings through interactive technology, such as Skype, Zoom, Teams, or other technology where the user can be seen and heard. There is an exception to the open meeting law where a member can be in attendance through the use of interactive technology. The remote location must be a public place unless the councilmember qualifies for one of the limited exceptions — which includes the current military service exception or for the health exception for 60 days after the removal of a previously declared emergency under Minn. Stat. 12.31 — both of which only can be used three time per year. Additionally, when one or more members join remotely, then notice must be posted at least three days before the meeting indicating the location from which the remote attendee or attendees are joining. We encourage interested cities to develop a policy for using technology like Zoom with the assistance of your city attorney

#### Intentional violations of the open meeting law

A public officer who intentionally violates the open meeting law can be fined up to \$300. This fine may not be paid by the public body. In addition, a court may also award reasonable costs, disbursements, and attorney fees up to \$13,000 to the person who brought the violation to court.

If a plaintiff prevails in a lawsuit under the open meeting law, a court shall award reasonable attorney fees if the court determines the public body was the subject of a prior written advisory opinion from the commissioner of the Department of Administration, and the court finds that the opinion is directly related to the lawsuit and that the public body did not act in conformity with the opinion. A court is also required to give deference to the advisory opinion in a lawsuit brought to determine whether the open meeting law was violated.

If a public official is found to have intentionally violated this chapter in three or more separate actions, the public official must be removed from office and may not serve in any other capacity with that public body for a period of time equal to the term of office the person was serving. However, removal is only required if the conduct constitutes malfeasance or nonfeasance.

The statute does not address whether actions taken at an improper meeting would be invalid. The Minnesota Supreme Court once held that an attempted school district consolidation was fatally defective when the initiating resolution was adopted at a meeting that was not open to the public.

However, in more recent decisions, Minnesota courts have refused to invalidate actions taken at improperly closed meetings. In an unpublished decision, the court stated that "even a violation of the open meeting law will not invalidate actions taken at that meeting."

A public body may pay any costs, disbursements or attorney fees incurred by or awarded against any of its members for an action under the open meeting law.

## **Tables of motions**

There are three basic types of motions: privileged motions, subsidiary motions, and main motions. Privileged motions take precedence over subsidiary motions; subsidiary motions take precedence over main motions. The following charts of motions are listed in order of precedence and are based upon *Robert's Rules of Order Newly Revised*, 10th Edition (2000):

**Privileged motions** — A privileged motion is a motion that does not relate to the business at hand. Such a motion usually deals with items that require immediate consideration.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Fix a time to adjourn.	✓	ļ		✓	Majority	✓
To adjourn.	$\checkmark$				Majority	
<b>Recess.</b> (A motion to take an intermission.)	√			~	Majority	
Raise a question of privilege. (A motion referring to a matter of personal concern to a member, e.g., asking to have the heat turned up, the windows opened, or the motion be stated again.)		~			Usually, no vote is taken. The chair decides.	
<b>Call for the orders of the day.</b> (Forces the consideration of a postponed motion.)		~			Usually, no vote is taken. The chair decides.	

#### Subsidiary motions — A subsidiary motion is a motion that assists the group in disposing of the main motion.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Lay on the table. (To postpone discussion temporarily.)	✓				Majority	
<b>Previous question or call for</b> <b>the question.</b> (To stop debate and force an immediate vote.)	~				2/3	$\checkmark$
Postpone to a definite time.	✓		$\checkmark$	✓	Majority	$\checkmark$
<b>Commit or refer.</b> (A motion to refer to a smaller committee.)	~		$\checkmark$	$\checkmark$	Majority	If group has not begun consideration of a question.
Amend.	✓		√	√	Majority	Y
Postpone indefinitely.	✓		$\checkmark$		Majority	Affirmative vote only

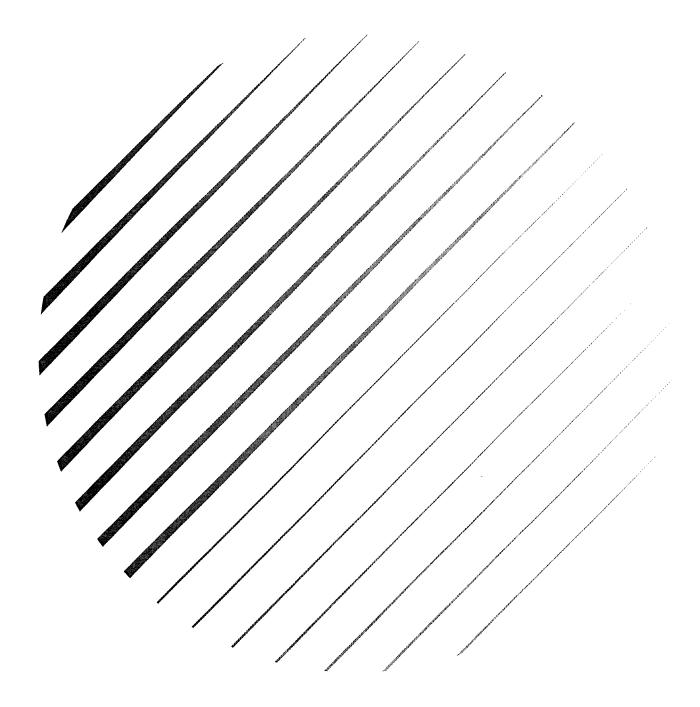
**Main motions** — A main motion is a formal proposal that is made by a member that brings a particular matter before the group for consideration or action.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Any general motion, resolution, or ordinance.	$\checkmark$		$\checkmark$	$\checkmark$	Majority	$\checkmark$
Take from the table.	✓				Majority	
<b>Reconsider.</b> (To reconsider a motion already passed/defeated.)	~	~	√		Majority	
Appeal or challenge a ruling of the chair.	√	~	Depends		Majority	$\checkmark$
<b>Rescind.</b> (A motion to strike out a previously adopted motion, resolution, bylaw, etc.)	~		~	~	Varies, based on motion	Negative vote only

A Good Start to Good Governance

League of Minnesota Cities

## **Kasson Chamber of Commerce 2022 Financial Report**



Prepared by: Matt Bradford/Chamber Treasurer

Table of Contents:

-List of 2022 Chamber Board Members

-List of 2022 Chamber Members

-Chamber 12/31/22 Financial Report

-Chamber Checking Account Reconciliation & Chamber Savings Account Statements

-List of 2022 Marketing & Promotion Expenses

-Christmas in Kasson Expense Report

-Scholarship Savings Report

-2019 thru 2022 Comparison Report

**2022** Board of Directors:

Tom Monson- Board President (MBT Bank)

Jennifer Galloway- Board Vice President (KMTelecom)

Jenny Carrier- Board Secretary (K-M Community Ed)

Matt Bradford- Board Treasurer (Home Federal)

Angela Bowman-Malloy- Director (Midwest Floor Solutions)

Dan Ziebell- Director (Ziebell Law Office)

Sara Goodnow- Director (Goodnow Graphics)

Stevie Ersland- Director (You Knead Therapy)

Jill Moosbrugger- Director (Country Financial)

2022 Chamber Members:

- 1) Edina Realty/Liza Larsen
- 2) First Security Bank of Byron
- 3) Spartan Promotional Group
- 4) Just Like Home SACC
- 5) Abel Signs, Inc.
- 6) SEMCAC
- 7) Kasson Public Library
- 8) KMTelecom
- 9) Dodge Media, Inc.
- 10) On-Site Computers, Inc.
- **11)** Peoples Energy Cooperative
- 12) Ziebell Law Office P.A.
- 13) Ready Set Learn
- 14) Workforce Development, Inc.
- 15) You Knead Therapy
- 16) Country Pleasures Café
- 17) Trail Creek Coffee Roasters
- 18) Kasson Dental Clinic
- 19) Stevenson Insurance, Inc.
- 20) American Legion Post 333
- 21) Kasson-Mantorville Schools
- 22) Houston's Greenhouse
- 23) Hubbell House
- 24) Deputy Registrar #95, Inc./Kasson License Bureau
- 25) Dodge County United Way
- 26) MBT Bank
- 27) Culligan
- 28) Czaplewski Family Funeral Homes
- 29) St. Peters Episcopal Church
- 30) Prairie Meadows Senior Living
- 31) 1 Stop Realty, Inc.
- 32) Kasson Alliance for Restoration, Inc.
- 33) Kasson Hardware Hank
- 34) Midwest Floor Solutions, Inc.
- 35) The Buckingham Team at Keller Williams
- 36) Big Brothers Big Sisters
- 37) Colonial Clock Shop
- 38) City of Kasson
- 39) Kasson Liquor Store
- 40) Home Federal Savings Bank
- 41) Bremer Bank
- 42) Lifetime Eyecare of Rochester, Inc.

43) Simply Tidy LLC

44) Arment & Associates LLC/American Family Insurance

45) Dibble Funeral Home

46) Weber, Leth & Woessner PLC

47) McKern Financial Group, Inc.

48) A & A Underground Construction

49) MN WiFi

50) Kasson State Theatre

51) Fernbrook Family Center

52) Buffet King

53) Moosbrugger Law Office P.A.

54) Mantorville Theatre Company

55) American Cancer Society

56) McKern Riess Insurance

57) Kasson Variety Store

58) Smiling Moose Gifts LLC

59) HyVee

60) Accentra Credit Union

61) REM Woodvale

62) Kasson Laser Graphics

63) CM Squared Properties LLC

64) NorthStar Financial Partners

65) Goodnow Graphics

66) Rosario's Bake Shop

67) Kasson Auto Repair/Kasson Auto Sales

68) Team O'Malley/Counselor Realty

69) Minnesota Land & Liberty Coalition

70) NextEra

71) Penalty Box Hockey Company

72) Johnson's General Store LLC

73) Anytime Fitness

## 2022 Budget Kasson Chamber of Commerce

01/01/22 thru 12/31/2022	2	022 Budget	2	022 Actual	
Revenue					
2022 Membership Dues	¢	10,700.00	\$	14,671.00	72 (Indudes 122 Daid Manchenshins in 122)
Scholarship		225.00	ç	14,071.00	73 (Includes '23 Paid Memberships in '22)
Chamber Buck/Gift Cards		550.00	\$	1,085.00	KM Schools/City of Kasson/Kasson License Bureau
Chamber Book Ads	٣	000100	\$	3,400.00	KWI SCHOOLS/ City of Rasson/Rasson Electise bureau
Bingo	\$	500.00	\$	580.00	
Total Revenue	\$	11,975.00	\$	19,736.00	-
Budgeted Expense					
Admin/Office					
Annual Meeting/Chamber Socials	\$	1,000.00	\$	487.91	
Insurance	\$	475.00	\$	475.69	
Membership	\$	650.00	\$	861.45	(Includes 2023 annual renewal of \$648.00 to WildApricot)
Misc./Walk-In Expense	\$	2,305.00			
PO Box Rent	\$	95.00	\$	100.00	
Home Federal Hwy. 57 Cert. of Deposit					
Website	\$	650.00	\$	232.76	
Community Service					
Care & Share Auction	•	1,000.00			
Downtown Christmas	•	1,500.00	\$	2,875.00	
Egg Hunt	-	500.00			
Summer Reading Community Trick or Treating		250.00 500.00	4	500.00	
Scholarship	•	1,500.00	\$ \$	500.00 741.00	(Includes \$241.00 transfer to Scholarship Fund)
Fundraising	ç	1,500.00	Ş	741.00	(Includes \$241.00 transfer to Scholarship Fund)
Bingo	Ś	250.00	\$	580.00	(Transfer to Scholarship Fund)
Promotional	Ŷ	200.00	4	555.00	
Advertising	Ś	750.00			
Chamber Buck/Gift Cards		550.00	\$	640.00	
Total Expenses	\$	11,975.00	\$	7,493.81	

Gener	General Funds Balance					
Bremer - Checking	\$	12,242.19				
Designat	ed Fund	s Balances				
Bremer - Marketing and Promotions	\$	3,207.73				
Home Federal - Christmas Lights	\$	2,351.79				
Home Federal Hyw. 57 Cert. of Deposit	\$	-				
Home Federal - Scholarship	\$	5,711.37				

Total Bremer Acct

\$15,449.92

## **BREMER BANK**

## **Deposit Account Activity Summary**

Report created:

12/30/2022 03:32:58 PM (ET)

#### **Account Information**

Account:	Chamber Checking - Checking - 096010415 - *5612 - Available \$15,450.44
Available balance:	\$15,450.44
Current balance:	\$16,325.44
Closing ledger balance:	\$15,450.44

#### **Transaction History**

Date range:	12/29/2022
Transaction types:	All transactions
Detail option:	Includes transaction detail
Post Date Reference	Additional Description Debit Credit Calculated Balance

#### No items to display

\* 15,450,44 12-30-22 Bank Balance + \*875.00 12-30-22 Deposit - \*25.00 Check # 5259 - \*7.52 Check # 5258 - \* 170.00 Check # 5257 - \* 648.00 Check # 5255 - \* 10.00 Check # 5234 - \* 15.00 Check # 5121

12-31-22 Act. Balance: \* 15,449.92

to a construction of the set of second descended and the second descendence of the descendence of the descendence of the		Relatio	onship	Date of	Phone I	Number T	ax Identi	fication
KASSON CHAMBER OF	)	🕼 Owner		Birth	****	*****	EIN **-:	*****
PO BOX 326								
KASSON MN 55944								
Additional Relationship Tax Name: KASSON Cl								
COMMERCE								
Summary								
Memo Ledger Balance:		\$2,351.79	Last Dep	osit Dec 02,	2014:			\$319.60
Memo Available Balance:		\$2,351.79	Last With 2020:	ndrawal Dec	17,			\$20.97
Current Ledger Balance:		\$2,351.79	Date Op	ened:			Jul (	03, 1992
Current Available Balance:		\$2,351.79	)					
Interest Balance:		\$0.29						
Current Effective Rate:		0.0500%						
Interest								
Current Accrued Interest:		\$0.29	Current	Effective Rat	e:		(	0.0500%
Date Accrued Through:		Dec 29, 2022	Deposit	Rate Index:			[27] \$	SAVINGS
Date Next Interest:			Rate Adj	uster Optior	:		ate Adjust ed as a Pe	
Interest Payment Frequen	cy:	Cycle Date	Compou	nding Code:				Simple
Interest Cycle:	[103] Cyc	e Specifications	Reg DD Frequend	Compound			Interest Fr	requency
Interest Payment Method:		Compound		Reporting C	ode:		Re	eportable
Days Into This Period:		90	Withhold	ing Code:			No Wit	hholding
Previous Accrued Interest:		\$0.29	Rate Cha	inge Freque	ncy:			None
Last Interest Sep 30, 2022	2:	\$0.30	Rate Cha	inge Method	l <b>:</b>		[I] Ra	te Inde>
Balance Last Interest:		\$2,351.79	Base Rat	e:			(	0.0000%
Net Interest Adjustment:		\$0.00	Maturity	Rate Metho	d:		Curr	rent Rate
Monthly Minimum Balance	:	\$2,351.79						
Average Monthly Minimum	1	\$2,351.79						
Balance: Months Minimum Balance:		2						
Rate								
Date	Balance Type	Rate Structu	ıre	I	Rate	Tier Am	ount	Rate
Oct 01, 2022	Available	[1] Tiered Rat	te	0.05	00%	ġ	\$0.00	
Service Charge								
Date Last Service Charge:		Nov 30, 2022	Mainten	ance Method	:			2
Average Ledger Balance:		\$2,351.79		Charge Cycle		[101] (	Cycle Spec	
Average Available Balance	:	\$2,351.79		To Account:				ansferred
Average Monthly Minimum Balance:		\$0.00		Service Char	ge Code:			[0
Months This Period:			Waiver 9	Sales Tax:			Waive 9	Sales Tax
monuis mis renou.				aloo raki				

#### Savings 467882 - KASSON CHAMBER OF COMMERCE

	- KASSON CHAI	Relatio		Date of	Phone Ni	umber Tax	( Identifi	cation
and the second	and the second		nomp	Birth				
• KASSON CHAMBER	)	📝 Owner			*****	****	EIN **-**	*****
SCHOLARSHIP FUNI								
PO BOX 326								
KASSON MN 55944								
Additional Relations	hips							
Tax Name: KASSON COMMERCE	I CHAMBER OF							
Summary								
Memo Ledger Balance:		\$5,711.37	Last De	posit Dec 23,	2022:		\$	241.00
Memo Available Balance	e:	\$5,711.37		thdrawal Nov	30,		\$1,	360.00
Current Ledger Balance	:	\$5,711.37	2021: Date O	pened:			Jul 03	3, 1992
Current Available Balan		\$5,711.37						,
Interest Balance:		\$0.68						
Current Effective Rate:		0.0500%						
Interest								
Current Accrued Interes	st:	\$0.68		Effective Ra	te:			0500%
Date Accrued Through:		Dec 29, 2022		Rate Index:			[27] SA	
Date Next Interest:			Rate Ac	ljuster Optior	1:	Rat Expressed	V	centage ariance
Interest Payment Frequ	•	Cycle Date	•	unding Code:				Simple
Interest Cycle:	[103] Cycl	e Specifications	Reg DD Freque	Compound		In	terest Fre	quency
Interest Payment Meth	od:	Compound		t Reporting C	ode:		Rep	ortable
Days Into This Period:		90	Withho	Iding Code:			No With	holding
Previous Accrued Intere	est:	\$0.67	Rate Cl	nange Freque	ncy:			None
Last Interest Sep 30, 2	022:	\$0.65	Rate Cl	nange Method	d:		[I] Rat	e Index
Balance Last Interest:		\$5,470.37	Base R	ate:			0.	.0000%
Net Interest Adjustmer	it:	\$0.00	Maturit	y Rate Metho	d:		Curre	nt Rate
Monthly Minimum Bala	nce:	\$5,470.37						
Average Monthly Minim	um	\$5,470.37						
Balance: Months Minimum Balar	ice:	2						
Rate								
Date	Balance Type	Rate Structu	ıre		Rate	Tier Amo	unt	Rate
Oct 01, 2022	Available	[1] Tiered Ra	te	0.05	00%	\$0	.00	
Service Charge								
Date Last Service Char	ge:	Nov 30, 2022	Mainte	nance Method	:t			1
Average Ledger Balance	e:	\$5,528.54	Service	e Charge Cycl	e:	[101] Cy	cle Specif	ications
Average Available Bala	nce:	\$5,495.30	Charge	To Account:			Not Trar	nsferred
Average Monthly Minim		\$0.00	Waiver	Service Cha	rge Code:			[0]
Balance:							Waive Sa	
Months This Period: Monthly Minimum Bala	200	4E 470 37	waiver	Sales Tax:			waive So	
monthly minimum Bala	nce:	\$5,470.37						

#### vinee 467067 KACCON CHAMPED OF COMMEDCE

Date		Deposits	\$ Spent	Company	
12/31/2021	\$	2,220.92			Account Balance per Year-End Adjustments.
1/26/2022	\$	225.00			City SHRPA Reimbursement.
1/26/2022			\$ 125.00	Jason	Christmas Light Contest Winner
				Rischette	
1/26/2022			\$125.00	Ryan & Mary	Christmas Light Contest Winner
				Pennington	
2/4/2022			\$600.00	Houston's	15 Pots/Main Street
2/4/2022			\$50.00		SLF Window Clings
5/3/2022	\$	2,701.34			Redeemed Home Federal CD
5/6/2022	\$	360.00		MBT Bank	06/03/22 Around & About Sponsor
5/6/2022	\$	90.00		Hy-Vee	06/03/22 Around & About Sponsor
5/25/2022			\$48.99	Tom Monson	Phantom Shopper Costume
6/1/2022			\$200.00	Tom Monson	Phantom Shopper Cash Giveaways
6/6/2022			\$464.94	MegaWatt	06/03/2022 SLF Gaming Trailer
				Entertainment	
6/2/2022			\$75.00	Kasson Laser	06/03/2022 SLF Banner
·				Graphics	
6/9/2022	\$	360.00		City of	06/03/2022 Around & About Sponsor
				Kasson	
6/8/2022			\$936.00	DCI	Around & About SLF Ads
6/23/2022			\$400.00	FITP	Captain Kirby Sponsor
7/5/2022			\$150.00	Cash	SLF \$50.00 Cash Drawings
8/18/2022			\$50.00	Cash	Chamber After Hours Drawing Pot
9/2/2022			\$546.25	Houston's	Main Street Planters
9/15/2022			\$113.70	Stevie	Oktoberfest Merchandise
				Ersland	
9/20/2022			\$50.00	Cash	Chamber After Hours Drawing Pot
9/27/2022	\$	135.35		Country	Oktoberfest Goodwill Donations
	-			Pleasures	
10/7/2022	\$	70.00		Stevie	23 Oktoberfest Funds
				Ersland	
10/14/2022	\$	2,900.00		NextEra	Christmas in Kasson Reindeer Sponsor
10/26/2022			\$50.00	Cash	After Hours Drawing
11/2/2022	<u> </u>		\$50.00	Nic Anderson	School Board Candidate Forum
12/5/2022			\$1,820.00	Liz Klukas	Chamber Books
	<u> </u>				
	<u> </u>				
Tota	l Sper	nt	\$ 5,854.88		

### Marketing and Promotions 2022

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· · · · · · · · · · · · · · · · · · ·					
Christn	nas in	Kasson Br	eak	down	
	20	21 Actual	20	22 Budget	2022 Actual
Kendallville Farm Reindeer	\$	1,150.00	\$	1,150.00	\$2,700.00
*NextEra \$2900.00 Sponsor					
Kurt Albrecht - music	\$	175.00	\$	175.00	\$175.00
DCI - Advertising					
Candy/Christmas Parade			\$	100.00	
Stamps (Letters to Santa)			\$	75.00	
			1 1		

	Scholarship	o Savings		
Current Balance		\$ 5,711.37		
Yet to be Claimed	Scholarship \$	Deadline	Date Paid	Amount Paid
Conner McKern - 2017		8/1/2021	1/14/2019	\$ 500.00
Markayla Kujath -2017	\$ -	8/1/2021	2/1/2019	
Ali Schager - 2017		8/1/2021	1/14/2019	
Brittany Aarsvold - 2018		8/1/2022	2/13/2020	
Matthew Harfmann - 2018		8/1/2022	1/7/2020	
Garsen Schoor - 2018		8/1/2022	12/26/2019	\$ 500.00
Missy Seljan - 2019		8/1/2023	6/29/2021	
Kailey Swarts - 2019		8/1/2023	6/30/2021	
Grace Worden - 2019		8/1/2023	6/29/2021	
Carlee Koehler - 2020	\$1,000.00	8/1/2024	, ,	
Gabriela Espinoza - 2020		8/1/2024	1/18/2022	\$ 500.00
Rachel Schultz - 2021	\$500.00	8/1/2025	, ,	
Brock Swanson - 2021	\$500.00	8/1/2025		
Madalynn Larsen - 2021	\$500.00	8/1/2025		
Allie Eggler	\$500.00	8/1/2026		
Laney Bungum	\$500.00	8/1/2026	J	
Emma Aarsvold	\$500.00	8/1/2026		
	_			
Total Liability	\$ 4,000.00			
Scholarships Paid out in 2022 2022 Savings Transferred	\$ 500.00			
Savings Scholarship Fund 2022 Scholarship Contribution	5711.37 241			

\*Kasson Chamber of Commerce Scholarship Fund:

Treasurer needs to keep track of Scholarship Recipients and their deadline. They have 4 years to collect their scholarship, otherwise they forfeit the money.

2022	2023 Budeet	Actua	Actual 2022	Actu	Actual 2021	Actua	Actual 2020	Actual 2019	
Revenue									
Membership \$	10,700.00	Ŷ	14,671.00 7	73 \$	13,112.00	71 \$	11,430.00	77 \$ 10,282.50	72
Scholarship \$	225.00			ŝ	1,500.00	Ŷ	200.00	\$ 331.00	
Chamber Buck/Gift Cards \$	550.00	Ŷ	1,085.00	Ŷ	585.00	ŝ	480.00	\$ 600.00	
Chamber Book Ads		Ŷ	3,400.00	ŝ	250.00				
Bingo \$	500.00	Ş	580.00					\$ 519.85	
ş	11,975.00	Ş	19,736.00	Ŷ	15,447.00	Ŷ	12,110.00	\$ 11,733.35	
Budgeted Expense									
Admin/Office									
eting/Chamber Socials \$	1,000.00	Ŷ	487.91	ŝ	548.92	ŝ	823.75	\$ 1,231.98	
Ŷ	475.00	Ŷ	475.69	Ŷ	476.71	Ŷ	476.71	\$ 476.71	
Membership \$	650.00	Ŷ	861.45	Ŷ	1,503.58	ŝ	655.49	\$ 556.9 <b>1</b>	
Misc./Walk-In Expense \$	2,305.00			Ŷ	100.70	Ŷ	250.34	\$ 101.39	
PO Box Rent \$	95.00	ş	100.00	Ŷ	92.00	ŝ	92.00	\$ 92.00	
Home Federal Hwy. 57 CD				Ŷ	2,700.00				
Website \$	650.00	Ŷ	232.76	ŝ	1,062.21	Ŷ	90.24	\$ 127.41	
Community Service									
Care & Share Auction \$	1,000.00			Ŷ	1,000.00	Ŷ	1,000.00		
Downtown Christmas \$	1,500.00	Ŷ	2,875.00	ŝ	1,325.00	Ş	1,240.25	\$ 1,285.00	
Egg Hunt \$	500.00			ŝ	500.00	Ŷ	701.70	\$ 1,112.08	
Summer Reading \$	250.00					ş	250.00		
	500.00	Ŷ	500.00			Ŷ	200.82	\$ 250.00	
Scholarship \$	1,500.00	Ŷ	741.00	Ŷ	1,500.00	ş	1,700.00	\$ 1,349.85	
Fundraising									
Bingo \$	250.00	Ŷ	580.00	Ŷ	300.00				
Promotional									
Advertising \$	750.00			ŝ	278.85			\$ 608.19	
Chamber Buck/Gift Cards \$	550.00	¢	640.00	s	480.15	Ş	325.00		
Total Budgeted Expense \$ 1	<b>11,975.00</b> \$	۰ بې	7,493.81	ŝ	11,868.12	Ś	7,806.30	\$ 8,523.67	
Design	Designated Funds Balances							1	
Bremer - Marketing and Promotions		\$	3,207.73						
Home Federal - Christmas Lights		Ŷ	2,351.79						
Home Federal Hwy. 57 CD									
Home Federal - Scholarship		\$	5,711.37	_					
	General Funds			_					
				_					

2022 Proposed Budget Kasson Chamber of Commerce

**12,242.19** 12,242.19

<del>\$</del> \$

2022 Spend Down 2023 Marketing and Promotions

Bremer - Checking

15,449.92

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Payable 2022 Tax Base Composition Data. Source: Department of Revenue. First column is city name. The next five columns show the breakdown of total tax capacity into the main categories: agricultural, residential, other residential (e.g. apartments), commercial-industrial, and all other (e.g. golf courses). the final column shows total net tax capacity. Other Homestead residential **Commercial-**Other **Total Net Tax** City/Township Name share share industrial share share Ag Share Capacity Ada 74.23% 0.16% 705,444 0.30% 6.07% 19.24% Adams 2.78% 61.82% 6.13% 28.95% 0.33% 392,315 Adrian 0.76% 77.99% 4.35% 16.31% 0.59% 781,180 Afton 77.84% 0.86% 10.60% 2.63% 8.07% 7,862,295 14.56% 1.02% Aitkin 0.14% 40.57% 43.70% 1,591,105 7.29% Akelev 11.30% 25.39% 2.33% 53.68% 235,911 0.37% 2,612,378 Albany 56.79% 6.21% 35.60% 1.02% Albert Lea 0.62% 7.29% 1.27% 11,597,759 55.21% 35.62% Alberta 3.41% 19.76% 0.13% 64.91% 11.78% 82,833 Albertville 0.66% 64.00% 4.07% 30.72% 0.56% 9,826,384 Alden 5.55% 69.93% 1.44% 21.26% 1.82% 271,313 Aldrich 6.34% 45.14% 7.50% 32.35% 30,752 8.67% Alexandria 0.91% 39.85% 13.17% 37.69% 8.39% 21,078,609 Alpha 9.17% 56.94% 1.07% 19.20% 13.63% 22.457 Altura 23.36% 60.62% 2.49% 13.53% 0.00% 351,610 Alvarado 0.14% 85.64% 5.02% 6.25% 2.94% 96,255 Ambov 0.90% 69.04% 6.53% 22.23% 1.29% 222,987 Andover 0.61% 89.82% 2.21% 6.78% 0.58% 39,701,780 Annandale 0.73% 65.13% 7.46% 23.73% 2.95% 3,054,394 Anoka 0.00% 18.84% 30.84% 0.48% 49.84% 21,872,192 Apple Valley 0.01% 72.91% 10.61% 16.07% 0.39% 73,133,360 0.90% 5.54% 63.96% 2.80% Appleton 26.81% 788,861 4.20% 9,701 Arco 12.47% 79.18% 0.41% 3.74% Arden Hills 0.00% 53.10% 4.92% 40.38% 1.60% 18,574,874 Argyle 6.61% 63.36% 2.29% 22.60% 5.14% 331,721 76.03% Arlington 1.10% 5.11% 16.87% 0.90% 1,337,905 Ashby 1.25% 69.67% 8.68% 19.75% 0.65% 256,455 Askov 5.46% 55.96% 5.12% 21.81% 11.65% 156,817 Atwater 0.28% 63.68% 4.84% 24.07% 7.14% 614,345 Audubon 0.16% 53.86% 11.57% 27.53% 6.87% 309,552 Aurora 1.13% 64.95% 8.43% 19.54% 5.94% 543.847 Austin 0.47% 15,254,943 64.76% 7.61% 26.09% 1.07% Avoca 22.00% 28.03% 1.24% 26.07% 22.67% 91,102 Avon 0.08% 55.24% 6.50% 36.56% 1.63% 1,917,750 Babbitt 30.54% 49.43% 3.67% 15.01% 1.36% 786,525 Backus 32.00% 2.17% 45.46% 0.82% 19.56% 220,415 Badger 2.74% 74.55% 6.61% 14.11% 1.99% 145,361 Bagley 0.10% 43.15% 13.57% 38.99% 4.19% 895,201 Balaton 5.70% 56.03% 7.89% 25.64% 4.73% 267,611

11 - <b>66</b>	0.700/	CO 440/	C 070/	20 5 40/	2 4 6 0 (	200.002
Hoffman	9.73%	60.41%	6.87%	20.54%	2.46%	388,882
Hokah	1.59%	81.00%	5.81%	10.80%	0.81%	287,102
Holdingford	1.47%	72.36%	4.59%	21.05%	0.53%	497,597
Holland	15.85%	41.84%	0.50%	30.32%	11.48%	87,638
Hollandale	4.32%	73.53%	1.63%	20.52%	0.00%	134,297
Holloway	6.85%	5.14%	0.56%	82.43%	5.02%	298,705
Holt	14.88%	66.46%	3.61%	13.79%	1.26%	26,079
Hopkins	0.00%	38.34%	25.96%	35.44%	0.26%	30,985,429
Houston	1.67%	69.21%	5.81%	22.37%	0.94%	560,960
Howard Lake	0.34%	57.46%	7.96%	29.83%	4.42%	2,067,176
Hoyt Lakes	8.67%	29.32%	1.67%	6.01%	54.34%	1,636,118
Hugo	3.12%	79.30%	2.88%	14.04%	0.67%	23,480,432
Humboldt	3.01%	44.87%	3.56%	5.11%	43.45%	10,624
Hutchinson	0.41%	59.19%	10.75%	29.22%	0.43%	13,437,008
Ihlen	19.28%	47.90%	1.49%	8.80%	22.53%	28,010
Independence	12.41%	78.87%	1.65%	3.88%	3.18%	8,705,444
International Falls	0.20%	47.29%	4.57%	43.02%	4.92%	3,087,529
Inver Grove Heights	0.56%	68.26%	10.65%	18.14%	2.39%	51,145,405
Iona	22.66%	64.34%	3.79%	9.21%	0.00%	49,245
Iron Junction	2.03%	57.78%	2.89%	0.76%	36.54%	66,483
Ironton	0.67%	67.41%	7.71%	22.17%	2.04%	324,449
Isanti	0.56%	76.88%	4.96%	17.08%	0.51%	5,456,180
Isle	0.71%	51.26%	8.52%	12.68%	26.83%	928,025
Ivanhoe	2.89%	64.83%	6.03%	24.19%	2.06%	165,175
Jackson	2.03%	39.37%	5.61%	47.96%	5.03%	2,713,680
Janesville	0.91%	85.71%	4.48%	7.96%	0.94%	1,407,845
Jasper	5.75%	50.26%	2.90%	37.64%	3.46%	244,800
Jeffers	3.01%	45.91%	2.55%	48.53%	0.00%	132,693
Jenkins	5.47%	47.25%	5.85%	36.84%	4.59%	556,092
Johnson	37.00%	20.52%	0.23%	0.00%	42.26%	15,777
Jordan	0.14%	68.91%	6.60%	20.45%	3.90%	6,468,387
Kandiyohi	3.09%	72.56%	9.21%	11.45%	3.68%	242,193
Karlstad	0.32%	53.97%	11.13%	17.68%	16.89%	290,193
Kasota	0.91%	55.50%	3.14%	36.91%	3.54%	548,352
Kasson	0.38%	83.16%	3.84%	11.43%	1.18%	5,527,272
Keewatin	0.23%	68.58%	3.57%	17.41%	10.20%	308,074
Kelliher	12.05%	55.76%	11.34%	17.62%	3.23%	90,543
Kellogg	1.59%	79.57%	2.99%	15.05%	0.80%	306,612
Kennedy	7.68%	58.90%	1.16%	9.24%	23.03%	44,574
Kenneth	74.56%	22.69%	1.44%	1.31%	0.00%	54,367
Kensington	0.97%	53.26%	6.43%	32.44%	6.90%	134,280
Kent	11.62%	55.03%	1.06%	5.26%	27.03%	25,933
Kenyon	2.62%	76.13%	6.45%	14.25%	0.56%	1,310,935
Kerkhoven	3.45%	67.12%	4.45%	19.10%	5.88%	311,492
Kerrick	10.39%	49.41%	1.26%	9.12%	29.82%	38,767
Kettle River	1.67%	67.29%	3.28%	13.03%	14.73%	68,519
Kiester	4.08%	61.46%	2.41%	23.59%	8.47%	110,884

**City of Kasson SCDP Progress Report** Grant End Date: September 30, 2023 Project Goal: 20

Applications Sent:	33	
Received:	33	
	00	
Being Verified for Eligibility:	0	
Pending Inspection:	3	
Pending Contractor Estimates:	3	
Projects in Construction:	1	
Projects Completed and Closed:	9	
· ·		
Applicants/Applications Dropped:	0	
No Response: Over Income:	0	
Not Interested:	4 7	
Not Eligible:	3	
Applicant Requested	0	
	0	
Deceased:		
Deceased: Return Mail:	0	

	0			Private	rivate Installment unds Loan		Total Funda
	2	CDP Funds	1	-unas		Loan	Total Funds
Allocation	\$	450,000.00	\$	-	\$	-	\$450,000.00
Obligated	\$	229,581.00	\$ 2	3,342.00	\$	6,878.00	\$259,801.00
Estimated	\$	150,000.00	\$ 1	8,000.00			\$168,000.00
Balance	\$	70,419.00	\$ 2	3,342.00	\$	6,878.00	\$100,639.00

## EMPLOYMENT AND ECONOMIC DEVELOPMENT

December 22, 2022

The Honorable Chris McKern Mayor, City of Kasson 401 5<sup>th</sup> Street SE Kasson, MN 55944

### RE: Results of Monitoring of Grantee Performance, City of Kasson Project Grant Number: CDAP-18-0026-O-FY19

Dear Mayor:

On November 3<sup>rd</sup>, 2022 the Department of Employment and Economic Development (DEED), Office of Business and Community Development (BCD) monitored the above grant by conducting a onsite monitoring at the offices of Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA). Our primary concern is to help the city meet the objectives set forth in the grant agreements and to ensure compliance with the Federal Objective, Eligibility and all applicable regulations so that the city derives full benefit from the Small Cities Development Grant Program (SCDP). Please see the monitoring report attached requiring corrective action on the findings to DEED BCD by Tuesday, February 7<sup>th</sup>, 2023.

Overall, our office felt that the completed projects will have a substantial effect on the city and have been administered adequately to date.

If you have any questions, please feel free to contact me at emajean.hanson-ford@state.mn.us or (651) 259-7461

Sincerely,

Emajoan Hanson-Ford

Emajean Hanson-Ford Community and Business Development Representative

Enclosure

cc: Buffy Beranek Sara Fuher Nick Koverman

#### **Business and Community Development Division**

1st National Bank Building 🗉 332 Minnesota Street 🗏 Suite E200 🛱 Saint Paul 🖺 Minnesota 55101-1351 651-259-7114 PHONE 🛱 800-657-3858 TOLL FREE 🖷 651-296-1290 FAX 🖺 651-296-3900 TTY 🖺 http://mn.gov/deed MINNESOTA SMALL CITIES DEVELOPMENT PROGRAM

# MONITORING REPORT

**City of Kasson** 

CDAP-18-0026-O- FY19

Prepared by Emajean Hanson-Ford

December 21, 2022

Minnesota Department of Employment and Economic Development Division of Business and Community Development Office of Community Finance 1st National Bank Building, 332 Minnesota Street, Suite E200 Saint Paul, MN 55101

#### INTRODUCTION

On November 3<sup>rd</sup>, 2022, Emajean Hanson-Ford from the Department of Employment and Economic Development (DEED), Business and Community Development Division (BCD) met with Sara Fuher and Nick Koverman of Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) at their offices located at 134 E. 2<sup>nd</sup> Street, Wabasha, MN 55981. The purpose of the visit was for on-site monitoring of the Small Cities Development Program, (SCDP) Grant in the areas of Grant and Financial Management, Fair Housing and Equal Opportunity Employment, Environmental, Owner Occupied Rehabilitation, and Lead Remediation. An exit meeting was conducted on December 21, 2022.

#### **GRANT MANAGEMENT**

Relevant grant documents were found in the files that are maintained by SEMMCHRA. These included the approved application, signed agreement, contract between the City and SEMMCHRA, annual progress reports and reimbursement request forms that were submitted to DEED. All policies and plans were in order. These included Residential Anti-Displacement, Drug-Free Workplace, Prohibition of Excessive Force, Income Reuse plan, Section 3 plan and Fair Housing plan.

Annual reports indicate that the fair housing yearly activity was conducted for the 2019, 2020, 2021, 2022 annual reporting periods.

All individual project files will be maintained by SEMMCHRA until their associated deferred loans have expired.

There were no findings or concerns in this area.

#### FINANCIAL MANAGEMENT

Copies of all pay request to DEED were located. Invoices and copies of cancelled checks and lien waivers were provided documenting SCDP payments. Disbursement requests were being signed by authorized personnel. Administrator had written permission from the City.

Three randomly selected projects were sampled. There were adequate supporting documentation of the expenditures and no evidence of ineligible costs. All expenditures were incurred during the grant period.

Annual reports indicated that there were non-SCDP expenditures; local, owner and program income was utilized during the grant period.

A single audit report for fiscal year ending 2019, 2020 and 2021 was not submitted as federal funds did not exceed the reporting threshold. Nancy Zaworksi, Finance Director for the City of Kasson indicated that a single audit for 2022 might not be needed as they do not anticipate Kasson receiving over \$750,000 in federal funds. The City administrator also indicated that City of Kasson does not anticipate receiving funds qualifying as program income. This will be reported in the annual report.

The City had followed local and federal government requirements on all administrative procurements

and has inserted all the contract requirements stated in the grant agreement in those contracts. Evidence that the lead risk assessor/inspector contract was properly procured was not found in the files.

All grantee's staff costs charged to the grant are supported by time distribution records and on a reimbursement basis. Indirect cost were charged to the grant in accordance with the approved indirect cost plan.

There is one finding and no concerns in this area.

**Finding #1 Requiring Corrective Action:** This finding was called on the basis of Federal Requirement 2 CFR 200.320, procurement for professional services. The administrating agency did not properly procure the lead risk assessor/inspector contract.

**Corrective Action Needed:** The administrator will furnish a letter indicating proper procurement will be conducted for future grants received by DEED.

#### EQUAL OPPORTUNITY

SEMMCHRA has taken affirmative steps to solicit contracts with small, minority-owned business and women-owned businesses through marketing and flyers.

There were no findings or concerns in this area.

#### **ENVIRONMENTAL**

A centralized file was maintained by SEMMCHRA and all records were reviewed for accuracy. DEED clearance letter and authority to use funds were located in the SEMMCHRA's environmental review records. Site addresses is unknown at the time of the initial environmental review, hence a tiered approach will be used.

No draws from DEED were made for any construction-related expenses before the date of the environmental clearance. No other federal level or state environmental review were needed for this grant.

The Notice of Intent to Request Release of Funds received comment from SHPO that did not require a response or result in a change/adjustment to the project in advance, but the environmental tier-two form will need to be in each file prior to the release of funds.

There were no findings or concerns in this area.

#### **OWNER-OCCUPIED HOUSING REHABILITATION**

Owner-occupied housing rehabilitation must meet the federal objective of benefit to persons of low and moderate income on an individual household basis as per Federal Regulations.

The goal for owner occupied housing rehabilitation in a targeted area was for 20 projects with a total of

9 completed, 1 in progress, and 3 in application stage. Current projects are progressing timely.

Three randomly selected owner-occupied housing rehabilitation files were inspected for compliance with the federal objective. Conflict of interest forms were located. All three showed applicants' sources of income, household size, and third-party income verification. Inspection of those files showed that all households met the criteria of a low- and moderate-income household based on applicable HUD income limits for the County.

Individual project files showed evidence of the environmental tier-two review process.

Contracts between owners and contractors included language addressing Equal Employment Opportunities, Affirmative Action and Section 3 requirements.

Inspection reports, and corresponding work specifications the met with the program written criteria for eligible property improvements were located in the individual project files. Competitive bids were received. Repayment agreements were signed by all parties before proceed to work.

Payments were made to contractors after inspections were completed, completion certificates were signed by all parties and lien waivers were collected. Sworn construction statements were located in file. Randomly selected invoices was successfully traced back to DEED disbursement. Documentation of recording fees reimbursement sources were not adequately identified in the files and one project was found to have overdrawn SCDP funds. A discussion was held with the administrator concerning properly documenting contractor requests for extensions and/or change orders.

Amount of SCDP per unit was within limits stated in the applications. However, approval to exceed the average loan amount on projects was not documented in the file.

Program income funds were not used as proposed in the financing package. The City of Kasson converted MIF funds to Small Cities Program Income with the commitment that \$75,600 was to be used as installment loans at 3% for 5 years for owner's match requirements, as needed. The remaining \$50,000 was committed to assisting commercial property owners and other residential owners outside the target area as a separate activity from the Small Cities Housing grant. During the review it was found that all program income was committed to owner occupied projects, in and outside the target areas, as 100% deferred loans at 0% interest over 10 years.

Federal debarment checks were being performed on contractors. Section 3 certification forms and Women or Minority-Owned business reporting forms from contractors were being collected.

SCDP Representative conducted three on-site visits and visually noted the work write-up concurred with the work completed.

There were two findings and two concerns in this area.

**Concern #1:** The three-day right to rescind period was not observed. A discussion was held with the administrator that the Notice to Proceed should not be issued until after the recission period has concluded.

**Concern #2:** A discussion was held with the administrator that DEED BCD staff must be consulted for approval prior to committing funds over the average loan amount to any individual project even if a higher maximum amount is stated in the application.

**Finding #2 Requiring Corrective Action:** This finding was called on the basis of Federal Requirement 2 CFR 200.308(b). The SCDP financing package secured in the repayment agreement did not adhere to the financing package stated in the Full Application.

**Corrective Action Needed:** Written assurance must be submitted to the SCDP Representative that stating future projects will adhere to the financing package detailed in the Full Application.

**Finding #3 Requiring Corrective Action:** This finding was called on the basis of Federal Requirement 24 CFR 85.20(2). Maintain records that adequately identify the source and application of funds provided for financially assisted activities.

**Corrective Action Needed:** Written assurance must be submitted to the SCDP Representative that stating future projects will clearly identify reimbursement funding sources. The administrator will reconcile the balance on the next draw by -\$279.00 to correct the overdraw on the identified project.

#### **LEAD MONITORING - OWNER OCCUPIED**

Federal regulatory compliance with the Lead Safe Housing Rule (LSHR) 24CFR Part 35 must be met, addressing lead hazards for all assisted housing units built pre 1978, including single or multi-family units.

One project reviewed was exempt from the LSHR as it was built after 1978. The other two project files had lead risk assessments conducted and were found to have lead based paint hazards. Lead remediation work was performed on both projects. Lead applicability forms, assessments, notifications, work write ups, remediation and clearances were all conducted according to guidelines. Lead certified firm and trained lead professionals performed the lead remediation work. Proper notices were not given.

There was one finding and no concerns in this area.

**Finding #4 Requiring Corrective Action:** This finding was called on the basis of Federal Requirement 24 CFR 570.608, 24 CRF Part 35. Letter notifying owner of upcoming Lead Risk Assessment was not found in the files.

**Corrective Action Needed:** As the projects have been completed, there is no realistic action the City can take to correct the violation. The City will furnish statements that future projects files will include documentation of letter notifying owners of upcoming Lead Risk Assessments.

#### SUMMARY

I wish to thank Sara Fuher and Nick Koverman for their assistance and cooperation during the monitoring visit. The project has been administered successfully to date and the completed projects will have a clear impact on the City of Kasson.