

## KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, February 22, 2023

6:00 PM

### PLEDGE OF ALLEGIANCE

#### 6:00 A. COUNCIL

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

a. Minutes from February 8, 2023

b. Claims processed after the February 8, 2023 regular meeting, as audited for payment

c. Evaluations: None

d. Committee/Commission/Board Minutes:

i. Library Board Minutes – Jan 2023

ii. FD Minutes Feb 2023

iii Park Board Minutes Jan - DRAFT

e. Conferences:

i. Jeff Ulve SE Spring Wtr Oper School Rochester March 15-17 \$170

ii Jan Naig MCFOA Annual Conf St. Cloud March 22-24 \$305

f. Intoxicating Liquor Licenses & Sunday Liquor

i. American Legion Post #333

ii. Events by Saker

iii. Pete's Repeat

iv. El Patron

v. Tammy's Place

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

i. Kwik Trip #619

ii. Casey's Retail Company

h. Tap Room Brewer's Off Sale and On Sale Intoxicating Liquor License & Sunday

i. Chaotic Good Brewing Company

i. KPU Electric Rules

j. Rate Schedule

k. Grid Access

#### B. VISITORS TO THE COUNCIL

#### C. MAYOR'S REPORT

1. Appoint Brandon Buckingham to Planning Commission



**D. PUBLIC FORUM**

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

**E. PUBLIC HEARING**

**F. COMMITTEE REPORT**

1. Planning Commission
  - a. Marti Electric Variance
    - i. Resolution
  - b. Comp Plan Mid Cycle Review
2. EDA
  - a. Façade Improvement Grant
3. Park Board
  - a. Hire Julia Christenson as KAC Manager

**G. OLD BUSINESS**

1. Tobacco Ordinance Examples

**H. NEW BUSINESS**

1. Jake Brake Ordinance Discussion
2. Local Option Sales Tax – FYI

**I. ADMINISTRATOR’S REPORT**

1. County Engineer Road Update

**J. ENGINEER’S REPORT**

1. Roundabout Plantings

**K. PERSONNEL**

**L. ATTORNEY**

**M. CORRESPONDENCE**

1. Hilltop Securities
2. Kasson w/ww plant Safety Comm. Recommendations
3. Kasson SCDP
4. Open Book Meeting

**N. ADJOURN**



## KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, February 8, 2023

6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 8th day of February, 2023 at 6:00 PM.

**THE FOLLOWING MEMBERS WERE PRESENT:** Christensen, Egger, Ferris, Johnson and McKern

**THE FOLLOWING MEMBERS WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Timothy Ibsch, Assistant City Administrator/Finance Director Jessica Royer, City Clerk Linda Rappe, City Attorney Melanie Leth, City Engineer Brandon Theobald, Police Chief Josh Hanson, Dave Dubbels and Tim O'Morro

### PLEDGE OF ALLIANCE

#### Approve Agenda

Add: J.3 Engineer – 16<sup>th</sup> St NW Extension and Roundabout

Add: A.2.j Pay Equity Certification

Remove C.1 Appointment

**Motion to approve the amended agenda made by Councilperson Christensen, second by Councilperson Egger with All Voting Aye.**

#### Consent Agenda

Minutes from January 11, 2023

Minutes from January 25, 2023

Claims processed after the January 25, 2023 regular meeting, as audited for payment in the amount of \$99,308.97

#### Evaluations:

Josh Hanson	Police Chief	Grade 16 Step 4	\$48.57	eff 1-16-23
Linda Rappe	City Clerk	At Top of Grade 10	\$35.63ph	

#### Committee/Commission/Board Minutes:

Library Board Minutes – December 2022

#### Pay Estimate

Maguire Iron Fairgrounds Water Tower \$13,395.00 PR#11

Resolution DeCertifying Delinquent Claims to the County Auditor

***Resolution #2.1-23***

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

Resolution Certifying Delinquent Claims to the County Auditor

***Resolution #2.2-23***

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



Resolution Authorizing Interfund Fund Transfers

***Resolution #2.3-23  
Resolution Authorizing Interfund Fund  
(on file)***

Pay Equity Compliance Report and Certification

**Motion to Approve the Consent Agenda made by Councilperson Egler, second by Councilperson Christensen with All Voting Aye.**

**VISITORS TO THE COUNCIL**

**MAYOR'S REPORT**

**PUBLIC FORUM**

**PUBLIC HEARING**

**COMMITTEE REPORT**

**2022 EDA Annual Report** – FYI only. The Council had no questions.

**OLD BUSINESS**

**Inclement Weather Policy** – **Motion to Approve the Inclement Weather Policy made by Councilperson Ferris, second by Councilperson Egler with All Voting Aye.**

**Capacity Rates** – Administrator Ibisch explained that goal would be to lock up 6 megawatts and if the capacity rider is approved we could lock in. We could still be a little short in the fund but this should make up a lot of shortfall. **Motion to Approve the Rider made by Mayor McKern, second by Councilperson Johnson with All Voting Aye.**

**NEW BUSINESS**

**ADMINISTRATOR'S REPORT**

**Administrator's Report** – Administrator Ibisch went through his report. The annual Council work session will be March 18 at 8:30AM

**ENGINEER'S REPORT**

**Hwy 57 Detour** – Brandon gave out maps for the Hwy 57 street closures and detours.

**2023 Street Improvements**

**RCA** – Engineer Theobald stated that the bids came in less than estimated and this lowered the assessment costs from estimated \$2553 to \$2020.77.

**Resolution Calling Hearing on Assessments** – Engineer Theobald stated that this will set the interest rate and the term. Exhibit A of the resolution will get published in the DCI on February 16 and Exhibit B will be mailed to all residents on the Assessment list. The interest rate has typically been 1.5% over the prime rate which would make this 9.25%. There are questions from people who are in townhomes along this project and these comments will come to the public hearing on March 8. There was discussion on reu's (residential equivalent units). **Motion to call the public hearing and leave the 1.5% over prime and 15 year term made by Councilperson Christensen, second by Councilperson Egler with All Voting Aye.**

***Resolution #2.4-23  
Resolution Calling Hearing on Assessments for 2023 Street Improvements***



*(on file)*

Proposed Assessment Roll and the Project schedule was presented.

**16<sup>th</sup> St NW Extension and Roundabout**

**Draft MnDOT Agreement and Resolution Approving Agreement** – this is an agreement with MnDOT for the roundabout project on Hwy 57. Motion to Approve the Resolution made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.

***Resolution #2.5-23***

***Resolution to enter into an Agreement with MnDOT***

*(on file)*

**PERSONNEL**

**ATTORNEY**

**CORRESPONDENCE**

Correspondence was reviewed

**ADJOURN      6:42PM**

**Motion by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye.**

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor



## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #5

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 793,367.93

DATE APPROVED: 02-22-23

#1	\$121,102.83
#2	84,705.33
#3	58,476.18
#4	83,161.10
#5	450,972.22

798,417.66
- 103.95
- 566.38
- 4379.40
<u>\$ 793,367.93</u>

VOID - Fund 101  
VOID Fund 602  
VOID Fund 101



01/31/23  
13:28:51

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/23  
For Pay Date: 01/31/23

Page: 1 of 1  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
41091		6565	C&C COURT INC/SPORT COURT NORTH	121,102.83			101	680	4522	530		1010
		2022-573	12/19/22 50% DOWN PAYMENT	121,102.83*								
Total for Vendor:				121,102.83								
# of Claims				1	Total:							
					121,102.83							
						# of Vendors						
						1						

CL # 41090  
Batch #1



02/09/23  
14:02:30

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/23  
For Pay Date: 02/09/23

Page: 1 of 7  
Report ID: AP100V

For Pay Date = 02/09/23

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
*** Claim from another period (12/22) ****									
41137		6567 ASCO POWER SERVICES INC	11,437.90						
PART OF 2022 POWER SURGE CLAIM									
	1677165	01/27/23 REPAIRS TO OPER CONTROL SYSTE	4,895.00			602 947 4947	400		1010
	1677165	01/27/23 REPAIRS TO OPER CONTROL SYSTE	6,542.90			602 947 4947	221		1010
		Total for Vendor:	11,437.90						
41138		82 CHS INC	13.55						
	01/31/23	4.349 GAL UNLD-STREETS	13.55			101 310 4310	212		1010
		Total for Vendor:	13.55						
*** Claim from another period (12/22) ****									
41139		5667 CINTAS	79.82						
	4138900447	11/30/22 MATS-L.S.	79.82			609 979 4979	410		1010
		Total for Vendor:	79.82						
*** Claim from another period (12/22) ****									
41140		5299 ELITE MARKETING & INVESTMENTS	3,597.33						
	02/08/23	2022 ABATEMENT	3,597.33			101 920 4920	430		1010
		Total for Vendor:	3,597.33						
41141		5813 ENTERPRISE FM TRUST	10,221.01						
	FBN4664888	02/04/23 MAINT CARDS-P D	40.00			101 210 4210	430		1010
	FBN4664888	02/04/23 MAINT CARDS-F D	15.00			101 220 4220	430		1010
	FBN4664888	02/04/23 MAINT CARDS-STREETS	10.00			101 310 4310	430		1010
	FBN4664888	02/04/23 MAINT CARDS-PARKS	15.00			101 522 4522	430		1010
	FBN4664888	02/04/23 MAINT CARDS-WATER	10.00			601 944 4944	430		1010
	FBN4664888	02/04/23 MAINT CARDS-WW	10.00			602 949 4949	430		1010
	FBN4664888	02/04/23 MAINT CARDS-ELECTRIC	15.00			604 959 4959	430		1010
	FBN4664888	02/04/23 LEASES-P D	2,853.98			101 680 4210	601		1010
	FBN4664888	02/04/23 LEASES-P D	625.16			101 680 4210	611		1010
	FBN4664888	02/04/23 LEASES-STREETS	260.48			101 680 4310	601		1010
	FBN4664888	02/04/23 LEASES-STREETS	59.56			101 680 4310	611		1010
	FBN4664888	02/04/23 LEASES-PARKS	405.80			101 680 4522	601		1010
	FBN4664888	02/04/23 LEASES-PARKS	82.32			101 680 4522	611		1010
	FBN4664888	02/04/23 LEASES-WATER	147.92			601 2231			1010
	FBN4664888	02/04/23 LEASES-WATER	33.50			601 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-WW	147.91			602 2231			1010
	FBN4664888	02/04/23 LEASES-WW	33.51			602 710 4710	611		1010



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	FBN4664888	02/04/23 LEASES-WATER	202.92			601 2231			1010
	FBN4664888	02/04/23 LEASES-WATER	41.16			601 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-WW	202.91			602 2231			1010
	FBN4664888	02/04/23 LEASES-WW	41.16			602 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-ELECTRIC	405.80			604 2231			1010
	FBN4664888	02/04/23 LEASES-ELECTRIC	82.32			604 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-ELECTRIC	384.66			604 2231			1010
	FBN4664888	02/04/23 LEASES-ELECTRIC	126.02			604 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-WATER	179.30			601 2231			1010
	FBN4664888	02/04/23 LEASES-WATER	55.42			601 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-WW	179.30			602 2231			1010
	FBN4664888	02/04/23 LEASES-WW	55.42			602 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-STREETS	348.87			101 680 4310	601		1010
	FBN4664888	02/04/23 LEASES-STREETS	98.15			101 680 4310	611		1010
	FBN4664888	02/04/23 LEASES-FIRE	614.52			101 680 4220	601		1010
	FBN4664888	02/04/23 LEASES-FIRE	183.75			101 680 4220	611		1010
	FBN4664888	02/04/23 LEASES-FIRE	556.98			101 680 4220	601		1010
	FBN4664888	02/04/23 LEASES-FIRE	190.84			101 680 4220	611		1010
	FBN4664888	02/04/23 LEASES-PARKS	348.41			101 680 4522	601		1010
	FBN4664888	02/04/23 LEASES-PARKS	126.72			101 680 4522	611		1010
	FBN4664888	02/04/23 LEASES-WATER	184.17			601 2231			1010
	FBN4664888	02/04/23 LEASES-WATER	65.43			601 710 4710	611		1010
	FBN4664888	02/04/23 LEASES-WW	184.18			602 2231			1010
	FBN4664888	02/04/23 LEASES-WW	65.42			602 710 4710	611		1010
	FBN4664888	02/04/23 P D REPAIRS	532.04			101 210 4210	400		1010
		Total for Vendor:	10,221.01						
41151		2505 FARRELL EQUIPMENT & SUPPLY CO	503.46						
	6344	01/06/23 ICE MELT	44.05			101 140 4140	210		1010
	6344	01/06/23 ICE MELT	44.05			101 210 4210	210		1010
	6344	01/06/23 ICE MELT	44.05			101 220 4220	210		1010
	6344	01/06/23 ICE MELT	44.05			101 310 4310	210		1010
	6344	01/06/23 ICE MELT	44.05			101 522 4522	210		1010
	6344	01/06/23 ICE MELT	44.05			602 947 4947	210		1010
	6344	01/06/23 ICE MELT	44.05			602 948 4948	210		1010
	6344	01/06/23 ICE MELT	44.05			606 516 4516	210		1010
	6344	01/06/23 ICE MELT	44.06			609 978 4978	210		1010



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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	6344	01/06/23 ICE MELT	44.05			211 550 4550	210		1010
	6344	01/06/23 SALES TAX	3.03			609 978 4978	210		1010
	6344	01/06/23 SALES TAX	-3.03			609 2025			1010
	6344	01/06/23 D C TRANSIT TAX	0.22			609 978 4978	210		1010
	6344	01/06/23 D C TRANSIT TAX	-0.22			609 2026			1010
	8793	01/23/23 2 SAFETY VESTS/HARD HAT	62.95			101 310 4310	210		1010
		Total for Vendor:	503.46						
41157		6569 FLEET PRIDE	4,514.16						
	02/09/23	REPAIRS TO '03 INT'L DUMP TRK	2,257.08			101 310 4310	400		1010
	02/09/23	REPAIRS TO '03 INT'L DUMP TRK	2,257.08			101 312 4312	400		1010
		Total for Vendor:	4,514.16						
41142		28 GRAYBAR ELECTRIC	1,513.08						
	9330398411	01/13/23 STREET LT FUSES	1,349.38			604 957 4957	220		1010
	9330398413	01/13/23 P.W.B. PRKG LOT BULB	163.70			604 957 4957	220		1010
		Total for Vendor:	1,513.08						
41143		6568 K & M GLASS INC	1,152.00						
	I221401	01/17/23 GLASS-LIBRARY REPAIR PROJ	1,152.00*			210 650 4650	430		1010
		Total for Vendor:	1,152.00						
41144		37 KMTELECOM	1,885.59						
	Total will be split by Fund.								
	10148124	02/01/23 CITY PHONES	1,885.59			101 140 4140	321		1010
		Total for Vendor:	1,885.59						
41153		6405 MAGUIRE IRON INC	13,965.00						
	01/31/23	REQ #11-FAIRGROUNDS WATER TOWE	13,965.00			601 1650			1010
		Total for Vendor:	13,965.00						
41145		3314 METROPOLITAN MECHANICAL	4,478.67						
	910022286	01/12/23 REPAIR-DEHUMIDIFICATION UNI	3,430.75			606 516 4516	400		1010
	910022287	01/12/23 REFRIGERATION UNIT-P.M.	1,047.92			606 516 4516	400		1010
		Total for Vendor:	4,478.67						



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CITY OF KASSON  
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For Pay Date = 02/09/23

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41146		5658 MN DNR ECOLOGICAL & WATER	897.08						
	1968-1609	01/30/23 ANN'L WATER PERMIT	897.08			601 943 4943	430		1010
		Total for Vendor:	897.08						
41155		55 MN ENERGY RESOURCES CORP	12,280.08						
	01/30/23	NAT GAS-K.A.C.	58.82			101 514 4514	380		1010
	02/01/23	NAT GAS-L.S.	312.57			609 979 4979	380		1010
	01/30/23	NAT GAS-C H	511.11			101 194 4194	380		1010
	01/31/23	NAT GAS-P D	475.55			101 210 4210	380		1010
	01/31/23	NAT GAS-F D	951.01			101 220 4220	380		1010
	01/31/23	NAT GAS-F D	438.99			101 220 4220	380		1010
	02/01/23	NAT GAS-PARK MAINT SHED	414.85			101 522 4522	380		1010
	01/30/23	NAT GAS-P.W.B. 1/2	1,770.73			101 310 4310	380		1010
	01/30/23	NAT GAS-P.W.B. 1/2	1,770.74			604 957 4957	380		1010
	01/30/23	SALES TAX	121.74			604 957 4957	380		1010
	01/30/23	SALES TAX	-121.74			604 2025			1010
	01/30/23	D C TRANSIT TAX	8.85			604 957 4957	380		1010
	01/30/23	D C TRANSIT TAX	-8.85			604 2026			1010
	02/02/23	NAT GAS-D C ICE ARENA	1,604.94			606 516 4516	380		1010
	02/02/23	NAT GAS-WWTP	3,428.69			602 947 4947	380		1010
	02/01/23	NAT GAS-LIBRARY	542.08			211 550 4550	380		1010
		Total for Vendor:	12,280.08						
41152		63 SCHOTT DIST CO INC	13,573.45						
	503131	01/19/23 LIQUOR CREDIT	-17.68			609 975 4975	251		1010
	504087	01/26/23 BEER	5,639.59			609 975 4975	252		1010
	504087	01/26/23 NA BEVERAGE	140.00			609 975 4975	254		1010
	503130	01/19/23 BEER	7,864.75			609 975 4975	252		1010
	503130	01/19/23 NA BEVERAGE	247.15			609 975 4975	254		1010
	504088	01/26/23 BEER CREDIT	-300.36			609 975 4975	252		1010
		Total for Vendor:	13,573.45						
41147		3382 VERIZON WIRELESS	1,495.37						
	9925769883	01/20/23 CELL PHONES-P D	914.49			101 210 4210	321		1010
	9925769883	01/20/23 CELL PHONES-STREETS	52.14			101 310 4310	321		1010
	9925769883	01/20/23 CELL PHONES-WATER	69.67			601 944 4944	321		1010



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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/23  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
	9925769883	01/20/23 CELL PHONES-WW	34.83			602 949 4949	321			1010
	9925769883	01/20/23 CELL PHONES-WW PLANT	34.83			602 947 4947	321			1010
	9925769883	01/20/23 CELL PHONE-P W DIRECTOR	71.13			604 959 4959	321			1010
	9925769883	01/20/23 CELL PHONES-ELECTRIC	274.11			604 959 4959	321			1010
	9925769883	01/20/23 CELL PHONE-ARENA	44.17			606 516 4516	321			1010
		Total for Vendor:	1,495.37							
41148		5818 WEX Bank	2,778.97							
	86580139	01/23/23 101.440 GAL UNLD-ELECTRIC	292.72			604 957 4957	212			1010
	86580139	01/23/23 60.213 GAL UNLD-PARKS	186.70			101 522 4522	212			1010
	86580139	01/23/23 593.726 GAL UNLD-P D	1,753.81			101 210 4210	212			1010
	86580139	01/23/23 41.313 GAL UNLD-STREETS	128.10			101 310 4310	212			1010
	86580139	01/23/23 69.879 GAL UNLD-WATER	208.82			601 943 4943	212			1010
	86580139	01/23/23 69.880 GAL UNLD-WW	208.82			602 948 4948	212			1010
		Total for Vendor:	2,778.97							
41149		2427 XCEL ENERGY	318.81							
	812700706	01/19/23 UTIL SERV-NW LIFT ST 12/13-	318.81			602 948 4948	380			1010
		Total for Vendor:	318.81							
		# of Claims	18	Total:	84,705.33	# of Vendors	18			



02/09/23  
14:02:32

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 2/23

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Report ID: AP110

Fund/Account	Amount		
101 General Fund			
1010 CASH-OPERATING	\$25,317.71	- 973.53	24344.18
210 STABILIZATION FUND			
1010 CASH-OPERATING	\$1,152.00		
211 Library Fund			
1010 CASH-OPERATING	\$586.13	+ 186.13	772.26
601 Water Fund			
1010 CASH-OPERATING	\$16,060.39	+ 109.36	16169.75
602 Sewer Fund			
1010 CASH-OPERATING	\$16,471.79	+ 204.81	16,676.60
604 Electric Fund			
1010 CASH-OPERATING	\$4,935.58	+ 290.16	5225.74
606 ICE ARENA			
1010 CASH-OPERATING	\$6,171.83	+ 10.61	6182.44
609 Liquor Fund			
1010 CASH-OPERATING	\$14,009.90	+ 162.07	14,171.97
Total:	\$84,705.33		
		10.39	
			<u>P 84,705.33</u>



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

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

APPROVED

*See signature page*  
\_\_\_\_\_  
Council Member  
\_\_\_\_\_  
Council Member



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08:05:41

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

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41183		2529 A H HERMEL COMPANY	278.90						
	962221	02/02/23 POP FOR RESALE	177.44			609 975 4975	254		1010
	962221	02/02/23 BAGS	92.51			609 975 4975	210		1010
	962221	02/02/23 SALES TAX	6.36			609 975 4975	210		1010
	962221	02/02/23 SALES TAX	-6.36			609 2025			1010
	962221	02/02/23 D C TRANSIT TAX	0.46			609 975 4975	210		1010
	962221	02/02/23 D C TRANSIT TAX	-0.46			609 2026			1010
	962221	02/02/23 FREIGHT	8.95			609 975 4975	335		1010
		Total for Vendor:	278.90						
41159		2118 ALTEC INDUSTRIES INC	505.20						
	51145791	01/23/23 REPAIR SUBBASE MT PLATE	505.20*			101 524 4524	400		1010
		Total for Vendor:	505.20						
41184		1012 BELLBOY CORPORATION	437.95						
	98211800	01/26/23 LIQUOR	262.95			609 975 4975	251		1010
	98211800	01/26/23 CHERRIES	167.00			609 975 4975	259		1010
	98211800	01/26/23 FREIGHT	8.00			609 975 4975	335		1010
		Total for Vendor:	437.95						
41160		6023 BRAUN INTERTEC CORPORATION	1,700.00						
	B326883	01/24/23 FIRE STATION-STORM SHELTER RE	1,700.00*			430 630 4630	430		1010
		Total for Vendor:	1,700.00						
41185		5239 BREAKTHRU BEVERAGE MN WINE &	3,639.25						
	347509691	01/25/23 LIQUOR	3,434.24			609 975 4975	251		1010
	347509691	01/25/23 NA BEVERAGE	147.26			609 975 4975	254		1010
	347509691	01/25/23 FREIGHT	57.75			609 975 4975	335		1010
		Total for Vendor:	3,639.25						
41186		3385 CANNON RIVER WINERY	855.00						
	14732	02/02/23 WINE	855.00			609 975 4975	251		1010
		Total for Vendor:	855.00						



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CITY OF KASSON  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41161		4151 CAPITAL ONE TRADE CREDIT	198.00						
	72178174	01/24/23 2 SEARCH LIGHTS	198.00			604 957 4957	240		1010
	72178174	01/24/23 SALES TAX	13.61			604 957 4957	240		1010
	72178174	01/24/23 SALES TAX	-13.61			604 2025			1010
	72178174	01/24/23 D C TRANSIT TAX	0.99			604 957 4957	240		1010
	72178174	01/24/23 D C TRANSIT TAX	-0.99			604 2026			1010
		Total for Vendor:	198.00						
41162		5098 CARDMEMBER SERVICE	742.60						
	01/03/23	MEDICAL GLOVES	252.90			101 210 4210	210		1010
	01/04/23	HANDEVIDT-BCA TRAINING	50.00			101 210 4210	333		1010
	01/09/23	HANSON-DMT-G RECERTIFICATION	75.00			101 210 4210	333		1010
	01/03/23	T TISSUE	25.70			101 210 4210	210		1010
	01/10/23	LINDGREN-DMT-G RECERTIFICATION	75.00			101 210 4210	333		1010
	01/11/23	SLING ATTACHMENT-M-LOK	18.76			101 210 4210	240		1010
	01/19/23	SANDWICH BAGS	8.16			101 210 4210	210		1010
	01/25/23	HEARING PROTECT/DUTY HOLSTER	177.23			101 210 4210	240		1010
	01/31/23	U.S. FLAG	59.85			101 210 4210	210		1010
41163		5098 CARDMEMBER SERVICE	2,301.09						
	02/01/23	VOSEN- D.L.& I. LICENSE	20.00			602 949 4949	334		1010
	02/01/23	A.R.C.-LEARN TO SWIM ENROLLMEN	650.00			101 514 4514	430		1010
	02/01/23	ROYER-COMP MONITOR & STAND	241.26			101 140 4140	210		1010
	02/01/23	CHRISTENSEN-SEMLM REGISTR	22.00			101 111 4111	333		1010
	02/01/23	EGGLER-SEMLM REGISTR	22.00			101 111 4111	333		1010
	02/01/23	IBISCH-SEMLM REGISTR	22.00			101 140 4140	332		1010
	02/01/23	ROYER-DESK PAD	8.85			101 140 4140	210		1010
	02/01/23	ROYER-OFFICE CHAIR	152.46			101 140 4140	210		1010
	02/01/23	ROYER-EHLERS FINANCE SEMINAR	315.00			101 140 4140	333		1010
	02/01/23	VOSEN-MRWA CONF REGISTR	275.00			601 944 4944	333		1010
	02/01/23	NELSON-LINEMAN SAFETY BOOTS	222.32			604 957 4957	214		1010
	02/01/23	L RAPPE-ANN'L MCFOA CONF	305.00			101 140 4140	333		1010
	02/01/23	RAPPE-RACK FOR HANGING FOLDERS	26.83			101 140 4140	210		1010
	02/01/23	RAPPE-IIMC CONF	18.37			101 140 4140	333		1010
		Total for Vendor:	3,043.69						



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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41164		2618 FIRE SAFETY USA INC	3,729.80						
	167911	01/19/23 REPL LEVELING VALVES-'13 LADDE	1,082.00			101 220 4220	400		1010
	168281	01/27/23 REPAIRS TO ENGING 1	2,567.85			101 220 4220	400		1010
	168614	02/02/23 6" BRASS EAGLE-HELMET	79.95			101 220 4220	210		1010
		Total for Vendor:	3,729.80						
41165		3466 GALLS, LLC	116.06						
	023259669	01/17/23 ELITE BELT KEEPERS	40.31			101 210 4210	214		1010
	023282229	01/19/23 EVIDENCE TAPE/HANDCUFFS	75.75			101 210 4210	210		1010
		Total for Vendor:	116.06						
41166		5242 GOPHER STATE ONE CALL	41.85						
	3011084	01/31/23 31 LOCATES-JAN. '23	41.85			604 957 4957	437		1010
		Total for Vendor:	41.85						
41167		28 GRAYBAR ELECTRIC	216.51						
	9330578916	01/26/23 2 SENSOR WHITE WALL LTS	216.51			606 516 4516	220		1010
		Total for Vendor:	216.51						
41168		2721 HOFF'S AUTO REPAIR	75.00						
	6191	01/06/23 INSTALL NEW RIM	75.00			606 516 4516	400		1010
		Total for Vendor:	75.00						
41187		5036 HOHENSTEINS INC	135.00						
	577184	01/26/23 BEER	135.00			609 975 4975	252		1010
		Total for Vendor:	135.00						
		*** Claim from another period (12/22) ****							
41169		214 HOUSTON'S GARDEN & GIFT	342.50						
	2171493	11/27/22 4 PORCH POTS	203.99			609 976 4976	343		1010
	2171493	11/27/22 TREE FOR XMAS IN KASSON	138.51			101 510 4510	210		1010
		Total for Vendor:	342.50						
41188		25 JOHNSON BROTHERS LIQUOR CO	3,586.05						
	237629	01/13/23 LIQUOR CREDIT	-156.00			609 975 4975	251		1010
	237629	01/13/23 FREIGHT CREDIT	-0.50			609 975 4975	335		1010
	2226787	01/26/23 LIQUOR	2,292.74			609 975 4975	251		1010



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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	2226787	01/26/23 FREIGHT	45.55			609 975 4975	335		1010
	2226788	01/26/23 WINE	1,362.19			609 975 4975	251		1010
	2226788	01/26/23 FREIGHT	42.07			609 975 4975	335		1010
		Total for Vendor:	3,586.05						
41170		143 MN DEPT OF LABOR & INDUSTRY	10.00						
	ABR0300941	01/28/23 PRESSURE VESSEL REGISTR	10.00			101 522 4522	220		1010
		Total for Vendor:	10.00						
41189		60 NORTHERN BEVERAGE DIST. CO. LL	9,462.15						
	1069022	01/26/23 BEER	4,620.70			609 975 4975	252		1010
	1069022	01/26/23 NA BEVERAGE	17.60			609 975 4975	254		1010
	1069022	01/26/23 FREIGHT	2.00			609 975 4975	335		1010
	1072206	02/02/23 BEER	4,789.60			609 975 4975	252		1010
	1072206	02/02/23 NA BEVERAGE	30.25			609 975 4975	254		1010
	1072206	02/02/23 FREIGHT	2.00			609 975 4975	335		1010
		Total for Vendor:	9,462.15						
41171		5088 ODP BUSINESS SOLUTIONS LLC	34.08						
	2900435500	01/26/23 WASTE BASKET	4.79			101 140 4140	210		1010
	2900449680	01/26/23 ROYER-COMPUTER SPEAKERS	29.29			101 140 4140	210		1010
		Total for Vendor:	34.08						
41190		2876 PAUSTIS WINE COMPANY	547.50						
	191856	01/30/23 WINE	535.00			609 975 4975	251		1010
	191856	01/30/23 FREIGHT	12.50			609 975 4975	335		1010
		Total for Vendor:	547.50						
41172		4919 PEOPLE'S ENERGY COOPERATIVE	71.13						
	2289800	02/06/23 ELECT SERV-CEMETERY 1/1-2/1	30.50			101 518 4518	380		1010
	2289800	02/06/23 ELECT SERV-STR LT-LETH SUBD 1	40.63			101 316 4316	380		1010
		Total for Vendor:	71.13						
41191		23 PHILLIPS WINE & SPIRITS	3,514.15						
	688901	01/13/23 LIQUOR CREDIT	-11.20			609 975 4975	251		1010
	688902	01/13/23 LIQUOR CREDIT	-244.00			609 975 4975	251		1010
	688902	01/13/23 FREIGHT CREDIT	-0.50			609 975 4975	335		1010



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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	6535023	01/26/23 LIQUOR	3,009.15			609 975 4975	251		1010
	6535023	01/26/23 FREIGHT	53.19			609 975 4975	335		1010
	6535024	01/26/23 WINE	682.80			609 975 4975	251		1010
	6535024	01/26/23 FREIGHT	24.71			609 975 4975	335		1010
		Total for Vendor:	3,514.15						
41173		741 RIVERLAND COMMUNITY COLLEGE	2,000.00						
	1136043	01/31/23 SCHILLO-FFI, FFII & HAZMAT	1,500.00			101 220 4220	330		1010
	1127227	01/26/23 KACZMAREK-FIRE INSTRUCT I	500.00			101 220 4220	330		1010
		Total for Vendor:	2,000.00						
41174		6178 SHI INTERNATIONAL CORP	129.00						
	B104117101	01/27/23 9 CELL BATTERY FOR NOTEBOO	129.00			101 210 4210	210		1010
		Total for Vendor:	129.00						
41192		3850 SOUTHERN GLAZER'S OF MN	2,412.56						
	2307238	01/25/23 LIQUOR	1,654.26			609 975 4975	251		1010
	2307238	01/25/23 WINE	36.00			609 975 4975	251		1010
	2307238	01/25/23 FREIGHT	17.05			609 975 4975	335		1010
	2309531	01/31/23 LIQUOR	694.40			609 975 4975	251		1010
	2309531	01/31/23 FREIGHT	10.85			609 975 4975	335		1010
		Total for Vendor:	2,412.56						
		*** Claim from another period (12/22) ****							
41175		3116 STRAIN'S BODY SHOP	4,379.40						
		REPLACES CHECK # 65031. (RETURNED BY VENDOR-IT WAS NOT CASHED WITHIN 90 DAYS)							
	16948	06/24/22 DAMAGES TO '19 DURANGO	3,879.40			101 1151			1010
	16948	06/24/22 DED.-DAMAGES TO '19 DURANGO	500.00			101 210 4210	430		1010
		Total for Vendor:	4,379.40						
41176		79 STREICHER'S	11.99						
	I1613516	01/27/23 KUNZ-UNIFORM NAME TAG	11.99			101 210 4210	214		1010
		Total for Vendor:	11.99						
41177		3236 STUART C IRBY CO	188.80						
	S013365296	01/27/23 GLOVE & SLEEVE TESTING	188.80			604 957 4957	430		1010
		Total for Vendor:	188.80						



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CITY OF KASSON  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41193		6231 SxSE MN BREWING CO.	231.00						
	IN-70106	01/27/23 BEER	231.00			609 975 4975	252		1010
		Total for Vendor:	231.00						
41178		498 TEIGEN PAPER & SUPPLY	59.88						
	94666	01/23/23 TOWELS-ARENA	59.88			606 516 4516	210		1010
		Total for Vendor:	59.88						
41194		6561 THE HOME CITY ICE COMPANY	162.60						
	6709230118	01/31/23 ICE-L.S.	162.60			609 975 4975	257		1010
		Total for Vendor:	162.60						
41179		939 USA BLUEBOOK	1,129.15						
	242593	01/20/23 PRESS GAUGE/SAMP TAP/FLUOR STD	587.15			601 943 4943	210		1010
	242593	01/20/23 PHOSPH TNT/ TNT+ AMMON TESTS/	542.00			602 947 4947	210		1010
		Total for Vendor:	1,129.15						
		*** Claim from another period (12/22) ****							
41180		5035 VALLI INFORMATION SYSTEMS INC	2,208.92						
	86000	12/31/22 UTILITY BILLING MAILING	441.78			601 944 4944	325		1010
	86000	12/31/22 UTILITY BILLING MAILING	441.78			602 949 4949	325		1010
	86000	12/31/22 UTILITY BILLING MAILING	883.58			604 959 4959	325		1010
	86000	12/31/22 UTILITY BILLING MAILING	441.78			605 963 4963	325		1010
		Total for Vendor:	2,208.92						
41181		388 WESCO RECEIVABLES CORP	12,801.25						
	178032	01/25/23 30 CABS	12,801.25			604 957 4957	220		1010
		Total for Vendor:	12,801.25						
41195		2407 WINE MERCHANTS	221.86						
	7413674	01/26/23 WINE	219.96			609 975 4975	251		1010
	7413674	01/26/23 FREIGHT	1.90			609 975 4975	335		1010
		Total for Vendor:	221.86						
		# of Claims	36	Total:	58,476.18	# of Vendors	35		



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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$13,651.54
430 Public Safety Building	
1010 CASH-OPERATING	\$1,700.00
601 Water Fund	
1010 CASH-OPERATING	\$1,303.93
602 Sewer Fund	
1010 CASH-OPERATING	\$1,003.78
604 Electric Fund	
1010 CASH-OPERATING	\$14,335.80
605 Storm Water	
1010 CASH-OPERATING	\$441.78
606 ICE ARENA	
1010 CASH-OPERATING	\$351.39
609 Liquor Fund	
1010 CASH-OPERATING	\$25,687.96
Total:	\$58,476.18



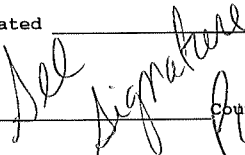
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CITY OF KASSON  
Claim Approval Signature Page  
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CITY OF KASSON  
401 5TH STREET SE  
KASSON, MN 55944-2204

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

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



02/17/23  
11:28:42

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

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41266	E	6558 BPAS	20,007.75						
	02/04/23	TRAPP SICK LEAVE CONVERSION	5,001.94*			601 943 4943	124		1010
	02/04/23	TRAPP SICK LEAVE CONVERSION	2,000.77*			602 948 4948	124		1010
	02/04/23	TRAPP SICK LEAVE CONVERSION	13,005.04*			602 947 4947	124		1010
		Total for Vendor:	20,007.75						
41267	E	34 CITY OF KASSON	29,984.14						
	01/25/23	CITY UTILITIES-C H	397.13			101 194 4194	380		1010
	01/25/23	CITY UTILITIES-P D	379.56			101 210 4210	380		1010
	01/25/23	CITY UTILITIES-STR LTS-LED	448.90			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-STREET LTS	31.96			101 310 4310	380		1010
	01/25/23	CITY UTILITIES-F D	260.81			101 220 4220	380		1010
	01/25/23	CITY UTILITIES-MAIN STR LTS	653.11			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-MANT AV STR LTS	194.47			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-STREET LTS	3,283.18			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-K.A.C.-HIGH FLO	88.11			101 514 4514	380		1010
	01/25/23	CITY UTILITIES-K.A.C.-LOW FLOW	56.61			101 514 4514	380		1010
	01/25/23	CITY UTILITIES-N2 BALL PARK LT	61.80			101 517 4517	380		1010
	01/25/23	CITY UTILITIES-NO. PARK #3	90.23			101 517 4517	380		1010
	01/25/23	CITY UTILITIES-NO. PARK MAINT	126.96			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-E SHELTER-VETS	40.14			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-NO. PARK CONCES	29.36			101 517 4517	380		1010
	01/25/23	CITY UTILITIES-VETS PARK ATHL	29.36			101 517 4517	380		1010
	01/25/23	CITY UTILITIES-NE YOUTH BALL F	29.36			101 517 4517	380		1010
	01/25/23	CITY UTILITIES-W SHELTER-VETS	34.09			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-NO. PARK #1	87.87			101 310 4310	380		1010
	01/25/23	CITY UTILITIES-WELL #4	2,457.96			601 941 4941	380		1010
	01/25/23	CITY UTILITIES-WELL #2	2,199.94			601 941 4941	380		1010
	01/25/23	CITY UTILITIES-WELL #3	106.70			601 941 4941	380		1010
	01/25/23	CITY UTILITIES-WELL #5	1,745.69			601 941 4941	380		1010
	01/25/23	CITY UTILITIES-8 AV WATER TOWE	412.78			601 941 4941	380		1010
	01/25/23	CITY UTILITIES-LITTLES LIFT ST	96.89			602 948 4948	380		1010
	01/25/23	CITY UTILITIES-L.S.	853.24			609 979 4979	380		1010
	01/25/23	CITY UTILITIES-NO. PARK #4	29.36			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-WWTP-WA/SE	2,046.21			602 947 4947	380		1010
	01/25/23	CITY UTILITIES-WWTP-ELECTRIC	6,312.50			602 947 4947	381		1010



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CITY OF KASSON  
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	01/25/23	CITY UTILITIES-WWTP-BASEMENT	69.41			602 947 4947	380		1010
	01/25/23	CITY UTILITIES-WWTP-GARAGE	20.61			602 947 4947	380		1010
	01/25/23	CITY UTILITIES-NO. PARK #2	34.57			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-OLD WATER TOWER	66.91			101 526 4526	430		1010
	01/25/23	CITY UTILITIES-D C AMBULANCE S	128.25			101 417 4417	380		1010
	01/25/23	CITY UTILITIES-P.W.B. 1/2	530.52			101 310 4310	380		1010
	01/25/23	CITY UTILITIES-P.W.B. 1/2	530.52			604 957 4957	380		1010
	01/25/23	SALES TAX-ELECT	31.77			604 957 4957	380		1010
	01/25/23	SALES TAX-ELECT	-31.77			604 2025			1010
	01/25/23	D C TRANSIT TAX-ELECT	2.31			604 957 4957	380		1010
	01/25/23	D C TRANSIT TAX-ELECT	-2.31			604 2026			1010
	01/25/23	SALES TAX-WA	1.09			604 957 4957	380		1010
	01/25/23	SALES TAX-WA	-1.09			604 2025			1010
	01/25/23	D C TRANSIT TAX-WA	0.08			604 957 4957	380		1010
	01/25/23	D C TRANSIT TAX-WA	-0.08			604 2026			1010
	01/25/23	CITY UTILITIES-D C ICE ARENA	4,268.67			606 516 4516	380		1010
	01/25/23	CITY UTILITIES-ELECTRONIC SIGN	36.70			101 111 4111	430		1010
	01/25/23	CITY UTILITIES-PARK & RIDE LOT	80.76			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-16 ST-E OF BRID	422.61			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-16 ST-CENTER	152.31			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-16 ST-W OF BRID	90.36			101 316 4316	380		1010
	01/25/23	CITY UTILITIES-LIBRARY	860.51			211 550 4550	380		1010
	01/25/23	CITY UTILITIES-LIONS PARK SHEL	43.93			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-MEADOWLAND SHEL	33.86			101 522 4522	380		1010
	01/25/23	CITY UTILITIES-VETS PARK PRKG	29.36			101 522 4522	380		1010
		Total for Vendor:	29,984.14						
41269	E	108 MN DEPARTMENT OF REVENUE	21,606.00						
	02/13/23	JAN.-UTILITIES SALES TAX	329.00			601 2025			1010
	02/13/23	JAN.-UTILITIES SALES TAX	19,558.00			604 2025			1010
	02/13/23	JAN.-UTILITIES SALES TAX ADJ	-2.00			601 2025			1010
	02/13/23	JAN.-UTILITIES SALES TAX ADJ	-4.00			604 2025			1010
	02/13/23	JAN-SALES TAX PAYABLE	18.00			101 2025			1010
	02/13/23	JAN-SALES TAX PAYABLE	1.00			211 2025			1010
	02/13/23	JAN-SALES TAX PAYABLE	29.00			604 2025			1010
	02/13/23	JAN.-USE TAX PAYABLE	212.00			604 2025			1010
	02/13/23	JAN.-USE TAX PAYABLE	33.00			609 2025			1010



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		02/13/23 JAN.-UTILITIES D C TRANSIT TAX	23.00			601 2026			1010
		02/13/23 JAN.-UTILITIES D C TRANSIT TAX	1,388.00			604 2026			1010
		02/13/23 JAN.-D C TRANSIT TAX PAYABLE	1.00			101 2026			1010
		02/13/23 JAN.-D C TRANSIT TAX PAYABLE	2.00			604 2026			1010
		02/13/23 JAN.-D C TRANSIT TAX PAYABLE	1.00			211 2026			1010
		02/13/23 JAN.-D C TRANSIT USE TAX	15.00			604 2026			1010
		02/13/23 JAN.-D C TRANSIT USE TAX	2.00			609 2026			1010
		Total for Vendor:	21,606.00						
41270	E	973 MN DEPT OF REVENUE	11,030.00						
		02/13/23 JAN.-L.S. SALES TAX	10,469.00			609 2025			1010
		02/13/23 JAN.-L.S. D.C. TRANS TAX	561.00			609 2026			1010
		Total for Vendor:	11,030.00						
41274		6560 NAKEIA, PAM	275.20						
		0101-00 02/16/23 REFUND OVERPAY ON ACCT	275.20			604 2212			1010
		Total for Vendor:	275.20						
41271	E	2006 SEMCAC	149.51						
		1402-10 01/26/23 REFUND OVERPAY ON ACCT-SCHULT	149.51			604 2212			1010
		Total for Vendor:	149.51						
		*** Claim from another period (12/22) ****							
41272	E	6531 WEX HEALTH INC	108.50						
		1663365 01/25/23 DEC.-PARTICIPANT FEES	108.50			101 140 4140 440			1010
		Total for Vendor:	108.50						
		# of Claims	7	Total:	83,161.10	# of Vendors	1		
		Total Electronic Claims			82,885.90				
		Total Non-Electronic Claims			275.20				



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Claim from Another Period Cancelled in this Period  
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Cancelled in 2/23 ****      *** Claim from another period ( 7/22) ****								
39486		3116 STRAIN'S BODY SHOP	4,379.40					
	16948	06/24/22 DAMAGE TO '19 DURANGO #8489	3,879.40			101      1151		1010
	16948	06/24/22 DED.-DAMAGE TO '19 DURANGO #84	500.00			101 210      4210      430		1010
# of Claims			1	Total:				4,379.40



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CITY OF KASSON  
Fund Summary for Claims  
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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$3,750.61 + 4379.40 8/30.01
211 Library Fund	
1010 CASH-OPERATING	\$862.51
601 Water Fund	
1010 CASH-OPERATING	\$12,275.01
602 Sewer Fund	
1010 CASH-OPERATING	\$23,551.43
604 Electric Fund	
1010 CASH-OPERATING	\$22,155.23
606 ICE ARENA	
1010 CASH-OPERATING	\$4,268.67
609 Liquor Fund	
1010 CASH-OPERATING	\$11,918.24
Total:	\$78,781.70 + 4379.40 \$83161.10



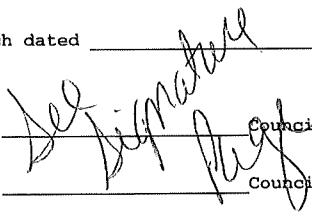
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CITY OF KASSON  
Claim Approval Signature Page  
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CITY OF KASSON  
401 5TH STREET SE  
KASSON, MN 55944-2204

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

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



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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41282		2527 ALEX AIR APPARATUS INC	846.14						
	6492	02/10/23 ANN'L A.C. CHECK-COMPRESSOR	846.14			101 220 4220	400		1010
		Total for Vendor:	846.14						
41283		5446 ANCOM TECHNICAL CENTER INC	142.26						
	112836	01/26/23 PAGER REPAIR	142.26			101 220 4220	400		1010
		Total for Vendor:	142.26						
41241		5049 ARTISAN BEER COMPANY	60.00						
	3584918	02/02/23 BEER	60.00			609 975 4975	252		1010
		Total for Vendor:	60.00						
41242		1012 BELLBOY CORPORATION	1,392.15						
	98381000	02/09/23 LIQUOR	1,368.15			609 975 4975	251		1010
	98381000	02/09/23 FREIGHT	24.00			609 975 4975	335		1010
		Total for Vendor:	1,392.15						
41234		6573 BLAGOYEVICH, SLAVKO	107.23						
	1411-07	01/26/23 RL MTR DEP REFUND AFT APPL TO	107.23			604 2212			1010
		Total for Vendor:	107.23						
		*** Claim from another period (12/22) ****							
41284		4708 BOUND TREE MEDICAL LLC	652.60						
	84787819	12/08/22 MEDICAL SUPPLIES	634.02			101 220 4220	209		1010
	84787820	12/08/22 MEDICAL SUPPLIES	18.58			101 220 4220	209		1010
		Total for Vendor:	652.60						
41243		5239 BREAKTHRU BEVERAGE MN WINE &	2,999.70						
	347616351	02/01/23 LIQUOR	2,081.46			609 975 4975	251		1010
	347616351	02/01/23 FREIGHT	29.70			609 975 4975	335		1010
	347705069	02/08/23 LIQUOR	729.95			609 975 4975	251		1010
	347705069	02/08/23 WINE	148.00			609 975 4975	251		1010
	347705069	02/08/23 FREIGHT	10.59			609 975 4975	335		1010
		Total for Vendor:	2,999.70						



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41197		2410 CENTRAL MUNICIPAL POWER AGCY	235,000.84						
	7436 01/31/23	CMPA DUES-JAN.	1,500.00			604 959 4959	334		1010
	7436 01/31/23	FEES FOR SERVICES	1,394.21			604 959 4959	430		1010
	7436 01/31/23	PURCH'D POWER	139,720.87			604 956 4956	381		1010
	7436 01/31/23	PURCH'D POWER-TRANSMISSION	42,707.03			604 956 4956	381		1010
	7436 01/31/23	CAPACITY PURCHASED-JAN.	47,994.43			604 956 4956	381		1010
	7436 01/31/23	CIP MONTHLY ASSMNT-JAN.	1,684.30			604 959 4959	429		1010
		Total for Vendor:	235,000.84						
41255		6270 CHAOTIC GOOD BREWING	2,000.00						
	02/14/23	BUS. FACADE IMPROV. GRANT	2,000.00			290 650 4650	414		1010
		Total for Vendor:	2,000.00						
41244		5667 CINTAS	185.70						
	4145879625 02/08/23	MATS-L.S.	92.85			609 979 4979	410		1010
	4145184497 02/01/23	MATS-L.S.	92.85			609 979 4979	410		1010
		Total for Vendor:	185.70						
41199		6417 COOPERATIVE RESPONSE CENTER INC	813.23						
	0147610 01/31/23	JAN. '23 DISPATCH FEES	813.23			604 957 4957	444		1010
		Total for Vendor:	813.23						
41285		6581 DODGE CO. EMERGENCY MANAGEMENT	390.00						
	30842206 01/23/23	30 ACTIVE 911 ACCOUNTS	390.00			101 220 4220	210		1010
		Total for Vendor:	390.00						
41256		232 DODGE COUNTY HIGHWAY DEPT	3,866.76						
	492 01/31/23	SALT & SAND MIX	3,866.76			101 312 4312	220		1010
		Total for Vendor:	3,866.76						
41200		5156 DODGE COUNTY INDEPENDENT/DODGE	760.75						
	15417 02/02/23	2023 BUDGET SUMMARY	186.30			101 153 4153	351		1010
	15423 02/02/23	P C HEARING NOTICE	62.10			101 191 4191	351		1010
	15480 02/09/23	AD FOR BIDS-16TH ST ROUNDABOUT	512.35*			424 311 4311	430		1010
		Total for Vendor:	760.75						



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41235		6574 DWELL EQUITIES LLC	88.32						
	0161-05	01/26/23 REFUND OVERPAY ON ACCT	88.32			604 2212			1010
		Total for Vendor:	88.32						
41201		2070 EARL'S SMALL ENGINE REPAIR INC	46.00						
	#HELD 02/07/23	BAR OIL (2)	46.00			101 524 4524	210		1010
		Total for Vendor:	46.00						
		*** Claim from another period (12/22) ****							
41202		5456 FRANKE, ROGER	100.40						
	02/09/23	2022 E.A.B. TRMNT REIMB'D	100.40			101 524 4524	444		1010
		Total for Vendor:	100.40						
41236		6575 GERDTS, LISA	185.98						
	1879-07	01/26/23 RL/WA MTR DEP REFUND AFT APPL	185.98			604 2212			1010
		Total for Vendor:	185.98						
41237		6576 GODEEN, KATHERINE	66.99						
	0071-04	01/26/23 RL MTR DEP REFUND AFT APPL TO	66.99			604 2212			1010
		Total for Vendor:	66.99						
41245		5036 HOHENSTEINS INC	126.00						
	580688	02/09/23 BEER	126.00			609 975 4975	252		1010
		Total for Vendor:	126.00						
41203		2462 HOISINGTON KOEGLER GROUP INC	2,781.25						
	019-041-39	02/08/23 PLANNING SERVICES-JAN.	416.25			101 191 4191	440		1010
	019-041-39	02/08/23 P & Z MTGS	878.75			101 191 4191	440		1010
	019-041-39	02/08/23 COMPREHENSIVE PLAN AMENDME	1,486.25			101 191 4191	440		1010
		*** Claim from another period (12/22) ****							
41279		2462 HOISINGTON KOEGLER GROUP INC	3,767.50						
	019-041-38	01/09/23 PLANNING SERVICES-DEC.	1,387.50			101 191 4191	440		1010
	019-041-38	01/09/23 P & Z MTGS	1,480.00			101 191 4191	440		1010
	019-041-38	01/09/23 COMPREHENSIVE PLAN AMENDME	900.00			101 191 4191	440		1010
		Total for Vendor:	6,548.75						



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41204		5064 HOMETOWN HAULERS LLC	1,410.00						
	7898 02/01/23	FEB. GARBAGE-C H	35.75			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-LIBRARY	57.75			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-WWTP	217.50			602 947 4947	430		1010
	7898 02/01/23	FEB. GARBAGE-SHOP	227.00			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-F D	108.75			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-L S	75.00			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-PARKS	522.00			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-P D	35.75			101 323 4323	430		1010
	7898 02/01/23	FEB. GARBAGE-ARENA	130.50			606 516 4516	430		1010
		Total for Vendor:	1,410.00						
41276		6099 IBISCH, TIMOTHY	258.30						
	02/16/23	MILES-CMPAS MTG 1/18	121.31*			604 959 4959	332		1010
	02/16/23	MILES-FIREFIGHTER BANQUET	30.92			101 140 4140	332		1010
	02/16/23	MILES-TO STATE CAPITOL	92.62			101 140 4140	332		1010
	02/16/23	MEAL/MILES-D C COUNCIL OF GOVT	13.45			101 140 4140	332		1010
		Total for Vendor:	258.30						
41205		6282 ICS	46,476.64						
	9369 01/31/23	PROF SERV FEE-L.S. RENOVATION	46,476.64			609 1650			1010
		Total for Vendor:	46,476.64						
41246		25 JOHNSON BROTHERS LIQUOR CO	6,334.80						
	2231416 02/02/23	LIQUOR	1,574.92			609 975 4975	251		1010
	2231416 02/02/23	FREIGHT	30.40			609 975 4975	335		1010
	2231417 02/02/23	WINE	330.15			609 975 4975	251		1010
	2231417 02/02/23	FREIGHT	9.51			609 975 4975	335		1010
	2235729 02/09/23	LIQUOR	2,612.84			609 975 4975	251		1010
	2235729 02/09/23	FREIGHT	64.61			609 975 4975	335		1010
	2235730 02/09/23	WINE	1,668.67			609 975 4975	251		1010
	2235730 02/09/23	FREIGHT	43.70			609 975 4975	335		1010
		Total for Vendor:	6,334.80						



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41206		35 KASSON HARDWARE HANK	675.67						
	01/31/23	R&M SUPPLIES-STREETS	104.95			101 310 4310	220		1010
	01/31/23	OPER SUPPLIES-P D	6.79			101 210 4210	210		1010
	01/31/23	R&M SUPPLIES-PARKS	3.96			101 522 4522	220		1010
	01/31/23	R&M SUPPLIES-F D	80.47			101 220 4220	220		1010
	01/31/23	R&M SUPPLIES-SHOP	12.99			604 957 4957	220		1010
	01/31/23	SALES TAX	0.89			604 957 4957	220		1010
	01/31/23	SALES TAX	-0.89			604 2025			1010
	01/31/23	D C TRANSIT TAX	0.06			604 957 4957	220		1010
	01/31/23	D C TRANSIT TAX	-0.06			604 2026			1010
	01/31/23	R&M SUPPLIES-WATER	83.88			601 943 4943	220		1010
	01/31/23	OPER SUPPLIES-L.S.	87.38			609 978 4978	210		1010
	01/31/23	SALES TAX	6.01			609 978 4978	210		1010
	01/31/23	SALES TAX	-6.01			609 2025			1010
	01/31/23	D C TRANSIT TAX	0.44			609 978 4978	210		1010
	01/31/23	D C TRANSIT TAX	-0.44			609 2026			1010
	01/31/23	OPER SUPPLIES-WATER	155.86			601 943 4943	210		1010
	01/31/23	R&M SUPPLIES-WWTP OPERATIONS	24.98			602 947 4947	220		1010
	01/31/23	OPER SUPPLIES-WWTP OPERATIONS	13.99			602 947 4947	210		1010
	01/31/23	C H OPER SUPPLIES	31.47			101 194 4194	210		1010
	01/31/23	R&M SUPPLIES-ARENA	68.95			606 516 4516	220		1010
		Total for Vendor:	675.67						
41247		6342 KINNEY CREEK BREWERY	280.00						
	IN-173 02/02/23	BEER	70.00			609 975 4975	252		1010
	IN-197 02/08/23	BEER	210.00			609 975 4975	252		1010
		Total for Vendor:	280.00						
41248		5775 KOMETS DRAMA BOOSTERS INC	1,000.00						
	02/01/23	LIQUOR STORE AD SPONSOR	1,000.00			609 976 4976	343		1010
		Total for Vendor:	1,000.00						
41264		157 LEAGUE OF MINNESOTA CITIES	86.20						
	375310 01/17/23 1	ADOBE ACROBAT PRO RENEWAL	86.20			101 140 4140	210		1010
		Total for Vendor:	86.20						



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*** Claim from another period (12/22) ***									
41207		3890 LETH ELECTRIC INC	600.00						
	7764	01/30/23 WIRE L.S. OUTLET FOR XMAS TREE	600.00			101 522 4522	400		1010
		Total for Vendor:	600.00						
41262		199 LMC INS TRUST P&C	63,386.00						
premiums will be split by fund									
	01/18/23	1ST QTR INS-CMC 1001158-7	63,386.00*			101 140 4140	360		1010
		Total for Vendor:	63,386.00						
41208		2617 MENARDS-ROCHESTER NORTH	138.63						
	18458	02/01/23 TOOL BAG/TOOLS	162.25			601 943 4943	240		1010
		07/18/22 REBATE	-21.99			101 522 4522	220		1010
		10/17/22 REBATE	-31.49			101 522 4522	220		1010
		07/12/22 REBATE	-55.00			602 947 4947	240		1010
	18459	02/01/23 LUMBER/HDWE-C H OFFICE RENOVAT	84.86			101 140 4140	210		1010
		Total for Vendor:	138.63						
41209		2478 MENARDS-ROCHESTER SOUTH	129.90						
	65547	02/03/23 FURN FILTERS	79.92			101 194 4194	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			101 310 4310	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			101 312 4312	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			101 517 4517	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			601 943 4943	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			602 948 4948	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			604 957 4957	220		1010
	65547	02/03/23 2 HEATERS-P.W.B.	7.14			605 963 4963	220		1010
	65547	02/03/23 SALES TAX	0.49			604 957 4957	220		1010
	65547	02/03/23 SALES TAX	-0.49			604 2025			1010
	65547	02/03/23 D C TRANSIT TAX	0.04			604 957 4957	220		1010
	65547	02/03/23 D C TRANSIT TAX	-0.04			604 2026			1010
		Total for Vendor:	129.90						
41210		4636 METERING & TECHNOLOGY SOLUTIONS	22,311.97						
	INV1531	01/27/23 METER PARTS	271.13			601 943 4943	260		1010
	INV1531	01/27/23 METER PARTS	271.14			602 948 4948	260		1010
	INV1536	01/27/23 120 METERS	6,046.20			601 943 4943	260		1010



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	INV1536	01/27/23 120 METERS	6,046.20			602 948 4948	260		1010
	INV1636	02/03/23 96 METERS	4,838.65			601 943 4943	260		1010
	INV1636	02/03/23 96 METERS	4,838.65			602 948 4948	260		1010
		Total for Vendor:	22,311.97						
41211		89 METRO SALES INC	565.04						
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			101 140 4140	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			101 310 4310	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			101 191 4191	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			101 517 4517	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			290 650 4650	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.66			601 944 4944	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.66			602 949 4949	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.66			604 959 4959	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.66			605 963 4963	210		1010
	2223306	02/13/23 QTRLY MAINT-B&W 2/13-5/12/23	24.67			609 976 4976	430		1010
	2223306	02/13/23 SALES TAX	1.70			604 959 4959	210		1010
	2223306	02/13/23 SALES TAX	-1.70			604 2025			1010
	2223306	02/13/23 D C TRANSIT TAX	0.12			604 959 4959	210		1010
	2223306	02/13/23 D C TRANSIT TAX	-0.12			604 2026			1010
	2223306	02/13/23 SALES TAX	1.70			609 976 4976	430		1010
	2223306	02/13/23 SALES TAX	-1.70			609 2025			1010
	2223306	02/13/23 D C TRANSIT TAX	0.12			609 976 4976	430		1010
	2223306	02/13/23 D C TRANSIT TAX	-0.12			609 2026			1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.27			101 140 4140	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			101 310 4310	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			101 191 4191	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			101 517 4517	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			290 650 4650	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			601 944 4944	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			602 949 4949	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			604 959 4959	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			605 963 4963	210		1010
	2223306	02/13/23 QTRLY MAINT-CLR 2/13-5/12/23	22.29			609 976 4976	430		1010
	2223306	02/13/23 SALES TAX	1.53			604 959 4959	210		1010
	2223306	02/13/23 SALES TAX	-1.53			604 2025			1010
	2223306	02/13/23 D C TRANSIT TAX	0.11			604 959 4959	210		1010



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	2223306	02/13/23 D C TRANSIT TAX	-0.11			604 2026			1010
	2223306	02/13/23 SALES TAX	1.53			609 976 4976	430		1010
	2223306	02/13/23 SALES TAX	-1.53			609 2025			1010
	2223306	02/13/23 D C TRANSIT TAX	0.11			609 976 4976	430		1010
	2223306	02/13/23 D C TRANSIT TAX	-0.11			609 2026			1010
	2221113	02/09/23 BLACK INK CARTR-MP 300	47.75			101 140 4140	210		1010
	2221113	02/09/23 BLACK INK CARTR-MP 300	9.55			601 944 4944	210		1010
	2221113	02/09/23 BLACK INK CARTR-MP 300	9.55			602 949 4949	210		1010
	2221113	02/09/23 BLACK INK CARTR-MP 300	19.10			604 959 4959	210		1010
	2221113	02/09/23 BLACK INK CARTR-MP 300	9.55			605 963 4963	210		1010
	2221113	02/09/23 SALES TAX	1.31			604 959 4959	210		1010
	2221113	02/09/23 SALES TAX	-1.31			604 2025			1010
	2221113	02/09/23 D C TRANSIT TAX	0.10			604 959 4959	210		1010
	2221113	02/09/23 D C TRANSIT TAX	-0.10			604 2026			1010
		Total for Vendor:	565.04						
41212		2136 MINNESOTA AWWA	170.00						
	200006948	02/13/23 ULVE-SE SPRING WATER OPER S	170.00			601 944 4944	333		1010
		Total for Vendor:	170.00						
41213		729 MN DEPT OF PUBLIC SAFETY	400.00						
	129297	02/07/23 HAZ MAT RESPONSE-K.A.C.	75.00			101 514 4514	430		1010
	129297	02/07/23 HAZ CHEM INVENTORY-K.A.C.	25.00			101 514 4514	430		1010
	129353	02/08/23 HAZ MAT RESPONSE-WELL 2	75.00			601 943 4943	430		1010
	129353	02/08/23 HAZ CHEM INVENTORY-WELL 2	25.00			601 943 4943	430		1010
	129359	02/08/23 HAZ MAT RESPONSE-WELL 4	75.00			601 943 4943	430		1010
	129359	02/08/23 HAZ CHEM INVENTORY-WELL 4	25.00			601 943 4943	430		1010
	129361	02/08/23 HAZ MAT RESPONSE-WELL 5	75.00			601 943 4943	430		1010
	129361	02/08/23 HAZ CHEM INVENTORY-WELL 5	25.00			601 943 4943	430		1010
		Total for Vendor:	400.00						
41214		2344 MN VALLEY TESTING LABORATORIES	503.00						
	1184721	02/03/23 SUSP SOLIDS/MERC TESTING	503.00			602 947 4947	440		1010
		Total for Vendor:	503.00						



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41215		226 MN WASTEWATER OPERATORS ASSN	75.00						
	01/26/23	BRADFORD-'23 & '24 DUES	25.00			602 947 4947	334		1010
	01/26/23	ULVE-'23 & '24 DUES	25.00			602 947 4947	334		1010
	01/26/23	THOE-'23 & '24 DUES	25.00			602 947 4947	334		1010
		Total for Vendor:	75.00						
41216		4685 MOTOROLA SOLUTIONS INC	690.00						
	8281569122 02/09/23	2 HI-FI MICROPHONE TRANSMI	690.00			101 210 4210	240		1010
		Total for Vendor:	690.00						
41217		6570 MOYER, CHRIS	174.99						
	02/08/23	SAFETY BOOT REIMBURSEMENT	174.99			101 920 4920	430		1010
		Total for Vendor:	174.99						
41280		2696 NELSON ELECTRIC MOTOR REPAIR INC	1,516.00						
	2335 02/08/23	REPAIR LIFT PUMP-NW LIFT STAT	1,516.00			602 948 4948	400		1010
		Total for Vendor:	1,516.00						
41249		60 NORTHERN BEVERAGE DIST. CO. LL	3,597.00						
	1075530 02/09/23	BEER	3,595.00			609 975 4975	252		1010
	1075530 02/09/23	FREIGHT	2.00			609 975 4975	335		1010
		Total for Vendor:	3,597.00						
41218		983 OLMSTED MEDICAL CENTER	166.00						
	02/01/23	1 DRUG TEST	39.00			101 920 4920	433		1010
	02/01/23	1 DRUG TEST	19.50			601 943 4943	433		1010
	02/01/23	1 DRUG TEST	19.50			602 948 4948	433		1010
	02/01/23	1 DRUG TEST	88.00			604 957 4957	433		1010
		Total for Vendor:	166.00						
41286		4050 ON SCENE TAGS	36.50						
	2392 02/03/23	4 ENGRAVED PLASTIC TAGS	36.50			101 220 4220	210		1010
		Total for Vendor:	36.50						



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41219		6327 PEC SOLUTIONS	440.00						
		S000083150 02/09/23 MOVE SEC. CAMERA @ C H	440.00			604 957 4957	400		1010
		Total for Vendor:	440.00						
41250		23 PHILLIPS WINE & SPIRITS	4,998.43						
		6538566 02/02/23 LIQUOR	1,780.04			609 975 4975	251		1010
		6538566 02/02/23 FREIGHT	24.73			609 975 4975	335		1010
		6538567 02/02/23 WINE	479.47			609 975 4975	251		1010
		6538567 02/02/23 FREIGHT	15.20			609 975 4975	335		1010
		6538568 02/02/23 NA BEVERAGE	725.80			609 975 4975	254		1010
		6538568 02/02/23 FREIGHT	23.76			609 975 4975	335		1010
		6542008 02/09/23 LIQUOR	791.69			609 975 4975	251		1010
		6542008 02/09/23 FREIGHT	8.56			609 975 4975	335		1010
		6542009 02/09/23 WINE	1,108.30			609 975 4975	251		1010
		6542009 02/09/23 FREIGHT	40.88			609 975 4975	335		1010
		Total for Vendor:	4,998.43						
41220		2538 PONTEM SOFTWARE BY RIA	1,150.00						
		11752 02/01/23 CEMETERY SOFTWARE TO 3/1/24	1,150.00			101 518 4518	370		1010
		Total for Vendor:	1,150.00						
41222		4037 PREFERRED HEATING & COOLING LLC	895.00						
		6204 01/31/23 HEATER REPAIRS-WWTP	618.00			602 947 4947	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			101 310 4310	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			101 312 4312	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			101 517 4517	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			601 943 4943	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			602 948 4948	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.57			604 957 4957	400		1010
		27720-1 02/07/23 HEATER REPAIRS-P.W.B.	39.58			605 963 4963	400		1010
		27720-1 02/07/23 SALES TAX	2.72			604 957 4957	400		1010
		27720-1 02/07/23 SALES TAX	-2.72			604 2025			1010
		27720-1 02/07/23 D C TRANSIT TAX	0.20			604 957 4957	400		1010
		27720-1 02/07/23 D C TRANSIT TAX	-0.20			604 2026			1010
		Total for Vendor:	895.00						



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41223		396 PROLINE DIST. INC.	41.20						
	INV48173	01/30/23 FLAT WASHERS	41.20			101 310 4310	220		1010
		Total for Vendor:	41.20						
		*** Claim from another period (12/22) ****							
41257		4107 PULVER MOTOR SERVICE LLC	523.83						
	23-3696457	12/19/22 TOW '07 DUMP TRUCK	523.83			101 312 4312	400		1010
		Total for Vendor:	523.83						
41224		780 RAPPE, LINDA	41.86						
	02/13/23	ROLL TOWELS/ T PAPER	41.86			101 140 4140	210		1010
		Total for Vendor:	41.86						
41225		2005 RESERVE ACCOUNT	500.00						
	22870844-2	01/01/23 POSTAGE METER REFILL	150.00			101 140 4140	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	15.00			101 210 4210	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	15.00*			101 310 4310	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	15.00			101 510 4510	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	10.00			211 550 4550	210		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	15.00			290 650 4650	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	20.00			601 944 4944	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	20.00			602 949 4949	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	100.00			604 959 4959	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	15.00			605 963 4963	325		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	10.00			606 516 4516	210		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	100.00			609 976 4976	210		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	10.00			101 518 4518	210		1010
	22870844-2	01/01/23 POSTAGE METER REFILL	5.00			101 220 4220	210		1010
		Total for Vendor:	500.00						
41226		6571 ROYER, JESSICA	226.76						
	02/09/23	MILES-EHLERS FINANCE SEMINAR	226.76			101 140 4140	333		1010
		Total for Vendor:	226.76						



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41227		6572 SANCO EQUIPMENT	732.32						
	PS2022770-	02/07/23 EDGE CUTTING BOLT ON	365.27			101 312 4312	220		1010
	PS2022797-	02/07/23 8 PIN MACHINE WIRE	367.05			101 312 4312	220		1010
		Total for Vendor:	732.32						
41251		63 SCHOTT DIST CO INC	9,391.75						
	505068	02/02/23 BEER	3,072.60			609 975 4975	252		1010
	505068	02/02/23 NA BEVERAGE	32.20			609 975 4975	254		1010
	506094	02/09/23 LIQUOR	169.60			609 975 4975	251		1010
	356490	02/09/23 BEER	6,057.35			609 975 4975	252		1010
	356490	02/09/23 NA BEVERAGE	60.00			609 975 4975	254		1010
		Total for Vendor:	9,391.75						
41238		6577 SCHULTZ, MARLYS	115.38						
	1402-10	01/26/23 RL MTR DEP REFUND	115.38			604 2212			1010
		Total for Vendor:	115.38						
41239		6578 SHELTON, ESTHALENE	79.82						
	1010-09	01/26/23 RL/WA MTR DEP REFUND AFT APPL	79.82			604 2212			1010
		Total for Vendor:	79.82						
41252		3850 SOUTHERN GLAZER'S OF MN	1,041.26						
	2311862	02/08/23 LIQUOR	1,028.86			609 975 4975	251		1010
	2311862	02/08/23 FREIGHT	12.40			609 975 4975	335		1010
		Total for Vendor:	1,041.26						
		*** Claim from another period (12/22) ****							
41277		6580 STEVENS SUPPLY COMPANY	16.78						
	7308	12/22/22 CAM W) SHANK FOR MUDSUCKER	16.78			602 948 4948	210		1010
		Total for Vendor:	16.78						
41258		6579 TAMMY'S PLACE	2,000.00						
	02/14/23	BUS. FACADE IMPROV. GRANT	2,000.00			290 650 4650	414		1010
		Total for Vendor:	2,000.00						



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41287		5878 TARGET SOLUTIONS LEARNING LLC	3,400.10						
	INV66329	02/28/23 PREMIER MEMBERSHIP	3,005.10			101 220 4220	330		1010
	INV66329	02/28/23 MAINTENANCE FEES	395.00			101 220 4220	330		1010
		Total for Vendor:	3,400.10						
41228		204 THATCHER POOLS & SPAS INC	1,300.00						
	02/01/23	CARSTENSEN-CERT POOL OPER CLAS	325.00*			101 514 4514	333		1010
	02/01/23	M RAPPE-CERT POOL OPER CLASS	325.00*			101 514 4514	333		1010
	02/01/23	JENSEN-CERT POOL OPER CLASS	325.00*			101 514 4514	333		1010
	02/01/23	MOYER-CERT POOL OPER CLASS	325.00*			101 514 4514	333		1010
		Total for Vendor:	1,300.00						
41229		123 THRONDSOIL OIL & LP GAS CO	2,646.80						
	378815	01/30/23 P. DIESEL/ #1 DIESEL	1,058.72			101 310 4310	210		1010
	378815	01/30/23 P. DIESEL/ #1 DIESEL	1,058.72			101 312 4312	210		1010
	378815	01/30/23 P. DIESEL/ #1 DIESEL	132.34			601 943 4943	210		1010
	378815	01/30/23 P. DIESEL/ #1 DIESEL	132.34			602 948 4948	210		1010
	378815	01/30/23 P. DIESEL/ #1 DIESEL	132.34			604 957 4957	210		1010
	378815	01/30/23 P. DIESEL/ #1 DIESEL	132.34			605 963 4963	210		1010
	378815	01/30/23 SALES TAX	9.10			604 957 4957	210		1010
	378815	01/30/23 SALES TAX	-9.10			604 2025			1010
	378815	01/30/23 D C TRANSIT TAX	0.66			604 957 4957	210		1010
	378815	01/30/23 D C TRANSIT TAX	-0.66			604 2026			1010
		Total for Vendor:	2,646.80						
41259		3430 U.S. ICE RINK ASSOCIATION	75.00						
	1948	02/14/23 HOWARTH- '23-'24 MEMBERSHIP	75.00			606 516 4516	334		1010
		Total for Vendor:	75.00						
		*** Claim from another period (12/22) ****							
41288		4108 ULTIMATE SAFETY CONCEPTS INC	412.00						
	203202	12/21/22 SENSOR MODULE/CRADLE	412.00			101 220 4220	220		1010
		Total for Vendor:	412.00						



02/17/23  
11:32:27

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/23  
For Pay Date: 02/23/23

Page: 14 of 17  
Report ID: AP100V

For Pay Date = 02/23/23

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41230		71 UTILITY CONSULTANTS INC	3,944.03						
	115125	01/31/23 TOTAL COLIFORM	258.72			601 943 4943	440		1010
	115125	01/31/23 CBOD/TSS/TOTAL PHOSPH/AMMONIA	3,258.23			602 947 4947	440		1010
	115125	01/31/23 MANTORVILLE TESTING	427.08			602 947 4947	440		1010
		Total for Vendor:	3,944.03						
41260		5035 VALLI INFORMATION SYSTEMS INC	2,238.65						
	86552	01/31/23 UTILITY BILLING MAILING	447.73			601 944 4944	325		1010
	86552	01/31/23 UTILITY BILLING MAILING	447.73			602 949 4949	325		1010
	86552	01/31/23 UTILITY BILLING MAILING	895.46			604 959 4959	325		1010
	86552	01/31/23 UTILITY BILLING MAILING	447.73			605 963 4963	325		1010
		Total for Vendor:	2,238.65						
41231		5497 VOSEN, DAVID	40.00						
		02/10/23 VOSEN-MWOA SE SECTION MTG	20.00			602 947 4947	333		1010
		02/10/23 ULVE-MWOA SE SECTION MTG	20.00			602 947 4947	333		1010
		Total for Vendor:	40.00						
41232		637 WEBER, LETH & WOESSNER PLC	1,676.00						
	JAN '23PR	01/31/23 14.8 HRS LEGAL-P D	1,676.00			101 160 4160	304		1010
		Total for Vendor:	1,676.00						
41253		2407 WINE MERCHANTS	1,562.60						
	7414503	02/02/23 WINE	1,536.00			609 975 4975	251		1010
	7414503	02/02/23 FREIGHT	26.60			609 975 4975	335		1010
		Total for Vendor:	1,562.60						
41240		6283 WSE MASSEY ENGINEERING SERVICES	153.81						
	1029-02	01/26/23 CL/WA MTR DEP REFUND AFT APPL	153.81			604 2212			1010
41261		6283 WSE MASSEY ENGINEERING SERVICES	3,921.95						
	814-234233	02/10/23 KA BLDG-INSPECTION FEES	3,921.95			101 240 4240	444		1010
		Total for Vendor:	4,075.76						



02/17/23  
11:32:27

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/23  
For Pay Date: 02/23/23

Page: 15 of 17  
Report ID: AP100V

For Pay Date = 02/23/23

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41233		50 XCEL ENERGY	20.45						
	814722104	02/03/23 UTIL SERV-STR LT 1/3-2/2	20.45			101 316 4316	380		1010
		Total for Vendor:	20.45						
		*** Claim from another period (12/22) ****							
41289		2552 ZUMBRO VALLEY MUTUAL AID ASSN	25.00						
	238	03/07/22 2022 DUES	25.00			101 220 4220	334		1010
		Total for Vendor:	25.00						
		# of Claims	76	Total:	450,972.22	# of Vendors	74		



02/17/23  
11:32:28

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 2/23

Page: 16 of 17  
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$95,666.54
211 Library Fund	
1010 CASH-OPERATING	\$10.00
290 Economic Development	
1010 CASH-OPERATING	\$4,061.96
424 Hwy 57	
1010 CASH-OPERATING	\$512.35
601 Water Fund	
1010 CASH-OPERATING	\$13,009.47
602 Sewer Fund	
1010 CASH-OPERATING	\$18,534.33
604 Electric Fund	
1010 CASH-OPERATING	\$238,514.46
605 Storm Water	
1010 CASH-OPERATING	\$698.29
606 ICE ARENA	
1010 CASH-OPERATING	\$284.45
609 Liquor Fund	
1010 CASH-OPERATING	\$79,680.37
Total:	\$450,972.22



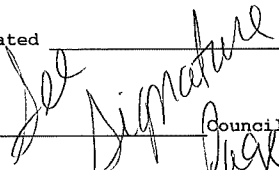
02/17/23  
11:32:28

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 2 / 23

Page: 17 of 17  
Report ID: AP100A

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

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

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



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

Tuesday, January 10<sup>th</sup>, 2023, at 6:20pm in the Library

**Present:** Mel Ferris, Heather Gransee, Fran Johnson, Laurie Schultz, Ian Stauffer and Director Michele McCaughtry

**Absent:** none

**Visitors:** none

**Oath of Office:** Ian was sworn in by Michele.

**Chairperson Election:** Laurie motioned to nominate Fran Johnson as Chairperson of the Board; 2<sup>nd</sup> by Ian. Motion carried unanimously and Fran graciously accepted.

**Petitions to the Chair:** none

**Amendments to Agenda:** Laurie motioned to approve the agenda; 2<sup>nd</sup> by Heather. Motion carried.

**Minutes of the Dec KPL Board Meeting:** Motion to approve by Ian; 2<sup>nd</sup> by Heather. Motion carried.

**Financial Reports/Payables:** Michele is contemplating separating the SELCO account into multiple, more specific accounts for the 2024 Budget. Motion to approve the reports by Laurie, 2<sup>nd</sup> by Ian. Motion carried.

**Monthly Reports/Receivables:** Motion to approve by Heather, 2<sup>nd</sup> by Ian. Motion carried.

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

- \$100 donation received from Donald and Martha Pogalz in honor of Pat Shaffer-Gottschalk.
- Michele and Pat spent 4 days working together, learning the KPL "micro" activities. Michele met with Steve Harsin, SELCO consultant to Library Directors, to begin reacquainting with "macro" level activities. Michele also met with Sandy, the janitor maintaining KPL and other city buildings; Will Lambert and John Talcott, members of the Friends of KPL; and Jessica Royer, the new City of Kasson Finance Director.
- On the 2<sup>nd</sup> Tuesday of the month, Michele is planning to attend the SELCO Library Director's Learning Group meeting on odd months and the Department Heads meeting on even months.
- The DCI interviewed Michele via telephone.
- Kelly Bell will be on sick leave February 1<sup>st</sup>-March 15<sup>th</sup>. Michele will be on vacation February 6<sup>th</sup>. The Board unanimously agreed and is supportive to both.

### Library Activities:

- Monthly gallery displays provided in partnership with the Mantorville Art Guild.
- Staff continues to prepare for the 2023 SRP. The program theme will be chosen and supplies ordered. Michele will be applying for grants. The successful "Read 15 minutes a Day" program will continue to be a part of SRP. Potential dates are June 5-July 28<sup>th</sup>.
- The annual library inventory is scheduled for January 23<sup>rd</sup>-27<sup>th</sup>.
- Book deliveries continue to daycares, the homebound, special needs patrons, and nursing home facilities.

### Winter/Spring Programming:

- Storytimes on Fridays at 10:30am, as well as Storytime at Headstart
- Friends of KPL Book sale is scheduled for January 17<sup>th</sup>-21<sup>st</sup>
- Blind Date with a Book scheduled for February 2<sup>nd</sup> and 23<sup>rd</sup>
- Stitch Community Group, Yoga Group, Friends of KPL, and 5 book clubs meet at KPL



#### Building Report:

- The SW exterior door has been ordered, as well as the lobby window (from K&M Glass).
- The door handle wall bumper to the Community Room has crushed the drywall in the entrance hallway. Michele asked the Board for the name of a handyman willing to do minor repairs. Jon Talcot was the recommendation. If he is unable to perform the repairs himself, the Board is hopeful he will know someone to refer.

#### Incident:

The Sheriff's department notified KPL that they were going to enter the premises with the purpose of arresting an individual who was currently inside. The arrest was calm and no other patrons were disturbed. No further action is required of the KPL staff.

#### **Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

**Old Business:** none

**New Business:** The MN Highway Safety program (55 & over driver class) would like to utilize the KPL Community Room; however, it charges a fee of \$10 per person. Michele requested the Board to determine if an exception to the user policy could be extended. The Board unanimously agreed that the program is beneficial to all in the community and provides a valuable service. Ian motioned to approve; 2<sup>nd</sup> by Mel. Motion passed.

**Closed Session:** Meeting closed at 7:03 for the annual evaluation of Kelly; reopened at 7:06. Laurie motioned to approve the step promotion; 2<sup>nd</sup> by Ian. Motion unanimously passed.

**General Discussion:** none

**Adjourn:** 7:09pm

**Respectfully submitted by:** Laurie Schultz, secretary



**Kasson Fire Department – Monthly Meeting**  
February 6, 2023 - 1900

**Meeting Called to Order: Chief Joe Fitch**

**Roll Call**

**Minutes of the previous meeting: Read and Approved**

**Treasurer's Report – Relief General Fund: \$46,525.08**

**Appointment of Entertainment: (MARCH) SELJAN / THORSON**

**Training/Drill(s):**

**FEB 27 - Ropes and Knots**

**Guest(s):**

**NONE**

**Old Business:**

- **Upcoming fire schools in the spring**
  - **March 25-26, 2023 at Riverland Austin**
  - **Classes are listed online, posters have not been mailed out yet**
  - **Send completed sign ups to Lt. Kruger - some classes fill up very quickly**
- **Minnesota Fire & Rescue Chaplain Training Conference**
  - **February 11th & 12th from 0700-1700 or March 18th & 19th from 0700-1700**
  - **Marshall, MN with limited spots available**
  - **Information posted on board**
- **Pancake Breakfast and Recruitment Open House**
  - **Saturday, April 1st**
  - **0600-1000 breakfast and then 1100-1300 recruitment open house**

**New Business:**

- **Thank you**
  - **KM Lions Club gave a generous donation of \$500**
- **Banquet Awards and Recognition**
  - **Beyond the Call Award - Ketin Mickow**
  - **EMS Responder of the Year - Collin Hagedorn**
  - **Fire Responder of the Year - Nick Kobi**
  - **Community Service Member - Brian Halverson**
  - **Officer of the Year - Lt. Lindsey Derby**
  - **Most Improved - Adam Lee & Zach Jacobson**
  - **Grill Master - Rudy Raatz**
  - **Personal Growth Award - Collin Hagedorn & Tony Jensen**
  - **Harry and Lloyd Award - Capt Cody Miller & Lt. Matt Lawrence**
  - **Driver of the Year - Zach Jacobson**



- Officer Promotions
  - Captain - Chris Schuh
  - Lieutenant - Matt Lawrence & Jason Campbell
- Staff Milestones
  - 10 years - Jason LaRock
  - 5 years - Nick Kobi, Lt Brant Kruger, Lt Matt Lawrence, Justin Parkin, Dustin Thorson, Lt. Lindsey Derby
- Retirements
  - Jim McAndrews - served from 2001-2022
- Letter to the department was read
- Glove trash can
  - When full, replace the bag and the full bag can go with DCAMB to St. Mary's Hospital or take them to the landfill in town
- Dance update
  - Red Dirt Road will be the band for 2023

**Officers Update:** None

**Relief Updates:**

- Annual meeting update - 2022 financial report is available for you to view

=====

▪ Apparatus / Other Status Reports

- |                 |   |
|-----------------|---|
| ● Rescue        |   |
| ● Engine I      | Jump studs have been put in on the driver's side        |
| ● Engine II     |   |
| ● Tanker I      |   |
| ● New tanker    |   |
| ● Ladder I      | Suspension issue is fixed, TIC battery is still missing |
| ● Grass Rig     |   |
| ● Utility       | Looking into why it's dying during driving              |
| ● Chief's truck |   |
| ● EMR Unit      |   |
| ● HAZMAT        |   |

Reminder to always put the master switch to "both" when operating trucks

**Bills Reviews by Relief:**

- N/A



**Review of Calls:**

49	Calls for Jan 2023
40	EMS
2	MVC
	Rescue
	Fire
	Alarm
5	Canceled
	Gas leak
2	Other

**Good of the Assoc:** None

**Meeting Adjourned**

**Respectfully Submitted:**      Lindsey Derby, Sec / Treas '23

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

_____	_____
_____	_____
_____	_____



## **KASSON PARK BOARD MINUTES**

### **JANUARY 17, 2023 DRAFT**

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 17<sup>th</sup> day of January at 6:00 P.M.

**THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT:** Janet Sinning , Chuck Coleman, Greg Kuball, Ryan Christensen, Jon Knutson and Christine Purvis

**THE FOLLOWING WERE ABSENT:** Chris Petree

**ALSO PRESENT:** Liza Larsen, Patrick Trihey, Scoutmaster Tim Hruska, City Administrator Tim Ibisch, Parks & Rec/Streets Supervisor Ben Langan and Deputy Clerk Jan Naig

Addition to the Agenda: Eagle Scout Project-Patrick Trihey

**I. Call to Order:** The meeting was called to order at 6:00 P.M. by Administrator Ibisch.

**II. Approve minutes:** Motion by Kuball and second by Christensen, with all voting Aye, to approve the minutes of the October 2022 Park Board Meeting.

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

- A. Oath of Office – Sinning and Purvis.** The Mayor has appointed Janet Sinning and Christine Purvis to serve as Park Board Members for the next three years. Naig administered the oath of office.
- B. Recognize Larsen – years of service.** Larsen was presented with a certificate to recognize the years she has served on the Park Board (2005 through 2022). She has served 18 years and as Chairperson for the last seven years. The Board thanked her for her service to the community and to the Board. She reflected on the changes she has seen during her years on the Board.
- C. Eagle Scout project proposal.** Patrick Trihey made a presentation to the Board on bicycle repair stations. He would like to install two of the stations (one in Lions Park and one in Veterans Memorial Park) as his Eagle Scout project. The repair stations have tools to repair bikes and tire pumps attached. The Board encouraged him to move forward with his project. Once his Troop Leaders approve the project, he will come back to the Board with a formal proposal to present to the Board. Payment for the project will be through donations of materials and time, as well as some fundraisers. He would like to install the repair stations in the Spring. He was encouraged to work with Langan as his City contact concerning the project.
- D. Select Chairperson and Vice Chair.** Coleman nominated Kuball for the Chairperson position. Motion by Sinning and second by Christensen, with all voting Aye, to close nominations for the Chairperson position. Motion by Christensen and second by Coleman, with all voting Aye, to appoint Kuball as Chairperson of the Park Board. Ibisch turned the meeting over to Kuball.



The Board tabled the nomination of a Vice Chair until the February meeting.

- E. Set the 2023 K.A.C. wages.** There was considerable discussion about the wages for the 2023 summer season. Langan will try to calculate the cost of an increase based on last year's hours using a 2% or 3% increase. He will also check with area pools to find out what they will pay in 2023. The Board tabled setting the wages until the February meeting.
- F. Hire 2023 Pool Manager.** Interviews were conducted in December and Langan is recommending Julia Christenson for the position of K.A.C. Manager. Motion was made by Christensen and second by Knutson, with all voting Aye, to hire Julia Christenson for the 2023 season at an hourly rate of \$20.50.
- G. Discuss Community Ed K.A.C. management proposal.** Jenny Carrier, Community Ed Director, had sent a sample proposal to Ibisch about the possibility of Community Ed collaborating with the City in the operation of the Aquatic Center. Katie Schroden, the Community Ed Recreation Coordinator, was in attendance to talk about the proposal. Community Ed feels they could better serve the community and help with programming, streamline communication and eliminate duplication of services. There were questions about what the cost would be to the city. Christensen asked if there could also be collaboration between these entities to run the Arena or to schedule other park facilities, as well.

Purvis asked if including the Aquatic Center information in the Community Ed brochure and linking into their website might be a good starting point. This might give an indication of how local advertising affects the revenues of the Aquatic Center.

It was agreed that a sub-committee should meet with Community Ed to get more details as to how a collaboration could work for both parties. Langan, Christensen and Ibisch will be on the sub-committee. A meeting will be set up and they will report back to the Board in February or March.

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

- A. Tennis court surface.** The City Council has allocated \$121,000.00 of Liquor Store funds to crack-fill, level the base and lay the new tile surface on the tennis courts. The contractor plans to start work in April to have the courts ready by early June.
- B. Old stone wall – Sinning.** Reticulated Stone has completed their part of the stone wall project. Public Works sealed the stone in the fall. Sinning asked if the cement work on the back side of the wall has been completed. Langan will check into this to see if it has been done.



Sinning was asked about the status of the plaque/signage that the fundraising committee would like to install. Once the Save the Wall Committee formalizes a plan, it will be brought to the Park Board for approval.

**V. Correspondence:** None.

**VI. Adjourn:** Motion by Christensen and second by Coleman, with all voting Aye, to adjourn the meeting at 7:20 P.M.

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Chairperson

---

Deputy Clerk

The next meeting will be on February 21<sup>st</sup>.





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

subject to  
ins. info

### RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 3/31/2023 Iden: 986  
Issuing Authority: Kasson  
Licensee Name: American Legion 333  
Trade Name: Adolph Oiseth Post  
Address: 212 W Main St  
Kasson, MN 55944  
Business Phone: 507-634-4353  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

x Christy Eischens \_\_\_\_\_ 1/30/23  
Licensee Signature \_\_\_\_\_ DOB \_\_\_\_\_ Date  
(Signature certifies all above information to be correct and license has been approved by city/county.)

\_\_\_\_\_  
City Clerk/Auditor Signature \_\_\_\_\_ Date  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
County Attorney Signature \_\_\_\_\_ Date  
County Board issued licenses only(Signature certifies licensee is eligible for license).

\_\_\_\_\_  
Police/Sheriff Signature \_\_\_\_\_ Date  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.  
Report violations on back, then sign here.



1) Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

None

2) Indicate below any direct or indirect interest in other liquor establishments:

None

3) Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

None

4) Report below details involving any license rejections or revocations:

None

City/County Comments:

51X68 Patio on West side of building

Federal Tax ID: 41-6040137  
MN State Tax ID: 7087421





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

all  
Here

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

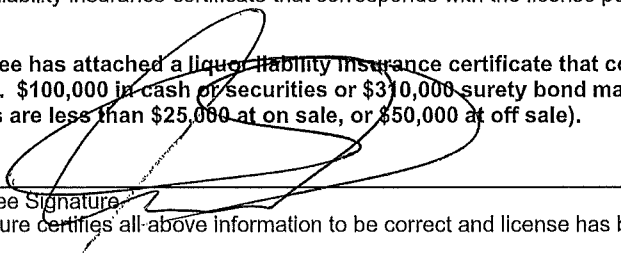
License Code: ONSS License Period Ending: 3/31/2023 Iden: 73934  
Issuing Authority: Kasson  
Licensee Name: El Patron Mexican Grill of Kasson LLC  
Trade Name: El Patron Mexican Grill and Cantina  
Address: 504 S Mantorville Ave  
Kasson, MN 55944  
Business Phone: 7122692536  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation Insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature:  DOB: / SSN:   
(Signature certifies all above information to be correct and license has been approved by city/county.)

2/15/2023  
Date

City Clerk/Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

---

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

---

---

---

Report below details involving any license rejections or revocations:

---

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---

City/County Comments:

---

---

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Federal Tax ID: 85 2593 781

MN State Tax ID: 700 8081





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*Subject to  
Ins. info  
all Here*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 3/31/2023 Iden: 40365  
Issuing Authority: Kasson  
Licensee Name: Events by Saker LLC  
Trade Name: Events by Saker  
Address: 401 8th St SE  
Kasson, MN 55944  
Business Phone: 5076347400  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
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3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

*[Signature]*  
Licensee Signature  
(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB / SSN

*2/16/23*  
Date

City Clerk/Auditor Signature  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

None

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Indicate below any direct or indirect interest in other liquor establishments:

None

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

None

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Report below details involving any license rejections or revocations:

None

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City/County Comments:

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Federal Tax ID: 465149838  
MN State Tax ID: 3445866





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*Subject to  
Completed  
ins. info*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 3/31/2023 Iden: 6819  
Issuing Authority: Kasson  
Licensee Name: Galuska Inc.  
Trade Name: Pete's Repeat  
Address: 27 W Main St  
Kasson, MN 55944  
Business Phone: 5076347500  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

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*[Signature]* *Pete's Repeat* *1/30/23*  
Licensee Signature DOB SSN Date  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature Date  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date  
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

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Indicate below any direct or indirect interest in other liquor establishments:

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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Report below details involving any license rejections or revocations:

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City/County Comments:

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Federal Tax ID: 41-1734491  
MN State Tax ID: 1710884





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*All Here*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

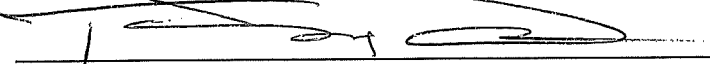
License Code: ONSS License Period Ending: 3/31/2023 Iden: 76968  
Issuing Authority: Kasson  
Licensee Name: Tammy's Place Inc.  
Trade Name: Tammy's Place  
Address: 111 W Main St  
Kasson, MN 55944  
Business Phone: 5079231445  
License Fees: Off Sale: \$0.00 On Sale: \$1,000.00 Sunday: \$200.00

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Licensee Signature

DOB

SSN

2-14-23  
Date

(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature

Date

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature

Date

County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature

Date

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Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

NA

Indicate below any direct or indirect interest in other liquor establishments:

NA

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

NA

Report below details involving any license rejections or revocations:

NA

City/County Comments:

Federal Tax ID:

88-4217858

MN State Tax ID:

8477928









Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*Subject to  
Complete &  
ins. info*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 3/31/2023 Iden: 72694  
Issuing Authority: Kasson  
Licensee Name: Casey's Retail Company  
Trade Name: Casey's General Store #3840  
Address: 403 Mantorville Ave South  
Kasson, MN 55944  
Business Phone: 515-865-6547 515-381-5109  
License Fees: Off Sale: \$100.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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*Douglas M. Beech* INCORP: 04/14/2004 FED ID #20-1025921 **1/26/23**  
Licensee Signature DOUGLAS M BEECH, ASSISTANT SECRETARY FOR CASEY'S RETAIL COMPANY DOB SSN Date  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature Date  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date  
County Board Issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

SEE ATTACHED OFFICER LIST

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Indicate below any direct or indirect interest in other liquor establishments:

NO PERSONS INDIVIDUALLY OR AN AGGREGATE OWNS INTEREST IN ALCOHOL LICENSES

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

FAIRMONT, MN 9/21/18 SALE TO A MINOR, \$750 FINE DEFERRED FOR 5 YEARS;

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MOORHEAD, MN 4/3/19 SALE TO A MINOR, WARNING;

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BRAINERD MN 6/6/2022 SALE TO MINOR \$500 FINE

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Report below details involving any license rejections or revocations:

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City/County Comments:

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**CASEY'S RETAIL COMPANY**

Federal Tax ID # 20-1025921

Date of Incorporation: April 14, 2004

Effective 10/8/21

**OFFICERS**

Stephen P. Bramlage, Jr., President  
One SE Convenience Boulevard  
Ankeny, IA 50021

Kory Ross, Vice President  
One SE Convenience Boulevard  
Ankeny, IA 50021

Scott A. Faber, Secretary  
One SE Convenience Boulevard  
Ankeny, IA 50021

Douglas M. Beech, Asst. Secretary  
One SE Convenience Boulevard  
Ankeny, IA 50021

Eric Larsen, Treasurer  
One SE Convenience Boulevard  
Ankeny, IA 50021

**BOARD OF DIRECTORS**

Stephen P. Bramlage, Jr. Chairman  
One SE Convenience Boulevard  
Ankeny, IA 50021

Eric Larsen  
One SE Convenience Boulevard  
Ankeny, IA 50021

Scott Faber  
One SE Convenience Boulevard  
Ankeny, IA 50021

This information is intended for the use of the individual or entity to which it is addressed and may contain information that is confidential and privileged and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.









Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

*Call Here*

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 3/31/2023 Iden: 14752  
Issuing Authority: Kasson  
Licensee Name: Kwik Trip Inc.  
Trade Name: Kwik Trip #619  
Address: 200 8th Street SE  
Kasson, MN 55944  
Business Phone: 5076344651  
License Fees: Off Sale: \$100.00 On Sale: \$0.00 Sunday: \$0.00

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Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale or \$50,000 at off sale).

*Scott P. Feltner*

Licensee Signature

DOB

SSN

1-13-2022  
Date

(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature

County Board issued licenses only(Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Kwik Trip, Inc. Officer changes  
reported January 2023.

Indicate below any direct or indirect interest in other liquor establishments:

Please see enclosed list of Kwik Trip retail  
store locations in Minnesota that hold 3.2%  
malt beverage permits.

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

Please see enclosed list of Kwik Trip retail  
store violations that have occurred in  
Minnesota.

*None for Kassav*

Report below details involving any license rejections or revocations:

*NONE*

City/County Comments:

Federal Tax ID: 39-1036365

MN State Tax ID: 7356595





Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

all Here

RENEWAL

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Iden 76747      Sunday Sales ☒ Yes      ☐ No      License Code TRONSS      License Expiration 4/1/2023

Issuing Authority Kasson

Licensee Name Chaotic Good Brewing Company LLC

DBA Chaotic Good Brewing Company LLC

Address 202 2nd St SW  
Kasson, MN 55944

Business Phone 507-319-0267

License Fees: Off Sale \$0.00      On Sale <sup>275.00</sup>~~\$0.00~~      Sunday \$200.00

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\_\_\_\_\_  
Licensee Signature

(Signature certifies all above information to be correct and license has been approved by city/county.)

8 2/5/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk/County Auditor Signature

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Attorney Signature

(County Board issued licenses only)(Signature certifies licensee is eligible for license)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police/Sheriff Signature

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

\_\_\_\_\_  
Date



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Report below any direct or indirect interest in other liquor establishments:

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Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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City/County Comments:

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Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

RENEWAL

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Iden 74201      Sunday Sales ☒ Yes ☐ No      License Code BROFSL      License Expiration 4/1/2023  
Issuing Authority Kasson  
Licensee Name Chaotic Good Brewing Company LLC  
DBA  
Address 202 2nd St SW  
Kasson, MN 55944  
Business Phone 507-319-0267  
License Fees: Off Sale \$200.00 On Sale \$0.00 Sunday \$0.00

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Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.28 Liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
Licensee Signature

(Signature certifies all above information to be correct and license has been approved by city/county.)

2/5/23  
ite

\_\_\_\_\_  
City Clerk/County Auditor Signature

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Attorney Signature

(County Board issued licenses only (Signature certifies licensee is eligible for license))

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police/Sheriff Signature

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

\_\_\_\_\_  
Date



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Report below any direct or indirect interest in other liquor establishments:

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Report below details involving any license rejections or revocations:

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

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City/County Comments:

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Federal Tax ID # 84-2493050  
MN Tax ID # 0417079



No. \_\_\_\_\_

Fee \$ \_\_\_\_\_



City \_\_\_\_\_

County \_\_\_\_\_

## BREWER OFF SALE MALT LIQUOR LICENSE

THIS CERTIFIES THAT:

LICENSEE Chaotic Good Brewing Company LLC

TRADE NAME same

STREET ADDRESS OR LOT AND BLOCK NO 202 2nd St SW Kasson MN 55944

Is authorized to sell malt liquor at off sale at a licensed brewery subject to the laws and regulations of the State of Minnesota and municipal Ordinances for the Period beginning \_\_\_\_\_ to \_\_\_\_\_

**\*\*GROWLER OFFSALE LICENSE\*\*** YES ☒ NO ☐

**\*\*SMALL PACKAGE LICENSE\*\*** YES ☒ NO ☐

THIS LICENSE IS APPROVED

\_\_\_\_\_  
Alcohol & Gambling Enforcement Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor or President

Given under my hand and the Municipal Corporate Seal

City of \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Clerk or Auditor







*KPU*



**Kasson Electric Rules**

**Governing the Interconnection of  
Cogeneration and Small Power Production Facilities**



## **Part A. DEFINITIONS.**

**Subpart 1. Applicability.** For purposes of these rules, the following terms have the meanings given them below.

**Subp. 2. Average retail utility energy rate.** "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. The computation shall use data from the most recent 12-month period available.

**Subp. 3. Backup power.** "Backup power" means electric energy or capacity supplied by the utility to replace energy ordinarily generated by a qualifying facility's own generation equipment during an unscheduled outage of the facility.

**Subp. 4. Capacity.** "Capacity" means the capability to produce, transmit, or deliver electric energy, and is measured by the number of megawatts alternating current at the point of common coupling between a qualifying facility and the utility's electric system during a 15-minute interval period.

**Subp. 5. Capacity costs.** "Capacity costs" means the costs associated with providing the capability to deliver energy. The utility capital costs consist of the costs of facilities from the utility and the utility's wholesale provider used to generate, transmit, and distribute electricity and the fixed operating and maintenance costs of these facilities.

**Subp. 6. Customer.** "Customer" means the person named on the utility electric bill for the premises.

**Subp. 7. Energy.** "Energy" means electric energy, measured in kilowatt-hours.

**Subp. 8. Energy costs.** "Energy costs" means the variable costs associated with the production of electric energy. They consist of fuel costs and variable operating and maintenance expenses.

**Subp. 9. Firm power.** "Firm power" means energy delivered by the qualifying facility to the utility with at least a 65 percent on-peak capacity factor in the month. The capacity factor is based upon the qualifying facility's maximum metered capacity delivered to the utility during the on-peak hours for the month.

**Subp. 10. Governing body.** "Governing body" means [replace this text and brackets with the name of the city council or commission or board that governs the utility].

**Subp. 11. Interconnection costs.** "Interconnection costs" means the reasonable costs of connection, switching, metering, transmission, distribution, safety provisions, and administrative costs incurred by the utility that are directly related to installing and maintaining the physical facilities necessary to permit interconnected operations with a



qualifying facility. Costs are considered interconnection costs only to the extent that they exceed the costs the utility would incur in selling electricity to the qualifying facility as a nongenerating customer.

**Subp. 12. Interruptible power.** "Interruptible power" means electric energy or capacity supplied by the utility to a qualifying facility subject to interruption under the provisions of the utility's tariff applicable to the retail class of customers to which the qualifying facility would belong irrespective of its ability to generate electricity.

**Subp. 13. Maintenance power.** "Maintenance power" means electric energy or capacity supplied by a utility during scheduled outages of the qualifying facility.

**Subp. 14. On-peak hours.** "On-peak hours" means either those hours formally designated by the utility as on-peak for ratemaking purposes or those hours for which its typical loads are at least 85 percent of its average maximum monthly loads.

**Subp. 15. Point of Distributed Energy Resource Connection.** "Point of DER Connection" means the point where the qualifying facility's generation system, including the point of generator output, is connected to the customer's electric system and meets the current definition of IEEE 1547.

**Subp. 16. Purchase.** "Purchase" means the purchase of electric energy or capacity or both from a qualifying facility by the utility.

**Subp. 17. Qualifying facility.** "Qualifying facility" means a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The initial operation date or initial installation date of a cogeneration or small power production facility must not prevent the facility from being considered a qualifying facility for the purposes of this chapter if it otherwise satisfies all stated conditions. The qualifying facility must be owned by a Customer and located in the utility service area.

**Subp. 18. Sale.** "Sale" means the sale of electric energy or capacity or both by the utility to a qualifying facility.

**Subp. 19a. Standby charge.** "Standby charge" means the charge imposed by the utility upon a qualifying facility for the recovery of costs for the provision of standby services necessary to make electricity service available to the qualifying facility.

**Subp. 19b. Standby service.** "Standby service" means the service to potentially provide electric energy or capacity supplied by the utility to a qualifying facility greater than 40 kW.

**Subp. 20. Supplementary power.** "Supplementary power" means electric energy or capacity supplied by the utility which is regularly used by a qualifying facility in addition to that which the facility generates itself.



**Subp. 21. System emergency.** "System emergency" means a condition on the utility's system which is imminently likely to result in significant disruption of service to customers or to endanger life or property.

**Subp. 22. Utility.** "Utility" means Blue Earth Light & Water.

## **Part B. SCOPE AND PURPOSE.**

The purpose of these rules are to implement certain provisions of Minnesota Statutes, section 216B.164; the Public Utility Regulatory Policies Act of 1978, United States Code, title 16, section 824a-3; and the Federal Energy Regulatory Commission regulations, Code of Federal Regulations, title 18, part 292. These rules shall be applied in accordance with their intent to give the maximum possible encouragement to cogeneration and small power production consistent with protection of the ratepayers and the public.

## **Part C. FILING REQUIREMENTS**

Annually the utility shall file for review and approval, a cogeneration and small power production tariff with the governing body. The tariff must contain schedules 1 – 4.

### **SCHEDULE 1.**

Schedule 1 shall contain the calculation of the average retail utility energy rates to be updated annually.

### **SCHEDULE 2.**

Schedule 2 shall contain all standard contracts to be used with qualifying facilities, containing applicable terms and conditions.

### **SCHEDULE 3.**

Schedule 3 shall contain the utility's adopted interconnection process, safety standards, technical requirements for distributed energy resource systems, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus.

### **SCHEDULE 4.**

Schedule 4 shall contain the estimated average incremental energy costs by seasonal, peak and off-peak periods for the utility's power supplier from which energy purchases are first avoided. Schedule 4 shall also contain the net annual avoided capacity costs, if any, stated per kilowatt-hour and averaged over the on-peak hours and over all hours for the utility's power supplier from which capacity purchases are first avoided. Both the average incremental energy costs and net annual avoided capacity costs shall be increased by a factor equal to 50 percent of the utility and the utility's power supplier's overall line losses due to distribution, transmission and transformation of electric energy.



#### **Part D. AVAILABILITY OF FILINGS.**

All filings shall be maintained at the utility's general office and any other offices of the utility where rate tariffs are kept. The filings shall be made available for public inspection during normal business hours. The utility shall supply the current year's distributed generation rates, interconnection procedures and application form on the utility website, if practicable, or at the utility office.

#### **Part E. REPORTING REQUIREMENTS**

Annually the utility shall report to the governing body for its review and approval an annual report including information in subparts 1-3. The utility shall still comply with other federal and state reporting of distributed generation to federal and state agencies expressly required by statute.

**Subpart 1. Summary of Average Retail Utility Energy Rate.** A summary of the qualifying facilities that are currently served under average retail utility energy rate.

**Subp. 2. Other Qualifying Facilities.** A summary of the qualifying facilities that are not currently served under average retail utility energy rate.

**Subp. 3. Wheeling.** A summary of the wheeling undertaken with respect to qualifying facilities.

#### **Part F. CONDITIONS OF SERVICE**

**Subpart 1. Requirement to Purchase.** The utility shall purchase energy and capacity from any qualifying facility which offers to sell energy and capacity to the utility and agrees to the conditions in these rules.

**Subp. 2. Written Contract.** A written contract shall be executed between the qualifying facility and the utility.

#### **Part G. ELECTRICAL CODE COMPLIANCE.**

**Subpart 1. Compliance; standards.** The interconnection between the qualifying facility and the utility must comply with the requirements in the most recently published edition of the National Electrical Safety Code issued by the Institute of Electrical and Electronics Engineers. The interconnection is subject to subparts 2 and 3.

**Subp. 2. Interconnection.** The qualifying facility is responsible for complying with all applicable local, state, and federal codes, including building codes, the National Electrical Code (NEC), the National Electrical Safety Code (NESC), and noise and emissions standards. The utility shall require proof that the qualifying facility is in compliance with the NEC before the interconnection is made. The qualifying facility must obtain



installation approval from an electrical inspector recognized by the Minnesota State Board of Electricity.

**Subp. 3. Generation system.** The qualifying facility's generation system and installation must comply with the American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE) standards applicable to the installation.

#### **Part H. RESPONSIBILITY FOR APPARATUS.**

The qualifying facility, without cost to the utility, must furnish, install, operate, and maintain in good order and repair any apparatus the qualifying facility needs in order to operate in accordance with schedule 3.

#### **Part I. TYPES OF POWER TO BE OFFERED; STANDBY SERVICE.**

**Subpart 1. Service to be offered.** The utility shall offer maintenance, interruptible, supplementary, and backup power to the qualifying facility upon request.

**Subp. 2. Standby service.** The utility shall offer a qualifying facility standby power or service at the utility's applicable standby rate schedule.

#### **Part J. DISCONTINUING SALES DURING EMERGENCY.**

The utility may discontinue sales to the qualifying facility during a system emergency, if the discontinuance and recommencement of service is not discriminatory.

#### **Part K. RATES FOR UTILITY SALES TO A QUALIFYING FACILITY.**

Rates for sales to a qualifying facility are governed by the applicable tariff for the class of electric utility customers to which the qualifying facility belongs or would belong were it not a qualifying facility. Such rates are not guaranteed and may change from time to time at the discretion of the utility.

#### **Part L. STANDARD RATES FOR PURCHASES FROM QUALIFYING FACILITIES.**

**Subpart 1. Qualifying facilities with 100 kilowatt capacity or less.** For qualifying facilities with capacity of 100 kilowatts or less, standard purchase rates apply. The utility shall make available four types of standard rates, described in parts M, N, O, and P. The qualifying facility with a capacity of 100 kilowatts or less must choose interconnection under one of these rates, and must specify its choice in the written contract required in part V. Any net credit to the qualifying facility must, at its option, be credited to its account with the utility or returned by check or comparable electronic payment service within 15 days of the billing date. The option chosen must be specified in the written contract required in part V. Qualifying facilities remain responsible for any monthly service charges and demand charges specified in the tariff under which they consume electricity from the utility.



**Subp. 2. Qualifying facilities over 100 kilowatt capacity.** A qualifying facility with more than 100 kilowatt capacity has the option to negotiate a contract with the utility or, if it commits to provide firm power, be compensated under standard rates.

**Subp. 3. Grid Access Charge.** A qualifying facility shall be assessed a monthly Grid Access Charge to recover the fixed costs not already paid by the customer through the customer's existing billing arrangement. The additional charge shall be reasonable and appropriate for the class of customer based on the most recent cost of service study defining the Grid Access Charge. The cost of service study for the Grid Access Charge shall be made available for review by the customer of the utility upon request.

#### **Part M. AVERAGE RETAIL UTILITY ENERGY RATE.**

**Subpart 1. Applicability.** The average retail utility energy rate is available only to customer-owned qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on either a time-of-day basis, a simultaneous purchase and sale basis or roll-over credit basis.

**Subp. 2. Method of billing.** The utility shall bill the qualifying facility for the excess of energy supplied by the utility above energy supplied by the qualifying facility during each billing period according to the utility's applicable retail rate schedule.

**Subp. 3. Additional calculations for billing.** When the energy generated by the qualifying facility exceeds that supplied by the utility to the customer at the same site during the same billing period, the utility shall compensate the qualifying facility for the excess energy at the average retail utility energy rate.

#### **Part N. SIMULTANEOUS PURCHASE AND SALE BILLING RATE.**

**Subpart 1. Applicability.** The simultaneous purchase and sale rate is available only to qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on average retail utility energy rate basis, time-of-day basis or roll-over credit basis.

**Subp. 2. Method of billing.** The qualifying facility must be billed for all energy and capacity it consumes during a billing period according to the utility's applicable retail rate schedule.

**Subp. 3. Compensation to qualifying facility; energy purchase.** The utility shall purchase all energy which is made available to it by the qualifying facility. At the option of the qualifying facility, its entire generation must be deemed to be made available to the utility. Compensation to the qualifying facility must be the energy rate shown on Schedule 4.



**Subp. 4. Compensation to qualifying facility; capacity purchase.** If the qualifying facility provides firm power to the utility, the capacity component must be the utility's net annual avoided capacity cost per kilowatt-hour averaged over all hours shown on Schedule 4, divided by the number of hours in the billing period. If the qualifying facility does not provide firm power to the utility, no capacity component may be included in the compensation paid to the qualifying facility.

## **Part O. TIME-OF-DAY PURCHASE RATES.**

**Subpart 1. Applicability.** Time-of-day rates are required for qualifying facilities with capacity of 40 kilowatts or more and less than or equal to 100 kilowatts, and they are optional for qualifying facilities with capacity less than 40 kilowatts. Time-of-day rates are also optional for qualifying facilities with capacity greater than 100 kilowatts if these qualifying facilities provide firm power.

**Subp. 2. Method of billing.** The qualifying facility must be billed for all energy and capacity it consumes during each billing period according to the utility's applicable retail rate schedule.

**Subp. 3. Compensation to qualifying facility; energy purchases.** The utility shall purchase all energy which is made available to it by the qualifying facility. Compensation to the qualifying facility must be the energy rate shown on Schedule 4.

**Subp. 4. Compensation to qualifying facility; capacity purchases.** If the qualifying facility provides firm power to the utility, the capacity component must be the capacity cost per kilowatt shown on Schedule 4 divided by the number of on-peak hours in the billing period. The capacity component applies only to deliveries during on-peak hours. If the qualifying facility does not provide firm power to the utility, no capacity component may be included in the compensation paid to the qualifying facility.

## **Part P. ROLL-OVER CREDIT PURCHASE RATES.**

**Subpart 1. Applicability.** The roll-over credit rate is available only to qualifying facilities with capacity of less than 40 kilowatts which choose not to offer electric power for sale on average retail utility energy rate basis, time-of-day basis or simultaneous purchase and sale basis.

**Subp. 2. Method of billing.** The utility shall bill the qualifying facility for the excess of energy supplied by the utility above energy supplied by the qualifying facility during each billing period according to the utility's applicable retail rate schedule.

**Subp. 3. Additional calculations for billing.** When the energy generated by the qualifying facility exceeds that supplied by the utility during a billing period, the utility shall apply the excess kilowatt hours as a credit to the next billing period kilowatt hour usage. Excess kilowatt hours that are not offset in the next billing period shall continue to



be rolled over to the next consecutive billing period. Any excess kilowatt hours rolled over that are remaining at the end of each calendar year shall cancel with no additional compensation.

#### **Part Q. CONTRACTS NEGOTIATED BY CUSTOMER.**

A qualifying facility with capacity greater than 100 kilowatts must negotiate a contract with the utility setting the applicable rates for payments to the customer of avoided capacity and energy costs.

**Subpart 1. Amount of Capacity Payments.** The qualifying facility which negotiates a contract under part Q must be entitled to the full avoided capacity costs of the utility. The amount of capacity payments will be determined by the utility and the utility's wholesale power provider.

**Subp. 2. Full Avoided Energy Costs.** The qualifying facility which negotiates a contract under part Q must be entitled to the full avoided energy costs of the utility. The costs must be adjusted as appropriate to reflect line losses.

#### **Part R. WHEELING**

Qualifying facilities with capacity of 30 kilowatts or greater, are interconnected to the utility's distribution system and choose to sell the output of the qualifying facility to any other utility, must pay any appropriate wheeling charges to the utility. Within 15 days of receiving payment from the utility ultimately receiving the qualifying facility's output, the utility shall pay the qualifying facility the payment less the charges it has incurred and its own reasonable wheeling costs.

#### **Part S. NOTIFICATION TO CUSTOMERS**

**Subpart 1. Contents of Written Notice.** Following each annual review and approval by the utility of the cogeneration rate tariffs the utility shall furnish in the monthly newsletter or similar mailing, written notice to each of its customers that the utility is obligated to interconnect with and purchase electricity from cogenerators and small power producers.

**Subp. 2. Availability of Information.** The utility shall make available to all interested persons upon request, the interconnection process and requirements adopted by the utility, pertinent rate schedules and sample contractual agreements.

#### **Part T. DISPUTE RESOLUTION**

In case of a dispute between a utility and a qualifying facility or an impasse in the negotiations between them, either party may request the governing body to determine the issue.



## **Part U. INTERCONNECTION CONTRACTS**

**Subpart 1. Interconnection Standards.** The utility shall provide a customer applying for interconnection with a copy of, or electronic link to, the utility's adopted interconnection process and requirements.

**Subp. 2. Existing Contracts.** Any existing interconnection contract executed between the utility and a qualifying facility with capacity of less than 40 kilowatts remains in force until terminated by mutual agreement of the parties or as otherwise specified in the contract. The governing body has assumed all dispute responsibilities as listed in existing interconnection contracts. Disputes are resolved in accordance with Part T.

**Subp. 3. Renewable Energy Credits; Ownership.** Generators own all renewable energy credits unless other ownership is expressly provided for by a contract between a generator and the utility.

## **Part V. UNIFORM CONTRACT.**

The form for uniform contract that shall be used between the utility and a qualifying facility having less than 40 kilowatts of capacity is as shown in subpart 1.

**Subpart 1. Contract for Cogeneration and Small Power Production Facilities.** (See attached contract form.)



# KASSON PUBLIC UTILITIES COGENERATION AND SMALL POWER PRODUCTION RATE SCHEDULE

## **AVAILABILITY**

Available to all customers where the customer has qualified small power production or cogeneration facilities connected in parallel with the Utility's facilities. The customer is required to execute an Interconnection Agreement with the Utility. A Qualifying Facility (QF) is a cogeneration and small power production facility that satisfies the conditions in 18 Code of Federal Regulations, Section 292.101(b).

## **TYPE OF SERVICE**

Alternating current, 60 hertz, at available secondary voltages.

## **RATE**

The Utility shall pay the customer monthly for all energy furnished during the month at the rate shown in Section 1 - 4 below. In addition, the Grid Access Charge may be applied depending on the cogeneration rate selected.

Grid Access Charge: Pursuant to MN State Statute 216B.164 Subd. 3(a) the Grid Access Charge can be applied to all distributed generation systems interconnected after January 1, 2016 that select either Net Energy Billing or Roll Over Credits as a cogeneration rate. The Grid Access Charge is applied against the kW of nameplate capacity of the qualified facility above the first 3.5 kW. System greater than 3.5 will be charged the monthly rate on the additional kW of nameplate capacity, not to exceed the monthly maximum charge.

<u>Service Type</u>	<u>Monthly Charge per kW</u>	<u>Max Monthly Charge</u>
Residential	\$ 4.40	\$ 55.00
Commercial	\$ 5.00	\$ 65.00

1. Net Energy Billing: Available to any QF of less than 40 kW capacity that do not select either the Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

The Utility shall bill the qualifying facility for the excess of energy supplied by the Utility above energy supplied by the qualifying facility during each billing period according to the Utility's applicable retail rate schedule. The Utility shall pay the customer for the energy generated by the qualifying facility that exceeds that supplied by the Utility during a billing period as follows:



<u>Service Type</u>	<u>Average Retail Energy Rate</u>
Residential	\$ 0.1175 per kWh
Residential All Electric	\$ 0.1075 per kWh
Small Commercial	\$ 0.1225 per kWh
Large Commercial	\$ 0.070 per kWh

2. Roll Over Credits: Available to any QF of less than 40 kW that do not select either Net Energy Billing, Simultaneous Purchase and Sale Billing or Time of Day rates.

Kilowatt-hours produced by the QF in excess of the monthly usage shall be supplied as an energy credit on the customer's energy bill, carried forward and applied to subsequent energy bills, with an annual true-up on December 31. Excess energy credits existing as of December 31 shall default back to the Utility with no compensation to the QF.

3. Simultaneous Purchase and Sale Billing: Available to any QF of less than 40 kW capacity that do not select or qualify for either the Net Energy Billing, Roll Over Credits or Time of Day rates and does not receive a time of day retail electric service from the Utility.

Utility shall pay the customer for all energy delivered per the Utility's wholesale power supplier current year rate schedule for Simultaneous Purchase and Sale Billing Rate.

4. Time-of-Day Purchase Rate: Available to any QF of 100 kW capacity or less and available to QFs with capacity of more than 100 kW if firm power is provided.

Utility shall pay the customer for all energy delivered per the Utility's wholesale power supplier current year rate schedule for Time-of-Day Purchase Rate.

## **TAXES**

The rates set forth are based on currently effective taxes and the amount of any increase in existing or new taxes on the transmission, distribution or sale of electricity allocable to sales hereunder shall be added to the rates as appropriate to be paid by the customer.



## **Explanation of Kasson Public Utilities DG Grid Access Fee.**

Your municipal utility is committed to providing a safe and reliable distribution grid to every resident of the City at fair and reasonable prices. We are also committed to sourcing our electricity supply from a diverse, balanced and cost effective portfolio of resources, including approximately 65% renewable energy.

The costs of providing all of our residents equally with a safe and reliable distribution grid are fixed. These costs exist whether or not one of our residents is able to install their own generation. We are very aware that, for a variety of reasons, the opportunity to own or install wind or solar generation is not an option for many of our residents. Regardless, the grid needs to be built and maintained in such a way that it is capable of serving all residents under peak load conditions, whenever that occurs; which could be when a cloud passes over a solar array, the wind is not blowing, or after the sun has set and their solar systems are not producing electricity. While these types of DG systems certainly reduce the amount of energy we have to purchase and deliver, they do not reduce our fixed costs. The problem arises in that we don't charge all of our residents a fixed charge that recovers all of our fixed costs. Instead, as is true for virtually every electric utility, we bill a portion of our fixed costs based upon how much energy a resident uses.

It is within this reality that MN State Statute 216B.164 Subd. 3(a) was passed that allows electric utilities like Kasson Public Utilities to charge a fee in order to collect fixed costs which are not already being recovered by rates when a resident installs its own generation. Consistent with this statute, your City Council approved the DG Grid Access Fee to be applied to all DG systems interconnected after March 1<sup>st</sup>, 2016. The fee will not apply to DG systems that were in place prior to that date.

The DG Grid Access Fee is calculated based upon our annual financial statements. The development of the fee establishes the portion of our fixed costs being recovered from all residents in the Energy Charge. It is this portion of fixed costs that are not being recovered when a resident supplies some of its energy needs from DG while remaining connected to and dependent on the grid. The DG Grid Access Fee makes sure that all residents, including those with their own generation, are charged appropriately for the utility's distribution grid. Without the DG Grid Access Fee we are concerned about fairness; specifically that residents without DG will end up being charged for grid costs that residents with DG should be paying.

The development of the fee was done very carefully and in a way that provides stability and is reasonable. The fee is based on the size of the DG system (nameplate capacity) because the costs that are not being collected are a function of the energy produced, which is a function of the size of the DG system installed. We have also incorporated two provisions in order to balance the need for the fee with the potential impact on our residents that decide to install DG. The first is to give a 3.5 kW allowance before the DG Grid Access Fee is applied. This allowance cuts in half the fee that would otherwise result from the typical size solar system installed in cities in Minnesota, which is about 7 kW. The second is a limit on the fee that any resident would be charged. We believe that both of these provisions help ensure that any resulting fees are reasonable while also reducing the shifting of cost responsibility to other residents.

Based on our 2021 annual financial results, we have established a DG Grid Access Fee of \$4.43 per installed kW (for any installed kW over 3.5 kW) not to exceed \$28.00 per month for Residential accounts. The established DG Grid Access Fee for Commercial accounts is \$5.03 per installed kW (for any installed kW over 3.5 kW) not to exceed \$60.00 per month for Residential accounts







# CITY OF KASSON

## VOLUNTEER BOARDS/COMMITTEES/COMMISSIONS APPLICATION

### APPLICANT INFORMATION

Date: 2/17/2023

Application for: Cemetery Board      Economic Development Authority  
Library Board      Park Board  
Planning & Zoning Commission **X** City Council

#### Personal Information:

Name: *Brandon Buckingham*

Address: *1105 9<sup>th</sup> St NW Kasson, MN*

Telephone: Cell: *507-421-7280*

Work: *507-286-1200*

Place of Employment: *Rochester Motor Cars (Toyota Sales Dept)*

Email address: [brandon.buckingham@rochestermotorcars.com](mailto:brandon.buckingham@rochestermotorcars.com)

Please describe work, volunteer, or life experiences you have had that would prepare you for being a member of this group.

*I've grown up in Kasson (K-12) and raised my family (wife & 3 kids) in Kasson. I own two homes in Kasson, one that is our residence and one that we rent out. I participate in quite a bit of volunteer work. KM Lion member entering my third year, Salvation Army bell ringer for 15 years, Rochester Motor Cars Polar Plunge team captain for 16 years raising almost \$400k for Special Olympics MN, Mayo Clinic blood donor, Election Judge, clean up volunteer for several of our local Wildlife Management Areas, Meals on Wheels delivery driver, leading annual food drive for Channel One, and leading annual toy drive for Toys for Tots. As the father of a special needs son (Lincoln), I've had to develop a higher level of patience and grace for people. I've worked for Rochester Motor Cars for 16 years and have developed and grown a winning team. I do well with both employee and guest relationships. I'm charged with leading and managing Rochester Motor Cars "varsity" sales team with the longest tenured employees. Our team keeps growing entry level employees to become managers in both our department as well as other departments throughout RMCs.*



What skills and abilities do you have that would be helpful in doing the work of this board/committee/commission?

*I was in the home building business from '99 – '05. I've been a General Sales Manager for Rochester Motor Cars since 2010 and I'm able to work well with other teammates, vendors, and contractors. I'm able to hold people accountable to their job or expectations. I'm an effective communicator and able to compromise, if needed, to complete a project. I can work through a project, even if someone may have an opposing viewpoint. I have a positive outlook on life and constantly look to turn obstacles into opportunities.*

With what you know about this area, what do you see as the three most significant issues this board/committee/commission will need to address in the next two years?

*It will be interesting to see how well the new roundabouts will alleviate traffic pressure on Mantorville Ave. What's the next step, if there is one? What's the plan to get more business back on Main Street? Where are we planning to expand to meet the demand for housing in Kasson?*

Personally, with the current knowledge you have of this area, what two or three suggestions/ideas would you like to see discussed?

*What are we doing to attract new businesses to Kasson? Do we want more restaurants in town?*

What one or two contributions do you think you would make, in the short term (first few months) and in the long term (after a year)?

*The fresh perspective of a new member, in the short term. The lifelong passion for Kasson in the long term.*

Do you have any potential conflicts of interest serving on this board?

*None. I'm only interested in serving the people of Kasson and growing our community.*

**Please return to:** City Administrator  
401 5<sup>th</sup> St SE  
Kasson, MN 55944



**CITY OF KASSON  
RESOLUTION #2.X-23**

**RESOLUTION APPROVING A VARIANCE FOR 701 3<sup>RD</sup> ST SE**

**WHEREAS**, an application has been received from Michael Marti requesting that a variance be granted on a parcel of land at 701 3<sup>rd</sup> St SE in the City of Kasson to allow for a 6 foot variance from the front yard setback requirements set forth in City Ordinance; and

**WHEREAS**, the property is legally described as Lot 2, Block 1, East Creek Commercial Addition, City of Kasson, County of Dodge, State of Minnesota, and the parcel number is 24.203.0102; and

**WHEREAS**, a Public Hearing was held concerning the application at the Planning Commission meeting on February 13, 2023 following due publication thereof; and

**WHEREAS**, such applications are reviewed by the Planning Commission and the Zoning Administrator prior to recommending Council action; and

**WHEREAS**, the Commission made a recommendation to approve the request; and

**WHEREAS**, the Commission considered the following questions when making its recommendation to the City Council:

1. Whether or not exceptional, unique or extraordinary circumstances apply to the physical surrounding, shape or topographic conditions of the parcel of land that result in practical difficulties for the owner?

**Yes, exceptional, unique or ordinary circumstances were identified.**

2. Whether or not the variance requested will alter the essential character of the locality?

**No, the proposed addition will not alter the essential character of the locality.**

3. Whether or not granting the variance will:

- a. Impair an adequate supply of light and air to adjacent property? **No.**
- b. Substantially increase congestion in adjacent public streets? **No.**
- c. Endanger the public safety? **No.**
- d. Substantially diminish or impair property values within the vicinity? **No.**

4. Whether the variance requested is the minimum variance that would alleviate the practical difficulties? **Yes.**

5. Whether or not the variance requested is consistent with the intent of this chapter and the city's comprehensive plan? **Yes.**

6. Whether or not the variance requested provides for a reasonable and practical solution that eliminates the practical difficulties? **Yes.**



**WHEREAS**, the City Council has made the following findings in consideration of the variance request:

1. The proposed use is not prohibited in the zoning district in which the subject property is located;
2. The variance is in harmony with the general purposes and intent of the chapter;
3. The terms of the variance are consistent with the comprehensive plan; and
4. The landowner has shown that the variance is necessary to alleviate the practical difficulties in complying with the official control.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Kasson that the requested variance of 6 feet to the front yard setback for 701 3<sup>rd</sup> St SE is hereby approved.

**ADOPTED** this 22<sup>nd</sup> day of February, 2023.

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor

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



## REQUEST FOR COUNCIL ACTION

**Meeting Date:** February 22, 2023

AGENDA SECTION: Committee Reports	ORIGINATING DEPT: Planning & Zoning
ITEM DESCRIPTION: Marti Electric variance	PREPARED BY: Ian Albers

### **COUNCIL ACTION REQUESTED:**

Michael Marti has requested a variance of 6 ft to the front yard setback in order to allow for a 26 ft office addition on the south side of the building at 701 3rd St SE. There is a sanitary sewer easement north of the building which creates a practical difficulty. In an I-1 district, the required front yard setback is 30 ft. With a variance of 6 ft, the front yard setback would be reduced to 24 ft. A public hearing was held at the regular meeting of the Planning Commission on February 13, after which the Planning Commission recommended approval of the variance with no conditions.

In consideration of a variance request, the City Council shall make the following findings, as described in §154.068(E)(4):

1. The proposed use is not prohibited in the zoning district in which the subject property is located;
2. The variance must be in harmony with the general purposes and intent of this chapter;
3. The terms of the variance must be consistent with the comprehensive plan; and
4. The landowner must show that the variance is necessary to alleviate the practical difficulties in complying with the official control.

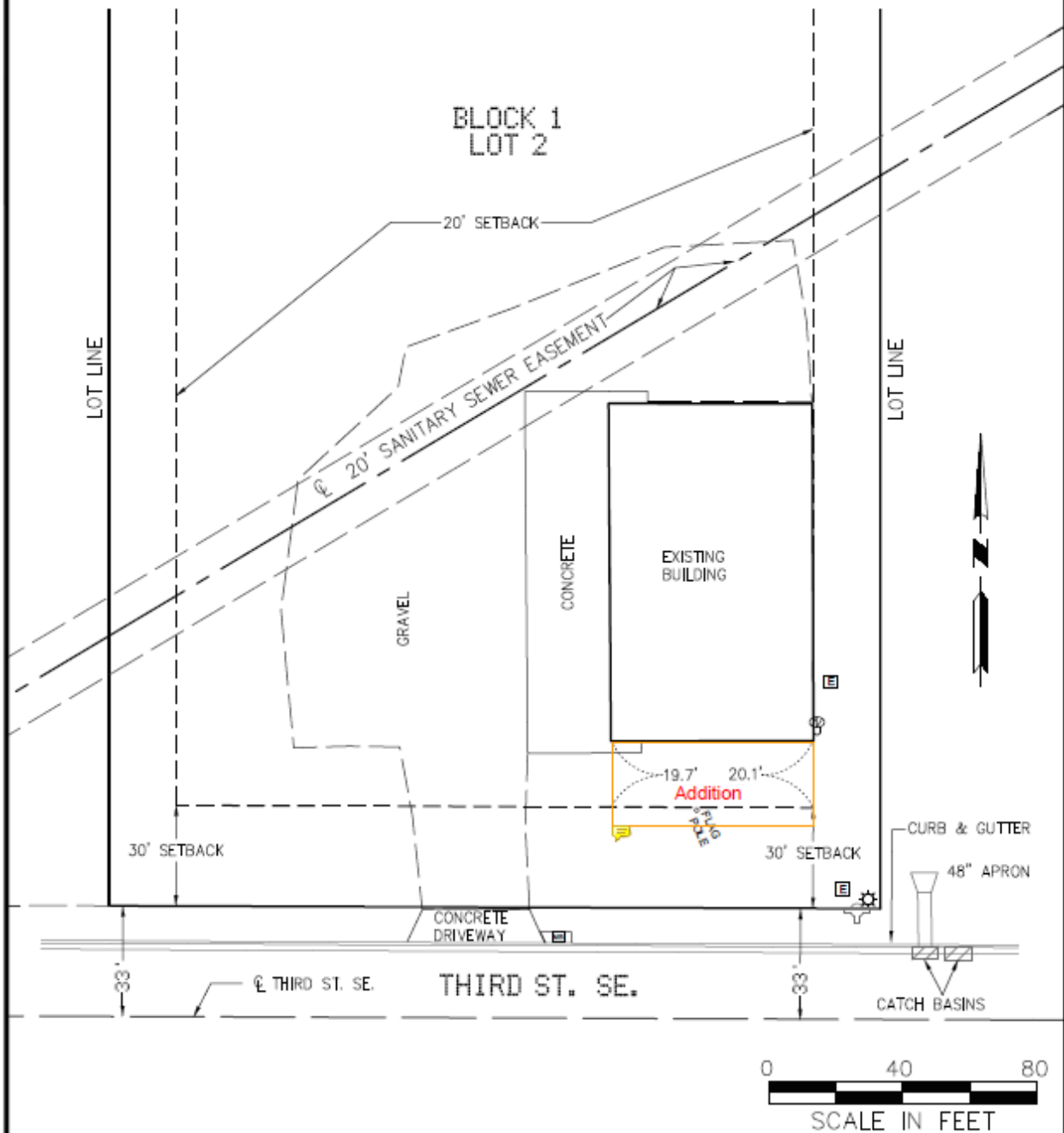
Staff offers the following findings of fact:

1. The sanitary sewer easement is a unique or extraordinary circumstance that results in practical difficulties for the landowner that were not caused by the landowner.
2. The variance requested will not alter the essential character of the locality.
3. The proposed use is reasonable and is allowed in the zoning district.
4. The variance requested would alleviate the practical difficulties, and it is consistent with the intent of the chapter and the city's comprehensive plan.

The City Council is requested to approve the resolution for a variance for 701 3rd St SE:




# EXHIBIT LOT 2, BLOCK 1, EAST CREEK COMMERCIAL ADDITION



**WSE + MASSEY**  
ENGINEERING & LAND SURVEYING LTD.  
P.O. BOX 100, KASSON, MN 55944  
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

DATE: 02/09/23  
DWG NO. 41730E01.DWG  
JOB NO. 4173  
SHEET 1 OF 1





# Kasson Demographics Update

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JANUARY 2023



# Summary Observations (preliminary)

---

Since 2017 Comprehensive Plan, Kasson's growth has exceeded projections.

Young families – largest cohorts are kids under 5 and adults 30-34: In 10-15 years...

- Kids will be in high school
- Parents will likely be buying cars and owning their largest homes
- Parents will have some leisure time (kids become more independent)
- Demand for athletic fields/programs
- Demand for arts and cultural programs
- High school kids looking for jobs (service sector labor pool)

Senior aged population is growing.

- Health care
- Active Senior Living – trails, pickleball, bocce ball, etc.
- Senior housing options – independent (maintenance free, one level, senior community) and continuum of care (assisted living, nursing home, specialized care)
- Senior center – programming and socializing



# Summary Observations (cont.)

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Greater number of households with greater incomes. Potential discretionary spending.

Potential for households with higher levels of education to leverage opportunities for diversifying industry/business.

More workers traveling further for work represents opportunity.

- Can Kasson create jobs to keep people closer to Kasson and thus improve quality of life, or...
- Is Kasson more of a bedroom community
- Can a stronger daytime population (workers) help fuel greater levels of commercial services and entertainment in Kasson?

Is there a health care economic opportunity in Kasson?

Other opportunities?



# Table of Contents

---

1. Population
2. Age Distribution
3. Households
4. Education
5. Jobs and Commutes
6. Housing



# COVID-19 Pandemic

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- THE COVID-19 PANDEMIC STARTED IN 2020 AND IMPACTED EVERY ASPECT OF LIFE. WE RECOGNIZE THAT THIS WILL ALSO HAVE A SIGNIFICANT IMPACT ON TRENDS GOING FORWARD.



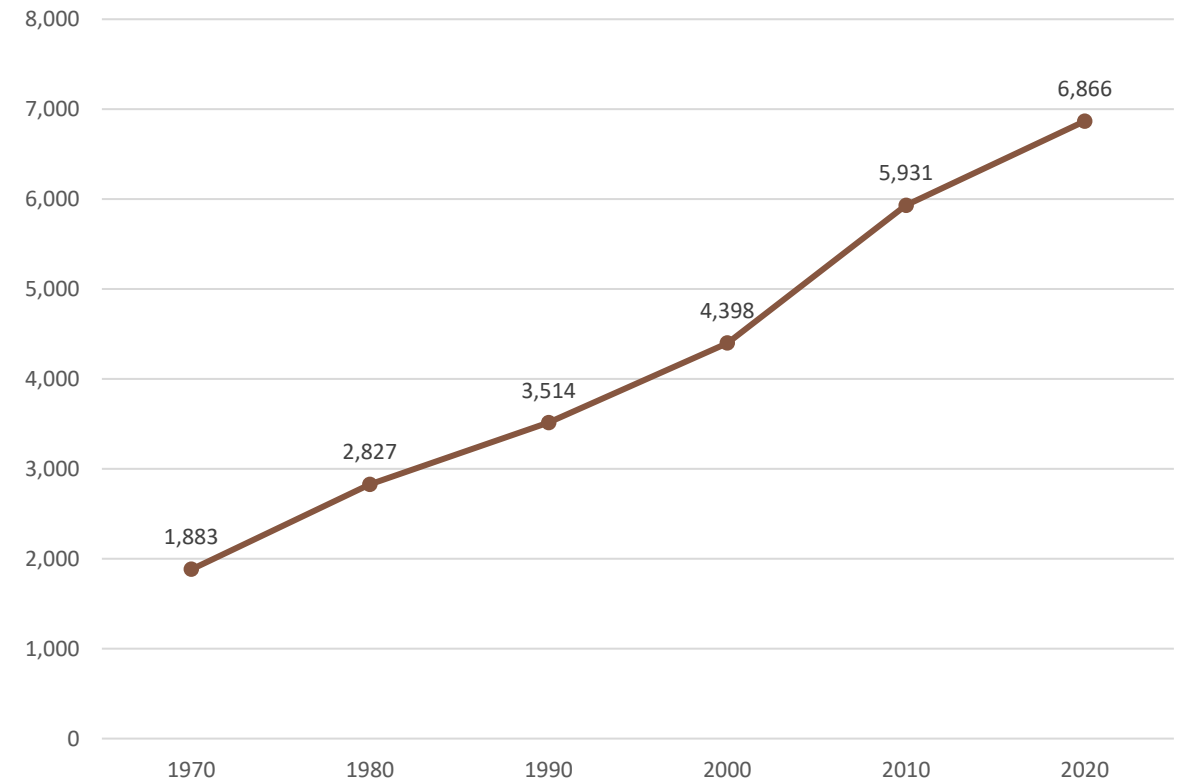
# 1 Population

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# Historic Population

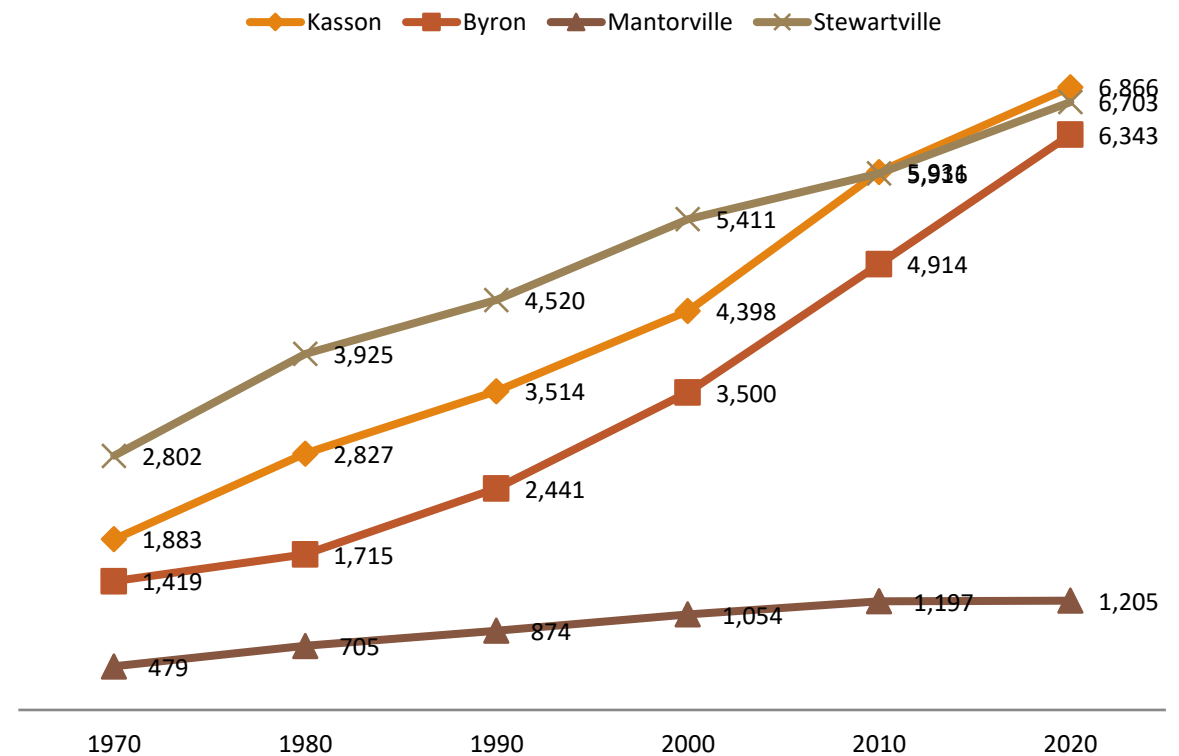
- THE POPULATION OF KASSON CONTINUES TO INCREASE STEADILY
- STATE DEMOGRAPHER ESTIMATED KASSON'S POPULATION IN 2021 WAS 6,921





# Population Comparisons

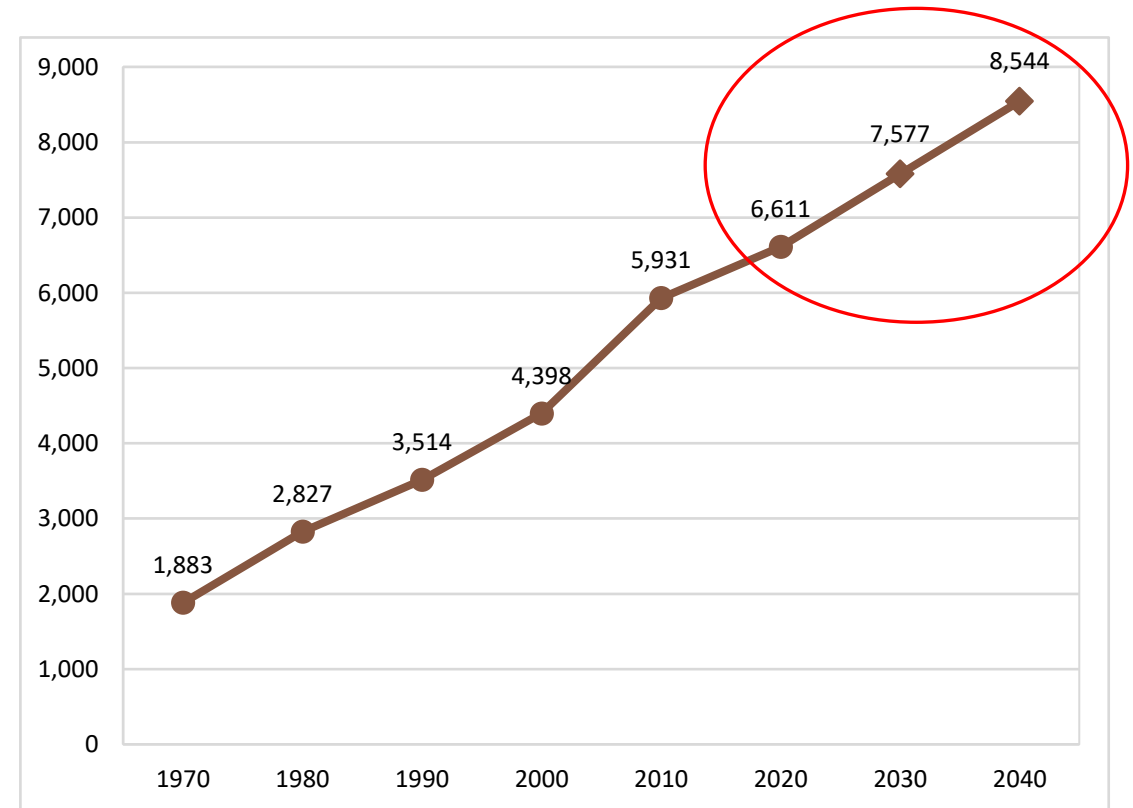
- THE POPULATION OF KASSON CONTINUES TO GROW AT A SIMILAR RATE TO THE SURROUNDING CITIES OF BYRON AND STEWARTVILLE





# Population Projections

- THE 2017 COMPREHENSIVE PLAN...
  - Projected a 2020 population of 6,611 which is 255 persons short of the official 2020 census count
  - Projected a 2040 population of 8,544 (see chart at right from current Comprehensive Plan)
  - Adjusting for actual 2020 census counts suggests a 2040 population projection adjustment between 9,175 and 8,751 or a midpoint of 8,963





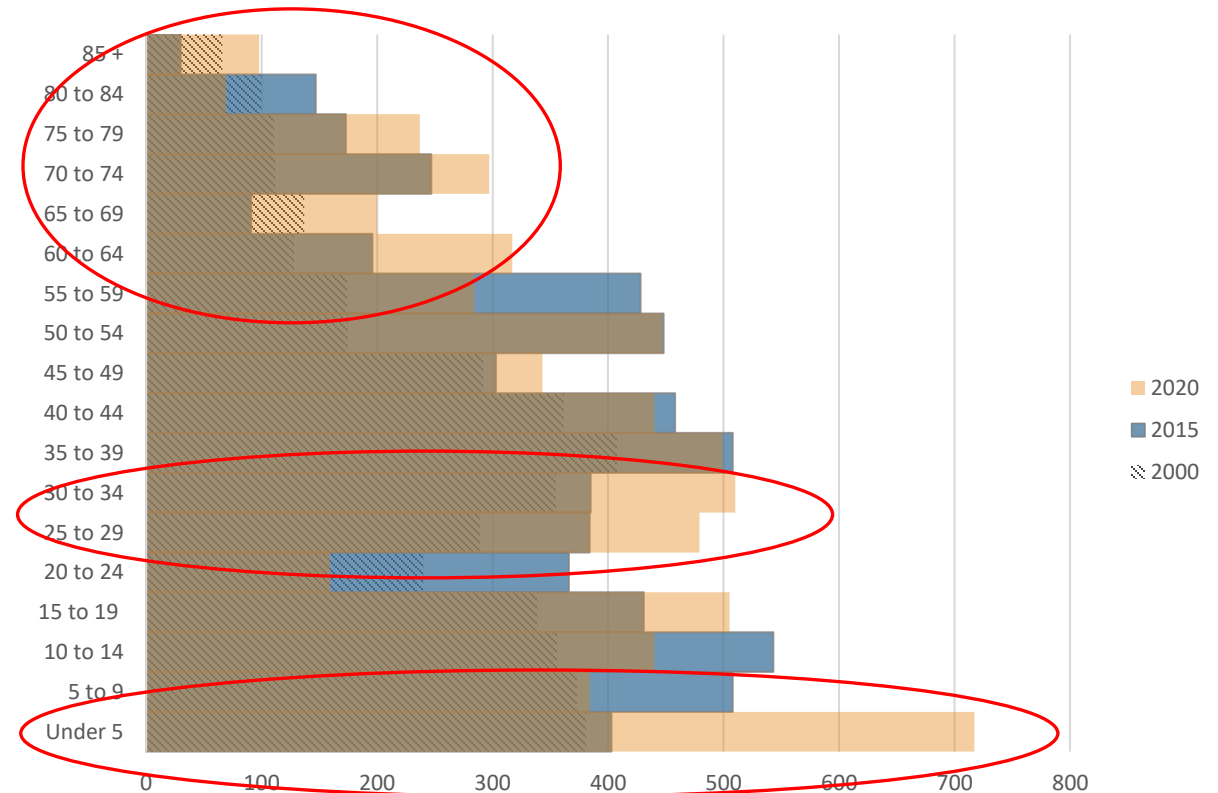
# 2 Age Distribution

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# Age Distribution

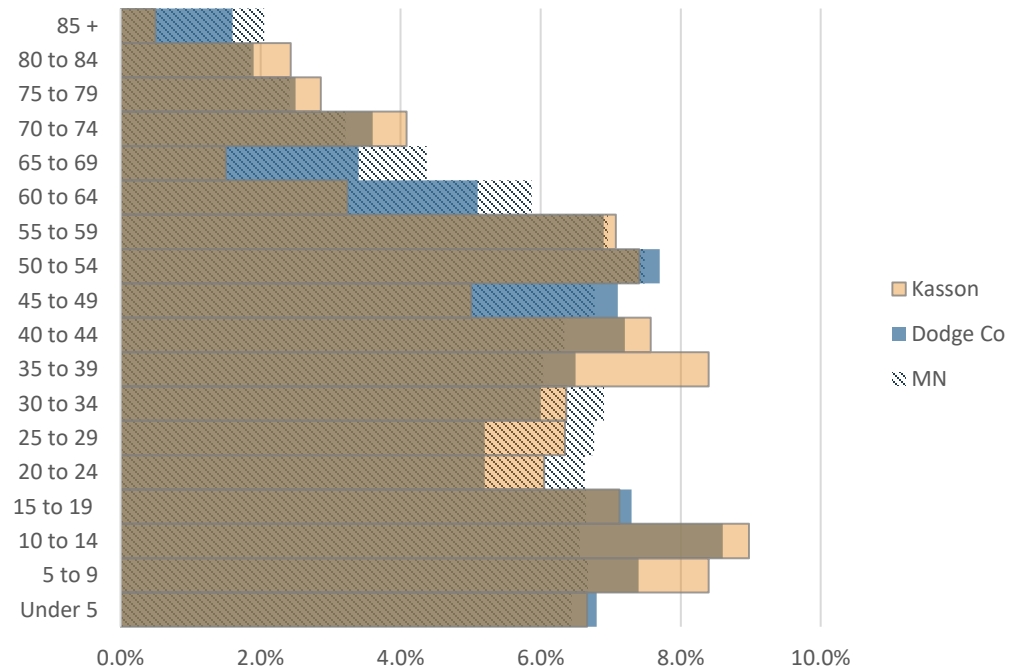
- YOUNG FAMILIES AND SENIORS MAKE UP THE LARGEST COHORTS IN 2020
- HOW DOES THIS AFFECT GROWTH AND DEVELOPMENT IN THE NEXT 10 YEARS? OR 20 YEARS?



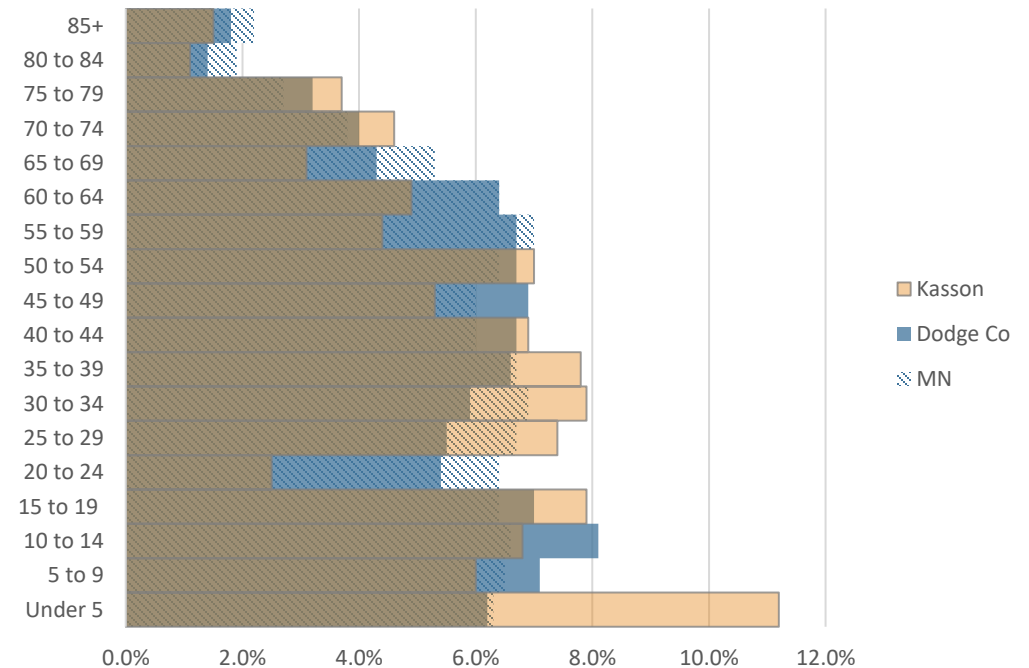


# Age Distribution (comparison of Dodge Co and the State of Minnesota)

2015



2020





# 3 Households

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# Average Household and Family Size

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- AVERAGE HOUSEHOLD SIZE AND FAMILY SIZE HAVE BOTH INCREASED SLIGHTLY SINCE 2015. STATEWIDE AND NATIONAL TRENDS GENERALLY SEE A DECREASING HOUSEHOLD SIZE.

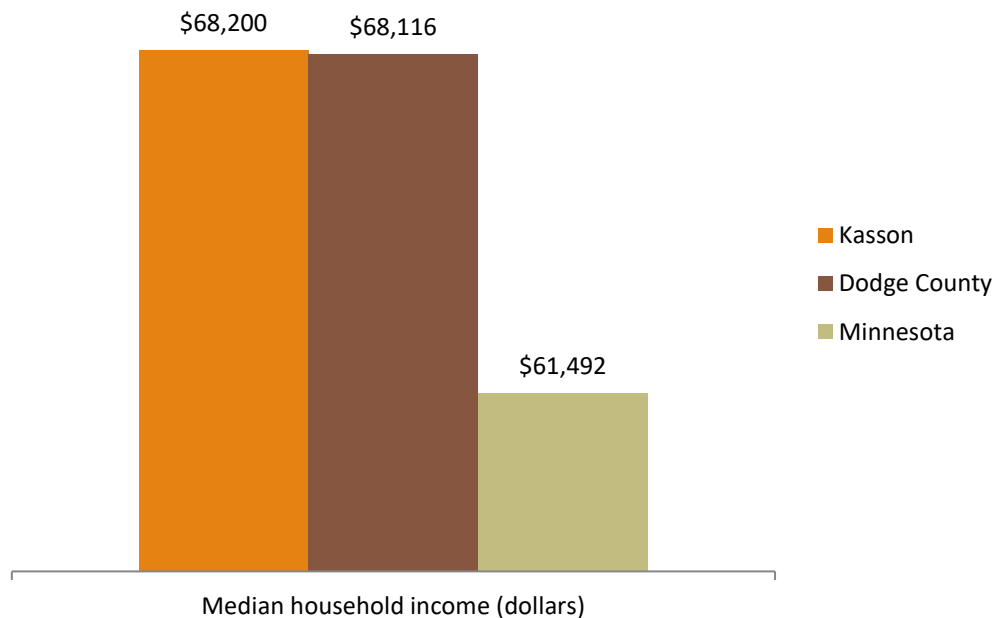
	2020	2015	2000
Average Household Size	2.74	2.63	3
Average Family Size	3.17	3.1	3



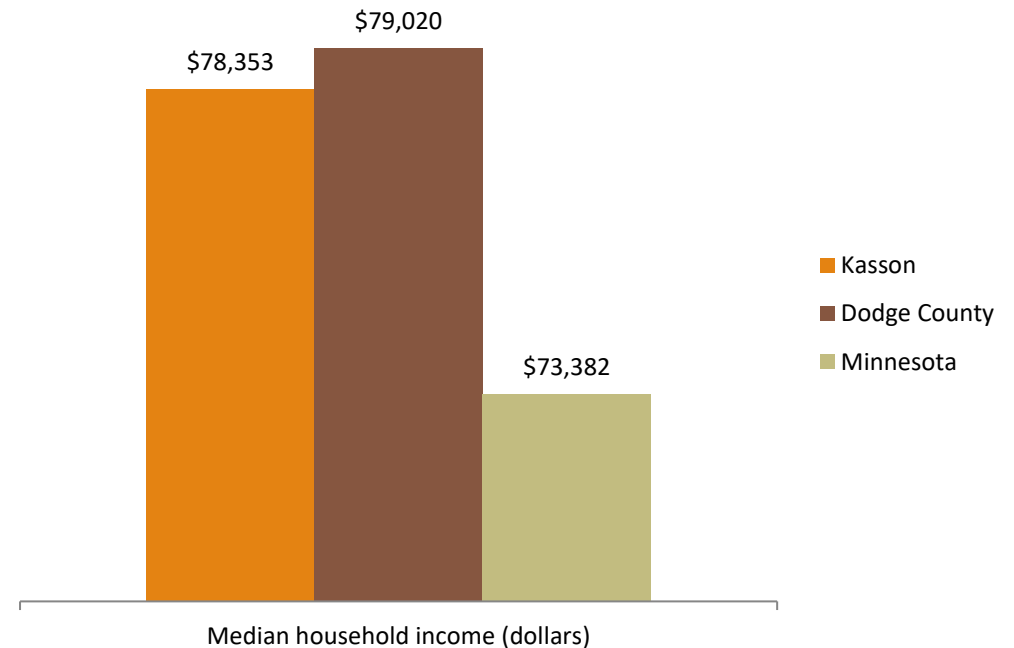
# Median Household Income

- 2022 ESTIMATES FROM ESRI PUT KASSON'S MEDIAN HH INCOME AT \$83,059. A GROWING NUMBER OF HOUSEHOLDS ARE IN THE UPPER INCOME BRACKETS. INDICATING A POSSIBLE INCREASE OF DISCRETIONARY SPENDING.

2015



2020





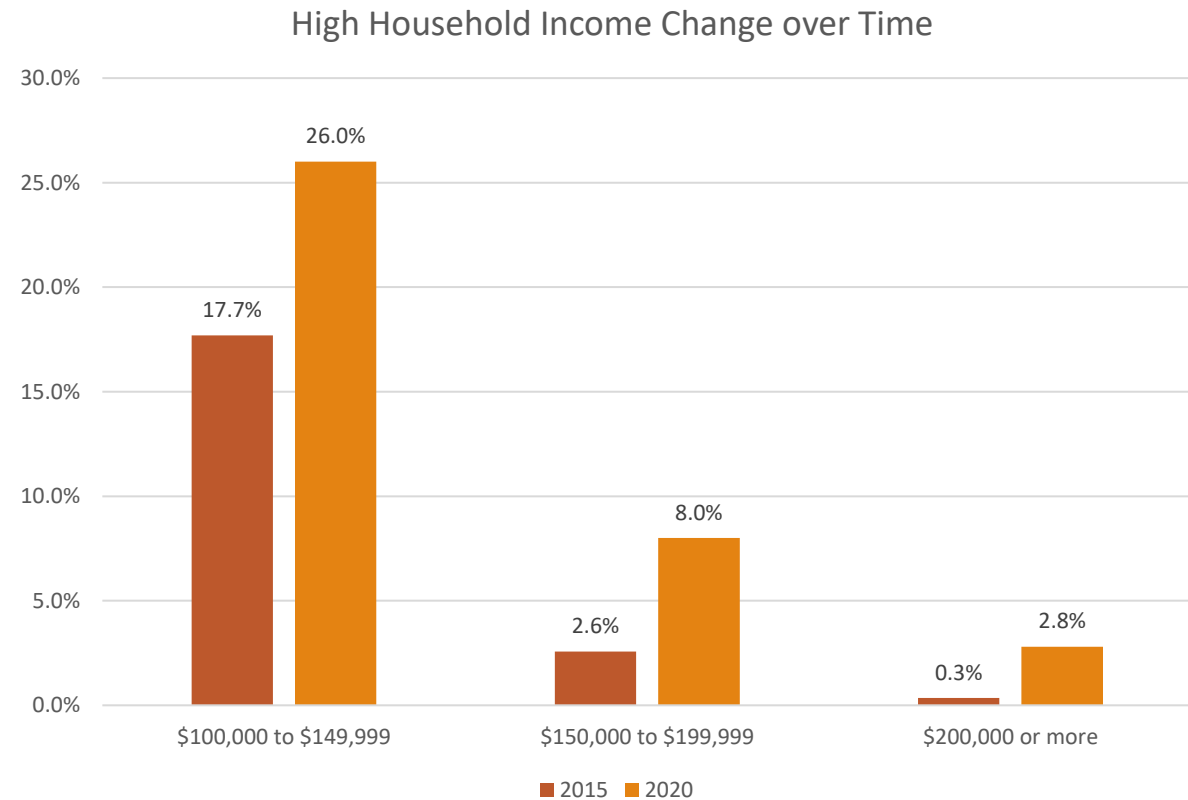
# Household Income

	2020		2015	
	Number	Percentage	Number	Percentage
Total households	2,337	-	2,288	-
Less than \$10,000	13	0.6%	20	0.9%
\$10,000 to \$14,999	66	2.8%	52	2.3%
\$15,000 to \$24,999	105	4.5%	223	9.7%
\$25,000 to \$34,999	105	4.5%	191	8.3%
\$35,000 to \$49,999	255	10.9%	270	11.8%
\$50,000 to \$74,999	547	23.4%	545	23.8%
\$75,000 to \$99,999	386	16.5%	515	22.5%
\$100,000 to \$149,999	607	26.0%	405	17.7%
\$150,000 to \$199,999	187	8.0%	59	2.6%
\$200,000 or more	66	2.8%	8	0.3%



# Household Income

- HIGH EARNING HOUSEHOLDS HAVE INCREASED SINCE 2015
- THE PERCENTAGE OF HOUSEHOLDS EARNING BETWEEN \$150,000 AND \$199,999 IS OVER TRIPLE WHAT IT WAS IN 2015
- THOSE MAKING \$200,000 OR MORE HAS GROWN NEARLY TEN TIMES SINCE 2015





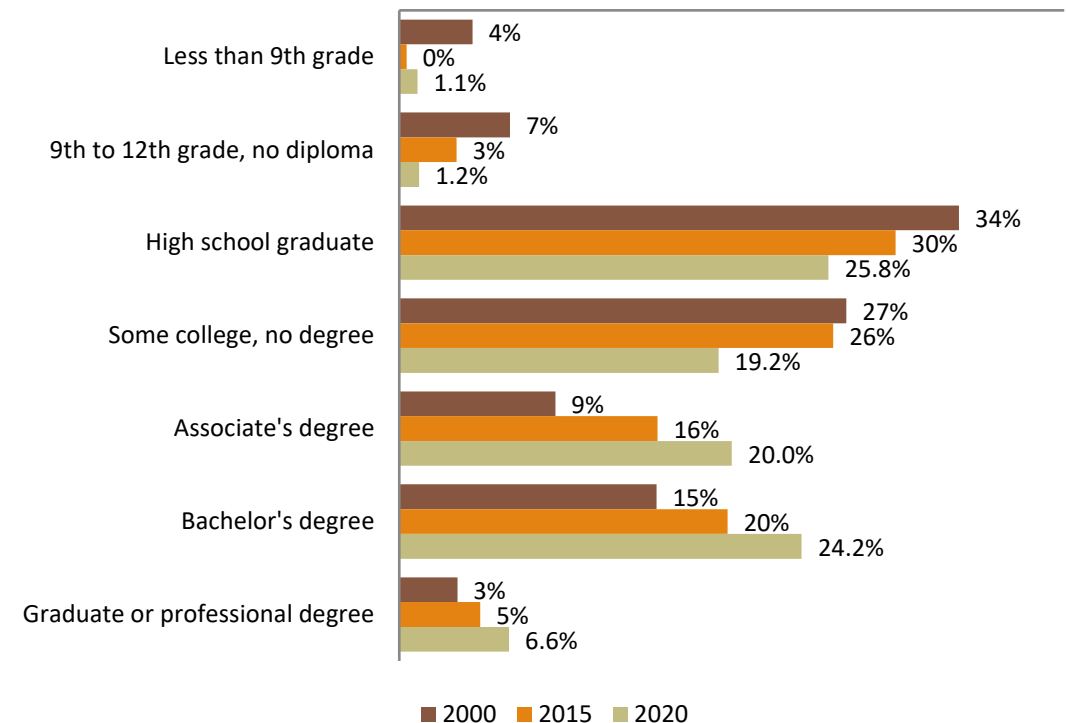
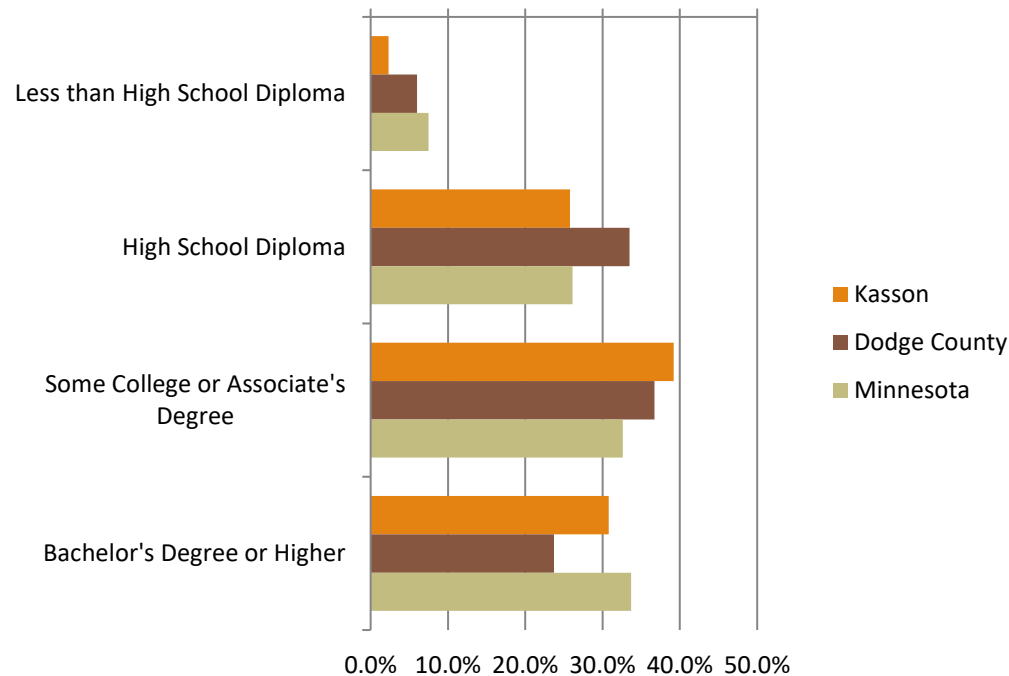
# 4 Education

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# Educational Attainment

- EDUCATION ATTAINMENT DATA REFERS TO MEMBERS OF THE POPULATION AGE 25 AND ABOVE
- EDUCATION ATTAINMENT HAS INCREASED IN 2020 IN KASSON AND CONTINUES TO SURPASS THAT OF DODGE COUNTY





# 5 Jobs and Commutes

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# Trade Market Demographics

- THE MAP BELOW FROM ESRI BUSINESS ANALYST SHOWS THE TRADE MARKET, WHICH IS THE AREA WITHIN A 20 MINUTE DRIVE TIME FROM KASSON'S RETAIL AREA

Population: 43,929

Workplace Population: 25,785

Population Growth ('10-'20): 62%

Projected Population Growth ('20-'27): 4%

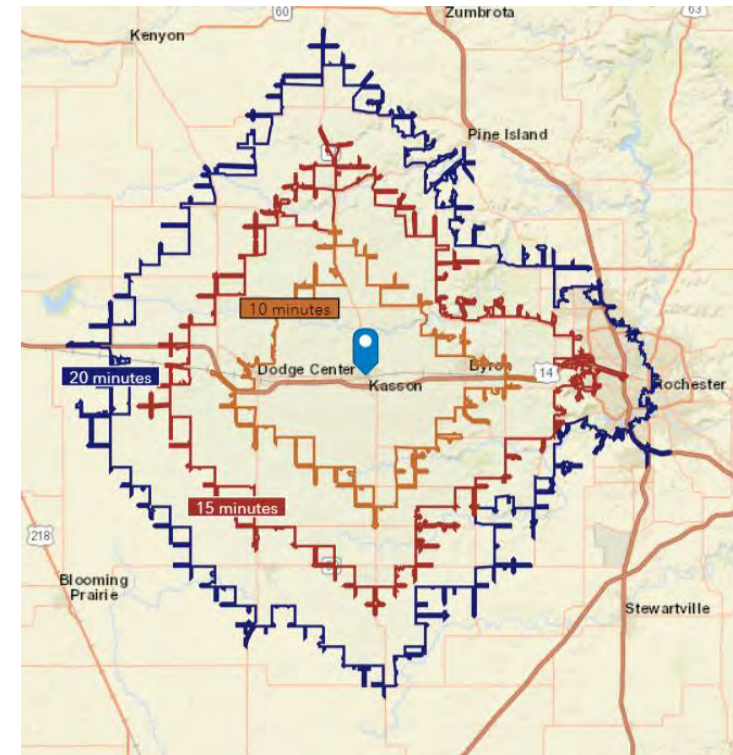
Households: 16,989

Avg. HH Income: \$115,092

Median HH Income: \$92,925

Household Growth ('10-'20): 72%

Projected HH Growth ('20-'27): 5%





# Travel Time

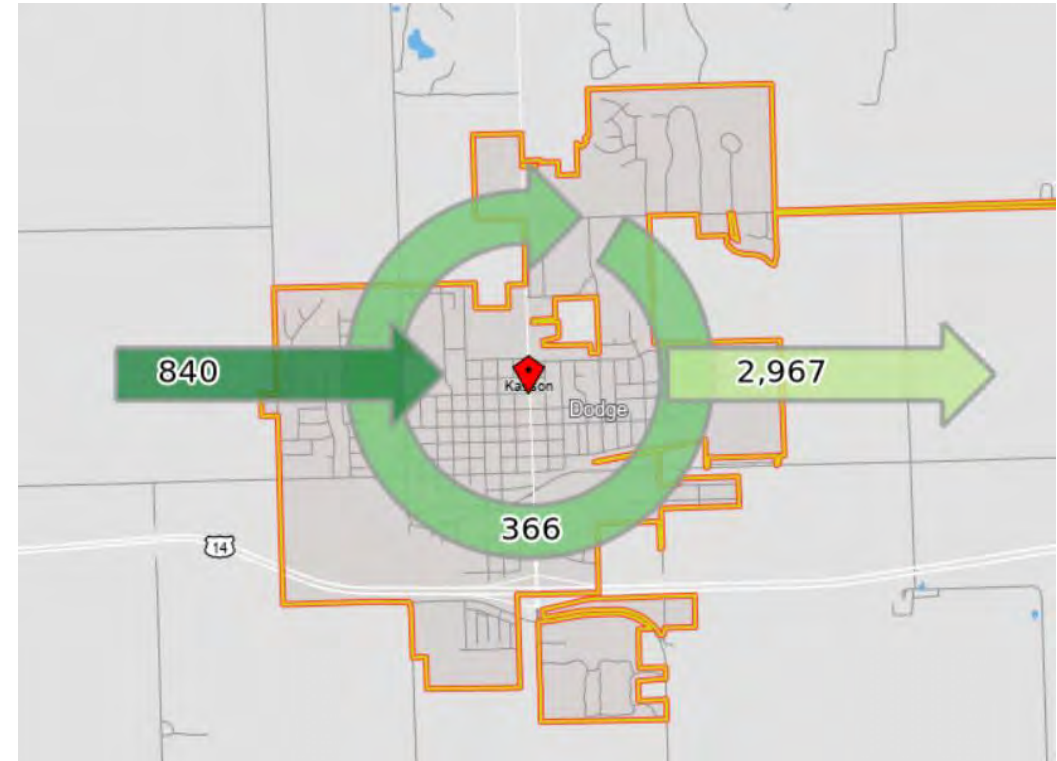
- THE NUMBER OF PEOPLE CARPOOLING AND USING FORMS OF PUBLIC TRANSIT HAS INCREASED AS HAS THE MEAN TRAVEL TIME TO WORK.

Status	2020		2015		2000	
	Number	Percentage	Number	Percentage	Number	Percentage
Workers 16 years and over	3,271	-	3,252	-	2,335	-
Car, truck, or van -- drove alone	2,472	75.6%	2,720	83.6%	1,923	82.4%
Car, truck, or van -- carpooled	508	15.5%	272	8.4%	238	10.2%
Public transportation (excluding taxicab)	96	2.9%	38	1.2%	28	1.2%
Walked	13	0.4%	21	0.6%	67	2.9%
Other means	15	0.5%	39	1.2%	5	0.2%
Worked at home	167	5.1%	162	5.0%	74	3.2%
Mean travel time to work (minutes)	25.1	-	20.9	-	19.9	-
Source: 2011-2015 ACS, 2016-2020 ACS, 2000 Census						



# In Flow- Out Flow of Workers

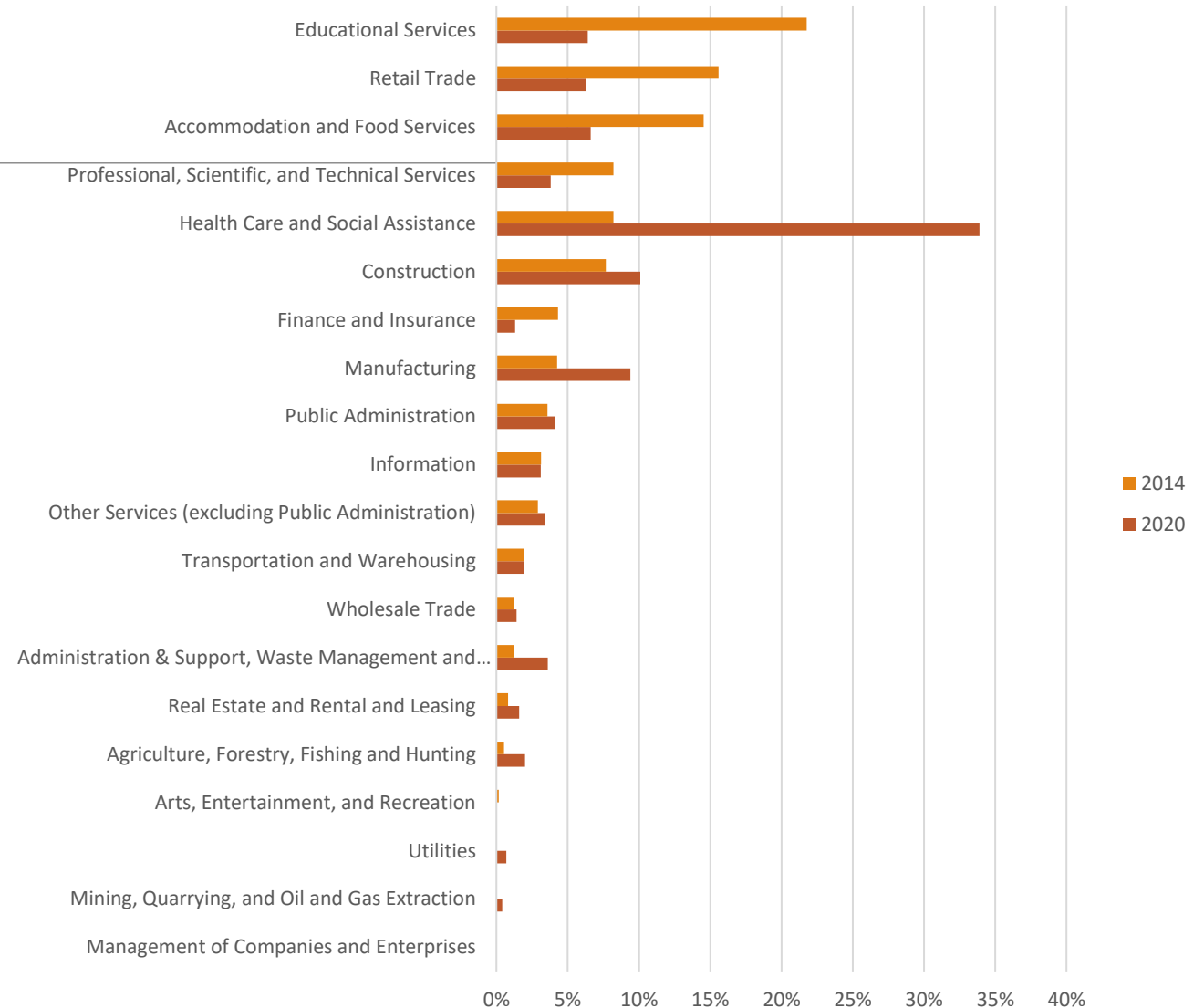
- MOST KASSON RESIDENTS (2,967) ARE LEAVING KASSON TO WORK WITH ONLY 366 BOTH LIVING AND WORKING IN KASSON
- 840 PEOPLE ARE LIVING OUTSIDE OF KASSON AND COMMUTING IN FOR WORK





# Industry Profile

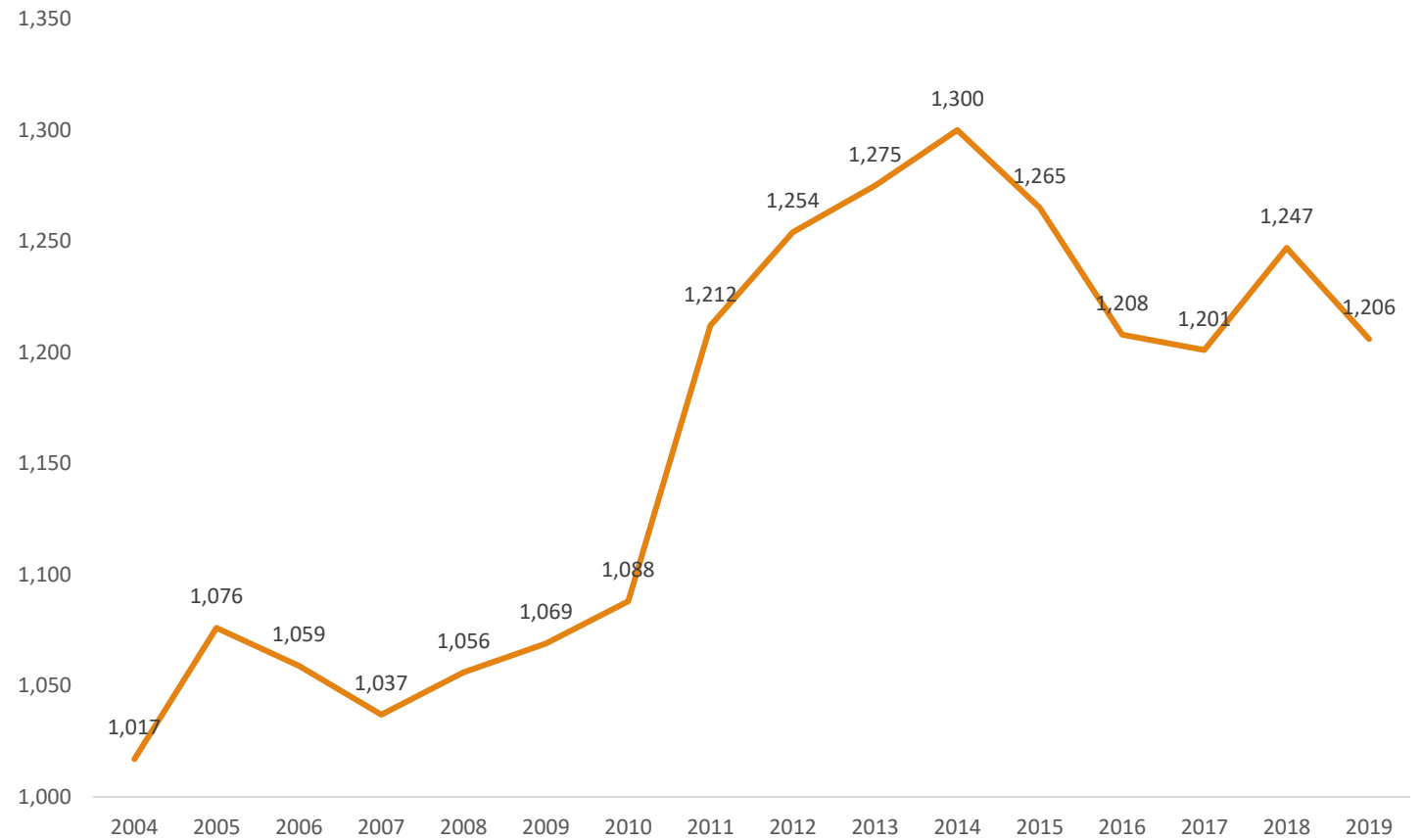
- INDUSTRY IS THE TYPE OF ACTIVITY AT A PERSON'S PLACE OF WORK
- THE HEALTH CARE INDUSTRY HAS INCREASED DRAMATICALLY IN KASSON





# Primary Jobs

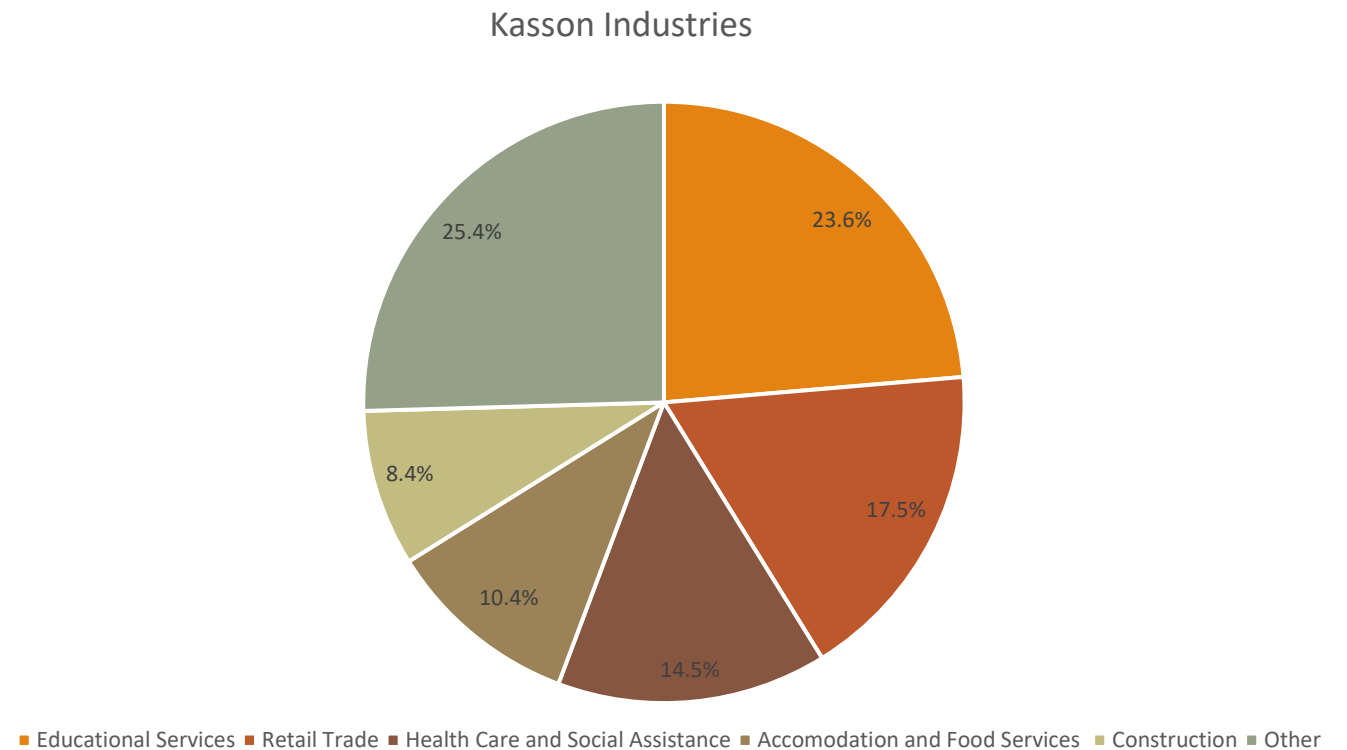
- THIS GRAPH SHOWS THE NUMBER OF PRIMARY JOBS WITHIN THE KASSON CITY LIMITS.





# Top Employers In Kasson

Top Employers	# of Employees
Kasson- Manorville Public School	248
Erdman Supermarket, Inc.	130
Kasson-Mayo Family Practice	50
City of Kasson	35
Daniel's Restaurant	35
KM Telecom	22
Comfort Home Health Care	21
Shopko Hometown	20
Home Federal Bank	18





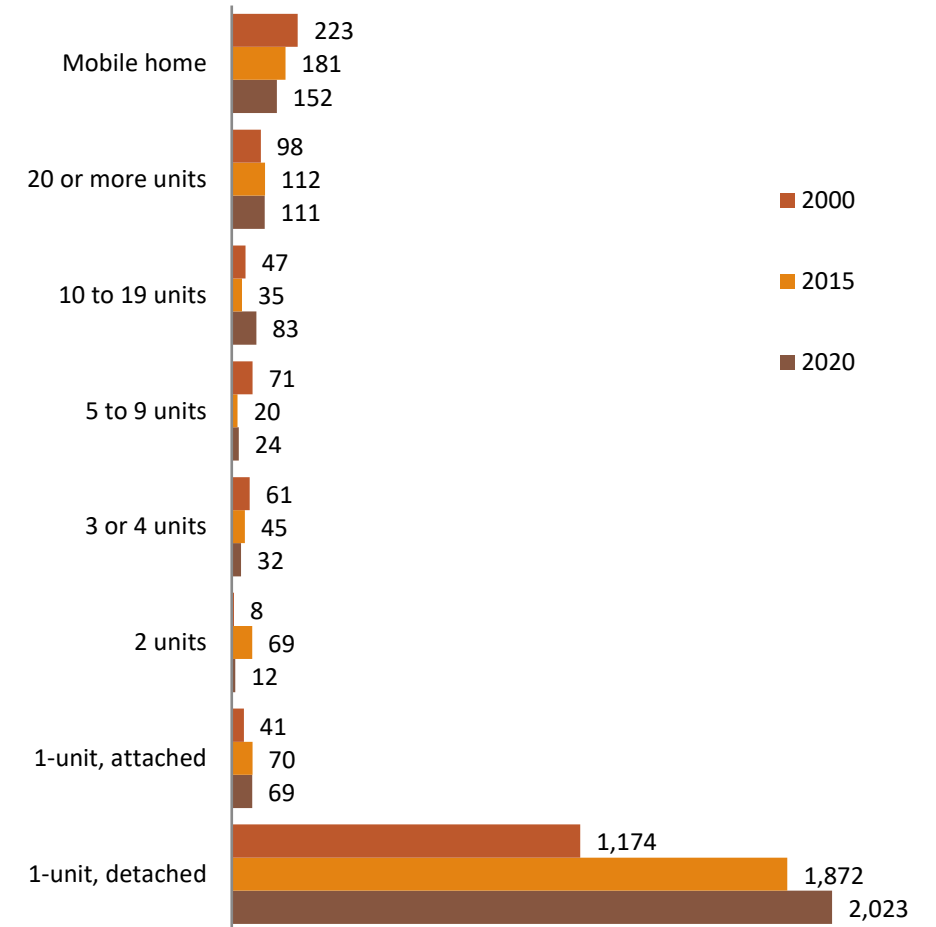
# 6 Housing

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# Housing Units in Structure

- SINGLE UNIT DETACHED STRUCTURES STILL REMAIN THE MOST POPULAR FORM OF HOUSING IN KASSON.
- THERE IS AN INCREASE IN THE NUMBER OF 10-19 UNIT STRUCTURES IN THE CITY.

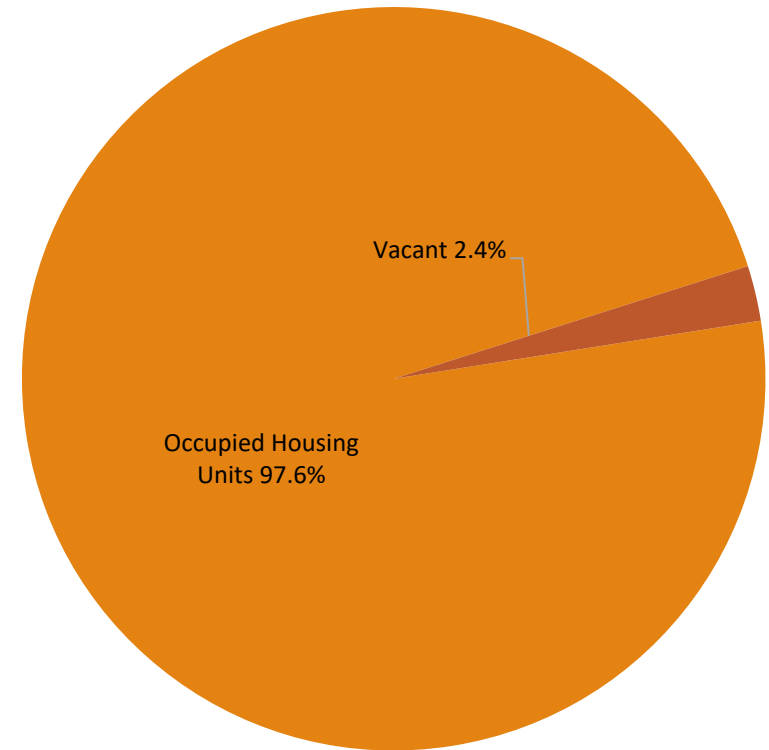
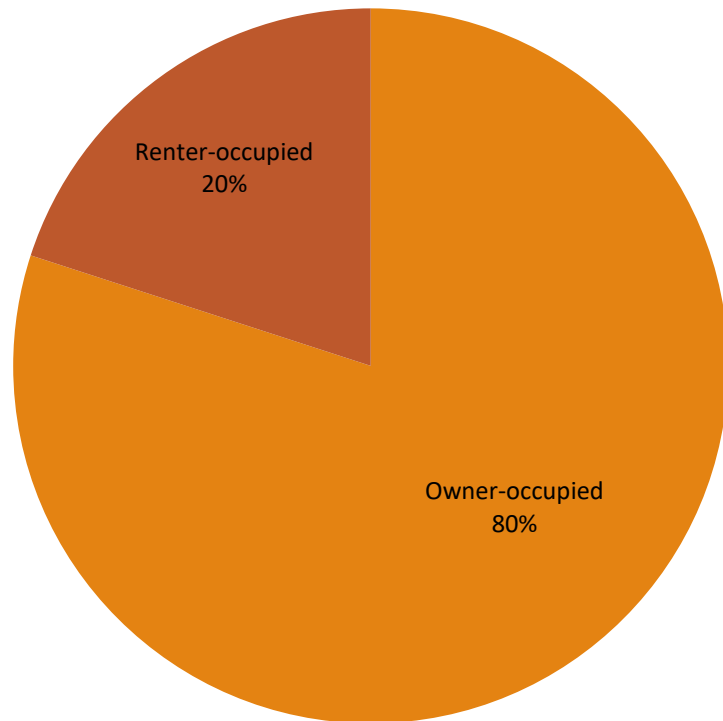




# Housing Tenure and Vacancy

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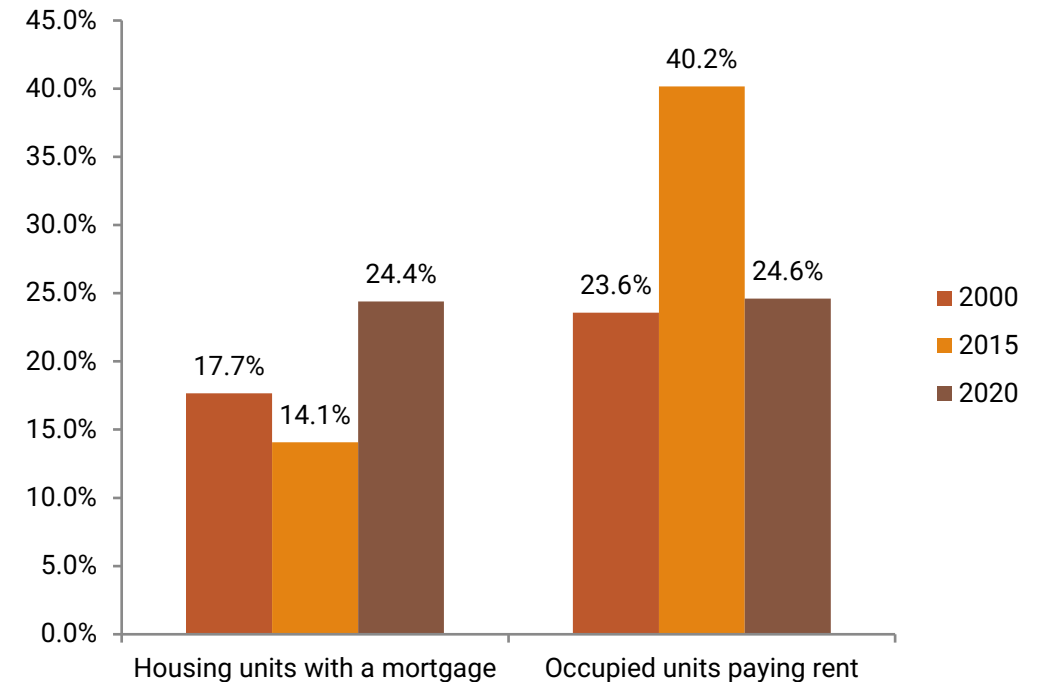
- A HOUSING UNIT IS VACANT IF NO ONE IS LIVING IN IT AT THE TIME OF INTERVIEW BY THE US CENSUS





# Cost Burdened Households

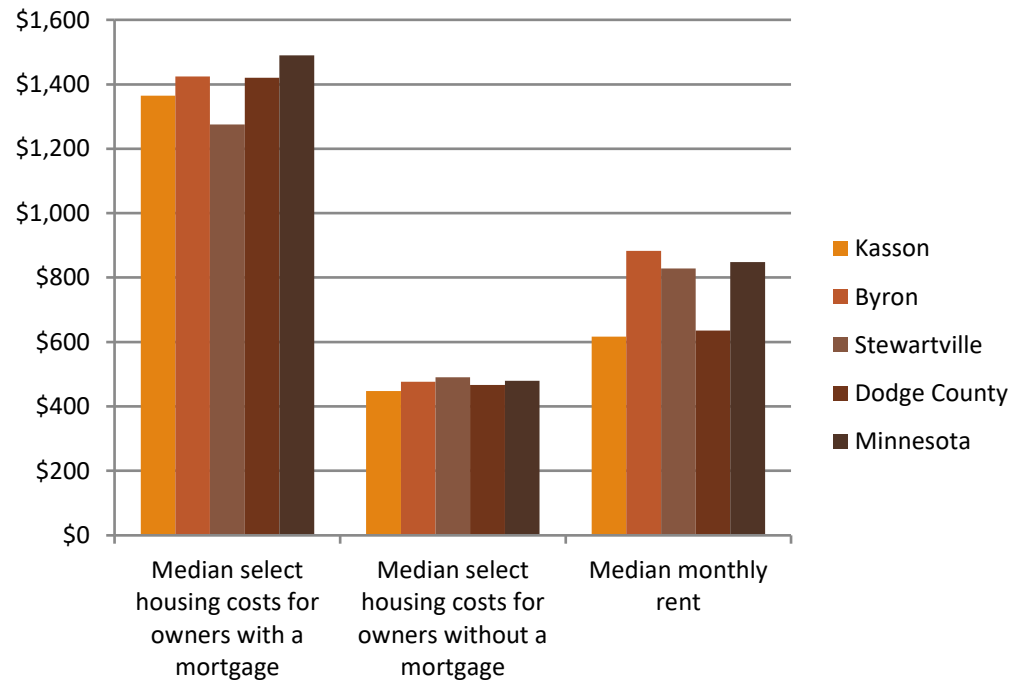
- COST BURDENED IS DEFINED AS SPENDING MORE THAN 30% OF YOUR INCOME ON HOUSING COSTS
- VASTLY MORE PEOPLE WITH MORTGAGES ARE SPENDING OVER 30% OF THEIR INCOME ON HOUSING
- PEOPLE WITH MORTGAGES AND THOSE PAYING RENT ARE ALMOST EQUALLY COST BURDENED IN 2020



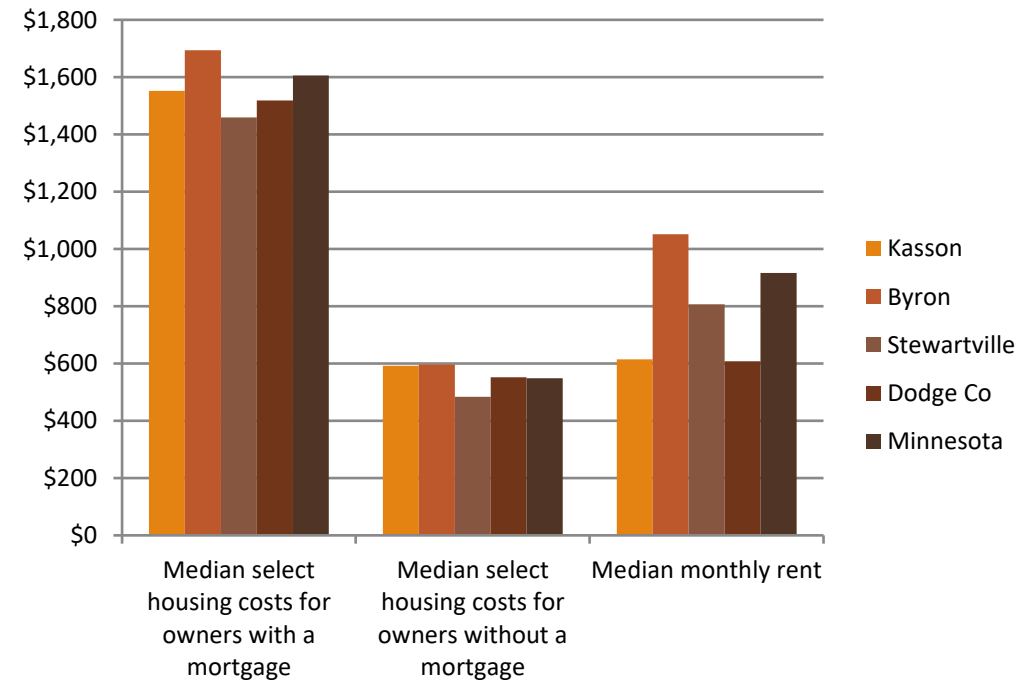


# Monthly Housing Costs

2015



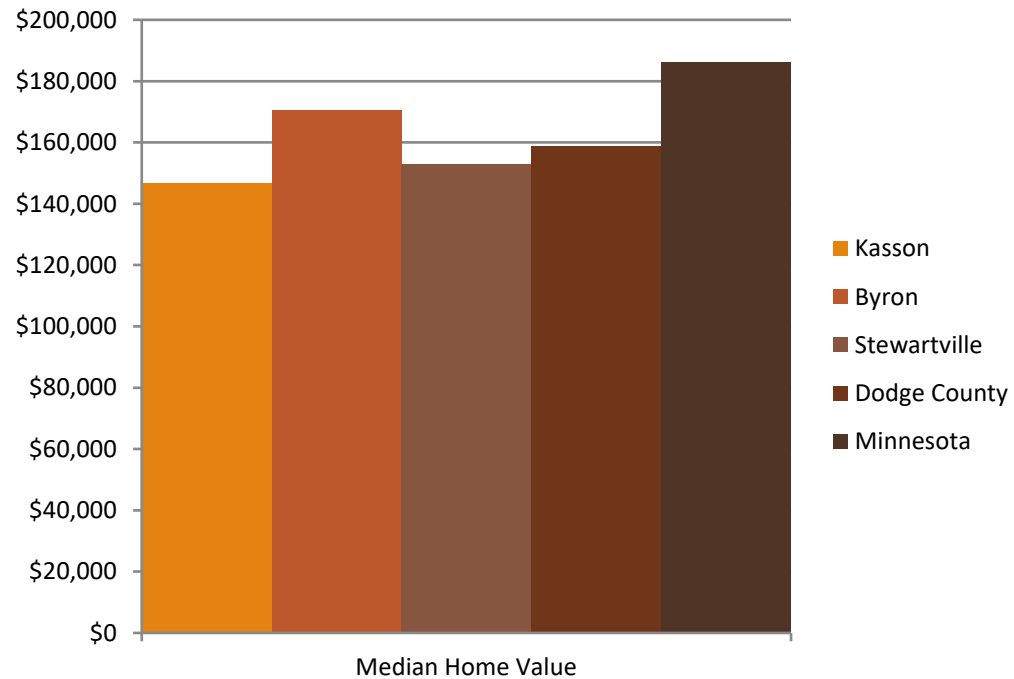
2020



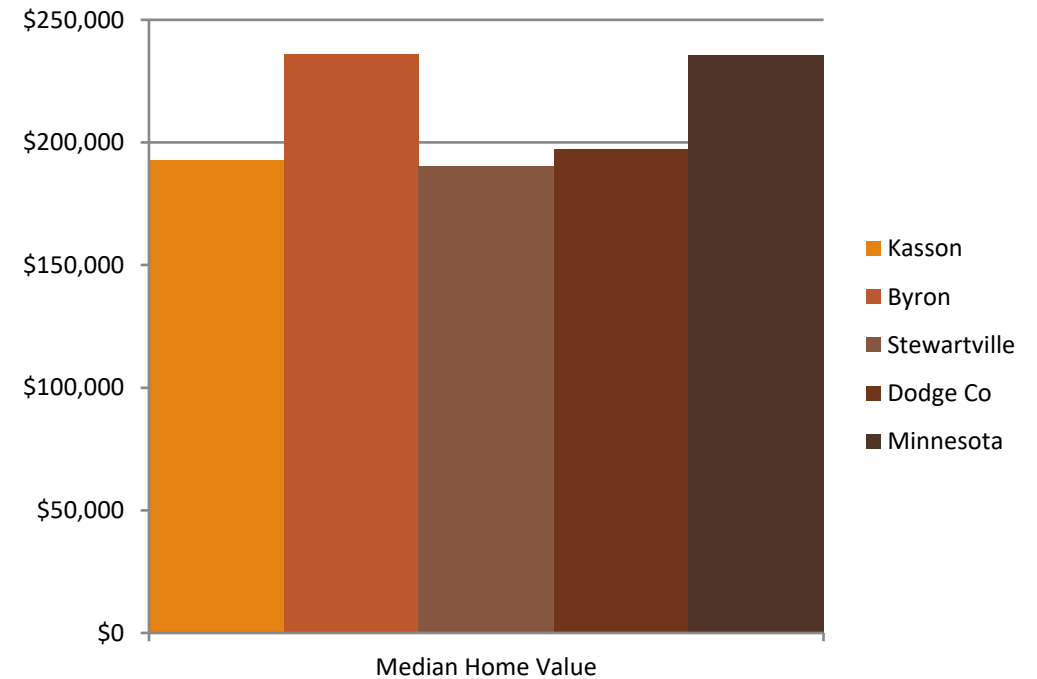


# Median Home Value

2015



2020





# Tapestry: Lifestyle and Psychographics

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The Tapestry Segmentation tool is a part of ESRI Business Analyst and uses a system of 67 population segments found in neighborhoods across the US. These population segments identify consumer markets by understanding lifestyle demography and local geography. Neighborhoods are grouped together creating a segmentation system that integrates consumer traits with residential characteristics.

The following are segments that have been identified in the Kasson market area.



# Tapestry: Lifestyle and Psychographics



## LifeMode Group: Family Landscapes **Middleburg**

4C

**Households:** 3,511,200

**Average Household Size:** 2.75

**Median Age:** 36.1

**Median Household Income:** \$59,800

### WHO ARE WE?

*Middleburg neighborhoods transformed from the easy pace of country living to semirural subdivisions in the last decade, as the housing boom spread beyond large metropolitan cities. Residents are traditional, family-oriented consumers. Still more country than rock and roll, they are thrifty but willing to carry some debt and are already investing in their futures. They rely on their smartphones and mobile devices to stay in touch and pride themselves on their expertise. They prefer to buy American and travel in the US. This market is younger but growing in size and assets.*

### OUR NEIGHBORHOOD

- Semirural locales within metropolitan areas.
- Neighborhoods changed rapidly in the previous decade with the addition of new single-family homes.
- Include a number of mobile homes (Index 150).
- Affordable housing, median value of \$175,000 (Index 84) with a low vacancy rate.
- Young couples, many with children; average household size is 2.75.

### SOCIOECONOMIC TRAITS

- Education: 65% with a high school diploma or some college.
- Labor force participation typical of a younger population at 66.7% (Index 107).
- Traditional values are the norm here—faith, country, and family.
- Prefer to buy American and for a good price.
- Comfortable with the latest in technology for convenience (online banking or saving money on landlines) and entertainment.



# Tapestry: Lifestyle and Psychographics



## LifeMode Group: Family Landscapes **Workday Drive**

4A

**Households:** 3,541,300

**Average Household Size:** 2.97

**Median Age:** 37.0

**Median Household Income:** \$90,500

### WHO ARE WE?

*Workday Drive* is an affluent, family-oriented market with a country flavor. Residents are partial to new housing away from the bustle of the city but close enough to commute to professional job centers. Life in this suburban wilderness offsets the hectic pace of two working parents with growing children. They favor time-saving devices, like banking online or housekeeping services, and family-oriented pursuits.

### OUR NEIGHBORHOOD

- *Workday Drive* residents prefer the suburban periphery of metropolitan areas.
- Predominantly single family, homes are in newer neighborhoods, 34% built in the 1990s (Index 236), 31% built since 2000.
- Owner-occupied homes have high rate of mortgages at 68% (Index 164) and low rate vacancy at 4%.
- Median home value is \$257,400.
- Most households are married couples with children; average household size is 2.97.
- Most households have two or three vehicles; long travel time to work including a disproportionate number commuting from a different county (Index 132).

### SOCIOECONOMIC TRAITS

- Education: 40.5% college graduates; more than 72% with some college education.
- High labor force participation rate at 71%; two out of three households include two plus workers (Index 124).
- Connected, with a host of wireless devices—anything that enables convenience, like banking, paying bills, or even shopping online.
- Well insured and invested in a range of funds, from savings accounts or bonds to stocks.
- Carry a higher level of debt, including first (Index 149) and second mortgages (Index 154) and auto loans (Index 149).



# Tapestry: Lifestyle and Psychographics



## LifeMode Group: Cozy Country Living **Green Acres**

6A

**Households:** 3,923,400

**Average Household Size:** 2.70

**Median Age:** 43.9

**Median Household Income:** \$76,800

### WHO ARE WE?

The *Green Acres* lifestyle features country living and self-reliance. Avid do-it-yourselfers, they maintain and remodel their homes with all the necessary power tools to accomplish the jobs. Gardening, especially growing vegetables, is a priority, again with the right tools, tillers, tractors, and riding mowers. Outdoor living features a variety of sports: hunting and fishing, motorcycling, hiking and camping, and even golf.

### OUR NEIGHBORHOOD

- This large segment is concentrated in rural enclaves in metropolitan areas.
- Primarily (not exclusively) older homes with acreage; new housing growth in the past 15 years.
- Single-family, owner-occupied housing, with a median value of \$235,500.
- An older market, primarily married couples, most with no children.

### SOCIOECONOMIC TRAITS

- Education: More than 60% are college educated.
- Labor force participation rate is high at 66.8% (Index 107).
- Income is derived not only from wages and salaries but also from self-employment (more than 13% of households), investments (27% of households), and increasingly, from retirement.
- They are cautious consumers with a focus on quality and durability.
- Comfortable with technology, more as a tool than a trend: banking or paying bills online is convenient; but the internet is not viewed as entertainment.
- Economic outlook is professed as pessimistic, but consumers are comfortable with debt, primarily as home and auto loans. and investments.



# Tapestry: Lifestyle and Psychographics



LifeMode Group: Sprouting Explorers

## Up and Coming Families

7A

**Households:** 2,901,200

**Average Household Size:** 3.12

**Median Age:** 31.4

**Median Household Income:** \$72,000

### WHO ARE WE?

*Up and Coming Families* is a market in transition—residents are younger and more mobile than the previous generation. They are ambitious, working hard to get ahead, and willing to take some risks to achieve their goals. The recession has impacted their financial well-being, but they are optimistic. Their homes are new; their families are young. And this is one of the fastest-growing markets in the country.

### OUR NEIGHBORHOOD

- New suburban periphery: new families in new housing subdivisions.
- Building began in the housing boom of the 2000s and continues in this fast-growing market.
- Single-family homes with a median value of \$194,400 and a lower vacancy rate.
- The price of affordable housing: longer commute times (Index 217).

### SOCIOECONOMIC TRAITS

- Education: 67% have some college education or degree(s).
- Hardworking labor force with a participation rate of 71% (Index 114).
- Most households (61%) have two or more workers.
- Careful shoppers, aware of prices, willing to shop around for the best deals and open to influence by others' opinions.
- Seek the latest and best in technology.
- Young families still feathering the nest and establishing their style.



# Tapestry: Lifestyle and Psychographics



LifeMode Group: Middle Ground

## Old and Newcomers

8F

**Households:** 2,859,200

**Average Household Size:** 2.12

**Median Age:** 39.4

**Median Household Income:** \$44,900

### WHO ARE WE?

This market features singles' lifestyles, on a budget. The focus is more on convenience than consumerism, economy over acquisition. *Old and Newcomers* is composed of neighborhoods in transition, populated by renters who are just beginning their careers or retiring. Some are still in college; some are taking adult education classes. They support charity causes and are environmentally conscious. Age is not always obvious from their choices.

### OUR NEIGHBORHOOD

- Metropolitan city dwellers.
- Predominantly single households (Index 148), with a mix of married couples (no children); average household size lower at 2.12.
- 55% renter occupied; average rent is lower than the US (Index 85).
- 45% of housing units are single-family dwellings; 45% are multiunit buildings in older neighborhoods, built before 1980.
- Average vacancy rate at 11%.

### SOCIOECONOMIC TRAITS

- An average labor force participation rate of 62.6%, despite the increasing number of retired workers.
- 32% of households are currently receiving income from Social Security.
- 31% have a college degree (Index 99), 33% have some college education (Index 114), 9% are still enrolled in college (Index 121).
- Consumers are price aware and coupon clippers but open to impulse buys.
- They are attentive to environmental concerns.
- They are comfortable with the latest technology.



# Tapestry: Lifestyle and Psychographics



LifeMode Group: GenXurban

## Rustbelt Traditions

5D

**Households:** 2,716,800

**Average Household Size:** 2.47

**Median Age:** 39.0

**Median Household Income:** \$51,800

### WHO ARE WE?

The backbone of older industrial cities in states surrounding the Great Lakes, *Rustbelt Traditions* residents are a mix of married-couple families and singles living in older developments of single-family homes. While varied, the workforce is primarily white collar, with a higher concentration of skilled workers in manufacturing, retail trade, and health care. *Rustbelt Traditions* represents a large market of stable, hardworking consumers with modest incomes but an average net worth of nearly \$400,000. Family oriented, they value time spent at home. Most have lived, worked, and played in the same area for years.

### OUR NEIGHBORHOOD

- Almost half (46%) of the households are married-couple families, similar to the US (48%), most without children (also similar to the US); the slightly higher proportion of singles (Index 105) reflects the aging of the population.
- Average household size is slightly lower at 2.47.
- They are movers, slightly more mobile than the US population (Index 109), but over 70% of householders moved into their current homes before 2010.
- Most residents live in modest, single-family homes in older neighborhoods built in the 1950s (Index 224).
- Nearly three quarters own their homes; nearly half of households have mortgages.
- A large and growing market, *Rustbelt Traditions* residents are located in the dense urban fringe of metropolitan areas throughout the Midwest and South.

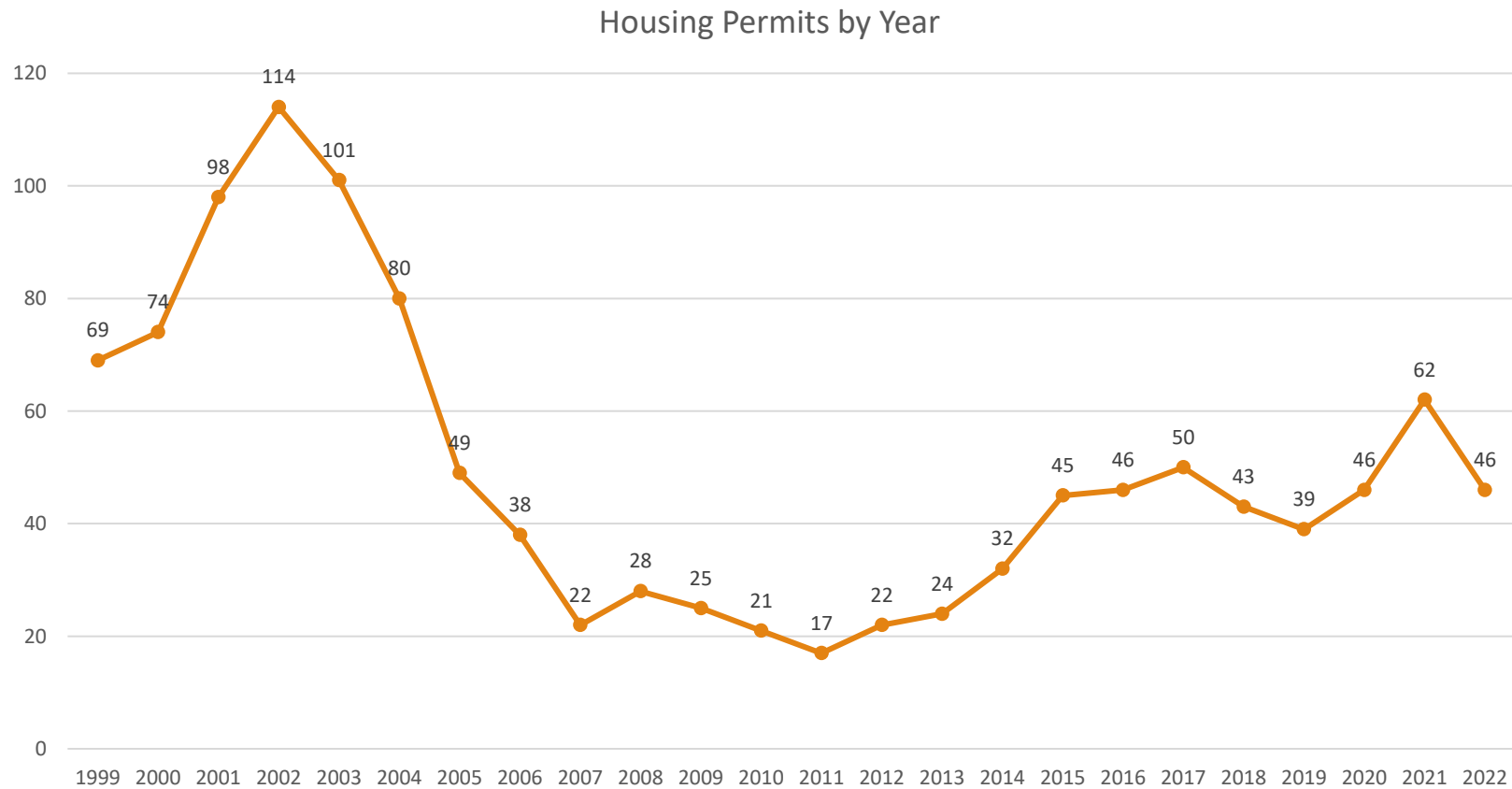
### SOCIOECONOMIC TRAITS

- Most have graduated from high school or spent some time at a college or university.
- Labor force participation slightly higher than the US at 67%.
- While most income is derived from wages and salaries, nearly 31% of households collect Social Security and nearly 20% draw income from retirement accounts.
- Family-oriented consumers who value time spent at home.
- Most have lived, worked, and played in the same area for years.
- Budget-aware shoppers that favor American-made products.



# Housing Permits

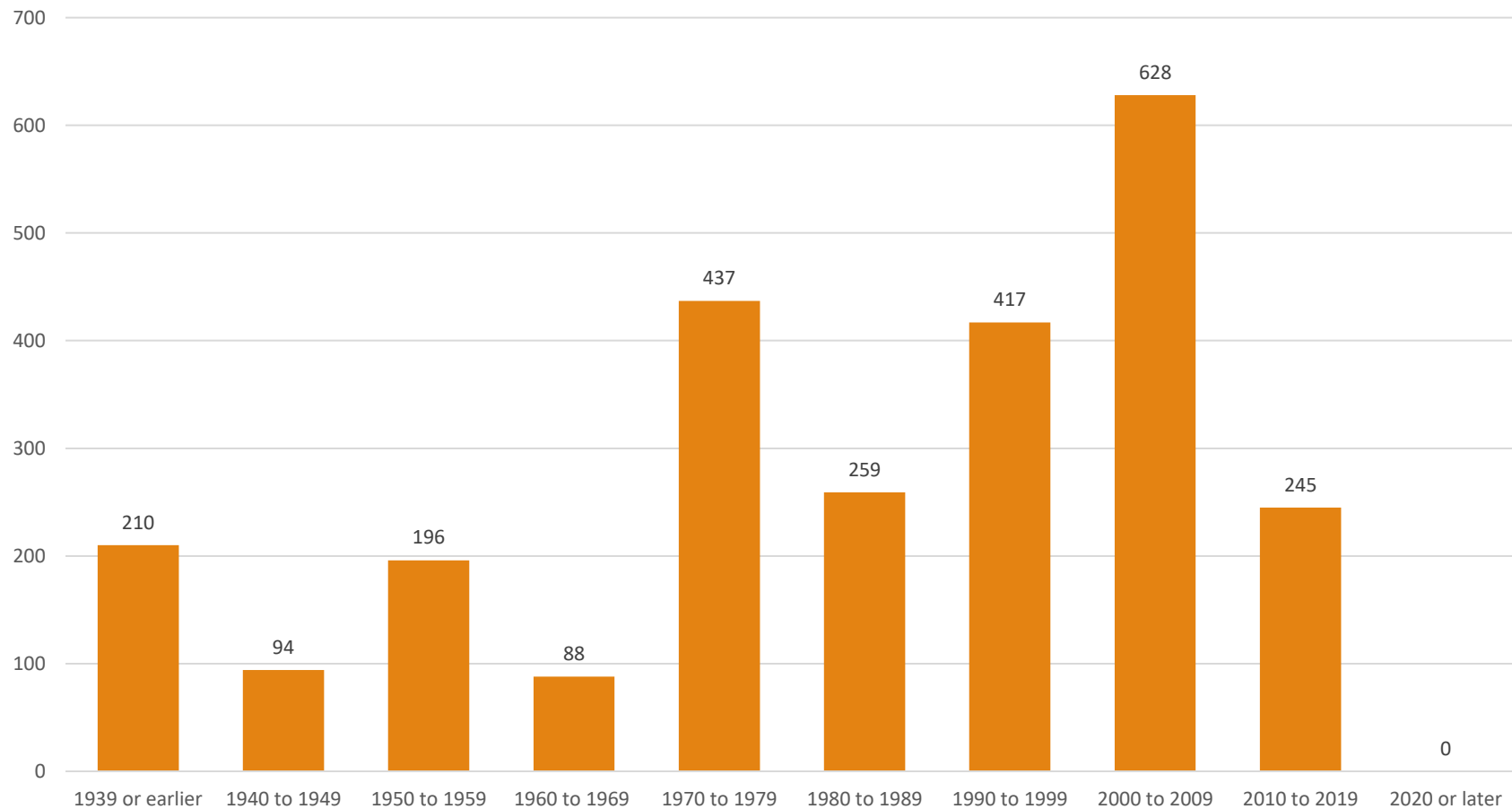
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# Year Structure Built

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# Year Structure Built - By Type

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- MEDIAN YEAR OWNER OCCUPIED UNITS WERE BUILT: 1996
- MEDIAN YEAR RENTER OCCUPIED UNITS WERE BUILT: 1974

	1 Unit Detached or Attached	2 to 4 Units	5 to 19 Units	20 or More	Mobile Homes
1939 or earlier	91	0	0	0	0
1940 to 1959	182	0	41	18	0
1960 to 1979	341	14	16	61	8
1980 to 1999	694	0	29	47	75
2000 to 2019	741	0	0	0	103
2020 or later	0	0	0	0	0



# Lot Inventory and pipeline projects

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## LOT INVENTORY (BASED ON RECENT PLATS)

Roughly 110 vacant lots

- Komet Acres (larger lots SF)
- Bigelow Voigt 8<sup>th</sup> (mix Twin home and SF)
- Kasson Meadows 7th (SF)
- Meadowbrooke 2<sup>nd</sup> (SF)

Apartments under construction

- Vail Apts. Phase 1

## PROJECT PROSPECTS

Englestad (35 SF units)

Southpoint (47 SF units)

Thompson Addition (34 apt units and 12 TH)

Kwik Trip

Schutte property (commercial/residential)

Marti property (Business park)

Commercial lots south of 14

Sand Co Apartments

Vail Apts. Phase 2



# Permit trends

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In the last 6 years

- Averaged 42 new single family home permits per year
- 14 Townhome permits (all in 2021 and 2022)
- 1 new apartment building (vail)
- 17 manufactured homes (replaced or moved in? )
- 18 new commercial or institutional building projects



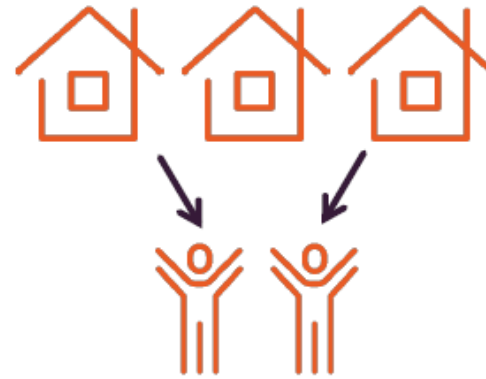
# Understanding Months Supply of Inventory

(a.k.a. Absorption Rate)



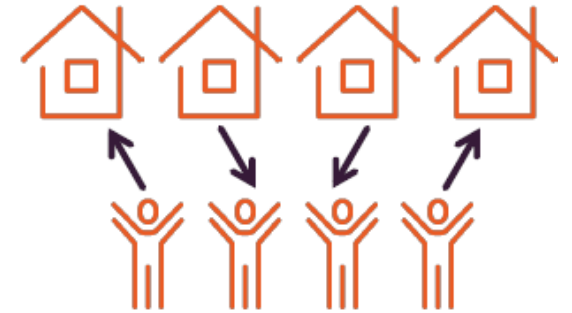
**Seller's market**  
(less than 5 MSI)

- Low supply, high demand
- Seller at relative advantage
- Shorter market times
- More robust price appreciation
- Multiple offers common
- Sale prices closer to/above asking price



**Buyer's market**  
(More than 6 MSI)

- High supply, low demand
- Buyer at relative advantage
- Longer market times
- Relatively slower price appreciation or declines
- Buyer has more price negotiation power



**Balanced market**  
(5-6 MSI)

- Neither side has market advantage
- Price growth and market times in line with steady, historical norms



There are three factors driving  
nearly everything:

(Covid)

(the Fed)

(supply & demand)



## REQUEST FOR COUNCIL ACTION

**Meeting Date:** February 22, 2023

AGENDA SECTION: Committee Reports	ORIGINATING DEPT: EDA
ITEM DESCRIPTION: Façade Improvement Program for Chaotic Good Brewing Company and Tammy's Place	PREPARED BY: Ian Albers

### **COUNCIL ACTION REQUESTED:**

At its June 2022 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 the Chaotic Good Brewing Company. The funds will be used to aid in covering the cost of improvements made to the exterior of the building, which consisted of new signage (see attached photos).

EDA requests approval of the submitted claim of \$2,000 to the Chaotic Good Brewing Company.

At its December 2022 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 Tammy's Place. The funds will be used to aid in covering the cost of improvements made to the exterior of the building, which consisted of new signage (see attached photos).

EDA requests approval of the submitted claim of \$2,000 to Tammy's Place.



Chaotic Good Brewing Company:



Tammy's Place:







# MINNESOTA CITY RETAIL TOBACCO LICENSING ORDINANCE



Through licensing and related regulations, Minnesota cities have the opportunity to address the sale of commercial tobacco and related devices and products in the retail environment.

This model ordinance includes all of the minimum retail tobacco sales restrictions required by Minnesota state and federal law. It also includes a number of additional provisions a city may choose to adopt in order to further advance public health. A city planning to adopt this model ordinance, in whole or in part, should review it with its city attorney beforehand to determine suitability for the city's circumstances. While the model ordinance language can be modified by adding or omitting content concerning activities that a city does or does not seek to regulate, doing so may result in an ordinance that does not conform to state law, federal law, and best public health policy practices.

Because provisions within this model ordinance are controlled by statute and rules, the city



attorney should review any modifications to ensure they conform to state and federal law. In addition, because the ordinance establishes rights and responsibilities of both the city and license applicants and holders, the city attorney should review the entire ordinance before it is adopted. The Public Health Law Center provides legal technical assistance to help communities that wish to adopt commercial tobacco control ordinances. We encourage communities to contact us for assistance when considering this model language.



## Notice

This ordinance is drafted in the form prescribed by state law for statutory cities. Statutory cities must publish their ordinances — or a summary thereof — in the city’s official newspaper before they become effective. Home rule charter cities may have to follow the formatting and/or other procedural requirements found in their city’s charter. Charter cities should consult their charter and their city attorney to ensure that they comply with all charter requirements. All cities must provide copies of their ordinances to the county law library or its designated depository pursuant to Minn. Stat. § 415.021.

This ordinance may affect existing license holders. Under Minn. Stat. § 461.19, a city is required to give retailers notice that it is considering adopting or substantially amending a retail tobacco licensing ordinance. The city must take reasonable steps to send notice by mail at least 30 days prior to the meeting to the last known address of each licensee or person required to hold a license. The notice must state the time, place, and date of the meeting and the subject matter of the proposed ordinance. A city may also mail a copy of the proposed ordinance to all existing license holders to inform them of its contents and to provide them an opportunity to make their views known.

Additionally, Minn. Stat. § 415.19 requires statutory and home rule charter cities to post proposed new ordinances and ordinance amendments on the city website at least 10 days prior to a final vote by the city council, if the city already posts ordinances on its site. Under the same statute, within 10 days of a final vote, cities must also provide this same notice to all city listserv subscribers via their electronic notification system or, if the city does not have an electronic notification system, in the location that the city posts public notices. Cities must also provide new or renewing licensees with information about the city’s notification procedure at the time of application.

## Tips for Using This Model Ordinance

The best possible world is one without the death and health harms associated with commercial tobacco use. Communities differ on their readiness and willingness to adopt certain commercial tobacco control policies that are intended to help make that world a reality. As such, this model ordinance represents a balance between state and federal minimum standards, best public health policy practices, and practicality for city governments in Minnesota. This model ordinance contains several policy components that communities may or may not choose to adopt at this time that may go beyond minimum state and federal requirements, including:

- Prohibiting the sale of all flavored tobacco products, including menthol-flavored products;



- Regulating the price of commercial tobacco products, such as establishing minimum prices for cigars and restricting the redemption of price promotions and coupons;
- Limiting the number of retailers in a jurisdiction and regulating the distance between tobacco retailers and between retailers and youth-oriented facilities and other retailers;
- Prohibiting the delivery and/or online sales of commercial tobacco products; and
- Prohibiting pharmacies from selling commercial tobacco products.

### Context Box

Context boxes are included throughout this model ordinance to explain some key provisions. These boxes are not meant to be included in any final ordinance. A city wishing to adopt all or part of this model ordinance should keep this in mind and remove the context boxes.

While the Public Health Law Center does not lobby, advocate, or directly represent communities, adopting effective commercial tobacco control policies starts early with education, stakeholder and community engagement, and a strong advocacy plan. If a community is unaware of the resources available to them for engaging the community and developing an advocacy plan, or if a city is considering adopting an ordinance and is interested in learning about the range of resources available, the Public Health Law Center can provide assistance through our publications and referrals to experts in the field. In certain, limited circumstances, Public Health Law Center staff may be able to speak at public hearings or work sessions to provide education about particular policy options.

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This retail tobacco licensing ordinance was prepared by the Public Health Law Center, located at the Mitchell Hamline School of Law in St. Paul, Minnesota.

The Public Health Law Center provides information and legal technical assistance on issues related to public health. The Center does not lobby nor does it provide direct legal representation or advice. This document should not be considered legal advice.

**This publication represents the only Minnesota city model retailer licensing policy endorsed by the Public Health Law Center.**



**ORDINANCE NO. [ \_\_\_\_\_ ]**

**AN ORDINANCE REGULATING THE SALE OF TOBACCO  
AND RELATED DEVICES AND PRODUCTS WITHIN  
THE CITY OF [ \_\_\_\_\_ ], MINNESOTA**

**THE CITY COUNCIL OF THE CITY OF [ \_\_\_\_\_ ]  
DOES ORDAIN:**

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## Section 1. Findings of Fact and Purpose.

Because the city 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 city 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 City Council 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 cigarette smoking and subsequent smoking behavior among U.S. high school students. *Preventive Medicine*, 29(5), 327–333; Giovino, G. A. (2002). Epidemiology of tobacco use in the United States. *Oncogene*, 21(48), 7326–7340; Khuder, S. A., Dayal, H. H., & Mutgi, A. B. (1999). Age at smoking onset and its effect on smoking cessation. *Addictive Behaviors*, 24(5), 673–677; Luke, D. A., Hammond, R. A., Combs, T., Sorg, A., Kasman, M., Mack-Crane, A., Henriksen,



L. (2017). Tobacco Town: Computational Modeling of Policy Options to Reduce Tobacco Retailer Density. *American Journal of Public Health*, 107(5), 740–746; Minnesota Department of Health. (2020). *Data Highlights from the 2019 Minnesota Youth Tobacco Survey*. Saint Paul, MN; Tobacco Control Legal Consortium. (2006). *The Verdict Is In: Findings from United States v. Philip Morris, The Hazards of Smoking*. University of California San Francisco. Truth Tobacco Industry Documents, <https://www.industrydocumentslibrary.ucsf.edu/tobacco>; Xu, X., Bishop, E. E., Kennedy, S. M., Simpson, S. A., & Pechacek, T. F. (2015) Annual healthcare spending attributable to cigarette smoking: an update. *American Journal of Preventive Medicine*, 48(3), 326–333, copies of which are adopted by reference.

### Findings of Fact and Purpose

A Findings of Fact and Purpose section is important because it provides the evidentiary basis for the proposed commercial tobacco control policies and demonstrates the city's reasoning for adopting specific provisions. This Findings of Fact and Purpose section reflects language appropriate for all of the provisions suggested. The Public Health Law Center can provide support for communities to determine which Findings of Fact and Purpose statements and references should be retained in a final ordinance, depending on which provisions from the model ordinance the city chooses to adopt.

## Section 2. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms are given their commonly accepted definitions. For the purpose of this ordinance, the following definitions apply unless the context clearly indicates or requires a different meaning:

**CHILD-RESISTANT PACKAGING.** Packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

**CIGAR.** Any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. § 297F.01, subd. 3, as it may be amended from time to time.

**COMPLIANCE CHECKS.** The system the city uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance.



COMPLIANCE CHECKS involve the use of persons under the age of 21 who purchase or attempt to purchase licensed products. COMPLIANCE CHECKS may also be conducted by the city or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to licensed products.

**DELIVERY SALE.** The sale of any licensed product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. DELIVERY SALE includes but is not limited to the sale of any licensed product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. DELIVERY SALE includes delivery by licensees or third parties by any means, including curbside pick-up.

#### **Prohibiting delivery sales**

Local communities may be interested in prohibiting delivery sales as an effective means of curtailing underage access to licensed products, especially e-cigarettes sold online. This definition supports the [Delivery Sales Prohibition on page 16](#).

**ELECTRONIC DELIVERY DEVICE.** Any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. ELECTRONIC DELIVERY DEVICE includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. ELECTRONIC DELIVERY DEVICE includes any component part of a product, whether or not marketed or 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.

**FLAVORED PRODUCT.** Any licensed product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to or during the consumption of the product, including, but not limited to, any taste or smell relating to chocolate, cocoa, menthol, mint, wintergreen, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether express or implied, made or disseminated by the manufacturer of a licensed product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such



products, that a product has or produces a taste or smell other than a taste or smell of tobacco will constitute presumptive evidence that the product is a flavored product.

**IMITATION TOBACCO PRODUCT.** Any edible non-tobacco product designed to resemble a tobacco product, or any non-edible tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. IMITATION TOBACCO PRODUCT includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, and shredded beef jerky in containers resembling tobacco snuff tins. IMITATION TOBACCO PRODUCT does not include electronic delivery devices or nicotine or lobelia delivery products.

**INDOOR AREA.** All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

**LICENSED PRODUCTS.** The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

**LOOSIES.** 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.

### **Prohibiting the sale of single cigarettes and other products removed from their original packaging**

Federal law and the Master Settlement Agreement prohibits the sale of single cigarettes. State and local governments can replicate and expand on the federal provisions. This definition includes and expands on the existing federal ban on the sale of single cigarettes (commonly referred to as “loosies”) to also prohibit the sale of cigars and other tobacco products (e.g., smokeless pouches and Juul pods) that have been removed from their intended packaging. The exception language here removes premium cigars from the definition, and thus the sales prohibition, of loosies.

**MOVEABLE PLACE OF BUSINESS.** Any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and that is not a fixed address or other permanent type of structure licensed for over-the-counter sales transactions.



**NICOTINE OR LOBELIA DELIVERY PRODUCT.** Any product containing or delivering nicotine or lobelia intended for human consumption, 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.

**PHARMACY.** A place of business at which prescription drugs are prepared, compounded, or dispensed by or under the supervision of a pharmacist and from which related clinical pharmacy services are delivered.

**RETAIL ESTABLISHMENT.** Any place of business where licensed products are available for sale to the general public. RETAIL ESTABLISHMENT includes but is not limited to grocery stores, tobacco products shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.

**SALE.** Any transfer of goods for money, trade, barter or other consideration.

**SELF-SERVICE DISPLAY.** The open display of licensed products in a retail establishment in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee’s employee and where a physical exchange of the licensed product from the licensee or the licensee’s employee to the customer is not required in order to access the licensed products.

**SMOKING.** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. SMOKING also includes carrying or using an activated electronic delivery device.

**TOBACCO.** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. TOBACCO 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.



**TOBACCO-RELATED DEVICE.** Any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. TOBACCO-RELATED DEVICE includes components of tobacco-related devices or tobacco products, which may be marketed or sold separately. TOBACCO-RELATED DEVICES may or may not contain tobacco.

**VENDING MACHINE.** Any mechanical, electric or electronic, or other type of device that dispenses licensed products upon the insertion of money, tokens, or other form of payment into or onto the device by the person seeking to purchase the licensed product.

**YOUTH-ORIENTED FACILITY.** Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-oriented facility includes, but is not limited to, schools, playgrounds, recreation centers, and parks.

### Section 3. License.

- (A) **License required.** No person shall sell or offer to sell any licensed product without first having obtained a license to do so from the city.
- (B) **Application.** An application for a license to sell licensed products must be made on a form provided by the city. The application must 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 any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk will forward the application to the City Council for action at its next regularly scheduled meeting. If the City Clerk determines that an application is incomplete, it will be returned to the applicant with notice of the information necessary to make the application complete.
- (C) **Action.** The City Council may approve or deny the application for a license, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary. If the City Council approves the application, the City Clerk will issue the license to the applicant. If the City Council denies the application, notice of the denial will be given to the applicant along with notice of the applicant's right to appeal the decision.
- (D) **Term.** All licenses issued are valid for one calendar year from the date of issue.
- (E) **Revocation or suspension.** Any license issued may be suspended or revoked following the procedures set forth in Section 11.



- (F) **Transfers.** All licenses issued are valid only on the premises for which the license was issued and only for the person to whom the license was issued. The transfer of any license to another location or person is prohibited.
- (G) **Display.** All licenses must be posted and displayed at all times in plain view of the general public in the retail establishment.
- (H) **Renewals.** The renewal of a license issued under this ordinance will be handled in the same manner as the original application. The request for a renewal must be made at least 30 days, but no more than 60 days, before the expiration of the current license.
- (I) **Issuance as privilege and not a right.** The issuance of a license is a privilege and does not entitle the license holder to an automatic renewal of the license.
- (J) **Instructional program.** Licensees must complete and ensure that all employees complete a training program on the legal requirements related to the sale of licensed products and the possible consequences of license violations. Any training program must be pre-approved by the city. Licensees must maintain documentation demonstrating their compliance and must provide this documentation to the city at the time of renewal, or whenever requested to do so during the license term.
- (K) **Minimum clerk age.** Individuals employed by a licensed retail establishment under this ordinance must be at least [ 18 or 21 ] years of age to sell licensed products.

### Minimum Age for Clerks

Cities may be interested in establishing a minimum age for employees to sell commercial tobacco products at licensed retail establishments. The tobacco industry has acknowledged that peer pressure facing young clerks from their underage peers seeking to purchase commercial tobacco products at the counter plays a role in youth access. Establishing a minimum clerk age addresses the peer pressure and impacts youth access. If a city chooses to establish a minimum clerk age below the age of 21 (e.g., 18), clerks between the ages of 18 and 20 could legally sell licensed products within the purview of their employment but would be unable to purchase them. This sample language allows that people under the minimum clerk age may still work for a licensed retailer but cannot engage in sales of commercial tobacco products.



- (L) **Maximum number of licenses.** The maximum number of licenses issued by the city at any time is limited to [ see “Licensing Cap” below ]. When the maximum number of licenses has been issued, the city may place persons seeking licensure on a waiting list and allow them to apply on a first-come, first-served basis, as licenses are not renewed or are revoked. A new applicant who has purchased a business location holding a valid city license will be entitled to first priority, provided the new applicant meets all other application requirements in accordance with this ordinance.

### Licensing Cap

Communities with a higher concentration of commercial tobacco retailers within their jurisdiction expose more youth and young adults to commercial tobacco industry marketing, making it easier for them to obtain licensed products. This heavier concentration of retailers also influences the brands chosen by young people and encourages their initiation of commercial tobacco use. One way to address retailer density issues is to place a limit or cap on the number of tobacco retailer licenses that may be issued by the city. The above provision would set the maximum number of licenses available.

Cities can choose how to structure a licensing cap to meet the needs of their communities. Potential options include setting the cap at the number of existing licensed retailers or limiting the number of licensed retailers based on population density. A city may also want to limit licenses to those that currently exist and reduce the number of available licenses over time, as licenses are revoked or expire and are not renewed. It is possible to craft language that would ultimately reduce the number of licenses over time to zero. Cities are encouraged to work with local public health departments, city attorneys, and the Public Health Law Center to determine the appropriate licensing cap provision for their community.

For more information on retailer density, review our publication *Location, Location, Location: Tobacco & E-Cig Point of Sale.*

- (M) **Proximity to youth-oriented facilities.** No license will be granted to any person for a retail establishment location that is within 250 feet of a youth-oriented facility, as measured by the distance from entrance of the space to be occupied by the proposed licensee to the entrance of a youth-oriented facility. This restriction does not apply to an existing license holder who has been licensed to sell licensed products in that same location for at least one year before the date this section was enacted into law.



- (N) **Proximity to other licensed retailers.** No license will be granted to any person for a retail establishment location that is within 1000 feet of any other existing licensed retail establishment, as measured by the shortest line from the property line of the space to be occupied by the applicant for a license to the nearest property line of the existing licensee. This restriction does not apply to an applicant who has been licensed to sell licensed products in the same location for at least one year before the date this section was enacted into law.

### Proximity Restrictions

Research has demonstrated that policies requiring set distances between retailers and between retailers and youth-oriented facilities help to reduce tobacco retailer density and increase prices for commercial tobacco products. These proximity buffers may have significant impact in urban, low-income neighborhoods, which have been historically targeted by the tobacco industry with pervasive marketing and price promotions at the point-of-sale. The greatest public health impacts are seen when these policies are combined with a cap on the number of licenses issued.

For more information on proximity restrictions, review our publication, *Location, Location, Location: Tobacco & E-Cig Point of Sale*.

Luke, D. A., Hammond, R. A., Combs, T., Sorg, A., Kasman, M., Mack-Crane, A., Henriksen, L. (2017). Tobacco Town: Computational Modeling of Policy Options to Reduce Tobacco Retailer Density. *American Journal of Public Health*, 107(5), 740-746; Myers, A. E., Hall, M. G., Isgett, L. F., & Ribisl, K. M. (2015). A Comparison of Three Policy Approaches for Tobacco Retailer Reduction. *Preventive Medicine*, 74, 67-7; and Ribisl, K. M., Luke, D. A., Bohannon, D. L., Sorg, A. A., & Moreland-Russell, S. (2017). Reducing Disparities in Tobacco Retailer Density by Banning Tobacco Product Sales near Schools. *Nicotine & Tobacco Research: Official Journal of the Society for Research on Nicotine and Tobacco*, 19(2), 239-244.

- (O) **Pharmacies eligible for licensure.** Existing licenses will be eligible for renewal to any pharmacy, including any retail establishment that operates or contains an on-site pharmacy, and any pharmacy or any retail establishment that operates an on-site pharmacy will be granted a new license.



### Pharmacy Prohibitions

Several communities have adopted laws prohibiting pharmacies from selling commercial tobacco products. These laws have been shown to significantly reduce commercial tobacco retailer density when compared to communities without similar laws. Some studies have shown that pharmacy prohibitions are most effective in reducing health disparities when combined with proximity restrictions.

Giovenco, D. P., Spillane, T. E., Mauro, C. M., & Hernández, D. (2018). Evaluating the Impact and Equity of a Tobacco-free Pharmacy Law on Retailer Density in New York City Neighbourhoods. *Tobacco Control*, tobaccocontrol-2018-054463. Jin, Y., Lu, B., Klein, E. G., Berman, M., Foraker, R. E., & Ferketich, A. K. (2016). Tobacco-Free Pharmacy Laws and Trends in Tobacco Retailer Density in California and Massachusetts. *American Journal of Public Health*, 106(4), 679–685.

- (P) **Smoking prohibited.** Smoking, including smoking for the purpose of the sampling of licensed products, is prohibited within the indoor area of any retail establishment licensed under this ordinance.
- (Q) **Samples prohibited.** No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of licensed products as a free donation is prohibited.

### Section 4. Fees.

No license will be issued under this ordinance until the appropriate license fees are paid in full. The fees will be established by the city's fee schedule and may be amended from time to time.

### Licensing Fees

Fees provide revenue for the administration and enforcement of the ordinance and for retailer and community education. Periodic review and adjustment of licensing fees will ensure that they are sufficient to cover all administration, implementation, and enforcement costs, including compliance checks. Our publication, *Retail License Fees*, provides more information about retail licensing fees and a license fee checklist.



## Section 5. Basis for Denial of License.

- (A) Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:
- (1) The applicant is under 21 years of age.
  - (2) 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.
  - (3) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
  - (4) The applicant fails to provide any of the information required on the licensing application, or provides false or misleading information.
  - (5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
  - (6) The business for which the license is requested is a moveable place of business. Only fixed-location retail establishments are eligible to be licensed.
- (B) If a license is mistakenly issued or renewed to a person, the city will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The city will provide the license holder with notice of the revocation, along with information on the right to appeal.

## Section 6. Prohibited Sales.

- (A) **In general.** No person shall sell or offer to sell any licensed product:
- (1) By means of any type of vending machine.
  - (2) By means of loosies.
  - (3) Containing opium, morphine, jimson weed, 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. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other products subject to this ordinance.
  - (4) By means of self-service display. All licensed products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely



accessible to the general public. Any retailer selling licensed products at the time this ordinance is adopted must comply with this section within 90 days of the effective date of this ordinance.

- (5) By means of delivery sales. All sales of licensed products must be conducted in person, in a licensed retail establishment, in over-the-counter sales transactions.

### **Delivery Sales Prohibition**

The traditional compliance check system with which we are familiar was designed for use in brick-and-mortar, fixed location retail establishments — and when conducted at regular intervals as required by state and local laws, this approach can be successful in weeding out bad actors among those retailers. But this means of monitoring and enforcement does not transfer well to the rapidly growing online tobacco retailer environment, where underage persons can often gain access to a tobacco retailer's website simply by clicking a prompt claiming they are of legal age to purchase and can then make purchases by taking advantage of lax age verification processes and loopholes.

Local communities may be interested in prohibiting delivery sales as an effective means of curtailing underage access to licensed products. This approach recognizes the challenges inherent in trying to effectively monitor online retailers and prevent underage access to the enormous numbers of e-cigarette products found online, acknowledging that age verification processes do not prevent underage persons from obtaining e-cigarettes and other licensed products online.

Because online age verification systems do not prevent underage access and purchases, and because the vast scope of online marketing of e-cigarettes to youth and young adults has contributed to a huge surge in underage access to and use of e-cigarettes — reversing decades of progress in reducing initiation and use of tobacco — state and local jurisdictions are increasingly choosing to completely prohibit delivery sales of licensed products to consumers (sales conducted by any means other than in-person, over-the-counter sales transactions in a licensed retail establishment). Cities are encouraged to work with the local public health department, city attorney, and the Public Health Law Center in considering this policy. For more information on this topic, please review our publications, *Online Sales of E-Cigarettes & Other Tobacco Products* (2019) and *Online E-Cigarette Sales & Shipments to Consumers: State Laws Prohibiting Them* (2019).

- (6) 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 regulation.



- (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 city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

### Minimum Legal Sales Age (MLSA) of 21

In 2015, the Institute of Medicine (now the Health and Medicine Division of the National Academies of Sciences, Engineering, and Medicine) (IOM) released a report containing compelling evidence of the significant public health benefits of raising the MLSA for tobacco products. The IOM concluded that raising the MLSA today to 21 would result in a 12 percent decrease in tobacco use, approximately 223,000 fewer premature deaths, 50,000 fewer deaths from lung cancer, and 4.2 million fewer years of life lost for those born between 2000 and 2019. Based on studies showing the effectiveness of enforced youth access laws, increasing the MLSA is likely to be particularly effective in reducing tobacco usage among high school-aged youth by reducing their access to commercial tobacco products. Studies have also indicated that older underage youth (i.e. those who are closer to age 18) are more likely to succeed in buying tobacco in stores. Further, high school friends and peers of legal age are an important social source of commercial tobacco products for underage youth.

Under federal and Minnesota state law (effective August 1, 2020), it is unlawful to sell licensed products to any person under the age of 21 Pub.L. 111-31, H.R. 1256; Minn. Stat. § 609.685; Minn. Stat. § 609.6855. State law does not prohibit local jurisdictions from enacting a higher minimum legal sales age. Jurisdictions in Minnesota may consider increasing the MLSA to 25, as the IOM report suggests being most protective of public health.



### Minimum Legal Sales Age (MLSA) of 21 *(continued)*

As of August 1, 2020, Minnesota law requires licensed retailers to display a sign in plain view to provide public notice that selling licensed products to any person under the age of 21 is “illegal and subject to penalties.” Minn. Stat. § 461.22, Sec. 10. Federal and state law require retailers to verify age as set forth in the above provision. *Id.*; Pub.L. 111-31, H.R. 1256. However, local jurisdictions could require licensed retailers to verify the age of all people attempting to purchase licensed products, regardless of how old the customer appears to be.

DiFranza, J R, Savageau, J. A., & Aisquith, B. F. (1996). Youth access to tobacco: the effects of age, gender, vending machine locks, and “it’s the law” programs. *American Journal of Public Health*, 86(2), 221-224. DiFranza, Joseph R., & Coleman, M. (2001). Sources of tobacco for youths in communities with strong enforcement of youth access laws. *Tobacco Control*, 10(4), 323-328. DiFranza, Joseph R., Savageau, J. A., & Fletcher, K. E. (2009). Enforcement of underage sales laws as a predictor of daily smoking among adolescents — a national study. *BMC Public Health*, 9(1), 107. Institute of Medicine. (2015). *Public Health Implications of Raising the Minimum Age of Legal Access to Tobacco Products: Health and Medicine Division*.

(C) **Flavored products.** Shall be optional for sale or to be offered for sale.

### Sales of Flavored Products

Research demonstrates that flavored licensed products are especially attractive to youth. These products increase initiation amongst all populations by masking the harsh taste of tobacco and nicotine. Flavors like menthol and clove also provide a numbing effect that lead to longer breath-holding. This makes quitting flavored licensed products more difficult. Overwhelmingly, youth users of licensed products initiate commercial tobacco use by using flavored products. Prohibiting the sale of flavored licensed products would reduce youth access to and advertisements for these products.

Many jurisdictions in Minnesota, municipalities across the U.S., and the state of Massachusetts have completely prohibited the sale of flavored tobacco products. Some other jurisdictions restricted the sale of flavored licensed products with the limited exemptions for 21+ retailers. In addition to improving public health and advancing health equity, complete prohibitions on the sale of flavored tobacco products are clear, easy to understand, and remove much of the guesswork and frustration associated with the tobacco industry’s response to exceptions to flavored tobacco sales regulations (see below). Communities interested in enacting a complete prohibition or ban on the sale of flavored tobacco products can review how these policies are legally defensible in our publication, *Regulating Flavored Tobacco Products*.



**Sales of Flavored Products** *(continued)*

If a community is not ready to adopt a complete ban but wants to limit the sale of flavored tobacco products to 21+ retailers, we have included that language below for consideration. Please note that it is important to include language to prevent an increase in the density or concentration of 21+ tobacco product shops. In response to flavored tobacco sales restriction ordinances enacted in Minnesota, some tobacco retailers have divided their establishment into two sections, separated by a wall or other structural divider. This has resulted in an alleged, makeshift 21+ licensed tobacco product shop on one side that sells flavored licensed products, and a licensed tobacco retailer on the other side that sells only unflavored licensed products. Adding structural requirements, as suggested in the sample exemption language below, would restrict such practices:

- (C) Flavored products. No person shall sell or offer for sale any flavored products. This prohibition does not apply to retail establishments that:
- (1) Prohibit persons under 21 from being present or entering at all times;
  - (2) Derive at least 90 percent of its gross revenues from the sale of licensed products; and
  - (3) Meet all of the following building or structural criteria:
    - (a) Shares no wall with, and has no part of its structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, and pass-throughs to the other business or retailer;
    - (b) Shares no walls with, and has no part of its structure directly adjoined to, another licensed tobacco retailer; and
    - (c) Is accessible by the public only by an entrance door opening directly to the outside.

Any retail establishment that sells flavored products must provide financial records documenting its annual gross sales, upon request by the city.



(D) **Cigars.** No person shall sell or offer to sell:

- (1) Any cigar unless it is within a package containing a minimum of two cigars; and
- (2) Any package of cigars for a sales price of less than \$8.00 per package, after any discounts are applied and before sales taxes are imposed.

This provision does not prohibit the sale of a single cigar with a sales price of at least \$2.00, after any discounts are applied and before sales taxes are imposed.

**Individual low-cost cigars**

Tobacco retailers frequently sell low-cost cigars individually or in small packages (e.g., containing two or three cigars), often in candy or fruit flavors. Inexpensive cigars are more accessible to all users, but are especially appealing to price-sensitive youth who might be experimenting with different licensed products. A growing number of Minnesota communities have adopted laws that increase the price of these appealing and addictive products. The language above (1) sets the minimum price of a single, individually-packaged cigar at a deterrent price (e.g., \$4.00) and (2) requires that any pack of cigars contains at least five cigars, priced at a total of no less than \$15.00 (or a similarly-deterrent price) per pack. Recall from Prohibiting the sale of single cigarettes on page 8, this model prohibits the sale of cigars that have been removed from their original packaging, except for a premium cigar as defined by state law. Jurisdictions may choose to adopt the entirety of the provision above, one of the two above policies (e.g., minimum price for single cigars), or similar combination.

- (E) **Imitation tobacco products.** No person shall sell, offer to sell, or otherwise distribute any imitation tobacco products within the city.
- (F) **Liquid packaging.** No person shall sell or offer to sell any liquid, whether or not such liquid contains nicotine, which is intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request by the city, a licensee must provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.
- (G) **Coupon and price promotion.** No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any licensed products to a consumer at no cost



or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

### Product Discounts

The price of tobacco products directly affects consumption levels, particularly among price-sensitive consumers, including and young adults. The commercial tobacco industry devotes billions of dollars per year to these innovative pricing strategies to entice new customers to purchase their products, to discourage current users from quitting, and to reduce the effectiveness of tobacco tax increases in decreasing tobacco sales and increasing users' quit attempts. These pricing strategies include coupons or in-store price promotions that offer "buy-one-get-one" offers, cents- or dollar-off promotions, and multi-pack offers, and pairing of different tobacco products or other tobacco "freebies" which are often marketed and redeemed at the point-of-sale. Jurisdictions can prohibit the redemption of these price promotions and coupons to negate the sophisticated discount marketing strategies of the commercial tobacco industry. Please see our publication, *Death on a Discount: Regulating Tobacco Product Pricing*, for more information on product pricing.

## Section 7. Responsibility.

All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee.

## Section 8. Compliance Checks and Inspections.

All licensed premises must be open to inspection by law enforcement or other authorized city officials during regular business hours. From time to time, but at least once per year, the city will conduct compliance checks. In accordance with state law, the city will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21 to enter the licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.



### Compliance Checks

State law requires every local licensing authority to conduct at least one compliance check each year. This state-mandated compliance check “must involve persons at least 17 years of age, but under the age of 21” as of August 1, 2020.

### Section 9. Other Prohibited Acts.

Unless otherwise provided, the following acts are an administrative violation of this ordinance:

- (A) **Prohibited furnishing or procurement.** It is a violation of this ordinance for any person 21 years of age or older to purchase or otherwise obtain any licensed product on behalf of a person under the age of 21. It is also a violation for any person 21 years of age and older to coerce or attempt to coerce a person under the age of 21 to purchase or attempt to purchase any licensed product.
- (B) **Use of false identification.** It is a violation of this ordinance for any person to use any form of false identification, whether the identification is that of another person or has been modified or tampered with to represent an age older than the actual age of the person using that identification.

### Penalizing Underage Purchase, Use, and Possession and the Use of a False Identification

Neither state nor federal law penalizes the attempted or actual possession, use, and purchase (PUP) of licensed products by underage persons. This model ordinance does not include penalties for underage PUP and only provides non-criminal, non-monetary penalties for the use of false IDs.

At its core, a licensing ordinance is intended to regulate the behavior of licensees. Penalizing underage persons detracts from the focus of the licensing code and siphons enforcement resources away from the licensees to young consumers, many of whom are addicted to nicotine. A *2017 Minnesota Annual Synar Report* on youth access enforcement found that underage persons were cited 3.6 times, and assessed fines 2.6 times, more often than retailers. It is important to note that, even if PUP provisions are not included in an ordinance, retailers have the authority to ask underage persons to leave the premises if they attempt to purchase products.



**Penalizing Underage Purchase, Use, and Possession and the Use of a False Identification** *(continued)*

There is no strong evidence to support an assertion that PUP penalties are effective in significantly reducing youth smoking. Historically, these laws were lobbied for by the commercial tobacco industry to punish youth users while the industry simultaneously targeted, and continues to target, youth to replace a dying consumer base and maintain profits in a dwindling market.

Furthermore, many advocates are concerned that PUP penalties open the door to selective enforcement against youth from certain racial, ethnic, and socio-economic groups. Evidence suggests that youth of color in Minnesota are disproportionately over-represented in similar status-level offenses, increasing their interactions with law enforcement and resulting in their introduction to the criminal justice system. Jurisdictions that currently have PUP penalties no longer aligning with state law should consider removing those penalties from their ordinance.

This model ordinance only offers alternative non-criminal, non-monetary penalties for underage use of false identification to purchase or attempt to purchase licensed products as described below in section 11(B)(3).

For further reading on the history of PUP laws and the disproportionate enforcement of laws against youth of color and indigenous youth, please see Minnesota Juvenile Justice Advisory Committee's report, *2016 Annual report to Governor Mark Dayton and the Minnesota State Legislature* (2016) and Wakefield, M., & Giovino, G. (2003). Teen penalties for tobacco possession, use, and purchase: evidence and issues. *Tobacco Control*, 12(suppl 1), i6-i13.

**Section 10. Exceptions and Defenses.**

- (A) **Religious, Spiritual, or Cultural Ceremonies or Practices.** Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice.
- (B) **Reasonable Reliance.** It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.



## Section 11. Violations and Penalties.

### (A) Violations.

- (1) **Notice.** A person violating this ordinance may be issued, either personally or by mail, a citation from the city that sets forth the alleged violation and that informs the alleged violator of their right to a hearing on the matter and how and where a hearing may be requested, including a contact address and phone number.
- (2) **Hearings.**
  - (a) Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within 10 business days of the issuance of the citation and delivered to the City Clerk or other designated city officer. Failure to properly request a hearing within 10 business days of the issuance of the citation will terminate the person's right to a hearing.
  - (b) The City Clerk or other designated city officer will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 business days prior to the hearing.
- (3) **Hearing Officer.** The City Council will designate a hearing officer. The hearing officer will be an impartial employee of the city or an impartial person retained by the city to conduct the hearing.
- (4) **Decision.** A decision will be issued by the hearing officer within 10 business days of the hearing. If the hearing officer determines 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, will be recorded in writing, a copy of which will be provided to the city and the accused violator by in-person delivery or mail as soon as practicable. If the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings will be recorded and a copy will be provided to the city and the acquitted accused violator by in-person delivery or mail as soon as practicable. The decision of the hearing officer is final, subject to an appeal as described in section 11, paragraph (A)(6) of this section.
- (5) **Costs.** If the citation is upheld by the hearing officer, the city's actual expenses in holding the hearing up to a maximum of [ \$1,000 ] must be paid by the person requesting the hearing.



- (6) **Appeals.** Appeals of any decision made by the hearing officer must be filed in [ \_\_\_\_\_ ] County district court within 10 business days of the date of the decision.
- (7) **Continued violation.** Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

**(B) Administrative penalties.**

- (1) **Licensees.** Any licensee cited for violating this ordinance, or whose employee has violated this ordinance, will be charged an administrative fine of [ \$300 ] for a first violation; [ \$600 ] for a second offense at the same licensed premises within a 36-month period; and [ \$1,000 ] for a third or subsequent offense at the same location within a 36-month period. Upon the third violation, the license will be suspended for a period of not less than [ 30 ] consecutive days and may be revoked. Upon a fourth violation within a 36-month period, the license will be revoked.

**Minimum fine schedule**

As of August 1, 2020, state law set a minimum fine schedule for underage sales or other ordinance violations by licensed tobacco retailers at: \$300 for a first violation, \$600 for a second violation within 36 months, and \$1,000 for a third or subsequent violation within 36 months. Upon the third or subsequent violation within 36 months of the first violation, state law requires a suspension of at least seven days and allows for license revocation. The sample language provided above includes a longer suspension period for a third violation (30 days) and requires license revocation for repeat offenders (four violations) within 36 months.

- (2) **Employees of licensees and other individuals.** Individuals, other than persons under the age of 21 regulated by paragraph (B)(3) of this section, who are found to be in violation of this ordinance may be charged an administrative fine of [ \$50 ].
- (3) **Persons under the age of 21.** Persons under the age of 21 who use a false identification to purchase or attempt to purchase licensed products may only be subject to non-criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, or another non-monetary, civil penalty that the city determines to be appropriate. The City Council will consult with educators, parents, guardians, persons under the age of 21, public health officials, court personnel, and other interested parties to determine an appropriate remedy for persons



under the age of 21 in the city in the best interest of the underage person. The remedies for persons under 21 who use a false identification to purchase or attempt to purchase licensed products may be established by ordinance and amended from time to time.

- (4) **Statutory penalties.** If the administrative penalty for violations against licensed retailers under Section 11(B)(1) authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

- (C) **Misdemeanor prosecution.** Nothing in this section prohibits the city from seeking prosecution as a misdemeanor for an alleged second violation of this ordinance by a person 21 years of age or older within five years of a previous conviction under the ordinance.

### Section 12. Severability.

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

### Section 13. Effective Date.

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.



## **Section xx.xx - Retail Sale of Tobacco Products.**

### **xxx.xx. License.**

Subd. 1. License From City Required. No person shall keep for retail sale, sell at retail or otherwise dispose of any tobacco product at any place in the City without first obtaining a license from the City. "Tobacco" is defined as and includes: cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.

Subd. 2. License Fee. The fee for every such license shall be the fee specified in the City's fee schedule as set periodically by resolution of the Council, subject to any limitations imposed by State law. Every license shall be valid beginning April 15th of the issuance year until April 14th of the following year.

Subd. 3. License Shall be Displayed. Every license shall be conspicuously posted at the place for which the license is issued and shall be exhibited to any person upon request.

XXX.xx. Application and Issuance. Application for the license shall be made to the City Clerk on a form supplied by the City. The application shall state all the information required by Section xxx.xx of this Chapter and any other information as shall be required by the application form. Upon the filing of the application with the Clerk-Administrator, it shall be presented to the City Council for its consideration, and if granted by the Council, a license shall be issued by the Clerk-Administrator upon payment of the required fee.

320.03. Sales Prohibited to Minors. No person shall sell or offer to sell any tobacco or tobacco product to any person under eighteen (18) years of age.

320.04. Transfers. Licenses shall not be transferable from one person to another.

320.05. Restrictions. No license shall be issued except to a person of good moral character. No license shall be issued to an applicant for sale of tobacco at a movable place of business; nor shall any license be issued for the sale of cigarettes at more than one place of business. No person shall sell or give away any tobacco product to any person below the age of eighteen (18) years. No person shall keep for sale, sell, or dispose of any cigarette containing opium, morphine, jimson weed, bella donna, strychnic, cocaine, marijuana, or any other deleterious or poisonous drug, except nicotine.

320.06. Administrative Penalties.

Subd. 1. Licensees. If a licensee or employee of a licensee sells tobacco to a person under the age of eighteen (18) years, or violates any other provision of this Section, the licensee shall be charged an administrative penalty of \$100.00. An administrative penalty of \$200.00 must be imposed for a second violation at the same location within twenty-four (24) months after the initial violation. For a third violation at the same location within twenty-four (24) months after the initial violation, an administrative penalty of \$250.00 must be imposed, and the licensee's authority to sell tobacco at that location must be suspended



for not less than seven (7) days. No suspension or penalty may take effect until the licensee has received notice, served personally or by mail, of an alleged violation and an opportunity for a hearing before the City Council.

Subd. 2. Individuals. An individual who sells tobacco to a person under the age of 21 must be charged an administrative penalty of \$50.00. 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 the City Council is provided.

Subd. 3. Defenses. It is an affirmative defense to the charge of selling tobacco to a person under the age of 21 years in violation of this Section that the licensee or individual making the sale relied in good faith upon proof of age as follows: A. A valid driver's license or identification card issued by the State of Minnesota, another state, or a province of Canada, and including the photograph and date of birth of the licensed person;

B. A valid military identification card issued by the United States Department of Defense

C. In the case of a foreign national, from a nation other than Canada, by a valid passport.

#### 320.07. Self-Service Sales.

Subd. 1. Single Packages. No licensee shall offer for sale single packages of cigarettes or smokeless tobacco in open displays which are accessible to the public without the intervention of a store employee.

Subd. 2. Cartons. Cartons and multipack units may be offered and sold through open displays accessible to the public.

Subd. 3. Exceptions. The self-service restrictions of this Subsection do not apply to retail stores which derive at least ninety percent (90%) of their revenue from tobacco and tobacco related products and which cannot be entered at any time by persons younger than eighteen (18) years of age.

#### 320.08. Vending Machine Sales. No person shall sell tobacco products from vending machines.

This Subsection does not apply to vending machines in facilities that cannot be entered at any time by persons younger than eighteen (18) years of age.

320.09. Compliance Checks. The City shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco is sold to test compliance with Minnesota Statutes, section 609.685. Compliance checks shall utilize minors over the age of fifteen (15), but under the age of eighteen (18), who, with the prior written consent of a parent or guardian, attempt to purchase tobacco under the direct supervision of a police officer or an employee of the City.

320.10. Suspension and Revocation. Every license may be suspended or revoked by the Council for a violation of any provision of this Section if the licensee has been given a reasonable notice and an opportunity to be heard.



## **ORDINANCE NO. 194**

### **AN ORDINANCE REGULATING THE SALE OF TOBACCO AND RELATED DEVICES AND PRODUCTS WITHIN THE CITY OF WANAMINGO, MINNESOTA**

**The City Council of the City of Wanamingo does hereby ordain and establishes an ordinance relating to the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine lobelia delivery devices in the City.**

Sections:

- 112.01 Purpose
- 112.02 Definitions
- 112.03 License
- 112.04 Fees
- 112.05 Basis for Denial of License
- 112.06 Prohibited Sales
- 112.07 Responsibility
- 112.08 Compliance Checks and Inspections
- 112.09 Other Prohibited Acts
- 112.10 Exceptions and Defenses
- 112.11 Violations and Penalties
- 112.12 Severability
- 112.13 Effective Date

#### **§ 112.01 PURPOSE.**

Because the city recognizes that many retailers sell tobacco, tobacco products, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21; and because sales to person under the age of 21 are a violation Federal and state law; and because studies have shown that most people who use commercial tobacco products begin before they have reached the age of 21 years and that those person who reach the age of 21 years without having started using commercial tobacco products are significantly less likely to ever begin; and because the use commercial tobacco products has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale of tobacco, tobacco products, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to use commercial tobacco products as stated in [Minn. Stat. § 144.391](#).



## **§ 112.02 DEFINITIONS.**

Except as may otherwise be provided or clearly implied by context, all terms are given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The term “shall” mean mandatory and the term “may” means permissive. The following terms shall have the definitions given to them:

**CHILD-RESISTANT PACKAGING.** Packaging that meets the definition set forth in [Code of Federal Regulations, title 16, section 1700.15\(b\)](#), as in effect on January 1, 2015, and was tested in accordance with the method described in [Code of Federal Regulations, title 16, section 1700.20](#), as in effect on January 1, 2015.

**COMPLIANCE CHECKS.** The system the city, or other government agency, uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. Compliance checks involve the use of persons under the age of 21 who purchase or attempt to purchase licensed products. Compliance checks may also be conducted by the city or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to licensed products.

**ELECTRONIC DELIVERY DEVICE.** Any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic delivery device includes any component part of such a product, whether or not marketed or sold separately. Electronic delivery device shall not include any product that has been authorized by the U.S. 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.

**INDOOR AREA.** All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent. A standard window screen (.0011 gauge with an eighteen (18) by sixteen (16) mesh county is not considered a wall.

**LICENSED PRODUCTS.** The term that collectively refers to any tobacco or tobacco product, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

**LOOSIES.** 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.

**MOVEABLE PLACE OF BUSINESS.** Any form of business that is operated out of a kiosk,



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.

**NICOTINE OR LOBELIA DELIVERY PRODUCT.** Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been authorized by the U.S. Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold for that approved purpose.

**RETAIL ESTABLISHMENT.** Any place of business where licensed products are available for sale to the general public. Retail establishments shall include, but is not limited to grocery stores, tobacco products shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.

**SALE.** Any transfer of goods for money, trade, barter or other consideration.

**SELF-SERVICE DISPLAY.** The open display of licensed products in a retail establishment in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee's employee and where a physical exchange of the licensed product from the licensee or the licensee's employee to the customer is not required in order to access the licensed products.

**SMOKING.** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. SMOKING also includes carrying or using an activated electronic delivery device.

**TOBACCO.** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco does not include any product that has been authorized by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco-dependence product or for other medical purposes, and is being marketed and sold solely for such approved purposes.

**TOBACCO-RELATED DEVICE.** Any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. Tobacco related device shall include components of tobacco-related devices or tobacco products, which may be marketed or sold separately. Tobacco related devices may or may not contain tobacco.

**VENDING MACHINE.** Any mechanical, electric or electronic, or other type of device that dispenses licensed products upon the insertion of money, tokens, or other form of payment into



or onto the device by the person seeking to purchase the licensed product.

### **§112.03 LICENSE.**

(A) **License required.** No person shall sell or offer to sell any licensed product without first having obtained a license to do so from the city.

(B) **Application.** An application for a license to sell licensed products shall be made on a form provided by the city. 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 any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk will forward the application to the City Council for action at its next regularly scheduled meeting. If the City Clerk determines that an application is incomplete, it will be returned to the applicant with notice of the information necessary to make the application complete.

(C) **Action.** The City Council may approve or deny the application for a license, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary. If the City Council approves the application, the City Clerk will issue the license to the applicant. If the City Council denies the application, notice of the denial will be given to the applicant along with notice of the applicant's right to appeal the decision.

(D) **Term.** All licenses issued are valid for one calendar year from the date of issue.

(E) **Revocation or suspension.** Any license issued may be suspended or revoked following the procedures set forth in the Violations and Penalties Section at §112.11.

(F) **License Not Transferable.** All licenses issued are valid only on the premises for which the license was issued and only for the person to whom the license was issued. The transfer of any license to another location or person is prohibited.

(G) **Movable Place of Business.** No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

(H) **Display.** All licenses must be posted and displayed at all times in plain view of the general public in the retail establishment.

(I) **Renewals.** The renewal of a license issued under this ordinance will be handled in the same manner as the original application. The request for a renewal must be made at least 30 days, but no more than 60 days, before the expiration of the current license. The issuance of a license under this ordinance shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.



(J) **Smoking prohibited.** Smoking, including smoking for the purpose of the sampling of licensed products, is prohibited within the indoor area of any retail establishment licensed under this ordinance.

(K) **Samples prohibited.** No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of licensed products as a free donation is prohibited.

#### **§112.04 FEES.**

No license will be issued under this ordinance until the appropriate license fees are paid in full. The fees will be established by the city's fee schedule and may be amended from time to time.

#### **§112.05 BASIS FOR DENIAL OF LICENSE.**

(A) Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:

- (1) The applicant is under 21 years of age.
- (2) 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.
- (3) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
- (4) The applicant fails to provide any of the information required on the licensing application or provides false or misleading information.
- (5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.

(B) Except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City must deny the license. If a license is mistakenly issued or renewed to a person, the city will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The city will provide the license holder with notice of the revocation, along with information on the right to appeal.



## **§112.06 PROHIBITED SALES.**

(A) **In general.** No person shall sell or offer to sell any licensed product:

- (1) By means of any type of vending machine unless person under the age of 21 are at all times prohibited from entering the licensed establishment.
- (2) By means of loosies as defined in Section 112.02.
- (3) Containing opium, morphine, jimson weed, 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.
- (4) By means of self-service display. All licensed products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public. Any retailer selling licensed products at the time this ordinance is adopted must comply with this section within 90 days of the effective date of this ordinance.
- (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 regulation.
- (6) By means of liquid, whether or not such liquid contains nicotine, which is intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request by the city, a licensee shall provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

(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 must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.



#### **§112.07. RESPONSIBILITY.**

All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee. Nothing in this section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this Ordinance, State or Federal law, or applicable law or regulation.

#### **§112.08. COMPLIANCE CHECKS AND INSPECTIONS.**

All licensed premises must be open to inspection by law enforcement, Goodhue County Sheriff's Department, or other authorized government officials during regular business hours. From time to time, but at least twice per year, the city, or its designee, will conduct compliance checks. In accordance with state law, the city, or its designee, will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21 to enter the licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.

#### **§112.09. OTHER PROHIBITED ACTS**

Unless otherwise provided, the following acts are a violation of this ordinance:

- (A) **Use of false identification.** It is a violation of this ordinance for any person to use any form of false identification, whether the identification is that of another person or has been modified or tampered with to represent an age older than the actual age of the person using that identification.

#### **§112.10. EXCEPTIONS AND DEFENSES.**

- (A) **Religious, Spiritual, or Cultural Ceremonies or Practices.** Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice.
- (B) **Reasonable Reliance.** It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.



## **§112.11 VIOLATIONS AND PENALTIES.**

### **(A) Violations.**

- (1) **Notice.** A person violating this ordinance may be issued, either personally or by mail, a citation from the city that sets forth the alleged violation and that informs the alleged violator of their right to a hearing on the matter and how and where a hearing may be requested, including a contact address and phone number.
- (2) **Hearings.**
  - (a) Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within 30 days of the issuance of the citation and delivered to the City Clerk or other designated city officer. Failure to properly request a hearing within 30 days of the issuance of the citation will terminate the person's right to a hearing
  - (b) The City Clerk or other designated city officer will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 business days prior to the hearing.
- (3) **Hearing Officer.** The City Council will designate a hearing officer. The hearing officer will be an impartial employee of the city or an impartial person retained by the city to conduct the hearing.
- (4) **Decision.** A decision will be issued by the hearing officer within 10 business days of the hearing. If the hearing officer determines 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, will be recorded in writing, a copy of which will be provided to the city and the accused violator by in-person delivery or mail as soon as practicable. If the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings will be recorded and a copy will be provided to the city and the acquitted accused violator by in-person delivery or mail as soon as practicable. The decision of the hearing officer is final, subject to an appeal as described in section 11, paragraph (A)(6) of this section.
- (5) **Appeals.** Appeals of any decision made by the hearing officer must be filed in Goodhue County district court within 30 days of the date of the decision.
- (6) **Misdemeanor prosecution.** Any person over the age of 21 years or retailer who violates any of the provisions of this ordinance may be subject to a misdemeanor.
- (7) **Continued violation.** Each violation, and every day in which a violation occurs or



continues, shall constitute a separate offense.

**(B) Administrative penalties**

- (1) **Licensees.** Any licensee cited for violating this ordinance, or whose employee has violated this ordinance, will be charged an administrative fine of \$300 for a first violation; \$600 for a second offense at the same licensed premises within a 36-month period; and \$1,000 for a third or subsequent offense at the same location within a 36-month period. Upon the third violation, the license will be suspended for a period of not less than 7 consecutive days and may be revoked.
- (2) **Employees of licensees and other individuals.** Individuals, 21 years of age and older found to be in violation of this ordinance shall be charged an administrative fine of \$50.
- (3) **Suspension or Revocation.** Any violation of this ordinance may be grounds for suspension or revocation of a license. The City Council may attach reasonable conditions to the reinstatement of a suspended or revoked license. There shall be no license fee refund upon suspension or revocation of a license.
- (4) **Persons under the age of 21.** Persons under the age of 21 who use a false identification to purchase or attempt to purchase licensed products may only be subject to non- criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, or another non-monetary, civil penalty that the city determines to be appropriate. The City Council shall consult with educators, parents, guardians, persons under the age of 21, public health office court personnel, and other interested parties to determine an appropriate remedy for persons under the age of 21 in the city in the best interest of the underage person. The remedies for persons under 21 who use a false identification to purchase or attempt to purchase licensed products may be established by ordinance and amended from time to time.
- (5) **Statutory penalties.** If the administrative penalty for violations against licensed retailers authorized to be imposed by [Minn. Stat. § 461.12](#), as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

**§112.12 SEVERABILITY.**

If any section or provision of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other section or provision of this ordinance.



**§112.13 EFFECTIVE DATE.**

This ordinance becomes effective 30 days after publication in the official newspaper.

**Adopted this 14<sup>th</sup> day of December, 2020.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Ryan Holmes, Mayor

\_\_\_\_\_  
Michael Boulton, City Administrator

Motion:

Second:

Aye   Nay

Eric Dierks        \_\_\_\_\_

Jeremiah Flotterud        \_\_\_\_\_

Ryan Holmes        \_\_\_\_\_

Stuart Ohr        \_\_\_\_\_

Larry Van De Walker        \_\_\_\_\_



**Kasson Police Department**

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

To: Mayor and City Council  
From: Police Chief Joshua Hanson  
CC: City Administrator  
Date: 2/9/2023  
Re: Jake Brake Noise

---

The city received a complaint from a local business owner about increased Jake Brake use on the off-ramps of Highway 14 since Kwik Trip relocated and has become a stop for more commercial vehicles. In 2022 the police department received 47 noise complaint calls and none were related to loud Jake Brakes.

In talking to local residents that live on the edge of the city limits, they have indicated that trucks will often use Jake Brakes to slow down when entering the city. The residents have not made police reports about it, but it is a common occurrence.

The current noise ordinance does not apply to commercial vehicles normally incident to commerce and would have to be amended if the city wants enforcement of a no Jake Brake noise ordinance. To be effective, we would need to get permission from MNDOT to place signs on Highway 14.

The city of Waseca has an ordinance prohibiting the use of a Jake Brake and has a similar 4-lane Highway 14, and an old Highway 14, like that of Kasson. I contacted the Waseca police department, and they do not have any records of trucks being stopped or cited for violation of the ordinance. They also do not have any signs posted that indicate the use of a Jake Brake is prohibited.

If the city wishes to pursue an ordinance prohibiting the use of a Jake Brake, please let me know and I will draft an ordinance for your consideration.



## Nancy Zaworski

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**From:** LocalGovernmentServices.mdor@state.mn.us  
**Sent:** Friday, October 9, 2020 3:08 PM  
**To:** financedept@cityofkasson.com  
**Subject:** Re: City of Kasson sales tax question - Sales tax revenue estimate

Dear Nancy Zaworski:

Thank you for your email.

I had our Tax Research department do an estimate for you. A 0.5% sales tax in the city of Kasson would generate about \$200,000 a year, and a 1% tax about \$400,000 a year.

Here is the link with additional information on our web site regarding [Starting a Local Sales Tax](#). Please feel free to reach out to us with any additional questions you may have.

Sincerely,

Anthony Staffenhagen

Sales & Use Tax Division  
Local Government Services

### Minnesota Department of Revenue

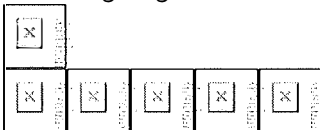
Phone: 651-296-6181 or 1-800-657-3777 (toll-free)

Fax: 651-556-3102

Email: [LocalGovernmentServices.mdor@state.mn.us](mailto:LocalGovernmentServices.mdor@state.mn.us)

[www.revenue.state.mn.us](http://www.revenue.state.mn.us)

*Working together to fund Minnesota's future.*



Emails are answered in the order that they are received. This email is advisory only. It is based on the particular facts and circumstances outlined in the email and on the laws in effect at the time. Different circumstances, statutory changes, or subsequent court decisions could affect the information given in this email.

If you or your client are currently under audit by the Minnesota Department of Revenue, the Revenue Tax Specialist should be answering any questions or concerns as they would have first-hand knowledge regarding your business.

### CONFIDENTIALITY NOTICE

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Email Routing Code: 348\_101855



----- Original Email -----

From: [financedept@cityofkasson.com](mailto:financedept@cityofkasson.com)

Sent: 10/8/2020

Subject: City of Kasson sales tax question

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

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Hello-

The City is exploring a possible local sales tax option. Are you able to tell me the amount of sales taxes collected in the city of Kasson for 2019; or for the most recently completed 12 months?

If you have any questions, please call me at 507-634-6321.

Thank you,  
Nancy Zaworski  
Finance Director





To: City Council  
Date: 2/22/2023

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

“No one's ever achieved financial fitness with a January  
resolution that's abandoned by February.”  
— **Suze Orman**

- **Juneteenth Recognized by MN.** A bill to establish Juneteenth as a state-recognized holiday, HF 48 (Rep. Ruth Richardson, DFL-Mendota Heights), on Feb. 2 passed off the House floor with a vote of 126-1. Its companion, SF 13 (Sen. Bobby Champion, DFL-Minneapolis), on Jan. 26 passed off the Senate floor with a vote of 57-8. The governor signed the bill into law on Feb. 3. The bill will go into effect on Aug. 1, 2023, which will not interfere with the existing holiday calendar and council meeting schedules for the current calendar year. State offices will be closed for Juneteenth this year as they had previously collectively bargained for the holiday. Up to the Council whether they'd like to pursue it this year or not until next year. An argument can be made either way.
- **P&Z Updates.** Planning and Zoning met last week to review several items. They held a Public Hearing for a variance application. Mr. Marti's request was for an additional 6 feet into the right of way. There is a sanitary sewer easement that runs diagonally through the property that limited the area available to construct the original building in 2002, and currently limits further construction on the north side of the building. The Board agreed that this would indicate that a variance is permitted and has forwarded a recommendation to the City Council. Next, they reviewed the midcycle Comp plan update. It focuses on updating our demographic and economic base information using the more current census data and using local permitting information as a first step to inform a revisiting of the future land use and system plans. Brad Scheib ran through this information which is included in tonight's packet as well. Later this spring they'll have a more thorough discussion on future land use directions and the planning process required for that. Please let me know if you have any questions. Finally, we reviewed the City Code regarding paving of parking surfaces. Ian is expecting to make a push for more compliance on this issue and wanted some clarifications. The Board reiterated that new constructions should be fully expecting to meet requirements, especially in commercial-to-residential zones.
- **Bill to Increase Local Government Aid Heard in House Committee.** The bill would increase local government aid and county program aid annually by \$150 million and index the appropriations to inflation. The House Property Tax Division on Feb. 8 held a hearing on HF 1377 (Rep. Dave Lislegard, DFL-Aurora), a bill that would increase both local government aid (LGA) and county program aid (CPA) annually by \$150 million and index



the appropriations to inflation so they would continue to grow in future years. The bill was laid over for possible inclusion in the House Property Tax Division report. The companion bill has not yet been introduced in the Senate but is expected to be soon. The inflationary increase in the bill has a floor of 2.5% and a ceiling of 5%, so the LGA increase would be expected to grow to \$744 million in fiscal year (FY) 26 and \$772 million in FY 27. Some of these funds could be used to cushion the blow from the Fire Hall debt service increase.

- **Dodge County - Council of Governments.** Last Thursday I attended the meeting held in Mantorville. It's an opportunity to see what's going on at a county level as well as our fellow communities. Included in the packet is an update from the County Engineer on road works going on. Not a lot of the projects that should affect the City. We also discussed the new County Park proposal on the northwest side of Kasson, the County is considering asking to have the parcel de-annexed from the City limits because they don't want to have sewer or water connections to be required. I think it's likely that we'd require those even if it were to be released. Additionally, we talked about the new facility that the County is funding at the Fairgrounds. They indicated that there would be a kitchen and space to host 350 people for weddings and other events. We also discussed hiring challenges; Commissioner Allen indicated that they send their CDL drivers to Iowa for training. I brought up the vacant SELCO board position that Dodge County has, and they indicated that no one has shown interest. Thanks to Mayor McKern for attending, I wish more of the cities would have participated.
- **City Street Funding Bill Introduced in Senate.** The measure would add a \$10 surcharge on license tab fees and on motor vehicle title transfers to be dedicated to city streets in large and small cities. When the bill was first introduced in 2017, it was estimated it would raise approximately \$57 million annually. Under the measure: Half of the funds would be directed to the Small Cities Assistance Account, established by the 2015 Legislature for cities with populations below 5,000 that do not receive funds through the constitutional formula that are deposited into the Highway User Tax Distribution Fund. The other half would be dedicated to a new Larger City Streets and Bridges Account. The funds would not be subject to the constraints of the MSA funds dedicated in the Minnesota Constitution. It was referred to the Senate Transportation Committee by Sen. Jim Carlson, where it has not yet been scheduled for a hearing. The bill is pending introduction on the House side. We would probably set any funds aside in a specific fund for streets only.
- **Local Option Sales Tax.** Councilmember Johnson asked that information that Nancy had previously researched be shared today regarding the numbers related to a LOST. I have included information from 2020 in tonight's packet. I rather suspect that the amounts have gone up since then. Typically, communities that approve these sorts of taxing additions have a particular project in mind, though in my previous community one was approved to focus on street reconstructions. Blue Earth used a portion to pay for the sewer plant update, and the rest has gone towards accelerating the replace of their seal coated roads. It has enabled them to move some projects forwards several years. Other communities like Rochester are focusing funds like this on park improvements. If the Council decides to move this forward, we'd plan on having it on the fall 2024 ballot.

***For your Calendar: Annual Worksession will start at 8:30 am on March 18<sup>th</sup> @ at City Hall***



**Meetings or Events Attended or Planned**

February 1	EMS Board
February 2	City Engineer Planning and Zoning meeting
February 3	Bid Opening Special CMPAS Board Meeting
February 7	Testifying at MN State Senate-Housing
February 8	Chamber of Commerce City Council
February 9	DRC City Engineer
February 13	PZ Board
February 14	Library Board
February 16	Council of Governments Technical Review City Engineer
February 17	Kasson Fire Station-Contracting Review-USDA
February 21	MCMA Member Connect Rochester Area Builders-John Wade Park Board
February 22	City Council



## Elmquist, Jim

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**From:** Kohlhofer, Guy  
**Sent:** Tuesday, February 7, 2023 6:10 PM  
**To:** Elmquist, Jim  
**Subject:** Triton & KM School Area Happenings

Reviewing the area of the Triton and KM school districts along with the current CIP the following transportation items within the foreseeable future may be of interest:

2023 or '24 the bridge on 280<sup>th</sup> Ave just south of 615<sup>th</sup> St. will be replaced. The road will be closed for about 2 weeks sometime between June and October.

2024 - TH 14 & CSAH 9 crossing is slated to have a J-turn installed. This will likely be a mid-summer construction that will close the intersection during that time. The final intersection will affect the way people cross TH 14 but they will still get across.

CSAH 34 concrete section in Kasson is on the radar to get the joints repaired and surface ground. This will likely be done under one way traffic with the other traffic detoured.

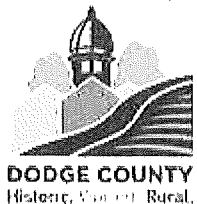
CSAH 9, the bridge 2.7 miles north of Wasioja will be replaced. The road will be closed for about 3 weeks sometime between June and October.

2026 or '27 – TH 57 and CSAH 16 intersection north of Mantorville is scheduled for a round about to be installed. Traffic will be detoured during construction.

These are planned years so are not set in stone. Other than these the County is not planning any new roads or paving of current gravel roads.

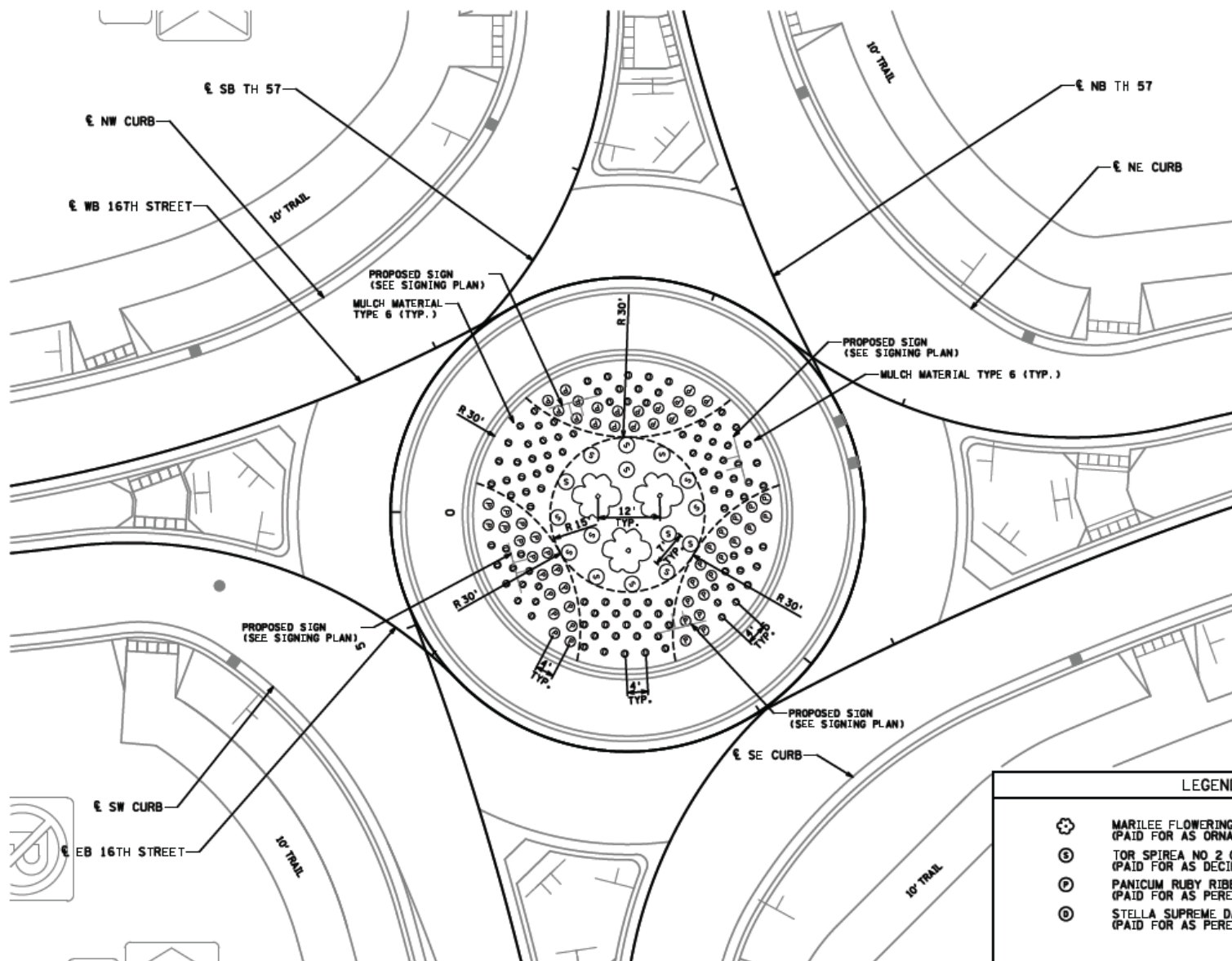
I hope this covers any questions you have but let me know if have more.

**Guy Kohlhofer, P.E.**  
Dodge County Engineer  
(507)374-6694





Rectangular Snp



LEGEND	
	MARILEE FLOWERING CRAB 1.5" CAL. B&B (PAID FOR AS ORNAMENTAL TREE 1.5" CAL. B&B)
	TOR SPIREA NO 2 CONT (PAID FOR AS DECIDUOUS SHRUB NO 2 CONT)
	PANICUM RUBY RIBBONS NO 1 CONT (PAID FOR AS PERENNIAL NO 1 CONT)
	STELLA SUPREME DAYLILY NO 1 CONT (PAID FOR AS PERENNIAL NO 1 CONT)



SAP 240-109-002

LANDSCAPING PLAN

DRAWN BY: TB

CHECKED BY: BC

CERTIFIED BY: *[Signature]*

LANDSCAPING PROFESSIONAL - MINIMUM 5 YEARS

LIC. NO. 57460

DATE 2/3/2023

STATE PROJ. NO. 2007-45 (TH 57) SHEET NO. 119 OF 141 SHEETS



## U.S. Municipal Bond Market

## The Fed is Not Changing Course, Reaffirms Our 2023 Municipal Outlook

- The FOMC announced on Wednesday they are not changing course. Neither are we. This development reaffirms our 2023 expectations. Our issuance forecast for 2023 is highly dependent upon elevated interest rates like we see now. We continue to believe that 2023 primary municipal market issuance will come at \$350 billion which is below the \$384 billion we saw last year (2022.)
- A sense of optimism is returning to municipal investors. Flows into/out of municipal mutual funds have been positive three of five weeks to begin 2023.
- Credit quality continues to be an underlying strength in the municipal bond market. The Golden Age of Public Finance will continue into 2023, but we will be watching closely to make sure entities are reacting to the post-COVID 19 fiscal reality.
- Mass transit is too important to fail. We believe mass transit will be funded in coming budget cycles despite the headline risk.

*Tom Kozlik**Head of Municipal Research & Analytics  
214.859.9439  
tom.kozlik@hilltopsecurities.com*

### The Municipal Market in 2023 Revisited

The Federal Open Market Committee (FOMC) unanimously voted to raise the target range for the federal funds rate to between 4.50% and 4.75%. This continues the FOMC's extraordinary path since the beginning of last year. FOMC action has been the main driver of activity in public finance and the municipal bond market since early 2022, as a result. Wednesday's announcement was the market-wide expectation. Fed chair Jerome Powell stressed, "There is more work to be done." Slight changes in the official statement from the FOMC indicate to us that, as of now, "The pace of hikes going forward will be 25 basis points" and that "the Fed expects to keep hiking," according to economic commentary published by Hilltop's Scott McIntyre and Greg Warner on Wednesday. This confirms to us that the FOMC is not likely to change course, and neither are we, as it relates to our outlook for public finance and the municipal bond market in 2023.

*A sense of optimism is returning to municipal investors. Flows into/out of municipal mutual funds have been positive three of five weeks to begin 2023.*

### Issuance is Relatively Down, Like We Expected

We are not questioning our public finance and municipal bond market outlook for 2023. The path the FOMC has been on is precisely what we expected, and we are not anticipating interest rates to significantly retreat this year. This will keep primary market municipal bond issuance well below 10-year averages. Monthly issuance has been below the 10-year average every month starting in August of last year. January 2023 issuance was only \$21.9 billion. This is almost 17% lower than January 2022 issuance of \$26.3 billion and just a tad higher than the 10-year January low of \$21.5 billion in 2018. This is an extremely important comparison. There was a rush of issuance in October, November and December of 2017 because of a scare from Tax Cuts and Jobs Act of 2017 draft-legislation.

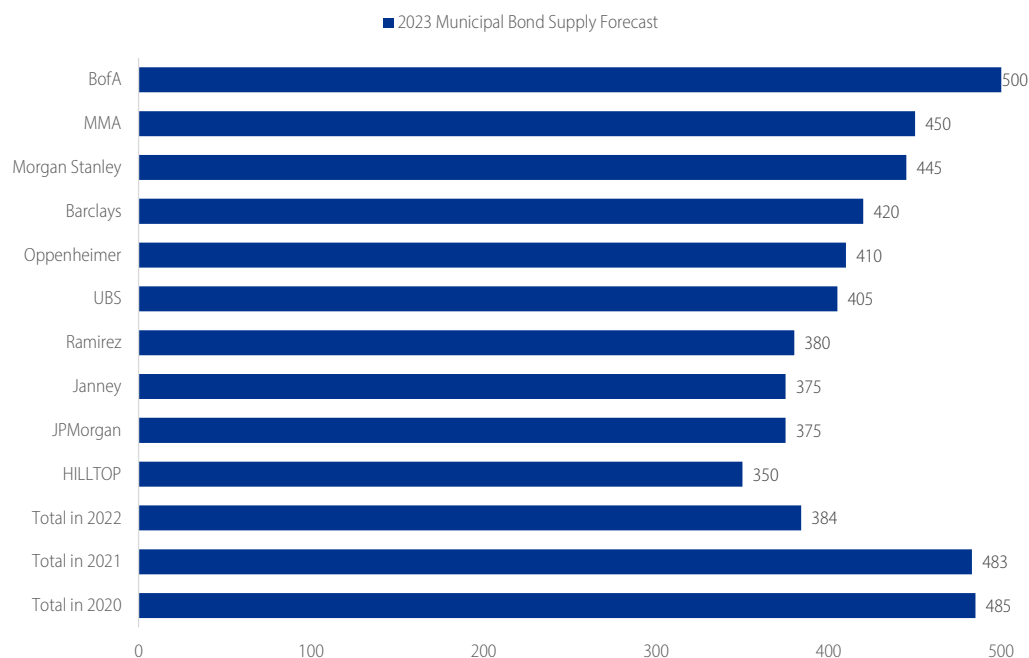
At the end of last year we projected (in a revision) that 2022 issuance would come in at about \$383 billion. It was surprising to us that even as late as the third quarter of last year



some thought we may still see a record amount of issuance in 2022. Interest rate sticker-shock was weighing on issuers planning as it related to new money issuance and most refundings just did not make economic sense. These important pressures will continue to weigh on issuance in 2023. We continue to expect that issuance will not be impacted by recent fiscal policy such as the [Infrastructure Investment and Jobs Act](#) and the [Inflation Reduction Act](#) despite the need for [infrastructure upgrades](#) in the U.S. and across almost all public finance sectors.

Therefore, primary market issuance will remain well below the numbers we saw in 2020 and 2021. We also think 2023 issuance will be below 2022's total of \$384 billion. Interest rates are going to be higher, much higher most likely for all of 2023 compared to 2022. Economic growth in 2023 is also likely to be below what we saw in 2022. We just do not see how it is possible that 2023 issuance is higher than 2022 as a result. Our primary market issuance forecast of \$350 billion, [published in November 2022](#) if anything could be too high. Our forecast is not too low despite other forecasts.

## We Believe 2023 Issuance Will be Below the \$384 billion Sold in 2022



Source: Bloomberg, Refinitiv and HilltopSecurities. \$ in billions.

## Municipal Bond Demand is Rising

One of the key reasons that primary market issuance activity is so important right now is because demand for municipal bonds is rising. Last year was an off year for most investment flows, including municipals. Billions of dollars flowed out of municipal mutual funds. However, in recent weeks investors have begun to slide money back into municipal funds. Lipper data released yesterday, Feb. 2, showed that \$362 million flowed out of municipal funds. However, flows were positive in three of five weeks so far in 2023. We are not ready to completely say that municipal investors are optimistic about the asset class, but optimism is slowly returning. We think that investors could be disappointed if they delay their next municipal bond entry point as demand recovers and issuance remains below average. It is important that investors remember how

*We also think 2023 issuance will be below 2022's total of \$384 billion. Interest rates are going to be higher, much higher most likely for all of 2023 compared to 2022.*

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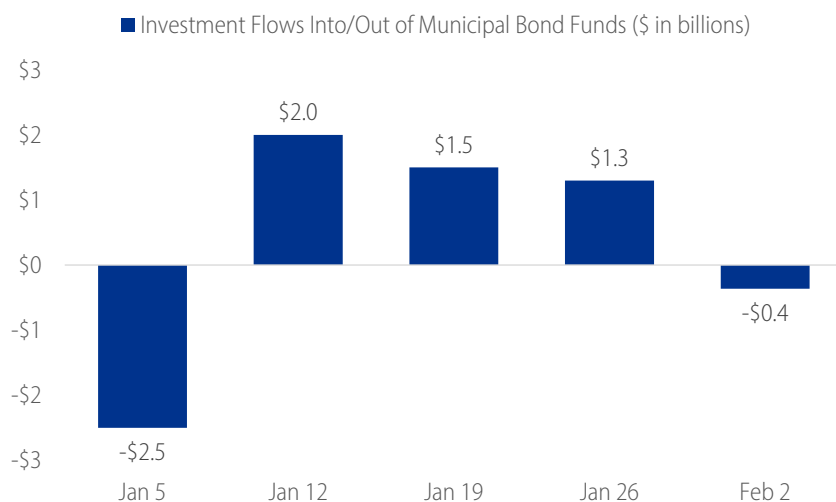
*We think that investors could be disappointed if they delay their next municipal bond entry point as demand recovers and issuance remains below average.*



difficult it was to source municipal bonds in 2020 and 2021. That dynamic could be returning as a result of the developing supply and demand dynamic.

*Credit quality continues to be an underlying strength for public finance and the municipal bond market generally.*

## Investment Dollars are Beginning to Flow Back Into Municipal Funds



Source: Lipper and HilltopSecurities.

## Golden Age of Public Finance

Credit quality continues to be an underlying strength for public finance and the municipal bond market generally. U.S. state government sector credit quality remains strong and most states are well positioned to withstand an economic downturn. We updated our Hilltop Municipal Sector Credit Outlooks recently and concluded that the Golden Age of Public Finance is likely to continue into 2023. We are watching to make sure the public finance entities are reacting to the post-COVID-19 fiscal reality that includes less or no federal relief, inflation pressures, and changes related to work-from-home among other difficulties.

*We are watching to make sure the public finance entities are reacting to the post-COVID-19 fiscal reality that includes less or no federal relief, inflation pressures, and changes related to work-from-home among other difficulties.*

We continue to think that investors should be using this credit-peak as an opportunity to trade out of state and local governments that are not likely to regain or possess structural balance after this wave of federal aid wears off. We like regions of the country where demographic trends are favorable and prefer individual state and local governments with well-funded pension plans. It is important investors use a realistic discount rate when looking at pension liabilities. Many of the revenue sectors have dual reasons why investors should be considering them. First, the COVID-19 recovery story is still showing up in results. Second, essential services typically remain imperative through economic slow-downs. Finally, we remain bullish on U.S. mass transit. Mass transit is too important to fail. In coming years will see headline risk related to budget negotiations, but through it all we believe mass transit will be funded through a combination of state and local government funding supplemented with higher taxes and fee strategies.

*We continue to think that investors should be using this credit-peak as an opportunity to trade out of state and local governments that are not likely to regain or possess structural balance after this wave of federal aid wears off.*



## Recent HilltopSecurities Municipal Commentary

- [The Municipal Market in 2023, Hilltop's Municipal Sector Credit Outlooks](#), Jan. 17, 2023
- [The Texas Permanent School Fund's Bond Guarantee Program Slows to a Roll](#), Jan. 18, 2023
- [A Public Finance and Infrastructure Fiscal Policy Checklist and a Warning](#), Jan. 9, 2023
- [Web3, Blockchain and U.S. Public Finance](#), Dec. 15, 2022
- [The Texas PSF is Up Against a Federally Allocated Cap](#), Dec. 8, 2022
- [State Credit Mainly Improved & Most Positioned to Withstand a Recession](#), Dec. 6, 2022

Readers may view all of the HilltopSecurities Municipal Commentary [here](#).

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**To: Charlie Bradford, Tim Ibisch**  
**From: Brad Gunderson**  
**Re: Kasson Wastewater Treatment Facility**  
**Date: 2/7/2023**

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On February 7, 2023, members of the safety committee conducted a facility inspection at the Wastewater Treatment facility in Kasson. We walked through the main office building, generator building, pre-treatment building, alum building, and the maintenance shop. We also looked at the clarifiers, digesters, and the UV treatment area. At every location, the facilities and buildings were clean and free of clutter. Walkways and railings were in place and secure. The GFI's were inspected and found to be in working condition. The fire extinguishers have had the annual certification and monthly inspections have been done. Garage door sensors were checked and were found to be in working condition.

This was a great inspection. Dave gave us all a wonderful tour of this facility.

We were only able to come up with two recommendations for improvement.

1. The emergency lights in a couple of the buildings were not working. Dave informed us that with the back-up generator, there really is no need for these lights.
2. One overhead garage door in the maintenance shop needs a sign that tells the "door operator", that they should be watching the door in case someone were to walk underneath the door. There are no sensors on the doors in this building, therefore a sign is required to be placed next to the open/close buttons.

Respectfully submitted,

Brad Gunderson



February 1, 2023

## City of Kasson SCDP Progress Report

Grant End Date: September 30, 2023

Project Goal: 20

### Applications

Sent: 36  
Received: 33

Being Verified for Eligibility: 0  
Pending Inspection: 2  
Pending Contractor Estimates: 4

**Projects in Construction:** 1  
**Projects Completed and Closed:** 9

### Applicants/Applications Dropped:

No Response: 0  
Over Income: 4  
Not Interested: 7  
Not Eligible: 3  
Applicant Requested: 0  
Deceased: 0  
Return Mail: 0  
Not in Target Area: 3

	SCDP Funds	Private Funds	Installment Loan	Total Funds
<b>Allocation</b>	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00
<b>Obligated</b>	\$ 229,581.00	\$ 23,342.00	\$ 6,878.00	\$ 259,801.00
<b>Estimated</b>	\$ 150,000.00	\$ 18,000.00		\$ 168,000.00
<b>Balance</b>	\$ 70,419.00	\$ 23,342.00	\$ 6,878.00	\$ 100,639.00





**DODGE COUNTY**  
Historic. Vibrant. Rural.

## LAND RECORDS DEPARTMENT

721 Main Street North  
Mantorville, MN 55955-2205  
Assessor: (507) 635-6245  
Recorder: (507) 635-6250  
Fax: (507) 635-6265  
Toll-Free: (888) 600-5169

February 2, 2023

TO: City of Kasson

FROM: Ryan DeCook, Dodge County Assessor

RE: 2023 OPEN BOOK MEETING

The 2023 Open Book for City of Kasson will be held on  
Thursday, April 27, 2023 at 3:00 pm to 4:00 pm located at the  
Dodge County Government Services Building located at 721 Main Street North, Mantorville.

***Please call the assessor's office to schedule an appointment. (507) 635-6245***