

# KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, February 9, 2022

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 January 26, 2022

b. Claims processed after the January 26, 2022 regular meeting, as audited for payment

c. Evaluations:

- |                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| i. Stephen Howarth   | Ice Arena Manager     | At top of Scale \$ 39.62 |
| ii. Charlie Bradford | Public Works Director | At top of Scale \$51.90  |

d. Committee/Commission/Board Minutes:

- i. EDA Meeting Jan 4, 2022
- ii. EDA Meeting December 7, 2021
- iii. EDA Meeting November 2, 2021

e. Conferences:

- |  |             |                       |
|--|-------------|-----------------------|
| i. Linda Rappe MN Clerks & Finance Off Assoc | March 22-25 | St. Cloud \$275       |
| ii. Linda Rappe IIMC Annual Conf             | May 21-25   | Little Rock, AR \$625 |

f. Pay Estimate

- |  |                 |             |
|--|-----------------|-------------|
| i. NW Trail Improvements and 2021 Str Imp #3 | IMS Contracting | \$26,802.28 |
| ii. Fairgrounds Water Tower #1 Maguire Iron  |                 | \$95,000.00 |

g. Resolution Accepting Donations for the City of Kasson Fire Department

h. Resolution Accepting Donations for the 1938 WPA Walls

i. 2022 Semcac Agreement

j. Public Utilities Resolution

### B. VISITORS TO THE COUNCIL

### C. MAYOR'S REPORT

### D. PUBLIC FORUM

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

· Speakers will be required to state their name and their address for the record.

**E. PUBLIC HEARING**

**F. COMMITTEE REPORT**

1. 2021 EDA Annual Report

**G. OLD BUSINESS**

1. Body Worn Cameras

**H. NEW BUSINESS**

1. Water Rate Study
2. Resolution Supporting Housing and Local Decision-Making Authority
3. Ice Arena Project

**I. ADMINISTRATOR'S REPORT**

1. Administrator's Report

**J. ENGINEER'S REPORT**

1. TH 57 – Special Assessments
  - i. Resolution Receiving Feasibility Report and Call Public Hearing

**K. PERSONNEL**

**L. ATTORNEY**

1. Closed Session for Union Negotiations
2. Closed Session for Real Estate Transaction

**M. CORRESPONDENCE**

1. Cash and Investment Summary
2. Income Statement
3. PD Calls for Service – January 2022
4. January Department Head Reports
5. Safety Committee Meeting

**N. ADJOURN**

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**

**Wednesday, January 26, 2022**

**6:00 PM**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 26th day of January, 2022 at 6:00 PM.

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

**THE FOLLOWING MEMBERS WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Timothy Ibsch, City Clerk Linda Rappe, Police Chief Josh Hanson, City Attorney Melanie Leth, Library Director Pat Shafer-Gottschalk, Finance Director Nancy Zaworski, Dave Dubbels, Paul Johnson, Mike Piper and Chris Ziemer

**PLEDGE OF ALLIANCE**

**APPROVE AGENDA**

Remove L.1 Closed Session

Updated A.2.c resolution in front of each person

**Motion to Approve the Amended Agenda made by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye**

**CONSENT AGENDA**

Minutes from January 12, 2022

Claims processed after the January 12, 2022 regular meeting, as audited for payment in the amount of \$840,080.77

Resolution DeCertifying Delinquent Claims to the County Auditor

*Resolution 1.5-22*

*Resolution Decertifying Delinquent Claims To The County Auditor  
(on file)*

Committee/Commission/Board Minutes:

Library Board Minutes 12-14-21

Resolution Accepting Donations to Promote Positive Police/Community Interactions Initiative

*Resolution #1.6 -22*

*Resolution Accepting Donations To Promote Positive Police/Community Interactions Initiative  
(on file)*

Evaluations:

Pat Shafer-Gottschalk Library Director Inc to Grade 12 Step 4 \$35.99 eff 1/22/22

Conferences:

Jessica Peterson and Zach Kasper SFST & Adv Roadside Impaired Driving Enforcement Mankato, MN 3/1-3/22 \$0

Jesse Kasel Law Enforcement Handgun/Carbine Rifle Instructor Course  
Jordan, MN 5/9-13/22 \$600

Matt Stradtmann Foundation Instructor Trainer (use of force instructor)  
Brooklyn Park, MN 5/23-27/22 \$943.95

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

## **VISITORS TO THE COUNCIL**

**ICS-Library Updates** – Chris Ziemer stated that there was a pre con meeting was held. Performance Bond and insurance were verified. City Attorney Leth asked about Mr. Roy who has criminal convictions is involved, Mr. Ziemer stated that he is the project manager but we can request that he not be involved. Attorney Leth is very concerned with recommending this company. Mr. Ziemer stated that the City is contracted with ICS and they are ultimately responsible for the project. Attorney Leth stated that this company has been set up as a shell to allow Mr. Roy to do the work. Attorney Leth reminded the Council that they have the right to reject subcontractors. Mr. Ziemer stated that we do not have a set kickoff date yet.

**ICS Firehall** – They conducted architect interviews at the EMS meeting on Monday night. TSP was the firm that the EMS Committee confirmed. Next steps will be setting up meetings with the Chief and design.

**ICS Liquor Store** – Mr. Piper stated that this is a remodel essentially but there will be energy efficiencies that will be incorporated. We can use a design/build approach and can use preferred local contractors.

## **MAYOR'S REPORT**

Mayor McKern stated that the Annual Council Work session will be March 5, 2022 from 8am-noon in the Council Chambers at City Hall

## **PUBLIC FORUM**

### **PUBLIC HEARING**

### **COMMITTEE REPORT**

### **OLD BUSINESS**

**Foundation Drain Issues from 2017 Street Project** – Clerk Rappe updated the Council on the status of outstanding foundation drain issues, there are two of the five that have not had any contact with City Hall and if they still have had no contact by the time the next utility bills go out they will be charged the \$100 penalty.

**CRC Agreement** – This is paid for out of the electric fund and it is a one year contract and we will keep track as to how much it is used. This is a service for people to use regarding utility outages. **Motion to Approve the Agreement made by Councilperson Burton, second by Councilperson Egger with All Voting Aye.**

## **NEW BUSINESS**

### **ADMINISTRATOR'S REPORT**

**Administrator's Report** – Administrator Ibisch went through his report.

**CMPAS** – Administrator Ibisch shared the update that he received at the meeting last week.

**Byron Solar** – This is a massive project that will be about a mile and a half southeast of Kasson.

### **ENGINEER'S REPORT**

### **PERSONNEL**

### **ATTORNEY**

### **CORRESPONDENCE**

Correspondence was reviewed

**ADJOURN 6:36PM** **Motion to Adjourn made by Councilperson Christensen, second by Councilperson Ferris with all Voting Aye to Adjourn.**

## **ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor



## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #2

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 170,197.69

DATE APPROVED: 2/9/22

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#1 11,421.00

#2 158,776.69

170,197.69

01/26/22  
15:54:30

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 1/22  
For Pay Date: 01/28/22

Page: 1 of 4  
Report ID: AP100V

For Pay Date = 01/28/22

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38393		2595 AMSOIL INC	404.51					
		20407456RI 01/06/22 FUEL ADDITIVE/SYNTH OIL	404.51			101 522 4522	210	1010
		Total for Vendor:	404.51					
38394		77 HAWKINS INC	3,447.10					
		6102957 01/05/22 LPC-5/CHLORINE/HYDROFL ACID	3,447.10			601 943 4943	210	1010
		Total for Vendor:	3,447.10					
		*** Claim from another period (12/21) ****						
38395		385 MAXSON ELECTRIC INC	3,306.80					
		6858 10/11/21 HANG TEMP LED LTS-ARENA	1,826.80			606 516 4516	400	1010
		6900 12/21/21 LABOR & MAT-WELL #4 VFD	1,480.00			601 943 4943	400	1010
		Total for Vendor:	3,306.80					
38396		5658 MN DNR ECOLOGICAL & WATER	948.14					
		1968-1609 01/20/22 ANN'L WATER PERMIT	948.14			601 943 4943	430	1010
		Total for Vendor:	948.14					
38397		488 RONCO ENGINEERING SALES CO INC	113.65					
		3271215 01/07/22 SWIVEL HOOK/AMBER LED STROBE	113.65			602 948 4948	220	1010
		Total for Vendor:	113.65					
38398		4253 TRUCKIN' AMERICA OF ROCHESTER	144.00					
		165690 01/13/22 COIL ASSY	144.00			601 943 4943	220	1010
		Total for Vendor:	144.00					
38399		939 USA BLUEBOOK	211.63					
		833624 01/03/22 HACH TOT CHLOR ACCUVAC	211.63			601 943 4943	210	1010
		Total for Vendor:	211.63					
38400		5818 WEX Bank	2,845.17					
		77733629 01/23/22 79.414 GAL UNLD-ELECTRIC	229.90			604 957 4957	212	1010
		77733629 01/23/22 19.737 GAL UNLD-PARKS	58.31			101 522 4522	212	1010
		77733629 01/23/22 651.573 GAL UNLD-P D	1,999.32			101 210 4210	212	1010
		77733629 01/23/22 36.620 GAL UNLD-STREETS	108.19			101 310 4310	212	1010
		77733629 01/23/22 75.911 GAL UNLD-WATER	224.72			601 943 4943	212	1010
		77733629 01/23/22 75.912 GAL UNLD-WW	224.73			602 948 4948	212	1010
		Total for Vendor:	2,845.17					
		# of Claims	8	Total:				11,421.00



01/26/22  
15:54:35

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 1/22

Page: 3 of 4  
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$2,570.33
601 Water Fund	
1010 CASH-OPERATING	\$6,455.59
602 Sewer Fund	
1010 CASH-OPERATING	\$338.38
604 Electric Fund	
1010 CASH-OPERATING	\$229.90
606 ICE ARENA	
1010 CASH-OPERATING	\$1,826.80
Total:	\$11,421.00

01/26/22  
15:54:35

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 1 / 22

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Report ID: AP100A

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

The claim batch dated See signature page are approved for payment.

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

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

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#2

02/04/22  
12:15:25CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/22  
For Pay Date: 02/10/22Page: 1 of 9  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38404		2160 ABM EQUIPMENT & SUPPLY LLC	2,152.63					
	0169815-IN	01/17/22 VERSALIFT ANN'L INSPECTION	905.47			604 957 4957	400	1010
	0169816-IN	01/17/22 ALTEC AM855 ANN'L INSPECTI	623.58			604 957 4957	400	1010
	0169817-IN	01/17/22 ALTEC-DM47B ANN'L INSPECTI	623.58			604 957 4957	400	1010
		Total for Vendor:	2,152.63					
38407		5446 ANCOM TECHNICAL CENTER INC	286.40					
	105978	01/19/22 SIREN REPAIR	286.40			101 417 4417	400	1010
		Total for Vendor:	286.40					
38452		6404 B & C LLC	180.00					
	0075-00	01/13/22 RETURN OF DEPOSIT TO LANDLORD	180.00			604 2210		1010
		Total for Vendor:	180.00					
38410		203 BAKER & TAYLOR INC	213.00					
	2036463929	01/13/22 BOOKS	32.75			211 550 4550	218	1010
	2036471173	01/18/22 BOOKS	180.25			211 550 4550	218	1010
		Total for Vendor:	213.00					
38451		5158 BATTERIES PLUS BULBS	16.53					
	P48319620	01/26/22 6V LEAD BATTERY	2.36			101 310 4310	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.36			101 312 4312	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.36			101 517 4517	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.36			601 943 4943	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.36			602 948 4948	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.37			604 957 4957	210	1010
	P48319620	01/26/22 6V LEAD BATTERY	2.36			605 963 4963	210	1010
	P48319620	01/26/22 S.T. 6V LEAD BATTERY	0.16			604 957 4957	210	1010
	P48319620	01/26/22 S.T. 6V LEAD BATTERY	-0.16			604 2025		1010
	P48319620	01/26/22 DC TR TX-6V LEAD BATTERY	0.01			604 957 4957	210	1010
	P48319620	01/26/22 DC TR TX-6V LEAD BATTERY	-0.01			604 2026		1010
		Total for Vendor:	16.53					

02/04/22  
12:15:25

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
38411		2738 BLACK MOUNTAIN SOFTWARE INC	2,573.00					
	27627	01/19/22 NEPTUNE AMR THRU 4/30/22	2,573.00			601 944 4944	370	1010
		Total for Vendor:	2,573.00					
38413		30 CMS OF ROCHESTER	3,865.75					
	21-112	01/31/22 KA BLDG-INPECTION FEES	3,590.25			101 240 4240	444	1010
	21-112	01/31/22 KA BLDG-MILEAGE	275.50			101 240 4240	331	1010
		Total for Vendor:	3,865.75					
38414		6402 CTW GROUP	91.88					
	0900-02	01/25/22 REFUND OVERPYMT ON ACCT	91.88			604 2212		1010
		Total for Vendor:	91.88					
38415		2212 DAVE SYVERSON FREIGHTLINER	476.37					
	161130	01/19/22 FREIGHTLINER REPAIR	476.37			602 948 4948	400	1010
		Total for Vendor:	476.37					
38416		248 DODGE CENTER AMBULANCE SERVICE	5,000.00					
	01/21/22	2022 TRAINING DONATION	5,000.00			101 417 4417	430	1010
		Total for Vendor:	5,000.00					
38417		232 DODGE COUNTY HIGHWAY DEPT	200.00					
	4	01/26/22 UTIL PERMIT-MAIN RPR CO 34	200.00			601 943 4943	430	1010
		Total for Vendor:	200.00					
38418		5156 DODGE COUNTY INDEPENDENT/DODGE	215.74					
		1 YR SUBSCRIPT CH TO 06/2023	46.00			101 140 4140	210	1010
	13499	01/27/22 2022 BUDGET SUMMARY	169.74			101 153 4153	351	1010
		Total for Vendor:	215.74					
38419		5678 FURTHER	102.30					
	15949153	01/12/22 JAN-PARTICIPANT FEES	102.30			101 140 4140	440	1010
		Total for Vendor:	102.30					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38420		5242 GOPHER STATE ONE CALL	27.00					
	2011077	01/31/22 20 LOCATES-JANUARY	27.00			604 957 4957	437	1010
		Total for Vendor:	27.00					
38421		28 GRAYBAR ELECTRIC	97.70					
	9325084247	01/11/22 LIGHTS-ARENA	97.70			606 516 4516	220	1010
		Total for Vendor:	97.70					
38422		77 HAWKINS INC	6,506.30					
	6109078	01/20/22 ALUM SULFATE LIQUID	6,506.30			602 947 4947	211	1010
		Total for Vendor:	6,506.30					
38423		5064 HOMETOWN HAULERS LLC	1,148.00					
	151394	02/01/22 JANUARY GARBAGE-C.H.	33.56			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-LIBRARY	57.18			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-WWTP	152.86			602 947 4947	430	1010
	151394	02/01/22 JANUARY GARBAGE-SHOP	192.77			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-FD	76.43			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-LS	53.21			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-PARKS	444.46			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-PD	33.39			101 323 4323	430	1010
	151394	02/01/22 JANUARY GARBAGE-ARENA	104.14			606 516 4516	430	1010
		Total for Vendor:	1,148.00					
38424		6282 ICS	79,183.60					
	8057	01/27/22 FIRE STATION REVIEW	79,183.60*			430 630 4630	430	1010
		Total for Vendor:	79,183.60					
38425		4493 JOHNSON HARDWARE CO	180.00					
	0955683-IN	01/20/22 LOCK REPAIR-CH	180.00			101 194 4194	400	1010
		Total for Vendor:	180.00					
38426		2739 KASSON-MANTORVILLE RECREATIONA	15,000.00					
	01/21/22	2022 ANNUAL CONTRIBUTION	15,000.00			101 517 4517	444	1010
		Total for Vendor:	15,000.00					



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38427		37 KMTELECOM	2,401.98					
	TO BE SPLIT		2,401.98			101 140 4140	321	1010
		Total for Vendor:	2,401.98					
38428		3890 LETH ELECTRIC INC	1,100.00					
	6960 01/27/22	VETS PARK LG SHELTER SECUR LGT	1,100.00			101 522 4522	220	1010
		Total for Vendor:	1,100.00					
38429		3546 MANKE'S OUTDOOR EQT & APPLIANCES	158.92					
	P02568 01/11/22	HYD FILTERS/BLAD HIFL	158.92			101 522 4522	220	1010
		Total for Vendor:	158.92					
38430		84 MAYO CLINIC - ROCHESTER	294.30					
	01/23/22	HANDEVEDT-PRE EMPLOY PHYS	294.30			101 210 4210	440	1010
		Total for Vendor:	294.30					
38431		4636 METERING & TECHNOLOGY SOLUTIONS	6,777.81					
	22066 01/18/22	100 METERS	3,388.91			601 943 4943	260	1010
	22066 01/18/22	100 METERS	3,388.90			602 948 4948	260	1010
		Total for Vendor:	6,777.81					
38432		3462 MN DEPT OF HEALTH	450.00					
	FBL26704-2 01/01/22	'22 PERMIT-VETS PARK CONC	450.00			101 517 4517	430	1010
38433		3462 MN DEPT OF HEALTH	1,005.00					
	FBL2351129 01/01/22	'22 PERMIT - KAC	555.00			101 514 4514	430	1010
	FBL2351129 01/01/22	'22 PERMIT - KAC CONC	450.00			101 514 4514	430	1010
		Total for Vendor:	1,455.00					
38434		729 MN DEPT OF PUBLIC SAFETY	400.00					
	121495 01/31/22	HAZ MAT RESPONSE ACT	75.00			101 514 4514	430	1010
	121495 01/31/22	HAZ CHEMICAL INVENTORY	25.00			101 514 4514	430	1010
	121520 01/31/22	WELL #2 MAT RESPONSE	75.00			601 943 4943	430	1010
	121520 01/31/22	WELL #2 HAZ CHEM	25.00			601 943 4943	430	1010
	121525 01/31/22	WELL #4 MAT RESPONSE	75.00			601 943 4943	430	1010
	121525 01/31/22	WELL #4 HAZ CHEM	25.00			601 943 4943	430	1010

02/04/22  
12:15:25

CITY OF KASSON  
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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	121527	01/31/22 WELL #5 MAT RESPONSE	75.00			601 943 4943	430	1010
	121527	01/31/22 WELL #5 HAZ CHEM	25.00			601 943 4943	430	1010
		Total for Vendor:	400.00					
38435		2344 MN VALLEY TESTING LABORATORIES	448.21					
	1127453	01/25/22 SUSP SOLIDS/MERC TESTING	448.21			602 947 4947	440	1010
		Total for Vendor:	448.21					
38436		4547 NELSON, JARROD	553.41					
		MILEAGE-CMPAS, BKT TRK, MMUA	553.41			604 959 4959	333	1010
		Total for Vendor:	553.41					
38437		2538 PONTEM SOFTWARE BY RIA	1,150.00					
	10698	02/01/22 CEMETERY SOFTWARE THRU 2/5/23	1,150.00			101 518 4518	370	1010
		Total for Vendor:	1,150.00					
38438		780 RAPPE, LINDA	275.00					
	355028	02/01/22 2022 MCFOA CONF-RAPPE	275.00			101 140 4140	333	1010
		Total for Vendor:	275.00					
38439		6043 SANCO EQUIPMENT LLC	432.81					
	PS2013526-	01/21/22 SCREW/BACKET/TENSIONER	432.81			101 312 4312	220	1010
		Total for Vendor:	432.81					
38440		5027 SMITH SCHAFFER & ASSOCIATES, LTD.	3,800.00					
	4200	01/31/22 2021 AUDIT	3,800.00			101 153 4153	301	1010
		Total for Vendor:	3,800.00					
38441		5708 STAPLES BUSINESS CREDIT	62.05					
	7348681303	01/24/22 SHARPIE/POWER SURGE	30.48			101 140 4140	210	1010
	7348681303	01/26/22 KEYBOARD/PENS/CORR TAPE	31.57			101 140 4140	210	1010
		Total for Vendor:	62.05					
38442		6401 STORM TRAINING GROUP	943.95					
	500	01/19/22 FOUND. INSTR. TRNR-HANSON	943.95			101 210 4210	333	1010
		Total for Vendor:	943.95					

02/04/22  
12:15:25

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For the Accounting Period: 2/22  
For Pay Date: 02/10/22

Page: 6 of 9  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38443		6273 TANTALUS SYSTEMS INC	1,184.05					
	22980	01/31/22 PROJ MGMT SERVICES	1,184.05			604 1640		1010
		Total for Vendor:	1,184.05					
38444		498 TEIGEN PAPER & SUPPLY	34.29					
	99910	01/14/22 FOLD TOWELS	34.29			101 210 4210 210		1010
		Total for Vendor:	34.29					
38445		123 THRONDSOIL OIL & LP GAS CO	4,933.36					
	373143	01/21/22 P. DIESEL/#1 DIESEL	822.78			101 310 4310 210		1010
	373143	01/21/22 P. DIESEL/#1 DIESEL	822.78			101 312 4312 210		1010
	373143	01/21/22 P. DIESEL/#1 DIESEL	102.85			601 943 4943 210		1010
	373143	01/21/22 P. DIESEL/#1 DIESEL	102.85			602 948 4948 210		1010
	373143	01/21/22 P. DIESEL/#1 DIESEL	102.85			604 957 4957 210		1010
	373143	01/21/22 P. DIESEL/#1 DIESEL	102.84			605 963 4963 210		1010
	373143	01/21/22 S.T. P . DIESEL/#1 DIESEL	7.07			604 957 4957 210		1010
	373143	01/21/22 S.T. P . DIESEL/#1 DIESEL	-7.07			604 2025		1010
	373143	01/21/22 DC TR TX -P. DIESEL/#1 DIESEL	0.51			604 957 4957 210		1010
	373143	01/21/22 DC TR TX -P. DIESEL/#1 DIESEL	-0.51			604 2026		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	626.88			101 310 4310 210		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	626.88			101 312 4312 210		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	78.36			601 943 4943 210		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	78.36			602 948 4948 210		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	78.36			604 957 4957 210		1010
	373256	01/27/22 P. DIESEL/#1 DIESEL	78.36			605 963 4963 210		1010
	373256	01/27/22 S.T. -P. DIESEL/#1 DIESEL	5.39			604 957 4957 210		1010
	373256	01/27/22 S.T. -P. DIESEL/#1 DIESEL	-5.39			604 2025		1010
	373256	01/27/22 DC TR TX- P. DIESEL/#1 DIESEL	0.39			604 957 4957 210		1010
	373256	01/27/22 DC TR TX- P. DIESEL/#1 DIESEL	-0.39			604 2026		1010
	373263	01/27/22 P. DIESEL/ #1 DIESEL	1,309.21			101 522 4522 210		1010
		Total for Vendor:	4,933.36					
38446		71 UTILITY CONSULTANTS INC	2,428.39					
	111376	01/25/22 CBOD/TSS/TOT PHOS	2,428.39			602 947 4947 440		1010
		Total for Vendor:	2,428.39					

02/04/22  
12:15:25

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 2/22  
For Pay Date: 02/10/22

Page: 7 of 9  
Report ID: AP100V

\* ... 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 (12/21) ****								
38453		5035 VALLI INFORMATION SYSTEMS INC	2,275.51					
	80009 12/31/21	UTILITY BILLING MAILING	455.10			601 944 4944	325	1010
	80009 12/31/21	UTILITY BILLING MAILING	455.10			602 949 4949	325	1010
	80009 12/31/21	UTILITY BILLING MAILING	910.21			604 959 4959	325	1010
	80009 12/31/21	UTILITY BILLING MAILING	455.10			605 963 4963	325	1010
		Total for Vendor:	2,275.51					
38447		3382 VERIZON WIRELESS	2,401.98					
	TO BE SPLIT		2,401.98			101 140 4140	321	1010
		Total for Vendor:	2,401.98					
38448		637 WEBER, LETH & WOESSNER PLC	2,510.00					
	01/31/22 JAN '22 18.7 HRS LEGAL-PD		2,275.00			101 160 4160	304	1010
	01/31/22 VIDEO TRANSCRIPTION		235.00			101 160 4160	304	1010
		Total for Vendor:	2,510.00					
38449		2427 XCEL ENERGY	239.47					
	764162793 01/18/22 UTIL SERV-NW LIFT 12/13-1/1		239.47			602 948 4948	380	1010
		Total for Vendor:	239.47					
38450		6403 ZUMBRO RIVER REGIONAL WATER	5,000.00					
	01/21/22 CONTRIBUTION		5,000.00			101 111 4111	430	1010
		Total for Vendor:	5,000.00					
		# of Claims	45	Total:	158,776.69			

02/04/22  
12:15:25

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 2/22

Page: 8 of 9  
Report ID: AP110

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$51,877.08
211 Library Fund	
1010 CASH-OPERATING	\$213.00
430 Public Safety Building	
1010 CASH-OPERATING	\$79,183.60
601 Water Fund	
1010 CASH-OPERATING	\$7,100.58
602 Sewer Fund	
1010 CASH-OPERATING	\$14,279.17
604 Electric Fund	
1010 CASH-OPERATING	\$5,282.76
605 Storm Water	
1010 CASH-OPERATING	\$638.66
606 ICE ARENA	
1010 CASH-OPERATING	\$201.84
Total:	\$158,776.69

02/04/22  
12:15:25

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 2 / 22

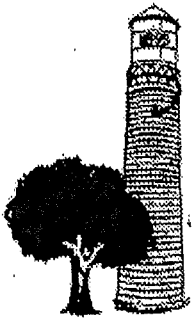
Page: 9 of 9  
Report ID: AP100A

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

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

APPROVED See Signature page Council Member

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



TREE  
CITY  
USA

# CITY OF KASSON

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

## MEMO

To: Mayor and City Council  
From: Public Works Director Charlie Bradford  
Date: January 1<sup>st</sup>, 2022  
Subject: Evaluation of Ice Arena Supervisor Steve Howarth

To Mayor and City Council:

Ice Arena Supervisor Steve Howarth has been given his annual performance review. His performance consistently meets the requirements of the position. Steve has made himself available and flexible to work when needed due to staffing issues. Steve needs to continue to work with help from Public Works and the community to maintain the outdoor rink. Steve is at the top of his pay scale (Grade 12 Step 7).

Thank you,

Charlie Bradford



Memo

To: Mayor and City Council

From: City Administrator

Date: 2/2/2021

Re: Charlie Bradford Performance Review

To Mayor McKern and the City Council:

I have reviewed the performance of our Public Works Director Charlie Bradford with him and discussed a variety of performance targets for 2022. Those include working to delegate more tasks properly to department heads, reaching out to colleagues in other communities for best practices, planning for staff retirements, and equipment replacement prioritization.

Mr. Bradford is a very skilled and helpful employee and has potential for further development in the scope of his work. His performance meets and often exceeds the requirements of his position. Mr. Bradford is currently at Step 7 in Grade 16 and no changes to his salary are anticipated however, I believe that certain performance incentives should be evaluated.

Very Respectfully,

Timothy Ibisch  
City Administrator



# KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, January 4th, 2022

Kasson City Hall

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at Kasson City Hall this 4th day of January 2022 at 12:00PM.

The following board members were present: Dan Egger, Chris McKern, Tom Monson, Michael Peterson, Janice Borgstrom-Durst, Jill Moosbrugger.

Absent: Kathy O'Malley

The following staff members were present: Tim Ibisch- City Administrator, Robert Harris III - EDA Staff

- I. Call Meeting to Order. Egger called the meeting to order at 12:00PM.
- II. Election for open seat on EDA. Monson's term ended on December 2021 and he is seeking to be reappointed for another 6 year term. Mayor McKern reappointed Monson for another 6 year term.
- III. Approve Minutes of the Previous Meeting. Peterson motioned to approve the previous minutes. McKern seconded.  
  
Ayes (6), Nays (0). Motion carried.
- IV. Financial Report. Harris presented the financial report. Borgstrom-Durst motioned to approve the financials. McKern seconded.  
  
Ayes (6), Nays (0). Motion carried.
- V. Coordinators Report. Robert Harris III, CEDA, presented the coordinator's report.

## **Business visits and assistance**

- Ocean Mist Car Wash – spoke with about the Façade Improvement program and other options for improving their parking lot surface.
- Byron Auto Sales (recently acquired Kasson Car Care) - the acquisition is complete, and their transition process began last week.
- Baymont by Wyndom – the hotel is looking to make significant renovations to the property to put them in compliance with their franchise requirements. They have requested assistance applying for the DEED Main Street Revitalization grant program. Since this is the only hotel in the county, I am collaborating with the county on this application.
- Ready, Set, Learn – they are looking for a commercial space that they can grow into. I am providing them with some options.

## **Hamilton Multifamily Project**

Tim, Nancy, and I met with Mike Bubany, the city's public finance advisor, to discuss Hamilton's request for assistance. A counter response has been sent to them with terms that the Council would feel more comfortable with. They have replied to that counter and some additional details need to be worked out before

We will be visiting the county and school district in January to request a collaborative abatement agreement.

**Building offer from Trail Creek Coffee Roasters**

The subcommittee met in December and determined that the building should be valued at \$100,000 based on recent sales in the area. A counteroffer of \$100,000 with a \$15,000 business subsidy was sent on 12/14/2021. The offer is active for 90 days and the subsidy is vested over 5 years in \$3,000 increments.

**Childcare Dodge County project**

The County has applied for technical assistance from First Children's Finance to assess the childcare situation throughout the area. We've agreed to collaborate in this project. Plaza 57 is offering an incentive to attract an owner/operator. They are willing to pay for 50% of the build out, maxed at \$100,000.

**Downtown Lots**

The EDA Build Back Better regional application for technical assistance was not successful. Only 1 project in MN was funded (a bio-medical cluster in the Twin Cities)

We are now going to move forward on the Economic Adjustment Assistance application due on March 15.

I fielded a call from a local investor/entrepreneur that may be interested in the lots. He runs smoke shops and is looking for a place to expand that business. More follow up needed.

**Kasson Main Street Improvement Task Force**

The joint application with Community Ed to SMIF was not funded. We are exploring alternative options for the indoor play space concept.

The Downtown Improvement Task Force met last week and after some initial conversations in the community have decided to shift our event date to Saturday, March 12th to align with other St. Patrick's Day activities. The Legion will have bagpipers and there will be a big volleyball competition in town.

**SE MN Transit Committee**

The Transit Committee has secured some corporate funding from end of year solicitations and will be hiring a consultant to lead the organization formation in 2022.

**SE MN Impact Hub**

The old Images building on Mantorville Ave is up for sale. The previous offer from the specialty gym fell through. I am working on a concept for a commercial kitchen/food incubator concept that includes a revolving retail space. I've had some initial conversations with the county, GreenSeam, and SMIF and there is a lot of alignment throughout the regional and there is a significant need for larger scale commercial kitchen space that has warehouse space.

**Vail Property development**

I have conducted some outreach to area real estate developers/investors and hospitality management companies. In 2022, we will be looking to put together a formal RFP for the site to solicit developers.

- VI. City Administrators Report. Ibisch presented the Administrators Report. Report included in meeting packet.
- VII. Approval of 2022 Business Façade Improvement program. Harris presented the updated Business Façade Improvement program for 2022. There was discussion about how much to allocate towards the program given the additional programming for the Hwy 57 disruption. It was decided to not allocate a specific dollar figure but rather keep an eye on available funds as applications are received. McKern motioned to approve the 2022 Façade program with these changes. Monson seconded.

Ayes (6), Nays (0). Motion carried.

- VIII. Hwy 57 disruption programming. Harris presented a 0% interest short disruption loan program to assist businesses with any lost revenue from the Hwy 57 construction project. Disruption is expected from May to July. The loan provides a maximum of \$2,000 dispersed at a rate of \$1,000 per month during the construction period. No specific amount was allocated to the program. McKern motioned to approve the program. Monson seconded.

Ayes (6), Nays (0). Motion carried.

- IX. Regional commercial kitchen/incubator (Food Impact Hub). Harris presented a concept for a commercial kitchen and food business incubator to be housed in the old Images by Design building on Mantorville Ave. The group provided feedback on the concept and expressed the need for a private group to own and operate the building, but the EDA expressed support for the project.
- X. Other Business/Open Discussion. There was brief discussion about next steps with the Hamilton Real Estate. Group directed Harris to continue working with Hamilton.
- XI. Items for February meeting. The 2021 Annual Report and 2022 goal setting were identified as items for February.
- XII. Adjourn. McKern motioned to adjourn the meeting. Borgstrum-Durst seconded.
- Ayes (6), Nays (0). Motion carried. Meeting adjourned at 1:00 PM.

The next meeting will be held at 12:00PM on Feb. 1st, 2022.

Minutes Submitted by:

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Robert Harris III, EDA Coordinator

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Dan Egger, EDA President

## KASSON ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, December 7th, 2021

Kasson City Hall

12:00PM

MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at Kasson City Hall this 7th day of December 2021 at 12:03PM.

The following board members were present: Chris Mckern, Michael Peterson, Janice Borgstrom-Durst, Jill Moosbrugger, and Kathy O'Malley.

Absent: Dan Egger, Tom Monson

The following staff members were present: Tim Ibsch- City Administrator, Robert Harris III - EDA Staff

The following guests were present: Mac Hamilton, Ryan Nolander, Chad Behnken, Ari Kolas

- I. Call Meeting to Order. Peterson called the meeting to order at 12:03PM.
- II. Approve Minutes of the Previous Meeting. Mckern motioned to approve the previous minutes. O'Malley seconded.  
  
Ayes (5), Nays (0). Motion carried.
- III. Financial Report. Harris presented the financial report. Mckern motioned to approve the financials. Borgstrom-Durst seconded.  
  
Ayes (5), Nays (0). Motion carried.
- IV. Request for tax abatement and land purchase rebate. Hamilton Real Estate Group presented a request for assistance to develop a 47 unit market rate apartment building. The ask included a land purchase rebate, tax abatement, waiver for special assessments, and waiver for other fees including WAC, SAC, and parkland dedication. Mckern motioned to move the request forward to the city council. O'Malley seconded.  
  
Ayes (5), Nays (0). Motion carried.
- V. Coordinators Report. Robert Harris III, CEDA, presented the coordinator's report.

### **Old School Site**

No major updates. Developer is continuing to conduct his due diligence.

### **Workforce Housing (Sand Companies)**

No updates. Option agreement is valid through July 2022.

### **Industrial Park**

Project is on pause until the wetland delineation study is completed in the Spring of 2022.

### **Downtown Lots**

We will hear back on December 8th about the EDA Build Back Better application. Progress on the EAA application is moving along and will be complete by the March deadline.

I remain in conversation with a local developer that is willing to provide the 20% match.

Upcoming grant applications (all have March 2022 deadlines):

- Build Back Better Challenge (Phase 2)
- EDA Economic Adjustment Assistance
- DEED Main Street Revitalization program

### **Main Street Revitalization**

We will hear back on the joint economic development grant application to SMIF on December 14th.

The Downtown Improvement Task Force has 3 times so far to plan an ongoing downtown event. We have settled on doing a pilot event for St. Patrick's Day.

### **Elevating the EDA in the community**

The Dodge County Independent wrote a nice profile of Robert and his vision for economic development. See article below.

### **SE MN Transit Committee**

I am a member of SE MN Together Transit Action Committee and assisting on the development of a regional transportation management organization that works on coordinating inter-regional transit service. This is important to Kasson given the size of the population that travels into Rochester for work.

- VI. City Administrators Report. Ibisich presented the Administrators Report. Report included in meeting packet.
- VII. Update on Downtown Improvement Task Force Harris gave an update on the activities of the Downtown Improvement Task Force. The group has met 3 times and is planning to do a pilot event in March for St. Patrick's Day.
- VIII. Kasson Welcome Bags & Booklet. Harris updated the group that the City's portion of the Kasson Welcome Booklet.
- IX. Other Business/Open Discussion. There was brief discussion about next steps with the Hamilton Real Estate. Group directed Harris to continue working with Hamilton.
- X. Items for January meeting. The 2021 Annual Report, a response to Trail Creek Coffee's offer, and the reelection of Tom Monson were all items identified
- XI. Adjourn. Mckern motioned to adjourn the meeting. O'Malley seconded.

Ayes (5), Nays (0). Motion carried. Meeting adjourned at 1:00 PM.

The next meeting will be held at 12:00PM on Jan. 4th, 2021.

Minutes Submitted by:

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Robert Harris III, EDA Coordinator

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Dan Eggler, EDA President

**KASSON ECONOMIC DEVELOPMENT AUTHORITY  
MEETING**

Tuesday, November 2nd, 2021  
Bear Path Apartments in Byron  
12:00PM  
MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Kasson Economic Development Authority (EDA) was held at Bear Path Apartments in Byron, MN this 2nd day of November 2021 at 12:00PM.

The following board members were present: Dan Eggler, Tom Monson, Michael Peterson, Janice Borgstrom-Durst and Kathy O'Malley.

Absent: Chris Mckern

The following staff members were present: Robert Harris III - EDA Staff.

The following guests were present: Mac Hamilton, Ryan Nolander, Chad Behnken

- I. Call Meeting to Order. Eggler called the meeting to order at 12:00PM.
- II. Tour of Bear Path Apartments. Group went on a tour of apartment building.
- III. Approve Minutes of the Previous Meeting. Peterson motioned to approve the previous minutes. O'Malley seconded.  
  
Ayes (5), Nays (0). Motion carried.
- IV. Financial Report. Harris presented the financial report. Monson motioned to approve the financials. Peterson seconded.  
  
Ayes (5), Nays (0). Motion carried.
- V. Coordinators Report. Robert Harris III, CEDA, presented the coordinator's report.

**Old School Site**

No major updates. My understanding is the developer will not meet his November deadline but will be continuing to do his due diligence on the property.

**Workforce Housing (Sand Companies)**

The application for workforce housing tax credits did not continue to the next round. Sand Companies will be getting technical assistance on their application with Minnesota Housing in Jan/Feb. Depending on what they learn in that meeting, they may attend an EDA meeting in early 2022 to request an extension on the option agreement.

**Industrial Park**

Project is on pause until the wetland delineation study is completed in the Spring of 2022.

**Downtown Lots**

The grant application for the Build Back Better Challenge (technical assistance) was submitted on October 19th. We will hear back in mid-December whether the application was successful.

I also have been in conversation with a developer that may want to invest in the project (20% match for the grant). The group has spoken with local banks, and they have been positive on the project. There have also been some potential anchor tenants identified.

Upcoming grant applications (all have March 2022 deadlines):  
Build Back Better Challenge (Phase 2)  
EDA Economic Adjustment Assistance  
DEED Main Street Revitalization program

### **Main Street Revitalization**

The first Kasson Downtown Revitalization Task Force meeting took place on Tuesday, October 26. We had a great turn out, nearly a dozen people showed up to share their ideas. We met at the Six of Swords Tattoo shop. A smaller group of 6 people have agreed to be the implementation team of a recurring placemaking event in downtown Kasson. They will be meeting later this month.

Instead of submitting a solo application to the SMIF-Economic Development grant program, I decided to collaborate with the Community ED department at the school district on a community play space idea that they are working on. Integrated in the application is funding for a Main Street streetscape designer that will work with Kasson Downtown Improvement Task Force on their ideas for improving facades and walkability.

### **Business assistance**

Robert met with some entrepreneurs that are looking to purchase Kasson Auto Care and expand the operation to include used car sales.

### **Elevating the EDA in the community**

The Dodge County Independent has been writing a series of pieces on new businesses opening in Kasson and a profile write up of Robert. I have been sure to give quotes for the all the articles.

- VI. City Administrators Report. Harris presented the Administrators Report. Report included in meeting packet.
- VII. CEDA 2022 contract. Harris presented the 2022 CEDA contract. The only change to the contract is three percent increase for the annual fee which has been budgeted for.  
  
Ayes (5), Nays (0). Motion carried.
- VIII. 2021 tax abatement payment to Millwork. Harris updated the group that the 2021 tax abatement payment was going to be paid out to Millwork.
- IX. Other Business/Open Discussion. There was brief discussion about next steps with the Hamilton Real Estate. Group directed Harris to continue working with Hamilton.
- X. Items for December meeting. No comment.
- XI. Adjourn. Peterson motioned to adjourn the meeting. O'Malley seconded.  
  
Ayes (5), Nays (0). Motion carried. Meeting adjourned at 1:00 PM.

The next meeting will be held at 12:00PM on Dec. 7th, 2021.

Minutes Submitted by:

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Robert Harris III, EDA Coordinator

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Dan Egger, EDA President



2905 South Broadway  
Rochester, MN 55904-5515  
Phone: 507.288.3923  
Email: rochester@whks.com  
Website: www.whks.com



January 28, 2022

Mr. Tim Ibisch  
City Administrator  
City of Kasson  
401 5th St. SE  
Kasson, MN 55944

RE: Kasson, MN  
NW Trail Improvements & 2021 Street Improvements  
Pay Request No. 3

Dear Tim:

Enclosed is Pay Request No. 3 for work on the above referenced project. We recommend the City Council accept the project and make final payment in the amount of \$26,802.28 to:

Ims Contracting, LLC  
330 Highway Street East  
Dodge Center, MN 55927

Acceptance of the project will initiate the start of the one-year maintenance period, as specified within the contract documents.

Please contact me if you have any questions.

Sincerely,

**WHKS** & co.

Brandon W. Theobald, P.E.

BT/cf

Enclosure

cc: Brandon Theobald, WHKS (file)  
Douglas Ims, Ims Contracting, LLC

2905 South Broadway  
Rochester, MN 55904  
Phone 507-288-3923



**FINAL PAYMENT ESTIMATE**  
FOR CONSTRUCTION WORK COMPLETED

Project: NW Trail Improvements and 2021 Street Improvements  
Project No.: 8104.21  
Location: Kasson, MN  
Contractor: Ims Contracting

Bid Price: \$334,110.17  
Date: Jan. 20, 2022  
Estimate #: 3  
% Complete: 101%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
<b>SCHEDULE A - NW TRAIL IMPROVEMENTS</b>								
1.	Mobilization	1	L.S.	\$4,500.00	1		1	\$4,500.00
2.	Clearing & Grubbing	1	L.S.	\$2,000.00	1		1	\$2,000.00
3.	Remove Curb and Gutter	28	L.F.	\$6.00	61		61	\$366.00
4.	Remove Bituminous Pavement	45	S.Y.	\$10.00	55	70	125	\$1,250.00
5.	Common Excavation (P)	700	C.Y.	\$20.00	700	12	712	\$14,240.00
6.	Aggregate Base (P) Class 5	378	C.Y.	\$45.00	378	43	421	\$18,945.00
7.	Type SP 12.5 Wearing Course Mix	332	Ton	\$120.00	365		365	\$43,800.00
8.	6" Concrete Walk	145	S.F.	\$20.00	187		187	\$3,740.00
9.	Truncated Domes	40	S.F.	\$50.00	40		40	\$2,000.00
10.	Concrete Curb & Gutter	40	L.F.	\$50.00	74		74	\$3,700.00
11.	Silt Fence Machine Sliced	1250	L.F.	\$3.00	1,250		1,250	\$3,750.00
12.	Traffic Sign with Post	12	Each	\$250.00	12		12	\$3,000.00
13.	Erosion Control Blanket, Category 3	1350	S.Y.	\$2.50	267		267	\$667.50
14.	Turf Restoration	1	L.S.	\$1,000.00	1		1	\$1,000.00
	Aggregate Base, Class 5 price adjustment	1	L.S.	-\$3,742.20	1		1	(\$3,742.20)
<b>TOTAL SCHEDULE A:</b>								<b>\$99,216.30</b>

<b>SCHEDULE B - 2021 STREET IMPROVEMENTS</b>								
1.	Mobilization	1	L.S.	\$9,000.00	1		1	\$9,000.00
2.	Remove Sewer Pipe (Storm)	155	L.F.	\$20.00	155		155	\$3,100.00
3.	Remove Storm Sewer Pipe Apron	2	Each	\$300.00	2		2	\$600.00
4.	Clear and Grub Tree	6	Each	\$500.00	6		6	\$3,000.00
5.	Full Depth Reclamation (P)	3300	S.Y.	\$3.00	3,300		3,300	\$9,900.00
6.	Common Excavation (P)	4200	C.Y.	\$4.00	4,200		4,200	\$16,800.00
7.	Geotextile Fabric, Type 5 (P)	682	S.Y.	\$3.00	676		676	\$2,028.00
8.	Subgrade Preparation	2	Rd. Sta.	\$250.00	2		2	\$500.00
9.	Aggregate Base, Class 5 (P)	255	C.Y.	\$40.00	255		255	\$10,200.00
10.	Aggregate Shoulder Class 5 (P)	28	C.Y.	\$40.00	42		42	\$1,680.00
11.	Aggregate Sub-base Breaker Run (CV)	50	C.Y.	\$35.00			-	\$0.00
12.	Rock Riprap Class III	12	C.Y.	\$70.00	12		12	\$840.00
13.	Type SP 12.5 Bituminous Wearing Course	500	Ton	\$95.00	408		408	\$38,760.00
14.	Type SP 12.5 Bituminous Non-Wearing Course	414	Ton	\$95.00	367		367	\$34,865.00
15.	Aggregate Pipe Foundation (CV)	17	C.Y.	\$0.01			-	\$0.00
16.	F&I 12" HDPE Storm Sewer	29	L.F.	\$70.00	21		21	\$1,470.00
17.	F&I 30" RCP Storm Sewer	71	L.F.	\$120.00	63		63	\$7,560.00
18.	F&I 36"x58" Arch RCP Storm Sewer	101	L.F.	\$260.00	98		98	\$25,480.00
19.	Connect to Existing Storm Sewer Pipe	2	Each	\$1,100.00	2		2	\$2,200.00
20.	Construct Structure, Type 4 (48")	1	Each	\$3,900.00	1		1	\$3,900.00
21.	Construct Structure, Type 4 (72") Outlet Control Structure	1	Each	\$12,000.00	1		1	\$12,000.00
22.	Construct Structure, Type 4 (84")	1	Each	\$8,500.00	1		1	\$8,500.00
23.	F&I 12" ADS Apron 1210NP	2	Each	\$600.00	2		2	\$1,200.00
24.	Traffic Control	1	L.S.	\$1,000.00	1		1	\$1,000.00
25.	Ditch Check, Type 2	2	Each	\$150.00	2		2	\$300.00
26.	Silt Fencing, Type Machine Sliced	500	L.F.	\$3.00	295		295	\$885.00
27.	Temporary Rock Construction Entrance	1	Each	\$600.00			-	\$0.00
28.	Turf Restoration	1	L.S.	\$1,500.00	1		1	\$1,500.00
29.	Erosion Control Blanket, Category 3	11400	S.Y.	\$2.00	16,000		16,000	\$32,000.00
	Safety Fence	400	L.F.	\$3.45	316		316	\$1,090.20
	Miscellaneous Grading	1	L.S.	\$7,592.30		1	1	\$7,592.30
<b>TOTAL SCHEDULE B:</b>								<b>\$237,950.50</b>

**Total Work Completed Schedule A + B \$337,166.80**

Less 0% Retainage \$0.00  
Less Previous Payments \$310,364.52

**Net Payment this Estimate \$26,802.28**

Contractor Representative

Title Date

2905 South Broadway  
Rochester, MN 55904-5515  
Phone: 507.288.3923  
Fax: 507.288.2675  
Email: rochester@whks.com  
Website: www.whks.com



January 31, 2022

Tim Ibisch, City Administrator  
City of Kasson  
401 5<sup>th</sup> Street SE  
Kasson, MN 55944-2204

RE: Kasson, MN  
Fairgrounds Water Tower  
Pay Request 1

Dear Linda:

Enclosed is Pay Request No. 1 for work on the above referenced project. We recommend payment in the amount of \$95,000.00 to:

Maguire Iron, Inc.  
P.O. Box 1446  
Sioux Falls, SD 57101

Please contact me if you have any questions.

Sincerely,

**WHKS & co.**

A handwritten signature in blue ink, appearing to read "Eric Tourdot".

Eric A. Tourdot, P.E.

EAT/et

Enclosures

cc:

Bret Teymer, Maguire Iron, Inc.

## Contractor's Application for Payment No.

1

Application Period: 1/25/22 - 1/31/22		Application Date: 1/26/2022
To (Owner): City of Kasson, MN	From (Contractor): Maguire Iron, Inc.	Via (Engineer): WHKS
Project: Fairgrounds Water Tower Kasson, MN	Contract: Fairgrounds Water Tower Kasson, MN 2022	
Owner's Contract No.: N/A	Contractor's Project No.: N/A	Engineer's Project No.: 9297

### Application For Payment

#### Change Order Summary


Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$2,028,700.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	
			3. Current Contract Price (Line 1 ± 2).....	\$	\$2,028,700.00
			4. TOTAL COMPLETED AND STORED TO DATE		
			(Column F total on Progress Estimates).....	\$	\$100,000.00
			5. RETAINAGE:		
			a. 5% X \$100,000.00 Work Completed.....	\$	\$5,000.00
			b. 5% X Stored Material.....	\$	
			c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$5,000.00
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$95,000.00
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	
			8. AMOUNT DUE THIS APPLICATION.....	\$	\$95,000.00
			9. BALANCE TO FINISH, PLUS RETAINAGE		
			(Column G total on Progress Estimates + Line 5.c above).....	\$	\$1,933,700.00
TOTALS					
NET CHANGE BY					
CHANGE ORDERS					

#### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

#### Contractor Signature

By:  Date: 1/26/2022

#### Inspector Signature

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

Payment of: \$ **\$95,000.00**  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_  
(Engineer) (Date)

is approved by: \_\_\_\_\_  
(Owner) (Date)

## Progress Estimate - Lump Sum Work

## Contractor's Application

For (Contract): Maguire Iron, Inc.					Application Number: 1			
Application Period: 1/25/22 - 1/31/22					Application Date: 1/26/2022			
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Item Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
1	Design Drawings/Insurance/Bond	\$ 125,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	80.0%	\$ 25,000.00
2	Mobilization	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -		\$ 50,000.00
3	Foundation	\$ 385,000.00	\$ -	\$ -	\$ -	\$ -		\$ 385,000.00
4	Piping	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -		\$ 300,000.00
5	Steel Receipts	\$ 280,000.00	\$ -	\$ -	\$ -	\$ -		\$ 280,000.00
6	Shop Fabrication	\$ 355,000.00	\$ -	\$ -	\$ -	\$ -		\$ 355,000.00
7	Steel Delivery	\$ 20,700.00	\$ -	\$ -	\$ -	\$ -		\$ 20,700.00
8	Tank Erection	\$ 320,000.00	\$ -	\$ -	\$ -	\$ -		\$ 320,000.00
9	Painting	\$ 105,000.00	\$ -	\$ -	\$ -	\$ -		\$ 105,000.00
10	Electrical	\$ 33,000.00	\$ -	\$ -	\$ -	\$ -		\$ 33,000.00
11	Demo Tower & Existing Items	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -		\$ 40,000.00
12	Fencing and Sitework	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -		\$ 15,000.00
<b>Totals</b>		<b>\$ 2,028,700.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>		<b>\$ 1,928,700.00</b>

**CITY OF KASSON  
RESOLUTION #2.X -22**

**RESOLUTION ACCEPTING DONATIONS FOR  
THE CITY OF KASSON**

**WHEREAS**, The Kasson Fire Relief Association has made a donation of \$1,800.00 to the City of Kasson to be allocated to lawful purposes to the Kasson Fire Department for the purpose of purchasing hoods.

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

This donation to the City of Kasson is hereby accepted and allocated to the Kasson Fire Department.

**ADOPTED** this 9th day of February, 2022.

**ATTEST:**

\_\_\_\_\_  
Chris McKern, Mayor

\_\_\_\_\_  
Linda Rappe, City Clerk

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

**CITY OF KASSON  
RESOLUTION #2.xx-**

**RESOLUTION ACCEPTING DONATION FOR THE WPA 1938 WALLS AND  
PILLARS**

**WHEREAS**, Peoples Electric Coop has made a donation to the City of Kasson in the amount of \$3,500.00 to be allocated for lawful purposes for restoration of the WPA 1938 walls and pillars.

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

The donation to the City of Kasson is hereby accepted.

**ADOPTED** this 9th day of February, 2022.

**ATTEST:**

\_\_\_\_\_  
Chris McKern, Mayor

\_\_\_\_\_  
Linda Rappe, City Clerk

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

# **Agreement Between the City of Kasson and Semcac, Inc**

This Agreement dated the 31<sup>th</sup> day of January, 2022, is between Semcac and the City of Kasson, MN. Semcac and the City of Kasson agree that Semcac shall provide Conservation Improvement Program (CIP) services to eligible residents of the City of Kasson.

WHEREAS, Minnesota state law requires energy utilities to devote a portion of their operating revenues to fund projects that reduce the consumption of electricity, and,

WHEREAS, the City of Kasson wishes to comply with provisions of the state law and implement a conservation improvement program that focuses on weatherization assistance and consumer replacement of high energy use appliances with energy efficient appliances, and,

WHEREAS, Semcac performs energy conservation services that comply with the requirements of the City of Kasson and State of Minnesota rules and regulations.

NOW THEREFORE, BE IT RESOLVED THAT, Semcac agrees to provide conservation improvement program services for the City of Kasson as follows:

## **I. Scope of Work**

### **A. Introduction**

Semcac shall administer a conservation improvement program, on behalf of the City of Kasson, whereby through a predetermined, scientific process, selected residents of the City of Kasson shall receive weatherization assistance and energy efficient, replacement appliances to replace used appliances at least ten (10) years of age. All services shall be in compliance with Federal Regulation 10 CFR 440 and any other applicable local, state and federal laws, rules or regulations. Semcac warrants and represents to the City of Kasson that the services provided in this agreement shall be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of services rendered, and that the equipment supplied will meet the equipment and other specifications provided herein.

### **B. Compensation and Method of Payment**

The City of Kasson Public Utility shall provide funding to Semcac for the administration, implementation and documentation of this Conservation Improvement Program in the amount up to \$17,500.00 for calendar year 2022.

### **C. Administration**

The City of Kasson shall disburse funds to Semcac after a billing statement, complete with a description of services performed, administrative charges, equipment costs, recycling/disposal fees and all other applicable costs is presented to the City of Kasson for payment. Payment shall be made in the ordinary course of business by the City Council. Semcac warrants that administrative costs shall not exceed 10% of the services provided; that program costs shall not exceed the budgeted amount without the prior written approval of the City of Kasson; and that Semcac shall



make an effort, where applicable and efficient, to work with a local distributor to obtain the best price and service for weatherization assistance and replacement appliances.

D. Consumer Selection and Participation

The order of ranking shall be as follows:

- a. Elderly consumers with the highest electrical usage.
- b. Senior citizens over the age of 65.
- c. Handicapped consumers.
- d. Families with children under the age of six.

Semcac shall use its best effort and reasonable judgment to prioritize those homes in the order they appear on the priority list and shall provide the City of Kasson with the participant list to validate that recipients are Kasson Electric Utility customers. Semcac shall also use its best efforts to prioritize by the following rank/order for weatherization assistance and/or appliances to be replaced within the home when more than one Energy Efficiency Measure is replaced:

- a. Insulation and Air Infiltration Reduction (Weatherization) Measures
- b. Refrigerator/Freezer
- c. Central/Room air conditioner
- d. Clothes Washer/Hot Water Heater

E. Energy Efficiency Measures to be Implemented

Semcac will ensure that the following Energy Efficiency Measures (EEM's) will be added to the services performed, where applicable, feasible, and allowed with the consumers knowledge.

Insulation and Air Infiltration Reduction (Weatherization) Measures

Insulation/ infiltration reduction measures will be given to eligible participants under these conditions:

- a. Must be owner-occupied residence and receive electricity from the City of Kasson
- b. Resident agrees to have the improvements professionally installed.
- c. A standardized energy audit tool is required to identify specific direct-impact weatherization measures to be installed. A MMBTU savings is required for all energy conservation measures.
- d. The weatherization work will be in accordance with applicable federal and state guidelines in effect during this agreement.
- e. Limit expenditure to \$3,500 maximum cost including administrative charges and other costs.

Refrigerator/Freezer

A replacement refrigerator/freezer will be given to eligible participants under these conditions:

- a. Must be owner-occupied residence and receive electricity from the City of Kasson
- b. Resident agrees to have the equipment professionally installed.
- c. New appliance must be ENERGY STAR rated of equal or lesser size.

- d. Replaced appliance must be recycled in compliance with all environmental regulations.
- e. Limit expenditure to \$1,050 maximum cost including administrative charges, appliance cost, recycling fee and other costs.

#### Central/Room Air Conditioner

A central/room air conditioner will be given to eligible participants under these conditions:

- a. Must be owner-occupied residence and receive electricity from the City of Kasson.
- b. Currently has an inefficient operating central/room air conditioner.
- c. Agrees to have the equipment professionally installed by the vendor.
- d. Replacement must be ENERGY STAR rated.
- e. Replaced air conditioner must be recycled in compliance with all environmental regulations.
- f. Limit expenditure to \$3,500 maximum cost including appliance, administrative charges, recycling fees and other costs.

#### Clothes Washer/Electric Hot Water Heater

A clothes washer/electric hot water heater will be given to eligible participants under these conditions:

- a. Must be owner-occupied residence and receive electricity from the City of Kasson.
- b. Have an existing clothes washer/electric hot water heater.
- c. Agrees to have the equipment professionally installed by the vendor.
- d. Replacement must be ENERGY STAR rated.
- e. Replaced appliance must be recycled in compliance with all environmental regulations.
- f. Limit expenditure to \$2,000 maximum cost including appliance, administrative charges, recycling fees and other costs.

#### F. Data Collection

Semcac will provide the data necessary to evaluate the annual energy saved, the peak demand reduced, and the cost to obtain those savings and reductions. This will include all receipts/purchase orders of the measures/appliances covered by this agreement. Semcac will provide the ages of appliances to be replaced to document energy history for Conservation Improvement Program reporting.

#### G. Right to Audit

The City of Kasson reserves the right to review, audit, and verify all information pertaining to this Agreement at Semcac's regular place of business during normal business hours. The City of Kasson has the right to conduct on-site inspections and to verify any services provided by this Agreement.

## II. **TERMINATION**

This Agreement shall terminate upon sixty (60) days written notice from either party. The City of Kasson shall pay for any services completed prior to notice.

### **III. INDEMNIFICATION**

Semcac, and the parties Semcac contracts with, agrees to assume all risk of loss and to defend, indemnify and hold the City of Kasson, its officers, employees and agents harmless against any and all claims, liabilities, damages, losses, costs or expenses of whatever nature or character for all injuries or damage of any type to any person or property, including injuries or damage of third parties

### **IV. INSURANCE**

Semcac shall provide and maintain adequate insurance so as to provide protection and indemnification against any and all such claims or suits in connection with the services performed pursuant to this Agreement. Semcac shall furnish upon request proof of said policies in minimum amounts as follows:

#### Public Liability and Property Damage

\$300,000 per employee  
\$1,000,000 per occurrence.

#### Commercial General Liability Insurance

Personal Injury	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

#### Automobile Liability Insurance

Bodily Injury	\$1,000,000 each accident
Property Damage	\$1,000,000 each accident

Approved and signed this 31<sup>th</sup> day of January, 2022

Chris McKern, City of Kasson Mayor

---

Douglas P. Grout, Semcac Executive Director

**Resolution #2.X-22**

**KASSON PUBLIC UTILITIES RESOLUTION**

A resolution adopting Kasson Public Utilities Policy Regarding Distributed Energy Resources and Net Metering and Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities.

WHEREAS, the City is served by Kasson Public Utilities, which is committed to providing customers with reliable and affordable power.

WHEREAS, the purpose of this Distributed Energy Resources and Net Metering Policy is to establish the qualification criteria and certain responsibilities for the delivery, interconnection, metering, and purchase of electricity from distributed generation facilities.

WHEREAS, this policy, in accordance with Minnesota Statutes §216B.164, shall be implemented to give the maximum possible encouragement to cogeneration and small power production consistent with protection of the utility's ratepayers and the public.

WHEREAS, the purpose of the Cogeneration and Small Power Production Rules is for Kasson Public Utilities to implement certain provisions of Minnesota Statutes §216B.164, the Public Utility Regulatory Policies Act of 1978, and Federal Energy Regulatory Commission regulations related to customer-owned distributed energy resources.

WHEREAS, the adoption of these rules establishes that the Kasson City Council is the interpreting body and arbiter of the provisions of Minnesota Statutes §216B.164 for Kasson Public Utilities.

WHEREAS, Kasson Public Utilities shall annually file a cogeneration and small power production tariff with the Kasson City Council under these rules.

WHEREAS, the cogeneration and small power production tariff shall include a calculation of average retail utility energy rates, standard contracts to be used with qualifying facilities, interconnection process and technical requirements, and Kasson Public Utilities Commission's estimated average incremental energy costs and net annual avoided capacity costs.

WHEREAS, all filings under these rules shall be maintained at the Kasson Public Utilities office and shall be made available for public inspection during normal business hours.

THEREFORE, BE IT RESOLVED that the Kasson City Council adopts the following Policy Regarding Distributed Energy Resources and Net Metering and Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities.

PASSED and ADOPTED BY THE CITY COUNCIL OF KASSON, MN.

Dated: February 9, 2022

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

Attest: \_\_\_\_\_  
City Administrator

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

# KASSON PUBLIC UTILITIES COGENERATION AND SMALL POWER PRODUCTION

## 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).

## CHARACTER 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, a Grid Access Charge may be applied depending on the cogeneration rate selected.

**Schedule 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:

Rate Class	KWh Charge	
	OCT-MAY	JUN-SEPT
Residential	.107	.122
All Electric Residential	.107	.122
Commercial	.11	.128
Large Commercial	.063	.069
DEMAND	12.40	14.90

**Schedule 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 does 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 as follows:

Energy Payment (\$/kWh)		.0232
Capacity Payment <b>for Firm Power</b> (\$/kWh)		0

- 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 as follows:

On Peak Energy Payment (\$/kWh)		.02817
Off Peak Energy Payment (\$/kWh)		.01882
Capacity Payment <b>for Firm Power</b> (\$/kWh)		0

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**Kasson Public Utilities Policy  
Regarding Distributed Energy  
Resources and Net Metering**

To establish the application procedure and qualification criteria for all customers for the delivery, interconnection, metering and purchase of electricity from distributed energy resource facilities and to comply with applicable laws and rules governing distributed energy resources.

The utility recognizes its obligation to provide interconnection to eligible qualifying facilities and will comply with all applicable laws and rules governing distributed energy resources.

For purposes of this policy, the following terms have the meanings given them:

- A. **Average retail energy rate** - the average of the retail energy rates, exclusive of special rates based on income, age, or energy conservation, according to the applicable rate schedule of the utility for sales to the class of customer of which the customer/qualifying facility belongs.
- B. **Avoided costs** - the incremental costs to the utility of electric energy or capacity or both which, but for the purchase from the qualifying facility, the utility would generate itself or purchase from another source.
- C. **Contract** - the written agreement between the customer/qualifying facility and the utility, as established in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
- D. **Distributed energy resource (DER)** - a distributed generation system incorporated with or without an electric storage system.
- E. **Interconnection application** - the form to be used by the customer to submit its formal request for interconnection to the utility and which shall be substantially similar in form to that contained in the Distributed Energy Resources Interconnection Process adopted by the utility.
- F. **Interconnection rules** - any applicable rules developed in accordance with Minnesota Statutes §§216B.164 and 216B.1611. This includes the utility's Rules Governing Interconnection of Cogeneration and Small Power Production. It also includes the utility's Distributed Energy Resources Interconnection Process which includes its Simplified Process, Fast Track Process, and Study Process as well as the technical requirements incorporated therein or any future technical requirements adopted by the utility.
- G. **Measured capacity** - for purposes of determining capacity, it shall be measured based on the highest fifteen (15) minute average demand of the unit in any one billing period.
- H. **Net metering/net billing** - the process whereby the customer and the utility compensate each other based on the difference in the amount of energy each sells to the other at the net metered facility.
- I. **Net metered facility** - an electric generation facility constructed for the purpose of offsetting energy use through the use of renewable energy or high efficiency generation sources with a capacity of less than 40 kilowatts that has elected in writing to be compensated for excess generation through net metering/net billing.
- J. **Total generator nameplate capacity** - the nominal voltage (V), current (A), maximum active power (kWac), apparent power (kVA), and reactive power (kvar) at which a distributed energy resource (DER), is capable of sustained operation. For a qualifying facility with multiple units, the total generator capacity is equal to the sum of all individual DER units' nameplate rating in the qualifying facility. The DER system's total generation capacity may,



with the utility's agreement, be limited thought use of control systems, power relays or similar device settings or adjustments as identified in IEEE 1547. The customer must fully, accurately and completely disclose in its interconnection application to the utility, the technical specifications for any capacity limiting device contemplated and the customer shall furnish the utility with any factory manuals or other similar documents requested from the utility regarding such limiting or other control devices which factor into the calculation of total generator capacity.

- K. **Qualifying facility** - a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The qualifying facility must be owned by a customer of the utility and located in the utility service area.
- L. **Utility** – Kasson Public Utilities.

In the event an inconsistency exists between terms in this policy and those established by applicable statute, rule or court order, then the definition so established shall supersede the definition used in this policy and shall govern.

All customers are eligible for distributed generation, interconnection with the utility's distribution system and application of net metering upon the following terms and conditions.

1. The customer must meet the eligibility requirements set forth in the federal Public Utility Regulatory Policies Act of 1978 (PURPA) \*18 C.F.R. 292.303, 292.304 and Minnesota's distributed generation laws. Minn. Stat. §216B.164.
2. The customer shall complete, sign and return to utility either the Interconnection Application or the Simplified Process Application in the form prescribed in the utility's Distributed Energy Resources Interconnection Process. The application shall be approved by the utility prior to the customer beginning the project. The customer signature on the application indicates the customer shall follow the steps outlined in the utility's interconnection rules.
3. The customer shall enter into a written contract with the utility using the uniform contract contained in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
4. The qualifying facility shall pay the utility for all reasonable costs of interconnection including those costs outlined in Minnesota Statute 216B.164, the utility's DER Interconnection Process, and the State of Minnesota Interconnection Technical Requirements.
5. The qualifying facility's total generator nameplate capacity shall be less than 40 kW and the facility shall operate at a measured capacity of less than 40 kW at all times to qualify for net metering/net billing or roll over credit compensation.
6. The utility may limit the capacity and operating characteristics of qualifying facility single phase generators in a manner consistent with the utility limitations for single phase motors, when necessary to avoid a qualifying facility from causing problems with the service of other customers.
7. The utility may require the qualifying facility to discontinue parallel generation operations when necessary for system safety.

8. The power output from the qualifying facility must be maintained so that frequency and voltage are compatible with normal utility service and do not cause that service to fall outside the prescribed limits of interconnection rules and other standard limitations.
9. The qualifying facility shall keep in force liability insurance against personal or property damage due to the installation, interconnection, and operation of its electric generating facilities. The amount of insurance coverage shall be the maximum amount of said insurance for a qualifying facility or net metered facility as outlined in the utility's DER Interconnection Process.
10. Failure of the qualifying facility to operate its distributed energy resource at a measured capacity below the 40 kW AC capacity limit established by Minn. Stat. §216B.164, Sub. 3 and as contemplated by this policy, shall result in the following. The utility will notify the customer/qualifying facility of the fact that its generating equipment has failed to operate below the 40 kW AC maximum capacity and will provide the customer/qualifying facility with the date, time and kW reading that substantiate this finding.
11. The utility shall compensate the customer/qualifying facility for all metered electricity produced by said qualifying facility during the thirty (30) day period during which the failure occurred, at the utility's wholesale power supplier's avoided cost rate.
12. The utility shall continue to pay the customer/qualifying facility for subsequent electricity produced and delivered pursuant to the contract, at the utility's wholesale power supplier's avoided cost rate until:
  1. The problem with the generator that caused it to operate at or above the statutory maximum capacity has been remedied; and
  2. The utility has been provided documentation adopted by a Minnesota Professional Engineer that confirms the problem with the generator has been remedied.
13. Any customer account eligible for net metering/net billing is not eligible for any other load management discounts unless agreed to by the utility.
14. Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice or paid by check or electronic payment to the customer within fifteen (15) days of the billing date, whichever is selected and indicated in the contract.
15. The customer must be, and continue to be, current with payment on its electric account with utility.
16. The customer must not enter into any arrangement that violates the utility's exclusive right to provide electric service in its service area under Minnesota Statutes §§216B.37-44.
17. In the event that the distributed generator fails to meet the requirements of this policy for a total distributed generation capacity of less than 40 kW AC, and fails to satisfy the corrective requirements set forth in Section 12 above, then the utility will have the right to (1) cancel the contract with the owner of the qualifying facility, and (2) enter into a new contract with the owner of the qualifying facility that, among other changes, adjusts the qualifying facility's rated capacity and specifies avoided cost pricing for the qualifying facility's output. To the extent that the utility does not have the obligation to make purchases from qualifying facilities of 40 kW or greater due to transfer of the obligation to the utility's wholesale supplier that has been approved by the Federal Energy Regulatory Commission, the new agreement will be between the utility's wholesale supplier and the

qualifying facility. In either case, the utility (and, as applicable, the utility's wholesale supplier) and the owner of the qualifying facility will cooperate in the transition from the form of contract set forth in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production to a new form of contract appropriate to a qualifying facility with a capacity of 40 kW or greater.

18. Fully executed interconnection contracts for distributed energy resources may be canceled in the event the distributed energy resource fails to interconnect to the utility's distribution system within twelve (12) months of signing of the interconnection contract by the qualifying facility and the utility.

**Rules**

**Governing the Interconnection of**

**Cogeneration and Small Power Production Facilities**

**with**

**Kasson Public Utilities**

## **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 Kasson Public Utilities Commission.

**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 non-generating 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 (DER) 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 Kasson Public Utilities.

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

The purpose of these rules is to implement certain provisions of Minnesota Statutes, §216B.164; the Public Utility Regulatory Policies Act of 1978, United States Code, title 16, §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.

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

## UNIFORM CONTRACT FOR COGENERATION AND SMALL POWER PRODUCTION FACILITIES

THIS CONTRACT is entered into \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_, a municipal utility under Minnesota law, (hereafter called  
"Utility") and \_\_\_\_\_ (hereafter called "QF").

### RECITALS

The QF has installed electric generating facilities, consisting of \_\_\_\_\_  
\_\_\_\_\_ (Description of facilities), rated at \_\_\_\_\_ kilowatts AC  
of electricity, on property located at \_\_\_\_\_  
\_\_\_\_\_.

The QF is a customer of the Utility located within the assigned electric service territory of  
the Utility.

The QF is prepared to generate electricity in parallel with the Utility.

The QF's electric generating facilities meet the requirements of the rules adopted by the  
Utility on Cogeneration and Small Power Production and any technical standards for  
interconnection the Utility has established that are authorized by those rules.

The Utility is obligated under federal and Minnesota law to interconnect with the QF and to  
purchase electricity offered for sale by the QF.

A contract between the QF and the Utility is required.

### AGREEMENTS

The QF and the Utility agree:

1. The Utility will sell electricity to the QF under the rate schedule in force for the class  
of customer to which the QF belongs.
2. The Utility will buy electricity from the QF under the current rate schedule filed with  
the city council or city-appointed governing body of the utility. The QF elects the  
rate schedule category hereinafter indicated:

\_\_\_\_\_ a. Average retail utility energy rate.

- QF capacity must be less than 40 kW.

\_\_\_\_ b. Simultaneous purchase and sale billing rate.

- QF capacity must be less than 40 kW.

\_\_\_\_ c. Roll-over credits.

- QF capacity must be less than 40 kW.

\_\_\_\_ d. Time-of-day purchase rates.

- QF capacity must be 40 kW or more and less than or equal to 100 kW.

A copy of the presently approved rate schedule is attached to this contract.

3. The rates for sales and purchases of electricity may change over the time this contract is in force, due to actions of the Utility or the State of Minnesota, and the QF and the Utility agree that sales and purchases will be made under the rates in effect each month during the time this contract is in force.

4. The Utility will compute the charges and payments for purchases and sales for each billing period. Any net credit to the QF, other than kilowatt-hour credits under clause 2(c), will be made under one of the following options as chosen by the QF.

\_\_\_\_ a. Credit to the QF's account with the Utility.

\_\_\_\_ b. Paid by check or electronic payment service to the QF within fifteen (15) days of the billing date.

5. Renewable energy credits associated with generation from the facility are owned by:

6. The QF must operate its electric generating facilities within any rules, regulations, and policies adopted by the Utility not prohibited by the rules governing Cogeneration and Small Power Production on the Utility's system which provide reasonable technical connection and operating specifications for the QF and are consistent with the Minnesota Public Utilities Commission's rules on Cogeneration and Small Power Production, as required under Minnesota Statutes §216B.164, subdivision 9.

7. The QF will not enter into an arrangement whereby electricity from the generating facilities will be sold to an end user in violation of the Utility's exclusive right to provide electric service in its service area under Minnesota Statutes, §216B.37-44.

8. The QF will operate its electric generating facilities so that they conform to the national, state, and local electric and safety codes, and will be responsible for the costs of conformance.

9. The QF is responsible for the actual, reasonable costs of interconnection which are estimated to be \$\_\_\_\_\_. The QF will pay the Utility in this way:

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

10. The QF will give the Utility reasonable access to its property and electric generating facilities if the configuration of those facilities does not permit disconnection or testing from the Utility's side of the interconnection. If the Utility enters the QF's property, the Utility will remain responsible for its personnel.
11. The Utility may stop providing electricity to the QF during a system emergency. The Utility will not discriminate against the QF when it stops providing electricity or when it resumes providing electricity.
12. The Utility may stop purchasing electricity from the QF when necessary for the Utility to construct, install, maintain, repair, replace, remove, investigate, or inspect any equipment or facilities within its electric system. The Utility may stop purchasing electricity from the QF in the event the generating facilities listed in this contract are documented to be causing power quality, safety or reliability issues to the Utility's electric distribution system.

The Utility will notify the QF before it stops purchasing electricity in this way:

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

13. The QF will keep in force general liability insurance against personal or property damage due to the installation, interconnection, and operation of its electric generating facilities. The amount of insurance coverage will be \$\_\_\_\_\_. (The amount must be consistent with the distributed generation tariff adopted by the Utility pursuant to Minnesota Statutes §216B.1611, subdivision 3, clause 2.)
14. The QF and the Utility agree to attempt to resolve all disputes arising hereunder promptly and in a good faith manner.
15. The city council or city-appointed body governing the Utility has authority to consider and determine disputes, if any, that arise under this contract in accordance with procedures in the rules it adopts implementing Minnesota Statute §216B.164, pursuant to §216B.164, subdivision 9.
16. This contract becomes effective as soon as it is signed by the QF and the Utility. This contract will remain in force until either the QF or the Utility gives written notice to the other that the contract is canceled. This contract will be canceled thirty (30) days after notice is given. If the listed electric generating facilities are not

interconnected to the Utility's distribution system within twelve months of the contract being signed by the QF and the Utility, the contract terminates. The QF and the Utility may delay termination by mutual agreement.

17. Neither the QF nor the Utility will be considered in default as to any obligation if the QF or the Utility is prevented from fulfilling the obligation due to an act of God, labor disturbance, act of public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, an order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or other cause beyond the QF's or Utility's control. However, the QF or Utility whose performance under this contract is hindered by such an event shall make all reasonable efforts to perform its obligations.
18. This contract can only be amended or modified by mutual agreement in writing signed by the QF and the Utility.
19. The QF must notify the Utility prior to any change in the electric generating facilities' capacity size or generating technology according to the interconnection process adopted by the Utility.
20. Termination of this contract is allowed (i) by the QF at any time without restriction; (ii) by Mutual Agreement between the Utility and the QF; (iii) upon abandonment or removal of electric generating facilities by the QF; (iv) by the Utility if the electric generating facilities are continuously non-operational for any twelve (12) consecutive month period; (v) by the Utility if the QF fails to comply with applicable interconnection design requirements or fails to remedy a violation of the interconnection process; or (vi) by the Utility upon breach of this contract by the QF unless cured with notice of cure received by the Utility prior to termination.
21. In the event this contract is terminated, the Utility shall have the rights to disconnect its facilities or direct the QF to disconnect its generating facilities.
22. This contract shall continue in effect after termination to the extent necessary to allow either the Utility or the QF to fulfill rights or obligations that arose under the contract.
23. Transfer of ownership of the generating facilities shall require the new owners and the Utility to execute a new contract. Upon the execution of a new contract with the new owners this contract shall be terminated.
24. The QF and the Utility shall at all times indemnify, defend, and save each other harmless from any and all damages, losses, claims, including claims and actions relating to injury or death of any person or damage to property, costs and expenses, reasonable attorneys' fees and court costs, arising out of or resulting from the QF's or the Utility's performance of its obligations under this contract,



except to the extent that such damages, losses or claims were caused by the negligence or intentional acts of the QF or the Utility.

25. The Utility and the QF will each be responsible for its own acts or omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts or omissions of any others and the results thereof.
26. The QF's and the Utility's liability to each other for failure to perform its obligations under this contract shall be limited to the amount of direct damage actually occurred. In no event, shall the QF or the Utility be liable to each other for any punitive, incidental, indirect, special, or consequential damages of any kind whatsoever, including for loss of business opportunity or profits, regardless of whether such damages were foreseen.
27. The Utility does not give any warranty, expressed or implied, to the adequacy, safety, or other characteristics of the QF's interconnected system.
28. This contract contains all the agreements made between the QF and the Utility. The QF and Utility are not responsible other than those stated in this contract.

THE QF AND THE UTILITY HAVE READ THIS CONTRACT AND AGREE TO BE BOUND BY ITS TERMS. AS EVIDENCE OF THEIR AGREEMENT, THEY HAVE EACH SIGNED THIS CONTRACT BELOW ON THE DATE LISTED BY SIGNER.

**QF**

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

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_

**UTILITY**

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

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Contract Version: *February 2022*

# Kasson Economic Development Authority 2021 Annual Report

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## Meeting Attendance:

	1	2	3	4	5	6	7	8	9	10	11	12
<b>Eggler (Pres)</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
<b>Peterson (VP)</b>		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
<b>McKern</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>Borgstrom-Durst</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Monson</b>	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
<b>Moosbrugger</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓
<b>O'Malley</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Larsen</b>			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Hemker</b>	n/a	n/a	✓			✓	n/a	n/a	n/a	n/a	n/a	n/a

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## 2021 Highlights:

### Business Façade Improvement program

- Approved a \$10,000 budget for the 2021 Business Façade Improvement program.
- Approved 3 applications for 50% matching grants for local businesses to improve the exterior of their properties.

### Strategic Planning

- In February 2021, the EDA brainstormed a list of priorities to focus on in 2021. The following were identified as priorities: Hinderman Concrete parcel redevelopment, reestablishing a community foundation, and programs to assist businesses during Highway 57 reconstruction.

### Downtown Lots

- The EDA approved the sale of one of the downtown lots (24.100.2400) for \$5,000 to Mr. Trow, the adjacent business owner.
- The EDA participated in a regional coalition to apply for the EDA Build Back Better Regional Challenge. The EDA included a concept for a three-story mixed-use building to be located on the vacate downtown lots.
- The concept for the three-story mixed-use building will also be submitted to the EDA Economic Adjustment Assistance program in March 2022.

### New EDA Board Members

- The EDA welcomed Matthew Hemker to the board in February. Unfortunately, Mr. Hemker had to resign from his position due to limited availability.

- The EDA welcomed Jill Moosbrugger to the Board in December. Moosbrugger is the liaison to the Chamber of Commerce.

#### Assistance after fire at 1760 Millwork

- EDA staff contacted all businesses that were impacted by the fire at 1760 Millwork to offer assistance from the EDA. Harris worked with Cherished Antiques and Daisy Mae on finding a new location for their business.
- The EDA approved a 12-month loan forbearance for 1760 Millwork while they rebuild on the same site.
- The EDA approved a 50% Business Façade Improvement grant for signage at Cherished Antiques and Daisy Mae's new location. This grant was not accepted by the business.

#### Vail property acquisition

- EDA staff led the City's acquisition of the 66-acre Vail property. The property has roughly 9 acres of developable land. The remaining acreage will be used for future expansion of Lion's Park.

#### SW city-owned property near cemetery

- The EDA approved a proposal to have WHKS complete a wetland delineation study to accurately identify the boundaries of the inventoried wetlands on the parcel. The study was not completed because of the severe drought conditions. The study is scheduled to be completed in spring of 2022.

#### Historic Kasson School Redevelopment

- EDA staff worked with 2 different development groups on proposals to redevelop the old school site. Currently, Paul Warshauer of Grand Venues is proposing to redevelop the site into luxury senior apartments.

#### Sand Companies – Workforce Housing project

- EDA staff worked with Sand Companies on a Workforce Housing Tax Credit application. The EDA recommended that the City Council submit a letter of support for the application. The City Council submitted a letter of support for the project agreeing to donate 3 acres of land and assist with infrastructure costs. The project was not successful in securing the tax credits.

#### Hamilton Real Estate – 47 units, market rate apartment project

- The EDA reviewed a request for assistance from the Hamilton Real Estate Group to construct a 47-unit, market rate, apartment complex. The request included 10 years of tax abatement, reduced land purchase price, waiver of special assessments for infrastructure extension, waiver of parkland dedication fees, and WAC/SAC waiver. The request was recommended to the City Council for further consideration.
- As part of the due diligence, the EDA toured the group's recently completed project in Byron in October.

#### Noteworthy items

- The EDA drafted and approved an official conflict of interest policy.

- EDA staff organized a Downtown Improvement brainstorming meeting. As a result of that meeting, an independent Downtown Improvement Task Force was formed.
- EDA collaborated with Community Education on a joint economic development grant application to SMIF. This proposal was not funded.
- EDA staff worked closely with many businesses to apply for COVID relief grants offered by both the county and state.
- Tax abatement payments were made to Elite Marketing and Investments, LLC.



City of  
**Kasson**  
**Police Department**  
Josh Hanson, Chief

19 East Main Street  
Kasson, MN 55944  
(507) 634-3881

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## COMMUNITY HEARING BODY WORN CAMERAS AND BODY WORN CAMERA POLICY

The Kasson Police Department is currently in the process of looking at the implementation of Body Worn Cameras (BWC) for all our officers.

We have reviewed various vendors and the different platforms and data storage systems that they provide. The data obtained will be stored with an evidence management system provided by the camera vendor. Data is classified, audited, stored, and filed digitally as evidence. These digital files will be uploaded wirelessly and accessed over a secured system which can be utilized by other agencies such as the prosecutor's office at the discretion of the Kasson Police Department.

The 2016 Minnesota Legislative session as well as the League of Minnesota Cities provided certain requirement and guidelines for Minnesota law enforcement agencies who are looking at implementing a BWC program at their agencies. Requirements as well as guidelines on policy development were also provided.

One of the requirements that was identified is that agencies need to provide opportunities for public comment, accepted by mail and email. It also requires that the City Council allow for public comment at one of their regular meetings.

The Police Department wants to have support from the community as well as the officers that will be wearing the cameras. We understand the importance of community input as we go through this process. The benefits as well as the potential challenges that might arise, need to be discussed, and input from the community is an integral part of this process.

The Police Department has a draft policy based on statute requirements. A copy of this policy will be made available on the city's website at [cityofkasson.com](http://cityofkasson.com), by calling the Police Department at (507) 634-3881 or stopping by in person.

Public comment and/or questions into the Kasson Police Department BWC program is welcome by mail: 120 S. Walnut Box 38, email: [police@cityofkasson.com](mailto:police@cityofkasson.com), phone call: ((507) 634-3881 or stopping by our offices.

## **DRAFT Body-Worn Cameras Policy**

### **Purpose**

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

### **Policy**

It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.

### **Scope**

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based In-Car Camera (ICC) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

### **Definitions**

The following phrases have special meanings as used in this policy:

A. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

B. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.

C. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or

suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

E. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

F. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertance or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

H. **Official duties**, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

## Use and Documentation

A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing..

C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training.

D. Officers must document BWC use and non-use as follows:

1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report or CAD record/other documentation of the event.

2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or CAD record/other documentation of the event. Supervisors shall review these reports and initiate any corrective action deemed necessary.

E. The department will maintain the following records and documents relating to BWC use, which are classified as public data:

1. The total number of BWCs owned or maintained by the agency;
2. A daily record of the total number of BWCs actually deployed and used by officers and, if applicable, the precincts in which they were used;
3. The total amount of recorded BWC data collected and maintained; and
4. This policy, together with the Records Retention Schedule.

## **General Guidelines for Recording**

Officers shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, *Terry* stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that become adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above).

- A. Officers have discretion to record or not record general citizen contacts.
- B. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.
- C. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.
- D. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.



E. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

## **Special Guidelines for Recording**

Officers may, in the exercise of sound discretion, determine:

A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

B. To use their BWCs to take recorded statements from persons believed to be victims of and witnesses to crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect.

In addition,

C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

D. Officers shall use their BWC's and ICC to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

## **Downloading and Labeling Data**

A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the evidence library system by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.

B. Officers shall label the BWC data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

1. **Traffic-Contact:** Traffic stops or contact with a person in which the information has no evidentiary value with respect to an actual or suspected criminal incident or charging decision.
2. **Traffic-Citation:** The information has evidentiary value with respect to an actual or suspected violation in which a citation was or may be issued.
3. **Evidence-Criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.
4. **Evidence-Force:** Whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.
5. **Evidence-Other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling. The incident involved an adversarial encounter. Whether or not enforcement action was taken or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.
6. **Test-Not Evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. The events or subject matter that was accidentally recorded.

C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting public disclosure of information about them. These individuals include:

1. Victims and alleged victims of criminal sexual conduct.
2. Victims of child abuse or neglect.
3. Vulnerable adults who are victims of maltreatment.
4. Undercover officers.
5. Informants.
6. When the video is clearly offensive to common sensitivities.
7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.

8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.
9. Mandated reporters.
10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
11. Juveniles who are or may be delinquent or engaged in criminal acts.
12. Individuals who make complaints about violations with respect to the use of real property.
13. Officers and employees who are the subject of a complaint related to the events captured on video.
14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

D. Labeling and flagging designations may be corrected or amended based on additional information.

## **Administering Access to BWC Data:**

A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:

1. Any person or entity whose image or voice is documented in the data.
2. The officer who collected the data.
3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.
2. Some BWC data is classified as confidential (see C. below).
3. Some BWC data is classified as public (see D. below).

C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classifications listed below.

D. **Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted if practicable. In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

E. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the responsible authority/data practices designee], who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:
  - a. If the data was collected or created as part of an active investigation.
  - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

- a. Data on other individuals in the recording who do not consent to the release must be redacted.
- b. Data that would identify undercover officers must be redacted.
- c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

**F. Access by peace officers and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

- 1. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.
- 2. Agency personnel shall document their reasons for accessing stored BWC data at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.
- 3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

**G. Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

- 1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
- 2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

## **Data Security Safeguards**

**A.** Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data.

B. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the chief or the chief's designee.

C. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

## **Agency Use of**

A. At least once a month, supervisors will randomly review BWC usage by each officer to ensure compliance with this policy and to identify any performance areas in which additional training or guidance is required.

B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.

D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

## **Data Retention**

A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.

C. Certain kinds of BWC data must be retained for six years:

1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
2. Data documenting circumstances that have given rise to a formal complaint against an officer.

D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

- E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.
- F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
- G. The department shall maintain an inventory of BWC recordings having evidentiary value.
- H. The department will post this policy, together with its Records Retention Schedule, on its website.

## **Compliance**

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.



**MOTOROLA SOLUTIONS**

**Quote For:**

**Kasson Police Department**

**Attn: Joshua Hanson**

**Reference:**

**Kasson Police Department (MN) 1-5-2022 VaaS (10) V300 (1)TS CCE**

**Quote By:**

**WatchGuard Video / Motorola Solutions**

**John Bowles**

**Date: 01-05-22**

**Serving Law Enforcement with the Most Compelling, Quality Video Products**



**WatchGuard Video**

415 E. Exchange  
Allen, TX 75002  
(P) 800-605-6734 (F) 212-383-9661

**MOTOROLA SOLUTIONS****Prepared For:**

Kasson Police Department - Attention: Joshua Hanson  
Kasson Police Department (MN) 1-5-2022 VaaS (10) V300 (1)TS CCE

**QUOTATION - LGQ-0793-02****DATE: 01-05-22**

## PROJECT QUOTATION

We at WatchGuard Video are pleased to quote the following systems for the above referenced project:

Deliverables / Materials / Services	Qty	Sell Price	Amount
<b>Body-worn camera and evidence management software - 5 Year Video-as-a-Service Package @ \$49 per Month</b> AAS-BWC-5YR-001 ( <i>PaaS</i> ) Video-as-a-Service includes CommandCentral Evidence, the cloud-based evidence management system with unlimited device storage and unlimited cloud sharing. 1 User License per Body Worn Camera. 50 GB of non-device storage included per device, averaged across all devices in the program CommandCentral Evidence, Records, Redaction, Sharing, Community Engagement capabilities and capture application included. Body-worn camera (battery + choice of mount included) Third year technology (Hardware) refresh. 5-year agreement (billed Quarterly or Annually) Advanced hardware replacement service & 24/7 support No-Fault hardware warranty	10	\$2,940.00	\$29,400.00
<b>Pre Configured V300 Transfer Station II with Power Supply and Cables.</b> BW-ACK-V3-TSC V300 Transfer Station II TS02, D350, 8-Slot Rack Mount Charge/Upload Dock, 10GB includes kit with Power Supply and Cables.	1	\$0.00	\$0.00
<b>WiFi Dock Video-as-a-Service Package @ \$5.00 per Month</b> AAS-BWC-WIF-DOC ( <i>PaaS</i> ) WiFi Dock - Connects Body-worn camera to In-car Video	8	\$300.00	\$2,400.00

<b>Shipping - BWC Unit</b>	<b>10</b>	<b>\$15.00</b>	<b>\$150.00</b>
FRT-BWC-01 ( <i>PaaS</i> )			
Freight delivery for each Body Worn Camera Unit			

<b>Miscellaneous Shipping</b>	<b>1</b>	<b>\$20.00</b>	<b>\$20.00</b>
FRT-MISC ( <i>PaaS</i> )			
Freight delivery for Hardware (Parts and/or Accessories)			

<b>Subtotal Price</b>	<b>\$31,970.00</b>
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### Additional Options

<b>Deliverables / Materials / Services</b>	<b>Qty</b>	<b>Sell Price</b>	<b>Amount</b>
<b>V300, Battery, Removable and Rechargeable, 3.8V, 4180mAh</b>	<b>1</b>	<b>\$99.00</b>	<b>\$99.00</b>
WGP02614 ( <i>PaaS</i> )			

<b>Subtotal Price</b>	<b>\$99.00</b>
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<b>Due Now</b>	<b>\$0.00</b>
<b>Annual Invoice</b>	<b>\$6,413.80</b>

#### Notes:

1. This Quote is valid for 90 days from the Quote Date. Pricing may change thereafter.
2. Any sales transaction resulting from this Quote is based on and subject to the applicable Motorola's Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents.
3. Motorola's Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).
4. Payment Terms: Equipment-Net 30 days upon shipment; Installation-Net 30 days upon completion; Services and Subscription Agreements-Net 30 days from receipt of Order.
5. The pricing in this Quote does not include any applicable taxes (e.g. sales/use tax).
6. UNLESS OTHERWISE NOTED IN THIS QUOTE / ORDER, INSTALLATION OF EQUIPMENT IS NOT INCLUDED

**Quoted by: John Bowles - Customer Engagement Specialist - 469-833-6330 - [john.bowles@motorolasolutions.com](mailto:john.bowles@motorolasolutions.com)**

## Quote ID: LGQ-0793-02 – Pricing Summary – 01-05-22

### Total Spend:

Due Now	\$0.00
Year 1 Invoice(s)	\$6,413.80
Years 2-5 Invoice(s) (Pay Each Year)	\$6,413.80
<b>Total Spend</b>	<b>\$32,069.00</b>

### Purchase as a Service (PaaS) Financial Profile

Total Price:	\$32,069.00
Contract Term:	5 Years
Monthly Payments:	\$534.48
<b>Annual Invoice:</b>	<b>\$6,413.80</b>

### Deferred

Total Price	\$32,069.00
<b>Deferred</b> (5 Payments of \$6,413.80)	<b>\$32,069.00</b>

### Due Now

<b>Due Now</b>	<b>\$0.00</b>
----------------	---------------

Motorola Solutions, Inc.

John Bowles

Date \_\_\_\_\_

**Re:** LGQ-0793-02

**Agency:** Kasson Police Department

**Total Cost:** \$32,069.00

**Contract Reference:** Kasson Police Department (MN) 1-5-2022 VaaS (10) V300 (1)TS CCE

Please be advised that the Kasson Police Department will purchase the goods and/or services offered in your Quote LGQ-0793-02. This constitutes a purchase pursuant to the terms of the specified contract below, including any applicable addenda.

Specified Contract: Master Customer Agreement and attached addenda, signed concurrently herewith.

Agency affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, and acknowledges that pursuant to \_\_\_\_\_, the funds for this purchase has been authorized. Customer agrees to appropriate funding in accordance with the contract.

Invoices shall be according to the milestone schedule included in the quote and services agreement, should reference 'LGQ-0793-02' and be sent to:

Kasson Police Department

Attn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The equipment will be shipped to the customer at the following address, and the ultimate destination where the equipment will be delivered to the customer is:

Kasson Police Department

Attn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Online Terms Acknowledgement

This Online Terms Acknowledgement (this "**Acknowledgement**") is entered into between Watchguard, Inc., with offices at 415 E. Exchange Pkwy, Allen, TX 75002 ("**Watchguard**") and the entity set forth in the signature block below ("**Customer**"). Watchguard and Customer will each be referred to herein as a "**Party**" and collectively as the "**Parties**".

**1. Online Terms Acknowledgement.** The Parties acknowledge and agree that the terms of the Master Customer Agreement ("**MCA**") and applicable Addenda available at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms), including, without limitation, the Mobile Video Addendum, govern each Ordering Document (as defined in the MSA) between the Parties, including all statements of work, schedules, order forms, and other ordering documents, and further agree that the terms of the MCA and Addenda are incorporated therein and form part of the Parties' Agreement (as defined in the MCA). For purposes herein, the respective rights and obligations assigned to Motorola Solutions, Inc. within the online terms shall apply to Watchguard, and the respective rights and obligations assigned to 'Customer' within the online terms shall apply to Customer signing below. By signing the signature block below, Customer certifies that it has read and agrees to the provisions set forth in this Acknowledgement and to the terms of the MCA and Addenda posted at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms), and the signatory to this Acknowledgement represents and warrants that he or she has the requisite authority to bind Customer to this Acknowledgement, the MCA and the Addenda.

**2. Entire Agreement.** This Acknowledgement supplements the terms of the MCA and applicable Addenda and forms a part of the Parties' Agreement. This Acknowledgement, the MCA and applicable Addenda available at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms), and any all Ordering Documents between the Parties constitutes the entire agreement of the Parties regarding the subject matter hereof, and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter.

**3. Disputes; Governing Law.** Sections 12 – Disputes of the MCA is hereby incorporated into this Acknowledgement *mutatis mutandis*.

**4. Execution and Amendments.** This Acknowledgement may be executed in multiple counterparts, and will have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing or by electronic signature. An electronic signature, facsimile copy, or computer image of a signature, will be treated, and will have the same effect as an original signature, and will have the same effect, as an original signed copy of this document. This Acknowledgement may be amended or modified only by a written instrument signed by authorized representatives of both Parties.

The Parties hereby enter into this Acknowledgement as of the last signature date below.

**Watchguard: Watchguard, Inc.**

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

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**Customer: Kasson Police Department**

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

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

January 25, 2022

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

RE: Wastewater Rate Study Proposal

Dear Timothy and Nancy:

Missouri River Energy Services (MRES) is pleased to submit this proposal to Kasson for a wastewater rate study. It will contain all of the same elements as the electric and water studies that were completed last year.

The wastewater study will accomplish the following:

- Evaluate the costs of serving customers
- Determine whether rates are sufficient to cover operating expenses, capital expenditures, and debt service while maintaining sufficient cash flows
- Design a multi-year rate plan
- Compare Kasson rates to other regional utilities

MRES proposes to perform the study in accordance with the enclosed Scope of Services, which outlines the study process and services to be provided. MRES will charge Kasson a fee of \$14,500 for this service.

MRES proposes to begin your study in the fourth quarter of 2022. Prior to the initial meeting, Kasson staff will receive a Data Request, which details the information required to begin the study. It is estimated that the studies will take approximately four months to complete after the data is received. However, this time estimate could change based on the issues that are encountered.

Mr. Timothy Ibisch and Ms. Nancy Zaworski

Page 2

January 25, 2022

I have attached the Scope of Services for your review. If Kasson agrees with the foregoing, please sign on page 4, Scope of Services, and return a copy to me at MRES. If you have any questions, please call me at (605) 330-6960.

MRES would appreciate the opportunity to perform this wastewater rate study for Kasson.

Sincerely,

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

Tim Miller  
Director of Rates

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

Kasson (Minnesota) Public Utilities (Wastewater Utility) is seeking a wastewater revenue projection and rate design study (Wastewater Rate Study). Missouri River Energy Services (MRES) is proposing to provide such consultative services to Kasson. The major tasks involved in this Wastewater Rate Study will include the review of historical operating results, development of a sales forecast, development of forecasted operating results, determination of necessary rate adjustments, and the design of rates. The proposed 5-year study period (Study Period) for this project is 2022 through 2026.

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

**B. Scope of Services**

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

**1) Data Requests**

Data Requests encompass the request of information from the Wastewater Utility necessary to develop a projection of revenue requirements and rate design analysis.

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

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

c) Allocation Data. The data required to complete the study includes monthly billing and accounting data related to retail wastewater operations, monthly usage for the Commercial and Industrial customers, monthly usage by class, and number, size, and type of customers for each rate class.



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

2) **Project Future Wastewater Requirements**

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

3) **Estimate Revenue Requirements**

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

4) **Estimate Revenues**

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

5) **Estimate Operating Results**

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

6) **Initial Meeting and Data Review**

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

7) **Design Rate Alternatives**

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

8) Comparisons to Other Utility Rates

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

9) Prepare Preliminary Report

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

10) Submit Final Report

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

11) Present Findings to the Governing Board

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

**C. Schedule and Data Requests**

MRES will commence its obligations to provide the Services to the Wastewater Utility in the fourth quarter of 2022. It is estimated that the study will be completed approximately four months after the data is received; however, this time estimate could change based on the issues that are encountered. The ability of MRES to perform the Services is dependent upon the cooperation of Kasson and the timely response to MRES data requests. MRES will rely on this information in the performance of the study. Because of this reliance, it is essential the Data Requests be completed with accurate information. As the study proceeds, additional information may be requested.

**D. Compensation**

MRES will provide the Services at a fee of \$14,500. MRES will send an invoice upon completion of all the tasks listed in paragraph B, Scope of Services.

**E. Standard of Care**

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

## F. Privacy and Security of Information

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

ACCEPTED

### KASSON PUBLIC UTILITIES

By: Timothy P. Ibisch

Date: 1/26/2022

### MISSOURI RIVER ENERGY SERVICES

By: Tim Miller

Tim Miller, as its  
Director of Rates

Date: 1-25-2022

REVIEWED  
By DJB at 3:10 pm, Jan 25, 2022

**RESOLUTION #2.X-22**  
**A RESOLUTION SUPPORTING HOUSING AND LOCAL DECISION-MAKING**  
**AUTHORITY**

**WHEREAS**, local elected decision-makers are in the best position to determine the health, safety, and welfare regulations that best serve the unique needs of their constituents; and

**WHEREAS**, zoning regulation is an important planning tool that benefits communities economically and socially, improves health and wellness, and helps conserve the environment; and

**WHEREAS**, local zoning regulation allows communities to plan for the use of land transparently, involving residents through public engagement; and

**WHEREAS**, cities across the state are keenly aware of the distinct housing challenges facing their communities and they target those local housing challenges with available tools; and

**WHEREAS**, multiple bills restricting local decision-making related to housing have been introduced in the 2021-2022 biennium.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KASSON** that the Council supports local decision-making authority and opposes legislation that restricts the ability for local elected officials to respond to the needs of their communities.

**LET IT ALSO BE RESOLVED** that this Council supports housing policy that advances solutions to support full housing spectrum solutions, local innovation, incentives instead of mandates, and community-specific solutions throughout Minnesota.

**ADOPTED** by the Kasson City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

**ATTEST:**

\_\_\_\_\_  
Chris McKern, Mayor

\_\_\_\_\_  
Linda Rappe, City Clerk

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

Est. For Ice Arena

From Maxson Electric

Dec.1 2021

Material

38	13000 lumens 100 watt LED
8	Retro fit kits
120	15 watt LED fluorescent replacement lamp
1	misc. (hooks,hangers,etc.)
1	inspection

Labor

90	fixtures 30 min per
----	---------------------

Material	9400.16
----------	---------

Labor	4275.00
-------	---------

Total	13675.16
-------	----------



- Quote #4577 - v49

01/27/22  
12:35:04

CITY OF KASSON  
Balance Sheet  
For the Accounting Period: 12 / 21

Page: 1 of 1  
Report ID: L150

606 ICE ARENA

Assets

Current Assets

CASH-OPERATING	73,074.98
ACCOUNTS RECEIVABLE	42,883.49
INVENTORIES FOR RESALE	228.41
PREPAID ITEMS	1,388.40

Total Current Assets 117,575.28

Total Assets 117,575.28

Liabilities and Equity

Current Liabilities

ACCOUNTS PAYABLE	52,406.17
SALES TAX PAYABLE	404.46
TRANSIT SALES TAX PAYABLE	29.16
ACCRUED WAGE/SALARY PAYABLE	20,873.01

Total Current Liabilities 73,712.80

Total Liabilities 73,712.80

Equity

UNRESERVED FUND BALANCE	37,500.26
CURRENT YEAR INCOME/(LOSS)	6,362.22

Total Equity 43,862.48

Total Liabilities & Equity 117,575.28

3 115,959

less 73,712

less 12,000  
pay to city

\$30,245



To: City Council

Date: 2/9/2022

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

"If January is the month of change, February is the month of lasting change. January is for dreamers... February is for doers."

**--Marc Parent**

- **EDA Updates.** The EDA had their regular meeting and discussed a variety of topics. They were asked for a loan by Chaotic Good Brewing who is planning to acquire the Ocean Mist Car Wash to open a tap room. They've submitted a RLF loan application for assistance acquiring the building. It is for \$50,000. The EDA will be reviewing it in March. Hamilton Reality presented to the school board and county board on Jan 24th and 25th respectively. They requested 8 years of tax abatement from each taxing body. Votes on these proposals will follow later this month. However, tonight we're asking the Council authorize the terms negotiated on the City's behalf. They are included in dropbox. Following the assistance approvals, we've pulled together an initial timeline to get through the platting and zoning process and hope to see Hamilton break ground around July or August.

A building offer from Trail Creek Coffee Roasters was approved. The subcommittee met in December and determined that the building should be valued at \$100,000 based on recent sales in the area. A counteroffer of \$100,000 with a \$15,000 business subsidy was sent in December. The offer was accepted and the subsidy is vested over 5 years in \$3,000 increments. Hopefully this will be a positive for the owners and the community.

With childcare being a huge issue locally, staff from the county, Robert, and the Community Education Director are planning to do a tour of the space available at Plaza 57 to discuss the path forward to getting a daycare center up and running. The County should also hear back soon on their application to First Children's Finance. If you're interested in joining them, please let me know.

- **Water Loss numbers.** My first year 2020, the water system lost 29% and I tasked the staff with getting that number down. In 2021, with new procedures in place, the number came down to 23%. Last year, Cassie and Dave completed an audit of the accounts in place finding numerous issues that were corrected and I am please to note that the estimated water loss percentage is down to 17%. With the wholesale replacement of over 1000 water meters this year and the greater efficiencies from the Hwy 57 rebuild, we are targeting 10% as our goal. Generally, below 10% is a fair mark. This will save a



significant amount of money in terms of processing as well as generating revenue that otherwise would not have been captured.

- **2022 Legislative Session begins.** The Legislature enters the session with a biennial budget in place, but with a projected surplus of roughly \$7.7 billion, lawmakers will be proposing ways to use the revenue for new or expanded programs, capital projects, and tax cuts. The state budget forecast will be updated around March 1 to reflect the most current economic estimates. That forecast will serve as the basis for any budget changes that may be enacted this session.

In January, Gov. Tim Walz released his capital projects budget. His proposal totals \$2.7 billion, with approximately \$387 million for local projects. The Senate will likely target a much smaller package, while the House is rumored to be planning for a package that exceeds the governor's proposal. The capital projects bill must receive a 60% supermajority to pass and, therefore, both the House and Senate will need votes from the minority party to pass a bill. The committees will have eight weeks before the first committee deadline, which will be March 25. This is the date by which a bill, or its companion bill in the other body, must be reported out of all committees in the house of origin. The second committee deadline is April 1, and requires that committees must act favorably on bills, or companion bills, that met the first deadline in the other legislative body. The third committee deadline is April 8. Under that deadline, the House Ways and Means Committee and the Senate Finance Committee must act favorably on major appropriation and finance bills. We will be following our project very closely.

With redistricting plans in the works and another pandemic session ahead, 17 current legislators have already announced they will retire when the biennium concludes. In addition, four current legislators are running for other, non-legislative offices, and five House members are running for Senate seats being vacated. Although this is not a record number yet, the pace of announced retirements is certainly suggesting that the next biennium could have a record number of new faces.

- **Library renovation.** Just an update on the work completed, ICS verified the authenticity of the Payment & Performance Bonds submitted by the Contractor. The Contractor has begun submission of shop drawings for ICS and TSP (Architect) review. Contractor storage containers delivered; and are located in the North-East corner of the site. Investigation of existing exterior wall substrate was completed, along with removal of the existing TAFS system. If you visit you can see that the stucco is all gone as well, next an exterior wall cladding panel mock-up will be finished this week by ICS and TSP. Proposed color schemes have been preliminarily approved, the library is looking at a gray-dark gray theme. One issue has arisen however, upon further review, the cladding will need to be mounted via 2x4's as the backing is primarily plastic and will not support the weight. Continued updates will be forthcoming as the project proceeds.
- **Ice Arena Updates.** The Ice Arena board met to discuss a number of topics including last years budget and operational performance. With a large capital project completed to replace the freon gas at the end of the year, long range capital reductions were part of the City's 2022 budget proposal. Included in your packet is their proposal to move

forward with a lighting replacement plan this year. They estimate that the energy efficiency updates will be capitalized within 3 years. They are asking the City and County for authorization to move forward. Part of this may be in conjunction with a larger city-wide energy efficiency project that Nancy is coordinating. We believe that it dovetails prudently with the liquor store remodel and other projects.

- **Aquatic Center 2022 programming.** The Kasson Aquatic Center will have substantial changes to how it operates this summer. Daily fees will remain at \$6, but other changes will be coming quickly. We're going to an all-online system for pool registrations and the new website is being built now, Nancy, Jan, and Ronnie are running herd on this project which should simplify the process going forward. Summer programming notes will be coming in March and when you go to register online, you'll need to set up an account. Much like the school, we're going to a largely cashless model for the concessions. Accountholders will charge their accounts and can add money if necessary.

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

January 15	Firefighter's Annual Meeting
January 17	ICS Library meeting
January 18	MCMA Member Connect
January 19	CMPAS
January 20	CMPAS Strategic Planning Annual Meeting-Chamber of Commerce
January 21	Byron Solar Task Force meeting
January 24	EMS ICS Library Meeting
January 25	Dodge County Commissioners Water Tower Pre-con
January 26	City Council
January 27	City Engineer Department Heads Business after Hours-Chamber event
February 1	EDA
February 2	Union Negotiations Ice Arena Board meeting
February 3	DRC meeting City Engineer
February 4	Byron Solar Taskforce
February 8	MnDOT 57 Development meeting Library Board
February 9	Chamber of Commerce Aquatic Center Planning Session City Council

# **LABOR AGREEMENT**

**BETWEEN**

**CITY OF KASSON**

**AND**

**MINNESOTA PUBLIC EMPLOYEES  
ASSOCIATION**

Representing Participating  
Administrative, Liquor Store and Library Employees

Effective January 1, 2022 through December 31, 2024

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**LABOR AGREEMENT**  
**Between**  
**The CITY OF KASSON**  
**and**  
**MINNESOTA PUBLIC EMPLOYEES ASSOCIATION**

**ARTICLE I. PURPOSE OF AGREEMENT**

This Agreement is effective as of the 1<sup>st</sup> day of January, 2022, between the City of Kasson and the Minnesota Public Employees Association

It is the intent and purposes of this Agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;
- 1.2 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.3 Place in written form the parties agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union through this Agreement, shall continue their dedication to the highest quality service to the City of Kasson. Both parties recognize this Agreement as a pledge of this dedication.

**ARTICLE II. RECOGNITION**

- 2.1 The Employer recognizes the Union as the exclusive representative under Minnesota Statutes Section 179A.03, Subdivision 14:

*For all full time, non-supervisory employees of the City of Kasson not covered by other contracts.*

- 2.2 The Employer shall not enter into any agreement covering terms and conditions of employment with the employees in the bargaining unit under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement, except through the exclusive representative.

**ARTICLE III. DEFINITIONS**

- 3.1 UNION: Minnesota Public Employees Association
- 3.2 UNION MEMBER: A member of the Minnesota Public Employees Association.

- 3.3 EMPLOYEE: A member of the bargaining unit covered by this Agreement.
- 3.4 REGULAR EMPLOYEE: A full time employee who has completed the probationary period.
- 3.5 PROBATIONARY EMPLOYEE: Employee who has not completed the 6-month probationary period.
- 3.6 EMPLOYER: The City of Kasson.
- 3.7 SCHEDULED SHIFT: A consecutive work period including rest breaks.
- 3.8 REST BREAKS: Two (2) fifteen (15) minute break periods during which the employee remains on continuous duty and is responsible for assigned duties.
- 3.9 LUNCH BREAK: An hour unpaid period rotated to allow regular business to continue.
- 3.10 P.E.L.R.A.: Public Employment Labor Relations Act, Minnesota Statutes, Chapter 179A.
- 3.11 SENIORITY: The employees' length of continuous employment with the City of Kasson.
- 3.12 EXEMPT: Exempt employees working for the City of Kasson meet the criteria outlined in one of the four Fair Labor Standards Act (FLSA) exemptions (Executive, Administrative, Professional and Computer) in order to meet the "duties" test and be considered exempt.

#### **ARTICLE IV. EMPLOYER SECURITY**

- 4.1 It is understood and agreed that the services performed by employees covered by this Agreement are essential to the public health and safety and neither the Union, its officers or agents, nor such employee shall engage in a strike. The term "strike" shall have the meaning ascribed to it by Section 179A.03, Subdivision 16, Minnesota Statutes.
- 4.2 In case any employee violates this Article, the Union shall immediately notify such employee in writing to cease such action and instruct him/her to return to his/her normal duties. Any employee who violates any provision of this Article may be discharged or otherwise disciplined.

#### **ARTICLE V. EMPLOYER AUTHORITY**

- 5.1 It is recognized that, except as expressly stated herein, the City shall retain whatever rights and authority necessary for it to operate and direct the affairs of the City in all its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the department; to determine the methods, means organization, the number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods and services should be made or purchased; to hire, demote, suspend, discipline, discharge, or relieve employees due to lack of work or other legitimate reasons; to make and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment or facilities; the employer specifically retains the sole right to sub-contract for any or all of its manpower needs at any time.
- 5.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the City, the adoption of policies, rules and regulations, and practice in furtherance thereof, and the use of judgment in connection therewith shall not be the subject of any grievance or arbitration proceeding except as specifically provided for in this agreement.

#### **ARTICLE VI. UNION SECURITY**

- 6.1 The Employer agrees to deduct from the wages of each Union member, upon written authorization of the employee, an amount equal to the regular dues of the Union, such deduction to be divided equally and taken from the first two pay periods each month, and to monthly transmit to the appropriate designated officer of the Union the total amount so deducted together with a list of the names of the employees from whose pay deductions were made.
- 6.2 The Union may designate one (2) employees from the bargaining unit to act as Union Stewards. The Employer agrees to recognize the designated Union Stewards.
- 6.3 The Employer shall make space available on the employee bulletin board for posting Union notices and announcements.
- 6.4 Non-employee representatives of the Union shall be permitted to come on the premises of the Employer at reasonable times for the purposes of investigating and discussing grievances, provided the Union representative does not interfere with the work of the employee.
- 6.5 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

## ARTICLE VII EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 7.1 DEFINITIONS OF A GRIEVANCE: A grievance is defined as a dispute as to the interpretation or application of the specific terms and conditions of this Agreement.
- 7.2 UNION REPRESENTATIVES: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representative and of his/her successor when so designated.
- 7.3 PROCESSING OF A GRIEVANCE: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours.
- 7.4 PROCEDURE: Grievance as defined in Section 7.1, shall be resolved in conformance with the following procedure:

STEP 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall within fourteen (14) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative shall discuss and give answer to such Step 1 grievance within ten (10) calendar days after receipt.

A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing, setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer designated representative's final answer in Step 1.

Any grievance not appealed in writing to Step 2 by the Union within ten (10) days shall be considered waived.

STEP 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days



after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

STEP 2A. If the grievance is not resolved at Step 2 of the grievance procedure, the parties, by mutual agreement, may submit the matter to mediation with the Bureau of Mediation Services. Submitting the grievance to mediation preserves timelines for Step 2 of the grievance procedure.

STEP 3. A grievance unresolved in Step 2 and appealed to Step 3 by the Union shall be submitted to arbitration subject to the provisions of the PELRA, as amended. The selection of an arbitrator shall be made in accordance with the rules established by the Bureau of Mediation Services.

#### 7.5 ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

- 7.6 **WAIVER:** If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

If the time limit specified in this Article falls on a Saturday, Sunday or holiday, the time limit for filing is extended to the next working day.

## **ARTICLE VIII. DISCIPLINE**

- 8.1 The Employer will discipline employees for just cause only. Discipline shall be in one (1) or more of the following forms:
- 1) Oral reprimand;
  - 2) Written reprimand;
  - 3) Suspension;
  - 4) Demotion; or
  - 5) Discharge
- 8.2 Suspensions, demotions and discharges will be in written form.
- 8.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by the signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Disciplinary matters contained in an employee's personnel file shall be reviewed by the City Administrator and the employee every twenty-four (24) months to determine whether a disciplinary matter should be removed from the employee's file. The decision regarding whether or not to remove a disciplinary matter shall be within the sole discretion of the City Administrator and the Administrator's decision shall not be the subject of a grievance.
- 8.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 8.5 Grievances relating to this Article shall be initiated by the Union in Step 2 of the grievance procedure under Section 7.4.
- 8.6 Prior to any vote by the City Council of the City of Kasson to eliminate any position held by any employee covered by this agreement, the Council shall be required to make bona fide findings of fact that either the functions delineated in the job

description of the position are unnecessary, not in the public interest or that the functions can be more efficiently and effectively performed by another member of the staff. In addition, prior to any vote by the City Council of the City of Kasson to eliminate any position held by any employee covered by this agreement, the Council shall be required to review the results of an external salary study to determine impact and the proposed distribution of job responsibilities and the effect on the pay scale and position points.

## **ARTICLE IX. HOURS OF WORK**

- 9.1 The Employer is the sole authority in establishing work schedules.
- 9.2 The normal work day shall consist of consecutive hours of eight (8) hours.
- 9.3 The normal work week shall consist of an average of forty (40) hours per week. Mon-Fri 8AM-5PM for Administrative Staff, Mon-Sat for Liquor Store and Library Employees.
- 9.4 Summer Hours shall be observed when the City Hall/Administrative Office will close to the public at Noon on Fridays. The specific dates covered shall be set on an annual basis and will run May through September. Employees may use vacation/comp time or work adjusted hours Mon-Fri to fulfill their 40 hours.

## **ARTICLE X. OVERTIME**

- 10.1 Hours of work in excess of an average of forty (40) hours per week shall be paid for at the rate of one and one-half (1½) times the employee's regular straight-time rate of pay, except for those exempt employees.
- 10.2 Overtime shall be calculated to the nearest fifteen (15) minutes and approved by the supervisor.
- 10.3 Any work performed in excess of forty (40) hours in any one (1) week, or work performed on days not regularly scheduled shall be considered overtime and shall be paid for at the rate of one and one-half (1 ½) times the regular hourly rate pay. Vacation, holidays and bon-a-fide paid sick leave shall be considered time worked for the purposes of computing overtime. Employees shall not be required to take time off for overtime work.
- 10.4 Overtime hours, those worked in excess of forty (40) per week, may be paid in compensatory time off at a rate of 1 ½ hours for each hour worked. Compensatory time shall be authorized only by mutual consent of the City and the employee covered by this Agreement. Compensatory time shall be used up as time off as soon as it is practical and subject to mutual agreement by the employee and the Supervisor. Not more than eighty (80) hours of compensatory

time shall be carried forward from the end of any pay period or one (1) calendar year to the next.

## ARTICLE XI. SENIORITY

- 11.1 Seniority shall mean an employee's length of employment time, and may be the basis of determining various employee benefits and preferences. Only continuous employment time shall count toward seniority. Seasonal or temporary work shall not count toward seniority. Authorized leaves of absence as well as lay-off for periods less than 365 calendar days shall be deemed continuous employment and shall not result in loss of seniority. Whenever an employee is re-employed following termination of his employment, his/her seniority date shall be the date of re-employment and all benefits shall be based on this new seniority date. The types of seniority are as follows:

11.1.a Seniority as a City Employee shall be the determining factor for benefits that are based on total length of service, such as vacation and sick leave. Time with more than one City department may be used, provided there is no interruption in employment at the time the employee transfers from one department to another.

11.1.b Seniority in the bargaining unit will be determined when filling vacancies in higher paying jobs. These vacancies may be filled by lower paid employees in accordance with their bargaining unit seniority provided the employee seeking the higher paying job is qualified to perform the duties of the job. Qualifications will be determined by the City Administrator or his/her designee, for recommendation for approval by the City Council.

11.1.c Seniority in a job classification will be determined in the event of layoff. Layoffs shall be effective by first laying off probationary, part-time and temporary employees. The last employee hired in a job classification may be the first to be laid off, and the last employee laid off may be the first to be rehired. In the event of layoff, employees promoted from jobs have the right to resume lesser jobs for which they qualify in classifications and in which they have held regular status, providing they have more bargaining unit seniority than the workers they displace. An employee may exercise job classification seniority only in his/her bargaining unit.

- 11.2 A seniority list of bargaining unit employees shall be established each January.
- 11.3 Management shall have the prerogative of deciding when there is an opening in the bargaining unit. When an opening occurs within the positions covered by this agreement, it shall be posted on the Union bulletin board for a minimum of five (5) working days. Within thirty (30) working days after the close of the posting, management must award this vacant position to any qualified bargaining unit employee that has applied for the job, qualifications being equal, bargaining unit

seniority shall prevail. The starting rate of pay for the employee shall be at least at the rate shown in the contract for the appropriate step which exists either current rate of pay or the new range.

- 11.4 Any employee awarded or bid into job vacancies shall be given thirty (30) calendar days to demonstrate their ability to meet the qualifications of the position and will be allowed within that time period to return to their prior position without loss of seniority or pay.

## **ARTICLE XII. HEALTH AND SAFETY**

- 12.1 The Employer agrees to enforce all safety rules and to provide safety equipment and safe working conditions for its employees. Each employee agrees to become familiar with and adhere to all safety rules and to be aware of, know the use of, and properly use all safety equipment furnished to them by the Employer during their working hours. The Employer reserves the right to adopt or revise and enforce such safety rules as it deems necessary for the protection of its employees and property. The Employer agrees that, except in cases of emergency, it will present any proposed new or revised safety rules to the City Safety Committee for review and comment prior to the effective date of such rule.

## **ARTICLE XIII. WAGES**

- 13.1 Wages shall be paid as described in Appendix A of this Agreement.
- 13.2 Progression through the step schedule on the anniversary date each year shall require satisfactory performance as determined by the employer but nothing shall prevent accelerated movement throughout the step schedule at the discretion of the employer.

## **ARTICLE XIV. HOLIDAYS**

- 14.1 Regular full-time employees shall receive 80 hours to be divided equally among the designated holidays throughout the year. The City shall observe the designated holidays by conducting no official business, excluding those departments required to maintain necessary operations. Designated holidays are as follows:
- a. New Year's Day - January 1st
  - b. Martin Luther King Day - 3rd Monday in January
  - c. Washington's & Lincoln's Birthdays - 3rd Monday in February
  - d. Memorial Day - Last Monday in May
  - e. Independence Day - July 4th
  - f. Labor Day - First Monday in September
  - g. Veterans Day - November 11th

- h. Thanksgiving Day - 4th Thursday in November
- i. Day after Thanksgiving Day - 4th Friday in November
- j. Christmas Day - December 25th
- k. Juneteenth, added when legislated by the MN Legislature

14.2 Holidays falling on Sunday shall be observed on the following Monday by those employees working Monday through Friday. Holidays falling on Saturday shall be observed on the preceding Friday by such employees, with the exception of the New Year's Day Holiday, which shall be observed the following Monday or in accordance with the Federal Holiday observance. Depending on work load as determined by the Supervisor, this may be used as a Floating Holiday in the same calendar year. During years in which Christmas Eve falls on a weekday a half (1/2) day shall be observed as a holiday. If Christmas Eve falls on a weekend no holiday shall be observed.

14.3 All regular employees working twenty (20) hours or more a week on a year- round basis are eligible for holidays at their regular rate of pay on a pro rata basis.

14.4 Holiday Pay: An employee scheduled to work on a holiday will be given a choice of two (2) options:

OPTION 1. The employee scheduled to work any of the holidays listed above shall be paid their regular wages, plus time and one-half (1½) his/her regular straight time hourly rate for all hours worked on said holiday.

OPTION 2. The employee scheduled to work any of the holidays listed above shall be paid at the rate of one and one-half (1½) times his/her regular straight time hourly rate for all hours worked on said holiday and shall receive a deferred holiday, paid at a straight time hourly rate, to be taken in a timely manner. All deferred holiday time taken shall be mutually agreeable to both the employee and the Supervisor.

14.5 Holidays occurring during any paid leave, shall not be charged to the time the employee has taken on paid leave.

#### **ARTICLE XV. VACATION**

15.1 Eligibility: Regular, full-time salaried employees and exempt employees who are regularly scheduled to work 40 hours or more per week on a year-round basis shall accrue paid vacation at the regular rate of pay. Only time actually worked while the employee is so classified shall count towards vacation eligibility and benefits.

15.2 Employees regularly scheduled to work less than 30 hours per week and temporary or seasonal employees shall not be eligible for vacation benefits.

15.3 Amount of Vacation Allowed:

Beginning,

1 through 2 consecutive years	3.08 hours per pay period (10 days)
3 thorough 7 consecutive years	4.62 hours per pay period (15 days)
8 through 11 consecutive years	5.54 hours per pay period (18 days)
12 through 15 consecutive years	6.46 hours per pay period (21 days)
16+ years consecutive full-time service	7.39 hours per pay period (24 days)

- 15.3.a Other Terms and Conditions: New employees shall earn vacation benefits from the start of their employment, but may not use vacation until the completion of their probationary period.
- 15.3.b Transferred and promoted employees may utilize accrued vacation time during their probationary period only with the approval of the employee's supervisor. Vacation time accrued by an employee in another office or department shall be transferred with the employee to the new office or department.
- 15.3.c Employees who are on a lay-off or on an authorized leave of absence without pay shall not accrue vacation time during the period of such layoff or authorized leave.
- 15.4 Accrual: An employee may accrue vacation leave to a maximum of 1-1/2 times the vacation leave earned by the employee in the year. Four (4) or more continuous weeks of vacation may be taken only if efficient operation of the department can be continued and must be approved by the City Council.
- 15.5 Requests: On a regular basis, the Supervisor will consult with employees eligible for vacation to determine the vacation schedule for the department. Employees requesting vacation time shall submit such request in writing at least ten (10) days in advance to the Supervisor. If more than one (1) employee in a given area requests vacation time for the same period, requests shall be considered by the Supervisor and vacation shall be granted on the basis of seniority and/or other circumstances surrounding the situation. Requests for vacation time will not be granted if the employee's absence may impair the efficiency of the department.
- 15.5.a Waiving Vacation Period: Employees shall not be permitted to waive vacation time for the purpose of receiving double pay.
- 15.5.b Employees may use accumulated vacation time as an extension of sick leave, provided sick leave benefits have been exhausted, with the approval of the Supervisor.

- 15.6 Terminal Vacation: When an employee has successfully completed his/her probationary period and has given proper notice or when an employee is laid off or retires, he/she shall be paid for vacation time accrued and unused to the date of separation.

## ARTICLE XVI. LEAVES OF ABSENCE

- 16.1 Court and Jury Duty Leave: After notice to the Supervisor an employee shall be granted leave with pay for:

16.1.a Service upon a jury.

16.1.a.1 Appearance before a court, legislative committee or other judicial or quasi-judicial body as a witness in an action involving a federal government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

16.1.a.2 The employee shall turn over to the City any per diem payment received as a result of service on a jury or as a witness in the above listed actions. Money received as expenses shall be kept by the employee.

16.1.a.3 Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the City but as an individual, shall be taken as a deduction from the employee's comp time account or from the employee's vacation account. If these accounts are exhausted this time can be taken as leave of absence without pay with the approval of the Supervisor.

- 16.2. Funeral Leave. In the event of death of a member of the immediate family, funeral leave may be taken for the actual time required, not to exceed three (3) ***paid*** workdays, except with the approval of the department supervisor. However, in the case of a spouse or child, up to forty (40) hours per incident may be granted. "Immediate family" shall mean spouse, children, parents, grandparents, grandchildren, siblings or spouse's immediate family.

16.2.a. Employees may also be granted eight (8) hours within a 12 month period of Funeral Leave to be used for funerals not involving immediate family members with the approval of the Supervisor. These hours are deducted from the sick leave account.

- 16.3. Special Leaves: Regular full-time and exempt employees may be granted a leave of absence without pay for periods not to exceed twelve (12) months. A written application must be submitted to the respective Supervisor. Leaves may be granted at the recommendation of the Supervisor and with the approval of the City



Council. Leave agreements must be in writing and signed by the interested parties.

- 16.4 Probationary employees may be granted leave without pay for periods not to exceed thirty (30) calendar days only in the event of sickness, disability, or death in the family. Written application for such leave shall be supported by evidence as may be required by the Supervisor and the City Council. Extension of leave for probationary employees not to exceed six (6) months, may be granted under the recommendation of the Supervisor, with the approval of the City Council.
- 16.5 All leave without pay shall be subject to cancellation by the Supervisor and the City Council if at any time it is found that the employee is using the leave for purposes other than specified at the time of approval (in this case the employee could also be subject to disciplinary action), or when the interests of the City of Kasson require that said employee return to his/her employment.
- 16.6 Sick leave and vacation leave shall not accumulate during leaves without pay, however, the requesting employee will be required to use any accumulations of comp time, vacation and sick leave used respectively. Medical insurance, if desired to be kept in force by the employee, shall be paid in full by the employee after thirty (30) days. Position restoration will be at Council's discretion
- 16.7 Bone Marrow Donor Leave: Employees may take paid leave, not to exceed 40 hours, and subject to verification, to undergo medical procedures to donate bone marrow.
- 16.8 School Conference and Activity Leave: Employees who have worked for 12 consecutive months preceding the request may take unpaid leave up to 16 hours per year to attend school conferences or classroom activities related to the employee's child, provided the conference or activity cannot be scheduled during non-work hours.
- 16.9 Terminal Leave: (See Terminal Vacation).
- 16.10 Family/Medical Leave of Absence. The Family/Medical Leave of Absence will be administered in accordance with applicable laws.
- 16.11 Military Leave of Absence. Military Leave of Absence will be administered in accordance with applicable laws.
- 16.12 Sick Leave:
  - 16.12.a Eligibility: Regular full-time and exempt employees shall be eligible for sick leave.

- 16.12.b Employees classified as temporary, part-time (less than 20 hours per week) and seasonal will not be eligible for sick leave. Sick leave shall not be granted to an employee during the probationary period of his or her employment, but leave shall accrue from the start of said employment and may be used after the completion of the probationary period.
- 16.12.c When Granted: Sick leave with pay shall be granted for personal illness, medical examination, medical treatment or legal quarantine, for the employee and minor children, or in the case of a work-connected injury.

Per State Statute an employee may use up to 160 hours of sick leave for illness, medical examination, medical treatment or legal quarantine for adult children, spouses, siblings, parents, parent-in-laws, grandchildren, grandparents, and stepparents. This also allows for use of sick time for "safety leave" to provide or receive assistance personally or for listed relatives due to sexual assault, domestic abuse or stalking. However, for these relatives, the leave is limited to 160 hours in any 12-month period. The 160-hour limit does not apply to the employee's stepchild, biological or foster child, either under 18 or under 20 if still attending secondary school.

- 16.12.d Request For: When a request for sick leave is necessary, employees shall notify the Supervisor at the earliest practicable time. Failure to make a diligent effort to give such notice may result in a payroll deduction for the time taken.
- 16.12.e Employees claiming sick leave for more than three (3) consecutive days may be required to file with the Supervisor, competent written evidence that they have been absent as authorized for this purpose. (In the case of a serious illness of self or in the immediate family requiring the employee's attendance see the Family Medical Leave.)
- 16.12.f Accrual: 3.39 hours of earned sick leave shall be granted per pay period. Additions to or deductions from each employee's sick leave account shall be made each pay period. Only days which the employee would normally have worked will be charged against his or her sick leave account. For employees hired before January 1, 1999, unused sick leave shall be allowed to have a maximum accumulation of 1,000 hours. Employees hired on or after January 1, 1999 shall be allowed to have a maximum accumulation of 600 hours of sick leave.
- 16.12.g Exclusions: The following situations are excluded from sick leave benefits:
1. When illness or injury is due to or incurred while in the employ of others.

2. When illness, injury or physical inability results from excessive use of alcohol, or non-prescribed drugs, or abuse of prescribed drugs except as part of the medically accepted treatment program.
3. During an unpaid leave of absence with stated guidelines.
4. When holidays occur during an employee's sick leave.
5. After termination of employment.

16.12.h Policy on Unused Sick Leave: As Described in Appendix C

## **ARTICLE XVII. INSURANCE**

- 17.1 The City agrees to continue during the term of this agreement to provide those insurance benefits that are currently available to all employees covered by this Agreement. That benefit level is: 100% of accidental death and dismemberment, life insurance, short-term and long-term disability insurance; and 90% of single health insurance premium and 80% of family health insurance premium. All new full-time hires are required to enroll in an HSA Health Plan. Furthermore, the city agrees to advise the Union of any changes proposed in the insurance benefits during the term of this agreement.

Effective January 1, 2022, January 1, 2023, and January 1, 2024 the health insurance plan will be the PEIP Advantage Health Plan HSA Compatible Cost Level 4 and the City's contribution towards the VEBA/HSA represents 50% of the out-of-pocket maximum on said plan.

## **ARTICLE XVIII. WORKERS' COMPENSATION SUPPLEMENT**

- 18.1 An employee who is injured in the performance of the employee's job duties and who is eligible to receive Workers' Compensation benefits may at the employee's discretion receive a supplement to the Workers' Compensation benefits as follows:

18.1.a The employee shall retain the Workers' Compensation benefits and shall receive from the EMPLOYER a supplement to be deducted from earned accrued sick leave, earned accrued vacation leave and accrued compensatory time off provided that the employee has such leave available for a period not to exceed ninety (90) days.

18.1.b The amount to be deducted from the employee's earned accrued sick leave, earned accrued vacation leave and accrued compensatory time shall be the difference between the Workers' Compensation benefits and compensation for the employee's normal work day or work week.

18.1.c Under no circumstances shall an employee who receives Workers' Compensation benefits and the supplements noted in 1.a and 1.b receive

compensation which is in excess of the employee's normal work day or normal work week or which exceeds their normal net wages they received at the time of injury, providing all wages and deductions remain the same.

- 18.2 An employee may at the employee's discretion receive the supplement noted in Section 1 and deduct from the employee's earned accrued sick leave, earned accrued vacation leave and accrued compensatory time off until sick leave is exhausted. At such time, the supplement shall cease and the employee shall receive only the Workers' Compensation benefits.

#### **ARTICLE XIX. RESIGNATION**

- 19.1 Two (2) weeks of written prior notice shall constitute proper notice for an employee who is planning to resign in good standing.
- 19.2 Employees who leave without notice as provided herein shall forfeit any accumulated leave time they may have earned and shall be entitled to no other compensation other than the regular salary due on the date last worked.
- 19.3 On the employee's final date of employment, he/she shall be responsible for the surrender of all City property to include keys, uniforms, equipment, clothing, materials, etc., to the Supervisor.
- 19.4 Any absence of an employee from scheduled duty that is not properly reported to and authorized by the Supervisor shall be deemed an absence without leave for which compensation shall not be paid by the City. Unauthorized absence of an employee for three (3) consecutive work days shall be considered by the Supervisor and the City Council as a resignation of such employee.

#### **ARTICLE XX. COOPERATION**

- 20.1 The membership of the Union agree to individually and collectively perform loyal and efficient work and service, and to use their influence and best efforts to protect the property of the Employer and its service to the public at all times. The Employer agrees to cooperate with the Union in its efforts to promote harmony and efficiency among the employees.

#### **ARTICLE XXI. ENTIRE AGREEMENT**

- 21.1 The Agreement constitutes the entire Agreement between the parties, and concludes collective bargaining for its term.
- 21.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area

of collective bargaining and that the understanding and agreement arrived at by the parties alter the exercise of that right and opportunity are set forth in this Agreement. The Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not referred to or covered in this Agreement. However, nothing herein shall prevent the parties from bargaining collectively during the term of this Agreement with respect to any subject not removed by law from a period not covered by this Agreement. Both parties, by mutual agreement, may modify and amend this Agreement, but such modification or amendment must be signed by both parties, and if not, the contract, as written, is binding.

## **ARTICLE XXII. SAVINGS**

- 22.1 If any provision in this Agreement shall be found to be unlawful and unenforceable by reason of any existing or subsequent statute or ordinance or by decision of a court of competent jurisdiction, such provision shall be deemed null and void and of no further effect. However, such provision shall be severable from the remainder of this Agreement, and all other provisions hereof shall continue in full force and effect.

## **ARTICLE XXIII. ESTABLISHMENT OF VEBA WITH HEALTH REIMBURSEMENT ARRANGEMENT FOR ACTIVE EMPLOYEES**

- 24.1 Establishment of VEBA: Effective 01/01/2007, Employer shall adopt the Minnesota Service Cooperatives VEBA Plan and the Employee Benefits Trust Agreement for the benefit of for qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the Trustee and Plan Administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a Voluntary Employees' Beneficiary Association under Section 501(c)(9) of the Internal Revenue Code.
- 24.2 Benefits provided through the VEBA. Employer shall provide the following welfare benefit arrangement through the VEBA Plan:

### **The Health Reimbursement Arrangement for Active Employees.**

- 24.3 Payment of Administrative Fee. Administrative fees allocable to individual accounts of active employees shall be paid by the Employer. Administrative fees allocable to the individual accounts of former employees, including retirees, shall

be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA Plan is terminated.

24.4 Employer Contributions to Health Reimbursement Arrangement for Active Employees:

24.4.a Contributions to the Active Employees' Plan: Employer will make a bi-weekly contribution to individual accounts under the Health Reimbursement Arrangement for Active Employees for qualifying employees who are members of this Collective Bargaining Agreement in accordance with the following schedule:

Half of the deductible based on the employee's choice of single or family insurance

24.5 Alternative Group Health Plan: Employer shall also make available a group Health Savings Account plan. With respect to qualifying employees who are members of this Collective Bargaining Agreement, Employer shall contribute an amount not to exceed 90% towards the monthly premium cost for single group health coverage, and 80% towards the monthly premium cost for family group health coverage. VEBA or HSA participation shall be mandatory for all full time employees.

**ARTICLE XXIV. DURATION**

23.1 This AGREEMENT shall be effective as of January 1, 2022 and shall remain in full force and effect until December 31, 2024.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this day of \_\_, 2020.

City of Kasson

MNPEA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Business Agent

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

\_\_\_\_\_  
Steward

\_\_\_\_\_  
Steward

## **APPENDIX A. WAGE RATES**

- A. Position wages shall comply with the City Council adopted pay scale and shall comply with state mandated pay equity requirements commensurate with positions. Effective January 1, 2022, a general wage increase of 5% shall be applied. Effective January 1, 2023, a general wage increase of 3% shall be applied. Effective January 1, 2024, a general wage increase of 1.5% shall apply.

## APPENDIX B

### SENIORITY CHART BARGAINING UNIT CLASSIFICATIONS CITY OF KASSON

EMPLOYEE	START DATE	BARGAINING UNIT DATE	CLASSIFICATION DATE	CLASSIFICATION
Amy Handevidt	12/13/21	12/27/21	12/13/21	EMS Admin Asst
Jan Naig	7/13/97	11/13/97	11/13/97	Deputy Clerk
Cassie Sullivan	2/6/17	12/6/17	12/6/17	Utility Billing Specialist
Nancy Zaworski	8/13/07	8/13/07	8/13/07	Finance Director



## **APPENDIX C POLICY ON UNUSED SICK LEAVE**

When an employee leaves employment with the City of Kasson and meets the minimum requirements of this program as outlined below, he/she shall be eligible to participate in a post-employment insurance program provided by the City of Kasson.

**A. Employee has completed:**

1. Ten (10) to fourteen (14) years of employment with the City of Kasson and;
2. Has between three hundred (300) and four hundred (400) hours of sick leave. Accumulated as of their last day of employment

This employee shall have the first 300 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (base 300 hours) will be equal to one-half ( $\frac{1}{2}$ ) of the hours at the time of qualifications multiplied by the employee's hourly rate of pay at the time of qualification.

The hours accumulated in excess of 300, up to 600 hours shall be converted on a 4 to 1 formula. The dollar value of accumulated sick leave hours in excess of the 300 base hours shall be equal to one-fourth ( $\frac{1}{4}$ ) of the hours at the time of qualifications, multiplied by the employee's hourly rate of pay at the time of qualification.

The total dollars available based on the formulas as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses.

**B. Employee has completed:**

1. Fifteen (15) to nineteen (19) years of employment with the City of Kasson and;
2. Has between four hundred and five hundred hours of sick leave accumulated as of their last day of employment.

This employee shall have the first 450 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (based 450 hours) shall be equal to one-half ( $\frac{1}{2}$ ) of the hours of the time of qualifications, multiplied by the employee's hourly rate of pay at the time of qualifications.

The hours accumulated in excess of 450, up to 600 hours shall be calculated on a hour for hour (1-1) formula. The dollar value of accumulated sick leave hours in excess of 450 base hours shall be equal to

each hour (1-1) at the time of qualification, multiplied by the employee's hourly rate of pay at the time of qualification.

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses.

C. Employee has completed:

1. Twenty (20) or more years of employment with the City of Kasson, and;
2. Has between five hundred (500) and six hundred (600) hours of sick leave and accumulated as of their last day of employment:

This employee shall have the first 450 hours accumulated converted on a hour for hour (1-1) formula. The dollar value of accumulated sick leave hours (the first 450 hours) shall be equal to the hours multiplied by the employee's hourly rate of pay at the time of qualification.

The hours accumulated in excess of 450, up to 600 hours shall be converted on a two to one (2-1) formula. The dollar value of accumulated sick leave hours in excess of 450 hours shall be equal to one-half ( $\frac{1}{2}$ ) of the hours at the time of qualification, multiplied by the employee's hourly rate of pay at the time of qualification.

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses.

- D. Employees who do not meet the minimum number of accumulated hours in the program: 00 - 400 hours for 10 - 14 years; 400 - 500 hours for 15 - 19 years; 500 - 600 hours for 20 or more years, shall not be eligible to receive any payment for unused sick leave.
- E. All monies earned as a result of this unused sick leave program must be used to pay medical related expenses per the program provided by the City of Kasson. No monies shall be paid directly to the qualified employee.

## **469.1813 ABATEMENT AUTHORITY.**

### **Subdivision 1. Authority.**

The governing body of a political subdivision may grant a current or prospective abatement, by contract or otherwise, of the taxes imposed by the political subdivision on a parcel of property, which may include personal property and machinery, or defer the payments of the taxes and abate the interest and penalty that otherwise would apply, if:

(1) it expects the benefits to the political subdivision of the proposed abatement agreement to at least equal the costs to the political subdivision of the proposed agreement or intends the abatement to phase in a property tax increase, as provided in clause (2)(vii); and

(2) it finds that doing so is in the public interest because it will:

(i) increase or preserve tax base;

(ii) provide employment opportunities in the political subdivision;

(iii) provide or help acquire or construct public facilities;

(iv) help redevelop or renew blighted areas;

(v) help provide access to services for residents of the political subdivision;

(vi) finance or provide public infrastructure;

(vii) phase in a property tax increase on the parcel resulting from an increase of 50 percent or more in one year on the estimated market value of the parcel, other than increase attributable to improvement of the parcel; or

(viii) stabilize the tax base through equalization of property tax revenues for a specified period of time with respect to a taxpayer whose real and personal property is subject to valuation under Minnesota Rules, chapter 8100.

### **Subd. 1a. Use of term.**

As used in this section and sections [469.1814](#) and [469.1815](#), "abatement" includes a deferral of taxes with abatement of interest and penalties unless the context indicates otherwise.

### **Subd. 2. Abatement resolution.**

(a) The governing body of a political subdivision may grant an abatement only by adopting an abatement resolution, specifying the terms of the abatement. In the case of a town, the board of supervisors may approve the abatement resolution. The resolution must also include a specific statement as to the nature and extent of the public benefits which the governing body expects to result from the agreement. The resolution may provide that the political subdivision will retain or transfer to another political subdivision the abatement to pay for all or part of the cost of acquisition or improvement of public infrastructure, whether or not located on or adjacent to the parcel for which the tax is abated. The abatement may reduce all or part of the property tax amount for the political subdivision on the parcel. A political subdivision's maximum annual amount for a parcel equals its total local tax rate multiplied by the total net tax capacity of the parcel.

(b) The political subdivision may limit the abatement:

- (1) to a specific dollar amount per year or in total;
  - (2) to the increase in property taxes resulting from improvement of the property;
  - (3) to the increases in property taxes resulting from increases in the market value or tax capacity of the property;
  - (4) in any other manner the governing body of the subdivision determines is appropriate; or
  - (5) to the interest and penalty that would otherwise be due on taxes that are deferred.
- (c) The political subdivision may not abate tax attributable to the areawide tax under chapter 276A or 473F, except as provided in this subdivision.

**Subd. 3.School district abatements.**

An abatement granted under this section is not an abatement for purposes of state aid or local levy under sections [127A.40](#) to [127A.51](#).

**Subd. 4.Property located in tax increment financing districts.**

The governing body of a political subdivision may not enter into a property tax abatement agreement under sections [469.1812](#) to [469.1815](#) that provides for abatement of taxes on a parcel, if the abatement will occur while the parcel is located in a tax increment financing district.

**Subd. 5.Notice and public hearing.**

(a) The governing body of the political subdivision may approve an abatement under sections [469.1812](#) to [469.1815](#) only after holding a public hearing on the abatement.

(b) Notice of the hearing must be published in a newspaper of general circulation in the political subdivision at least once more than ten days but less than 30 days before the hearing. The newspaper must be one of general interest and readership in the community, and not one of limited subject matter. The newspaper must be published at least once per week. The notice must indicate that the governing body will consider granting a property tax abatement, identify the property or properties for which an abatement is under consideration, and the total estimated amount of the abatement.

**Subd. 6.Duration limit.**

(a) A political subdivision may grant an abatement for a period no longer than 15 years, except as provided under paragraph (b). The abatement period commences in the first year in which the abatement granted is either paid or retained in accordance with section [469.1815](#), subdivision 2. The subdivision may specify in the abatement resolution a shorter duration. If the resolution does not specify a period of time, the abatement is for eight years. If an abatement has been granted to a parcel of property and the period of the abatement has expired, the political subdivision that granted the abatement may not grant another abatement for eight years after the expiration of the first abatement. This prohibition does not apply to improvements added after and not subject to the first abatement. Economic abatement agreements for real and personal property subject to valuation under Minnesota Rules, chapter 8100, are not subject to this prohibition and may be granted successively.

(b) A political subdivision proposing to abate taxes for a parcel may request, in writing, that the other political subdivisions in which the parcel is located grant an abatement for the property. If one of the other political subdivisions declines, in writing, to grant an abatement or if 90 days pass after receipt of the request to grant an abatement without a written response from one of the political subdivisions, the duration limit for an abatement for the parcel by the requesting political subdivision and any other participating political subdivision is increased to 20 years. If the political subdivision which declined to grant an abatement later grants an abatement for the parcel, the 20-year duration limit is reduced by one year for each year that the declining political subdivision grants an abatement for the parcel during the period of the abatement granted by the requesting political subdivision. The duration limit may not be reduced below the limit under paragraph (a).

**Subd. 6a. Deferment payment schedule.**

When the tax is deferred and the interest and penalty abated, the political subdivision must set a schedule for repayments. The deferred payment must be included with the current taxes due and payable in the years the deferred payments are due and payable and must be levied accordingly.

**Subd. 6b. Extended duration limit; utilities.**

Notwithstanding the provisions of subdivision 6, a political subdivision may grant an abatement for a period of up to 20 years, if the abatement is for a taxpayer whose real and personal property is subject to valuation under Minnesota Rules, chapter 8100.

**Subd. 7. Review and modification of abatements.**

The political subdivision may provide in the abatement resolution that the abatement may not be modified or changed during its term. If the abatement resolution does not provide that the abatement may not be modified or changed, the governing body of the political subdivision may review and modify the abatement every second year after it was approved.

**Subd. 8. Limitation on abatements.**

In any year, the total amount of property taxes abated by a political subdivision under this section may not exceed (1) ten percent of the net tax capacity of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater. The limit under this subdivision does not apply to:

- (i) an uncollected abatement from a prior year that is added to the abatement levy; or
- (ii) a taxpayer whose real and personal property is subject to valuation under Minnesota Rules, chapter 8100.

**Subd. 9. Consent of property owner not required.**

A political subdivision may abate the taxes on a parcel under sections [469.1812](#) to [469.1815](#) without obtaining the consent of the property owner. This subdivision does not apply to abatements granted to a taxpayer whose real and personal property is valued under Minnesota Rules, chapter 8100.

## EXHIBIT A

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Kasson, Minnesota (the "City") will meet at 6:00 p.m. on Wednesday, February 23<sup>rd</sup>, 2022 at City Hall, 401 - 5<sup>th</sup> Street SE, Kasson, Minnesota, to conduct a public hearing to consider granting a property tax abatement under Minnesota Statutes, Sections 469.1812 to 469.1815, to assist the construction of a new residential facility, specifically a 47 unit apartment complex in the City (the "Property"). The Property is described as follows:

Tax Parcel No. 240322200

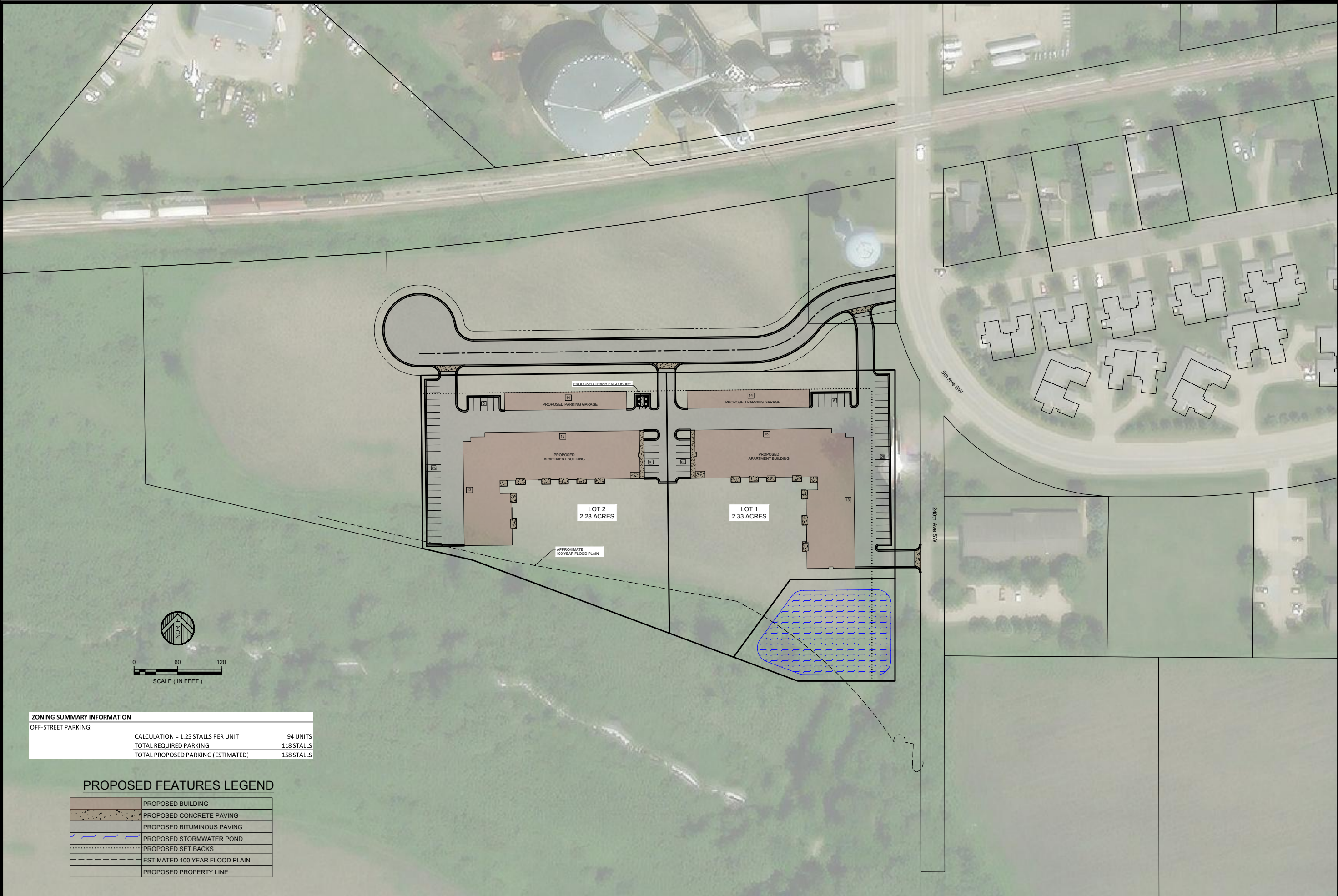
The tax abatement to be collected by the City shall not exceed a period of eight (8) years. The annual amount of the abatement shall be limited with the annual cap of \$55,000 and the total 8-year cap of \$440,000.

A draft copy of the abatement resolution containing the terms of the abatement will be on file at City Hall and available for public inspection on and after the date of this notice. Any person wishing to express an opinion on the matters to be considered at the public hearing will be heard orally or in writing.

Dated: February 2, 2022

/s/ Linda Rappe  
City Clerk





ZONING SUMMARY INFORMATION		
OFF-STREET PARKING:	CALCULATION = 1.25 STALLS PER UNIT	94 UNITS
	TOTAL REQUIRED PARKING	118 STALLS
	TOTAL PROPOSED PARKING (ESTIMATED)	158 STALLS

PROPOSED FEATURES LEGEND

	PROPOSED BUILDING
	PROPOSED CONCRETE PAVING
	PROPOSED BITUMINOUS PAVING
	PROPOSED STORMWATER POND
	PROPOSED SET BACKS
	ESTIMATED 100 YEAR FLOOD PLAIN
	PROPOSED PROPERTY LINE

SHEET NO.										HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR RESPONSE WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ##### UNDER THE LAWS OF THE STATE OF #####.																					
KASSON APARTMENTS HAMILTON REAL ESTATE KASSON MN SITE CONCEPT																				DATE:		JANUARY 2022		REV#		REVISIONS DESCRIPTION		BY			
																				SCALE:		AS SHOWN									
																				DRAWN BY:		DJB									
																				CHECKED BY:		CNB									
JOB NUMBER:										TBD								DATE: #####		LIC. NO. #####											

Cash and Investment Summary    Draft  
Dec-21

	1010	1011	1040	1041-2	TOTAL
	CASH	CASH- Debt Service	Investments	Money Markets	
101 General Fund	1,306,270		2,429,452	510	3,736,232
210 STABILIZATION FUND	485,520		174,000	-	659,520
211 Library Fund	221,434		91,500	-	312,934
213 ARPA	365,282				365,282
219 Tax Abatement	(180,000)				(180,000)
225 EDA MIF FUND	159,973		-	-	159,973
226 EDA RLF	79,999				79,999
246 Vail	-				-
247 Assisted Living	-				-
248 Downtown	-				-
249 TIF	160,307				160,307
290 Economic Development	81,656		-		81,656
382 16th St NE	89,474				89,474
385 Aquatic Center	217,367		75,000	-	292,367
386 Fire Truck and Equipment	111,233				111,233
389 Oppidan Assessment	53,055				53,055
391 Oppidan/Folkestad TIF	10,555		-	-	10,555
392 GO Refunding 2015A	210,987		150,375		361,362
393 2017 Street Assessment Project	236,902		424,231	-	661,134
401 Permanent Revolving Impr Fund	39,413		1,013,193	-	1,052,606
424 Hwy 57	(644,984)			-	(644,984)
425 SRTS	26,409				26,409
426 16th St NW	(138,079)				(138,079)
428 Gas ROW Fees	75,811				75,811
429 Parks Projects	131,500	-			131,500
601 Water Fund	495,558	171,450	747,137	-	1,414,146
602 Sewer Fund	892,223	193,611	1,441,458	-	2,527,292
604 Electric Fund	587,821	46,053	5,166,077	1,578	5,801,529
605 Storm Water	287,042	120,621	232,274	-	639,936
606 ICE ARENA	73,075		-	-	73,075
609 Liquor Fund	189,925		800,031	-	989,957
610 Maple Grove Cemetery	16,399		58,231	-	74,631
875 Community Policing Fund	9,065		-		9,065
877 Festival in Park Fund	21,202				21,202
	5,672,395	531,736	12,802,959	2,088	19,009,179



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CITY OF KASSON  
Income Statement by Department  
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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Revenue						
Government Wide						
3101 CURRENT AD VALOREM TAXES	1,055,830.39	128.47	2,381,662.66	48.41	2,362,832.00	18,830.66
3107 ABATEMENT LEVY	4,098.50	0.50	8,197.00	0.17	25,897.00	-17,700.00
3210 BUSINESS LICENSES/PERMITS	609.70	0.07	9,447.95	0.19	13,500.00	-4,052.05
3341 LOCAL GOVERNMENT AID	605,580.00	73.68	1,211,160.00	24.62	1,011,000.00	200,160.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		3,869.00	-3,869.00
3410 CHARGES FOR SERVICES	1,149.77	0.14	1,167.02	0.02	1,500.00	-332.98
3415 CITY HALL RENT	0.00		0.00		100.00	-100.00
3612 SPECIAL ASSESSMT-PENALTY/	131.02	0.02	466.64	0.01	0.00	466.64
3621 INTEREST EARNED	-18,130.57	-2.21	-3,925.37	-0.08	10,000.00	-13,925.37
3622 RENTS AND ROYALTIES	1,381.00	0.17	14,022.00	0.28	3,000.00	11,022.00
3623 CONTR/DONATION FROM PRIVA	0.00		5,000.00	0.10	0.00	5,000.00
3624 MISC REVENUE - REFUNDS	598.17	0.07	21,702.64	0.44	1,500.00	20,202.64
3626 MONEY MARKET INTEREST	11.32		15.86		0.00	15.86
3911 SALES OF FIXED ASSETS	3,958.50	0.48	4,458.50	0.09	0.00	4,458.50
3921 TRANSFER FROM OTHER FUNDS	199,000.00	24.21	199,000.00	4.04	16,000.00	183,000.00
Total Department	1,854,217.80	225.61	3,852,374.90	78.30	3,449,198.00	403,176.90
Planning and Zoning						
3413 ZONING/SUBDIVISION FEES	0.00		12,583.32	0.26	3,000.00	9,583.32
3624 MISC REVENUE - REFUNDS	525.00	0.06	8,300.00	0.17	5,000.00	3,300.00
Total Department	525.00	0.06	20,883.32	0.42	8,000.00	12,883.32
Cable TV						
3495 FRANCHISE ROW USE	36,050.41	4.39	141,663.57	2.88	65,000.00	76,663.57
Total Department	36,050.41	4.39	141,663.57	2.88	65,000.00	76,663.57
Police						
3345 POLICE/FIRE STATE AIDS	0.00		78,136.84	1.59	70,000.00	8,136.84
3347 OTHER FEDERAL GRANT	0.00		555.39	0.01	0.00	555.39
3349 MISCELLANEOUS STATE GRANT	0.00		8,242.95	0.17	9,000.00	-757.05
3369 OTHER COUNTY GRANT	0.00		67,283.46	1.37	62,600.00	4,683.46
3420 PUBLIC SAFETY	14.97		211.41		200.00	11.41
3511 COURT FINES	1,420.28	0.17	19,878.52	0.40	18,000.00	1,878.52
3624 MISC REVENUE - REFUNDS	525.00	0.06	4,076.05	0.08	4,000.00	76.05
Total Department	1,960.25	0.24	178,384.62	3.63	163,800.00	14,584.62
Fire						
3101 CURRENT AD VALOREM TAXES	210.50	0.03	421.00	0.01	421.00	0.00
3340 STATE GRANTS & AIDS	3,000.00	0.37	3,000.00	0.06	0.00	3,000.00
3346 STATE FIRE AID	0.00		48,730.36	0.99	43,000.00	5,730.36
3349 MISCELLANEOUS STATE GRANT	0.00		10,306.44	0.21	7,000.00	3,306.44
3421 Fire Contracts	0.00		36,670.83	0.75	36,470.00	200.83

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CITY OF KASSON  
Income Statement by Department  
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101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	
3422 SPECIAL FIRE PROTECTION S	412.50	0.05	25,954.00	0.53	20,000.00	5,954.00
3623 CONTR/DONATION FROM PRIVA	12,500.00	1.52	27,500.00	0.56	0.00	27,500.00
3624 MISC REVENUE - REFUNDS	240.00	0.03	2,183.00	0.04	0.00	2,183.00
3911 SALES OF FIXED ASSETS	0.00		38,657.00	0.79	0.00	38,657.00
<b>Total Department</b>	<b>16,363.00</b>	<b>1.99</b>	<b>193,422.63</b>	<b>3.93</b>	<b>106,891.00</b>	<b>86,531.63</b>
Building Inspection						
3220 NON-BUSINESS LICENSES & P	10,511.40	1.28	148,941.52	3.03	70,000.00	78,941.52
3414 PLAN CHECK FEES	6,033.55	0.73	65,279.10	1.33	34,000.00	31,279.10
3416 MECHANICAL INSPECTION FEE	1,190.00	0.14	9,853.00	0.20	6,000.00	3,853.00
3417 PLUMBING INSPECTION FEES	660.00	0.08	4,980.00	0.10	2,500.00	2,480.00
<b>Total Department</b>	<b>18,394.95</b>	<b>2.24</b>	<b>229,053.62</b>	<b>4.66</b>	<b>112,500.00</b>	<b>116,553.62</b>
Animal Control						
3220 NON-BUSINESS LICENSES & P	250.00	0.03	1,200.00	0.02	1,700.00	-500.00
<b>Total Department</b>	<b>250.00</b>	<b>0.03</b>	<b>1,200.00</b>	<b>0.02</b>	<b>1,700.00</b>	<b>-500.00</b>
Highways, Streets, Roadways						
3364 COUNTY MUNICIPAL STATE AI	0.00		72,987.00	1.48	88,640.00	-15,653.00
3624 MISC REVENUE - REFUNDS	0.00		60.00		0.00	60.00
3911 SALES OF FIXED ASSETS	0.00		25,000.00	0.51	0.00	25,000.00
<b>Total Department</b>			<b>98,047.00</b>	<b>1.99</b>	<b>88,640.00</b>	<b>9,407.00</b>
Street Lighting						
3921 TRANSFER FROM OTHER FUNDS	65,000.00	7.91	65,000.00	1.32	65,000.00	0.00
<b>Total Department</b>	<b>65,000.00</b>	<b>7.91</b>	<b>65,000.00</b>	<b>1.32</b>	<b>65,000.00</b>	
Emer Mgmt/Health						
3624 MISC REVENUE - REFUNDS	0.00		6,018.00	0.12	0.00	6,018.00
<b>Total Department</b>			<b>6,018.00</b>	<b>0.12</b>		<b>6,018.00</b>
Parks and Recreation						
3622 RENTS AND ROYALTIES	-111.75	-0.01	3,185.88	0.06	2,000.00	1,185.88
<b>Total Department</b>	<b>-111.75</b>	<b>-0.01</b>	<b>3,185.88</b>	<b>0.06</b>	<b>2,000.00</b>	<b>1,185.88</b>
Swimming Pool						
3472 SWIMMING POOL FEES DAILY	0.00		121,772.11	2.48	101,000.00	20,772.11
3474 CONCESSIONS	0.00		49,891.32	1.01	46,000.00	3,891.32
3475 LESSONS	0.00		22,185.00	0.45	22,000.00	185.00
3478 FACILITY RENTAL	0.00		7,160.83	0.15	2,500.00	4,660.83
3480 SWIM PASSES	0.00		67,953.40	1.38	70,000.00	-2,046.60
3481 TINY TOTS	0.00		1,600.00	0.03	0.00	1,600.00

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CITY OF KASSON  
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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
3482 SWIM TEAM	0.00		2,766.01	0.06	1,500.00	1,266.01
3794 CASH OVER	0.00		-1,326.14	-0.03	0.00	-1,326.14
<b>Total Department</b>			<b>272,002.53</b>	<b>5.53</b>	<b>243,000.00</b>	<b>29,002.53</b>
Other Recreational Facilities						
3471 OTHER ORGANIZED ACTIVITIE	0.00		25.00		0.00	25.00
3473 PLAYGROUND FEES	0.00		209.55		500.00	-290.45
3479 SOFTBALL FEES	0.00		2,374.82	0.05	2,600.00	-225.18
<b>Total Department</b>			<b>2,609.37</b>	<b>0.05</b>	<b>3,100.00</b>	<b>-490.63</b>
Park Areas						
3349 MISCELLANEOUS STATE GRANT	82,217.96	10.00	82,217.96	1.67	0.00	82,217.96
3470 PARKLAND FEES	0.00		73,595.50	1.50	0.00	73,595.50
3474 CONCESSIONS	0.00		0.00		2,000.00	-2,000.00
3623 CONTR/DONATION FROM PRIVA	27,000.00	3.29	181,154.84	3.68	0.00	181,154.84
3624 MISC REVENUE - REFUNDS	375.00	0.05	435.00	0.01	0.00	435.00
3911 SALES OF FIXED ASSETS	0.00		15,105.00	0.31	0.00	15,105.00
<b>Total Department</b>	<b>109,592.96</b>	<b>13.33</b>	<b>352,508.30</b>	<b>7.16</b>	<b>2,000.00</b>	<b>350,508.30</b>
<b>Total Revenue</b>	<b>2,102,242.62</b>	<b>100.00</b>	<b>5,416,353.74</b>	<b>100.00</b>	<b>4,310,829.00</b>	<b>1,105,524.74</b>
Expenses						
Council						
Council						
101 FULL-TIME EMPLOYEES - REGULAR	6,829.88	0.83	30,925.75	0.63	31,750.00	824.25
102 FULL-TIME EMPLOYEES - OVERTIME	123.52	0.02	334.01	0.01	0.00	-334.01
121 EMPLOYER PERA CONTRIBUTIONS	249.82	0.03	1,647.14	0.03	1,626.00	-21.14
122 EMPLOYER FICA CONTRIBUTIONS	415.25	0.05	1,800.01	0.04	1,969.00	168.99
123 EMPLOYER MEDICARE CONTRIBUTION	97.08	0.01	420.88	0.01	460.00	39.12
130 EMPLOYER PAID INSURANCE	444.40	0.05	5,430.07	0.11	5,400.00	-30.07
150 WORKER'S COMPENSATION	0.00		91.65		285.00	193.35
160 LIABILITY INSURANCE	-757.13	-0.09	3,461.51	0.07	4,000.00	538.49
210 OPERATING SUPPLIES	0.00		305.89	0.01	150.00	-155.89
304 LEGAL FEES	1,841.50	0.22	22,125.50	0.45	9,000.00	-13,125.50
333 STAFF MEETINGS & CONFERENCES	284.12	0.03	415.16	0.01	2,000.00	1,584.84
334 MEMBERSHIP DUES AND FEES	0.00		3,584.00	0.07	4,500.00	916.00
351 LEGAL NOTICES PUBLISHING	180.18	0.02	257.40	0.01	400.00	142.60
352 GENERAL NOTICE/PUBLIC INFO	0.00		403.26	0.01	500.00	96.74
430 OTHER SERVICE/CHARGES-MISC.	60.18	0.01	29,591.96	0.60	15,000.00	-14,591.96
440 PROFESSIONAL SERVICES	3,458.75	0.42	5,602.60	0.11	0.00	-5,602.60
<b>Account Total</b>	<b>13,227.55</b>	<b>1.61</b>	<b>106,396.79</b>	<b>2.16</b>	<b>77,040.00</b>	<b>-29,356.79</b>
<b>Total Department</b>	<b>13,227.55</b>	<b>1.61</b>	<b>106,396.79</b>	<b>2.16</b>	<b>77,040.00</b>	<b>-29,356.79</b>

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CITY OF KASSON  
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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Ordinances and Proceedings						
Ordinances and Proceedings						
353 ORDINANCE PUBLICATION	0.00		789.36	0.02	500.00	-289.36
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,889.40	0.04	2,500.00	610.60
Account Total			2,678.76	0.05	3,000.00	321.24
Total Department			2,678.76	0.05	3,000.00	321.24
Mayor						
Mayor						
101 FULL-TIME EMPLOYEES - REGULAR	1,921.50	0.23	3,762.50	0.08	4,800.00	1,037.50
122 EMPLOYER FICA CONTRIBUTIONS	119.13	0.01	233.26		297.00	63.74
123 EMPLOYER MEDICARE CONTRIBUTION	27.86		54.57		70.00	15.43
Account Total	2,068.49	0.25	4,050.33	0.08	5,167.00	1,116.67
Total Department	2,068.49	0.25	4,050.33	0.08	5,167.00	1,116.67
City Administration						
City Administration						
101 FULL-TIME EMPLOYEES - REGULAR	10,727.19	1.31	130,212.50	2.65	131,000.00	787.50
102 FULL-TIME EMPLOYEES - OVERTIME	98.82	0.01	266.83	0.01	0.00	-266.83
121 EMPLOYER PERA CONTRIBUTIONS	762.37	0.09	9,735.69	0.20	9,826.00	90.31
122 EMPLOYER FICA CONTRIBUTIONS	594.18	0.07	7,672.86	0.16	8,122.00	449.14
123 EMPLOYER MEDICARE CONTRIBUTION	138.99	0.02	1,794.59	0.04	1,900.00	105.41
130 EMPLOYER PAID INSURANCE	2,212.78	0.27	26,753.67	0.54	26,500.00	-253.67
150 WORKER'S COMPENSATION	0.00		949.69	0.02	990.00	40.31
160 LIABILITY INSURANCE	0.00		86.56		91.00	4.44
210 OPERATING SUPPLIES	408.97	0.05	4,189.37	0.09	4,000.00	-189.37
216 PERIODICALS	0.00		0.00		220.00	220.00
220 REPAIR/MAINTENANCE SUPPLIES	117.76	0.01	430.11	0.01	1,000.00	569.89
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,500.00	3,500.00
321 TELEPHONE	514.51	0.06	7,421.42	0.15	7,500.00	78.58
325 COMMUNICATION-OTHER	0.00		1,270.00	0.03	2,400.00	1,130.00
331 TRAVEL/MILEAGE	513.49	0.06	758.77	0.02	800.00	41.23
332 ADMINISTRATOR MEETINGS &	0.00		751.76	0.02	2,500.00	1,748.24
333 STAFF MEETINGS & CONFERENCES	56.99	0.01	1,963.20	0.04	4,000.00	2,036.80
334 MEMBERSHIP DUES AND FEES	0.00		4,734.00	0.10	6,000.00	1,266.00
343 OTHER ADVERTISING	15.40		184.80		1,000.00	815.20
360 INSURANCE	-814.45	-0.10	2,895.31	0.06	3,800.00	904.69
380 UTILITY SERVICES	0.00		0.00		1,000.00	1,000.00
400 REPAIRS & MAINTENANCE	0.00		157.50		500.00	342.50
430 OTHER SERVICE/CHARGES-MISC.	-14.97		84.78		900.00	815.22
440 PROFESSIONAL SERVICES	224.05	0.03	5,097.60	0.10	3,000.00	-2,097.60
Account Total	15,556.08	1.89	207,411.01	4.22	220,549.00	13,137.99
Total Department	15,556.08	1.89	207,411.01	4.22	220,549.00	13,137.99
Elections						
Elections						
101 FULL-TIME EMPLOYEES - REGULAR	279.57	0.03	3,440.51	0.07	3,500.00	59.49
102 FULL-TIME EMPLOYEES - OVERTIME	24.70		67.18		0.00	-67.18
121 EMPLOYER PERA CONTRIBUTIONS	21.60		261.83	0.01	263.00	1.17
122 EMPLOYER FICA CONTRIBUTIONS	15.70		189.86		217.00	27.14
123 EMPLOYER MEDICARE CONTRIBUTION	3.68		44.49		50.00	5.51
130 EMPLOYER PAID INSURANCE	88.87	0.01	1,086.39	0.02	1,100.00	13.61

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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Account Total						
	434.12	0.05	5,090.26	0.10	5,130.00	39.74
<b>Total Department</b>	<b>434.12</b>	<b>0.05</b>	<b>5,090.26</b>	<b>0.10</b>	<b>5,130.00</b>	<b>39.74</b>
Accounting						
Accounting						
301 AUDITING/ACCOUNTING	0.00		4,440.00	0.09	4,700.00	260.00
351 LEGAL NOTICES PUBLISHING	68.64	0.01	1,137.83	0.02	1,600.00	462.17
Account Total						
	68.64	0.01	5,577.83	0.11	6,300.00	722.17
<b>Total Department</b>	<b>68.64</b>	<b>0.01</b>	<b>5,577.83</b>	<b>0.11</b>	<b>6,300.00</b>	<b>722.17</b>
Assessing						
Assessing						
305 ASSESSING FEES	0.00		31,635.00	0.64	32,400.00	765.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		300.00	300.00
Account Total						
			31,635.00	0.64	32,700.00	1,065.00
<b>Total Department</b>			<b>31,635.00</b>	<b>0.64</b>	<b>32,700.00</b>	<b>1,065.00</b>
Law-Legal Services						
Law-Legal Services						
304 LEGAL FEES	5,156.83	0.63	32,927.33	0.67	30,000.00	-2,927.33
Account Total						
	5,156.83	0.63	32,927.33	0.67	30,000.00	-2,927.33
<b>Total Department</b>	<b>5,156.83</b>	<b>0.63</b>	<b>32,927.33</b>	<b>0.67</b>	<b>30,000.00</b>	<b>-2,927.33</b>
Planning and Zoning						
Planning & Zoning						
101 FULL-TIME EMPLOYEES - REGULAR	570.71	0.07	6,432.82	0.13	36,500.00	30,067.18
121 EMPLOYER PERA CONTRIBUTIONS	39.82		479.59	0.01	2,738.00	2,258.41
122 EMPLOYER FICA CONTRIBUTIONS	31.54		366.15	0.01	2,263.00	1,896.85
123 EMPLOYER MEDICARE CONTRIBUTION	7.38		85.60		529.00	443.40
130 EMPLOYER PAID INSURANCE	121.12	0.01	1,475.18	0.03	4,900.00	3,424.82
150 WORKER'S COMPENSATION	0.00		307.40	0.01	50.00	-257.40
210 OPERATING SUPPLIES	59.84	0.01	296.88	0.01	500.00	203.12
304 LEGAL FEES	1,536.50	0.19	9,487.00	0.19	12,000.00	2,513.00
321 TELEPHONE	22.31		270.24	0.01	250.00	-20.24
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		2,000.00	2,000.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		1,500.00	1,500.00
351 LEGAL NOTICES PUBLISHING	0.00		870.87	0.02	1,000.00	129.13
360 INSURANCE	-682.59	-0.08	3,261.81	0.07	3,000.00	-261.81
430 OTHER SERVICE/CHARGES-MISC.	-358.16	-0.04	-46.04		0.00	46.04
440 PROFESSIONAL SERVICES	10,871.65	1.32	35,983.74	0.73	2,000.00	-33,983.74
Account Total						
	12,220.12	1.49	59,271.24	1.20	69,230.00	9,958.76
<b>Total Department</b>	<b>12,220.12</b>	<b>1.49</b>	<b>59,271.24</b>	<b>1.20</b>	<b>69,230.00</b>	<b>9,958.76</b>
Data Processing						
Data Processing						
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
309 EDP, SOFTWARE & DESIGN	52.00	0.01	8,863.53	0.18	4,500.00	-4,363.53
370 MAINTENANCE/SUPPORT FEES	0.00		2,629.40	0.05	8,000.00	5,370.60
400 REPAIRS & MAINTENANCE	27.50		944.00	0.02	1,000.00	56.00
440 PROFESSIONAL SERVICES	0.00		0.00		1,000.00	1,000.00
Account Total						
	79.50	0.01	12,436.93	0.25	15,500.00	3,063.07
<b>Total Department</b>	<b>79.50</b>	<b>0.01</b>	<b>12,436.93</b>	<b>0.25</b>	<b>15,500.00</b>	<b>3,063.07</b>

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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
General Govt Building						
General Govt Buildings						
103 PART-TIME EMPLOYEES	147.21	0.02	2,886.61	0.06	3,300.00	413.39
121 EMPLOYER PERA CONTRIBUTIONS	12.23		217.64		247.00	29.36
122 EMPLOYER FICA CONTRIBUTIONS	9.80		173.87		205.00	31.13
123 EMPLOYER MEDICARE CONTRIBUTION	2.29		40.65		48.00	7.35
150 WORKER'S COMPENSATION	0.00		222.82		220.00	-2.82
210 OPERATING SUPPLIES	0.00		514.61	0.01	300.00	-214.61
220 REPAIR/MAINTENANCE SUPPLIES	0.00		102.36		250.00	147.64
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
360 INSURANCE	-101.96	-0.01	337.88	0.01	500.00	162.12
380 UTILITY SERVICES	1,456.60	0.18	6,755.56	0.14	6,800.00	44.44
400 REPAIRS & MAINTENANCE	1,675.00	0.20	4,845.65	0.10	2,000.00	-2,845.65
410 RENTALS	79.19	0.01	332.26	0.01	700.00	367.74
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		300.00	300.00
440 PROFESSIONAL SERVICES	0.00		500.00	0.01	0.00	-500.00
Account Total						
	3,280.36	0.40	16,929.91	0.34	15,370.00	-1,559.91
Total Department	3,280.36	0.40	16,929.91	0.34	15,370.00	-1,559.91
General Engineering						
General Engineering						
303 ENGINEERING FEES	2,401.00	0.29	24,426.80	0.50	25,000.00	573.20
304 LEGAL FEES	290.00	0.04	290.00	0.01	0.00	-290.00
Account Total						
	2,691.00	0.33	24,716.80	0.50	25,000.00	283.20
Total Department	2,691.00	0.33	24,716.80	0.50	25,000.00	283.20
Police						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	260.69	0.03	3,070.34	0.06	3,500.00	429.66
121 EMPLOYER PERA CONTRIBUTIONS	19.43		230.11		262.00	31.89
122 EMPLOYER FICA CONTRIBUTIONS	15.56		184.12		217.00	32.88
123 EMPLOYER MEDICARE CONTRIBUTION	3.64		43.08		51.00	7.92
Account Total						
	299.32	0.04	3,527.65	0.07	4,030.00	502.35
Police						
101 FULL-TIME EMPLOYEES - REGULAR	73,075.17	8.89	656,248.11	13.34	742,000.00	85,751.89
102 FULL-TIME EMPLOYEES - OVERTIME	1,171.71	0.14	21,430.98	0.44	14,500.00	-6,930.98
103 PART-TIME EMPLOYEES	718.26	0.09	75,583.17	1.54	30,000.00	-45,583.17
104 Canine	256.20	0.03	3,184.20	0.06	3,200.00	15.80
121 EMPLOYER PERA CONTRIBUTIONS	11,884.48	1.45	120,563.61	2.45	131,951.00	11,387.39
122 EMPLOYER FICA CONTRIBUTIONS	212.48	0.03	5,494.81	0.11	6,000.00	505.19
123 EMPLOYER MEDICARE CONTRIBUTION	982.38	0.12	10,599.18	0.22	11,000.00	400.82
130 EMPLOYER PAID INSURANCE	10,453.98	1.27	121,207.39	2.46	154,000.00	32,792.61
140 SEPARATION	30,000.00	3.65	30,000.00	0.61	0.00	-30,000.00
150 WORKER'S COMPENSATION	0.00		47,477.93	0.96	58,400.00	10,922.07
160 LIABILITY INSURANCE	0.00		303.00	0.01	2,900.00	2,597.00
210 OPERATING SUPPLIES	668.81	0.08	7,561.90	0.15	9,000.00	1,438.10
212 MOTOR FUELS	4,150.15	0.50	21,966.57	0.45	13,000.00	-8,966.57
214 UNIFORMS	943.61	0.11	7,384.51	0.15	4,000.00	-3,384.51
220 REPAIR/MAINTENANCE SUPPLIES	205.12	0.02	1,889.05	0.04	3,500.00	1,610.95
240 SMALL TOOLS/MINOR EQUIPMENT	127.74	0.02	2,926.65	0.06	10,000.00	7,073.35
304 LEGAL FEES	1,530.95	0.19	2,838.77	0.06	0.00	-2,838.77

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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
309 EDP, SOFTWARE & DESIGN	22.00		514.00	0.01	350.00	-164.00
321 TELEPHONE	1,612.69	0.20	11,314.24	0.23	18,577.00	7,262.76
325 COMMUNICATION-OTHER	0.00		120.00		900.00	780.00
333 STAFF MEETINGS & CONFERENCES	1,118.28	0.14	5,965.26	0.12	8,000.00	2,034.74
334 MEMBERSHIP DUES AND FEES	50.00	0.01	9,060.33	0.18	9,500.00	439.67
343 OTHER ADVERTISING	0.00		145.70		250.00	104.30
360 INSURANCE	-5,728.81	-0.70	29,459.71	0.60	34,000.00	4,540.29
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		12,500.00	12,500.00
380 UTILITY SERVICES	1,177.88	0.14	5,878.33	0.12	7,200.00	1,321.67
400 REPAIRS & MAINTENANCE	1,543.88	0.19	10,203.34	0.21	7,500.00	-2,703.34
410 RENTALS	0.00		0.00		20.00	20.00
430 OTHER SERVICE/CHARGES-MISC.	380.81	0.05	3,527.49	0.07	6,000.00	2,472.51
440 PROFESSIONAL SERVICES	0.00		4,683.63	0.10	2,500.00	-2,183.63
444 OTHER CONTRACTUAL SERVICES	0.00		2,924.00	0.06	3,000.00	76.00
Account Total						
	136,557.77	16.62	1,220,455.86	24.81	1,303,748.00	83,292.14
Total Department	136,857.09	16.65	1,223,983.51	24.88	1,307,778.00	83,794.49
Fire						
Fire						
101 FULL-TIME EMPLOYEES - REGULAR	-347.55	-0.04	63,993.39	1.30	56,000.00	-7,993.39
121 EMPLOYER PERA CONTRIBUTIONS	0.00		749.82	0.02	525.00	-224.82
122 EMPLOYER FICA CONTRIBUTIONS	0.00		1,867.40	0.04	1,100.00	-767.40
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		918.39	0.02	800.00	-118.39
130 EMPLOYER PAID INSURANCE	0.00		4,109.05	0.08	3,300.00	-809.05
150 WORKER'S COMPENSATION	0.00		18,395.29	0.37	15,000.00	-3,395.29
160 LIABILITY INSURANCE	0.00		43.28		50.00	6.72
209 MEDICAL SUPPLIES	0.00		2,850.08	0.06	2,500.00	-350.08
210 OPERATING SUPPLIES	519.43	0.06	8,188.60	0.17	5,700.00	-2,488.60
212 MOTOR FUELS	685.24	0.08	4,047.51	0.08	2,500.00	-1,547.51
214 UNIFORMS	0.00		1,673.92	0.03	4,000.00	2,326.08
216 PERIODICALS	0.00		46.00		100.00	54.00
220 REPAIR/MAINTENANCE SUPPLIES	175.66	0.02	4,808.45	0.10	4,000.00	-808.45
240 SMALL TOOLS/MINOR EQUIPMENT	983.39	0.12	29,674.60	0.60	40,000.00	10,325.40
304 LEGAL FEES	29.00		29.00		0.00	-29.00
321 TELEPHONE	191.32	0.02	2,300.88	0.05	2,000.00	-300.88
330 TRAINING	227.31	0.03	21,689.77	0.44	15,000.00	-6,689.77
333 STAFF MEETINGS & CONFERENCES	1,717.74	0.21	4,099.20	0.08	6,000.00	1,900.80
334 MEMBERSHIP DUES AND FEES	0.00		1,060.00	0.02	1,500.00	440.00
343 OTHER ADVERTISING	0.00		263.06	0.01	300.00	36.94
360 INSURANCE	-1,059.85	-0.13	3,765.27	0.08	4,300.00	534.73
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		400.00	400.00
380 UTILITY SERVICES	2,363.46	0.29	7,504.90	0.15	10,000.00	2,495.10
400 REPAIRS & MAINTENANCE	26,250.57	3.19	41,462.17	0.84	10,000.00	-31,462.17
430 OTHER SERVICE/CHARGES-MISC.	41.00		49,302.72	1.00	45,421.00	-3,881.72
444 OTHER CONTRACTUAL SERVICES	0.00		2,340.00	0.05	7,500.00	5,160.00
Account Total						
	31,776.72	3.87	275,182.75	5.59	237,996.00	-37,186.75
Total Department	31,776.72	3.87	275,182.75	5.59	237,996.00	-37,186.75

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	Period to Date	%	Year-To-Date	%		
<b>Building Inspection</b>						
Building Inspection						
331 TRAVEL/MILEAGE	642.32	0.08	3,718.40	0.08	3,200.00	-518.40
444 OTHER CONTRACTUAL SERVICES	8,566.65	1.04	67,120.97	1.36	45,000.00	-22,120.97
Account Total	9,208.97	1.12	70,839.37	1.44	48,200.00	-22,639.37
<b>Total Department</b>	<b>9,208.97</b>	<b>1.12</b>	<b>70,839.37</b>	<b>1.44</b>	<b>48,200.00</b>	<b>-22,639.37</b>
<b>Animal Control</b>						
Animal Control						
210 OPERATING SUPPLIES	0.00		0.00		175.00	175.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
Account Total					325.00	325.00
<b>Total Department</b>					<b>325.00</b>	<b>325.00</b>
<b>Highways, Streets, Roadways</b>						
Highways, Streets, Roadways						
101 FULL-TIME EMPLOYEES - REGULAR	12,177.67	1.48	137,464.82	2.79	152,200.00	14,735.18
121 EMPLOYER PERA CONTRIBUTIONS	815.22	0.10	10,212.13	0.21	11,415.00	1,202.87
122 EMPLOYER FICA CONTRIBUTIONS	640.18	0.08	8,071.50	0.16	9,436.00	1,364.50
123 EMPLOYER MEDICARE CONTRIBUTION	149.70	0.02	1,887.73	0.04	2,207.00	319.27
130 EMPLOYER PAID INSURANCE	2,343.32	0.29	25,476.86	0.52	40,000.00	14,523.14
150 WORKER'S COMPENSATION	0.00		11,870.22	0.24	15,200.00	3,329.78
210 OPERATING SUPPLIES	1,208.69	0.15	5,701.41	0.12	11,000.00	5,298.59
212 MOTOR FUELS	614.96	0.07	2,871.18	0.06	4,000.00	1,128.82
214 UNIFORMS	0.00		673.10	0.01	1,000.00	326.90
220 REPAIR/MAINTENANCE SUPPLIES	2,523.62	0.31	14,469.74	0.29	19,000.00	4,530.26
240 SMALL TOOLS/MINOR EQUIPMENT	443.96	0.05	1,210.08	0.02	2,000.00	789.92
304 LEGAL FEES	0.00		1,270.50	0.03	0.00	-1,270.50
321 TELEPHONE	220.84	0.03	1,641.16	0.03	1,600.00	-41.16
325 COMMUNICATION-OTHER	0.00		120.00		0.00	-120.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,000.00	1,000.00
334 MEMBERSHIP DUES AND FEES	0.00		93.00		75.00	-18.00
343 OTHER ADVERTISING	0.00		70.00		250.00	180.00
351 LEGAL NOTICES PUBLISHING	0.00		411.84	0.01	0.00	-411.84
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		250.00	250.00
360 INSURANCE	-1,395.17	-0.17	4,169.99	0.08	6,250.00	2,080.01
380 UTILITY SERVICES	3,010.53	0.37	10,765.26	0.22	13,000.00	2,234.74
400 REPAIRS & MAINTENANCE	5,067.32	0.62	10,308.74	0.21	11,900.00	1,591.26
410 RENTALS	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	148.11	0.02	2,160.29	0.04	2,500.00	339.71
440 PROFESSIONAL SERVICES	0.00		1,449.93	0.03	1,500.00	50.07
444 OTHER CONTRACTUAL SERVICES	10.04		1,683.61	0.03	2,000.00	316.39
Account Total	27,978.99	3.40	254,053.09	5.16	308,283.00	54,229.91
<b>Total Department</b>	<b>27,978.99</b>	<b>3.40</b>	<b>254,053.09</b>	<b>5.16</b>	<b>308,283.00</b>	<b>54,229.91</b>
<b>Paved Streets</b>						
Paved Streets						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		15,927.80	0.32	10,000.00	-5,927.80
303 ENGINEERING FEES	8,054.50	0.98	49,953.47	1.02	15,000.00	-34,953.47
400 REPAIRS & MAINTENANCE	4,189.35	0.51	125,459.84	2.55	175,000.00	49,540.16
Account Total	12,243.85	1.49	191,341.11	3.89	200,000.00	8,658.89
<b>Total Department</b>	<b>12,243.85</b>	<b>1.49</b>	<b>191,341.11</b>	<b>3.89</b>	<b>200,000.00</b>	<b>8,658.89</b>



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101 General Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
<b>Ice &amp; Snow Removal</b>						
Ice & Snow Removal						
102 FULL-TIME EMPLOYEES - OVERTIME	1,187.11	0.14	5,359.41	0.11	16,000.00	10,640.59
121 EMPLOYER PERA CONTRIBUTIONS	84.05	0.01	396.96	0.01	1,200.00	803.04
122 EMPLOYER FICA CONTRIBUTIONS	66.67	0.01	316.14	0.01	992.00	675.86
123 EMPLOYER MEDICARE CONTRIBUTION	15.59		73.91		232.00	158.09
130 EMPLOYER PAID INSURANCE	207.75	0.03	878.24	0.02	5,000.00	4,121.76
150 WORKER'S COMPENSATION	0.00		1,000.54	0.02	1,600.00	599.46
210 OPERATING SUPPLIES	33.50		2,848.65	0.06	9,000.00	6,151.35
212 MOTOR FUELS	0.00		36.00		500.00	464.00
220 REPAIR/MAINTENANCE SUPPLIES	6,206.28	0.76	12,742.82	0.26	22,500.00	9,757.18
240 SMALL TOOLS/MINOR EQUIPMENT	64.99	0.01	70.48		300.00	229.52
360 INSURANCE	-67.52	-0.01	255.36	0.01	320.00	64.64
400 REPAIRS & MAINTENANCE	5,067.32	0.62	8,917.49	0.18	8,000.00	-917.49
410 RENTALS	0.00		0.00		50.00	50.00
430 OTHER SERVICE/CHARGES-MISC.	73.10	0.01	310.64	0.01	500.00	189.36
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		3,000.00	3,000.00
Account Total						
	12,938.84	1.57	33,206.64	0.67	69,194.00	35,987.36
<b>Total Department</b>	<b>12,938.84</b>	<b>1.57</b>	<b>33,206.64</b>	<b>0.67</b>	<b>69,194.00</b>	<b>35,987.36</b>
<b>Street Lighting</b>						
Street Lighting						
380 UTILITY SERVICES	14,253.91	1.73	66,862.19	1.36	65,000.00	-1,862.19
Account Total						
	14,253.91	1.73	66,862.19	1.36	65,000.00	-1,862.19
<b>Total Department</b>	<b>14,253.91</b>	<b>1.73</b>	<b>66,862.19</b>	<b>1.36</b>	<b>65,000.00</b>	<b>-1,862.19</b>
<b>Sidewalks</b>						
Sidewalks						
400 REPAIRS & MAINTENANCE	8,235.25	1.00	48,235.25	0.98	50,000.00	1,764.75
Account Total						
	8,235.25	1.00	48,235.25	0.98	50,000.00	1,764.75
<b>Total Department</b>	<b>8,235.25</b>	<b>1.00</b>	<b>48,235.25</b>	<b>0.98</b>	<b>50,000.00</b>	<b>1,764.75</b>
<b>Waste Collection and Disposal</b>						
Waste Collection & Disposal						
430 OTHER SERVICE/CHARGES-MISC.	1,782.00	0.22	11,407.00	0.23	11,500.00	93.00
Account Total						
	1,782.00	0.22	11,407.00	0.23	11,500.00	93.00
<b>Total Department</b>	<b>1,782.00</b>	<b>0.22</b>	<b>11,407.00</b>	<b>0.23</b>	<b>11,500.00</b>	<b>93.00</b>
<b>Emer Mgmt/Health</b>						
Emer Mgmt/Health						
210 OPERATING SUPPLIES	0.00		38.42		1,500.00	1,461.58
360 INSURANCE	-174.90	-0.02	638.14	0.01	850.00	211.86
380 UTILITY SERVICES	256.11	0.03	1,841.70	0.04	2,000.00	158.30
400 REPAIRS & MAINTENANCE	0.00		976.00	0.02	2,000.00	1,024.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		8,917.36	0.18	7,000.00	-1,917.36
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		1,000.00	1,000.00
Account Total						
	81.21	0.01	12,411.62	0.25	14,350.00	1,938.38
<b>Total Department</b>	<b>81.21</b>	<b>0.01</b>	<b>12,411.62</b>	<b>0.25</b>	<b>14,350.00</b>	<b>1,938.38</b>

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101 General Fund

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	Period to Date	%	Year-To-Date	%		
Parks and Recreation						
Parks & Recreation						
210 OPERATING SUPPLIES	41.14	0.01	361.96	0.01	500.00	138.04
321 TELEPHONE	244.53	0.03	2,335.37	0.05	4,500.00	2,164.63
325 COMMUNICATION-OTHER	0.00		120.00		100.00	-20.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		50.00	50.00
334 MEMBERSHIP DUES AND FEES	0.00		458.00	0.01	500.00	42.00
400 REPAIRS & MAINTENANCE	0.00		48.34		0.00	-48.34
410 RENTALS	0.00		0.00		30.00	30.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		812.24	0.02	3,500.00	2,687.76
440 PROFESSIONAL SERVICES	0.00		68.50		0.00	-68.50
Account Total						
	285.67	0.03	4,204.41	0.09	9,180.00	4,975.59
Total Department	285.67	0.03	4,204.41	0.09	9,180.00	4,975.59
Playgrounds						
Playgrounds						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		1,898.00	0.04	3,000.00	1,102.00
Account Total						
			1,898.00	0.04	3,000.00	1,102.00
Total Department			1,898.00	0.04	3,000.00	1,102.00
Swimming Pool						
Swimming Pool						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		5,177.37	0.11	6,000.00	822.63
103 PART-TIME EMPLOYEES	0.00		131,877.96	2.68	155,000.00	23,122.04
121 EMPLOYER PERA CONTRIBUTIONS	0.00		34.17		300.00	265.83
122 EMPLOYER FICA CONTRIBUTIONS	0.00		8,495.47	0.17	9,982.00	1,486.53
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		1,986.73	0.04	2,335.00	348.27
130 EMPLOYER PAID INSURANCE	0.00		126.85		1,000.00	873.15
150 WORKER'S COMPENSATION	0.00		9,643.58	0.20	12,300.00	2,656.42
210 OPERATING SUPPLIES	0.00		15,162.72	0.31	22,000.00	6,837.28
220 REPAIR/MAINTENANCE SUPPLIES	34.50		9,004.27	0.18	14,000.00	4,995.73
221 LG REPAIR/MAINT SUPPLIES	0.00		1,770.00	0.04	20,000.00	18,230.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		2,371.35	0.05	500.00	-1,871.35
262 COST OF CONCESSIONS	0.00		27,436.77	0.56	25,000.00	-2,436.77
309 EDP, SOFTWARE & DESIGN	0.00		192.00		0.00	-192.00
321 TELEPHONE	71.20	0.01	870.48	0.02	1,100.00	229.52
333 STAFF MEETINGS & CONFERENCES	0.00		550.00	0.01	0.00	-550.00
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
344 PROMOTION	0.00		1,560.00	0.03	1,500.00	-60.00
360 INSURANCE	-652.54	-0.08	2,376.70	0.05	3,050.00	673.30
370 MAINTENANCE/SUPPORT FEES	0.00		1,764.02	0.04	2,500.00	735.98
380 UTILITY SERVICES	783.54	0.10	33,169.02	0.67	57,000.00	23,830.98
400 REPAIRS & MAINTENANCE	357.00	0.04	2,735.56	0.06	4,000.00	1,264.44
410 RENTALS	0.00		0.00		750.00	750.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		5,223.84	0.11	2,000.00	-3,223.84
Account Total						
	593.70	0.07	261,528.86	5.32	340,467.00	78,938.14
Total Department	593.70	0.07	261,528.86	5.32	340,467.00	78,938.14

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	Period to Date	%	Year-To-Date	%		
Other Recreational Facilities						
Other Recreational Facilities						
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		186.00	186.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		44.00	44.00
210 OPERATING SUPPLIES	-9.86		1,232.33	0.03	6,500.00	5,267.67
214 UNIFORMS	0.00		61.00		500.00	439.00
220 REPAIR/MAINTENANCE SUPPLIES	51.07	0.01	3,763.95	0.08	5,500.00	1,736.05
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,000.00	3,000.00
333 STAFF MEETINGS & CONFERENCES	0.00		145.00		350.00	205.00
334 MEMBERSHIP DUES AND FEES	0.00		130.00		450.00	320.00
343 OTHER ADVERTISING	0.00		70.00		250.00	180.00
360 INSURANCE	-110.39	-0.01	391.97	0.01	500.00	108.03
380 UTILITY SERVICES	1,299.18	0.16	9,992.27	0.20	10,500.00	507.73
400 REPAIRS & MAINTENANCE	0.00		4,579.51	0.09	8,500.00	3,920.49
430 OTHER SERVICE/CHARGES-MISC.	0.00		684.99	0.01	1,000.00	315.01
444 OTHER CONTRACTUAL SERVICES	0.00		16,377.00	0.33	21,600.00	5,223.00
Account Total						
	1,230.00	0.15	37,428.02	0.76	61,880.00	24,451.98
Total Department	1,230.00	0.15	37,428.02	0.76	61,880.00	24,451.98
Park Areas						
Park Areas						
101 FULL-TIME EMPLOYEES - REGULAR	14,649.74	1.78	150,584.76	3.06	225,000.00	74,415.24
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		127.10		2,000.00	1,872.90
103 PART-TIME EMPLOYEES	0.00		0.00		27,000.00	27,000.00
121 EMPLOYER PERA CONTRIBUTIONS	952.65	0.12	11,157.24	0.23	17,025.00	5,867.76
122 EMPLOYER FICA CONTRIBUTIONS	738.13	0.09	8,728.65	0.18	15,748.00	7,019.35
123 EMPLOYER MEDICARE CONTRIBUTION	172.62	0.02	2,041.37	0.04	3,683.00	1,641.63
130 EMPLOYER PAID INSURANCE	3,511.13	0.43	33,893.35	0.69	41,700.00	7,806.65
150 WORKER'S COMPENSATION	0.00		12,598.63	0.26	15,600.00	3,001.37
210 OPERATING SUPPLIES	234.98	0.03	1,828.21	0.04	3,000.00	1,171.79
212 MOTOR FUELS	347.18	0.04	2,526.18	0.05	6,000.00	3,473.82
214 UNIFORMS	0.00		558.70	0.01	1,500.00	941.30
220 REPAIR/MAINTENANCE SUPPLIES	1,421.91	0.17	10,576.21	0.21	12,000.00	1,423.79
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,049.05	0.02	3,000.00	1,950.95
262 COST OF CONCESSIONS	0.00		45.36		2,000.00	1,954.64
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		150.00	150.00
360 INSURANCE	-3,271.04	-0.40	11,336.80	0.23	14,600.00	3,263.20
380 UTILITY SERVICES	1,348.59	0.16	5,818.07	0.12	6,000.00	181.93
400 REPAIRS & MAINTENANCE	0.00		1,233.90	0.03	1,000.00	-233.90
410 RENTALS	0.00		4,593.75	0.09	6,500.00	1,906.25
430 OTHER SERVICE/CHARGES-MISC.	4,365.00	0.53	7,725.40	0.16	1,500.00	-6,225.40
444 OTHER CONTRACTUAL SERVICES	0.00		11,764.42	0.24	6,500.00	-5,264.42
Account Total						
	24,470.89	2.98	278,187.15	5.65	411,906.00	133,718.85
Total Department	24,470.89	2.98	278,187.15	5.65	411,906.00	133,718.85

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<b>Forestry and Nursery</b>						
Forestry & Nursery						
210 OPERATING SUPPLIES	0.00		217.81		600.00	382.19
220 REPAIR/MAINTENANCE SUPPLIES	0.00		435.70	0.01	0.00	-435.70
240 SMALL TOOLS/MINOR EQUIPMENT	430.00	0.05	430.00	0.01	750.00	320.00
333 STAFF MEETINGS & CONFERENCES	200.00	0.02	200.00		300.00	100.00
334 MEMBERSHIP DUES AND FEES	0.00		15.00		25.00	10.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		4,911.82	0.10	6,700.00	1,788.18
444 OTHER CONTRACTUAL SERVICES	0.00		4,023.23	0.08	7,000.00	2,976.77
Account Total	630.00	0.08	10,233.56	0.21	15,475.00	5,241.44
<b>Total Department</b>	<b>630.00</b>	<b>0.08</b>	<b>10,233.56</b>	<b>0.21</b>	<b>15,475.00</b>	<b>5,241.44</b>
<b>Historic Watertower</b>						
Historic Watertower						
430 OTHER SERVICE/CHARGES-MISC.	74.91	0.01	758.47	0.02	2,000.00	1,241.53
Account Total	74.91	0.01	758.47	0.02	2,000.00	1,241.53
<b>Total Department</b>	<b>74.91</b>	<b>0.01</b>	<b>758.47</b>	<b>0.02</b>	<b>2,000.00</b>	<b>1,241.53</b>
<b>Dodge County Arena</b>						
Dodge County Arena						
430 OTHER SERVICE/CHARGES-MISC.	-125.71	-0.02	12,986.85	0.26	25,554.00	12,567.15
440 PROFESSIONAL SERVICES	0.00		300.00	0.01	300.00	0.00
Account Total	-125.71	-0.02	13,286.85	0.27	25,854.00	12,567.15
<b>Total Department</b>	<b>-125.71</b>	<b>-0.02</b>	<b>13,286.85</b>	<b>0.27</b>	<b>25,854.00</b>	<b>12,567.15</b>
<b>Capital</b>						
Council						
510 LAND	0.00		40,491.44	0.82	0.00	-40,491.44
580 OTHER EQUIPMENT	0.00		0.00		22,500.00	22,500.00
Account Total			40,491.44	0.82	22,500.00	-17,991.44
General Govt Buildings						
580 OTHER EQUIPMENT	0.00		0.00		10,000.00	10,000.00
Account Total					10,000.00	10,000.00
Police						
550 MOTOR VEHICLES	0.00		21,542.01	0.44	56,764.00	35,221.99
580 OTHER EQUIPMENT	0.00		14,499.75	0.29	14,000.00	-499.75
601 BOND PRINCIPAL	2,597.59	0.32	28,889.92	0.59	0.00	-28,889.92
611 BOND INTEREST	881.55	0.11	11,299.42	0.23	4,217.00	-7,082.42
Account Total	3,479.14	0.42	76,231.10	1.55	74,981.00	-1,250.10
Fire						
550 MOTOR VEHICLES	0.00		100,746.26	2.05	69,666.00	-31,080.26
601 BOND PRINCIPAL	1,085.43	0.13	11,309.48	0.23	0.00	-11,309.48
611 BOND INTEREST	460.66	0.06	5,193.13	0.11	1,800.00	-3,393.13
Account Total	1,546.09	0.19	117,248.87	2.38	71,466.00	-45,782.87
Highways, Streets, Roadways						
530 IMPR OTHER THAN BUILDINGS	0.00		3,858.50	0.08	50,000.00	46,141.50
540 HEAVY MACHINERY	0.00		286,225.98	5.82	74,136.00	-212,089.98
550 MOTOR VEHICLES	0.00		0.00		8,669.00	8,669.00
601 BOND PRINCIPAL	555.76	0.07	6,434.67	0.13	0.00	-6,434.67
611 BOND INTEREST	211.30	0.03	2,770.05	0.06	1,073.00	-1,697.05
Account Total	767.06	0.09	299,289.20	6.08	133,878.00	-165,411.20

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Bike Trail						
430 OTHER SERVICE/CHARGES-MISC.	0.00		250.00	0.01	0.00	-250.00
Account Total			250.00	0.01		-250.00
Other Recreational Facilities						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		35,310.00	35,310.00
Account Total					35,310.00	35,310.00
Park Areas						
510 LAND	0.00		215,298.31	4.38	0.00	-215,298.31
530 IMPR OTHER THAN BUILDINGS	4,122.00	0.50	269,027.46	5.47	45,400.00	-223,627.46
550 MOTOR VEHICLES	0.00		0.00		10,207.00	10,207.00
601 BOND PRINCIPAL	688.21	0.08	7,550.71	0.15	0.00	-7,550.71
611 BOND INTEREST	275.04	0.03	7,307.45	0.15	1,416.00	-5,891.45
Account Total	5,085.25	0.62	499,183.93	10.15	57,023.00	-442,160.93
Total Department	10,877.54	1.32	1,032,694.54	20.99	405,158.00	-627,536.54
Unallocated Expenses						
Unallocated Expenditures						
360 INSURANCE	-1,589.23	-0.19	20,801.29	0.42	22,500.00	1,698.71
430 OTHER SERVICE/CHARGES-MISC.	0.00		3,597.33	0.07	72,980.00	69,382.67
433 MMUA SAFETY PROGRAM	305.08	0.04	6,213.19	0.13	7,500.00	1,286.81
Account Total	-1,284.15	-0.16	30,611.81	0.62	102,980.00	72,368.19
Total Department	-1,284.15	-0.16	30,611.81	0.62	102,980.00	72,368.19
Other Financing Uses						
Other Financing Uses						
720 OPERATING TRANSFERS	474,970.81	57.79	552,525.90	11.23	89,000.00	-463,525.90
Account Total	474,970.81	57.79	552,525.90	11.23	89,000.00	-463,525.90
Total Department	474,970.81	57.79	552,525.90	11.23	89,000.00	-463,525.90
Total Expenses	821,863.18	100.00	4,920,002.29	100.00	4,284,512.00	-635,490.29
Net Income (Loss)	1,280,379.44	155.79	496,351.45	10.09		

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211 Library Fund

	Actual		Actual		Annual Budget	
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Revenue						
Library						
3101 CURRENT AD VALOREM TAXES	179,979.50	500.64	359,959.00	91.12	359,959.00	0.00
3362 COUNTY CONTR - SELCO	0.00		59,099.20	14.96	59,099.00	0.20
3363 GRANT	0.00		0.00		980.00	-980.00
3410 CHARGES FOR SERVICES	45.38	0.13	505.35	0.13	400.00	105.35
3412 CHARGES FOR SERVICES-PRIN	71.25	0.20	785.01	0.20	400.00	385.01
3513 LIBRARY FINES	122.40	0.34	1,127.60	0.29	4,000.00	-2,872.40
3621 INTEREST EARNED	-2,123.91	-5.91	-382.37	-0.10	150.00	-532.37
3623 CONTR/DONATION FROM PRIVA	5,050.00	14.05	10,207.74	2.58	1,050.00	9,157.74
3624 MISC REVENUE - REFUNDS	7.98	0.02	336.93	0.09	400.00	-63.07
Total Department	183,152.60	509.47	431,638.46	109.27	426,438.00	5,200.46
Total Revenue	183,152.60	100.00	431,638.46	100.00	426,438.00	5,200.46
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	975.94	2.71	8,172.11	2.07	10,100.00	1,927.89
121 EMPLOYER PERA CONTRIBUTIONS	57.57	0.16	597.32	0.15	758.00	160.68
122 EMPLOYER FICA CONTRIBUTIONS	46.13	0.13	478.18	0.12	626.00	147.82
123 EMPLOYER MEDICARE CONTRIBUTION	10.79	0.03	111.86	0.03	146.00	34.14
Account Total	1,090.43	3.03	9,359.47	2.37	11,630.00	2,270.53
Total Department	1,090.43	3.03	9,359.47	2.37	11,630.00	2,270.53
Library						
Library						
101 FULL-TIME EMPLOYEES - REGULAR	18,727.94	52.09	225,262.66	57.02	225,100.00	-162.66
121 EMPLOYER PERA CONTRIBUTIONS	1,310.04	3.64	16,800.11	4.25	16,883.00	82.89
122 EMPLOYER FICA CONTRIBUTIONS	1,009.24	2.81	13,048.32	3.30	13,956.00	907.68
123 EMPLOYER MEDICARE CONTRIBUTION	236.03	0.66	3,051.72	0.77	3,264.00	212.28
130 EMPLOYER PAID INSURANCE	5,169.88	14.38	63,180.56	15.99	41,500.00	-21,680.56
150 WORKER'S COMPENSATION	0.00		2,015.07	0.51	2,500.00	484.93
160 LIABILITY INSURANCE	0.00		43.28	0.01	45.00	1.72
210 OPERATING SUPPLIES	432.68	1.20	1,592.89	0.40	4,500.00	2,907.11
216 PERIODICALS	0.00		203.99	0.05	450.00	246.01
218 BOOKS	973.22	2.71	10,022.01	2.54	11,000.00	977.99
219 AUDIO VISUAL	921.97	2.56	3,388.63	0.86	6,000.00	2,611.37
220 REPAIR/MAINTENANCE SUPPLIES	9.21	0.03	21.27	0.01	1,000.00	978.73
222 ELECTRONIC SERVICES	0.00		0.00		3,000.00	3,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		19.99	0.01	100.00	80.01
303 ENGINEERING FEES	0.00		0.00		1,000.00	1,000.00
304 LEGAL FEES	667.00	1.86	681.50	0.17	1,000.00	318.50
309 EDP, SOFTWARE & DESIGN	1,496.80	4.16	20,328.75	5.15	18,000.00	-2,328.75
321 TELEPHONE	146.19	0.41	1,826.91	0.46	2,000.00	173.09
325 COMMUNICATION-OTHER	50.22	0.14	70.22	0.02	500.00	429.78
331 TRAVEL/MILEAGE	39.87	0.11	61.71	0.02	400.00	338.29
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00

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211 Library Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
334 MEMBERSHIP DUES AND FEES	0.00		195.00	0.05	500.00	305.00
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
360 INSURANCE	-753.13	-2.09	2,696.23	0.68	3,500.00	803.77
370 MAINTENANCE/SUPPORT FEES	103.92	0.29	760.97	0.19	2,000.00	1,239.03
380 UTILITY SERVICES	2,322.29	6.46	11,256.78	2.85	13,000.00	1,743.22
400 REPAIRS & MAINTENANCE	0.00		4,265.88	1.08	9,000.00	4,734.12
430 OTHER SERVICE/CHARGES-MISC.	2.71	0.01	264.51	0.07	2,000.00	1,735.49
433 MMUA SAFETY PROGRAM	0.00		813.50	0.21	1,210.00	396.50
440 PROFESSIONAL SERVICES	0.00		366.67	0.09	500.00	133.33
441 LIBRARY PROGRAMS	32.69	0.09	1,185.73	0.30	4,000.00	2,814.27
444 OTHER CONTRACTUAL SERVICES	31.50	0.09	315.00	0.08	250.00	-65.00
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		24,000.00	24,000.00
570 OFFICE EQUIP AND FURNISHINGS	1,929.10	5.37	1,929.10	0.49	2,000.00	70.90
Account Total						
	34,859.37	96.97	385,668.96	97.63	414,808.00	29,139.04
Total Department	34,859.37	96.97	385,668.96	97.63	414,808.00	29,139.04
Total Expenses	35,949.80	100.00	395,028.43	100.00	426,438.00	31,409.57
Net Income (Loss)	147,202.80	409.47	36,610.03	9.27		

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290 Economic Development

	Actual			Actual		
	Period to Date	%		Year-To-Date	%	Annual Budget
Revenue						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	44,111.50	464.40		88,223.00	110.64	88,223.00 0.00
3621 INTEREST EARNED	0.00			33.00	0.04	500.00 -467.00
<b>Total Department</b>	<b>44,111.50</b>	<b>464.40</b>		<b>88,256.00</b>	<b>110.68</b>	<b>88,723.00 -467.00</b>
<b>Total Revenue</b>	<b>44,111.50</b>	<b>100.00</b>		<b>88,256.00</b>	<b>100.00</b>	<b>88,723.00 -467.00</b>
Expenses						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	1,044.48	11.00		12,682.54	15.90	11,700.00 -982.54
121 EMPLOYER PERA CONTRIBUTIONS	72.90	0.77		945.81	1.19	878.00 -67.81
122 EMPLOYER FICA CONTRIBUTIONS	58.18	0.61		756.92	0.95	725.00 -31.92
123 EMPLOYER MEDICARE CONTRIBUTION	13.60	0.14		176.98	0.22	170.00 -6.98
130 EMPLOYER PAID INSURANCE	178.56	1.88		2,181.14	2.74	5,500.00 3,318.86
150 WORKER'S COMPENSATION	0.00			70.19	0.09	100.00 29.81
210 OPERATING SUPPLIES	70.64	0.74		288.22	0.36	500.00 211.78
303 ENGINEERING FEES	4,501.50	47.39		8,286.50	10.39	1,500.00 -6,786.50
304 LEGAL FEES	3,398.00	35.77		3,949.00	4.95	2,500.00 -1,449.00
321 TELEPHONE	22.32	0.23		270.36	0.34	500.00 229.64
325 COMMUNICATION-OTHER	0.00			260.00	0.33	200.00 -60.00
333 STAFF MEETINGS & CONFERENCES	0.00			0.00		400.00 400.00
334 MEMBERSHIP DUES AND FEES	0.00			75.00	0.09	500.00 425.00
343 OTHER ADVERTISING	0.00			285.00	0.36	5,000.00 4,715.00
351 LEGAL NOTICES PUBLISHING	0.00			0.00		100.00 100.00
360 INSURANCE	-86.64	-0.91		320.96	0.40	400.00 79.04
414 COMMERCIAL PROGRAMS	0.00			1,966.28	2.47	10,000.00 8,033.72
430 OTHER SERVICE/CHARGES-MISC.	0.00			857.88	1.08	3,500.00 2,642.12
440 PROFESSIONAL SERVICES	225.00	2.37		1,432.50	1.80	800.00 -632.50
444 OTHER CONTRACTUAL SERVICES	0.00			44,936.00	56.35	43,750.00 -1,186.00
Account Total	9,498.54	100.00		79,741.28	100.00	88,723.00 8,981.72
<b>Total Department</b>	<b>9,498.54</b>	<b>100.00</b>		<b>79,741.28</b>	<b>100.00</b>	<b>88,723.00 8,981.72</b>
<b>Total Expenses</b>	<b>9,498.54</b>	<b>100.00</b>		<b>79,741.28</b>	<b>100.00</b>	<b>88,723.00 8,981.72</b>
Net Income (Loss)	34,612.96	364.40		8,514.72	10.68	



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601 Water Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
<b>Revenue</b>						
<b>Distribution</b>						
3611 SPECIAL ASSESSMTS - PRINC	144.67	-0.08	289.33	0.05	0.00	289.33
3612 SPECIAL ASSESSMT-PENALTY/	614.72	-0.35	1,548.74	0.27	0.00	1,548.74
3621 INTEREST EARNED	15,460.16	-8.75	24,454.25	4.20	5,000.00	19,454.25
3622 RENTS AND ROYALTIES	2,232.36	-1.26	14,412.81	2.47	12,625.00	1,787.81
3624 MISC REVENUE - REFUNDS	0.00		1,933.09	0.33	500.00	1,433.09
3710 WATER SALES - CUSTOMERS	67,414.59	-38.14	913,789.59	156.78	908,000.00	5,789.59
3715 CONNECTION/RECONNECTION F	0.00		0.00		100.00	-100.00
3716 WATER ACCESS CHARGE-BP	8,400.00	-4.75	73,200.00	12.56	0.00	73,200.00
3718 METER SALES	-11,756.51	6.65	15,519.59	2.66	6,000.00	9,519.59
3719 WAC Fee	0.00		127,575.50	21.89	0.00	127,575.50
3746 PENALTIES	633.84	-0.36	7,906.95	1.36	7,000.00	906.95
3911 SALES OF FIXED ASSETS	0.00		5,825.00	1.00	0.00	5,825.00
3998 Capital Contributions	273,000.00	-154.47	273,000.00	46.84	0.00	273,000.00
<b>Total Department</b>	<b>356,143.83</b>	<b>-201.51</b>	<b>1,459,454.85</b>	<b>250.40</b>	<b>939,225.00</b>	<b>520,229.85</b>
<b>Total Revenue</b>	<b>356,143.83</b>	<b>100.00</b>	<b>1,459,454.85</b>	<b>100.00</b>	<b>939,225.00</b>	<b>520,229.85</b>
<b>Expenses</b>						
<b>Debt Service</b>						
<b>Debt Service</b>						
601 BOND PRINCIPAL	-246,901.82	139.70	0.00		266,215.00	266,215.00
611 BOND INTEREST	-1,983.00	1.12	33,951.20	5.83	35,719.00	1,767.80
620 PAYING AGENT FEES	0.00		346.50	0.06	0.00	-346.50
<b>Account Total</b>	<b>-248,884.82</b>	<b>140.82</b>	<b>34,297.70</b>	<b>5.88</b>	<b>301,934.00</b>	<b>267,636.30</b>
<b>Total Department</b>	<b>-248,884.82</b>	<b>140.82</b>	<b>34,297.70</b>	<b>5.88</b>	<b>301,934.00</b>	<b>267,636.30</b>
<b>Power and Pumping</b>						
<b>Power &amp; Pumping</b>						
380 UTILITY SERVICES	10,968.67	-6.21	67,196.88	11.53	50,000.00	-17,196.88
<b>Account Total</b>	<b>10,968.67</b>	<b>-6.21</b>	<b>67,196.88</b>	<b>11.53</b>	<b>50,000.00</b>	<b>-17,196.88</b>
<b>Total Department</b>	<b>10,968.67</b>	<b>-6.21</b>	<b>67,196.88</b>	<b>11.53</b>	<b>50,000.00</b>	<b>-17,196.88</b>
<b>Distribution</b>						
<b>Distribution</b>						
101 FULL-TIME EMPLOYEES - REGULAR	8,646.86	-4.89	91,589.14	15.71	92,000.00	410.86
102 FULL-TIME EMPLOYEES - OVERTIME	-318.09	0.18	3,923.46	0.67	5,000.00	1,076.54
121 EMPLOYER PERA CONTRIBUTIONS	578.99	-0.33	7,050.60	1.21	7,275.00	224.40
122 EMPLOYER FICA CONTRIBUTIONS	457.78	-0.26	5,629.95	0.97	6,014.00	384.05
123 EMPLOYER MEDICARE CONTRIBUTION	107.06	-0.06	1,316.88	0.23	1,407.00	90.12
130 EMPLOYER PAID INSURANCE	1,457.90	-0.82	17,830.62	3.06	23,000.00	5,169.38
150 WORKER'S COMPENSATION	0.00		4,340.04	0.74	4,700.00	359.96
160 LIABILITY INSURANCE	0.00		43.28	0.01	45.00	1.72
210 OPERATING SUPPLIES	5,853.65	-3.31	32,198.96	5.52	45,000.00	12,801.04
212 MOTOR FUELS	616.22	-0.35	3,243.35	0.56	1,200.00	-2,043.35
214 UNIFORMS	177.73	-0.10	578.81	0.10	420.00	-158.81
220 REPAIR/MAINTENANCE SUPPLIES	112.28	-0.06	31,343.71	5.38	50,000.00	18,656.29
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,125.47	0.19	5,000.00	3,874.53

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601 Water Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
260 METERS	2,002.21	-1.13	55,401.43	9.51	30,000.00	-25,401.43
360 INSURANCE	-1,425.14	0.81	4,904.50	0.84	6,000.00	1,095.50
400 REPAIRS & MAINTENANCE	7,819.65	-4.42	70,670.45	12.12	67,000.00	-3,670.45
430 OTHER SERVICE/CHARGES-MISC.	10,000.00	-5.66	11,402.82	1.96	13,600.00	2,197.18
433 MMUA SAFETY PROGRAM	26.12	-0.01	3,630.72	0.62	4,850.00	1,219.28
440 PROFESSIONAL SERVICES	105.00	-0.06	1,196.43	0.21	2,500.00	1,303.57
444 OTHER CONTRACTUAL SERVICES	10.05	-0.01	807.79	0.14	0.00	-807.79
Account Total	36,228.27	-20.50	348,228.41	59.75	365,011.00	16,782.59
Total Department	36,228.27	-20.50	348,228.41	59.75	365,011.00	16,782.59
Administration						
Administration						
101 FULL-TIME EMPLOYEES - REGULAR	6,349.99	-3.59	68,880.06	11.82	78,500.00	9,619.94
102 FULL-TIME EMPLOYEES - OVERTIME	74.12	-0.04	234.64	0.04	0.00	-234.64
121 EMPLOYER PERA CONTRIBUTIONS	414.93	-0.23	5,057.93	0.87	5,888.00	830.07
122 EMPLOYER FICA CONTRIBUTIONS	371.34	-0.21	4,013.19	0.69	4,867.00	853.81
123 EMPLOYER MEDICARE CONTRIBUTION	86.86	-0.05	938.61	0.16	1,137.00	198.39
130 EMPLOYER PAID INSURANCE	1,163.95	-0.66	14,220.74	2.44	15,400.00	1,179.26
210 OPERATING SUPPLIES	79.76	-0.05	607.17	0.10	800.00	192.83
216 PERIODICALS	0.00		20.00		100.00	80.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		3,996.00	0.69	4,200.00	204.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		507.50	0.09	750.00	242.50
309 EDP, SOFTWARE & DESIGN	2,302.50	-1.30	3,011.87	0.52	500.00	-2,511.87
321 TELEPHONE	262.17	-0.15	2,347.76	0.40	2,400.00	52.24
325 COMMUNICATION-OTHER	457.76	-0.26	4,813.83	0.83	5,000.00	186.17
333 STAFF MEETINGS & CONFERENCES	0.00		300.00	0.05	1,500.00	1,200.00
334 MEMBERSHIP DUES AND FEES	0.00		362.00	0.06	500.00	138.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		87.75	0.02	1,200.00	1,112.25
370 MAINTENANCE/SUPPORT FEES	0.00		2,581.74	0.44	2,725.00	143.26
430 OTHER SERVICE/CHARGES-MISC.	25.20	-0.01	183.07	0.03	200.00	16.93
438 CREDIT CARD FEES	461.21	-0.26	6,460.68	1.11	4,700.00	-1,760.68
440 PROFESSIONAL SERVICES	14,500.00	-8.20	16,100.00	2.76	1,800.00	-14,300.00
Account Total	26,549.79	-15.02	134,724.54	23.11	137,767.00	3,042.46
Total Department	26,549.79	-15.02	134,724.54	23.11	137,767.00	3,042.46
Depreciation						
Depreciation						
462 AMORTIZATION EXPENSE	-1,597.55	0.90	-1,597.55	-0.27	0.00	1,597.55
Account Total	-1,597.55	0.90	-1,597.55	-0.27		1,597.55
Total Department	-1,597.55	0.90	-1,597.55	-0.27		1,597.55
Total Expenses	-176,735.64	100.00	582,849.98	100.00	854,712.00	271,862.02
Net Income (Loss)	532,879.47	-301.51	876,604.87	150.40		

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602 Sewer Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Revenue						
Sewage Distribution						
3612 SPECIAL ASSESSMT-PENALTY/	473.51	-0.07	947.02	0.09	0.00	947.02
3621 INTEREST EARNED	-6,048.73	0.90	4,221.73	0.39	6,000.00	-1,778.27
3624 MISC REVENUE - REFUNDS	7,660.00	-1.14	30,743.00	2.86	0.00	30,743.00
3718 METER SALES	15,288.05	-2.27	15,288.05	1.42	8,000.00	7,288.05
3720 SEWER SERVICE	160,784.27	-23.90	2,028,019.79	188.89	1,873,000.00	155,019.79
3725 SEWER CONNECTION FEES	17,150.00	-2.55	146,900.00	13.68	20,000.00	126,900.00
3729 SAC Fee	0.00		115,775.50	10.78	0.00	115,775.50
3746 PENALTIES	1,525.65	-0.23	17,901.79	1.67	18,000.00	-98.21
3911 SALES OF FIXED ASSETS	0.00		5,825.00	0.54	0.00	5,825.00
3922 OTHER MISC-GOVT	47,402.00	-7.05	155,005.92	14.44	114,000.00	41,005.92
3998 Capital Contributions	175,000.00	-26.01	175,000.00	16.30	0.00	175,000.00
Total Department	419,234.75	-62.32	2,695,627.80	251.07	2,039,000.00	656,627.80
Total Revenue	419,234.75	100.00	2,695,627.80	100.00	2,039,000.00	656,627.80
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	-810,812.87	120.52	0.00		825,028.00	825,028.00
611 BOND INTEREST	-7,502.53	1.12	72,052.86	6.71	77,539.00	5,486.14
620 PAYING AGENT FEES	0.00		346.50	0.03	0.00	-346.50
Account Total	-818,315.40	121.64	72,399.36	6.74	902,567.00	830,167.64
Total Department	-818,315.40	121.64	72,399.36	6.74	902,567.00	830,167.64
Sewer Plant						
Sewer Plant						
101 FULL-TIME EMPLOYEES - REGULAR	17,804.18	-2.65	184,235.53	17.16	186,500.00	2,264.47
102 FULL-TIME EMPLOYEES - OVERTIME	-827.03	0.12	10,135.45	0.94	10,000.00	-135.45
103 PART-TIME EMPLOYEES	0.00		0.00		11,440.00	11,440.00
121 EMPLOYER PERA CONTRIBUTIONS	1,196.78	-0.18	14,324.52	1.33	14,738.00	413.48
122 EMPLOYER FICA CONTRIBUTIONS	950.05	-0.14	11,508.27	1.07	12,892.00	1,383.73
123 EMPLOYER MEDICARE CONTRIBUTION	222.18	-0.03	2,691.24	0.25	3,015.00	323.76
130 EMPLOYER PAID INSURANCE	2,861.89	-0.43	34,994.76	3.26	48,500.00	13,505.24
150 WORKER'S COMPENSATION	0.00		9,784.70	0.91	10,500.00	715.30
210 OPERATING SUPPLIES	1,404.32	-0.21	5,698.94	0.53	25,000.00	19,301.06
211 CHEMICALS	5,780.90	-0.86	34,604.71	3.22	60,000.00	25,395.29
212 MOTOR FUELS	0.00		17.63		2,000.00	1,982.37
214 UNIFORMS	0.00		0.00		910.00	910.00
216 PERIODICALS	0.00		0.00		30.00	30.00
220 REPAIR/MAINTENANCE SUPPLIES	188.99	-0.03	11,931.18	1.11	16,000.00	4,068.82
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		50,000.00	50,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	98.47	-0.01	239.90	0.02	5,000.00	4,760.10
301 AUDITING/ACCOUNTING	0.00		3,463.00	0.32	3,700.00	237.00
303 ENGINEERING FEES	0.00		11,104.00	1.03	10,000.00	-1,104.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		400.00	400.00
321 TELEPHONE	207.11	-0.03	2,099.56	0.20	2,000.00	-99.56

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602 Sewer Fund

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	Period to Date	%	Year-To-Date	%		
333 STAFF MEETINGS & CONFERENCES	0.00		2,655.31	0.25	3,000.00	344.69
334 MEMBERSHIP DUES AND FEES	0.00		0.00		130.00	130.00
360 INSURANCE	-1,991.83	0.30	7,206.73	0.67	9,350.00	2,143.27
370 MAINTENANCE/SUPPORT FEES	0.00		1,434.55	0.13	1,500.00	65.45
380 UTILITY SERVICES	5,889.41	-0.88	30,678.09	2.86	65,000.00	34,321.91
381 PURCHASED POWER	11,004.47	-1.64	70,896.45	6.60	122,000.00	51,103.55
400 REPAIRS & MAINTENANCE	8,371.56	-1.24	20,128.85	1.87	62,000.00	41,871.15
430 OTHER SERVICE/CHARGES-MISC.	305.72	-0.05	7,802.53	0.73	3,200.00	-4,602.53
433 MMUA SAFETY PROGRAM	0.00		2,847.25	0.27	4,220.00	1,372.75
440 PROFESSIONAL SERVICES	6,810.04	-1.01	35,856.65	3.34	50,000.00	14,143.35
444 OTHER CONTRACTUAL SERVICES	0.00		5,767.45	0.54	0.00	-5,767.45
Account Total						
	60,277.21	-8.96	522,107.25	48.63	793,025.00	270,917.75
Total Department	60,277.21	-8.96	522,107.25	48.63	793,025.00	270,917.75
Sewage Distribution						
Sewer Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	4,537.18	-0.67	49,025.44	4.57	49,000.00	-25.44
102 FULL-TIME EMPLOYEES - OVERTIME	-127.23	0.02	1,576.63	0.15	5,000.00	3,423.37
121 EMPLOYER PERA CONTRIBUTIONS	302.71	-0.04	3,739.60	0.35	4,050.00	310.40
122 EMPLOYER FICA CONTRIBUTIONS	238.40	-0.04	3,508.17	0.33	3,348.00	-160.17
123 EMPLOYER MEDICARE CONTRIBUTION	55.79	-0.01	827.07	0.08	783.00	-44.07
130 EMPLOYER PAID INSURANCE	797.18	-0.12	9,743.63	0.91	12,000.00	2,256.37
150 WORKER'S COMPENSATION	0.00		2,634.81	0.25	3,300.00	665.19
160 LIABILITY INSURANCE	0.00		43.28		45.00	1.72
210 OPERATING SUPPLIES	1,933.97	-0.29	12,201.91	1.14	11,000.00	-1,201.91
212 MOTOR FUELS	616.24	-0.09	3,225.78	0.30	6,400.00	3,174.22
214 UNIFORMS	177.72	-0.03	578.80	0.05	210.00	-368.80
220 REPAIR/MAINTENANCE SUPPLIES	230.35	-0.03	1,314.90	0.12	2,000.00	685.10
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,500.00	1,500.00
260 METERS	2,002.20	-0.30	55,401.42	5.16	30,000.00	-25,401.42
303 ENGINEERING FEES	56,782.44	-8.44	156,821.74	14.61	550,000.00	393,178.26
360 INSURANCE	-3,109.76	0.46	12,059.76	1.12	15,300.00	3,240.24
380 UTILITY SERVICES	764.18	-0.11	4,286.96	0.40	3,500.00	-786.96
400 REPAIRS & MAINTENANCE	12,312.70	-1.83	39,089.65	3.64	42,000.00	2,910.35
410 RENTALS	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		326.50	0.03	3,000.00	2,673.50
433 MMUA SAFETY PROGRAM	26.12		783.48	0.07	610.00	-173.48
440 PROFESSIONAL SERVICES	0.00		26,796.73	2.50	2,000.00	-24,796.73
444 OTHER CONTRACTUAL SERVICES	10.05		213.67	0.02	25,000.00	24,786.33
Account Total						
	77,550.24	-11.53	384,199.93	35.78	770,146.00	385,946.07
Total Department	77,550.24	-11.53	384,199.93	35.78	770,146.00	385,946.07
San Sewer-Admin/General						
San Sewer-Admin/General						
101 FULL-TIME EMPLOYEES - REGULAR	4,530.38	-0.67	57,230.47	5.33	62,500.00	5,269.53
102 FULL-TIME EMPLOYEES - OVERTIME	49.42	-0.01	167.45	0.02	1,000.00	832.55
121 EMPLOYER PERA CONTRIBUTIONS	337.60	-0.05	4,299.10	0.40	4,763.00	463.90
122 EMPLOYER FICA CONTRIBUTIONS	263.72	-0.04	3,346.37	0.31	3,937.00	590.63
123 EMPLOYER MEDICARE CONTRIBUTION	61.65	-0.01	782.52	0.07	921.00	138.48
130 EMPLOYER PAID INSURANCE	941.89	-0.14	11,508.12	1.07	11,900.00	391.88
210 OPERATING SUPPLIES	79.76	-0.01	622.11	0.06	1,500.00	877.89

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602 Sewer Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		590.00	590.00
301 AUDITING/ACCOUNTING	0.00		533.00	0.05	650.00	117.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00
309 EDP, SOFTWARE & DESIGN	2,302.50	-0.34	3,011.87	0.28	0.00	-3,011.87
321 TELEPHONE	150.05	-0.02	1,409.11	0.13	2,956.00	1,546.89
325 COMMUNICATION-OTHER	452.66	-0.07	4,746.03	0.44	5,000.00	253.97
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		132.00	0.01	20.00	-112.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		87.75	0.01	25.00	-62.75
370 MAINTENANCE/SUPPORT FEES	0.00		1,147.19	0.11	1,750.00	602.81
430 OTHER SERVICE/CHARGES-MISC.	33.00		306.82	0.03	50.00	-256.82
438 CREDIT CARD FEES	461.21	-0.07	6,460.68	0.60	4,700.00	-1,760.68
440 PROFESSIONAL SERVICES	0.00		1,075.00	0.10	400.00	-675.00
Account Total						
	9,663.84	-1.44	96,865.59	9.02	103,662.00	6,796.41
Total Department	9,663.84	-1.44	96,865.59	9.02	103,662.00	6,796.41
Depreciation						
Depreciation						
462 AMORTIZATION EXPENSE	-1,930.07	0.29	-1,930.07	-0.18	0.00	1,930.07
Account Total						
	-1,930.07	0.29	-1,930.07	-0.18		1,930.07
Total Department	-1,930.07	0.29	-1,930.07	-0.18		1,930.07
Total Expenses	-672,754.18	100.00	1,073,642.06	100.00	2,569,400.00	1,495,757.94
Net Income (Loss)	1,091,988.93	-162.32	1,621,985.74	151.07		

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604 Electric Fund

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	Period to Date	%	Year-To-Date	%		
Revenue						
Transmission/Distribution						
3612 SPECIAL ASSESSMT-PENALTY/	1,031.94	0.16	1,335.19	0.04	0.00	1,335.19
3621 INTEREST EARNED	-54,761.70	-8.44	-7,709.26	-0.22	10,000.00	-17,709.26
3622 RENTS AND ROYALTIES	8,760.00	1.35	13,789.08	0.39	3,000.00	10,789.08
3624 MISC REVENUE - REFUNDS	65,643.62	10.11	262,751.43	7.44	1,000.00	261,751.43
3626 MONEY MARKET INTEREST	0.00		2.94		0.00	2.94
3735 ELECTRIC ASSESSMENT	1,575.00	0.24	10,975.00	0.31	4,400.00	6,575.00
3740 ELECTRIC SALES-RES/COMM	297,922.27	45.89	3,910,772.00	110.81	3,980,836.00	-70,064.00
3742 ELECTRIC SALES-DEMAND	38,170.01	5.88	457,789.31	12.97	496,789.00	-38,999.69
3745 CONNECTION/RECONNECTION F	0.00		4,400.00	0.12	4,800.00	-400.00
3746 PENALTIES	2,379.77	0.37	40,635.05	1.15	40,000.00	635.05
3747 ELECTRIC METER HOOKUP FEE	455.00	0.07	3,405.00	0.10	0.00	3,405.00
3748 Recapture Written Off	42.57	0.01	285.61	0.01	0.00	285.61
3749 CIP Chg	8,566.56	1.32	116,774.22	3.31	119,425.00	-2,650.78
Total Department	369,785.04	56.96	4,815,205.57	136.43	4,660,250.00	154,955.57
Total Revenue	369,785.04	100.00	4,815,205.57	100.00	4,660,250.00	154,955.57
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	270.54	0.04	4,097.30	0.12	3,500.00	-597.30
121 EMPLOYER PERA CONTRIBUTIONS	25.91		312.97	0.01	263.00	-49.97
122 EMPLOYER FICA CONTRIBUTIONS	20.75		251.12	0.01	217.00	-34.12
123 EMPLOYER MEDICARE CONTRIBUTION	4.86		58.75		51.00	-7.75
Account Total						
	322.06	0.05	4,720.14	0.13	4,031.00	-689.14
Total Department	322.06	0.05	4,720.14	0.13	4,031.00	-689.14
Debt Service						
Debt Service						
601 BOND PRINCIPAL	-45,896.95	-7.07	0.00		61,204.00	61,204.00
611 BOND INTEREST	-103.56	-0.02	8,624.40	0.24	7,618.00	-1,006.40
620 PAYING AGENT FEES	0.00		99.00		0.00	-99.00
Account Total						
	-46,000.51	-7.09	8,723.40	0.25	68,822.00	60,098.60
Total Department	-46,000.51	-7.09	8,723.40	0.25	68,822.00	60,098.60
Power Supply						
Power Supply						
381 PURCHASED POWER	291,650.86	44.93	2,197,113.14	62.25	2,874,813.00	677,699.86
Account Total						
	291,650.86	44.93	2,197,113.14	62.25	2,874,813.00	677,699.86
Total Department	291,650.86	44.93	2,197,113.14	62.25	2,874,813.00	677,699.86
Transmission/Distribution						
Transmission/Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	20,744.83	3.20	287,805.64	8.15	359,200.00	71,394.36
102 FULL-TIME EMPLOYEES - OVERTIME	-153.23	-0.02	3,096.60	0.09	8,000.00	4,903.40
121 EMPLOYER PERA CONTRIBUTIONS	1,764.27	0.27	22,037.68	0.62	27,540.00	5,502.32
122 EMPLOYER FICA CONTRIBUTIONS	1,409.26	0.22	17,604.24	0.50	22,766.00	5,161.76
123 EMPLOYER MEDICARE CONTRIBUTION	329.59	0.05	4,117.19	0.12	5,324.00	1,206.81

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604 Electric Fund

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130 EMPLOYER PAID INSURANCE	4,027.17	0.62	50,346.97	1.43	60,000.00	9,653.03
150 WORKER'S COMPENSATION	0.00		11,515.91	0.33	14,500.00	2,984.09
210 OPERATING SUPPLIES	1,157.85	0.18	3,967.81	0.11	10,000.00	6,032.19
212 MOTOR FUELS	626.56	0.10	3,561.16	0.10	5,500.00	1,938.84
214 UNIFORMS	0.00		2,639.86	0.07	3,500.00	860.14
220 REPAIR/MAINTENANCE SUPPLIES	74,493.80	11.47	158,004.60	4.48	100,000.00	-58,004.60
240 SMALL TOOLS/MINOR EQUIPMENT	41.28	0.01	6,847.87	0.19	4,000.00	-2,847.87
260 METERS	7,078.53	1.09	9,677.57	0.27	10,000.00	322.43
270 TRANSFORMERS	740.00	0.11	10,799.97	0.31	25,000.00	14,200.03
303 ENGINEERING FEES	0.00		15,444.00	0.44	5,000.00	-10,444.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	-1,832.63	-0.28	7,307.21	0.21	8,200.00	892.79
380 UTILITY SERVICES	3,006.64	0.46	10,280.26	0.29	13,500.00	3,219.74
400 REPAIRS & MAINTENANCE	167.09	0.03	6,483.21	0.18	6,000.00	-483.21
410 RENTALS	85.02	0.01	361.41	0.01	500.00	138.59
430 OTHER SERVICE/CHARGES-MISC.	38.98	0.01	3,473.54	0.10	3,600.00	126.46
433 MMUA SAFETY PROGRAM	26.13		4,422.48	0.13	4,820.00	397.52
437 LOCATES	166.05	0.03	2,770.10	0.08	3,000.00	229.90
444 OTHER CONTRACTUAL SERVICES	12.27		64,020.70	1.81	55,000.00	-9,020.70
Account Total						
	113,929.46	17.55	706,585.98	20.02	755,200.00	48,614.02
Total Department	113,929.46	17.55	706,585.98	20.02	755,200.00	48,614.02
Customer Account/Meter Reader						
Customer Account/Mtr Reader						
613 Customer Interest	0.00		0.00		800.00	800.00
Account Total						
					800.00	800.00
Total Department					800.00	800.00
Administration & General						
Administration & General						
101 FULL-TIME EMPLOYEES - REGULAR	12,061.84	1.86	139,669.81	3.96	152,000.00	12,330.19
102 FULL-TIME EMPLOYEES - OVERTIME	123.52	0.02	408.20	0.01	2,000.00	1,591.80
121 EMPLOYER PERA CONTRIBUTIONS	830.16	0.13	10,363.28	0.29	11,550.00	1,186.72
122 EMPLOYER FICA CONTRIBUTIONS	696.17	0.11	8,157.25	0.23	9,548.00	1,390.75
123 EMPLOYER MEDICARE CONTRIBUTION	162.83	0.03	1,907.81	0.05	2,234.00	326.19
130 EMPLOYER PAID INSURANCE	2,328.13	0.36	28,441.85	0.81	29,700.00	1,258.15
160 LIABILITY INSURANCE	0.00		43.28		45.00	1.72
210 OPERATING SUPPLIES	91.24	0.01	1,018.28	0.03	2,750.00	1,731.72
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		482.11	0.01	500.00	17.89
301 AUDITING/ACCOUNTING	0.00		3,996.00	0.11	4,200.00	204.00
304 LEGAL FEES	894.00	0.14	4,616.00	0.13	5,000.00	384.00
309 EDP, SOFTWARE & DESIGN	4,605.00	0.71	6,412.32	0.18	1,000.00	-5,412.32
321 TELEPHONE	1,023.62	0.16	7,847.79	0.22	10,000.00	2,152.21
325 COMMUNICATION-OTHER	905.31	0.14	9,832.05	0.28	10,500.00	667.95
332 ADMINISTRATOR MEETINGS &	92.62	0.01	1,253.32	0.04	0.00	-1,253.32
333 STAFF MEETINGS & CONFERENCES	207.20	0.03	2,007.44	0.06	3,500.00	1,492.56
334 MEMBERSHIP DUES AND FEES	3,000.00	0.46	24,318.00	0.69	40,000.00	15,682.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
370 MAINTENANCE/SUPPORT FEES	0.00		4,556.48	0.13	4,000.00	-556.48
400 REPAIRS & MAINTENANCE	0.00		0.00		550.00	550.00
429 CIP PROGRAM	5,364.67	0.83	68,752.83	1.95	119,425.00	50,672.17

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604 Electric Fund

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430 OTHER SERVICE/CHARGES-MISC.	2,845.60	0.44	17,995.62	0.51	135,000.00	117,004.38
435 UNCOLLECTIBLE	0.00		860.22	0.02	0.00	-860.22
438 CREDIT CARD FEES	922.42	0.14	13,311.39	0.38	10,000.00	-3,311.39
440 PROFESSIONAL SERVICES	0.00		2,870.00	0.08	7,500.00	4,630.00
Account Total						
	36,154.33	5.57	359,121.33	10.18	561,152.00	202,030.67
Total Department	36,154.33	5.57	359,121.33	10.18	561,152.00	202,030.67
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		100,000.00	100,000.00
462 AMORTIZATION EXPENSE	5,137.98	0.79	5,137.98	0.15	0.00	-5,137.98
Account Total						
	5,137.98	0.79	5,137.98	0.15	100,000.00	94,862.02
Total Department	5,137.98	0.79	5,137.98	0.15	100,000.00	94,862.02
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	248,000.00	38.20	248,000.00	7.03	248,000.00	0.00
Account Total						
	248,000.00	38.20	248,000.00	7.03	248,000.00	
Total Department	248,000.00	38.20	248,000.00	7.03	248,000.00	
Total Expenses	649,194.18	100.00	3,529,401.97	100.00	4,612,818.00	1,083,416.03
Net Income (Loss)	-279,409.14	-43.04	1,285,803.60	36.43		



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605 Storm Water

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	Period to Date	%	Year-To-Date	%		
Revenue						
Storm Public Works						
3621 INTEREST EARNED	-3,663.56	-27.90	-892.16	-0.20	3,000.00	-3,892.16
3730 STORM USER CHARGE	41,022.85	312.46	480,791.21	110.14	445,000.00	35,791.21
3734 STORM CONNECTION FEE	0.00		109,615.50	25.11	0.00	109,615.50
3746 PENALTIES	352.36	2.68	4,022.20	0.92	2,200.00	1,822.20
3998 Capital Contributions	358,000.00	2726.78	358,000.00	82.01	0.00	358,000.00
Total Department	395,711.65	3014.02	951,536.75	217.99	450,200.00	501,336.75
Total Revenue	395,711.65	100.00	951,536.75	100.00	450,200.00	501,336.75
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	-116,423.99	-886.77	0.00		116,424.00	116,424.00
611 BOND INTEREST	-935.36	-7.12	25,053.47	5.74	25,988.00	934.53
620 PAYING AGENT FEES	0.00		346.50	0.08	0.00	-346.50
Account Total	-117,359.35	-893.89	25,399.97	5.82	142,412.00	117,012.03
Total Department	-117,359.35	-893.89	25,399.97	5.82	142,412.00	117,012.03
Storm Public Works						
Storm Public Works						
101 FULL-TIME EMPLOYEES - REGULAR	5,417.91	41.27	44,470.99	10.19	45,000.00	529.01
121 EMPLOYER PERA CONTRIBUTIONS	243.45	1.85	3,172.12	0.73	3,375.00	202.88
122 EMPLOYER FICA CONTRIBUTIONS	193.08	1.47	2,524.95	0.58	2,790.00	265.05
123 EMPLOYER MEDICARE CONTRIBUTION	45.16	0.34	590.43	0.14	653.00	62.57
130 EMPLOYER PAID INSURANCE	550.36	4.19	6,700.22	1.53	15,000.00	8,299.78
210 OPERATING SUPPLIES	1,158.07	8.82	3,380.46	0.77	5,000.00	1,619.54
214 UNIFORMS	0.00		0.00		280.00	280.00
220 REPAIR/MAINTENANCE SUPPLIES	51.09	0.39	3,363.28	0.77	10,500.00	7,136.72
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
303 ENGINEERING FEES	3,945.12	30.05	176,082.75	40.34	162,000.00	-14,082.75
304 LEGAL FEES	0.00		522.00	0.12	0.00	-522.00
325 COMMUNICATION-OTHER	452.66	3.45	4,706.03	1.08	5,000.00	293.97
360 INSURANCE	-190.53	-1.45	562.87	0.13	820.00	257.13
370 MAINTENANCE/SUPPORT FEES	0.00		1,225.09	0.28	1,700.00	474.91
400 REPAIRS & MAINTENANCE	115,850.00	882.40	117,351.57	26.88	30,000.00	-87,351.57
410 RENTALS	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		19.15		100.00	80.85
433 MMUA SAFETY PROGRAM	26.12	0.20	3,416.74	0.78	4,820.00	1,403.26
440 PROFESSIONAL SERVICES	0.00		131.43	0.03	0.00	-131.43
444 OTHER CONTRACTUAL SERVICES	10.05	0.08	3,420.90	0.78	0.00	-3,420.90
Account Total	127,752.54	973.05	371,640.98	85.14	288,038.00	-83,602.98
Total Department	127,752.54	973.05	371,640.98	85.14	288,038.00	-83,602.98

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605 Storm Water

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Storm Administration						
Storm Admin						
101 FULL-TIME EMPLOYEES - REGULAR	545.93	4.16	18,331.58	4.20	19,600.00	1,268.42
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		7.70		0.00	-7.70
121 EMPLOYER PERA CONTRIBUTIONS	112.86	0.86	1,447.52	0.33	1,470.00	22.48
122 EMPLOYER FICA CONTRIBUTIONS	88.91	0.68	1,136.12	0.26	1,215.00	78.88
123 EMPLOYER MEDICARE CONTRIBUTION	20.79	0.16	265.66	0.06	284.00	18.34
130 EMPLOYER PAID INSURANCE	300.47	2.29	3,667.13	0.84	3,700.00	32.87
150 WORKER'S COMPENSATION	0.00		3,308.14	0.76	4,700.00	1,391.86
210 OPERATING SUPPLIES	0.00		69.25	0.02	700.00	630.75
301 AUDITING/ACCOUNTING	0.00		888.00	0.20	1,100.00	212.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		217.50	0.05	0.00	-217.50
309 EDP, SOFTWARE & DESIGN	2,302.50	17.54	3,011.88	0.69	500.00	-2,511.88
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
370 MAINTENANCE/SUPPORT FEES	0.00		142.80	0.03	450.00	307.20
430 OTHER SERVICE/CHARGES-MISC.	0.00		10.00		200.00	190.00
438 CREDIT CARD FEES	461.21	3.51	6,460.68	1.48	4,700.00	-1,760.68
440 PROFESSIONAL SERVICES	0.00		1,600.00	0.37	725.00	-875.00
Account Total						
	3,832.67	29.19	40,563.96	9.29	44,644.00	4,080.04
Total Department	3,832.67	29.19	40,563.96	9.29	44,644.00	4,080.04
Depreciation						
Depreciation						
462 AMORTIZATION EXPENSE	-1,096.84	-8.35	-1,096.84	-0.25	0.00	1,096.84
Account Total						
	-1,096.84	-8.35	-1,096.84	-0.25		1,096.84
Total Department	-1,096.84	-8.35	-1,096.84	-0.25		1,096.84
Total Expenses	13,129.02	100.00	436,508.07	100.00	475,094.00	38,585.93
Net Income (Loss)	382,582.63	2914.02	515,028.68	117.99		

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CITY OF KASSON  
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606 ICE ARENA

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Revenue						
Ice Arena						
3450 SCHOOL/YOUTH ICE RENTAL	67,936.00	79.73	229,618.50	69.68	230,000.00	-381.50
3451 LEAGUE HOCKEY	2,491.88	2.92	56,814.73	17.24	50,000.00	6,814.73
3452 PUBLIC SKATE	321.30	0.38	321.30	0.10	1,500.00	-1,178.70
3453 OPEN HOCKEY/ ICE TIME	605.35	0.71	5,844.00	1.77	5,000.00	844.00
3454 LEASED SIGN REVENUE	700.00	0.82	700.00	0.21	1,500.00	-800.00
3455 CONCESSION/RENTS	0.00		0.00		2,516.00	-2,516.00
3456 POP/GUMBALL SALES	542.42	0.64	1,337.76	0.41	2,000.00	-662.24
3457 SKATE RENTS/SHARPENING	0.00		9.00		500.00	-491.00
3458 PRO SHOP SALES	0.00		0.00		200.00	-200.00
3624 MISC REVENUE - REFUNDS	1.00		4,205.92	1.28	3,000.00	1,205.92
3922 OTHER MISC-GOVT	0.00		35,000.00	10.62	0.00	35,000.00
Total Department	72,597.95	85.20	333,851.21	101.30	296,216.00	37,635.21
Total Revenue	72,597.95	100.00	333,851.21	100.00	296,216.00	37,635.21
Expenses						
Ice Arena						
Ice Arena						
101 FULL-TIME EMPLOYEES - REGULAR	8,130.77	9.54	80,506.13	24.43	97,500.00	16,993.87
103 PART-TIME EMPLOYEES	4,322.45	5.07	38,189.46	11.59	45,000.00	6,810.54
121 EMPLOYER PERA CONTRIBUTIONS	574.23	0.67	7,203.95	2.19	7,313.00	109.05
122 EMPLOYER FICA CONTRIBUTIONS	563.72	0.66	6,856.57	2.08	8,835.00	1,978.43
123 EMPLOYER MEDICARE CONTRIBUTION	131.85	0.15	1,603.60	0.49	2,066.00	462.40
130 EMPLOYER PAID INSURANCE	1,784.90	2.09	21,804.68	6.62	21,700.00	-104.68
150 WORKER'S COMPENSATION	0.00		3,862.43	1.17	5,300.00	1,437.57
210 OPERATING SUPPLIES	383.17	0.45	1,247.45	0.38	4,000.00	2,752.55
214 UNIFORMS	0.00		0.00		600.00	600.00
220 REPAIR/MAINTENANCE SUPPLIES	2,077.75	2.44	4,712.56	1.43	7,500.00	2,787.44
240 SMALL TOOLS/MINOR EQUIPMENT	515.36	0.60	515.36	0.16	1,000.00	484.64
261 MERCH FOR RESALE-TAX	187.85	0.22	797.35	0.24	1,000.00	202.65
301 AUDITING/ACCOUNTING	0.00		900.00	0.27	900.00	0.00
309 EDP, SOFTWARE & DESIGN	7.00	0.01	63.00	0.02	0.00	-63.00
321 TELEPHONE	294.59	0.35	2,117.52	0.64	3,500.00	1,382.48
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,000.00	1,000.00
334 MEMBERSHIP DUES AND FEES	0.00		275.00	0.08	400.00	125.00
343 OTHER ADVERTISING	14.05	0.02	168.60	0.05	200.00	31.40
370 MAINTENANCE/SUPPORT FEES	0.00		781.60	0.24	1,800.00	1,018.40
380 UTILITY SERVICES	13,807.35	16.20	66,102.19	20.06	76,000.00	9,897.81
400 REPAIRS & MAINTENANCE	9,009.66	10.57	37,945.01	11.51	22,500.00	-15,445.01
430 OTHER SERVICE/CHARGES-MISC.	207.66	0.24	1,397.60	0.42	2,000.00	602.40
433 MMUA SAFETY PROGRAM	0.00		813.50	0.25	1,210.00	396.50
440 PROFESSIONAL SERVICES	43,192.63	50.69	43,192.63	13.11	500.00	-42,692.63
444 OTHER CONTRACTUAL SERVICES	0.00		8,500.00	2.58	8,500.00	0.00
Account Total	85,204.99	100.00	329,556.19	100.00	320,324.00	-9,232.19
Total Department	85,204.99	100.00	329,556.19	100.00	320,324.00	-9,232.19

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606 ICE ARENA

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Total Expenses	85,204.99	100.00	329,556.19	100.00	320,324.00	-9,232.19
Net Income (Loss)	-12,607.04	-14.80	4,295.02	1.30		

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609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	
Revenue						
Financial Adminstration						
3621 INTEREST EARNED	-34,300.30	-15.31	-22,595.78	-1.41	3,000.00	-25,595.78
3624 MISC REVENUE - REFUNDS	0.00		0.00		250.00	-250.00
3626 MONEY MARKET INTEREST	0.00		2.58		0.00	2.58
Total Department	-34,300.30	-15.31	-22,593.20	-1.41	3,250.00	-25,843.20
Merchandise						
3781 SALES - LIQUOR	65,715.44	29.32	546,280.09	34.11	495,000.00	51,280.09
3782 SALES - BEER	74,343.79	33.17	877,512.39	54.79	760,000.00	117,512.39
3783 SALES - WINE	30,971.37	13.82	241,381.93	15.07	263,000.00	-21,618.07
3784 SALES - MISC. TAXABLE	3,240.08	1.45	28,846.09	1.80	22,000.00	6,846.09
3786 SALES - NON-TAXABLE	515.82	0.23	11,204.60	0.70	5,500.00	5,704.60
3794 CASH OVER	18.13	0.01	526.47	0.03	0.00	526.47
Total Department	174,804.63	78.00	1,705,751.57	106.50	1,545,500.00	160,251.57
Total Revenue	140,504.33	100.00	1,683,158.37	100.00	1,548,750.00	134,408.37
Expenses						
Financial Adminstration						
Financial Administration						
101 FULL-TIME EMPLOYEES - REGULAR	1,050.50	0.47	2,106.00	0.13	2,600.00	494.00
121 EMPLOYER PERA CONTRIBUTIONS	20.26	0.01	40.51		195.00	154.49
122 EMPLOYER FICA CONTRIBUTIONS	65.13	0.03	130.57	0.01	161.00	30.43
123 EMPLOYER MEDICARE CONTRIBUTION	15.25	0.01	30.56		38.00	7.44
301 AUDITING/ACCOUNTING	0.00		3,996.00	0.25	4,200.00	204.00
Account Total	1,151.14	0.51	6,303.64	0.39	7,194.00	890.36
Total Department	1,151.14	0.51	6,303.64	0.39	7,194.00	890.36
Merchandise						
Merchandise						
210 OPERATING SUPPLIES	450.80	0.20	3,429.19	0.21	2,500.00	-929.19
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,508.62	0.09	0.00	-1,508.62
251 LIQUOR	77,301.77	34.49	517,485.38	32.31	490,000.00	-27,485.38
252 BEER	102,374.03	45.68	733,967.35	45.83	640,000.00	-93,967.35
254 MISC TAXABLES (SOFT DRINKS,ETC	2,210.58	0.99	17,928.95	1.12	15,000.00	-2,928.95
257 ICE	-3,448.05	-1.54	1,797.62	0.11	2,000.00	202.38
259 NON-TAX MISC (O.J., ETC)	159.23	0.07	1,640.61	0.10	642.00	-998.61
335 FREIGHT	1,560.96	0.70	9,678.18	0.60	10,000.00	321.82
430 OTHER SERVICE/CHARGES-MISC.	-2.46		-2.21		50.00	52.21
438 CREDIT CARD FEES	3,235.98	1.44	37,594.71	2.35	30,000.00	-7,594.71
Account Total	183,842.84	82.03	1,325,028.40	82.73	1,190,192.00	-134,836.40
Total Department	183,842.84	82.03	1,325,028.40	82.73	1,190,192.00	-134,836.40

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609 Liquor Fund

		Actual		Actual		Annual Budget	
		Period to Date	%	Year-To-Date	%		
Manager							
Manager							
101	FULL-TIME EMPLOYEES - REGULAR	8,698.52	3.88	81,074.34	5.06	78,500.00	-2,574.34
121	EMPLOYER PERA CONTRIBUTIONS	452.76	0.20	5,880.91	0.37	5,888.00	7.09
122	EMPLOYER FICA CONTRIBUTIONS	361.07	0.16	4,735.55	0.30	4,867.00	131.45
123	EMPLOYER MEDICARE CONTRIBUTION	84.44	0.04	1,107.52	0.07	1,138.00	30.48
130	EMPLOYER PAID INSURANCE	831.17	0.37	10,167.62	0.63	9,900.00	-267.62
150	WORKER'S COMPENSATION	0.00		6,395.06	0.40	7,400.00	1,004.94
210	OPERATING SUPPLIES	161.09	0.07	1,898.56	0.12	1,200.00	-698.56
216	PERIODICALS	151.00	0.07	251.00	0.02	40.00	-211.00
240	SMALL TOOLS/MINOR EQUIPMENT	53.58	0.02	642.96	0.04	3,600.00	2,957.04
304	LEGAL FEES	0.00		0.00		100.00	100.00
321	TELEPHONE	162.96	0.07	1,980.50	0.12	1,900.00	-80.50
331	TRAVEL/MILEAGE	0.00		0.00		250.00	250.00
333	STAFF MEETINGS & CONFERENCES	0.00		1,059.83	0.07	900.00	-159.83
334	MEMBERSHIP DUES AND FEES	0.00		1,585.00	0.10	1,500.00	-85.00
343	OTHER ADVERTISING	1,107.13	0.49	4,671.03	0.29	9,000.00	4,328.97
351	LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
352	GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370	MAINTENANCE/SUPPORT FEES	0.00		2,480.86	0.15	3,000.00	519.14
430	OTHER SERVICE/CHARGES-MISC.	161.14	0.07	671.19	0.04	1,000.00	328.81
433	MMUA SAFETY PROGRAM	0.00		813.50	0.05	1,210.00	396.50
439	CASH SHORT	17.20	0.01	574.69	0.04	0.00	-574.69
440	PROFESSIONAL SERVICES	216.00	0.10	3,705.00	0.23	525.00	-3,180.00
	Account Total						
		12,458.06	5.56	129,695.12	8.10	132,193.00	2,497.88
	<b>Total Department</b>	<b>12,458.06</b>	<b>5.56</b>	<b>129,695.12</b>	<b>8.10</b>	<b>132,193.00</b>	<b>2,497.88</b>
Cashiers							
Cashiers							
101	FULL-TIME EMPLOYEES - REGULAR	3,610.47	1.61	38,246.06	2.39	44,000.00	5,753.94
103	PART-TIME EMPLOYEES	2,055.84	0.92	30,187.91	1.88	45,000.00	14,812.09
121	EMPLOYER PERA CONTRIBUTIONS	339.30	0.15	4,175.41	0.26	6,675.00	2,499.59
122	EMPLOYER FICA CONTRIBUTIONS	303.80	0.14	3,894.91	0.24	5,518.00	1,623.09
123	EMPLOYER MEDICARE CONTRIBUTION	71.07	0.03	910.92	0.06	1,290.00	379.08
130	EMPLOYER PAID INSURANCE	1,754.69	0.78	21,441.57	1.34	21,400.00	-41.57
160	LIABILITY INSURANCE	0.00		43.28		45.00	1.72
333	STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334	MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
	Account Total						
		8,135.17	3.63	98,900.06	6.17	124,278.00	25,377.94
	<b>Total Department</b>	<b>8,135.17</b>	<b>3.63</b>	<b>98,900.06</b>	<b>6.17</b>	<b>124,278.00</b>	<b>25,377.94</b>
Janitor							
Janitor							
210	OPERATING SUPPLIES	154.37	0.07	314.72	0.02	900.00	585.28
	Account Total						
		154.37	0.07	314.72	0.02	900.00	585.28
	<b>Total Department</b>	<b>154.37</b>	<b>0.07</b>	<b>314.72</b>	<b>0.02</b>	<b>900.00</b>	<b>585.28</b>

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609 Liquor Fund

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Buildings and Maintenance						
Buildings & Maintenance						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		12.62		100.00	87.38
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		512.51	0.03	1,000.00	487.49
360 INSURANCE	-680.73	-0.30	3,719.31	0.23	4,850.00	1,130.69
380 UTILITY SERVICES	1,858.05	0.83	10,460.94	0.65	12,500.00	2,039.06
400 REPAIRS & MAINTENANCE	505.00	0.23	5,598.09	0.35	11,000.00	5,401.91
410 RENTALS	680.36	0.30	5,108.46	0.32	750.00	-4,358.46
430 OTHER SERVICE/CHARGES-MISC.	0.00		15.00		0.00	-15.00
Account Total						
	2,362.68	1.05	25,426.93	1.59	30,200.00	4,773.07
Total Department	2,362.68	1.05	25,426.93	1.59	30,200.00	4,773.07
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		13,000.00	13,000.00
Account Total						
					13,000.00	13,000.00
Total Department					13,000.00	13,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	16,000.00	7.14	16,000.00	1.00	16,000.00	0.00
Account Total						
	16,000.00	7.14	16,000.00	1.00	16,000.00	
Total Department	16,000.00	7.14	16,000.00	1.00	16,000.00	
Total Expenses	224,104.26	100.00	1,601,668.87	100.00	1,513,957.00	-87,711.87
Net Income (Loss)	-83,599.93	-37.30	81,489.50	5.09		

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610 Maple Grove Cemetery

	Actual		Actual		Annual Budget	
	Period to Date	%	Year-To-Date	%		
Revenue						
Cemetery Operations						
3410 CHARGES FOR SERVICES	1,275.00	41.28	9,250.00	22.08	9,000.00	250.00
3411 CEMETARY LAND RENT	0.00		7,200.00	17.19	6,000.00	1,200.00
3621 INTEREST EARNED	-213.56	-6.91	108.93	0.26	4,000.00	-3,891.07
3624 MISC REVENUE - REFUNDS	25.00	0.81	450.00	1.07	300.00	150.00
3711 BURIAL LOTS	250.00	8.09	7,500.00	17.90	4,000.00	3,500.00
<b>Total Department</b>	<b>1,336.44</b>	<b>43.26</b>	<b>24,508.93</b>	<b>58.51</b>	<b>23,300.00</b>	<b>1,208.93</b>
<b>Total Revenue</b>	<b>1,336.44</b>	<b>100.00</b>	<b>24,508.93</b>	<b>100.00</b>	<b>23,300.00</b>	<b>1,208.93</b>
Expenses						
Cemetery Operations						
Cemetery Operations						
101 FULL-TIME EMPLOYEES - REGULAR	876.38	28.37	11,292.67	26.96	13,500.00	2,207.33
121 EMPLOYER PERA CONTRIBUTIONS	65.24	2.11	846.47	2.02	1,013.00	166.53
122 EMPLOYER FICA CONTRIBUTIONS	52.00	1.68	673.89	1.61	837.00	163.11
123 EMPLOYER MEDICARE CONTRIBUTION	12.14	0.39	157.62	0.38	195.00	37.38
130 EMPLOYER PAID INSURANCE	148.72	4.81	1,817.44	4.34	1,800.00	-17.44
150 WORKER'S COMPENSATION	0.00		1,175.08	2.81	1,300.00	124.92
210 OPERATING SUPPLIES	0.00		98.43	0.23	500.00	401.57
214 UNIFORMS	0.00		0.00		50.00	50.00
220 REPAIR/MAINTENANCE SUPPLIES	295.38	9.56	295.38	0.71	500.00	204.62
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,000.00	2,000.00
301 AUDITING/ACCOUNTING	0.00		888.00	2.12	1,000.00	112.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		100.00	100.00
360 INSURANCE	-147.37	-4.77	545.75	1.30	700.00	154.25
370 MAINTENANCE/SUPPORT FEES	0.00		1,591.40	3.80	1,560.00	-31.40
380 UTILITY SERVICES	61.50	1.99	363.11	0.87	500.00	136.89
430 OTHER SERVICE/CHARGES-MISC.	0.00		4,506.00	10.76	8,000.00	3,494.00
440 PROFESSIONAL SERVICES	0.00		300.00	0.72	400.00	100.00
444 OTHER CONTRACTUAL SERVICES	1,725.00	55.84	17,340.29	41.39	24,000.00	6,659.71
Account Total						
	3,088.99	100.00	41,891.53	100.00	58,455.00	16,563.47
<b>Total Department</b>	<b>3,088.99</b>	<b>100.00</b>	<b>41,891.53</b>	<b>100.00</b>	<b>58,455.00</b>	<b>16,563.47</b>
<b>Total Expenses</b>	<b>3,088.99</b>	<b>100.00</b>	<b>41,891.53</b>	<b>100.00</b>	<b>58,455.00</b>	<b>16,563.47</b>
<b>Net Income (Loss)</b>	<b>-1,752.55</b>	<b>-56.74</b>	<b>-17,382.60</b>	<b>-41.49</b>		



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875 Community Policing Fund

		Actual		Actual		Annual Budget	
		Period to Date	%	Year-To-Date	%		
Revenue							
Police							
3621	INTEREST EARNED	0.00		5.00	0.55	100.00	-95.00
3623	CONTR/DONATION FROM PRIVA	0.00		20.00	2.20	0.00	20.00
Total Department				25.00	2.74	100.00	-75.00
Total Revenue		0.00	100.00	25.00	100.00	100.00	-75.00
Expenses							
Police							
Police							
150	WORKER'S COMPENSATION	0.00		227.82	25.01	350.00	122.18
210	OPERATING SUPPLIES	0.00		683.21	74.99	3,500.00	2,816.79
430	OTHER SERVICE/CHARGES-MISC.	0.00		0.00		500.00	500.00
Account Total				911.03	100.00	4,350.00	3,438.97
Total Department				911.03	100.00	4,350.00	3,438.97
Total Expenses		0.00		911.03	100.00	4,350.00	3,438.97
Net Income (Loss)		0.00		-886.03	-97.26		

### Kasson Police Calls for Service

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

**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: 1/27/2022  
Re: Jan Department Head Report for the Kasson Police Department

**An  
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assistance of the City Clerk's Office, we completed our annual police state aid form. Police and Fire state aid reports are due by March 1st and the aid will be awarded in the fall. The annual POST reporting requirements have been completed. We are in compliance with mandated policies and training requirements. We did not have any reportable officer misconduct reports or use of force incidents that resulted in death or great bodily harm in 2021.

**Toward Zero Deaths Traffic Safety.** We had 3 officers recognized by the Office of Traffic Safety (OTS) for outstanding traffic enforcement. SRO Kasel and Investigator Runnels were awarded 7 challenge coins for outstanding traffic enforcement during TZD grant-funded shifts. The enforcement efforts primarily focused on speeding, seat belts, and distracted driving.

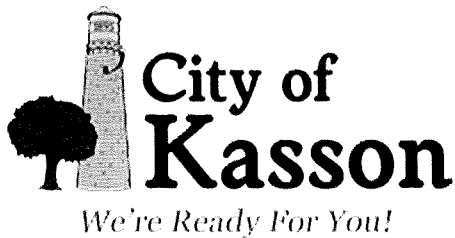
**2021 Calls for Service.** We ended 2021 with 4727 calls for the year. That is compared to 4830 in 2020, 5684 in 2019, and 5004 in 2018.

**Drug Court Update.** We currently have 3 Kasson residents that are participating in drug court and another that just graduated from the program. I have been part of the drug court staffing team since becoming chief and feel that the program is a great benefit to our residents struggling with substance abuse. I have encouraged our officers to conduct regular checks on the participants living in Kasson. Some of the participants have even asked for specific officers to conduct checks on them because of the rapport the officers have built with them.

**Meetings and Events**

Jan 6	Drug Court
Jan 7	MNPEA Mediation
Jan 12	City Council
Jan 13	Drug Court
Jan 18	Dodge County Safe Roads
Jan 18	Recognizing Child Abuse Training
Jan 20	SEMN VCET Board
	Drug Court

Jan 20	Enterprise Annual Review
Jan 24	ICS Fire Hall
Jan 25	Mock Crash Planning
Jan 26	DPS Monthly CLEO Meeting
	Permit to Purchase Seminar
	City Council
Jan 27	Drug Court
	Dept Head



To: City Council

Date: 1/27/22

**Agenda Heading:** Public Works Director Report

- **Project Update.** We met with KM Schools staff to discuss the Safe Routes to School project. The City Engineer and I did a study of buses turning at the intersection of 16<sup>th</sup> St NE and 5<sup>th</sup> Ave NE. We put cones on the radius of the corners and watched the buses turn for the morning drop off of school. We had the first bus of the morning take out all three cones turning the corner with no other traffic at the intersection. Only one other bus hit a cone and that was because when he turned the corner the front of the bus was over the snow bank. Plans are being finalized for the Safe Routes to School project. We had a PreCon meeting for the construction of the new water tower that will be built at the Dodge County Fairgrounds. Some of the main concerns talked about were detours with the HWY 57 project going on at the same time, the Dodge County Fair, and the Big Iron Classic. Maguire Iron is busy ordering supplies and getting ready to start construction starting in the spring. The project will be completed in the summer of 2023. Plans for the HWY 57 project are at MnDot for final review. Whks is working on the plans for the 16<sup>th</sup> St and HWY 57 roundabout.
- **Equipment Repairs.** The Bobcat S650 lost all hydraulic controls during a snow event and had to be pulled back to the shop by one of the graders. The bearings went out of a tensioner wheel that holds the hydraulic drive belt on, seizing the wheel until it broke the tensioner arm off of the side of the engine, throwing the belt off. Corey ordered the parts and has made the repairs to get it back in operation. Corey has made multiple repairs on the Salt Dog sander and the old sander to keep them running when we need them. Corey continues to be an asset to the City of Kasson with his mechanical skills. Staff replaced the battery cables on the Champion grader because it has to be jumped every time, we need to use it. Staff also had to replace the radio in the Case 721E Loader. They removed the radio out of the Case 721F and put in the 721E, then installed the new radio in the 721F. I met with Petersen Blacksmith to look at the 07-dump truck box that is breaking away from the rails it is welded to. I will be finding someone to sandblast the rails and box in the early spring. When the sandblasting is done, it will go to Petersen's to be rewelded. We are coordinating the work to get done after Clean Up Week in May. I have started to contact equipment dealers to get quotes for equipment for the equipment bond. I have a quote for a new snow pusher at \$16,900.00. I am working on the prices for Loaders next to replace the Case 721E.

- **Personnel**. I completed the annual reviews for Streets/Parks Public Works staff members Mike Bolster and Mark Rappe. I also completed the probationary review for Streets/Parks Public Works staff member Ben Langan.
- **Building Maintenance**. Schwickerts repaired a couple pieces of roof edging at the Public Works Facility. They are bending some new pieces and will be replacing it when the weather is warmer. The Liquor Store had a car drive into the railing in front of the building. The railing is bent a little bit and one of the brackets that secures it to the concrete has rotted off from salt over the years. The Library had a vent pipe that goes through the roof come down, busting through the ceiling by the bathroom. The contractor that has been hired to do the repairs to the Library was going to temporary fix it because they will be working on replacing the roof. At City Hall we cut off and sealed two pipes in the storage room next to the City Council Chambers. Staff also filled the pit with sand to help stop the sewer gas smell. Ben painted the bathroom at City Hall next to the City Council Chambers.
- **Street/Stormwater**. Staff has been plowing snow, hauling snow, sanding, hauling sand, and cleaning out around fire hydrants. Staff has also been busy keeping up with blowing snow this month. Staff took down the Christmas decorations at the beginning of the month. They cleaned out and built new shelves in the storage room at the Public Works Facility. They also built a new storage cabinet at the Park Maintenance Shed. Staff assisted the Water Department with a watermain break by hanging door tags in SE Kasson. Staff has done some tree removals in the NW and NE part of town. Staff swept and washed the Public Works Facility down on the forty below wind chill morning. We assisted the KPD with clean up of a accident on HWY 57.

### **Meetings and Events Attended**

January 4 <sup>th</sup>	Petersen Blacksmith (07 dump truck)
January 11 <sup>th</sup>	Kmtel – new phone system
January 12 <sup>th</sup>	MMUA
January 13 <sup>th</sup>	Safe Routes to School
January 20 <sup>th</sup>	City Engineer – Safe Routes to School
	Enterprise Lease Program – Zoom
	Bobcat – pusher quote (Craig Blood)
January 25 <sup>th</sup>	Water Tower PreCon
January 27 <sup>th</sup>	Dept Head
January 28 <sup>th</sup>	Safety & Risk Management



To: City Council

Date: 1/27/2022

**Agenda Heading:** Water/Wastewater Department Report

- **I & I Planning.** WHKS has started the sewer lateral inspections, this is expected to take about a year. The city should be receiving a report on the main sewer lines and manhole inspections.
- **Wells.** Continued monthly maintenance at all three wells.
- **Sanitary Sewer Collection System.** The jetter truck's turbo has been replaced and is working fine. Working on doing the last of the sewer lateral inspections for the 2017-2018 Street Improvement Project.
- **Flow Amounts.** The city pumped 12.77 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 20.449 million gallons, 1.938 million gallons was received from Mantorville, these are all for the month of December.
- **Meter Reading.** The city has been installing meters for new homes, radio replacement, and secondary meters, we will make appointment as needed.
- **Meter change outs.** The meter change is now in full swing, Ferguson Waterworks will be doing both scheduling and installing of the new registers and radios, they have nearly completed the install of 800 radios. When we receive the new Badger meters, they will start to replace the older meters in the Southfork area.
- **Lift Stations.** Performed maintenance at all lift stations as weather permits.
- **Wastewater Treatment Plant.** The gate entrances to reed bed 1 has some cement breaking off and will need to be fixed later this year.

- **Water Distribution System.** Had a watermain leak at 55 E. Vet's Mem. Dr. this most likely has been leaking awhile. Preconstruction meeting for the new East tower was held on Jan. 25, work may start in spring of 2022. We have received a few calls of frozen water lines and meters. Sent in the first part of the water appropriations report for the MN DNR, we had about a 17% water loss for 2021, compared to a 23% loss for 2020.



## Department Head Meeting

January 27<sup>th</sup>, 2022

### Park Department

1. **Aquatic Center Update** – I have completed all the interviews over Christmas break for all new potential employees and 3 positions that are open for the Asst. Manager position. Recommendations for the positions from myself and manager Abbie Root will be forwarded to Park Board members in February. I have also sent in all the information needed to build our new web site with MyRec.com. Nancy sent in the financial info, while I sent them the operation and membership info. A March 9<sup>th</sup> date has been set for the launching of the new web site for the Aquatic Center.
2. **Tree Maintenance** – The guys have been removing trees that are on our list for this winter tree maintenance. We have taken down around 12 from our list of 40. Olson Tree Service will be hired to help with removing 10 difficult trees, either on the boulevard or around electrical lines.
3. **Boulevard Tree Planting Program**- I will be contacting the Treehouse for the new pricing on the boulevard trees for this spring. I should have the program info on our city web page by the middle of February.
4. **Snow Maintenance** – The park/street workers have been busy removing, hauling and shoveling snow this winter. They also repair our equipment that at times break down. Been doing a great job!
5. **Turf Conference** – I attended the Northern Green Expo on January 11, 12 and 13<sup>th</sup> this year. Excellent conference, great sessions on turf and trees along with over 700 vendors on the trade show at the Minneapolis Convention Center. Will be my last one to attend. Have been attending that conference since 1999.

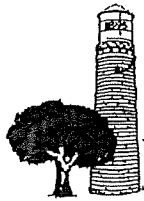
### Meetings or Events Attended

January 11, 12 & 13

Northern Green Expo

January 27

Department Head Meeting



TREE  
CITY  
USA

CITY OF  
KASSON

401 FIFTH STREET SE  
KASSON, MINNESOTA 55044-2204  
PHONE: (507) 634-7071  
FAX: (507) 634-4737

January 27, 2022

### FINANCE DIRECTOR'S REPORT

**20-Year Plan Update-** Thanks to all for submitted updates. Council work session will be March 5th.

**Jan Naig out-** January 27 to February 10. Please submit invoices as usual. Please submit work comp or insurance claims to Nancy.

**Message from Jan-** Verizon bills- etc. If new services or changes, please let Jan know.

**2022 Budget-** Submitted to State and published in DCI.

**2022 BUDGETED ASSET ADDITIONS-** Spreadsheets distributed for planning purposes.

**2022 Budget-** Updated on 2022 Black Mountain for Department Head reports

**2022 Work Comp Insurance-** Forms and posters distributed. Note lines pre-populated. Costs will be a little less than budgeted.

#### **Work Comp – Experience Modification History**

2013	0.87
2014	1.01
2015	1.10
2016	0.95
2017	0.81
2018	0.68
2019	1.01
2020	1.09
2021	1.01

2022

0.97

**Aquatic Center Computers/Program-** Computers are in. Programs are being entered. Launch date: End of February 2022

**Preliminary Audit-** Auditors were out January 4<sup>th</sup> for initial field work

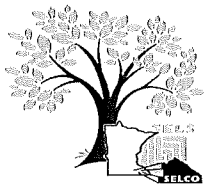
**Audit date-** March 2<sup>nd</sup>. (Due to COVID, less field work at client location- remainder will be in-house- full audit starting February 25, 2022)

**Black Mountain Software-** Tech services for Tantalus conversion \$11,000

**Standing-** December financial drafts distributed, finals to be distributed at end of February

#### MEETINGS AND EVENTS

1/4	Auditors
1/7	SEMNT Housing
1/12	Housing Alliance
1/12	Council
1/13	Frontier Energy
1/18	On-Site
1/19	IMALA
1/19	Kmtel
1/19	ADA course
1/20	SEMNT
1/20	Enterprise
1/26	ADU's
1/26	Council
1/27	Dept Head



# KPL

## **Kasson Public Library**

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

**507/634-7615    [www.kasson.lib.mn.us](http://www.kasson.lib.mn.us)**

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### **Department Head Meeting**

**January 27, 2022**

- **Library Activities** –

- Two new members have joined the Library Board: Fran Johnson and Heather Gransee.
- First 2 new computers installed; 9 more have been ordered, all according to replacement plan.
- Provided a library update to the city's 20-year plan
- Fire alarm system was tested January 13 (semi-annually)
- Friends of the Library book sale was January 18-22
- We are completing the 2-year library inventory cycle January 25-28, 2022.
- We will offer a Workshop for 3D Printing on January 29, 2022
- We are applying for an ARPA grant through SELCO to address resiliency in pandemic times, resulting in a performance by CLIMB Theatre as part of the 2022 summer reading program.

- **Planning Ahead** –

- "Blind Date with a Book" will be Feb. 3 and 24, both at 7pm
- Each weekly staff meeting includes planning for the Summer Reading Program.

- **Building Report**

- Telephone issues have continued, and we will need to upgrade. The proposed monthly payment by KM Telecom will be covered in our 2022 budget. The one-time cost for installation could be covered in our repair line item.
- Parking lot will likely be expanded this fall, and an outdoor drive-through bookdrop will need to be purchased. Approximate cost is \$7000, including shipping. We will likely need to fundraise for at least a portion of this amount.
- Color choices for siding on the exterior renovations have been discussed by staff and board.

### **Meetings and Events**

Jan. 4

Cataloging meeting with SELCO (Zoom)  
Book Club

Jan. 5	Book deliveries to daycares, homebound, special needs and nursing home patrons Book Club
Jan, 6	Staff meeting Mystery Book Club
Jan. 10	Meeting with City Administrator
Jan. 11	ARPA grant meeting Library Board meeting
Jan. 13	Fire Alarm system testing Staff meeting
Jan. 18	ICS meeting
Jan. 19	Book deliveries to daycares, homebound, special needs and nursing home patrons Meeting regarding state annual library report (Zoom)
Jan. 20	Staff meeting Webinar: Library Services to the Blind and Vision-Impaired Book Club
Jan. 21	ARPA grant meeting
Jan. 25-28	Library inventory conducted
Jan, 25	ARPA grant meeting
Jan. 27	Department Head meeting
Jan. 29	3D Printer Workshop

# Kasson Fire Dept. Head Report.

Jan 27<sup>th</sup> 2022

**New Members:** Current probationary members are wrapping up the FF 1 and FF2 classes and should have full certifications soon. They are fitting in well with the Dept. and working very hard to learn how to be good FF within our Dept.

We are starting the process of adding new members with the hope of adding 2-4 more in June. We will run ads in the paper and on FB for a few months and collect applications. Then we will hold our open house like usual and then start the testing and interview process with hopefully some good people to send to council for approval.

**Trucks:** The new truck is progressing well and we hope in the spring to take a trip to see the progress of it at the factory.

The new Utility still needs to get the topper and roll out try to be finished. I need to speak to Tim and Nancy on this to make sure that we have capitol funds for this as this will be about \$11,000 to finish.

**Equipment:** We have put together a group of members to review our turn out gear as it has been ten years since we looked at design of the gear to make sure that we are getting what we need. This will be wrapped up this week and we will continue to purchase a few sets every year.

The new air packs should be arriving today or tomorrow and then we will need to do a fit testing for the new masks and they will go into service.

**Training:** The LT's and myself met to work on the training plan for the 2022 year and we have a great plan for the year. With some luck with weather we should be able to get a lot of hands on training done this year with a few burns out at the shop.

We will have for the first time in a few years the ability to send members to state schools. This has not been available due to covid.

**Calls for service:** Calls have been going good no big issues that we need to worry about. We continue to have an increased number and work around that. Getting more members will help with this.

Current Jan numbers are at 41 calls

Dec Numbers were at 54 calls for the month

**Mock Crash for the KMHS:**

This has started with the help of Jesse K KPD and all others involved.

Should be another great event for us and the school to show the kids how important it is to be safe.

**Kasson Safety and Risk Management Group**  
Notes- January 28, 2022, 1:00 p.m.

**PRESENT:** Nancy Zaworski, Charlie Bradford, and Mark Hottel

**MINUTES:**

- Mark facilitated the meeting in the absence of Dave Vosen. The group meeting notes from October 22, 2021 were studied. No additions or corrections were made.

**OLD BUSINESS:**

- The Public Works Facility inspection report dated November 22, 2021, was reviewed. Charlie indicated that an electrician was to be hired to work on several items. One of those can be the faulty GFI outlet referenced in 2021-6. Also, he will make a label for the pedestal grinder to specify 1/8" clearance for work rest and 1/4" clearance for "tongue guard."

**NEW BUSINESS:**

- We planned our next inspection tour for Thursday, March 24, 2022. Available committee members should meet at the Kasson Police Department at 1:00 p.m. The AWAIR program was reviewed. No recommendations for change were made. Our Workers Compensation experience mod factor is currently at 0.97. There was some discussion about the importance of that factor and how to influence it.

**UPCOMING TRAINING:**

- CPR/ AED will be conducted in February. Employee Right to Know-HazCom & Hearing Conservation is on deck for March.

**INCIDENTS:**

- On 12/30/21 a P/W employee slipped on ice trying to enter a pickup truck. Medical costs were incurred to X-ray an ankle, but no lost time occurred. A police officer tripped on an ice-covered hole on January 4, 2022. He was bruised but did not seek medical review and did not lose any time.

**EQUIPMENT:**

- The Electric Department is expecting a new bucket truck to arrive in the near future.

**SPECIAL SUBJECTS:**

- Nancy had distributed some excellent information concerning PTSD as it relates to Workers Compensation. She also said that city employees are eligible to take advantage of mental health services that the city has helped to arrange availability for citizens due to Covid stresses.

**ADJOURNMENT:** Next meeting will be planned for Friday, April 22, 2022. 1:00 p.m.