

KASSON CITY COUNCIL REGULAR MEETING AGENDA
Wednesday, February 8, 2023
6:00 PM

PLEDGE OF ALLEGIANCE

6:00 A. COUNCIL

1. Approve agenda - Make additions, deletions or corrections at this time.
 2. Consent Agenda - All matters listed under Item 2, Consent Agenda, are considered to be routine and non-controversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.
 - a. Minutes from January 11, 2023
 - b. Minutes from January 25, 2023
 - c. Claims processed after the January 25, 2023 regular meeting, as audited for payment
 - d. Evaluations:
 - i. Josh Hanson Police Chief Grade 16 Step 4 \$48.57 eff 1-16-23
 - ii. Linda Rappe City Clerk At Top of Grade 10 \$35.63ph
 - e. Committee/Commission/Board Minutes:
 - i. Library Board Minutes – December 2022
 - f. Pay Estimate
 - i. Maguire Iron Fairgrounds Water Tower \$13,395.00 PR#11
 - g. Resolution DeCertifying Delinquent Claims to the County Auditor
 - h. Resolution Certifying Delinquent Claims to the County Auditor
 - i. Resolution Authorizing Interfund Fund Transfers
 - j. Pay Equity Compliance Report
- B. VISITORS TO THE COUNCIL**
- C. MAYOR'S REPORT**
1. Appoint Duane Burton to Planning Commission
- D. PUBLIC FORUM**
- May not be used to continue discussion on an agenda item that already had been held as a public hearing.

- This section is limited to 15 minutes and each speaker is limited to 4 minutes.
- Speakers not heard will be first to present at the next Council meeting.
- Speakers will only be recognized once.
- Matters under negotiation, litigation or related to personnel will not be discussed.
- Questions posed by a speaker will generally be responded to in writing.
- Speakers will be required to state their name and their address for the record.

E. PUBLIC HEARING

F. COMMITTEE REPORT

1. 2022 EDA Annual Report

G. OLD BUSINESS

1. Inclement Weather Policy
2. Capacity Rates

H. NEW BUSINESS

I. ADMINISTRATOR'S REPORT

1. Administrator's Report

J. ENGINEER'S REPORT

1. Hwy 57 Detour
2. 2023 Street Improvements
 - a. RCA
 - b. Resolution Calling Hearing on Assessments
 - c. Proposed Assessment Roll
 - d. Project Schedule

K. PERSONNEL

L. ATTORNEY

M. CORRESPONDENCE

1. Police Calls for Service – January 2023
2. Letter of Thanks! School flooding
3. Inclusive Playground Thank you
4. Chamber Annual Report
5. SEMLM Meeting Notes
6. Department Head Meeting Notes
7. 2022 Fire Relief Annual Report and 2021 OSA Fire Relief Report

N. ADJOURNCard

KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, January 11, 2023

5:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 11th day of January, 2023 at 5:00 PM.

THE FOLLOWING MEMBERS WERE PRESENT: Christensen, Egger, Ferris (5:10PM), Johnson and McKern

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Timothy Ibsch, Assistant City Administrator/Finance Director Jessica Royer, Planning/EDA Assistant Ian Albers, City Attorney Melanie Leth, City Engineer Brandon Theobald, Dave Dubbels, Bruce Musolf, Clark Holz, Joe Brambrink, Janice Borgstrom-Durst, Ken Durst, Bernie Buehler and Travis Thorde

PLEDGE OF ALLIANCE

Swear in Newly Elected Council People

Approve agenda - Make additions, deletions or corrections at this time.

Add: Mayor Report - appts for Park Board

J.2 Project update

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

Consent Agenda

Minutes from December 21, 2022

Claims processed after the December 21, 2022 regular meeting, as audited for payment in the amount of \$454,083.00

Committee/Commission/Board Minutes:

Library Board Minutes Nov 2022

Resolution Authorizing Investment of Funds & Designation of Official Depository

Resolution #1.1-23

Resolution Authorizing Investment of Funds and Designation of Official Depositories for the City of Kasson (on file)

Conference/Trainings:

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

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

Admin Assist. TAC Workshop BCA-St. Paul, MN \$25.00

Chief Hanson MN Chiefs Exec Training Institute Duluth, MN \$525.00

Resolution for Electronic Sign at State Theater

Resolution #1.2-23

Resolution Approving an Electronic Sign at the State Theater (on file)

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

VISITORS TO THE COUNCIL

Rethos Presentation – Emily Kurash Casey – Gave the Council the feedback that they received from the research and meetings that they held during the summer and fall. They are a preservation focused program. They made recommendations to improve upon based on the comments they received.

MAYOR'S REPORT

Councilperson Christensen is on Park Board and EMS

Councilperson Ferris is on Library and EMS

Councilperson Johnson on P&Z

Councilperson Egger on EDA, P&Z

Mayor McKern on EDA and Personnel

Appoint John Hanson to P&Z

Mayor Pro Tem – Councilperson Egger

Appoint Christine Purvis and Janet Sinning – Park Board

Motion to Accept the Appointments by the Mayor made by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye.

PUBLIC FORUM

PUBLIC HEARING

2023 Street Improvements – Hearing on Improvements

Presentation and Public Hearing – City Engineer Theobald stated that this is not a full street reconstruction but a street maintenance project. Theobald stated the process of assessment projects. Engineer Theobald went through his presentation.

Public Hearing Opened

Bruce Musolf – 204 4th Ave NE – asked about fixing the underground instead of just the top of the road because they get water in their house and put a backflow valve in. Engineer Theobald stated that the City has an I & I program to improve the amount of rain and ground water getting into the sanitary sewer especially in this neighborhood.

Bernie Buehler – 107 3rd Ave SW – Asked how the assessments are assessed. Mayor McKern stated that you can prepay or it can be put onto your property taxes and spread out with interest over 15 years. Mr. Buehler also asked about how much curb and gutter on 2nd St. will be replaced. Engineer Theobald stated there are a few areas but not many.

Clark Holz – 210 4th Ave NE – He is concerned about the condition of the sewer line that runs down 4th Ave NE and asked if we have information on those pipes. Engineer Theobald stated that they televised all of the sanitary sewer lines in town and they looked the capacity of the lines. They are taking a 3-sided approach, one is the sump pump program, televised all of the lines in town and Masten Creek Trunkline is under capacity, the City is on the City's radar and in the capital improvement plan.

Janice Borgstrom-Durst – 401 3rd Ave NW – owns property on 2nd St SW. Asked how the SW portion of 2nd St. got put into this project. Mayor McKern stated that 1st and 2nd Aves are on the schedule to be totally reconstructed in 2030. Ms. Borgstrom-Durst also asked about the sewer on 2nd St. SW. Engineer Theobald stated that there will be some lining and a small section that needs to be replaced but this will not be assessed.

Public Hearing Closed

Councilperson Johnson asked a question about assessing and the process on getting the assessment number.

Engineer Theobald the process on how we finalize the assessment number.

After further discussion the City Council authorized staff to move forward with ordering the improvements and directing preparation of final plans and specifications.

On Sale Intoxicating and Sunday Liquor License – Administrator Ibisch stated that this is for Tammy’s Place and a background check has been conducted. This will open where the Misplaced Magnolia was.

Public Hearing Opened

Janice Borgstrom asked about how many liquor licenses were in Kasson. Administrator Ibisch stated that we have a limit on the number of liquor licenses.

Public Hearing Closed

Motion made by Councilperson Egger to Approve the Liquor License, second by Councilperson Ferris with All Voting Aye.

Tax Abatement and Resolution – This has been requested by the tax abatement recommended by the EDA is a 9 year abatement and has steps for the abatement and the City is not taking any financial risk. This business will bring in approximately 28 jobs and will eventually pay the taxes. Councilperson Johnson asked about abatement. Administrator Ibisch stated that the City returns to the business the City’s portion of their taxes. Mayor McKern stated that if this business didn’t have to pay for the infrastructure for their building he probably would not support this. The business is required to put in all of their infrastructure.

Public Hearing Opened

No Comments

Public Hearing Closed

Motion to Approve the Resolution made by Councilperson Christensen, second by Councilperson Egger with All Voting Aye.

Resolution 1.3-23

Resolution Approving Property Tax Abatement Related to KC DT,LLC (on file)

COMMITTEE REPORT

EDA – Façade Improvement Program – Planning/EDA Assistant Ian Albers stated that at the January EDA meeting there was an application from Preferred Heating and Cooling and Dominos owned by Caribou LLC. The improvements are worth \$41,000 and the EDA voted to recommend the full \$2,000. **Motion to Approve the Recommendation made by the EDA made by Councilperson Egger, second by Councilperson Christensen with All Voting Aye.**

OLD BUSINESS

Electric Bill – MN Rate Riders – Administrator Ibisch stated that most utilities have rate riders. We take our capacity cost and it is added on to the cost of power and that means that every quarter we can make an adjustment to our rate structure.

Sand Apartments Proposal – Administrator Ibisch stated that included in the packet are the drawings of their proposed apartment building and the drawings of the Vail Property. The Sand Company did get their tax credits from the state. They are anticipating starting in the fall of 2023 or spring of 2024.

NEW BUSINESS

Inclement Weather Policy – This is informational tonight and this is strictly for City Hall Employees.

Tobacco Licensing – Administrator Ibisch stated that City Hall received a call from a local business and had questions about a new tobacco ordinance that is issued by the County that affects them significantly. Staff will meet with Dodge County next week to discuss and possibly take over the tobacco licensing. The Mayor is in favor of the City taking over the tobacco licensing.

ADMINISTRATOR'S REPORT – Administrator Ibisch went through his report.
USDA Final Letter of Conditions - Informational

ENGINEER'S REPORT

2023 Street Improvement – Engineer Theobald went over the Street Improvement Project construction plans Resolution Approve Plans and Advertisement – **Motion to Approve the Resolution made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.**

***Resolution #1.4-23
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
(on file)***

Project Update – MSAS money has been declining but we have asked to borrow ahead for 5 years to build 16th St NW to the dump road.

PERSONNEL

Recommendation to approve LOA for Firefighter Lawrence from 1-1-23 to 4-3-23 – **Motion to Approve made by Councilperson Christensen, second by Ferris with All Voting Aye.**

Recommendation to promote firefighters Chalstrom and Hagedorn from Probationary firefighter to rank of Fire Fighter eff 1/1/23. **Motion to Approve made by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye.**

Recommendation to Hire 2 Full time Public Works Workers, Grade 7 Step 1 \$24.00, Tony Jensen and Chris Moyer. Motion made by Councilperson Eggler to Approve the Recommended Hires, second by Councilperson Ferris with All Voting Aye.

Closed Session for Administrator Review

Meeting Closed at 7:30PM

Meeting Reopened at 7:48PM

Outcome – Mayor McKern stated that this was a positive review recommending he move to Grade 20 Step 7 \$70.03. **Motion to Approve made by Councilperson Eggler, second by Councilperson Christensen with All Voting Aye.**

ATTORNEY

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:53PM Motion by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

KASSON CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, January 25, 2023

6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 25th day of January, 2023 at 5:00 PM.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Timothy Ibisch, Assistant City Administrator/Finance Director Jessica Royer, City Clerk Linda Rappe, City Attorney Melanie Leth, Police Chief Josh Hanson, Dave Dubbels and Everett Paulson

PLEDGE OF ALLIANCE

Approve agenda - Make additions, deletions or corrections at this time.

Add: A.2.h Resolution for MRA Permit to hold Bingo at Am Legion

Move Engineer to after consent agenda

Remove: Minutes A.2.a

Motion to approve the amended agenda made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.

Consent Agenda

Claims processed after the January 11, 2023 regular meeting, as audited for payment in the amount of 2,546,103.75

Evaluations:

Stephen Howarth –	Ice Arena Supervisor	At Top of Grade 12	\$40.80
Matthew Stradtman	Police/K9 Officer	At Top of Grade 10	\$35.63
Kelly Bell –	Circulation Tech	inc Grade 6 Step 2	\$23.17
Charlie Bradford	Public Works Director	At Top of Grade 16	\$53.47
Ian Albers	Planning/EDA Asst	Remove from Probation	

Committee/Commission/Board Minutes:

Fire Department Minutes – January 2023

Resolution Certifying Delinquent Claims to the County Auditor

Resolution 1.5-23

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

Conferences:

Jesse Kasel	TAC Workshop	5/16/23 at BCA	\$25
Jesse Kasel	Leadership in time of Crisis	4/5/23 Nisswa, MN	\$125
Jessica Royer	Ehlers MN Public Finance	Brooklyn Center 2/3-3/23	\$315

Resolution Ordering Improvements and Directing Preparation of Final Plans and Specifications.

Resolution #1.6-23

Resolution Ordering Improvements and Directing Preparation of Final Plans and Specifications

(on file)

Resolution to Approve the MRA Bingo Permit at the American Legion

Resolution #1.7-23

***Resolution Approving the Permit for Mantorville Restoration Association to Hold Bingo February 11, 2023
at the Kasson American Legion***

(on file)

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

VISITORS TO THE COUNCIL

MAYOR'S REPORT

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

OLD BUSINESS

Sand Company – Extend Option Agreement – Administrator Ibisch stated that they were approved for the state tax credits. Included in here is the extension agreement, the original option would expire next month and the EDA is recommending a 12 month extension of the option agreement. **Motion to Approve the Extension made by Councilperson Christensen, second by Councilperson Ferris with All Voting Aye.**

Capacity Positioning – Administrator Ibisch stated that Kasson is in a short position. Ibisch presented the estimation from CMPAS for the next four years. Ibisch stated that the City has gone with Market rate in the past but that did not work out for us in 2022 and we had a \$600,000 capacity charge that the electric fund absorbed. Negotiating would be a better option for us at this time. Even if we use our capacity rider we would charge \$350k and recoup only part of our costs. Councilperson Johnson stated that he is more comfortable locking in at a rate and then we know how much and when to increase the rates. Councilperson Johnson stated that we need to start thinking about a long term plan. Ibisch stated that the best way to purchase capacity at the moment would be to buy it from our partners in our purchasing group. Councilperson Johnson would like the projection from before to see if we are living up to the forecast or if we are exceeding the forecast.

The Council is in agreement to let Administrator Ibisch negotiate and see what he can come up with.

Tobacco Licensing – Administrator Ibisch had a meeting with Amy Evans and Madison from Dodge County to let them know that the City would like to take the licensing back. The Police Chief has been notified of this and the compliance requirements. The City Attorney has also been consulted. Staff will come back with a draft ordinance.

Liquor License Rules – Administrator Ibisch stated that this is in answer to Janice Borgstrom-Durst's question at the last meeting. The City is at our limit of 6 and we can put it on as a referendum in 2024.

NEW BUSINESS

ADMINISTRATOR'S REPORT – Administrator Ibisch went through his report. Juneteenth will probably take effect in 2024

Ibisch stated that there is a lot of legislation that has been submitted.

ENGINEER'S REPORT

Title Sheet for the final construction plans to the 16th Street Roundabout, the Council previously approved the geometric layout of this plan. We are wanting to bid this on Feb. 3, to piggyback on the highway 57 closure. This project is being funded through a grant from the MnDOT and we have some MSAS funds that we will be using. The enterprise funds will fund the water and sewer so that none of it will hit the general fund. Full Plans on link below.

<https://whks.sharefile.com/d-s7f2f2f0edd844a798b886127cd9e06e5>

Resolution Approve Plans and Advertisement – Motion to Approve the Resolution made by Councilperson Egger, second by Councilperson Christensen with All Voting Aye.

Resolution #1.8-23

***Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
(on file)***

PERSONNEL

ATTORNEY

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 6:42PM Motion by Councilperson Ferris, second by Councilperson Egger with All Voting Aye.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

02/03/23
15:27:57

CITY OF KASSON
Claim Approval List
For the Accounting Period: 1/23
For Pay Date: 02/08/23

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Report ID: AP100V

For Pay Date = 02/08/23

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41093		5664 AMARIL UNIFORM COMPANY	286.95						
	IV239924	01/20/23 NELSON-COAT	286.95			604 957 4957	214		1010
		Total for Vendor:	286.95						
41094		5566 AXON ENTERPRISE INC	167.40						
	INUS130374	01/12/23 CARTRIDGE	167.40			101 210 4210	430		1010
		Total for Vendor:	167.40						
41095		22 BORDER STATES INDUSTRIES INC	553.95						
	92564120	01/11/23 SEALING KIT	553.95			604 957 4957	220		1010
		Total for Vendor:	553.95						
41097		4238 CINTAS CORP	57.32						
	8406068854	01/13/23 RESTOCK FIRST AID KITS	57.32			101 920 4920	433		1010
		Total for Vendor:	57.32						
41096		3654 CITY AUTO GLASS	325.00						
	B326883	01/24/23 WINDSHIELD REPAIR	325.00			101 312 4312	400		1010
		Total for Vendor:	325.00						
41098		266 DODGE COUNTY RECORDER	5.00						
	01/24/23	EMAIL RESOLUTION	5.00*			101 191 4191	430		1010
		Total for Vendor:	5.00						
41099		2163 FLEXIBLE PIPE TOOL COMPANY	791.55						
	28421	01/28/23 OUTER YOKE ASSEMBLY	791.55			602 948 4948	400		1010
		Total for Vendor:	791.55						
41100		5242 GOPHER STATE ONE CALL	50.00						
	3001084	01/31/23 23 ANN'L FACILITY OPER FEE	50.00			604 957 4957	437		1010
		Total for Vendor:	50.00						
41101		77 HAWKINS INC	4,433.96						
	012023	CHEMICALS	4,433.96			601 943 4943	400		1010
		Total for Vendor:	4,433.96						

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41102		6566 HYPER SPACE STARCADE	520.00						
	01/23/23	FESTIVAL ENTERTAINMENT	520.00*			877 100 4000	430		1010
		Total for Vendor:	520.00						
41092		6282 ICS	8,041.99						
	9371 01/31/23	PROGRESS BILLING/PRINTS	8,041.99*			430 630 4630	430		1010
		Total for Vendor:	8,041.99						
41103		3825 JOHN DEERE FINANCIAL f.s.b.	98.39						
	B+WIK154 12/16/22	PIN HEADED	38.00			101 312 4312	220		1010
	B+WIK15909 01/10/23	REDUCER	14.25			101 312 4312	220		1010
	B+WIK15909 01/11/23	REDUCER	46.14			101 312 4312	220		1010
		Total for Vendor:	98.39						
41104		6303 KLOENS INFLATABLE FUN LLC	300.00						
	01/24/23	DEP FESTIVAL ENTERTAINMENT	300.00*			877 100 4000	430		1010
		Total for Vendor:	300.00						
41105		2515 LEAGUE OF MINNESOTA CITIES	900.00						
	374915 01/11/23	PEACE OFFICER TRAINING	900.00			101 210 4210	333		1010
		Total for Vendor:	900.00						
41107		4636 METERING & TECHNOLOGY SOLUTIONS	592.21						
	INV1492 01/24/23	METER PARTS	296.10			601 943 4943	260		1010
	INV1492 01/24/23	METER PARTS	296.11			602 948 4948	260		1010
41108		4636 METERING & TECHNOLOGY SOLUTIONS	3,266.36						
	INV1494 01/24/23	METER PARTS	1,633.18			601 943 4943	260		1010
	INV1494 01/24/23	METER PARTS	1,633.18			602 948 4948	260		1010
		Total for Vendor:	3,858.57						
41109		142 MN MUNICIPAL UTILITIES ASSN	6,934.00						
	61009 01/12/23	2023 ELETRIC MEMBER DUES	6,934.00			604 959 4959	334		1010
		Total for Vendor:	6,934.00						

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15:27:57

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41106		2454 MN PUBLIC FACILITIES AUTHORITY	16,959.20						
		2011A SEWER REV- INT	4,689.72			602 710 4710	611		1010
		2018A SEWER REV INT	12,269.48			602 710 4710	611		1010
		Total for Vendor:	16,959.20						
41110		4685 MOTOROLA SOLUTIONS INC	204.81						
		1411002242 01/30/23 EVIDENCE LIBRARY	204.81			101 210 4210	309		1010
		Total for Vendor:	204.81						
41112		780 RAPPE, LINDA	197.36						
		02/08/23 170 MILES llmc REG MTG	197.36			101 310 4310	333		1010
		Total for Vendor:	197.36						
41111		5502 RAPPE, MARK	195.49						
		01/22/23 SAFETY BOOTS	195.49			101 920 4920	433		1010
		Total for Vendor:	195.49						
41113		2325 SE MN LEAGUE OF MUNICIPALITIES	50.00						
		01/15/23 2023 MEMBERSHIP DUES	50.00			101 111 4111	334		1010
		Total for Vendor:	50.00						
41114		79 STREICHER'S	427.93						
		1611977 01/18/23 POLICE UNIFORM	427.93			101 210 4210	214		1010
41115		79 STREICHER'S	4.50						
		1611964 01/18/23 POLICE PATCH	4.50			101 210 4210	214		1010
41116		79 STREICHER'S	1,527.00						
		1612260 01/20/23 POLICE UNIFORM	1,527.00			101 210 4210	214		1010
		Total for Vendor:	1,959.43						
41117		3895 TITAN MACHINERY	432.23						
		17985477GP 01/17/23 GLASS	432.23			101 312 4312	220		1010
		Total for Vendor:	432.23						

02/03/23
15:27:57

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
41118		388 WESCO RECEIVABLES CORP	5,195.46						
	171741	01/10/23 30 CABS	5,195.46			604 957 4957	220		1010
		Total for Vendor:	5,195.46						
41119		6315 WEST CENTRAL ENTERTAINMENT	425.00						
	01/24/23	DEP ENTERTAINMENT FESTIVAL	425.00*			877 100 4000	430		1010
		Total for Vendor:	425.00						
41120		5182 WHKS & CO.	29,787.27						
	47407	01/17/23 KASSON MEADOWS	408.75			101	1155		1010
	47405	01/17/23 MN DOT STATE AID MTGS	62.00			101 311 4311	303		1010
	47405	01/17/23 2023 STREET PROJ/MAINT	7,898.00*			427 311 4311	303		1010
	47382	01/17/23 HWY 57	730.24*			424 196 4196	303		1010
	47378	01/17/23 16TH ST NW EXTENSION	12,791.33*			426 196 4196	303		1010
	47407	01/17/23 504 DEVELOP-ENG REV	1,406.25			101	1151		1010
	47407	01/17/23 MISC DEV ASSIST	1,218.50*			101 191 4191	430		1010
	47454	01/17/23 I&I IMPLEMENTATION	3,287.84			602 948 4948	303		1010
	47459	01/17/23 SMP PUMP/SAN SEWER	921.25			602 948 4948	303		1010
	47407	01/17/23 KWIK TRIP- ENG REVIEW	496.00			101	1155		1010
	47377	01/17/23 MASTEN CREEK FLOOD PROTECTION	447.36*			605 963 4963	303		1010
	47409	01/17/23 VAIL PROP DEV	119.75*			246 650 4650	303		1010
		Total for Vendor:	29,787.27						
		# of Claims	29	Total:	82,730.33	# of Vendors	26		



To: Mayor and City Council

From: City Administrator

Date: 1/26/2023

Re: Police Chief Review

To Mayor McKern and the City Council:

I have reviewed the performance of our Police Chief, Josh Hanson, and discussed a variety of job performance targets for 2023. Those include promoting door checks and additional foot patrols, continued cross training of staff, and continuing to review options with colleagues in similar sizing City for help with best practices. Additionally, we discussed the increased need for training with Union negotiations. I have provided him with several class options.

Chief Hanson is a talented and dependable employee and has potential for additional tasking in the administration of his department. His job performance meets the requirements of his position and his dedication exceeds them. Chief Hanson is currently at Step 3 in Grade 16 and I am endorsing that he move to Step 4 on the scale.

Very Respectfully,

Timothy Ibisch
City Administrator



To: Mayor and City Council

From: City Administrator

Date: 1/30/2023

Re: City Clerk Review

To Mayor McKern and the City Council:

I have reviewed the performance of our City Clerk, Linda Rappe, and defined performance goals for 2023. Those include working to increased HR training, facilitating improved internal relations with staff, and increased project management involvement especially regarding the payroll component of the Utility Billing software. The City Clerk holds a position of responsibility and I consider her a core part of the management team at City Hall.

Linda is an experienced and responsive employee, and her performance meets the requirements for her position. Linda is currently at Step 7 in Grade 10 and is at the top of her paygrade. Linda and I discussed making her position a salaried one, with the change of having her supervise the Admin assistant this would be a possibility. Based on the reduction in overtime, her wage could rise to 37.57 with no negative impacts to the budget if she were salaried. I support moving her to that level.

Very Respectfully,

Timothy Ibisch
City Administrator

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, December 13th, 2022, at 6:30pm in the Library

Present: Heather Gransee, Fran Johnson, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

Absent: Mel Ferris

Visitors: Ian Stauffer, incoming KPL Trustee (Jan 2023); Michele McCaughtry, incoming KPL Director Dec 27th)

Petitions to the Chair: none

Amendments to Agenda: Pat requested to add "10.2 Bequest" to Old Business. Laurie motioned to approve the agenda; 2nd by Heather. Motion carried.

Minutes of the Nov KPL Board Meeting: Motion to approve by Fran; 2nd by Heather. Motion carried.

Financial Reports/Payables: Motion to approve by Laurie, 2nd by Jon. Motion carried.

Monthly Reports/Receivables: Motion to approve by Heather, 2nd by Fran. Motion carried.

Director's Report:

Library Activities:

- Monthly gallery displays provided in partnership with the Mantorville Art Guild.
- Holiday Market (KPL Book Bunch Relay for Life team) raised \$2100 for the American Cancer Society.
- Staff continues to prepare for the 2023 SRP. Potential dates are June 5-July 28th.

Winter/Spring Programming:

- Doug Ohman author/photographer visit on Wed, Nov 16th at 11am with 47 attendees
- Mantorville author Dr. Sara Klein book signing on Dec 3rd
- Storytimes (typically on Fridays at 10:30am) on break until Jan 6th
- Pat presenting at the Lion's Club on Dec 19th
- Blind Date with a Book scheduled for February 2nd and 23rd
- Mayo Health Talks by Pharmacists are being planned for spring

Building Report:

- KPL safety inspection on Nov 22nd revealed 4 issues:

1. Cracked window in the front
2. Exterior SW door
3. Pediatric AED was expired
4. Fire extinguisher needs recharging

Numbers 1 & 2 were previously known and are in the process of being replaced. Pat is taking care of items 3 & 4.

- VOIP telephone system installed.
- The Knox Box will be installed by ICS.
- The sewage system backed up today (Dec 13th; last maintenance was Nov 21st.) The City has been contacted and will be handling tomorrow.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none; Beverly was unable to attend due to weather in SD.

Old Business: New circulation policy was enacted. (Background: An unofficial poll of patrons continues to reveal mixed feelings in regard to eliminating fees altogether. The majority of patrons prefer fees as an incentive to return materials in a timely manner. With children, the fee encourages lost books to be found and returned.)

A substantial bequest to KPL is currently in probate. Pat suggested placing a portion to restore the depleted reserve funds with the City, and potentially utilizing the remaining portion to establish a reoccurring scholarship (maybe targeted towards women in STEM?) as a memorial.

New Business: none

General Discussion: Board meeting time returns to 6pm on the 2nd Tuesday of the month. The Board would like to extend a big “Thank You” to both Pat and Jon for serving KPL with dedication. May your futures be full of success and joy. You will be missed.

Adjourn: 7:00pm

Respectfully submitted by: Laurie Schultz, secretary

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, 2023

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

RE: Kasson, MN
Fairgrounds Water Tower
Pay Request 11

Dear Tim:

Enclosed is Pay Request No. 11 for work on the above referenced project. We recommend payment in the amount of \$13,965.00 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:

Chris Tekrony, Maguire Iron, Inc.

Contractor's Application for Payment No.

11

Application Period: 1/1/23 - 1/31/23		Application Date: 1/31/2023
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).....		\$	\$1,810,700.00
			5. RETAINAGE:			
			a. 5% X	\$ 1,810,700.00 Work Completed.....	\$	\$90,535.00
			b. 5% X	\$ - Stored Material.....	\$	
			c. Total Retainage (Line 5.a + Line 5.b).....		\$	\$90,535.00
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....		\$	\$1,720,165.00
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....		\$	\$1,706,200.00
			8. AMOUNT DUE THIS APPLICATION.....		\$	\$13,965.00
			9. BALANCE TO FINISH, PLUS RETAINAGE			
			(Column G total on Progress Estimates + Line 5.c above).....		\$	\$308,535.00
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: *Chris TeKrony* Date: 1/31/2023

Inspector Signature

By: Date:

Payment of: \$ **\$13,965.00**
 (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: 11				
Application Period: 1/1/23 - 1/31/23				Application Date: 1/26/2023				
			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	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	100.0%	\$ -
2	Mobilization	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.0%	\$ -
3	Foundation	\$ 385,000.00	\$ 385,000.00	\$ -	\$ -	\$ 385,000.00	100.0%	\$ -
4	Piping	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	100.0%	\$ -
5	Steel Receipts	\$ 280,000.00	\$ 280,000.00	\$ -	\$ -	\$ 280,000.00	100.0%	\$ -
6	Shop Fabrication	\$ 355,000.00	\$ 355,000.00	\$ -	\$ -	\$ 355,000.00	100.0%	\$ -
7	Steel Delivery	\$ 20,700.00	\$ 15,000.00	\$ 5,700.00	\$ -	\$ 20,700.00	100.0%	\$ -
8	Tank Erection	\$ 320,000.00	\$ 271,000.00	\$ 9,000.00	\$ -	\$ 280,000.00	87.5%	\$ 40,000.00
9	Painting	\$ 105,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	14.3%	\$ 90,000.00
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
Totals		\$ 2,028,700.00	\$ 1,796,000.00	\$ 14,700.00	\$ -	\$ 1,810,700.00		\$ 218,000.00

**CITY OF KASSON
RESOLUTION 2.xx-23**

**RESOLUTION DECERTIFYING DELINQUENT CLAIMS
TO THE COUNTY AUDITOR**

WHEREAS, earlier in 2022 the City Council certified to taxes delinquent utilities, snow removal, lawn mowing, rental registrations, and fire calls; and

WHEREAS, the property owner or mortgage companies have satisfied all or a portion of amounts owing. and

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

The following amounts are hereby authorized to be decertified to the County Auditor:

1.	B & C LLC	211 ½ Main St W B PID # 24.100.1890	Decertify Administrative Fee	\$217.26 \$ 50.00
2.	Legacy Investments	9 8 th Ave NW 1 PID # 24.127.0130	Decertify Administrative Fee	\$ 33.58 \$ 50.00
3.	Legacy Investments	9 8 th Ave NW 5 PID # 24.127.0130	Decertify Administrative Fee	\$ 39.79 \$ 50.00
4.	SEMMCHRA	403 6 th St Ct NE PID # 24.432.0290	Decertify Administrative Fee	\$ 879.89 \$ 50.00
5.	Beverly Kaehler	63 Vet Mem Hwy E PID # 24.033.2700	Decertify Administrative Fee	\$ 275.50 \$ 50.00
6.	SEMMCHRA	403 6 th St Ct NE PID # 24.432.0290	Decertify Administrative Fee	\$ 264.06 \$ 50.00
7.	Meadow Lodge Suites	300 6 th St SW 106 PID # 24.301.0030	Decertify Administrative Fee	\$ 224.31 \$ 50.00
8.	Meadow Lodge Suites	302 6 th St SW 307 PID # 24.301.0030	Decertify Administrative Fee	\$ 35.57 \$ 50.00
9.	Meadow Lodge Suites	302 6 th St SW 307 PID # 24.301.0030	Decertify Administrative Fee	\$ 37.94 \$ 50.00
10.	JC Nerstad Rentals	302 6 th St SW 102 PID # 24.301.0020	Decertify Administrative Fee	\$ 24.19 \$ 50.00
11.	JC Nerstad Rentals	302 6 th St SW 103 PID # 24.301.0020	Decertify Administrative Fee	\$ 58.75 \$ 50.00

12.	JC Nerstad Rentals	302 6 th St SW 201 PID # 24.301.0020	Decertify Administrative Fee	\$ 49.64 \$ 50.00
13.	Kristen Pace	504 3 rd Ave SW PID # 24.301.0020	Decertify Administrative Fee	\$ 1237.09 \$ 50.00

This is effective for certifications 2022, collectible in 2023, and the County Auditor shall remove these charges and any interest.

ADOPTED this xxth day of February, 2023.

ATTEST:

Chris McKern, Mayor

Linda Rappe, Clerk

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

**CITY OF KASSON
RESOLUTION #02.xx-23**

**RESOLUTION CERTIFYING DELINQUENT CLAIMS
TO THE COUNTY AUDITOR**

WHEREAS, during 2022, the City of Kasson provided utility related services to properties within the City; and

WHEREAS, provisions of the City Code provide that bills for these services remaining unpaid for an extended period shall be certified against the affected properties; and

WHEREAS, provisions of the City Code provide that all charges may be assessed against the property; and

WHEREAS, payment for the service is due after the service has been provided;

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

The Finance Director is hereby authorized to certify to the Dodge County Auditor these charges:

3.	A. Spaeth Accounting	105 ½ Main St W PID # 24.100.1740	Delinq UB Administrative Fee	\$ 97.88 \$ 50.00
4.	Greg Storm	105 5 th Ave SW PID # 24.100.2740	Delinq UB Administrative Fee	\$790.09 \$ 50.00

The County Auditor shall collect these charges, including 9% interest, along with the 2023 property taxes collectable in 2024.

ADOPTED this xxth day of February, 2023

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 NO. 2.X-23**

RESOLUTION AUTHORIZING INTERFUND FUND TRANSFERS

WHEREAS, various interfund transfers are approved through the annual budgeting process along with other suggested interfund transfers which may arise through the year,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON AS FOLLOWS:

The City Administrator is authorized to transfer the following sums from Funds as noted to recipient funds for the Fiscal year ended 12/31/2022.

A. From ARPA Fund 213 to the General Fund	\$11,929.83
---	-------------

Adopted this 8th day of February, 2023.

ATTEST:

Chris McKern, Mayor

Linda Rappe, Clerk

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

Compliance Report

Jurisdiction: Kasson
401 - 5th Street S.E.

Kasson, MN 55944

Report Year: 2023
Case: 2 - 2022 Reporting (Private (Jur
Only))

Contact: Linda Rappe

Phone: (507) 634-6324

E-Mail: Cityclerk@cityofkasson.
com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	17	12	2	31
# Employees	21	12	6	39
Avg. Max Monthly Pay per employee	6795.18	5303.56		6096.96

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 158.8235 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	8
b. # Below Predicted Pay	9	4
c. TOTAL	17	12
d. % Below Predicted Pay (b divided by c = d)	52.94	33.33

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 31	Value of T = -1.760
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -3

b. Avg. diff. in pay from predicted pay for female jobs = 154

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 6.00

B. Avg. # of years to max salary for female jobs = 6.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

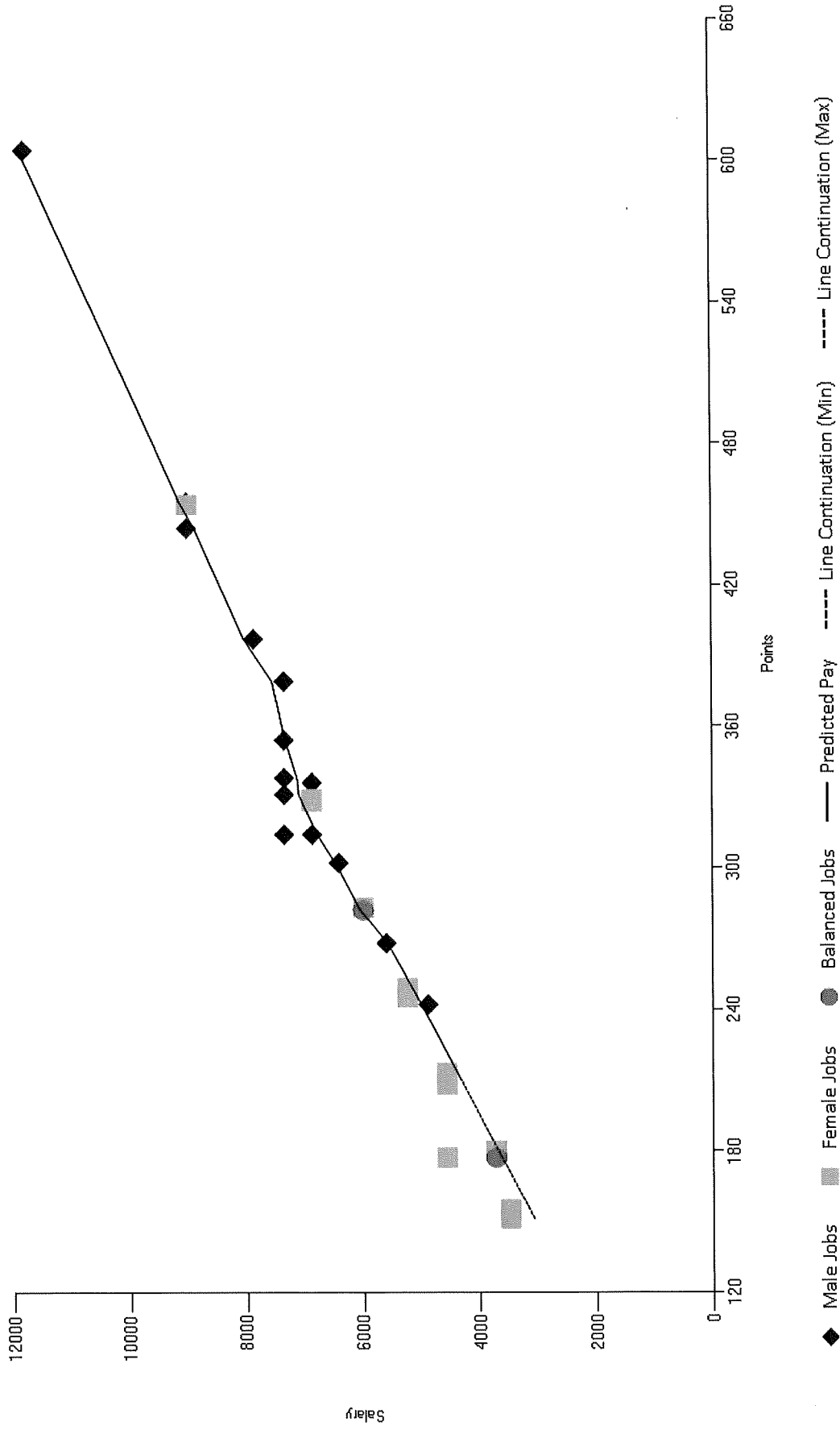
A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Kasson

Case: 2022 Reporting



Job Class Data Entry Verification List

Case: 2022 Reporting

Kasson

LGID: 551

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
31	Custodian	0	1	0	F	151	2975.56	3492.00	6.00	0.00	
37	Library Aide	0	1	0	F	155	2975.56	3492.00	6.00	0.00	
41	Circulation Technician	0	1	0	F	177	3776.21	4575.12	6.00	0.00	
2	Library Assistant	1	1	0	B	177	3079.54	3731.15	6.00	0.00	
3	Senior Liquor Clerk	0	1	0	F	180	3079.54	3731.15	6.00	0.00	
35	Administrative Assistant	0	1	0	F	208	3776.21	4575.12	6.00	0.00	
42	Community Development Asst	1	0	0	M	210	3776.21	4575.12	6.00	0.00	
7	Emergency Services Admin. Asst	0	1	0	F	213	3776.21	4575.12	6.00	0.00	
9	Streets/Parks Public Works	4	0	0	M	242	4037.89	4892.26	6.00	0.00	
8	Utility Billing Specialist	0	1	0	F	245	4325.57	5240.59	6.00	0.00	
10	Deputy Clerk	0	1	0	F	249	4325.57	5240.59	6.00	0.00	
34	Water/Wastewater Operator II	2	0	0	M	268	4621.91	5599.32	6.00	0.00	
32	K-9 Officer	1	0	0	M	282	4947.72	5994.45	6.00	0.00	
12	Police Officer	3	1	0	B	282	4947.72	5994.45	6.00	0.00	
14	City Clerk	0	1	0	F	283	4947.72	5994.45	6.00	0.00	
23	Water Wastewater Lead	1	0	0	M	302	5292.58	6412.10	6.00	0.00	
16	Lineworker	1	0	0	M	314	5666.91	6866.15	6.00	0.00	
40	Lead Lineworker	1	0	0	M	314	6062.03	7344.45	6.00	0.00	
15	Liquor Manager	0	1	0	F	328	5666.91	6866.15	6.00	0.00	
20	Library Director	0	1	0	F	329	5666.91	6866.15	6.00	0.00	
19	Police Sergeant	1	0	0	M	331	6062.03	7344.45	6.00	0.00	
30	SRO	1	0	0	M	331	5666.91	6866.15	6.00	0.00	
22	Ice Arena Supervisor	1	0	0	M	336	5666.91	6866.15	6.00	0.00	
17	Investigator	1	0	0	M	338	6062.03	7344.45	6.00	0.00	
13	Water Wastewater Supervisor	1	0	0	M	354	6062.03	7344.45	6.00	0.00	
24	Asst Public Works Director	1	0	0	M	379	6062.03	7344.45	6.00	0.00	
25	Electric Supervisor	1	0	0	M	397	6484.89	7857.42	6.00	0.00	
26	Police Chief	1	0	0	M	444	7424.17	8994.27	6.00	0.00	
39	Finance Director	0	1	0	F	454	7424.17	8994.27	6.00	0.00	
28	PW Director	1	0	0	M	455	7424.17	8994.27	6.00	0.00	
36	City Administrator	1	0	0	M	604	9725.60	11782.67	6.00	0.00	

Job Number Count: 31

Kasson Economic Development Authority 2022 Annual Report



Meeting Attendance:

	1	2	3	4	5	6	7	8	9	10	11	12
Eggler (Pres)	✓	✓	✓	n/a	✓	✓	✓	✓	✓	n/a	✓	✓
Peterson (VP)	✓	✓	✓	n/a	✓	✓		✓	✓	n/a	✓	✓
McKern	✓	✓	✓	n/a	✓	✓	✓	✓	✓	n/a	✓	✓
Monson	✓		✓	n/a		✓		✓	✓	n/a	✓	✓
Borgstom-Durst	✓		✓	n/a	✓	✓	✓	✓		n/a	✓	✓
O'Malley			✓	n/a	✓	✓	✓	✓	✓	n/a	✓	✓
Moosbrugger	✓	✓		n/a						n/a		n/a
Ehmke	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓

2022 Highlights:

Strategic Planning

- The following were identified as priorities for the EDA to focus on in 2022:
 - 1. Developing the Vail property
 - 2. Business attraction with a focus on retail
 - 3. Supporting businesses through the Hwy 57 project
 - 4. Housing

Vail Property Development

- EDA staff conducted outreach to area developers and hospitality management companies.
- Due to uncertainties in the hospitality industry caused by the COVID-19 pandemic and workforce shortages, housing became the primary focus of developing the Vail property.
- Hamilton Real Estate Group was approved to develop a portion of the Vail property with multifamily housing. Construction of a 52-unit market rate apartment building began in the summer and is planned to open for renters in June of 2023.
- Sand Companies will be moving forward with their proposal of a 48-unit affordable workforce housing project after being selected to receive tax credits. Construction is likely to begin in spring/summer of 2024.

Hamilton Multifamily Project

- Hamilton Real Estate Group requested various forms of financial assistance for their proposed apartment building at the Vail property. The City Council approved tax abatement with the following terms:
 - The purchase price of the parcel is \$175,000. This includes both the purchase of the land and the assessable infrastructure improvements.

- First right of refusal on the lot to the west.
- 8 years of tax abatement at 100%, with an annual cap of \$55,000 and a total 8-year cap of \$440,000.
- Dodge County and the School District each approved 5 years of tax abatement.

Sand Companies

- EDA staff worked with Sand Companies on applying for tax credits for a second time after being denied in 2021. The EDA recommended that the City Council submit a letter of support for the application and approve a resolution of support for TIF assistance – conditional on the project’s approval for tax credits.
- The project was successful in securing tax credits.

Trail Creek Coffee Roasters

- Trail Creek Coffee Roasters accepted a counteroffer from the EDA to purchase the old library building in downtown Kasson. The closing date was May 5th.
- The purchase price was \$100,000 with a business subsidy of \$15,000 to be paid out over 5 years in \$3,000 increments.

Plaza 57 Daycare

- EDA staff met with Dodge County and the Community Ed Director to discuss a potential daycare center in Kasson. A space at Plaza 57 was identified as a possible site.
- A conditional use permit was approved for a daycare center at Plaza 57. The site will accommodate up to 84 students and 16 staff and is planned to open in early 2023.

Downtown Lots

- EDA staff applied for Build Back Better and Economic Adjustment Assistance funding – neither application was successful.
- After some inquiries into purchasing the downtown lots, an offer to purchase was received from Petals2Metals with the intention to build a shop for flowers and upcycled gifts. The offer to purchase the lots for \$11,500 was accepted by the EDA.
- Ultimately, the interested party chose to purchase a building on Main Street instead of building a new building.

Kasson Main Street Improvement Task Force

- The task force met multiple times for the planning of a new St. Paddy’s Day event, which took place on March 12th. A second annual event is planned for 2023.
- The task force applied for a Downtown Assessment grant offered through a partnership between the Southern Minnesota Initiative Foundation (SMIF) and Rethos. Kasson was one of the three communities in SE MN to be selected.

SE MN Impact Hub

- EDA staff proposed a concept for a commercial kitchen and food incubator with retail space for the old Images building. Staff had several conversations with other organizations to build support for the project, although the building was renovated and was ultimately sold to another party in December.

Business Façade Improvement Program

- The EDA received three applications for \$2,000 each in grant funding for eligible projects. The businesses awarded were Chaotic Good Brewing Company, Tammy's Place, and Caribou Enterprises (Domino's and Preferred Heating & Cooling).
- The program was approved to continue in 2023.

Hwy 57 Disruption Programming

- The EDA approved a 0% interest short disruption loan program to assist businesses with any lost revenue from the Hwy 57 construction project. Loans of up to \$2,000 to be dispersed at a rate of \$1,000 per month during the construction period were available.

1760 Millwork

- In 2021, the EDA approved a 12-month loan forbearance for 1760 Millwork while they rebuild on the same site following a fire. Loan payments restarted in September of 2022.
- Reopening of 1760 Millwork was delayed due to many hurdles, the largest of which were supply chain issues.

Chaotic Good Brewing Company

- The EDA approved a \$50,000 RLF to assist in acquiring the old Ocean Mist Car Wash building, which was converted into a taproom.
- Chaotic Good Brewing Company received a \$2,000 façade improvement grant.

Historic Kasson School Redevelopment

- Paul Warshauer of Grand Venues proposed to redevelop the site into luxury senior apartments. The EDA recommended to approve 25 years of TIF assistance with the stipulations that apartment density would be set at 31 units, the apartments would be senior housing, and the sunset for TIF approval would be February 23rd, 2023.
- The City Council voted to move forward with TIF assistance.

Hindermann Concrete Site – Crop Science Investigation

- Crop Science Investigation received a \$25,000 RLF to be used for the clean-up of the old Hindermann Concrete site. They also intend to rebuild existing structures for the purpose of producing hemp-derived crop fertilizer. They also received funding from the Rural Development Revolving loan fund via People's Coop.

Rethos Downtown Assessment

- Kasson was one of three communities in SE MN to receive a grant for a Downtown Assessment offered through a partnership between SMIF and Rethos.
- Rethos came to Kasson in early June to meet with community leaders and residents. Survey data was also collected to be used for the Downtown Assessment report.
- Rethos returned in January of 2023 to present the final product.

Business Spotlight Program

- The Spotlight program was created to feature one Kasson business per month and allow them to present at an EDA meeting. Each recipient receives a certificate of appreciation.
- In 2022, KMTelecom (September) and Anytime Fitness (November) were featured.

Tax Abatement – KC DT, LLC

- KC DT, LLC requested tax abatement to assist in covering the costs of infrastructure improvements needed to construct a new commercial building on Mantorville Ave N. The building, when completed, will house a combination Family Dollar / Dollar Tree and will employ 20 people.
- EDA staff proposed a stepped-percentage tax abatement plan, and worked with Dodge County EDA on the possibility of collaborative abatement.
- The total value of the stepped-percentage plan would not exceed \$102,331.25 in total abatement over a period of time not to exceed 9 years.
- The EDA recommended approval to the City Council, which approved tax abatement for this project in January of 2023.

Other Noteworthy Items

- The EDA collaborated with the Chamber of Commerce on many ribbon-cutting events for new businesses throughout the year.
- The EDA made an annual contribution of \$500 to SMIF.
- The EDA sponsored the Around and About Main Street event at the \$360 level.
- In July, the EDA welcomed Ian Albers as the new Community Development Assistant.
- In December, the EDA welcomed Jon Ehmke to fill a vacant board member seat.

Like a watchful gardener, the role of a local Economic Development Authority (EDA) is to water its community's seeds of economic promise and, with luck, watch them grow into successful businesses. One impactful service EDAs provide is distributing funds through loan and grant programs. When awarded at the right time, the funds provide businesses with the boost they need to get off the ground running.

It's very rewarding watching the process of developing a business plan, figuring out cash flows and projects and seeing all the work that these business owners put in before the request for money is even an option. We know that business owners work hard, and we're thrilled that we can assist them on behalf of the whole community. We look forward to another successful year in 2023.

KASSON CITY HALL
Inclement Weather Policy/Emergency Closure

Inclement Weather:

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

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

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

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

Other Emergencies:

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

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

Staff Compensation Related to Inclement Weather or Emergency Closures:

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

Kasson City Council
Approved:

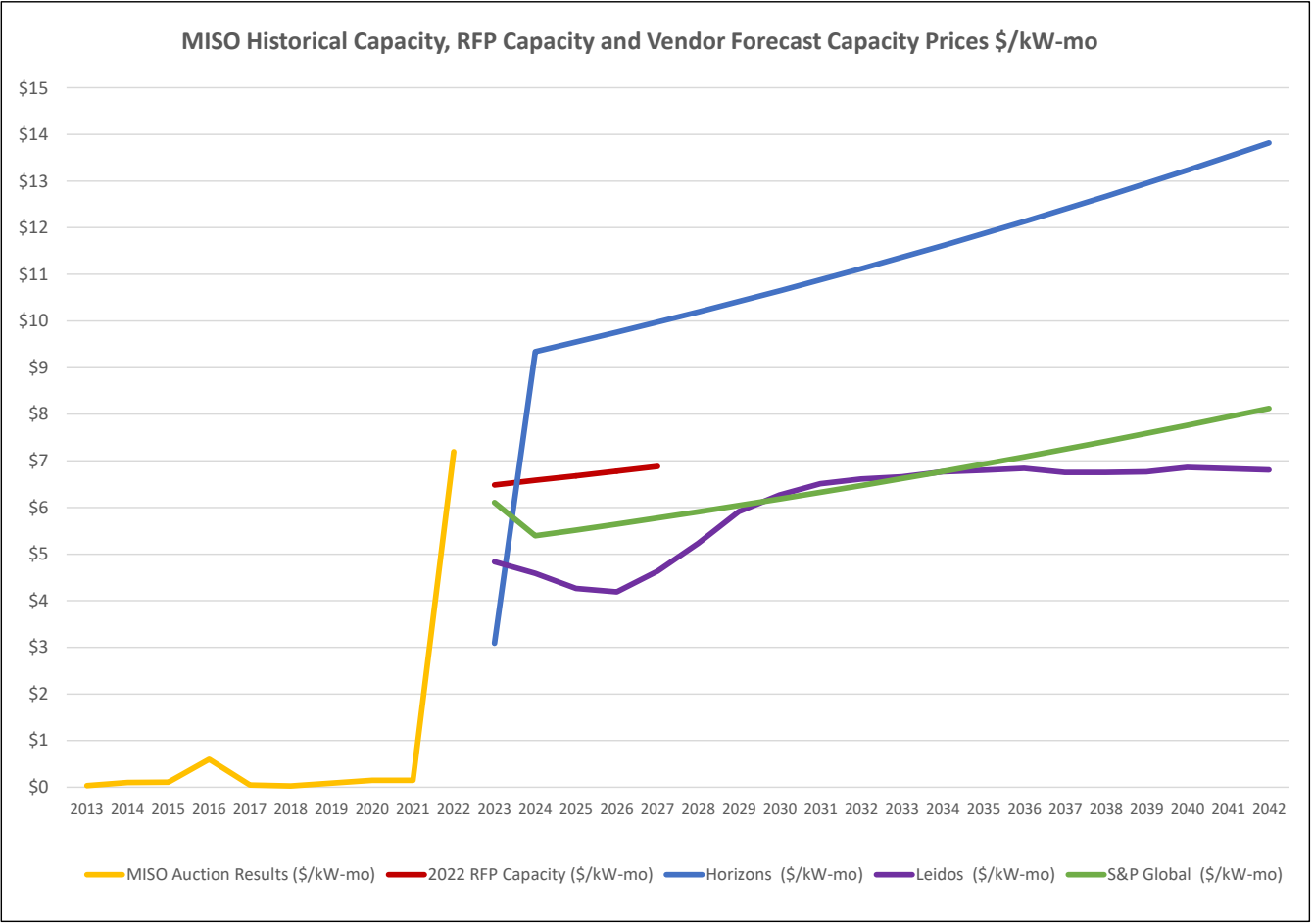
Kasson

		2023-2024				2024-2025				2025-2026				2026-2027			
		Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring
Peak		9.5	7.6	5.1	6.3	9.5	7.6	5.1	6.3	9.5	7.7	5.2	6.4	9.6	7.7	5.2	6.4
PRM*		7.4%	14.9%	25.5%	24.5%	7.4%	14.9%	25.5%	24.5%	7.4%	14.9%	25.5%	24.5%	7.4%	14.9%	25.5%	24.5%
TL*		3.1%	3.4%	5.2%	4.6%	3.1%	3.4%	5.2%	4.6%	3.1%	3.4%	5.2%	4.6%	3.1%	3.4%	5.2%	4.6%
PRMR*		10.5	9.0	6.7	8.1	10.5	9.0	6.7	8.1	10.5	9.1	6.8	8.3	10.6	9.1	6.8	8.3
Resources Available after ZRC transfer (UCAP)																	
WPPI	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total MW Available	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Surplus/Deficit		(8.5)	(7.0)	(4.7)	(6.1)	(8.5)	(7.0)	(4.7)	(6.1)	(8.5)	(7.1)	(4.8)	(6.3)	(8.6)	(7.1)	(4.8)	(6.3)

*PRM - Planning Reserve Margin
*TL - Transmission Losses
*PRMR - Planning Reserve Margin Requirement

Have offer in to purchase at 5 for auction year 2023-2024

Year	MISO Auction Results (\$/kW-mo)	2022 RFP Capacity (\$/kW-mo)	Horizons (\$/kW-mo)	Leidos (\$/kW-mo)	S&P Global (\$/kW-mo)
2013	\$ 0.03				
2014	\$ 0.10				
2015	\$ 0.11				
2016	\$ 0.60				
2017	\$ 0.05				
2018	\$ 0.03				
2019	\$ 0.09				
2020	\$ 0.15				
2021	\$ 0.15				
2022	\$ 7.20				
2023		\$ 6.48	\$ 3.09	\$ 4.83	\$ 6.10
2024		\$ 6.58	\$ 9.34	\$ 4.58	\$ 5.39
2025		\$ 6.68	\$ 9.55	\$ 4.27	\$ 5.52
2026		\$ 6.78	\$ 9.76	\$ 4.19	\$ 5.64
2027		\$ 6.88	\$ 9.97	\$ 4.63	\$ 5.77
2028			\$ 10.19	\$ 5.23	\$ 5.91
2029			\$ 10.42	\$ 5.91	\$ 6.04
2030			\$ 10.64	\$ 6.27	\$ 6.18
2031			\$ 10.88	\$ 6.51	\$ 6.32
2032			\$ 11.12	\$ 6.61	\$ 6.47
2033			\$ 11.36	\$ 6.66	\$ 6.62
2034			\$ 11.61	\$ 6.77	\$ 6.77
2035			\$ 11.87	\$ 6.80	\$ 6.93
2036			\$ 12.13	\$ 6.84	\$ 7.09
2037			\$ 12.40	\$ 6.75	\$ 7.25
2038			\$ 12.67	\$ 6.75	\$ 7.42
2039			\$ 12.95	\$ 6.77	\$ 7.59
2040			\$ 13.23	\$ 6.86	\$ 7.76
2041			\$ 13.52	\$ 6.83	\$ 7.94
2042			\$ 13.82	\$ 6.81	\$ 8.12



2023 OMS-MISO survey projects adequate reserve margins for MISO South Region, but capacity deficit for North and Central Regions

CARMEL, Ind. — Today, the Midcontinent Independent System Operator (MISO) and the Organization of MISO States (OMS) released the results from the ninth annual OMS-MISO survey.

The survey results indicate having a potential capacity deficit of 2.6 GW, or 2.4 GW surplus, compared to the 2023 Planning Reserve Margin Requirement depending on market responses between now and the Summer of 2023. The overall results align with MISO's 2022 Planning Resource Auction results and recent Summer Assessment which both indicated tightening conditions, primarily in MISO North/Central subregions.

For Summer 2023, the potential capacity deficit of 2.6 GW already reflects 1.9 GW of transfers from within MISO. Non-firm imports from neighboring regions are typically available and will likely be needed next summer. New capacity and/or deferred retirements may also be required to meet overall footprint requirements.

"This survey provides critical information on the rapid changes occurring with our resource mix. Visibility into this type of information is essential for states and utilities to ensure we will be able to cover the resource needs of the region going forward and maintain reliability." Sarah Freeman, president of the Organization of MISO States and commissioner with the Indiana Utility Regulatory Commission, said. "States stand ready to work with MISO to ensure state resource planning and MISO market signals work in concert to maintain reliability and resilience throughout this significant resource transformation."

OMS and MISO conduct the annual voluntary survey to assess available resource capacity to serve projected load over the next five years (i.e., 2023 through 2027). MISO hosted a stakeholder workshop to discuss the survey results today.

"As we reflect on our ninth survey together, the results are a critical tool in helping us manage the uncertainty and volatility of the resource transition and reinforce our Response to the Reliability Imperative," said John Bear, MISO's chief executive officer. "We support state resource adequacy efforts and collaborate to provide a snapshot in time of what we need and what is available."

For 2024 and beyond, the capacity deficits are projected to widen, consistent with past surveys, due to declining committed capacity and modestly growing demand. Therefore, continued actions will be needed to ensure resource adequacy in the extended outlook. Details on the 2022 OMS-MISO survey are available on MISO's website.

About MISO

Midcontinent Independent System Operator (MISO) is an independent, not-for-profit organization that delivers safe, cost-effective electric power across 15 U.S. states and the Canadian province of Manitoba. MISO is committed to reliable, nondiscriminatory operation of the bulk power transmission system and collaborating with all stakeholders to create cost-effective and innovative solutions for our changing industry. MISO operates one of the world's largest energy markets with nearly \$22 billion in annual gross market energy transactions.

CAPACITY COST RIDER CLAUSE CHARGES (CCR).

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

(A) $CCR = A/B - \text{Base Rate}$ where.

(B) CCR = The cost adjustment expressed as dollars per kWh to be multiplied by the power (kWh) sold during each billing period to customers on rates subject to the CCR.

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

(D) B = Actual energy sales from rates subject to the CCR for the applicable month.

(E) Base Rate = The Base Rate is the base wholesale power cost expressed as dollars per kWh, included in the base rates for all retail customers.

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



To: City Council
Date: 2/8/2023

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

- **House Property Tax Division Holds Hearing on Property Tax Levies and LGA.** The committee on Jan. 25 held a hearing to discuss rising local government levies and the local government aid (LGA) formula. Committee Chair Rep. Dave Lislegard closed the meeting by saying that funding for LGA and county program aid is well short of where it needs to be and said the committee would be taking up a bill to address it soon. The League testified at the hearing and provided background on the factors contributing to higher property taxes for homeowners, including the effect of inflation on city budgets, high valuation increases causing shifts onto residential property, and stagnant state aids.

During the 2022 legislative session, the Legislature debated but did not pass a bill developed by the League of Minnesota Cities, Metro Cities, the Coalition of Greater Minnesota Cities, and the Minnesota Association of Small Cities that would have updated the LGA formula. That update was based on a statistically derived set of factors to reflect new fiscal and demographic data on cities. Committee Chair Lislegard is looking at that formula and an appropriation increase as a potential starting point for his bill this year. Gov. Walz proposed a \$30 million increase, about half of that would go to Minneapolis and St. Paul. Estimates for Kasson will be available later this spring.

- **EMS Updates.** Last week the EMS Board met to review ongoing operations at the Fire Department and Police Department. Both Chief Hanson and Chief Fitch provided reports. Currently, we have a new police officer undergoing training and Officer Peterson has switched back to the night shift from SRO. Officer Peck will be handling the ZED component of the SRO contract for the rest of the year. The Fire Department held their year end reception and had some retirements. They are currently recruiting for new members. The Fire Relief has approximately \$55,000 in the their general fund and they are planning to purchase new jackets for \$10,000. Linda has advised them that City funds will likely be focused on more essential firefighting equipment. They have completed the switch over to the SBI from Parker McKnight. Their report is included in correspondence. ICS also provided an update on the Fire Hall project. The USDA continues their review, and it seems to be dragging out a bit. I still hopeful that this can go to bids this spring.
- **SMLM meeting.** I attended the Southeast League meeting last week held here in Kasson. It was very well attended and topically sensitive. There was a review of local cities and

how they handle charitable gambling. I think that Kasson should revisit its current policy to bring in line with what many other cities are doing. Not only would this provide additional revenue but it would also simplify things for the local entities that do the pull tabs and reports. Following that there was a supper put on by the Legion. It was well received. Then we had a presentation on Cyber security from the LMC, the City of Lewiston, and Mike Bowe from our own Onsite Computers. They detailed how they were hacked in 2021 and the ransom they paid and how it all turned out. Suffice to say they were extremely fortunate that BDS had only recently send themselves a file copy of utility billing records and payroll because the while they paid the ransom, nothing was ever unlocked or restored. This is one of the reasons that we've been doing the random email/phishing sample attacks for the last 4 month and I'm pleased to say that January was the first month that no one would have compromised the system. This training will continue. Finally, the meeting voted on priorities for the legislative session, it will include LGA, street funding, and support for additional programming. Thanks to Councilmembers Egger, Christenson, and Ferris for attending, we had a strong voice from Kasson.

- **MnDOT Adopts Statewide Multimodal Transportation Plan.** Updated every five years, the SMTP is the most comprehensive policy plan for transportation in Minnesota. It outlines objectives, performance measures, strategies, and actions to help advance MnDOT's vision of a multimodal transportation system. The SMTP evaluates the state's entire transportation system, considers trends affecting transportation and provides direction for the next 20 years. The updated 2022-2041 plan focuses on six objectives: transportation safety, system stewardship, climate action, critical connections, healthy equitable communities, and open decision-making. In addition to the agency's commitment to preserving the existing system, the SMTP also includes new emphasis areas, including climate, equity, and health. To learn more and view the final plan go to MnDOT's Minnesota GO website at <https://www.minnesotago.org/>
- **CCR Adjustment/Capacity pricing.** The use of this Capacity Cost Recovery Rider ("Rider CCR") is to recover from KPU's retail customers, the cost of purchases of retail capacity and to credit KPU's retail customers with the revenue associated with sales of KPU's retail capacity, if any. The CCR would apply in accordance with the provisions of MN State statutes and the guidance from the PUC and apply to electric service billed under certain rate schedules, whether metered or unmetered. Earlier this fall, MISO changed the rules so now there will be a quarterly auction instead of yearly. My question to Council is whether you would like to see us attempt to acquire capacity from one of the other cities in our group? Included in the packet you can see forecast info; I have reached out to several of the cities that have a long position. I am asking for approval of the capacity rider tonight. Based on the conversations I've had with other member cities I am expecting around \$5.00 a kilowatt-hour a month. This is reduced from the \$7.20 we paid in 2022. However, these will only be 1-year contracts likely. Hopefully, we can lock in a longer-term pricing contract. I met with the CMPAS team to discuss options last week.
- **Paid Family Leave Bill.** HF 2/SF 2 would create a state-administered mandatory paid family and medical leave insurance program. It would provide up to 12 weeks of partial wage replacement for medical leave and provide up to 12 weeks of partial wage replacement for family leave. Under this bill, employers, including cities, would pay into an insurance program established under the Department of Employment and Economic Development

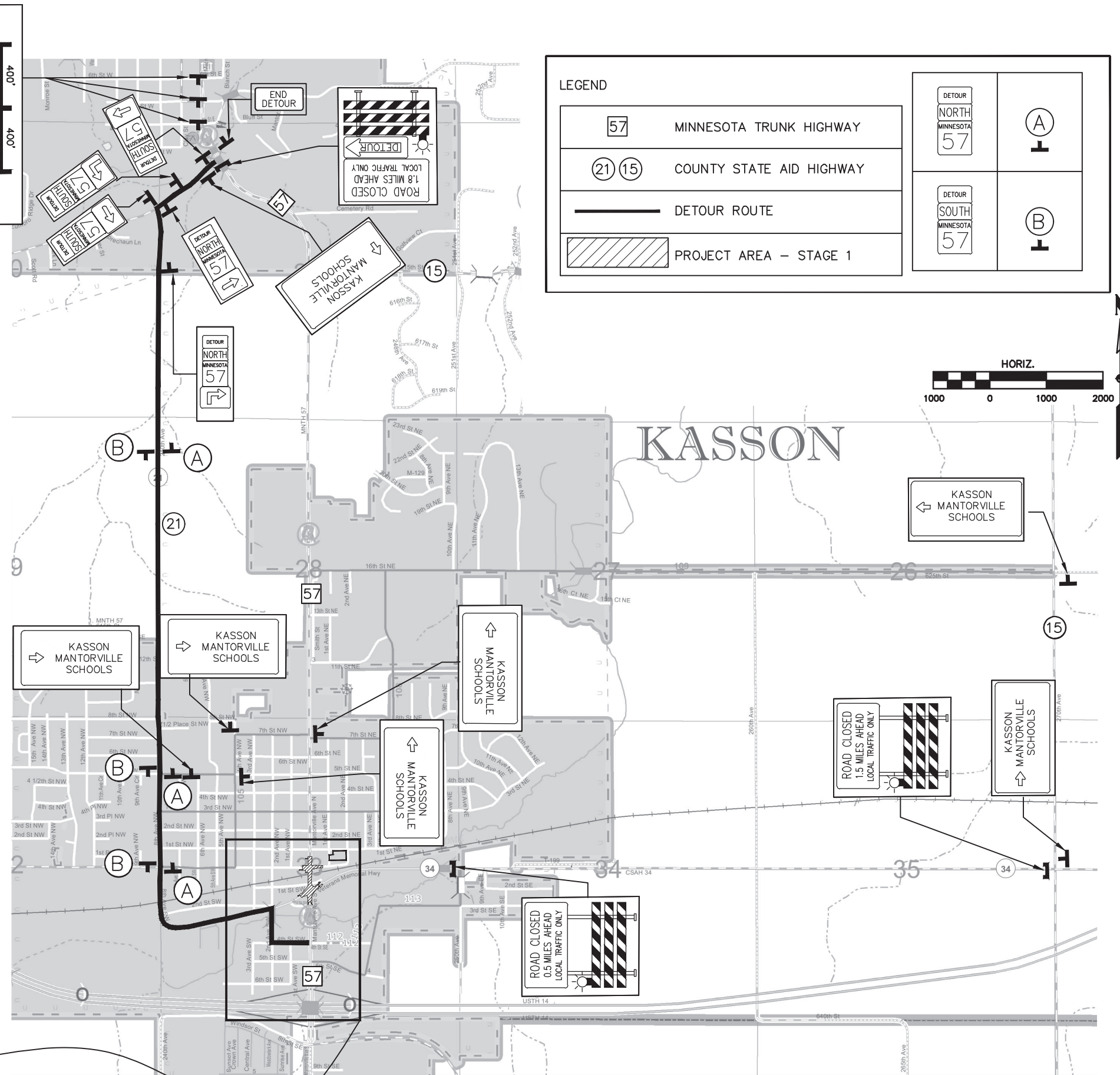
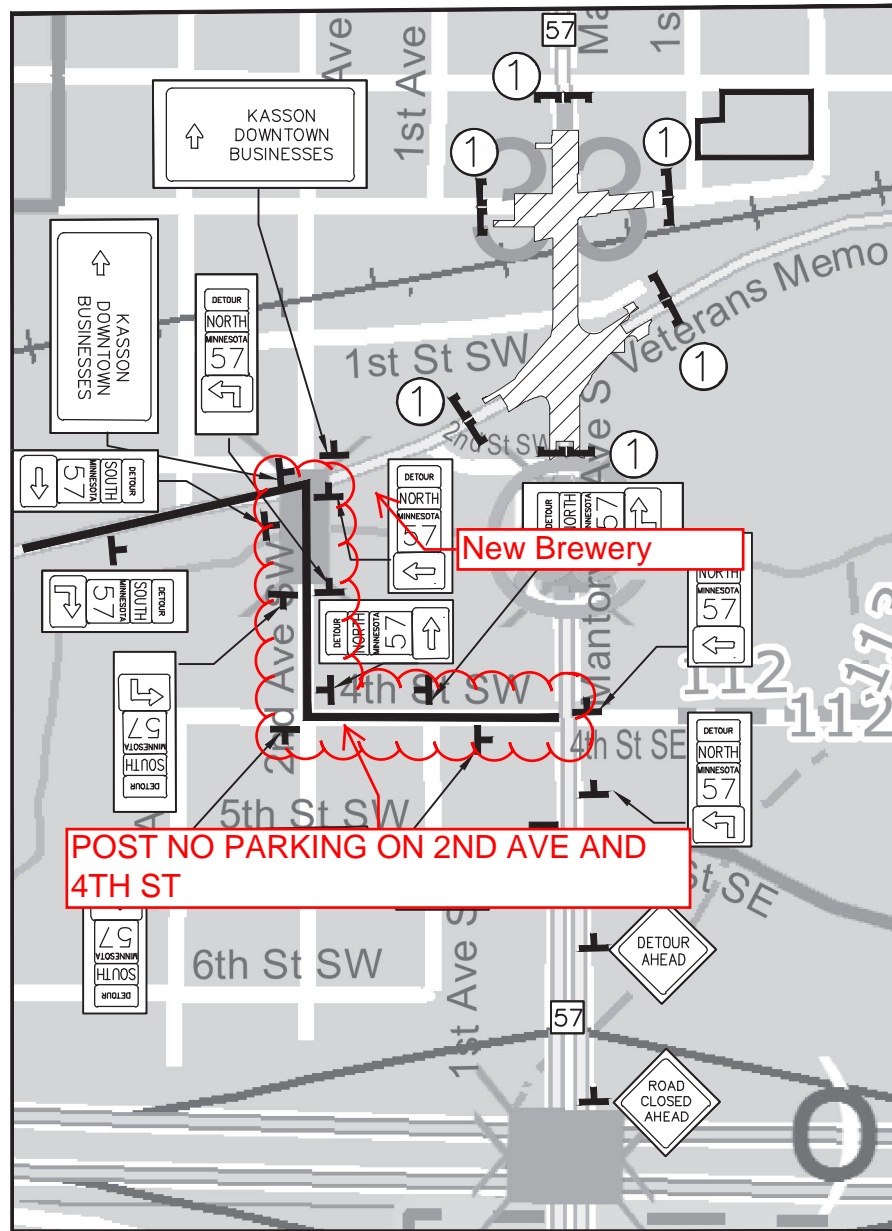
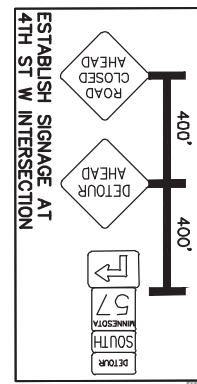
(DEED). The DEED commissioner would maintain a premium account in which each employer must pay premiums quarterly at a rate. Employers would also be required to submit a quarterly wage detail report to the commissioner. Under this bill, employers would be required to submit electronically a quarterly wage detail report including for each employee in covered employment during the calendar quarter, the employee's name, total wages paid to the employee, total number of paid hours worked, number of employees, and other information as prescribed by the DEED commissioner.

The bill would require all employers to pay a yearly premium on employee taxable wages, paid quarterly into the family and medical benefit insurance account and calculated based on the wage detail report. The bill would allow an employer to deduct up to 50% of the premiums paid by the employer from employee wages. Employers that provide their own paid family and medical leave plan could apply to the Commissioner for approval to meet their obligations under this bill so long as the plan confers all of the same rights, protections, and benefits provided to employees under the bill. We will make this attempt. Otherwise, the costs of the new bill will be a 1% increase to the tax levy for Kasson.

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

Meetings or Events Attended or Planned

January 17	MCMA member connect USDA- architectural review Park Board
January 18	CMPAS
January 19	Sand Company-DRC City Engineer Business after Hours
January 20	Dodge County-Tobacco Ordinance Hamilton Real Estate Development-SW land
January 21	Annual Fire Department Banquet
January 23	Chamber of Commerce annual financial review
January 25	City Council
January 26	Department Heads
January 27	Collaboration Meeting-Community Education
January 30	CMPAS-Capacity Discussion
January 31	EDA RLF meeting SEMLM meeting
February 1	EMS Board
February 2	City Engineer Planning and Zoning meeting
February 3	Bid Opening Special CMPAS Board Meeting
February 8	Chamber of Commerce City Council



I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Brandon W. Theobald

Brandon W. Theobald

Date 11/23/21 License No. 48229

[illegible]

TRAFFIC CONTROL PLAN
TH 57 STREET & UTILITY RECONSTRUCTION KASSON, MINNESOTA 2021

SCALE:
AS SHOWN
WHKS PROJECT NO.
8771.00
DRAWN BY:
DAM
CHECKED BY:
BT
SHEET
199 OF 233

REQUEST FOR COUNCIL ACTION

Meeting Date: February 8, 2023

AGENDA SECTION: Engineering	ORIGINATING DEPT: Engineering
ITEM DESCRIPTION: 2023 Street Assessment	PREPARED BY: Brandon Theobald

BACKGROUND:

Staff opened bids for the 2023 Street Improvement Project. Results are below.

<i>Engineering Estimate</i>	<i>\$ 791,000.00</i>
Rochester Sand and Gravel	\$ 721,546.00
Elcor Construction, Inc.	\$ 934,834.00

The bids came in less than estimated in the feasibility report resulting in a reduction in the proposed amounts to be assessed. Below is a breakdown in the costs.

PRELIMINARY ASSESSMENT COSTS

Current Policy - 30% Assessed

	Total Costs	R.E.U.s	Cost/R.E.U.
Assessed Costs	\$ 306,420.00	120	\$ 2,553.50
Non-Assessed Costs	\$ 714,980.00		
Total	\$ 1,021,400.00		

PROPOSED ASSESSMENT COSTS

Current Policy - 30% Assessed

	Total Costs	R.E.U.s	Cost/R.E.U.
Assessed Costs	\$ 242,491.80	120	\$ 2,020.77
Non-Assessed Costs	\$ 565,814.20		
Total	\$ 808,306.00		

Attached is the Proposed Assessment Roll and Resolution Calling Hearing on Assessments.

Council will consider awarding the construction contract after the Hearing on Assessments.

COUNCIL ACTION REQUESTED:

Consider Resolution Calling Hearing on Assessments.

CITY OF KASSON
RESOLUTION #2.X-23
RESOLUTION CALLING HEARING ON
ASSESSMENTS FOR 2023 STREET IMPROVEMENTS

WHEREAS, the City Clerk, with the assistance of the City consulting engineer, has prepared an assessment roll for the 2023 Street Improvements Project, and said proposed assessment roll is on file with the City Clerk and open to public inspection;

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

1. The Clerk shall publish notice that this Council will meet to consider the proposed assessments on 8th of March, 2023, at six o'clock P.M. in the City Hall, Council Chambers of said City of Kasson, Minnesota. The published notice shall be in substantially the form set forth on Exhibit A attached hereto.

2. A copy of the notice in substantially the form set forth in Exhibit B attached hereto shall be mailed to the owners of each parcel of property described in the assessment roll. Said notice attached as Exhibit A hereto shall be published by the City Clerk in the official newspaper at least two weeks prior to the hearing and the notice attached hereto as Exhibit B shall be mailed by the Clerk to the owners of each parcel described in the assessment roll.

3. If the adopted assessment differs from the proposed assessment as to any particular lot, piece or parcel of land, the Clerk shall mail to the owner a notice stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the mailed notice of the proposed assessment.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

NOTICE OF HEARING ON ASSESSMENTS
FOR 2023 STREET IMPROVEMENTS

TO WHOM IT MAY CONCERN:

TIME AND PLACE
GENERAL NATURE OF
IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Kasson, Minnesota, will meet in the City Hall, Council Chambers of said City of Kasson, Minnesota, on the 8th day of March, 2023, at six o'clock P.M. to conduct a public hearing and consider objections to the proposed assessments for 2023 Street Improvements Project heretofore ordered by the City Council.

ASSESSMENT ROLL
OPEN TO INSPECTION:

The proposed assessment roll is on file with the City Clerk and open to public inspection.

AREA PROPOSED
TO BE ASSESSED:

The area proposed to be assessed consists of every lot, piece or parcel of land benefitted by said improvement, which has been ordered made and is as follows in the City of Kasson, Minnesota:

2nd Street SW (from 8th Ave SW to 3rd Ave SW)
4th Avenue NE (from 7th St NE to 3rd St NE)
4th Avenue NE (from 3rd St NE to 1st St NE)
6th Street Court NE (Cul-de-sac)
6th Avenue NE (from 7th St NE to 3rd St NE)
8th Avenue NE (from 140' south of 4th St NE to 3rd St NE)

TOTAL AMOUNT
AND TERM OF PROPOSED
ASSESSMENT:

The total amount proposed to be assessed is \$242,491.80 and is proposed to be payable in annual installments over a period of 15 years.

WRITTEN OR ORAL
OBJECTIONS:

Written or oral objections will be considered at the hearing.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Dodge County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the

district court within ten days after service upon the Mayor or Clerk.

**LIMITATION ON
APPEAL:**

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

**DEFERMENT OF
ASSESSMENTS:**

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. The City has elected to establish deferment procedure pursuant to those Sections and the City Assessment Policy.

MAILED NOTICE:

The notice of this hearing mailed to property owners contains additional information.

DATED: February 8, 2023.

BY ORDER OF THE CITY COUNCIL

/s/_____.
City Clerk

EXHIBIT B

NOTICE OF HEARING ON ASSESSMENTS FOR 2023 STREET IMPROVEMENTS

TO:
See attached Assessment Roll

Parcel No. Name

TIME AND PLACE
GENERAL NATURE OF
IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Kasson, Minnesota, will meet in the City Hall, Council Chambers of said City of Kasson, Minnesota, on the 8th day of March, 2023, at six o'clock P.M. to consider objections to the proposed assessments for 2023 Street Improvements Project heretofore ordered by the City Council.

ASSESSMENT ROLL
OPEN TO INSPECTION:

The proposed assessment roll is on file with the City Clerk and open to public inspection.

AREA PROPOSED
TO BE ASSESSED:

The area proposed to be assessed consists of every lot, piece or parcel of land benefitted by said improvement, which has been ordered made and is as follows in the City of Kasson, Minnesota:

2nd Street SW (from 8th Ave SW to 3rd Ave SW)
4th Avenue NE (from 7th St NE to 3rd St NE)
4th Avenue NE (from 3rd St NE to 1st St NE)
6th Street Court NE (Cul-de-sac)
6th Avenue NE (from 7th St NE to 3rd St NE)
8th Avenue NE (from 140' south of 4th St NE to 3rd St NE)

TOTAL AMOUNT
AND TERM OF PROPOSED
ASSESSMENT:

The total amount proposed to be assessed is \$242,491.80 and is proposed to be payable in annual installments over a period of 15 years.

WRITTEN OR ORAL
OBJECTIONS:

Written or oral objections will be considered at the hearing.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Dodge County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or

Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

**LIMITATION ON
APPEAL:**

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

**DEFERMENT OF
ASSESSMENTS:**

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. The City has elected to establish deferment procedure pursuant to those Sections and the City Assessment Policy.

**SPECIFIC AMOUNT TO
BE ASSESSED:**

The amount to be specifically assessed against your particular lot, piece of parcel of land is shown on the attached assessment roll.

**ADOPTION OF ASSESSMENT
AT HEARING:**

The City Council may adopt the proposed assessment at the hearing.

PREPAYMENT:

You may prepay the entire assessment to the Clerk of the City until the assessment roll is certified to the County Auditor or prior to November 15, 2023; after certification to the County Auditor, prepayments of the entire amount remaining due may be made to the County Auditor at any time prior to November 15 of any year.

**PARTIAL
PREPAYMENT**

The City Council has authorized the partial prepayment of assessments prior to certification of the assessment or the first installment thereof to the County Auditor.

**PREPAYMENT WITHOUT
INTEREST, OR WITH**

No interest shall be charged if the entire assessment is paid by the certification of the assessment roll.

INTEREST TO END OF
YEAR:

At any time prior to November 15 of any year, the owner may prepay to the County Auditor the whole assessment remaining due with interest accrued to December 31 of the year in which the prepayment is made.

INTEREST RATE:

If the assessment is not prepaid by the certification of the assessment roll, interest will accrue on the assessment at the rate of 5.5%. Interest accrues from the date to be specified in the resolution levying the assessment, but not earlier than the date of such resolution.

DATED: February 8, 2023.

BY ORDER OF THE CITY COUNCIL

/s/_____.
City Clerk

ASSESSMENT ROLL											WHKS 8104.23	
2023 STREET IMPROVEMENTS												
KASSON, MINNESOTA												
PROPOSED - 2/8/2023												
LINE	PARCEL NUMBER	OWNER NAME	PROPERTY ADDRESS	CITY	STATE	ZIP	MAILING ADDRESS	CIT, STATE, ZIP	NOTES	NUMBER OF R.E.U.	PROPOSED ASSESSMENT	
1	241004060	REYNOLDS PROPERTIES OF	114 8TH AVE SW	KASSON	MN	55944	PO BOX 300	ESTERO, FL 33929		0.5	\$ 1,010.38	
2	241004070	BRIAN TODD	705 2ND ST SW	KASSON	MN	55944	705 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
3	241004080	RICHARD L HEWITT	703 2ND ST SW	KASSON	MN	55944	PO BOX 126	KASSON, MN 55944		1	\$ 2,020.77	
4	241004050	SHARLET L BODE	701 2ND ST SW	KASSON	MN	55944	701 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
5	241004041	ROGER HORSMAN	609 2ND ST SW	KASSON	MN	55944	609 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
6	241004042	ROGER HORSMAN	609 2ND ST SW	KASSON	MN	55944	609 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
7	241004040	JUSTIN R PARKIN	603 2ND ST SW	KASSON	MN	55944	603 2ND ST SW	KASSON, MN 55944		1.5	\$ 3,031.15	
8	241003980	KENNETH DURST & JANICE	2ND ST SW	KASSON	MN	55944	401 3RD AVE NW	KASSON, MN 55944		1	\$ 2,020.77	
9	241004000	KENNETH DURST & JANICE	601 2ND ST SW	KASSON	MN	55944	401 3RD AVE NW	KASSON, MN 55944		1	\$ 2,020.77	
10	241003990	TIMOTHY D JOHNSON	507 2ND ST SW	KASSON	MN	55944	507 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
11	241003960	RONALD G HAMMEL	505 2ND ST SW	KASSON	MN	55944	505 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
12	241003950	LOF PROPERTIES LLC	503 2ND ST SW	KASSON	MN	55944	304A WEST MAIN ST	KASSON, MN 55944		1	\$ 2,020.77	
13	241003970	ABIGAIL L HELDER	501 2ND ST SW	KASSON	MN	55944	501 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
14	241003910	LESTER F MEYER	407 2ND ST SW	KASSON	MN	55944	407 2ND ST SW	KASSON, MN 55944		1.5	\$ 3,031.15	
15	241003890	FRED & LORRAINE SPADING	405 2ND ST SW	KASSON	MN	55944	2224 CENTRAL AVE NE #6	MINNEAPOLIS, MN 55418		1	\$ 2,020.77	
16	241003940	FRED & LORRAINE SPADING	309 2ND ST SW	KASSON	MN	55944	2224 CENTRAL AVE NE #6	MINNEAPOLIS, MN 55418		3	\$ 6,062.30	
17	241003880	BRIAN W DALASKA	307 2ND ST SW	KASSON	MN	55944	307 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
18	241003870	DONALD EHLENFELDT	305 2ND ST SW	KASSON	MN	55944	6049 COUNTY RD 105 NW	BYRON, MN 55920		1	\$ 2,020.77	
19	241003830	BERNARD L BUEHLER	107 3RD AVE SW	KASSON	MN	55944	107 3RD AVE SW	KASSON, MN 55944	Corner	1	\$ 2,020.77	
20	246800020	BARBARA A DAY	710 2ND ST SW	KASSON	MN	55944	710 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
21	246800010	JANEL M TORGERSON	708 2ND ST SW	KASSON	MN	55944	708 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
22	246800040	DAVID A MEYER	706 2ND ST SW	KASSON	MN	55944	706 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
23	246800030	JOYCE OLSON	704 2ND ST SW	KASSON	MN	55944	704 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
24	246850040	CHARLES & GLORIA BROWN TRUST	702 2ND ST SW	KASSON	MN	55944	702 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
25	246850030	ANGELA L PALMER	700 2ND ST SW	KASSON	MN	55944	700 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
26	246850020	DOUGLAS W LETH	610 2ND ST SW	KASSON	MN	55944	610 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
27	246850010	DONNA M DUTTON	608 2ND ST SW	KASSON	MN	55944	608 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
28	246830020	VERA M SCHUCK TRUST	606 2ND ST SW	KASSON	MN	55944	606 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
29	246830010	CECILE FOSSUM TRUST	604 2ND ST SW	KASSON	MN	55944	2233 72ND AVE N	SAINT CLOUD, MN 56303		1	\$ 2,020.77	
30	246840010	RUE JEAN KNIGHT	510 2ND ST SW	KASSON	MN	55944	510 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
31	244181005	MICHAEL CLAREY	508 2ND ST SW	KASSON	MN	55944	508 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
32	241004690	JEREMY SMITH	504 2ND ST SW	KASSON	MN	55944	504 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
33	241004670	RANDY SHIEK	502 2ND ST SW	KASSON	MN	55944	502 2ND ST SW	KASSON, MN 55944		1	\$ 2,020.77	
34	241004960	GARY A OLEVSON	408 2ND ST SW	KASSON	MN	55944	408 2ND ST SW	KASSON, MN 55944		3	\$ 6,062.30	
35	241004920	KASSON SENIOR HOUSING LLC	400 2ND ST SW	KASSON	MN	55944	26724 535TH ST	PINE ISLAND, MN 55963		3	\$ 6,062.30	
36	241004860	CITY OF KASSON	3RD AVE SW	KASSON	MN	55944	401 5TH ST SE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
37	244320120	BARRY D ERICHSEN	302 7TH ST NE	KASSON	MN	55944	302 7TH ST NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
38	244320130	EDWARD S HIGGINS	605 4TH AVE NE	KASSON	MN	55944	918 MEADOWVIEW LN SW	ROCHESTER, MN 55902		1	\$ 2,020.77	
39	244320160	AARON MEHLING	603 4TH AVE NE	KASSON	MN	55944	603 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
40	244320170	JUSTIN DOMBROVSKI	601 4TH AVE NE	KASSON	MN	55944	601 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
41	244310070	JANET A HEINL	507 4TH AVE NE	KASSON	MN	55944	507 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
42	244310080	PHILLIP STRUCKMANN	505 4TH AVE NE	KASSON	MN	55944	505 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
43	244310090	LUCINDA LUEPKE	503 4TH AVE NE	KASSON	MN	55944	503 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
44	244310100	JLR RENTALS LLC	417 4TH AVE NE	KASSON	MN	55944	22737 650TH ST	KASSON, MN 55944		1	\$ 2,020.77	
45	244310101	DAVID W BORNFLETH	415 4TH AVE NE	KASSON	MN	55944	415 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
46	244310111	BRIAN J BELLRICHARD	413 4TH AVE NE	KASSON	MN	55944	1504 15TH ST CIR NE	KASSON, MN 55944		1	\$ 2,020.77	
47	244310110	CHRISTY L EISCHENS	411 4TH AVE NE	KASSON	MN	55944	411 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
48	244310120	MARISA GILL	409 4TH AVE NE	KASSON	MN	55944	409 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
49	244310130	AERIC R YOUNGE	407 4TH AVE NE	KASSON	MN	55944	406 2ND ST NE	DODGE CENTER, MN 55927		1	\$ 2,020.77	
50	244300050	JLR RENTALS LLC	305 4TH ST NE	KASSON	MN	55944	22737 650TH ST	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
51	244300040	JARUD HOFKER	306 4TH ST NE	KASSON	MN	55944	306 4TH ST NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
52	244300010	MICHAEL J HAIN	307 3RD ST NE	KASSON	MN	55944	307 3RD ST NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
53	245770010	MICHAEL J RICHARDSON	209 4TH AVE NE	KASSON	MN	55944	209 4TH AVE NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
54	245770020	AARON FISCHER	207 4TH AVE NE	KASSON	MN	55944	207 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
55	245770030	BRUCE NORD	205 4TH AVE NE	KASSON	MN	55944	205 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
56	245770040	JEREMY D LAIR	203 4TH AVE NE	KASSON	MN	55944	203 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
57	245770050	DALE WALKER	201 4TH AVE NE	KASSON	MN	55944	201 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
58	245790010	MICHAEL JOHNSON	105 4TH AVE NE	KASSON	MN	55944	105 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
59	245790020	KEITH PYFFEROEN	103 4TH AVE NE	KASSON	MN	55944	103 4TH AVE NE	KASSON, MN 55944		1	\$ 2,020.77	
60	245790030	RYAN WEGNER	307 1ST ST NE	KASSON	MN	55944	307 1ST ST NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
61	244320190	JOSEPH J WOLF	606 4TH AVE NE	KASSON	MN	55944	606 4TH AVE NE	KASSON, MN 55944	Corner	0.5	\$ 1,010.38	
62	244320230	TODD A NESS	604 4TH AVE NE	KASSON	MN	55944	604 4TH AVE NE	KASSON, MN 55944	Corner	1	\$ 2,020.77	
63	244320240	CASEY BARNHART	404 6TH ST CT NE	KASSON	MN	55944	404 6TH ST CT NE	KASSON, MN 55944		1	\$ 2,020.77	
64	244320250	JOSEPH BRAMBRINK	406 6TH ST CT NE	KASSON	MN	55944	406 6TH ST CT NE	KASSON, MN 55944		1	\$ 2,020.77	
65	244320260	BRIAN K OVERTON	408 6TH ST CT NE	KASSON	MN	55944	917 NORTHWAY LN NE	ROCHESTER, MN 55906		1	\$ 2,020.77	
66	244320270	ERIC T BIERIS	407 6TH ST CT NE	KASSON	MN	55944	407 6TH ST CT NE	KASSON, MN 55944		1	\$ 2,020.77	
67	244320280	GLEN G NEVALA	405 6TH ST CT NE	KASSON	MN	55944						

PROPOSED PROJECT SCHEDULE

PROJECT: 2023 Street Improvements WHKS JOB NO.: 8104.23
 CLIENT: City of Kasson
 LOCATION: Kasson, Minnesota
 DATE: December 14, 2022

Item	Name	Date
Present Feasibility Report to Council	WHKS	December 14, 2022
Resolution approving Feasibility Report	City Council	December 14, 2022
Resolution calling public hearing	City Council	December 14, 2022
Send public notice to newspaper	City Staff	December 15, 2022
Notice of public hearing appears in newspaper (twice)		December 22, 2023
		December 29, 2023
Mail notices to residents	Clerk	December 15, 2022
Public hearing	City Council	January 11, 2023
Resolution ordering improvement and directing preparation of plans and specifications	City Council	January 11, 2023
Present plans and specifications to Council	WHKS	January 11, 2023
Resolution approving plans and specifications and directing solicitation of bids	City Council	January 11, 2023
Send Advertisement for Bids to newspaper	City Staff	January 5, 2023
Advertisement appears in newspaper		January 12, 2023
Receive bids at City Hall	WHKS & City Staff	February 3, 2023
Present bids to Council	WHKS	February 8, 2023
Resolution setting amount to be assessed resolution for Public Hearing	City Council	February 8, 2023
Send Public Hearing Notice to residents and newspaper	Clerk	February 9, 2023

Public Notice appears in newspaper		February 16, 2023
Hold Public Hearing on Final Assessments	City Council	March 8, 2023
Residents may appeal assessment to district court by serving notice to the Mayor or Clerk 30 days after adoption of assessment		April 8, 2023
Final notice with the court ends 10 days after such appeal to the Mayor or Clerk		April 18, 2023
Resolution receiving bids and awarding contract, resolution to adopt assessment	City Council	March 8, 2023
Preconstruction meeting	WHKS & City Staff	Spring 2023
Begin construction	Contractor	Spring, 2023
Complete construction	Contractor	Fall, 2023
Certify Assessments to Dodge County	City Clerk	Before November 30, 2023

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	274	286	294	322	346	424	397	381	332	353
February	271	247	260	341	310	394	355	321	253	
March	280	302	273	277	352	446	339	385	312	
April	325	347	375	364	418	480	255	390	359	
May	373	367	413	461	502	530	379	408	445	
June	293	339	349	370	395	549	442	441	348	
July	364	408	408	528	454	448	441	444	418	
August	286	372	343	404	466	483	437	348	444	
September	263	352	346	450	461	505	502	452	503	
October	336	309	489	370	380	416	444	385	458	
November	263	284	359	390	348	433	347	342	334	
December	300	331	334	377	437	435	383	375	349	
Yearly Total	3628	3944	4243	4654	4869	5,543	4,721	4,672	4,555	



KASSON-MANTORVILLE SCHOOLS

"Commitment To Excellence"

Independent District # 204 • 101 16th St NE • Kasson, MN 55944-1610

507-634-1100 • Fax 507-634-6661

January 20, 2023

To: Kasson Fire Department
Fire Chief Joe Fitch

From: Kasson Mantorville Schools
Superintendent Mark Matuska
Maintenance Director JJ Williams
Building Lead Custodian John Kreidermacher

Subject: Popped Sprinkler Head on Christmas Day

Dear Joe and Kasson Fire Dept Members,

On Christmas Day, 2022, you were called upon to respond to the Kasson-Mantorville High School for a fire alarm detecting water flow in the sprinkler system. The problem ended up being a frozen sprinkler head that burst and caused flooding within the school building. Thankfully, the damage was minimal due to your response to our emergency.

Unfortunately, one of your team members was injured during this event. We wish to express our sincere sorrow for this accident and hope for a speedy recovery for this individual. Help from each of you made the clean up from this small catastrophe much quicker and easier. The efforts put forth by you all make a constant difference within this community. We commend you and thank you for your service.

Sincerely,

Mark D. Matuska

JJ Williams

John Kreidermacher

From: [Jenny Carrier](#)
To: [Tim Ibisch](#)
Subject: Thank you for your support!
Date: Thursday, February 2, 2023 10:41:10 AM

Dear Tim,

We wanted to take a moment to express our gratitude for your influential letter of support for the inclusive playground project at K-M Community Education. It means so much to us, and we truly appreciate the time and effort you put into writing your letter.

We are excited to share that we received \$25,000 from the Laura Jane Musser Fund towards the Inclusive Playground additions to our Early Childhood playground. Your support was instrumental in helping us receive this funding.

Thank you again for being such an important part of our community!

Warm regards,

K-M School District



Community Education Director | Certified Strengths, Health & Life Coach
j.carrier@komets.k12.mn.us (Email) | 507-634-4464 (Office) | 507-696-6539 (Cell)
COMPETITION | MAXIMIZER | ACHIEVER | SIGNIFICANCE | ANALYTICAL

Tim

2022 chamber of Commerce Financial Report:

We ended the year with 73 active Chamber members and 9 inactive members (memberships that had expired but are expected to renew).

Our Bremer checking account had a year-end balance of \$15,449.92. We also have a Christmas Lights savings account with a year-end balance of \$2,351.79 and a Scholarship savings account of \$5,711.37. Both of those accounts are held at Home Federal. All the Chamber accounts were reconciled and reviewed with our finance committee.

Each year we designate a portion of our Chamber funds for Marketing & Promotion expense. Along with the monthly financial report I provide a copy of our YTD Marketing & Promotion expenses at our monthly membership meetings. In 2022 that total was \$5,854.88.

Our Christmas in Kasson promotion expense was \$2,875.00, all of which was covered by the NextEra sponsorship of \$2,900.00.

As of 12/31/22 our total scholarship liability was at \$4,000.00 (6 \$500.00 scholarships and 1 \$1,000.00 scholarship). To date our only scholarship income comes from designated membership contributions and the Festival In The Park bingo proceeds. A reminder to consider a scholarship contribution with your membership this year (\$25.00 is the suggested amount).

I have prepared our budget for 2023 listing total revenue & expense at \$17,600.00. Since we converted to allowing our members to pay and renew their memberships at any time during the year it's a bit more challenging to account YTY balances so much of what I base our budget from is historical averages.

Any questions for me?

Kasson Chamber of Commerce

2022 Financial Report

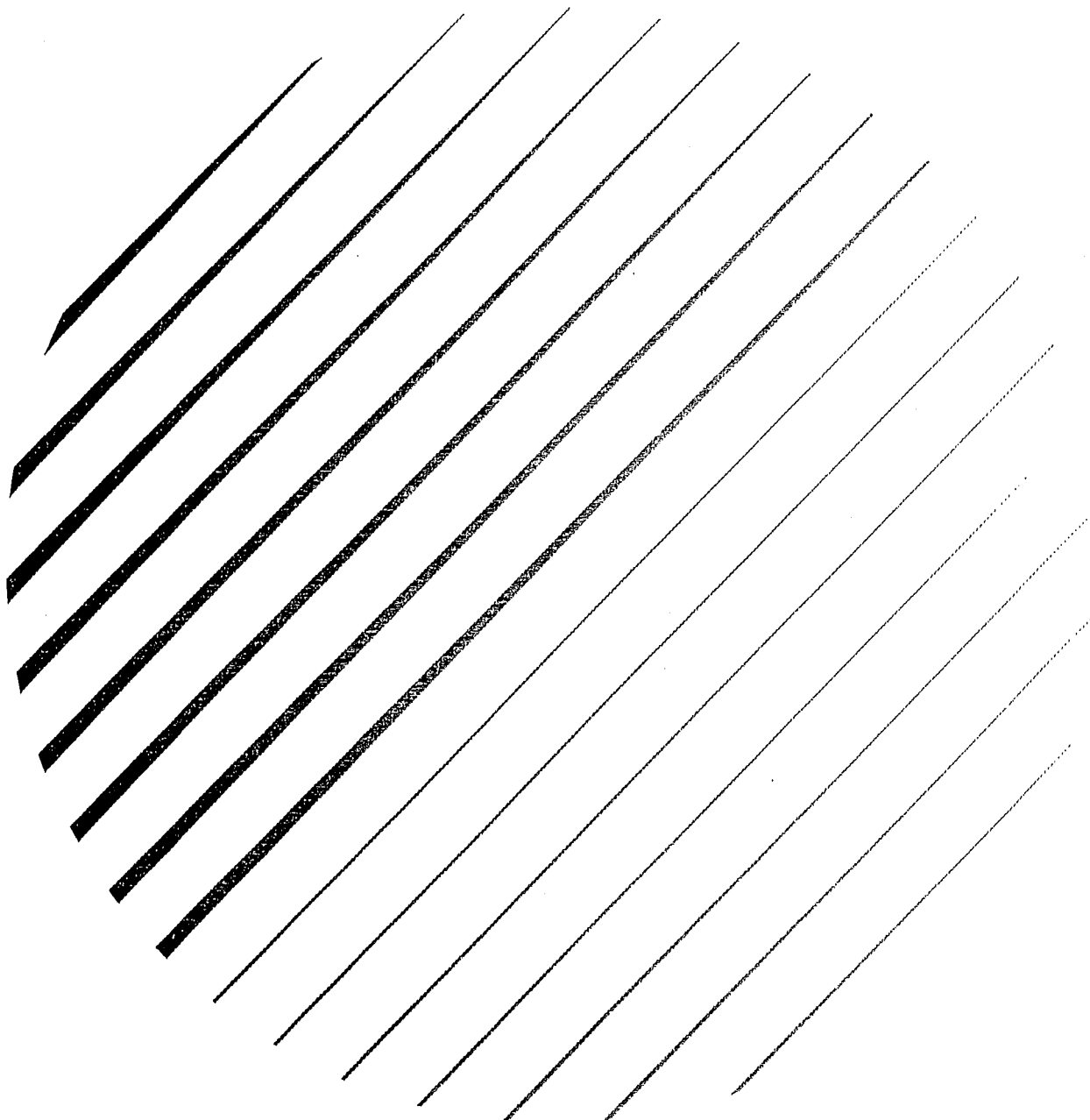


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- Chamber Checking Account Reconciliation & Chamber Savings Account Statements**
- List of 2022 Marketing & Promotion Expenses**
- Christmas in Kasson Expense Report**
- Scholarship Savings Report**
- 2019 Thru 2022 Comparison Report**
- 2023 Budget**

2022 Board of Directors:

Tom Monson- Board President (MBT Bank)

Jennifer Galloway- Board Vice President (KMTelecom)

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

Matt Bradford- Board Treasurer (Home Federal)

Angela Bowman-Malloy- Director (Midwest Floor Solutions)

Dan Ziebell- Director (Ziebell Law Office)

Sara Goodnow- Director (Goodnow Graphics)

Stevie Ersland- Director (You Knead Therapy)

Jill Moosbrugger- Director (Country Financial)

2022 Chamber Members:

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

- 43) Simply Tidy LLC
- 44) Arment & Associates LLC/American Family Insurance
- 45) Dibble Funeral Home
- 46) Weber, Leth & Woessner PLC
- 47) McKern Financial Group, Inc.
- 48) A & A Underground Construction
- 49) MN WiFi
- 50) Kasson State Theatre
- 51) Fernbrook Family Center
- 52) Buffet King
- 53) Moosbrugger Law Office P.A.
- 54) Mantorville Theatre Company
- 55) American Cancer Society
- 56) McKern Riess Insurance
- 57) Kasson Variety Store
- 58) Smiling Moose Gifts LLC
- 59) HyVee
- 60) Accentra Credit Union
- 61) REM Woodvale
- 62) Kasson Laser Graphics
- 63) CM Squared Properties LLC
- 64) NorthStar Financial Partners
- 65) Goodnow Graphics
- 66) Rosario's Bake Shop
- 67) Kasson Auto Repair/Kasson Auto Sales
- 68) Team O'Malley/Counselor Realty
- 69) Minnesota Land & Liberty Coalition
- 70) NextEra
- 71) Penalty Box Hockey Company
- 72) Johnson's General Store LLC
- 73) Anytime Fitness

2022 Budget Kasson Chamber of Commerce

01/01/22 thru 12/31/2022	2022 Budget	2022 Actual	
Revenue			
2022 Membership Dues	\$ 10,700.00	\$ 14,671.00	73 (Includes '23 Paid Memberships in '22)
Scholarship	\$ 225.00		
Chamber Buck/Gift Cards	\$ 550.00	\$ 1,085.00	KM Schools/City of Kasson/Kasson License Bureau
Chamber Book Ads		\$ 3,400.00	
Bingo	\$ 500.00	\$ 580.00	
Total Revenue	\$ 11,975.00	\$ 19,736.00	
Budgeted Expense			
Admin/Office			
Annual Meeting/Chamber Socials	\$ 1,000.00	\$ 487.91	
Insurance	\$ 475.00	\$ 475.69	
Membership	\$ 650.00	\$ 861.45	(Includes 2023 annual renewal of \$648.00 to WildApricot)
Misc./Walk-In Expense	\$ 2,305.00		
PO Box Rent	\$ 95.00	\$ 100.00	
Home Federal Hwy. 57 Cert. of Deposit			
Website	\$ 650.00	\$ 232.76	
Community Service			
Care & Share Auction	\$ 1,000.00		
Downtown Christmas	\$ 1,500.00	\$ 2,875.00	
Egg Hunt	\$ 500.00		
Summer Reading	\$ 250.00		
Community Trick or Treating	\$ 500.00	\$ 500.00	
Scholarship	\$ 1,500.00	\$ 741.00	(Includes \$241.00 transfer to Scholarship Fund)
Fundraising			
Bingo	\$ 250.00	\$ 580.00	(Transfer to Scholarship Fund)
Promotional			
Advertising	\$ 750.00		
Chamber Buck/Gift Cards	\$ 550.00	\$ 640.00	
Total Expenses	\$ 11,975.00	\$ 7,493.81	
General Funds Balance			
Bremer - Checking	\$ 12,242.19		
Designated Funds Balances			
Bremer - Marketing and Promotions	\$ 3,207.73		
Home Federal - Christmas Lights	\$ 2,351.79		
Home Federal Hwy. 57 Cert. of Deposit	\$ -		
Home Federal - Scholarship	\$ 5,711.37		
Total Bremer Acct	\$15,449.92		

BREMER BANK

Deposit Account Activity Summary

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

Account Information

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

Transaction History

Date range: 12/29/2022
Transaction types: All transactions
Detail option: Includes transaction detail

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Balance
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No items to display

\$15,450.44 12-30-22 Bank Balance
+ \$875.00 12-30-22 Deposit
- \$25.00 Check #5259
- \$7.52 Check #5258
- \$170.00 Check #5257
- \$648.00 Check #5255
- \$10.00 Check #5234
- \$15.00 Check #5121

12-31-22 Acct. Balance: \$15,449.92

12-30-22
Reconciliation

Savings - KASSON CHAMBER OF COMMERCE

<input checked="" type="checkbox"/> KASSON CHAMBER OF COMMERCE CHRISTMAS LIGHTING FUND	<input checked="" type="checkbox"/> Owner	Date of Birth	Phone Number *****	Tax Identification EIN ***-*****
<input checked="" type="checkbox"/> PO BOX 326 KASSON MN 55944				

Additional Relationships

Tax Name: KASSON CHAMBER OF COMMERCE

Summary

Memo Ledger Balance:	\$2,351.79	Last Deposit Dec 02, 2014:	\$319.60
Memo Available Balance:	\$2,351.79	Last Withdrawal Dec 17, 2020:	\$20.97
Current Ledger Balance:	\$2,351.79	Date Opened:	Jul 03, 1992
Current Available Balance:	<u>\$2,351.79</u>		
Interest Balance:	\$0.29		
Current Effective Rate:	0.0500%		

Interest

Current Accrued Interest:	\$0.29	Current Effective Rate:	0.0500%
Date Accrued Through:	Dec 29, 2022	Deposit Rate Index:	[27] SAVINGS
Date Next Interest:		Rate Adjuster Option:	Rate Adjuster Is Not Expressed as a Percentage Variance Simple
Interest Payment Frequency:	Cycle Date	Compounding Code:	
Interest Cycle:	[103] Cycle Specifications	Reg DD Compound Frequency:	Interest Frequency
Interest Payment Method:	Compound	Interest Reporting Code:	Reportable
Days Into This Period:	90	Withholding Code:	No Withholding
Previous Accrued Interest:	\$0.29	Rate Change Frequency:	None
Last Interest Sep 30, 2022:	\$0.30	Rate Change Method:	[I] Rate Index
Balance Last Interest:	\$2,351.79	Base Rate:	0.0000%
Net Interest Adjustment:	\$0.00	Maturity Rate Method:	Current Rate
Monthly Minimum Balance:	\$2,351.79		
Average Monthly Minimum Balance:	\$2,351.79		
Months Minimum Balance:	2		

Rate


Date	Balance Type	Rate Structure	Rate	Tier Amount	Rate
Oct 01, 2022	Available	[1] Tiered Rate	0.0500%	\$0.00	

Service Charge

Date Last Service Charge:	Nov 30, 2022	Maintenance Method:	2
Average Ledger Balance:	\$2,351.79	Service Charge Cycle:	[101] Cycle Specifications
Average Available Balance:	\$2,351.79	Charge To Account:	Not Transferred
Average Monthly Minimum Balance:	\$0.00	Waiver Service Charge Code:	[0]
Months This Period:		Waiver Sales Tax:	Waive Sales Tax
Monthly Minimum Balance:	\$2,351.79		

Savings - KASSON CHAMBER OF COMMERCE

<input checked="" type="checkbox"/> KASSON CHAMBER OF COMMERCE SCHOLARSHIP FUND	<input checked="" type="checkbox"/> Owner	Date of Birth	Phone Number *****	Tax Identification EIN ***-*****
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 PO BOX 326
KASSON MN 55944

Additional Relationships

Tax Name: KASSON CHAMBER OF COMMERCE

Summary

Memo Ledger Balance:	\$5,711.37	Last Deposit Dec 23, 2022:	\$241.00
Memo Available Balance:	\$5,711.37	Last Withdrawal Nov 30, 2021:	\$1,360.00
Current Ledger Balance:	\$5,711.37	Date Opened:	Jul 03, 1992
Current Available Balance:	\$5,711.37		
Interest Balance:	\$0.68		
Current Effective Rate:	0.0500%		

Interest

Current Accrued Interest:	\$0.68	Current Effective Rate:	0.0500%
Date Accrued Through:	Dec 29, 2022	Deposit Rate Index:	[27] SAVINGS
Date Next Interest:		Rate Adjuster Option:	Rate Adjuster Is Not Expressed as a Percentage Variance Simple
Interest Payment Frequency:	Cycle Date	Compounding Code:	
Interest Cycle:	[103] Cycle Specifications	Reg DD Compound Frequency:	Interest Frequency
Interest Payment Method:	Compound	Interest Reporting Code:	Reportable
Days Into This Period:	90	Withholding Code:	No Withholding
Previous Accrued Interest:	\$0.67	Rate Change Frequency:	None
Last Interest Sep 30, 2022:	\$0.65	Rate Change Method:	[I] Rate Index
Balance Last Interest:	\$5,470.37	Base Rate:	0.0000%
Net Interest Adjustment:	\$0.00	Maturity Rate Method:	Current Rate
Monthly Minimum Balance:	\$5,470.37		
Average Monthly Minimum Balance:	\$5,470.37		
Months Minimum Balance:	2		

Rate

Date	Balance Type	Rate Structure	Rate	Tier Amount	Rate
Oct 01, 2022	Available	[1] Tiered Rate	0.0500%	\$0.00	

Service Charge

Date Last Service Charge:	Nov 30, 2022	Maintenance Method:	1
Average Ledger Balance:	\$5,528.54	Service Charge Cycle:	[101] Cycle Specifications
Average Available Balance:	\$5,495.30	Charge To Account:	Not Transferred
Average Monthly Minimum Balance:	\$0.00	Waiver Service Charge Code:	[0]
Months This Period:		Waiver Sales Tax:	Waive Sales Tax
Monthly Minimum Balance:	\$5,470.37		

Marketing and Promotions 2022

Date	Deposits	\$ Spent	Company	
12/31/2021	\$ 2,220.92			Account Balance per Year-End Adjustments.
1/26/2022	\$ 225.00			City SHRPA Reimbursement.
1/26/2022		\$ 125.00	Jason	Christmas Light Contest Winner
			Rischette	
1/26/2022		\$125.00	Ryan & Mary	Christmas Light Contest Winner
			Pennington	
2/4/2022		\$600.00	Houston's	15 Pots/Main Street
2/4/2022		\$50.00		SLF Window Clings
5/3/2022	\$ 2,701.34			Redeemed Home Federal CD
5/6/2022	\$ 360.00		MBT Bank	06/03/22 Around & About Sponsor
5/6/2022	\$ 90.00		Hy-Vee	06/03/22 Around & About Sponsor
5/25/2022		\$48.99	Tom Monson	Phantom Shopper Costume
6/1/2022		\$200.00	Tom Monson	Phantom Shopper Cash Giveaways
6/6/2022		\$464.94	MegaWatt	06/03/2022 SLF Gaming Trailer
			Entertainment	
6/2/2022		\$75.00	Kasson Laser	06/03/2022 SLF Banner
			Graphics	
6/9/2022	\$ 360.00		City of	06/03/2022 Around & About Sponsor
			Kasson	
6/8/2022		\$936.00	DCI	Around & About SLF Ads
6/23/2022		\$400.00	FITP	Captain Kirby Sponsor
7/5/2022		\$150.00	Cash	SLF \$50.00 Cash Drawings
8/18/2022		\$50.00	Cash	Chamber After Hours Drawing Pot
9/2/2022		\$546.25	Houston's	Main Street Planters
9/15/2022		\$113.70	Stevie	Oktoberfest Merchandise
			Erslund	
9/20/2022		\$50.00	Cash	Chamber After Hours Drawing Pot
9/27/2022	\$ 135.35		Country	Oktoberfest Goodwill Donations
			Pleasures	
10/7/2022	\$ 70.00		Stevie	23 Oktoberfest Funds
			Erslund	
10/14/2022	\$ 2,900.00		NextEra	Christmas in Kasson Reindeer Sponsor
10/26/2022		\$50.00	Cash	After Hours Drawing
11/2/2022		\$50.00	Nic Anderson	School Board Candidate Forum
12/5/2022		\$1,820.00	Liz Klukas	Chamber Books
Total Spent		\$ 5,854.88		
Account Balance		\$ 3,207.73		

Christmas in Kasson Breakdown

	2021 Actual		2022 Budget	2022 Actual
Kendallville Farm Reindeer	\$ 1,150.00		\$ 1,150.00	\$2,700.00
*NextEra \$2900.00 Sponsor				
Kurt Albrecht - music	\$ 175.00		\$ 175.00	\$175.00
DCI - Advertising				
Candy/Christmas Parade			\$ 100.00	
Stamps (Letters to Santa)			\$ 75.00	
	\$ 1,325.00		\$ 1,500.00	\$2,875.00

Scholarship Savings

Current Balance **\$ 5,711.37**

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

Scholarships Paid out in 2022 \$ 500.00
 2022 Savings Transferred

Savings Scholarship Fund 5711.37
 2022 Scholarship Contribution 241

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

2022 Proposed Budget Kasson Chamber of Commerce

2022 Budget		Actual 2022	Actual 2021	Actual 2020	Actual 2019
Revenue					
Membership	\$ 10,700.00	\$ 14,671.00	\$ 13,112.00	\$ 11,430.00	\$ 10,282.50
Scholarship	\$ 225.00	\$ 1,085.00	\$ 1,500.00	\$ 200.00	\$ 331.00
Chamber Buck/Gift Cards	\$ 550.00	\$ 3,400.00	\$ 585.00	\$ 480.00	\$ 600.00
Chamber Book Ads	\$ 500.00	\$ 580.00	\$ 250.00		\$ 519.85
Total Revenue	\$ 11,975.00	\$ 19,736.00	\$ 15,447.00	\$ 12,110.00	\$ 11,733.35
Budgeted Expense					
Admin/Office					
Annual Meeting/Chamber Socials	\$ 1,000.00	\$ 487.91	\$ 548.92	\$ 823.75	\$ 1,231.98
Insurance	\$ 475.00	\$ 475.69	\$ 476.71	\$ 476.71	\$ 476.71
Membership	\$ 650.00	\$ 861.45	\$ 1,503.58	\$ 655.49	\$ 556.91
Misc./Walk-In Expense	\$ 2,305.00	\$ 100.00	\$ 100.70	\$ 250.34	\$ 101.39
PO Box Rent	\$ 95.00	\$ 100.00	\$ 92.00	\$ 92.00	\$ 92.00
Home Federal Hwy. 57 CD		\$ 232.76	\$ 2,700.00		
Website	\$ 650.00		\$ 1,062.21	\$ 90.24	\$ 127.41
Community Service					
Care & Share Auction	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 998.00
Downtown Christmas	\$ 1,500.00	\$ 2,875.00	\$ 1,325.00	\$ 1,240.25	\$ 1,285.00
Egg Hunt	\$ 500.00		\$ 500.00	\$ 701.70	\$ 1,112.08
Summer Reading	\$ 250.00	\$ 500.00		\$ 250.00	\$ -
Community Trick or Treating	\$ 500.00	\$ 741.00	\$ 1,500.00	\$ 200.82	\$ 250.00
Scholarship	\$ 1,500.00			\$ 1,700.00	\$ 1,349.85
Fundraising					
Bingo	\$ 250.00	\$ 580.00	\$ 300.00		
Promotional					
Advertising	\$ 750.00		\$ 278.85		\$ 608.19
Chamber Buck/Gift Cards	\$ 550.00	\$ 640.00	\$ 480.15	\$ 325.00	\$ 334.15
Total Budgeted Expense	\$ 11,975.00	\$ -	\$ 11,868.12	\$ 7,806.30	\$ 8,523.67
Designated Funds Balances					
Bremer - Marketing and Promotions		\$ 3,207.73			
Home Federal - Christmas Lights		\$ 2,351.79			
Home Federal Hwy. 57 CD					
Home Federal - Scholarship		\$ 5,711.37			
General Funds					
Bremer - Checking		\$ 15,449.92			
2022 Spend Down		\$ 12,242.19			
2023 Marketing and Promotions		\$ 12,242.19			

2023 Budget Kasson Chamber of Commerce

01/01/23 thru 01/01/23	2023 Budget	2023 Actual
Revenue		
2023 Membership Dues	\$ 12,500.00	
Scholarship	\$ 500.00	
Chamber Buck/Gift Cards	\$ 1,000.00	
Sponsorships	\$ 3,000.00	
Bingo	\$ 600.00	
Total Revenue	\$ 17,600.00	
Budgeted Expense		
Annual Meeting/Chamber Socials	\$ 1,000.00	
Insurance	\$ 500.00	
Membership	\$ 1,000.00	
Advertising & Misc.	\$ 1,800.00	
P.O. Box Rent	\$ 100.00	
Website	\$ 500.00	
Scholarship	\$ 1,500.00	
Care & Share Auction	\$ 1,000.00	
St. Patrick's Day Event	\$ 500.00	
Easter Egg Hunt	\$ 500.00	
Shop Local Friday Around & About Event	\$ 2,500.00	
Festival In The Park	\$ 500.00	
Oktoberfest Event	\$ 500.00	
Community Trick or Treating	\$ 500.00	
Christmas In Kasson Event	\$ 3,000.00	
Main Street Planters	\$ 1,200.00	
Chamber Bucks	\$ 1,000.00	
Total Expenses	\$ 17,600.00	\$ -



SEMLM

2023 Legislative Policies

DRAFT

LGA – The SEMLM supports increased LGA that is tied to inflation as per **LMC policy FF-3**.

Road/Street Funding for cities under 5,000 – The SEMLM supports permanent state funding for roads and streets in cities under 5,000 population as per **LMC policy LE-39**.

Wastewater Operator and Water Operator training for Southern Minnesota

The SEMLM requests a state appropriation be made to Riverland Community College (amount being set yet) to fund

- Curriculum development for both water operator training and wastewater operator training for all of southern Minnesota, so that Riverland will retain ownership of both curriculums
- Development of materials to inform prospective students through the Riverland course catalog
- Creation of handout materials for both programs to use with potential program candidates at Workforce Centers, at events and other uses
- Outreach to city Public Works staff interested to acquire a higher license or to begin working toward licensure
- Recruitment costs to bring instructors into the programs

Public Safety Duty Disability–

The SEMLM supports the position taken by both the LMC and the MN Fire Association Coalition addressing Public Safety Duty Disability trends as per **LMC HR-14**.

Ambulance Topics -

Federal – Medicare and Medicaid reimbursement rates need to cover the full cost of services. SEMLM supports **LMC SD-14 and MN Ambulance Association's major advocacy initiative for 2023 for a Medicaid supplemental payment program for EMS**.

State – The SEMLM supports changes regarding the EMS Regulatory Board as per **LMC SD-15**.

Fire Topics -

Increase state funding for fire department training.

Create state funding for major fire department equipment purchases through state bonding or other designated and ongoing state sources.

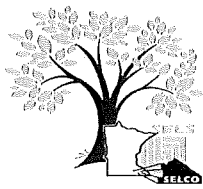
Fire and Ambulance -

SEMLM supports local control of service delivery standards for EMS and Fire, as per **LMC SD-11 and MN Fire Association Coalition**.

SEMLM supports addressing the cost of radio communication for public safety use as per **LMC SD-36**.

SEMLM supports compensation and reimbursement for Public Safety Services, including compensation for serving nonresidents as per **LMC SD-41**.

SEMLM supports raising the cap on the city percentage of charitable gambling funds.



KPL

Kasson Public Library

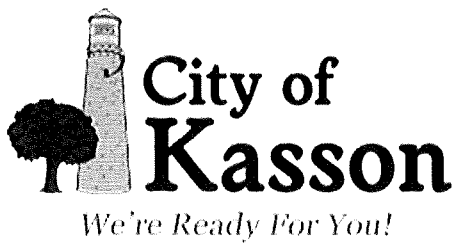
607 1st St. NW, Kasson, MN 55944

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

Department Head Meeting

Date: January 26, 2023

- **Library Activities** –
 - Fall programming
 - Storytimes Fridays at 10:30am
 - Partnering with the Mantorville Art Guild for gallery displays – *new display is up*
 - Blind Date with a Book is Feb 2nd at 7 pm (Book discussion following Feb. 23rd)
- **Building Report**
 - Book Drop needed adjustment – *thank you Charle B.*
 - Sewer pumped (will be on a regular schedule) – *many thanks to Dave V. and crew!*
 - Side service door was replaced
 - Cracked front window was replaced
- **SELCO (regional library system) funding explanation and our current service population**
 - SELCO is funded by federal and state funds.
 - SELCO fees are cooperative purchases between all the libraries in southeast MN
 - The cooperative purchases provide discounts due to volume and saves money
 - SELCO determines a service population for a library
 - Service population for the Kasson Public Library has increased to 17,000
 - We should expect that circulation and visits to the library will continue to increase
 - This has increased the need to have a quality collection of resources for our patrons



To: City Council

Date: 1/26/23

Agenda Heading: Water/Wastewater Department Report

- **I & I Planning.** WHKS is continuing the sewer lateral and sump pump inspections, this is expected to take about a year. The city had a I/I staff meeting in December this was presented to council.
- **Wells.** The controls for well 5 and the West Tower need to be upgraded for the fiberoptics system KMTTele is installing in the two locations. Minnesota Department of Health collected water sample from all 3 wells, this a continuing sampling program to monitor for PFAS's.
- **Sanitary Sewer Collection System.** The cities jet truck has been returned, the tank part of truck needed to be repainted, this was still under warranty. Staff cleaned the waste line at the library, we will clean on a regular basis, also cleaned a few of the trouble spots located around town.
- **Flow Amounts.** The city pumped 12.766 million gallons from wells 2,4 and 5. The wastewater treatment plant treated 18.460 million gallons, 1.709 million gallons was received from Mantorville, these are all for the month of Dec.
- **Meter Reading.** The city has been using a meter reader barrowed form Ferguson to read the Neptune meters, once the Tantalus system is in place this will no longer be needed, the system can read about 90% of these meters. The new system has been helpful with some questions that have surfaced with high water usage.
- **Meter change outs.** City crews continue to install meters as needed. We have started to receive our registers and radios and are starting with the failed meters first, then we will work on replacing all of the outdated radios. Working with some of the local properties that has compound meters and getting them on a schedule for replacement.

- **Lift Stations.** One of the transducers (level indicator) at the main lift stations has failed, it has been determined that there is a circuit board that is failing, Automatic Systems is starting to put the equipment together and be installing soon. Maintenance continues at the Main and Northwest lift stations.
- **Wastewater Treatment Plant.** We are waiting on some furnace parts for the clarifier building, the unit is still able to operate. Mercury samples were collected as per our permit. Training Mike Bolster on how to do the operations at the treatment plant.
- **Water Distribution System.** Work continues on the new tower located at the fairgrounds; completion is set for next year. The 504 Thompson Project has passed the water main pressure and Bacti tests, there are some punch list items that still need to be taken care of.
- **Training.** Staff attended safety training; AWAIR (A Workplace Accident and Injury Reductions) and ERTK (Employee Right to Know) and Bloodborne Pathogens.
- **W/WW Personnel.** We have been working with the Streets/Parks department with snow plowing and removal. Attended the Safety committee, set the dates for the next inspections and committee meeting.



To: City Council

Date: 1/26/2023

Agenda Heading: Public Works Supervisor

- **Park Department-** The Parks Team has removed the Christmas tree from the Veterans Park. We also have trimmed all the trees along 5th Ave NE that are causing problems with equipment and visibility. Parks department had the tree truck certified by ABM for use under the condition that a potential safety hazard (subframe rust jacking) be addressed and fixed before the next year or it will be red tagged. Altec has signed off on the truck to be safe to operate. I have put the boulevard tree program in the news letter for the month of February. The parks team has also started on the tree removal list for the year.
- **Aquatic Center-** I have conducted interviews and sent out employment letters to the returning and new staff for the aquatic center. I am currently working on locations for staff to get certified for lifeguarding and WSI training. Also working on collaborating with the Dodge Center aquatic center for future training programs.
- **Street Department-** Streets team have been busy this month with plowing, sanding, and hauling snow. We have hired two new Streets/Parks members (Tony Jensen 1/17/2023 & Chris Moyer 1/23/2023). We have been working with new hires to train them on using equipment and understanding the procedures of our duties as Street/Park members. The new Kage pusher has arrived for the loader, which has been set up and installed on the loader.
- **Park Board-** I had my first Park Board meeting where we thanked Liza Larsen for her years of service. The Board elected a new chair and with the addition of new members. A member of the Eagle Scouts presented a project for bike repair stations, two locations. We also talked about aquatic center wages for this season, discussing on an increase or continue as is. Community Ed shared proposal for potential assistance in the aquatic center and/or other city owned facilities. A few city employees will meet with Community Ed before next Park Board meeting to break down and better understand the details or parts that Community Ed would like to take over.

Meetings and Events Attended

- *MMUA AWAIR 1/10/2023*
- *Norther Green Expo and Pesticide Recertification 1/10/2023-1/11/2023*
- *Park Board 1/17/2023*



To: City Council
Date: 1/26/2023

Agenda Heading: Public Works Director Report

- **Projects.** City Engineer Theobald and I met with Dodge County to discuss options for a future trail connection between County Highway 34 and County Highway 21. Options were discussed and Engineer Theobald will present the options to the city. I met with JJ Williams from KM Schools about a future facility by the football field. The school is looking to build a building on the NW corner of the football field parking lot. The building would have concessions, bathrooms, and a meeting room. The school is looking for price estimates for utilities to serve the building. Elcor has been performing water testing at the 504 Thompson subdivision. Work continues on the new water tower at the fairgrounds. Bid openings for the 2023 Street Maintenance work are Friday, February 3rd at 8:30 am. Bid openings for the 16th St Roundabout are Friday, March 3rd at 9:00 am.
- **Equipment.** The new Kage snow pusher was delivered to the Public Works Facility. Corey put the pusher together and wired the loader for it. The new John Deere loader is at RDO in Rochester and will be ready for delivery soon. The Champion grader had a major hydraulic leak on one of the main cylinders of the moldboard. We replaced two O-rings and the leak has stopped. We had the front right-side glass replaced on the Case 721E loader by City Auto Glass. The tree bucket truck has rust jacking on it that was found during testing by ABM. Altec inspected the truck and said it is safe to use for the next couple of months to perform tree work, but needs to be repaired after that.
- **Personnel.** I met with City Administrator Ibisch and completed my annual performance review. I completed the annual review for Ice Arena Supervisor Steve Howarth. We completed interviews for the two Streets/Parks Department open positions. Tony Jensen and Chris Moyer were selected and have started working.
- **Building Maintenance.** I got the heat working in the building that the Dodge Center Ambulance was using next to the Fire Hall. Rochester Overhead Door of Olmsted County replaced a section of bad door track at the Public Works Facility. The library had its new service door installed on the west side of the building.
- **Snow Storage.** We opened up two more snow storage areas on the property at Public Works. The Park N Ride location is starting to fill up. Snow hauling from downtown and the cul de sacs is taking longer because of the lose of piling snow at the Fire Hall. We now have additional snow to haul from the Fire Hall area and the distance to haul the snow from downtown is farther.

Meetings and Events Attended

January 3 rd	Interviews for Streets/Parks
January 6 th	Sanco Equipment – Tim Audette
	Dodge County – Hwy 21/34 Trail
January 10 th	MMUA
	MMUA – Safety Committee
January 12 th	KM Schools – JJ Williams
January 17 th	City Administrator – Review
January 19 th	DRC Meeting
January 26 th	Dept Head Meeting

Liquor Store Report January 2023

The Auditor was here on January 4. He has a copy of the QOH and identifies about 20 items to stop check paper to shelf, then he checks about 20 items shelf to paper. It went very well.

On January 5, we received a counterfeit \$100 bill. KPD was contacted and the nuisance to society was arrested. I have to contact victim services to try and have the money returned that he stole.

We met with IMS via Zoom to discuss the store remodel on 1/3. Todd came for an onsite visit on 1/12.

I had a Zoom meeting with the MMBA executive committee on 1/12.

I will be attending Legislative Day in St. Paul on January 31.

In conjunction with Molson Coors we will be participating in the "Help our Local Animals Drive" in April.

I have contacted Camp Companion and currently, they are planning on having two adoption events at the store that month.

Kasson Fire Dept Head Report

01-26-2023

Dec 2022 Calls were 59 total

2022 calls were 616 total we had 507 Medical calls and 109 all others with the fire calls increasing again in 2022 from prior years.

We also had an increase in calls missed this year with 36 due to not being able to staff the calls or only having one member available. As we are structured today this is not something we can help if we don't have members available to respond and if we only have one we will not send one member on a call.

The 2022 Banquet was great we had a great time and good recognition of the members.

Beyond the Call Ketin Mlckow

Community Service Member Brian Halverson

EMS Responder of the year Collin Hagedorn

Fire Responder of the year Nick Kobi

Officer of the Year Lindsey Derby

Fire Fighter of the year Nick Kobi

Along with several other Chiefs awards

Currently Calls and Training are going well with some good things planned for the 2023 year.

Hoping to have some more live burns in the spring and summer at the City shop with our shipping containers.

We have Riverland Fire school that is coming up and have 4-5 members planning to attend that.

We have made some adjustments to our Duty Crews to run with larger crews and fewer of them to help adjust the rotation better and to give the crews more options for less hours hoping to spread the #s over the members more.

Probationary Members Collin Hagedorn & Brandon Chalstrom are now full members of KFD

Probationary Member Cory Schillo has passed his CPR training and has started his FFI & FFI classes and are going well

Probationary member Bill MacMonegle has had his EMR cert reinstated and will be coming off of the Probationary status soon.

New Member Process has started with pushing content on FB and we hope to have a few new members to interview soon.

We will be running a Breakfast in the spring that will go hand in hand with our recruitment open house.

New truck is now pushed back to the July now and we are hopeful that is the last but not holding my breath

We need to start planning for the next engine as we are hearing up to 2-3 year wait times for new trucks and if that is the case we need to be ordering one soon as the current #1 Engine is set to be replaced as it is almost 25 years old. We will start to run into issues with parts for repairs if we wait much longer.

We also received a Fire House Grant for \$14,500 that we will use to put new hose on the new Engine when it gets in

Building is still moving along from what I have heard last. Still waiting on USDA for approval.

Thanks

Chief Joe Fitch

Kasson Fire



Dept. Head 01/26/22

Electric Dept.-

"And now we welcome the new year, full of things that have never been"
— Rainer Maria Rilke

Tree Work – Trimming – ongoing

MMUA-

Eric Henderson 1st Line Leadership 1/12/22online

1/10/22- BBP, SDS

1/25/22- Electric only Power Quality and Outage Management

Miscellaneous –

Tantalus meter installs (KW/EH) and backend data entry in Tantalus and Black Mountain (JN)

Indoor cleanup and equipment maintenance – ongoing on really cold days

Snow removal

Main small item order for 2023 will go in soon

Electric Truck (and Park bucket truck) annual boom inspection complete. Misc. small items need to be attended to and one cover on the F550 replaced. ABM ordered cover. Park bucket needs repair to structural plate after tree trimming season is done.

FYI: Transformer lead times remain over a year (53-93 weeks) for single phase and 1+ for 3 phase. That being the case the City Admin. has been informed and agreed that some extra stock in single phase is prudent. Order placed for 6- 50KVA pad mounts 1/12/22 for stock. Any new builds requiring 3 phase will need the load data sheet completely filled out and returned asap. Transformers will be ordered as soon as the project is approved and all required documents are signed with the understanding that there may be a delay in receiving the transformer and subsequent energizing of the service.

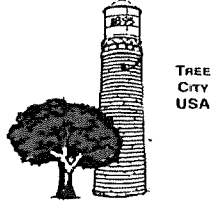
Meetings –

Mondays - Tantalus online

1/10- EV Grants St. of MN online

1/13- John Ziehl online

1/18- ABM Shop



CITY OF KASSON

401 First Street SE
Kasson, Minnesota 55944-2204
Phone: (507) 634-7071
FAX: (507) 634-4737

January 24, 2023

FINANCE DIRECTOR'S REPORT

Transition- I am getting the feel of operations, I have been working on catching up during the vacancy during transition on the day to day items and recently Nancy has returned to train me in on the monthly items needed as well as yearend processes including audit. I appreciate your ongoing patience as I continue to learn things as I go.

Year-End- processing year end items that are in transit, sending reporting submissions and preparing for the new year.

Audit- Scheduled for 2/28

State Reporting- got the budget reported to the state and will be finishing up the entry of updated budget numbers and will continue the disbursement of departmental reports starting in February.

Insurance- received our final insurance policy and I will be sending out new policy cards

Investments- Cashed in some CD's and are looking to reinvest at higher rates.

MEETINGS AND EVENTS

2/2-2/3- Ehlers Conference in MSP

To: Timothy Ibisch

Date: 1/26/22

Agenda Heading: Department Head Meeting

- **Dodge County Ice Arena** – Things are filling up for spring with the boys HP 14 and 15 and the girls 16 and 17 programs along with the other returning programs from years past. The outdoor rink is going again after a few weeks of bad weather. We have re-established a good base and have been able to keep flooding to smooth it out. Again, I am getting help from a stay at home dad that volunteers his time to help out along with guys from the city shop helping to clear the snow. We will be leasing out a small room to a guy from town that is going to be using it as a pro shop to sell items and sharpen skates. He will be moving in on February 1st and has agreed to pay a full year in advance of \$1800.00. We moved all of the contents from that room into the arena office and will be switching the arena office half door to that room so he can sell over a counter.

Kasson Fire Department-Relief Association 2022 Annual Report

Cash On Hand 12/31/2021	\$ 8,428.56
Receipts (Credits)	
State of MN Fire Aid	\$ 53,909.16
Supplemental Retirement Benefit	\$ 1,000.00
City Contribution	\$ 421.00
Clear out of Parr McKnight	\$ 496,198.78
Residual Check from Parr McKnight	\$ 143.32
Relief Proceeds for Retirement Fund	\$ 3,000.00
Residual Check from Parr McKnight	\$ 166.41
Residual Check from Parr McKnight	\$ 0.06
City Contribution to Retirement	\$ 3,000.00
Total Receipts (Credits)	\$ 557,838.73
Expenditures (Debits)	
Abdo Prep of Return 1099 & 1096	\$ 165.00
Accounting Audit	\$ 4,450.00
Fund SBI Retirement Account	\$ 496,198.78
Investment Contribution to SBI	\$ 50,000.00
State Registration Fee	\$ 25.00
Officer Pay	\$ 2,600.00
Abdo Review of Income Tax Filing	\$ 1,150.00
Retirement Contribution	\$ 3,143.32
CNA Surety Bond	\$ 300.00
Retirement Contribution	\$ 166.41
Retirement Contribution	\$ 3,000.06
Total Expenditures (Debits)	\$ 561,198.57
Cash on Hand 12/31/2022	\$ 5,068.72
Investments	
Wells Fargo-Parr McKnight	
Balance as of 12/31/2021	\$ 581,006.20
Cash Deposited	\$ -
Cash Withdrawn	\$ -
Inc/Dec in Market Valuation	\$ (84,807.42)
Wells Fargo-Parr McKnight Final Balance	\$ 496,198.78
Withdrawal from Parr McKnight	\$ (496,198.78)
Parr McKnight Balance	\$ -
State Board of Investment	
Funding from State of MN Fire Aid	\$ 50,000.00
Deposit of Funds from Parr McKnight	\$ 496,198.78
Relief Contribution to State Board of Investment	\$ 3,000.00
Residual Checks from Parr McKnight	\$ 143.32
Residual Checks from Parr McKnight	\$ 166.41
Residual Checks from Parr McKnight	\$ 0.06
City Contribution to Retirement	\$ 3,000.00
Total Investment - State Board of Investment	\$ 552,508.57
Cash Deposited	\$ -
Cash Withdrawn	\$ -
Inc/Dec in Market Valuation	\$ (2,127.94)
Total Investments as of 12/31/2022	\$ 550,380.63
Total Cash and Investments 12/31/2018	\$ 555,449.35



Kasson Fire Relief Association Investment Report Card

For the Year Ended December 31, 2021

Rates of Return

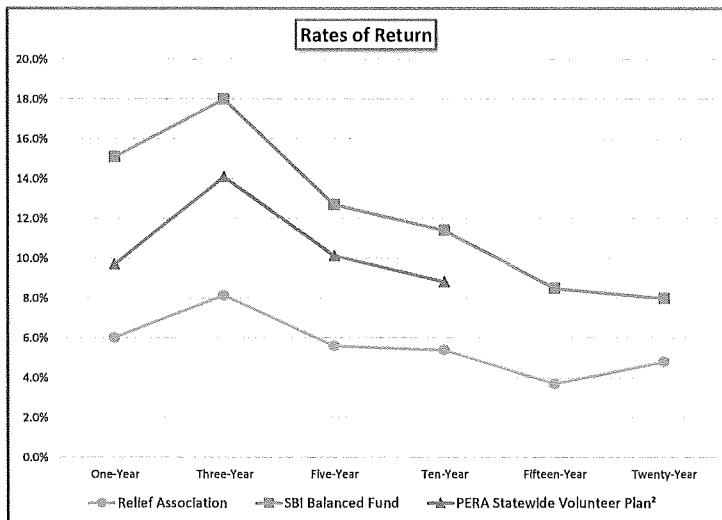
	Relief Association	SBI Balanced Fund	PERA Statewide Volunteer Plan ²
One-Year	6.0%	15.1%	9.7%
Three-Year	8.1%	18.0%	14.1%
Five-Year	5.6%	12.7%	10.1%
Ten-Year	5.4%	11.4%	8.8%
Fifteen-Year	3.7%	8.5%	N/A
Twenty-Year	4.8%	8.0%	N/A

Relief Association Asset Allocations

	As of 1/1/2021	As of 12/31/2021
Domestic Stock	34.6%	45.9%
International Stock	12.9%	12.1%
Bonds	30.2%	34.4%
Cash	20.5%	6.5%
Other	1.8%	1.1%

Benchmark Information

Custom Benchmark (One-Year) ¹	12.5%	
State Board of Investment Returns	2021	Ten-Year
SBI Balanced Fund	15.1%	11.4%
SBI Bond Fund	-1.1%	3.8%
SBI Broad International Fund	9.0%	7.9%
SBI Money Market Account	0.1%	0.8%
SBI U.S. Stock Actively Managed Fund	23.4%	16.9%
SBI U.S. Stock Index Fund	26.2%	16.4%
Index Returns	2021	Ten-Year
Russell 3000 (Domestic Stock)	25.7%	16.3%
MSCI ACWI ex. U.S. Net (International Stock) ³	7.8%	7.3%
Bloomberg Barclays U.S. Aggregate (Bonds)	-1.5%	2.9%
ICE BofA US 3-Month Treasury Bill (Cash)	0.1%	0.6%
Russell 3000 (Other)	25.7%	16.3%
S&P 500	26.9%	14.3%
NASDAQ Composite TR	22.2%	21.0%
Dow Jones Industrial Average	18.7%	11.5%



¹The Custom Benchmark (One-Year) is calculated based on the relief association December 31, 2021 asset allocations.

The benchmark may not fully reflect the different investment exposures or diversity of investments held within certain asset classes for some relief associations.

²The PERA Statewide Volunteer Plan Incorporated in 2010.

³MSCI ACWI ex US Net of Taxes on Dividends

This Investment Report Card is provided for informational purposes and should not be construed as containing investment or legal advice, and its contents are subject to revision.

STATE OF MINNESOTA



Julie Blaha
State Auditor

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Saint Paul, MN 55103

Volunteer Fire Relief Association Investment Report Card

The Office of the State Auditor is providing the attached "Investment Report Card" as an educational tool. The report card provides one-year and multi-year rates of return calculated for your relief association, as well as a custom benchmark rate of return. The custom benchmark rate of return can be used to measure a relief association's actual investment performance for 2021 against market returns. This cover document provides information to help you understand the attached individualized report card. It does not contain investment or legal advice and should not be relied upon in lieu of investment or legal advice.

Rates of Return

The one-year rate of return is the return calculated based on a relief association's Special Fund investments for calendar year 2021. The three-year, five-year, ten-year, fifteen-year, and twenty-year rates of return are also provided, which show the average annual returns for the respective periods. The graph compares the relief association's one-year and multi-year rates of return to returns for State Board of Investment's Balanced Fund and the Statewide Volunteer Firefighter Retirement Plan (SVF Plan), administered by the Public Employees Retirement Association.

Asset Allocations

The beginning of year and end of year asset allocations show the percentage of a relief association's portfolio that was invested in various asset classes. By diversifying an asset base, the goal is to create a favorable risk/reward ratio for the portfolio. When returns for one asset class decline, the expectation is that returns for another asset class will increase, offsetting the loss. The "other" asset class includes all investments besides cash, stocks, and bonds, including small allocations to this class within mutual funds.

Benchmark Information

Custom Benchmark: The custom benchmark rate of return is the standard against which the performance of a relief association's investments can be measured. Measuring investment returns against an appropriate benchmark encourages prudent investment decisions, and gives trustees another method of evaluating investment performance. An ideal benchmark return would consist of a hypothetical portfolio of indices, invested in the same asset classes and in the same proportion as the actual holdings of the entire portfolio. Indices track different asset classes, such as domestic equity or bonds. An index may also track subsets of an asset class, such as small-capitalization growth domestic equity. Although benchmark indices are not directly available for investment purposes, mutual and collective index funds which hold the same securities as the index can be obtained. Known as "index funds," these funds are managed with a passive style.

The benchmark return is calculated by multiplying the relief association's year-end asset class proportions by the rate of return earned on a common benchmark index for each asset class. If a relief association changed investment strategies during the year, the calculated benchmark return would not reflect the changes.

Benchmark Calculation Example:

December 31, 2021 Asset Allocation		Benchmark	Return	(a) x (b)
	(a)		(b)	(c)
Domestic Stock	20.9%	Russell 3000	25.7%	5.4%
International Stock	10.7%	MSCI ACWI ex. U.S. Net	7.8%	0.8%
Bonds	7.5%	BBgBarc U.S. Aggregate	-1.5%	-0.1%
Cash	40.0%	ICE BofA US 3-Month TR Bill	0.1%	0.0%
Other	20.9%	Russell 3000	25.7%	5.4%
Benchmark Return			Sum (c) =	11.5%

2021 Index Returns: The benchmark indices used to calculate the relief association's custom benchmark rate of return are provided in the Benchmark Information section of the attached report card, along with the rate of return for each respective index.

- **Russell 3000 Index** – A performance measure of the overall U.S. stock market. This index includes the 3000 largest publicly traded U.S. companies.
- **MSCI ACWI ex. U.S. Net Index** – A performance measure of international stocks, including developed markets and emerging markets. This index does not include the U.S. stock market's performance and is net of taxes on dividends.
- **BBgBarc U.S. Aggregate Bond Index** – A performance measure of the U.S. investment grade bond market, including corporate and government bonds.
- **ICE Bank of America US 3-Month Treasury Bill** – A performance measure of short term cash investments.
- **S&P 500** – A performance measure of the 500 largest U.S. publicly traded companies.
- **NASDAQ Composite** – A performance measure of over 3,300 common equities listed on the NASDAQ stock exchange.
- **Dow Jones Industrial Average** – A performance measure that tracks 30 large, publicly traded companies trading on the New York Stock Exchange and the NASDAQ.

2021 State Board of Investment Returns: Relief associations are authorized to invest assets in the State Board of Investment (SBI) Supplemental Investment Fund. There are six investment accounts, or investment options, within the Supplemental Investment Fund that are available for relief association investment. It is not the intent of the SBI to advise relief associations regarding their choice among investment accounts. Relief associations may wish to consult an investment advisor for guidance. The SBI Returns section of the attached report card provides the rates of return for the six SBI accounts. The SBI rates of return serve as an additional benchmark for a relief association, showing returns that were available during 2021. The six accounts are listed below.

- **Balanced Fund** – Balanced
- **Bond Fund** – Bonds
- **Broad International Fund** – International Stock
- **Money Market Account** – Cash
- **U.S. Stock Actively Managed Fund** – Domestic Stock (Actively Managed)
- **U.S. Stock Index Fund** – Domestic Stock (Passively Managed)