

# KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, June 24, 2020

6:00 PM

## PLEDGE OF ALLIANCE

### 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 June 10, 2020

b. Claims processed after the June 10, 2020 regular meeting, as audited for payment

c. Temporary on-sale Liquor License – Kasson American Legion August 14-15, 2020

d. Acknowledge Committee Minutes

- i. Library Board Minutes January 2020
- ii. Library Board Minutes January Special 2020
- iii. Library Board Minutes Feb 2020
- iv. Library Board Minutes March 2020
- v. Library Board Minutes March Special 2020
- vi. Library Board Minutes May 2020

e. Evaluations:

- |                     |                     |                                |              |
|---------------------|---------------------|--------------------------------|--------------|
| i. David Greenfield | Library Asst        | inc to grade 3 Step 3 \$17.60  | eff. 6-18-20 |
| ii. Nathan Bless    | WWTP Oper II        | inc to Grade 9 Step 7 \$30.02  | eff. 6-17-20 |
| iii. Jarrod Nelson  | Electric Supervisor | Inc to Grade 13 Step 6 \$38.14 | eff 6/26/20  |

f. Pay Request #2                      CCTVHydro-Klean                      \$53,165.52

### B. VISITORS TO THE COUNCIL

### C. MAYOR'S REPORT

### D. PUBLIC FORUM

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

### E. PUBLIC HEARING

### F. COMMITTEE REPORT

1. Heaser Variance Denial Recommendation
2. EDA – Trail Grant
3. EMS Committee – PD Protest Guidance

**G. OLD BUSINESS**

1. Personnel Policy

**H. NEW BUSINESS**

1. Pictometry Agreement
2. COVID-19 Plan

**I. ADMINISTRATORS REPORT**

1. Administrators Report
2. Funding Report
3. Natural Gas Franchise
4. Electric rules and Regs suggested change
5. Electrical Main St Extension

**J. ENGINEER'S REPORT**

**K. PERSONNEL**

**L. ATTORNEY**

**M. CORRESPONDENCE**

1. June SEMMCHRA Report
2. WWTP Report

**N. ADJOURN**

1 **KASSON CITY COUNCIL MEETING**

2 **Wednesday, June 10, 2020**

3 **6:00 PM**

4  
5 Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 10th  
6 day of June, 2020 at 6:00 PM.

7  
8 **THE FOLLOWING MEMBERS WERE PRESENT:** Burton, Egler, Ferris, McKern and Zelinske

9  
10 **THE FOLLOWING MEMBERS WERE ABSENT:** None

11  
12 **THE FOLLOWING WERE ALSO PRESENT:** City Administrator Tim Ibisch, City Clerk Linda Rappe and Finance  
13 Director Nancy Zaworski, City Attorney Melanie Leth, City Engineer Brandon Theobald, Sergeant Josh  
14 Hanson, Scott and Molly Stroh, David Dubbels, Richard Finger and Alex Nuehring

15  
16 **PLEDGE OF ALLIANCE**

17 **APPROVE AGENDA**

18 ADD: L.2 Special Assessment Litigation Outcome

19 ADD: G.1 Pool Opening Discussion

20 ADD: H.1 Electric Department Concerns

21 ADD: K.2 Request for Leave of Absence for Josh Hanson

22  
23 **Motion to Approve the Amended Agenda made by Councilperson Egler, second by Councilperson**  
24 **Ferris with All Voting Aye.**

25  
26 **CONSENT AGENDA**

27 Minutes from May 27, 2020

28  
29 Claims processed after the May 27, 2020 regular meeting, as audited for payment in the amount of  
30 \$750,808.38

31  
32 Resolution Accepting Donation to the Park Board

33 *Resolution #6.1-20*

34 *Resolution Accepting Donation*

35 *(on file)*

36 Acknowledge Committee Minutes

37 Park Board Minutes – May 19, 2020

38 Fire Department Minutes – June 1, 2020

39  
40 **Motion to Approve made by Councilperson Burton, second by Councilperson Egler with All voting**  
41 **Aye.**

42  
43 **VISITORS TO THE COUNCIL**

44 Richard Finger – Dispute Sidewalk on a property – 1100 10<sup>th</sup> St NW – Mr. Finger stated that he has owned  
45 the lot for 8 years and why now is he being required to put a sidewalk in his empty lot. Mayor Mckern  
46 stated that all parcels that don't have sidewalk received the letters. Mr. Finger went to the County and  
47 combined his lots into one parcel but the plat has not changed. After discussion Mr. Finger acknowledged  
48 the policy and will coordinate with staff for improvements.

49  
50 **MAYOR'S REPORT**

51 Mayor McKern congratulated Clerk Rappe for becoming President of MN Clerks and Finance Officers  
52 Association 2020-2021  
53 Please thank the liquor store employee for their service during the essential employees.  
54 There were picketers on Mantorville Ave last Friday evening and they exercising their first amendment  
55 rights on public property.  
56 Shout out to local police department with all of the grief that police departments have been given, our  
57 police department has the Council's support.

58  
59 **PUBLIC FORUM**  
60 **PUBLIC HEARING**  
61 **COMMITTEE REPORT**

62  
63 **OLD BUSINESS**  
64 Pool Opening Procedures – Administrator Ibisch stated that the procedures have been emailed to  
65 everyone. 55 people who were initially hired are still available for hire. There are some other pools in the  
66 area that are looking at opening. Mayor McKern stated that if we can open safely and how will we  
67 prioritize Kasson residents over out of town people. Administrator Ibisch stated the pool manager and  
68 Park and Rec Director have come up with a reservation style system. There will be an early afternoon  
69 session and late afternoon/early evening session. For larger group such as the childcare groups would  
70 have priority in the morning session. After 2 or 3 weeks we will look at how it is working and what needs  
71 to be changed. If we are going to operate it we want to be as full as we possibly can be. Councilperson  
72 Ferris would like to make sure that if the pool closes that people are notified if they have to make  
73 reservations. Councilperson Egler questioned the cost of the pass versus what the Park Board passed  
74 earlier in the year. Administrator Ibisch stated that they thought \$5 per person per session. Inside  
75 workers and food service will have to wear masks, food will be prepackaged items. The locker rooms will  
76 be closed. **Motion to Approve Opening the Aquatic Center on June 19 made by Councilperson Egler,**  
77 **second by Councilperson Burton with All Voting Aye.**

78  
79 **NEW BUSINESS**  
80 **Electric department concerns** – the electric department has seen an upswing in landscaping around the  
81 pedestals and boxes, and residents need to know that that will not be replaced if it is ruined.  
82 Administrator Ibisch presented some language for input into the City Code.  
83  
84 The Electric Supervisor would like to reinforce the electrical grid in the newest Prairie Willows subdivision,  
85 that would entail running some overhead lines and the lines would run along 34 for a couple blocks.  
86 Overhead is 1/3 of the cost to do overhead vs boring. Councilperson Zelinske stated that with ice and MN  
87 weather and if this is permanent underground may be best. The Council would like to see the cost for  
88 overhead and underground to compare.

89  
90 **ADMINISTRATORS REPORT**  
91 Administrator's Report- Congressman Hagedorn will be here tomorrow. The Governor will most likely be  
92 calling a special session. The Council confirmed that the transfer from electric fund of summer revenue  
93 that is generated above the typical amount will go toward the tax levy reduction for 2021.

94  
95 **Natural Gas Franchise Fee** – The City has not collected this in some time and it may be something we  
96 want to consider. We could collect this revenue now and set it aside for special projects.

97  
98 **Mayor and Council Salaries Ordinance Discussion**- This has been brought forward and currently each  
99 extra meeting is \$35 and that is whether the meeting lasts an hour or all day. A per diem is a possibility

100 and capping the extra meeting cost is also a possibility. Clerk Rappe will poll surrounding communities as  
101 to what they do and come back with some suggestions at a future meeting.

102  
103 **ENGINEER'S REPORT**

104  
105 **PERSONNEL**

106 **Accept Resignation of Lance Diderrich – Motion to Accept the Resignation made by Councilperson**  
107 **Burton, second by Councilperson Egger with All Voting Aye.** The Council thanked Lance for his service

108  
109 **Josh Hanson Leave of Absence Request** – Josh Hanson has asked for a leave of absence from his Sergeant  
110 position and this would allow him to return to his current job if the Police Chief position does not work  
111 out. Administrator Ibisch would suggest that there be a date put on such as the end of the probationary  
112 period and not leave this indefinite. **Motion to Approve With A Time Limit of the End of the 6 Month**  
113 **Probationary Period made by Councilperson Egger, second by Councilperson Zelinske with All Voting**  
114 **Aye.**

115  
116 **ATTORNEY**

117 **Heaser Update** – This is the draft from the realtor's attorney adding back in the indemnification language.  
118 Attorney Leth is uncomfortable with this and it is not her recommendation. But if the Council would like  
119 to negotiate with the Heaser's to avoid litigation then this would be her recommendation. Councilperson  
120 Burton stated that the Planning Commission denied the variance request. Councilperson Burton stated  
121 that this is a permanent encroachment. Councilperson Ferris had suggested changes to page 2 paragraph  
122 1. **Motion to Approve the Agreement with the Changes made by Mayor McKern, second by**  
123 **Councilperson Egger.** Ayes: Egger, Zelinske, Ferris and McKern. Nays: Burton

124  
125 **2017 Thompson Street Assessment Decision** – Attorney Leth presented the Court of Appeals judgement  
126 in the City's favor.

127  
128 **CORRESPONDENCE**

129 Correspondence was reviewed  
130

131 **ADJOURN 7:00PM**

132 **Motion to Adjourn made by Councilperson Egger, second by Councilperson Burton with all voting Aye**  
133 **to Adjourn.**

134  
135 **ATTEST:**

136  
137  
138  
139 \_\_\_\_\_  
140 Linda Rappe, City Clerk

\_\_\_\_\_

Chris McKern, Mayor

## SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

\*1 - #3

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 473,587.20

DATE APPROVED: 06-24-2020

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1	\$8648.80	
#2	57,587.19	
#3	407,510.58	
	<hr/>	
	\$473,746.57	
	- 159.37	(VOID-FUND 604)
	<hr/>	
	\$473,587.20	

06/15/20  
09:29:35

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 6/20  
For Pay Date: 06/15/20

Page: 1 of 4  
Report ID: AP100V

#1

For Pay Date = 06/15/20

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34260		2373 ARROW BUILDING CENTER	39.60					
	4937401	05/13/20 2X10's	39.60			602 947 4947	210	1010
		Total for Vendor:	39.60					
34251		5098 CARDMEMBER SERVICE	285.63					
	06/01/20	DVD	17.99			211 550 4550	219	1010
	06/01/20	NO-TOUCH THERMOMETER	51.49			101 220 4220	210	1010
	06/01/20	NO-TOUCH THERMOMETER	51.49			101 210 4210	210	1010
	06/01/20	NO-TOUCH THERMOMETER	51.49			211 550 4550	210	1010
	06/01/20	DVD	17.95			211 550 4550	219	1010
	06/01/20	DVD	27.99			211 550 4550	219	1010
	06/01/20	BOOKS	35.28			211 550 4550	218	1010
	06/01/20	LAMINATING POUCHES	13.99			211 550 4550	210	1010
	06/01/20	DVD	17.96			211 550 4550	219	1010
34253		5098 CARDMEMBER SERVICE	80.79					
	06/01/20	BATTERY-UTIL HANDHELD READER	16.16			601 943 4943	220	1010
	06/01/20	BATTERY-UTIL HANDHELD READER	16.16			602 948 4948	220	1010
	06/01/20	BATTERY-UTIL HANDHELD READER	32.31			604 957 4957	220	1010
	06/01/20	BATTERY-UTIL HANDHELD READER	16.16			605 963 4963	220	1010
	06/01/20	SALES TAX	2.22			604 957 4957	220	1010
	06/01/20	SALES TAX	-2.22			604	2025	1010
	06/01/20	D C TRANSIT TAX	0.16			604 957 4957	220	1010
	06/01/20	D C TRANSIT TAX	-0.16			604	2026	1010
		Total for Vendor:	366.42					
34254		228 CARRIAGE HOUSE ANIMAL HOSPITAL	320.87					
	205627	05/27/20 MEDS-HAWK	320.87			101 210 4210	430	1010
		Total for Vendor:	320.87					
34255		362 KWIK TRIP STORES	83.49					
	05/31/20	13.856 GAL UNLD-F D	19.89			101 220 4220	212	1010
	05/31/20	MDSE-F D (FUEL PER JOE F)	63.60			101 220 4220	212	1010
		Total for Vendor:	83.49					

06/15/20  
09:29:35

CITY OF KASSON  
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For Pay Date = 06/15/20

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34256		4919 PEOPLE'S ENERGY COOPERATIVE	69.45					
	2289800	06/04/20 ELEC SERV-CEMETERY 5/1-6/1	29.45			610 984 4984	380	1010
	2289800	06/04/20 STR LT-LETH SUBDIV 5/1-6/1	40.00			101 316 4316	380	1010
		Total for Vendor:	69.45					
34250		2836 PETTY CASH - PARK & POOL	700.00					
	06/10/20	POOL START UP CASH	700.00			101 1151		1010
		Total for Vendor:	700.00					
34264		2857 ROCHESTER FORD	4,064.57					
	110025818	04/30/20 REPAIR LEAK-BUCKET TRUCK	4,064.57*			604 957 4957	400	1010
		Total for Vendor:	4,064.57					
34257		4016 SCHOLASTIC INC	1,678.93					
	22631100	05/29/20 SRP SUPPLIES	1,678.93			211 550 4550	441	1010
		Total for Vendor:	1,678.93					
		*** Claim from another period ( 5/20) ****						
34265		2737 THOMAS TOOL & SUPPLY INC	72.44					
	M22282	05/08/20 SCRAPER BAR	72.44			101 310 4310	220	1010
		Total for Vendor:	72.44					
34258		939 USA BLUEBOOK	454.15					
	241488	05/19/20 PHOSVER3 PHOSPHATE REAGENT	129.40			602 947 4947	210	1010
	241488	05/19/20 E-SPOT LITEBOX VEH MOUNT/DECAL	324.75			602 948 4948	240	1010
		Total for Vendor:	454.15					
34262		2731 ZAWORSKI, NANCY	798.88					
	06/12/20	K.A.C. CONCESSIONS-SAM'S	798.88			101 514 4514	262	1010
		Total for Vendor:	798.88					
		# of Claims	12	Total:				8,648.80





06/19/20  
08:48:16

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 6/20  
For Pay Date: 06/19/20

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#2

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34346		5098 CARDMEMBER SERVICE	598.31					
	05/08/20	INK CARTRIDGES	64.30			101 210 4210	210	1010
	05/13/20	I.D. CARDS-F D	39.72			101 220 4220	210	1010
	05/13/20	P.O.S.T. LIC-HANSON	90.00			101 210 4210	430	1010
	05/13/20	P.O.S.T. LIC-LINDGREN	90.00			101 210 4210	430	1010
	05/13/20	P.O.S.T. LIC-NORLAND	90.00			101 210 4210	430	1010
	05/13/20	P.O.S.T. LIC-STRADTMANN	90.00			101 210 4210	430	1010
	05/14/20	POSTAGE	100.00			101 210 4210	210	1010
	05/20/20	WALL FILE	10.90			101 210 4210	210	1010
	05/20/20	THERMAL PAPER ROLLS	65.45			101 210 4210	210	1010
	05/26/20	STAMPS.COM	17.99			101 210 4210	210	1010
	05/28/20	PCH-INTELIUS SUBSCRIPTION	9.95			101 210 4210	210	1010
	05/05/20	cr-RUNNELLS-USPCA K-9 TRIALS	-70.00			101 210 4210	333	1010
		Total for Vendor:	598.31					
34339	E	34 CITY OF KASSON	21,887.51					
	05/22/20	CITY UTILITIES-C H	238.03			101 194 4194	380	1010
	05/22/20	CITY UTILITIES-P D	294.72			101 210 4210	380	1010
	05/22/20	CITY UTILITIES-STR LTS (LED)	307.08			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-STREET LTS	3.17			101 310 4310	380	1010
	05/22/20	CITY UTILITIES-F D	219.34			101 220 4220	380	1010
	05/22/20	CITY UTILITIES-MAIN STR LTS	553.26			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-MANT AVE STR LT	160.84			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-STREET LTS	3,152.10			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-K.A.C.-HIGH FLO	81.69			101 514 4514	380	1010
	05/22/20	CITY UTILITIES-K.A.C.-LOW FLOW	52.09			101 514 4514	380	1010
	05/22/20	CITY UTILITIES-K.A.C.-BI-DIREC	176.85			101 514 4514	380	1010
	05/22/20	CITY UTILITIES-NO.2 BALL PARK	61.68			101 517 4517	380	1010
	05/22/20	CITY UTILITIES-NO. PARK #3	662.37			101 517 4517	380	1010
	05/22/20	CITY UTILITIES-NO. PARK MAINT	152.89			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-E SHELTER-VETS	45.45			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-NO. PARK CONCES	32.09			101 517 4517	380	1010
	05/22/20	CITY UTILITIES-VETS PARK ATHL	22.66			101 517 4517	380	1010
	05/22/20	CITY UTILITIES-NE YOUTH BALL F	22.66			101 517 4517	380	1010
	05/22/20	CITY UTILITIES-W SHELTER-VETS	26.03			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-NO. PARK #1	57.01			101 310 4310	380	1010

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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 6/20  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/22/20	CITY UTILITIES-WELL #4	970.04			601 941 4941	380	1010
	05/22/20	CITY UTILITIES-WELL #2	120.99			601 941 4941	380	1010
	05/22/20	CITY UTILITIES-WELL #3	73.27			601 941 4941	380	1010
	05/22/20	CITY UTILITIES-WELL #5	1,839.41			601 941 4941	380	1010
	05/22/20	CITY UTILITIES-8 AV WATER TOWE	268.08			601 941 4941	380	1010
	05/22/20	CITY UTILITIES-LITTLES LIFT ST	88.34			602 948 4948	380	1010
	05/22/20	CITY UTILITIES-LIQUOR STORE	786.32			609 979 4979	380	1010
	05/22/20	CITY UTILITIES-NO. PARK #4	23.23			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-WWTP-WA/SE	2,308.25			602 947 4947	380	1010
	05/22/20	CITY UTILITIES-WWTP-ELECTRIC	5,902.03			602 947 4947	381	1010
	05/22/20	CITY UTILITIES-WWTP-BASEMENT	43.79			602 947 4947	380	1010
	05/22/20	CITY UTILITIES-WWTP-GARAGE	18.80			602 947 4947	380	1010
	05/22/20	CITY UTILITIES-NO. PARK #2	26.25			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-OLD WATER TOWER	50.50			101 526 4526	430	1010
	05/22/20	CITY UTILITIES-D C AMBULANCE S	127.93			101 417 4417	380	1010
	05/22/20	CITY UTILITIES-P.W.B. 1/2	365.17			101 310 4310	380	1010
	05/22/20	CITY UTILITIES-P.W.B. 1/2	365.17			604 957 4957	380	1010
	05/22/20	SALES TAX-ELECTRIC	21.11			604 957 4957	380	1010
	05/22/20	SALES TAX-ELECTRIC	-21.11			604	2025	1010
	05/22/20	D C TRANSIT TAX-ELECTRIC	1.53			604 957 4957	380	1010
	05/22/20	D C TRANSIT TAX-ELECTRIC	-1.53			604	2026	1010
	05/22/20	SALES TAX-WATER	0.86			604 957 4957	380	1010
	05/22/20	SALES TAX-WATER	-0.86			604	2025	1010
	05/22/20	D C TRANSIT TAX-WATER	0.06			604 957 4957	380	1010
	05/22/20	D C TRANSIT TAX-WATER	-0.06			604	2026	1010
	05/22/20	CITY UTILITIES-SOLAR BILLBOARD	20.91			604 956 4956	381	1010
	05/22/20	CITY UTILITIES-D C ICE ARENA	1,126.45			606 516 4516	380	1010
	05/22/20	CITY UTILITIES-ELECTRONIC SIGN	30.41*			101 111 4111	430	1010
	05/22/20	CITY UTILITIES-PARK & RIDE LOT	63.30			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-16 ST-E OF BRID	88.03			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-16 ST-CENTER	124.20			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-16 ST-W OF BRID	59.64			101 316 4316	380	1010
	05/22/20	CITY UTILITIES-LIBRARY	607.17			211 550 4550	380	1010
	05/22/20	CITY UTILITIES-102 15 ST NE-UP	11.87			101	1151	1010
	05/22/20	CITY UTILITIES-102 15 ST NE-BE	11.87			101	1151	1010
	05/22/20	CITY UTILITIES-LIONS PARK SHEL	32.21			101 522 4522	380	1010
	05/22/20	CITY UTILITIES-85 E VETS HOUSE	11.87			101 522 4522	380	1010
		Total for Vendor:	21,887.51					

06/19/20  
08:48:16

CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 6/20  
For Pay Date: 06/19/20

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34337	E	5691 FURTHER-FSA	150.00					
		39458787 06/09/20 FLEX REIMBURSEMENT 6/9	150.00			101 2177		1010
34338	E	5691 FURTHER-FSA	200.37					
		39459955 06/16/20 FLEX REIMBURSEMENT 6/18	200.37			101 2177		1010
		Total for Vendor:	350.37					
34340	E	108 MN DEPARTMENT OF REVENUE	16,237.00					
		06/16/20 MAY-UTILITIES SALES TAX	288.00			601 2025		1010
		06/16/20 MAY-UTILITIES SALES TAX	14,749.00			604 2025		1010
		06/16/20 MAY-UTILITIES SALES TAX ADJ	-130.00			604 2025		1010
		06/16/20 MAY-SALES TAX PAYABLE	3.00			101 2025		1010
		06/16/20 MAY-SALES TAX PAYABLE	29.00			604 2025		1010
		06/16/20 MAY-USE TAX PAYABLE	3.00			101 2025		1010
		06/16/20 MAY-USE TAX PAYABLE	185.00			604 2025		1010
		06/16/20 MAY-USE TAX PAYABLE	75.00			609 2025		1010
		06/16/20 MAY-UTILITIES D C TR TAX	20.00			601 2026		1010
		06/16/20 MAY-UTILITIES D C TR TAX	1,004.00			604 2026		1010
		06/16/20 MAY-UTILITIES D C TR TAX ADJ	-10.00			604 2026		1010
		06/16/20 MAY-D C TR TAX PAYABLE	1.00			101 2026		1010
		06/16/20 MAY-D C TR TAX PAYABLE	1.00			604 2026		1010
		06/16/20 MAY-D C TR USE TAX PAYABLE	1.00			101 2026		1010
		06/16/20 MAY-D C TR USE TAX PAYABLE	13.00			604 2026		1010
		06/16/20 MAY-D C TR USE TAX PAYABLE	5.00			609 2026		1010
		Total for Vendor:	16,237.00					
34341	E	973 MN DEPT OF REVENUE	18,514.00					
		06/10/20 MAY-LIQUOR STORE SALES TAX	17,573.00			609 2025		1010
		06/10/20 MAY-LIQUOR STORE D C TRAN TAX	941.00			609 2026		1010
		Total for Vendor:	18,514.00					
		# of Claims	6	Total:	57,587.19			
		Total Electronic Claims			56,988.88			
		Total Non-Electronic Claims			598.31			

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CITY OF KASSON  
Claim from Another Period Cancelled in this Period  
For the Accounting Period: 6/20  
For Pay Date: 06/19/20

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\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	*** Cancelled in 6/20 ****	*** Claim from another period (10/17) ****					
27113	3550 NORTHERN-ROCHESTER	145.79					
	403034011 10/03/17 Pressure Switch	145.79			101 522 4522	220	1010
	*** Cancelled in 6/20 ****	*** Claim from another period ( 3/19) ****					
30912	5224 COLEMAN, THERESA	117.20					
	ROOM- LMC EXP OFFIC	117.20			101 140 4140	332	1010
	# of Claims	2	Total:				262.99

*Already  
Accounted for*

CITY OF KASSON  
Fund Summary for Claims  
For the Accounting Period: 6/20

---

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$8,042.18 + 262.99
211 Library Fund	
1010 CASH-OPERATING	\$607.17
601 Water Fund	
1010 CASH-OPERATING	\$3,579.79
602 Sewer Fund	
1010 CASH-OPERATING	\$8,361.21
604 Electric Fund	
1010 CASH-OPERATING	\$16,227.08
606 ICE ARENA	
1010 CASH-OPERATING	\$1,126.45
609 Liquor Fund	
1010 CASH-OPERATING	\$19,380.32
Total:	\$57,324.20 + 262.99 <hr/> \$57,587.19

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

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

APPROVED See signature page Council Member  
\_\_\_\_\_ Council Member

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CITY OF KASSON  
Claim Approval List  
For the Accounting Period: 6/20  
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34323		220 ACUITY SPECIALTY PRODUCTS INC	90.32					
	9005250804	06/08/20 ZEP 40	90.32			101 522 4522	220	1010
		Total for Vendor:	90.32					
34267		2693 AFFORDABLE PORTABLES	170.00					
	15545	06/01/20 JUNE PORTABLES-2 STD UNITS	170.00			101 522 4522	410	1010
		Total for Vendor:	170.00					
34268		5664 AMARIL UNIFORM COMPANY	15.06					
		We had to pay the shipping on the item that was returned.						
	IV170792	06/03/20 NELSON-F R JEANS	77.06			604 957 4957	214	1010
	IV171051	06/09/20 cr-NELSON JEANS RETURNED	-62.00			604 957 4957	214	1010
		Total for Vendor:	15.06					
34343		5584 ANDERSON, DESTINY	48.64					
		06/18/20 LAMINATING POUCHES-K.A.C.	48.64			101 514 4514	210	1010
		Total for Vendor:	48.64					
34269		5049 ARTISAN BEER COMPANY	76.85					
	3421335	06/09/20 BEER	76.85			609 975 4975	252	1010
		Total for Vendor:	76.85					
34270		5566 AXON ENTERPRISE INC	782.50					
	SI1662450	06/09/20 BATTERY PACK/STD CARTRIDGE	782.50			101 210 4210	240	1010
		Total for Vendor:	782.50					
34271		203 BAKER & TAYLOR INC	395.73					
	2035254608	05/26/20 BOOKS	35.27			211 550 4550	218	1010
	2035257324	05/26/20 BOOKS	40.96			211 550 4550	218	1010
	2035267179	05/30/20 BOOKS	141.15			211 550 4550	218	1010
	2035267905	06/01/20 BOOKS	132.43			211 550 4550	218	1010
	2035282635	06/08/20 BOOKS	45.92			211 550 4550	218	1010
		Total for Vendor:	395.73					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34272		1012 BELLBOY CORPORATION	1,674.04					
	101415100	05/28/20 cr-RIMMING SALT	-21.00			609 975 4975	259	1010
	101415100	05/28/20 cr-BAGS	-35.00			609 975 4975	210	1010
	101415100	05/28/20 cr-SALES TAX	-2.40			609 975 4975	210	1010
	101415100	05/28/20 cr-SALES TAX	2.40			609	2025	1010
	101415100	05/28/20 cr-D C TRANSIT TAX	-0.17			609 975 4975	210	1010
	101415100	05/28/20 cr-D C TRANSIT TAX	0.17			609	2026	1010
	101438000	06/04/20 STUFFED OLIVES	18.25			609 975 4975	259	1010
	101438000	06/04/20 BAGS	37.25			609 975 4975	210	1010
	101438000	06/04/20 SALES TAX	2.56			609 975 4975	210	1010
	101438000	06/04/20 SALES TAX	-2.56			609	2025	1010
	101438000	06/04/20 D C TRANSIT TAX	0.18			609 975 4975	210	1010
	101438000	06/04/20 D C TRANSIT TAX	-0.18			609	2026	1010
	84299400	06/04/20 LIQUOR	915.56			609 975 4975	251	1010
	84299400	06/04/20 FREIGHT	16.00			609 975 4975	335	1010
	101479500	06/11/20 OLIVES	17.00			609 975 4975	259	1010
	101479500	06/11/20 BAGS	22.68			609 975 4975	210	1010
	101479500	06/11/20 SALES TAX	1.56			609 975 4975	210	1010
	101479500	06/11/20 SALES TAX	-1.56			609	2025	1010
	101479500	06/11/20 D C TRANSIT TAX	0.11			609 975 4975	210	1010
	101479500	06/11/20 D C TRANSIT TAX	-0.11			609	2026	1010
	84395600	06/11/20 LIQUOR	691.30			609 975 4975	251	1010
	84395600	06/11/20 FREIGHT	12.00			609 975 4975	335	1010
		Total for Vendor:	1,674.04					
34273		22 BORDER STATES INDUSTRIES INC	7,567.50					
	920050912	05/29/20 SCUW-WIRE 2750 FT	7,567.50			604 957 4957	220	1010
		Total for Vendor:	7,567.50					
34324		5239 BREAKTHRU BEVERAGE MN WINE &	5,787.01					
	1081141592	06/10/20 LIQUOR	4,779.55			609 975 4975	251	1010
	1081141592	06/10/20 WINE	672.00			609 975 4975	251	1010
	1081141592	06/10/20 MIXES	148.00			609 975 4975	254	1010
	1081141592	06/10/20 FREIGHT	89.26			609 975 4975	335	1010
	1081141593	06/10/20 BEER	98.20			609 975 4975	252	1010
		Total for Vendor:	5,787.01					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34274		131 BUREAU OF CRIMINAL APPREHENSION	180.00					
	610399	05/27/20 ANN'L CJDN REMOTE ACCESS	180.00			101 210 4210	334	1010
		Total for Vendor:	180.00					
34275		2410 CENTRAL MN MUNICIPAL POWER AGE	195,117.73					
	6841	05/29/20 CMPA DUES-MAY	1,500.00			604 959 4959	334	1010
	6841	05/29/20 FEES FOR SERVICES	1,348.75			604 959 4959	430	1010
	6841	05/29/20 PURCH'D POWER	155,476.29			604 956 4956	381	1010
	6841	05/29/20 PURCH'D POWER-TRANSMISSION	34,949.24			604 956 4956	381	1010
	6841	05/29/20 CAPACITY PURCHASED-MAY	658.10			604 956 4956	381	1010
	6841	05/29/20 CIP MONTHLY ASSMNT-MAY	1,185.35			604 959 4959	429	1010
		Total for Vendor:	195,117.73					
34276		5667 CINTAS	90.70					
	4052443423	06/05/20 MATS-L.S.	90.70*			609 979 4979	410	1010
		Total for Vendor:	90.70					
34277		3070 CLEAN PLUS INC/CPI DIVISIONS	350.00					
	2006069	06/11/20 CPI SURFACE CLEANER	208.00			101 514 4514	210	1010
	2006149	06/16/20 CPI HAND SANITIZER	142.00			101 514 4514	210	1010
		Total for Vendor:	350.00					
34350		2440 COMMISSIONER OF TRANSPORTATION	30.00					
	132311	06/02/20 SIGN PERMIT # 18060	30.00*			101 111 4111	430	1010
		Total for Vendor:	30.00					
34351		668 CONTINENTAL RESEARCH CORP	250.13					
	0015473	06/17/20 ARMADILLO Q FOR SLIDES	250.13			101 514 4514	210	1010
		Total for Vendor:	250.13					
34325		5627 CORE & MAIN LP	222.13					
	M452626	06/04/20 VLV BOX TOP/VLV RISERS/PINK P	222.13			601 943 4943	220	1010
		Total for Vendor:	222.13					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34278		5771 DASH MEDICAL GLOVES	71.90					
	INV1200707	06/02/20 NITRILE GLOVES	71.90			101 210 4210	210	1010
		Total for Vendor:	71.90					
34279		5156 DODGE COUNTY INDEPENDENT/DODGE	50.70					
	9214	02/20/20 EDA TAX ABATEMENT	27.30*			290 650 4650	351	1010
	9215	02/20/20 EDA HEARING NOTICE	23.40*			290 650 4650	351	1010
		Total for Vendor:	50.70					
34326		6040 DOHENY'S COMMERICAL	1,743.88					
	246336	06/09/20 RESCUE TUBES/GUARD SLEEVE	1,025.82			101 514 4514	220	1010
	246330	06/08/20 RING BUOY/THROW ROPE/GUARD SLE	718.06			101 514 4514	220	1010
		Total for Vendor:	1,743.88					
34283		5722 DUNCAN, RICHARD	78.52					
		REPLACES CHECK # 55651 THAT WAS LOST.						
	1864-10	06/27/18 RL MTR DEP REFUND AFT APPL TO	78.52			604 2212		1010
		Total for Vendor:	78.52					
34280		2070 EARL'S SMALL ENGINE REPAIR INC	340.79					
	#HELD	06/09/20 LEAF BLOWER	279.95			101 310 4310	240	1010
	#HELD	06/09/20 OIL MIX/AIR FILT/SLEEVE/SPOOL	60.84			101 310 4310	220	1010
		Total for Vendor:	340.79					
34281		17 EDGAR TRUCKING	756.82					
	25654	05/06/20 FREIGHT	142.60			609 975 4975	335	1010
	25664	05/13/20 FREIGHT	206.77			609 975 4975	335	1010
	25689	05/20/20 FREIGHT	224.60			609 975 4975	335	1010
	25703	05/28/20 FREIGHT	182.85			609 975 4975	335	1010
		Total for Vendor:	756.82					
34331		5813 ENTERPRISE FM TRUST	4,859.31					
	FBN3968557	06/03/20 MAINT CARDS-P D	50.00			101 210 4210	430	1010
	FBN3968557	06/03/20 MAINT CARDS-F D	15.00			101 220 4220	430	1010
	FBN3968557	06/03/20 MAINT CARDS-STREETS	12.50*			101 310 4310	430	1010
	FBN3968557	06/03/20 MAINT CARDS-PARKS	10.00			101 522 4522	430	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	FBN3968557	06/03/20 MAINT CARDS-WATER	12.50			601 944 4944	430	1010
	FBN3968557	06/03/20 MAINT CARDS-WW	7.50			602 949 4949	430	1010
	FBN3968557	06/03/20 MAINT CARDS-ELECTRIC	15.00			604 959 4959	430	1010
	FBN3968557	06/03/20 MAINT CARDS-STORM WATER	7.50			605 964 4964	430	1010
	FBN3968557	06/03/20 LEASES-P D	1,909.50			101 680 4210	550	1010
	FBN3968557	06/03/20 LEASES-P D	271.39			101 680 4210	611	1010
	FBN3968557	06/03/20 LEASES-STREETS	288.18			101 680 4310	550	1010
	FBN3968557	06/03/20 LEASES-STREETS	31.86			101 680 4310	611	1010
	FBN3968557	06/03/20 LEASES-PARKS	415.92			101 680 4522	550	1010
	FBN3968557	06/03/20 LEASES-PARKS	67.84			101 680 4522	611	1010
	FBN3968557	06/03/20 LEASES-WATER	163.35			601 2231		1010
	FBN3968557	06/03/20 LEASES-WATER	18.06			601 710 4710	611	1010
	FBN3968557	06/03/20 LEASES-WW	163.36			602 2231		1010
	FBN3968557	06/03/20 LEASES-WW	18.07			602 710 4710	611	1010
	FBN3968557	06/03/20 LEASES-WATER	207.96			601 2231		1010
	FBN3968557	06/03/20 LEASES-WATER	33.93			601 710 4710	611	1010
	FBN3968557	06/03/20 LEASES-WW	207.96			602 2231		1010
	FBN3968557	06/03/20 LEASES-WW	33.92			602 710 4710	611	1010
	FBN3968557	06/03/20 LEASES-ELECTRIC	415.92			604 2231		1010
	FBN3968557	06/03/20 LEASES-ELECTRIC	67.84			604 710 4710	611	1010
	FBN3968557	06/03/20 PD VEH REPAIR CHARGE	414.25			101 210 4210	400	1010
		Total for Vendor:	4,859.31					
34282		2723 GIBBS LAWN & SNOW CARE INC	8,473.33					
	14216	06/01/20 MONTHLY CEMETERY MOW	1,833.33			610 984 4984	444	1010
	14216	06/01/20 EXTRA CEMETERY CLEAN UP	750.00			610 984 4984	444	1010
	14216	06/01/20 WEED CONTROL-CEMETERY	1,300.00			610 984 4984	444	1010
	14216	06/01/20 WEED CONTROL-C H	250.00*			101 194 4194	440	1010
	14216	06/01/20 WEED CONTROL-PARKS	4,340.00			101 522 4522	444	1010
		Total for Vendor:	8,473.33					
34284		77 HAWKINS INC	8,924.66					
	4722390	05/12/20 ALUM SULFATE LIQUID	5,803.55			602 947 4947	211	1010
	4718915	05/21/20 CHLORINE/LPC-5	2,448.21			601 943 4943	210	1010
	4728938	06/04/20 CHLORINE-K.A.C.	672.90			101 514 4514	210	1010
		Total for Vendor:	8,924.66					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
34285		5036 HOHENSTEINS INC	608.50					
	204132	06/03/20 BEER	330.00			609 975 4975	252	1010
	205958	06/17/20 BEER	278.50			609 975 4975	252	1010
		Total for Vendor:	608.50					
34286		2462 HOISINGTON KOEGLER GROUP INC	1,388.46					
	018-060-17	06/10/20 ORDINANCE UPDATE	1,388.46*			101 191 4191	440	1010
		Total for Vendor:	1,388.46					
34332		6099 IBISCH, TIMOTHY	143.75					
	06/17/20	MILES-CMPAS MTG-SPRINGFIELD	143.75*			604 959 4959	332	1010
		Total for Vendor:	143.75					
34287		25 JOHNSON BROTHERS LIQUOR CO	11,588.23					
	1568140	06/02/20 LIQUOR	4,096.43			609 975 4975	251	1010
	1568141	06/02/20 WINE	1,255.40			609 975 4975	251	1010
	1573318	06/09/20 LIQUOR	1,150.66			609 975 4975	251	1010
	1573319	06/09/20 WINE	1,191.00			609 975 4975	251	1010
	1573320	06/09/20 MIXES	89.50			609 975 4975	254	1010
	1578170	06/16/20 LIQUOR	2,456.64			609 975 4975	251	1010
	1578171	06/16/20 WINE	1,348.60			609 975 4975	251	1010
		Total for Vendor:	11,588.23					
34290		35 KASSON HARDWARE HANK	546.40					
	05/31/20	R&M SUPPLIES-STREETS	14.47			101 310 4310	220	1010
	05/31/20	SMALL TOOLS-STREETS	6.49			101 310 4310	240	1010
	05/31/20	OPER SUPPLIES-P D	7.49			101 210 4210	210	1010
	05/31/20	R&M SUPPLIES-PARKS	93.70			101 522 4522	220	1010
	05/31/20	LIBRARY SUPPLIES	18.58			211 550 4550	220	1010
	05/31/20	SMALL TOOLS-WATER	66.23			601 943 4943	240	1010
	05/31/20	R&M SUPPLIES-ELECTRIC	79.93			604 957 4957	220	1010
	05/31/20	SALES TAX	5.49			604 957 4957	220	1010
	05/31/20	SALES TAX	-5.49			604 2025		1010
	05/31/20	D C TRANSIT TAX	0.39			604 957 4957	220	1010
	05/31/20	D C TRANSIT TAX	-0.39			604 2026		1010
	05/31/20	CITY HALL SUPPLIES	36.46			101 140 4140	220	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/31/20	R&M SUPPLIES-WWTP OPERATIONS	16.98			602 947 4947	220	1010
	05/31/20	OPER SUPPLIES-WWTP OPERATIONS	27.23			602 947 4947	210	1010
	05/31/20	SMALL TOOLS-WWTP OPERATIONS	97.90			602 947 4947	240	1010
	05/31/20	R&M SUPPLIES-STORM WATER	52.96			605 963 4963	220	1010
	05/31/20	SMALL TOOLS-WWTP	27.98			602 948 4948	240	1010
		Total for Vendor:	546.40					
34288		2739 KASSON-MANTORVILLE RECREATIONA	5,000.00					
	06/15/20	ADD'L 2020 CONTRIBUTION	5,000.00			101 517 4517	444	1010
		Total for Vendor:	5,000.00					
34291		199 LMC INS TRUST	31,445.00					
	06/04/20	3RD QTR CMC 1001158-4	1,024.43			101 220 4220	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82			101 220 4220	160	1010
	06/04/20	3RD QTR CMC 1001158-4	725.27			101 514 4514	360	1010
	06/04/20	3RD QTR CMC 1001158-4	3,471.02			101 522 4522	360	1010
	06/04/20	3RD QTR CMC 1001158-4	108.95			101 517 4517	360	1010
	06/04/20	3RD QTR CMC 1001158-4	877.56			101 191 4191	360	1010
	06/04/20	3RD QTR CMC 1001158-4	143.69			101 527 4527	430	1010
	06/04/20	3RD QTR CMC 1001158-4	81.16			101 417 4417	360	1010
	06/04/20	3RD QTR CMC 1001158-4	97.07			290 650 4650	360	1010
	06/04/20	3RD QTR CMC 1001158-4	3,634.93			602 948 4948	360	1010
	06/04/20	3RD QTR CMC 1001158-4	2,219.51			602 947 4947	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82			602 948 4948	160	1010
	06/04/20	3RD QTR CMC 1001158-4	1,519.59			601 943 4943	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82			601 943 4943	160	1010
	06/04/20	3RD QTR CMC 1001158-4	106.71			101 194 4194	360	1010
	06/04/20	3RD QTR CMC 1001158-4	1,950.57			604 957 4957	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82			604 959 4959	160	1010
	06/04/20	3RD QTR CMC 1001158-4	750.84			609 979 4979	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82			609 977 4977	160	1010
	06/04/20	3RD QTR CMC 1001158-4	1,211.71			101 310 4310	360	1010
	06/04/20	3RD QTR CMC 1001158-4	75.54			101 312 4312	360	1010
	06/04/20	3RD QTR CMC 1001158-4	195.28			605 963 4963	360	1010
	06/04/20	3RD QTR CMC 1001158-4	1,994.82*			101 920 4920	360	1010
	06/04/20	3RD QTR CMC 1001158-4	37.14			101 526 4526	430	1010
	06/04/20	3RD QTR CMC 1001158-4	880.52			101 111 4111	160	1010

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	06/04/20	3RD QTR CMC 1001158-4	64.93			101 111 4111	160	1010
	06/04/20	3RD QTR CMC 1001158-4	8,101.06*			101 210 4210	360	1010
	06/04/20	3RD QTR CMC 1001158-4	75.75			101 210 4210	160	1010
	06/04/20	3RD QTR CMC 1001158-4	896.79			101 140 4140	360	1010
	06/04/20	3RD QTR CMC 1001158-4	21.64			101 140 4140	160	1010
	06/04/20	3RD QTR CMC 1001158-4	116.00			101 417 4417	360	1010
	06/04/20	3RD QTR CMC 1001158-4	831.26			211 550 4550	360	1010
	06/04/20	3RD QTR CMC 1001158-4	10.82*			211 550 4550	160	1010
	06/04/20	3RD QTR CMC 1001158-4	166.34			610 984 4984	360	1010
34327		199 LMC INS TRUST	500.00					
	5731	03/27/20 DED-CL99086-HITTERDAHL	500.00			101 312 4312	430	1010
		Total for Vendor:	31,945.00					
34292		48 MCFOA	180.00					
	06/10/20	ZAWORSKI DUES THRU 6/30/21	45.00			101 140 4140	334	1010
	06/10/20	RAPPE DUES THRU 6/30/21	45.00			101 140 4140	334	1010
	06/10/20	NAIG DUES THRU 6/30/21	45.00			101 140 4140	334	1010
	06/10/20	JOHNSON DUES THRU 6/30/21	45.00			101 140 4140	334	1010
		Total for Vendor:	180.00					
34333		924 MCMA	100.00					
	06/01/20	IBISCH-MEMBERSHIP TO 4/30/21	100.00			101 140 4140	334	1010
		Total for Vendor:	100.00					
34293		2617 MENARDS-ROCHESTER NORTH	26.70					
	65582	06/08/20 FACE MASKS-K.A.C. STAFF	26.70			101 514 4514	220	1010
		Total for Vendor:	26.70					
34294		2478 MENARDS-ROCHESTER SOUTH	84.19					
	18728	06/11/20 FACE MASKS-K.A.C./PLUGS	84.19			101 514 4514	220	1010
		Total for Vendor:	84.19					
34295		728 MN DEPT OF COMMERCE	688.84					
	1000044449	06/01/20 1st QTR 2021-INDIRECT ASSM	688.84			604 1550		1010
		Total for Vendor:	688.84					

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34296		2344 MN VALLEY TESTING LABORATORIES	433.25					
	1034274	05/29/20 SUSP SOLIDS/MERC TESTING	433.25			602 947 4947	440	1010
		Total for Vendor:	433.25					
34297		5881 NAPA AUTO PARTS	479.67					
	375820	05/06/20 OIL & AIR FILTERS/SYNTH OIL	95.64			602 947 4947	220	1010
	375822	05/06/20 OIL FILTERS/SYNTH OIL	84.22			101 210 4210	220	1010
	376035	05/08/20 REMFG STARTER/CORE DEPOSIT	184.94			604 957 4957	220	1010
	376035	05/08/20 SALES TAX	12.71			604 957 4957	220	1010
	376035	05/08/20 SALES TAX	-12.71			604 2025		1010
	376035	05/08/20 D C TRANSIT TAX	0.92			604 957 4957	220	1010
	376035	05/08/20 D C TRANSIT TAX	-0.92			604 2026		1010
	376520	05/13/20 OIL FILTER/SYNTH OIL	42.11			101 210 4210	220	1010
	377012	05/18/20 BATTERY/ANTIFREEZE/BRK FLUID	107.00			601 943 4943	220	1010
	377158	05/19/20 OIL & AIR FILTERS	15.26			101 522 4522	220	1010
	376290	05/11/20 cr-CORE DEPOSIT	-49.50			604 957 4957	220	1010
	376290	05/11/20 cr-SALES TAX	-3.40			604 957 4957	220	1010
	376290	05/11/20 cr-SALES TAX	3.40			604 2025		1010
	376290	05/11/20 cr-D C TRANSIT TAX	-0.24			604 957 4957	220	1010
	376290	05/11/20 cr-D C TRANSIT TAX	0.24			604 2026		1010
		Total for Vendor:	479.67					
34298		60 NORTHERN BEVERAGE DIST. CO. LL	14,836.61					
	647951	06/04/20 BEER	8,181.04			609 975 4975	252	1010
	647951	06/04/20 FREIGHT	2.00			609 975 4975	335	1010
	650817	06/11/20 BEER	6,651.57			609 975 4975	252	1010
	650817	06/11/20 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	14,836.61					
34299		3193 OLMSTED COUNTY	175.00					
	SHER132872	06/03/20 STRADTMANN-EVOC TRAINING	175.00			101 210 4210	333	1010
		Total for Vendor:	175.00					

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34300		23 PHILLIPS WINE & SPIRITS	5,729.57					
	6040448	06/02/20 LIQUOR	1,377.19			609 975 4975	251	1010
	6040449	06/02/20 WINE	956.50			609 975 4975	251	1010
	6043695	06/09/20 LIQUOR	850.15			609 975 4975	251	1010
	6043696	06/09/20 WINE	405.25			609 975 4975	251	1010
	6047109	06/16/20 LIQUOR	1,874.48			609 975 4975	251	1010
	6047110	06/16/20 WINE	266.00			609 975 4975	251	1010
		Total for Vendor:	5,729.57					
34320		3440 R & R SPECIALTIES OF WISCONSIN	1,339.90					
	70411-IN	06/08/20 JET ICE WHT PAINT/LINE KIT	1,138.00			606 516 4516	210	1010
	70412-IN	06/08/20 NHL/USA HOCKEY CREESE PAIR	201.90			606 516 4516	210	1010
		Total for Vendor:	1,339.90					
34301		2005 RESERVE ACCOUNT	500.00					
	22870844-4	06/01/20 POSTAGE METER REFILL	140.00			101 140 4140	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00			101 210 4210	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00*			101 310 4310	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00			101 510 4510	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	10.00			211 550 4550	210	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00			290 650 4650	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	20.00			601 944 4944	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	20.00			602 949 4949	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	100.00			604 959 4959	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00			605 963 4963	325	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	10.00			606 516 4516	210	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	100.00*			609 976 4976	210	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	10.00			610 984 4984	210	1010
	22870844-4	06/01/20 POSTAGE METER REFILL	15.00*			877 100 4000	430	1010
		Total for Vendor:	500.00					
34302		95 ROCHESTER SAND & GRAVEL	3,216.24					
	4900023121	05/29/20 ASPHALT-COMM'L MIX	749.23*			101 311 4311	220	1010
	4900023141	05/31/20 ASPHALT-COMM'L MIX	458.85*			101 311 4311	220	1010
	4900023190	06/05/20 ASPHALT-COMM'L MIX	1,282.40*			101 311 4311	220	1010
	4900023211	06/08/20 ASPHALT	725.76*			101 311 4311	220	1010
		Total for Vendor:	3,216.24					

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34303		63 SCHOTT DIST CO INC	25,814.30					
	391840	06/04/20 BEER	13,504.50			609 975 4975	252	1010
	391840	06/04/20 NA BEVERAGE	128.50			609 975 4975	254	1010
	392535	06/11/20 BEER	12,048.30			609 975 4975	252	1010
	392535	06/11/20 NA BEVERAGE	133.00			609 975 4975	254	1010
		Total for Vendor:	25,814.30					
34328		254 SHARE CORP	251.30					
	134068	06/10/20 VEG CONTROL	251.30			101 522 4522	210	1010
		Total for Vendor:	251.30					
34304		5027 SMITH SCHAFFER & ASSOCIATES, LTD.	3,050.00					
	84438	05/29/20 2019 AUDIT	4,050.00			604 959 4959	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-192.00			101 153 4153	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-173.00			601 944 4944	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-150.00			602 947 4947	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-23.00			602 949 4949	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-173.00			604 959 4959	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-38.00			605 964 4964	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-40.00			606 516 4516	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-173.00*			609 100 4151	301	1010
	84438	05/29/20 '19 GASB 68 CREDIT	-38.00			610 984 4984	301	1010
		Total for Vendor:	3,050.00					
34305		3850 SOUTHERN GLAZER'S OF MN	5,305.35					
	1958283	06/03/20 LIQUOR	2,843.75			609 975 4975	251	1010
	1958283	06/03/20 FREIGHT	54.25			609 975 4975	335	1010
	1958284	06/03/20 LIQUOR	373.25			609 975 4975	251	1010
	1958284	06/03/20 WINE	138.00			609 975 4975	251	1010
	1958284	06/03/20 FREIGHT	9.30			609 975 4975	335	1010
	1960644	06/10/20 LIQUOR	481.40			609 975 4975	251	1010
	1960644	06/10/20 WINE	150.00			609 975 4975	251	1010
	1960644	06/10/20 FREIGHT	9.30			609 975 4975	335	1010
	1963071	06/17/20 WINE	128.00			609 975 4975	251	1010
	1963071	06/17/20 LIQUOR	1,101.05			609 975 4975	251	1010
	1963071	06/17/20 FREIGHT	17.05			609 975 4975	335	1010
		Total for Vendor:	5,305.35					

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34306		153 STUSSY CONSTRUCTION INC	187.01					
	45388	05/31/20 3/4" ROAD ROCK	187.01			101 310 4310	220	1010
		Total for Vendor:	187.01					
34307		6147 SUNDVE, STACY	40.00					
	06/10/20	REFUND SHELTER RESERV 6/13	37.25			101 510 3622		1010
	06/10/20	REFUND SALES TAX	2.56			101 2025		1010
	06/10/20	REFUND D C TRANSIT TAX	0.19			101 2026		1010
		Total for Vendor:	40.00					
34308		4290 SWENKE IMS CONTRACTING LLC	2,500.00					
	1530	06/02/20 REPAIR SEWER/WATER LINES	1,250.00			601 943 4943	400	1010
	1530	06/02/20 REPAIR SEWER/WATER LINES	1,250.00			602 948 4948	400	1010
		Total for Vendor:	2,500.00					
34309		407 TEAM LABORATORY CHEMICAL CO	4,665.50					
	20985	06/05/20 FLTG LIFT STA DEGREASER	4,665.50			602 948 4948	210	1010
		Total for Vendor:	4,665.50					
34310		498 TEIGEN PAPER & SUPPLY INC	534.99					
	95332	06/09/20 CAN LINERS	77.70			101 522 4522	220	1010
	95767	06/12/20 CAN LINERS/CLNRS/KAC SUPPLIES	420.21			101 514 4514	210	1010
	95664	06/11/20 NITRILE GLOVES	37.08			211 550 4550	441	1010
		Total for Vendor:	534.99					
34329		204 THATCHER POOLS & SPAS INC	768.80					
	64590-1	06/12/20 POOL CHEMICALS/POOL SUPPLIES	768.80			101 514 4514	210	1010
		Total for Vendor:	768.80					
34311		5834 THOMSON REUTERS - WEST	123.60					
	0842459030	06/05/20 INVESTIGATIVE SUITE	123.60			101 210 4210	440	1010
		Total for Vendor:	123.60					

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34352		4146 TJOSAAS, ABIGAIL	350.00					
	06/19/20	LIFEGUARD TRNG INSTRUCTION	350.00*			101 514 4514	430	1010
		Total for Vendor:	350.00					
34347		6148 TRAXEL, LYNETTE	30.00					
	06/18/20	REFUND SHELTER RESERV 7/19	27.94			101 510 3622		1010
	06/18/20	REFUND SALES TAX	1.92			101 2025		1010
	06/18/20	REFUND D C TRANSIT TAX	0.14			101 2026		1010
		Total for Vendor:	30.00					
34312		939 USA BLUEBOOK	56.41					
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			101 310 4310	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.05			101 312 4312	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			101 517 4517	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			601 943 4943	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			602 948 4948	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			604 957 4957	210	1010
	253174 06/01/20	HAND SANITIZER (COVID)	8.06			605 963 4963	210	1010
	253174 06/01/20	SALES TAX	0.55			604 957 4957	210	1010
	253174 06/01/20	SALES TAX	-0.55			604 2025		1010
	253174 06/01/20	D C TRANSIT TAX	0.04			604 957 4957	210	1010
	253174 06/01/20	D C TRANSIT TAX	-0.04			604 2026		1010
		Total for Vendor:	56.41					
34313		71 UTILITY CONSULTANTS INC	2,672.24					
	105283 05/27/20	TOTAL COLIFORM	105.00			601 943 4943	440	1010
	105283 05/27/20	CBOD/TSS/FECAL COLIF/TOT PHOSP	2,249.12			602 947 4947	440	1010
	105302 05/27/20	MANTORVILLE TESTING	318.12			602 947 4947	440	1010
		Total for Vendor:	2,672.24					
34314		5047 WATERVILLE FOOD & ICE INC	472.34					
	04-007656 06/03/20	ICE-LIQUOR STORE	101.26			609 975 4975	257	1010
	06-001333 06/06/20	ICE-LIQUOR STORE	63.00			609 975 4975	257	1010
	04-007715 06/10/20	ICE-LIQUOR STORE	117.44			609 975 4975	257	1010
	04-007786 06/17/20	ICE-LIQUOR STORE	190.64			609 975 4975	257	1010
		Total for Vendor:	472.34					

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34335		637 WEBER, LETH & WOESSNER PLC	5,586.00					
	MAY'19 05/31/20	.3 HR LEGAL-CITY ADMINISTRATIO	43.50			101 160 4160	304	1010
	MAY'19 05/31/20	.8 HR LEGAL-P&Z-WILKER	116.00			101 191 4191	304	1010
	MAY'19 05/31/20	5.6 HRS LEGAL-P&Z	812.00			101 191 4191	304	1010
	MAY'19 05/31/20	.2 HR LEGAL-P&Z-THOMPSON	29.00			101 191 4191	304	1010
	MAY'19 05/31/20	5.2 HRS LEGAL-P&Z-BLAINES 14TH	754.00			101 191 4191	304	1010
	MAY'19 05/31/20	5.6 HRS LEGAL-C C	812.00			101 111 4111	304	1010
	MAY'19 05/31/20	18.5 HRS LEGAL-SHOPKO SALE	2,640.50*			249 650 4650	430	1010
	MAY'19 05/31/20	2.0 HRS LEGAL-SEWER LINE-LITTL	379.00			602 948 4948	430	1010
		Total for Vendor:	5,586.00					
34315		388 WESCO RECEIVABLES CORP	6,055.95					
	188902 05/27/20	250 MCM PRATT	4,252.05			604 957 4957	220	1010
	205988 06/08/20	15 PEDESTALS	1,803.90			604 957 4957	220	1010
		Total for Vendor:	6,055.95					
34316		5182 WHKS & CO.	31,736.08					
	41288 06/10/20	I&I IMPLEMENTATION	2,420.20			602 948 4948	303	1010
	41288 06/10/20	CCTV REVIEW & COORDINATION	2,532.56			602 948 4948	303	1010
	41331 06/15/20	SAFE ROUTES TO SCHOOL	6,240.00*			425 196 4196	303	1010
	41330 06/15/20	16TH ST NW EXTENSION	20,543.32*			426 196 4196	303	1010
		Total for Vendor:	31,736.08					
34317		2407 WINE MERCHANTS	136.00					
	7286831 06/09/20	WINE	136.00			609 975 4975	251	1010
		Total for Vendor:	136.00					
34318		50 XCEL ENERGY	16.15					
	687202068 06/03/20	UTIL SERV-STR LT 5/3-6/2	16.15			101 316 4316	380	1010
		Total for Vendor:	16.15					
		# of Claims	68					
		Total:	407,510.58					

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Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$48,652.24
211 Library Fund	
1010 CASH-OPERATING	\$1,303.47
249 OPPIDAN/FOLKESTAD TIF	
1010 CASH-OPERATING	\$2,640.50
290 Economic Development	
1010 CASH-OPERATING	\$162.77
425 SRTS	
1010 CASH-OPERATING	\$6,240.00
426 16th St NW	
1010 CASH-OPERATING	\$20,543.32
601 Water Fund	
1010 CASH-OPERATING	\$6,019.84
602 Sewer Fund	
1010 CASH-OPERATING	\$26,468.16
604 Electric Fund	
1010 CASH-OPERATING	\$216,327.93
605 Storm Water	
1010 CASH-OPERATING	\$240.80
606 ICE ARENA	
1010 CASH-OPERATING	\$1,309.90
609 Liquor Fund	
1010 CASH-OPERATING	\$73,564.98
610 Maple Grove Cemetery	
1010 CASH-OPERATING	\$4,021.67
877 Festival in Park Fund	
1010 CASH-OPERATING	\$15.00
Total:	\$407,510.58

06/19/20  
10:01:23

CITY OF KASSON  
Claim Approval Signature Page  
For the Accounting Period: 6 / 20

Page: 16 of 16  
Report ID: AP100A

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

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

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



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

Tuesday, January 14<sup>th</sup>, 2020, at 6:23pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Tarik Kamel, Laurie Schultz, Jon Wright and Pat Shaffer-Gottschalk, Interim Director

**Absent:** none

**Visitors:** John Talcott, representing Friends

**Petitions to the Chair:** Motion by Ferris to replace the cassette recorder with a digital recorder; 2<sup>nd</sup> by Kamel. Motion passed.

**Amendments to Agenda:** Motion by Kamel to accept the agenda; 2<sup>nd</sup> by Schultz. All ayes.

**Minutes of the Dec 10<sup>th</sup> KPL Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Kamel. Motion carried.

**Minutes of the Dec 23<sup>rd</sup> KPL Special Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Ferris. Motion carried.

**Financial Reports/Payables:** KPL carpets underwent cleaning for the first time. Board agreed this should be a yearly routine. Motion to approve by Wright, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables:** Some statistics may no longer be made available in the future through SELCO. Motion to approve by Wright, 2<sup>nd</sup> by Kamel. Motion carried.

### Director's Report:

- Results of the Dec 20<sup>th</sup> Safety Inspection were presented to the Board. KPL max. capacity was calculated to be 250 occupants. Testing of the fire alarm system scheduled to occur on Jan 14<sup>th</sup>. Remaining construction products, such as adhesives, were removed from KPL. At least 1 CO<sub>2</sub> detector is required. Board recommended purchasing between 2-3: one for the dome area, one for the community room, and possibly one for the employee breakroom. John Talcott will help to anchor the oak computer pedestals to the wall. Pat will create a monthly checklist for a visual inspection of the fire extinguishers.
- 20-yr plan for KPL major expenses to be given to the city by Feb 15<sup>th</sup>. Board agreed the priorities are as follows:
  1. Parking lot expansion and proper drainage
  2. Roof replacement
  3. Stucco maintenance
- Kelly Bell on vacation Jan 21-24<sup>th</sup>.
- Byron Robotics Team visited KPL on Dec 27<sup>th</sup>.
- Blind Date with a Book scheduled on Feb 6 and 27<sup>th</sup>. 2 authors will be present on Feb 6<sup>th</sup>.
- Dates are set and grants are written for SRP Fun Friday performances.
- Applied for a grant for a May author tour.

### Building Report:

- Charlie and the City crew installed new elbow & diversion pipe on Dec 27<sup>th</sup> and sealed the service door for winter with tarp and sandbags.
- Charlie was unable to adjust the handicap door delay and suggested calling Bowman Door Solutions.
- Wall support brackets need to be installed for the computer pedestals. John Talcott volunteered.

### Committee Reports:

City Council: Tim Ibisch from Blue Earth is the new Kasson City Administrator.

Friends of the Library: Book sale is next week. The Annual Meeting including the Friends of the Year presentation will be held on Feb 1.

SELCO Board of Director's Meeting: no report

**Old Business:** none

**New Business:** Safety Inspection Follow-up – refer to the Director's Report for details.

**General Discussion:** none

**Adjourn:** 7:18pm

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

***Minutes from special KPL board mtg  
01/22/2020  
5:40 p.m. at City Hall***

Call to order

Present: Kamel, Ferris, Carlsen

Absent: Schultz, Wright

Visitors: 0

Petitions: 0

Amendments: 0. Motion made by Kamel 2nd by Carlsen All Ayes

New Business: Officially named Pat Shaffer Gottschalk as Library Director at Grade 12 Step 2. Motion made by Ferris 2nd by Carlsen All Ayes

Ferris moved to begin the process to hire additional library staff. 2nd by Carlsen All Ayes.

General discussion

Adjourn 5:50 p.m.

Submitted by Tarik Kamel

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

Tuesday, February 11<sup>th</sup>, 2020, at 6:03pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Acting President Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** Laurie Schultz (arriving at 6:24) and Tarik Kamel

**Visitors:** Tim Ibisch, Kasson City Administrator; John Talcott, representing Friends; Beverly Jorgenson, SELCO

**Petitions to the Chair:** Pat introduced City Administrator Tim Ibisch to the Board.

**Amendments to Agenda:** none

**Minutes of the Jan 14<sup>th</sup> KPL Board Meeting:** Motion to approve by Carlsen, 2<sup>nd</sup> by Ferris. Motion carried.

**Minutes of the Jan 22<sup>nd</sup> KPL Special Board Meeting:** Motion to approve by Ferris, 2<sup>nd</sup> by Carlsen. Motion carried.

**Financial Reports/Payables:** Gale minutes are down considerably; need to watch. Rochester Public Library (RPL) is now offering an instant card for Overdrive. RPL also offers Gale minutes, but a regular RPL card is required to access. Motion to approve by Ferris, 2<sup>nd</sup> by Wright. Motion carried.

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

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

- Ferris motioned to require Pat to use her remaining Circulation Technician comp time of 26.25 hours as vacation time within 6 months. Motion seconded by Wright. Motion carried.
- KPL received a \$2000 gift from Friends. Pat requested to designate the funds for SRP using the "Library Programs" line item. Special programming for SRP has been paid for by grant money, such as the MN Legacy Fund. Motion by Ferris, 2<sup>nd</sup> by Schultz. All ayes.

### **Building Report:**

- John Talcott installed wall support brackets for the computer pedestals.
- 3 CO<sub>2</sub> detectors were purchased and installed in the break room, work room, and community room.
- On Feb 10<sup>th</sup>, Bowman Door Solutions adjusted the handicap delay to 10 seconds, widened the swing to 90°, and installed additional safety features. The cost was \$255. Door will require periodic adjustments due to patrons holding the automatic door open for others.
- Due to the snowstorm, the vents for the air exchange unit were packed with snow and created negative pressure within the KPL dome. Pat was able to gain entry and unplug the unit, allowing it to thaw. Charlie then came and cleared the snow from the vents.
- The MN Energy bill skyrocketed from \$130 to \$616 in January. Pat contacted them and requested an investigation.

### **Noteworthy Items:**

- 2 authors were present for Blind Date with a Book on Feb 6<sup>th</sup>. It was attended by 40 patrons; concludes on Feb 27<sup>th</sup>.
- Friday staff meetings were added to plan SRP.
- 20-yr plan for KPL major expenses to be given to the city by Feb 15<sup>th</sup>.
- Mystery author Brian Freeman is set to visit KPL on May 12<sup>th</sup> at 7pm after the Board meeting.
- In addition to the \$2000 gift from Friends, KPL also accepted \$100 donation for building use and a \$20 memorial gift.

### **Committee Reports:**

**City Council:** City concerns covered under the Director's Report.

**Friends of the Library:** Annual Meeting was held on Feb 1<sup>st</sup>. \$2000 donated to KPL.

**SELCO Board of Director's Meeting:** Quarterly meeting was held on Jan 28<sup>th</sup>. Beverly announced Pat as the new KPL Director, thanked Donovan for his help during the hiring process, and advertised KPL's Blind Date with a Book. SELCO is undergoing a salary compensation study. KPL's SELCO membership has a \$7500 base fee based on population. The contract is publicly available on the SELCO website. SELCO is going to sell the artwork which came with the facility and purchase new artwork reflecting the purpose of SELCO. MN Library Legislative Day is on Mar 31<sup>st</sup>; library supporters are encouraged to talk with their legislators regarding the importance of libraries serving the public. Donovan celebrated 20 years with SELCO.

**Old Business:** Safety Inspection Follow-up – KPL is now in full compliance.

**New Business:** Pat presented 2 options for staffing. Schultz motioned to proceed with hiring a Grade 2 Library Aide; 2<sup>nd</sup> by Carlsen. Motion passed. Ferris motioned to proceed with hiring a Library Assistant contingent on the City being unable to define the Library Aide position and hire in a timely matter; 2<sup>nd</sup> by Schultz. Motion passed.

**General Discussion:** none

**Adjourn:** 7:05pm

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

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

Tuesday, March 10th, 2020, at 6:00 PM Kasson Public Library

**Present:** Lisa Carlsen, Melissa Ferris, Jon Wright, Tarik Kamel, and Pat Shaffer-Gottschalk

**Absent:** Laurie Schultz

**Visitors:** Tim Ibisch, Kasson City Administrator; John Talcott and Will Lambert, both representing Friends

**Petitions to the Chair:** none

**Amendments to the Agenda:** none

**Minutes of the Feb 11th KPL Board Meeting:** Motion to approve by Wright, 2nd by Kamel. All ayes, motion carried

**Financial Reports/Payables:** Pat reported that the MN Energy staff member was not reading KPLs meter correctly. Motion to approve by Wright, 2nd by Ferris. All ayes, motion carried.

**Monthly Reports/Receivables:** Chrome book checkouts are up likely attributed to usage by job seekers. Motion to approve by Kamel, 2nd by Wright. All ayes, motion carried.

## **Director's Report:**

- There was no job description for the library aide position. It had to be created. There were 27 applications that will be reviewed and scored by the City Administrator Tim Ibisch. Interviews will be next week with the hope of hiring someone to start the 1st week of April. Kelly, Laurie, and Pat are the hiring committee.
- Donovan Lambright's SELCO colleagues brought money for a memorial gift for his daughter Kaylee.
- SELCO ILS had no changes for KPL.
- KPLs computers all needed updates to Windows 10. Chrome laptops all have mouses and there are good comments so far.
- The Annual Report has been very time-consuming (25 hrs). Pat used a SELCO liaison as there were some discrepancies noted. An amended 2019 report might have to be filled out.

## **Building Report:**

- There is a "heave" in front sidewalk, which is a hazard. Pat notified Charlie.
- The parking lot has 2 plastic spikes (from curb) sticking up and they are covered with cones now and will be removed when thaw comes.
- John Talcott repaired chairs, fixed shelves, changed furnace filters, and will shore up tables in the WiFi booth area.

## **Noteworthy Items:**

- Blind Date with a Book was Feb. 6 and Feb 27 with a total of 70 attending.
- Trivia Night returns on Tues., Apr 21 at 7pm
- Best-selling author Brian Freeman on Tues., May 12 at 7pm. This is grant-funded and immediately following the board meeting. Board meeting has been moved to 5:30

## **Committee Reports:**

City Council: nothing to report

Friends of the Library: John Talcott and Will Lambert reported a great January sale and are looking forward to the May sale.

**Old Business:** The Summer Reading Program will be *Everybody Can* a competition with kids and adults reading at least 15 minutes a day.

**New Business:** Edible Architecture display was headed by Nancy and was fun. Pat will attend a safety meeting on 3/20 on preparing for the Coronavirus. Kamel signed the State Annual Report.

**General Discussion:** none

**Adjourn:** 7:00pm

**Respectfully submitted by:** Tarik Kamel, Chair

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

Tuesday, March 17<sup>th</sup>, 2020  
5:11pm Kasson Public Library

**Present:** Lisa Carlsen, Melissa Ferris, Tark Kamel, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** none

**Visitors:** Tim Ibisch, Kasson City Administrator

**Update on Library Closure due to Covid-19:**

- On Monday, March 16<sup>th</sup>, City Administrator Ibisch requested the Library close on Wednesday, March 18<sup>th</sup>, and the public be immediately notified rather than waiting for the special KPL Board of Trustees meeting, which required a public notification waiting period. The board expressed its appreciation and gratitude that the public would have advanced knowledge of the closure due to Ibisch's decisiveness.

**Illness Prevention Policy:**

Pat presented new guidelines and library procedures relating to pandemic prevention procedures:

- KPL will close to the public when recommended by the MN Department of Health (or other governmental health agency) or when KM Public Schools close due to an event of significant concern to public health and safety. It will remain closed until deemed safe to reopen.
- Library personnel will continue working if healthy and may use sick leave at their discretion. Healthcare provider validation will not be required to either stay home or to return to work, provided the employee is symptom free and quarantined for the recommended time period.
- Library material due dates will be adjusted so no fines are accrued during the closure and up to one week after the building reopens to the public.
- Surfaces commonly touched by staff and patrons will be routinely disinfected.
- All library materials will be disinfected or quarantined until the virus is presumed no longer active.
- All unnecessary tactile items, such as Lego and puzzles, shall be removed from the public space.
- All library programs requiring hands-on activities shall be canceled and public health agency recommendations for group gatherings shall be followed. Use of the Community Room and modifications/cancellations of any programs are at the discretion of the Library Director.
- The Library Director may follow the above procedures in times of pandemic without the Board of Trustees approval since quick response is required as information becomes available.

**Library Service during the Closure:**

- KPL shall offer curbside checkout services beginning March 18<sup>th</sup>. Patrons may either call or request items online. Librarians will greet patrons in the parking lot at noon and 4pm to deliver the items.
- Library hours will be 8:30am-5pm; phone service 9-5pm.
- SELCO bins shall continue to be received and processed.
- No fines will be accrued during this time.

**General Discussion:** none

**Adjourn:** 5:45pm

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

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

Tuesday, May 12<sup>th</sup>, 2020, at 6:00pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Pres. Tarik Kamel, Laurie Schultz, Jon Wright and Dir. Pat Shaffer-Gottschalk

**Absent:** none

**Visitors:** none

**Petitions to the Chair:** none

**Amendments to Agenda:** Motion to approve existing agenda by Schultz, 2<sup>nd</sup> by Wright. Motion carried.

**Minutes of the March 10<sup>th</sup> KPL Board Meeting and March 17<sup>th</sup> Special Board Meeting:** Motion to approve by Kamel, 2<sup>nd</sup> by Schultz. Motion carried.

**Financial Reports/Payables for March and April:** Motion to approve by Kamel, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables for March and April:** Motion to approve by Carlsen, 2<sup>nd</sup> by Ferris. Motion carried.

### Director's Report:

- On May 4<sup>th</sup>, Barbara Thompson began working as a Library Aide.
- Library services continued Mar 18-27 despite the doors being locked. All City staff received 80 hours of PTO Mar 30-Apr 10. Services resumed on Apr 13<sup>th</sup>. New dates for the SRP are Jun 1-Jul 31. All KPL in-house activities, including author visits, have been postponed for the time being.
- 3D printer is ready to be used for SRP. David will be utilizing it for the summer Tech Club.
- MakerSpace room is getting reorganized to allow for better usage.
- Librarians attended 4 different Webinars.
- Coordinating with the KM school lunch pick-up program, KPL provided book giveaways May 11-15 to KM students.
- KPL Employer Preparedness Plan and Phased Reopening Plan were created.

### Building Report:

- MN Energy incorrectly read the meters and has corrected the error.
- Roto-Rooter cleaned a sewage line back up on April 22<sup>nd</sup> and recommended regular cleanings every 6 months versus yearly.

### Summer Reading Program made available through generous community donations:

- Book Bug will make frequent advertised stops to hand out free books and prizes to area youth of all ages.
- Activity sheets will be stuffed into giveaway books.
- Scavenger Hunt throughout the city.
- "Where's Rocket?" will continue.
- Online and/or outdoor story times will be arranged.
- New this year: Online Tech Club using TinkerCad.

### Committee Reports:

City Council: City projects, including the KPL parking lot, are expected to be delayed indefinitely due to a decrease in expected tax revenue because of Covid-19. City expresses appreciation for KPL's continue service to the public throughout Covid-19.

Friends of the Library: none

SELCO Board of Director's Meeting: April minutes submitted via email due to Covid-19. Library Legislative day, March 31<sup>st</sup>, was canceled due to Covid-19. Adjustments to the salary grid have been proposed based on the Roo Solution compensation study. Several personnel policies were approved. FY2021 SELS and SELCO budgets were approved. Due to delivery being shut down for a period of time, the savings will be passed to school libraries and additional funds for the OverDrive collection.

**Old Business:** none

**New Business:** Schultz motioned to reappoint Beverly Jorgenson as the KPL SELCO representative; 2<sup>nd</sup> by Wright. Motion passed. Wright motioned to not renew KPL membership for Gale courses at this time; 2<sup>nd</sup> by Schultz. Motion passed. Pat will investigate possible cheaper alternatives to Gale such as Lynda, Mango, InfiniTech.

**General Discussion:** none

**Adjourn:** 7:18pm

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



# KPL

## ***Kasson Public Library***

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

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

---

10 June 2020

Timothy Ibisch, City Administrator  
City of Kasson  
401 5<sup>th</sup> St. SE  
Kasson, MN 55944

Dear Mr. Ibisch:

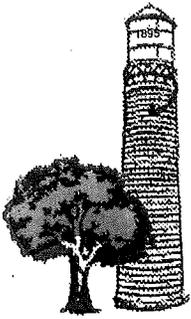
I have met with and reviewed David Greenfield, Library Assistant, in his first annual evaluation on June 2, 2020. His work has been outstanding and we discussed an action plan to further meet the goals of continued growth and knowledge acquisition, as recorded on the Performance Review document. In its regular meeting on June 9, 2020, the Kasson Public Library Board reviewed the evaluation as well. I, together with the approval of the Library Board, therefore recommend that David receive an increase from his current Grade 3, Step 2 to Step 3.

I respectfully request your approval, along with that of the City Council in its next meeting.

Thank you.

Sincerely,

Patricia Shaffer-Gottschalk  
Kasson Public Library Director  
605 1<sup>st</sup> Street NW  
Kasson, MN 55944



TREE  
CITY  
USA

# CITY OF KASSON

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

MEMO

To: Mayor and City Council

From: Public Works Director Charlie Bradford

Date: June 17<sup>th</sup>, 2020

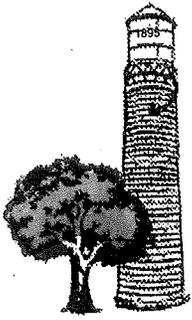
Subject: Evaluation of Water/Wastewater Operator II Nathan Bleess

To Mayor and City Council:

Water/Wastewater Operator II Nathan Bleess has been given his annual performance review. His performance consistently meets and sometimes exceeds the requirements of the position. Nathan is always looking for projects to complete to improve the appearance and efficiency of the Water/Wastewater Department. I recommend that Nathan be moved from Grade 9 Step 6 to Grade 9 Step 7.

Thank you,

Charlie Bradford



TREE  
CITY  
USA

# CITY OF KASSON

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

MEMO

To: Mayor and City Council  
From: Public Works Director Charlie Bradford  
Date: June 26<sup>th</sup>, 2020  
Subject: Evaluation of Electric Supervisor Jarrod Nelson

To Mayor and City Council:

Electric Supervisor Jarrod Nelson has been given his annual performance review. His performance consistently meets and sometimes exceeds the requirements of the position. Jarrod brings a positive attitude to work and works to learn as much as possible for his position. I recommend Jarrod be moved from Grade 13 Step 5 to Grade 13 Step 6.

Thank you,

Charlie Bradford

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



June 11, 2020

Honorable Mayor and City Council  
City of Kasson  
401 5<sup>th</sup> Street SE  
Kasson, MN 55944-2204

RE: Kasson, MN  
CCTV Inspection of Sanitary Sewer  
Pay Request No. 2

Dear Mayor and City Council:

Enclosed is Pay Request No.2 for work on the above referenced project.

We recommend payment in the amount of \$53,165.52 to:

Hydro-Klean, LLC  
333 NW 49<sup>th</sup> Place  
Des Moines, IA 50313

Please contact me if you have any questions.

Sincerely,

**WHKS & CO.**

A handwritten signature in blue ink that reads "Bryan Kaemingk".

Bryan Kaemingk, P.E.

BK/bk

Enclosure

cc: Timothy Ibisch, City Administrator  
Nancy Zaworski, Finance Director  
Brian Craig, Hydro-Klean

2905 South Broadway  
 Rochester, MN 55904  
 Phone: 507.288.3923



PARTIAL PAYMENT ESTIMATE  
 FOR CONSTRUCTION WORK COMPLETED

Project: CCTV Inspection of Sanitary Sewer  
 Project No.: 8897  
 Location: Kasson, Minnesota  
 Contractor: Hydro-Klean, LLC

Bid Price: \$ 206,452.58  
 Date: 6/11/2020  
 Estimate #: 2  
 % Complete: 55%

Line No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimate	Quantity Completed This Estimate	Quantity Completed to Date	Total
1.	Mobilization and Traffic Control	1	LS	\$ 4,800.00	0.5	0.0	0.5	\$ 2,400.00
2.	Heavy Clean	120	HR	\$ 225.00	0	0	0.0	\$ -
3.	Root Cutting	15,000	LF	\$ 0.75	0	0	0.0	\$ -
4.	Final Project Reports	1	LS	\$ 1,000.00	0	0	0.0	\$ -
5.	6-inch CCTV	1,000	LF	\$ 0.98	0	0	0.0	\$ -
6.	8-inch CCTV	131,043	LF	\$ 0.98	56,497.8	45,261.0	101,758.8	\$ 99,723.62
7.	10-inch CCTV	2,230	LF	\$ 0.98	0	968	967.6	\$ 948.25
8.	12-inch CCTV	13,434	LF	\$ 0.98	0	5,440	5,440.3	\$ 5,331.49
9.	15-inch CCTV	7,786	LF	\$ 1.10	0	485	484.6	\$ 533.06
10.	18-inch CCTV	7,856	LF	\$ 1.10	0	4,359	4,359.2	\$ 4,795.12
11.	24-inch CCTV	224	LF	\$ 1.98	0	0	0.0	\$ -

Total Work Completed \$ 113,731.55

Less 5% Retainage \$ (5,686.58)

Less Previous Estimates \$ (54,879.45)

Net Payment this Estimate \$ 53,165.52

**CITY OF KASSON**  
**RESOLUTION # 6.X-20**  
**RESOLUTION DENYING A VARIANCE FOR THE PROPERTY KNOWN AS**  
**903 12<sup>th</sup> Ave NW, KASSON, MN**

**WHEREAS**, Anthony Heaser, has submitted a request for a variance/vacation of 2.5 feet of the drainage easement on the south side of the property from the front of the standing garage to the back of the proposed addition to the home located on the property known as 903 12<sup>th</sup> Ave NW, Kasson, MN, and;

**WHEREAS**, at a public hearing duly held on the 18th day of May, 2020, the Planning Commission heard testimony of all persons wishing to comment; and

**WHEREAS**, the garage is built 2.5 feet into a drainage easement and an encroachment agreement is in place; and

**WHEREAS**, the appropriate City Staff and consultants have performed a technical review of the application, including attachments;

**WHEREAS**, following the public testimony and report of the technical review, the Planning Commission reviewed all relevant information regarding the request for a Variance; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA that the following Findings are hereby adopted regarding the application for a Variance for 903 12<sup>th</sup> Ave NW, Kasson, MN:**

This would encroach further into the drainage easement. See attached minutes from the Planning Commission meetings. Findings of Fact are attached.

**BE IT FURTHER RESOLVED that the Variance for 903 12<sup>th</sup> Ave NW, Kasson, MN, is hereby denied:**

**Adopted** this 24<sup>th</sup> day of June, 2020.

**ATTEST:**

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

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

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

## FINDINGS OF FACT FOR HEASER VARIANCE/VACATION

1. Exceptional or extraordinary circumstances or conditions apply to the property in question as to the intended use of the property that do not apply generally to other properties in the same Zoning District.

Not supported up the situational evidence. City Engineer advised against variance due to stormwater control issues.

2. The proposed Variance/Vacation is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same Districts and in the same vicinity. The possibility of increased financial return shall not, in itself, be deemed to warrant a variance.

Planning Commission found that this was the case, however not due to any action taken by the City staff or previous Councils

3. Approving the proposed Variance/Vacation will not be of detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance or the public interest.

Approval would be detrimental if the stormwater pipe replacement would need to be upsized.

4. The condition or situation of the specific piece of property for which the Variance/Vacation is sought is not of so general or recurrent in nature as to make a reasonably practicable the formulation of a general regulation for such conditions or situation.

Approval runs the risk of creating an ongoing need to permit other similar variances. For this reason, City Attorney advised against variance and indicated she felt legal threats were a minor risk.

5. The literal interpretation of the provision of this Ordinance would cause undue hardship to the property owner. Economic conditions alone shall not be considered a hardship.

Does create a hardship, however not proven to be insurmountable. Council has authorized a revision of the encroachment agreement to solve any problems that may exist.

**Approve**

**Deny**

Denied this 24<sup>th</sup> day of June, 2020 by the City of Kasson, MN City Council.

---

By: Mayor

---

Attest: City Administrator

MINUTES OF PLANNING COMMISSION MEETING  
May 18, 2020

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 18th day of May, 2020 at 6:30 PM

**THE FOLLOWING WERE PRESENT:** Commissioner Ferris, Commissioner Zelinske, Commissioner Torkelson, Commissioner Thompson, Commissioner Burton and Commissioner Fitch

**THE FOLLOWING WERE ABSENT:** Commissioner Tinsley

**THE FOLLOWING WERE ALSO PRESENT:** Administrator Ibisch, Clerk Rappe, City Attorney Leth, Anthony Heaser, and Barry O'Neil

**CALL TO ORDER AT 6:30PM**

**MINUTES OF THE PREVIOUS MEETING APRIL 20, 2020 - Motion made to Approve the April 20, 2020 Meeting Minutes made by Commissioner Thompson, second by Commissioner Burton with All Voting Aye.**

**PUBLIC HEARING HEASER VARIANCE REQUEST** – Chairman Ferris opened the Public Hearing Administrator Ibisch stated that the memo from the Zoning Administrator and the emails from the City Attorney and the City Engineer and the encroachment agreement that was made with the Murry's, the letter from the previous City Administrator and findings of fact. Staff recommendation is negative on this request. From the city's perspective the issue is between the previous owner of the property and the current owner.

Tony Heaser - 903 12<sup>th</sup> Ave NW – he highlighted the building permit allowing the house to be built on the easement and the building inspector approved it and issued a certificate of occupancy. He was not notified by the previous owners or his title company and lawyer. He wants to build an addition and is asking for a 2 ½ foot vacation of the easement on the north side. From the street back 22 feet to behind the garage. City Attorney Leth stated that Jay Hanson, the buyer's attorney, asked that this issue be addressed. So the time to address this would have been at closing. Attorney Leth stated that the encroachment agreement was recorded by Jay Hanson, Heaser's Attorney on July 16, the closing was on July 13 the agreement was passed by the City Council on July 11

Barry O Neil, representing Jay Hanson Title, yes Jay Hanson reached out to the seller's attorney Paul Kiltunen after the issue was identified. Attorney Leth stated there was never any discussion of a vacation agreement only an encroachment agreement with Mr. Kiltunen. Mr. O'Neill stated Jay Hanson asked Mr. Kiltunen for a vacation agreement. Mr. O'Neil threatened action to rescind this agreement if we can't fix this. Mr. O'Neil stated that his conversations with Mr. Theobald didn't have any problem vacating this easement.

Commissioner Burton asked if they can show that they can't sell the home. Attorney Leth stated that Mr. Heaser closed on the house with the encroachment agreement. Mr. O'Neil is only speculating that the home cannot be sold as it is. Mr. Heaser stated that the mortgage insurance will not insure a clouded title.

Commissioner Burton stated that this is between the seller and the buyer not the City and the buyer. Commissioner Burton stated that we have no evidence that the permit allows the encroachment, the building permit was signed off.

Commissioner Thompson stated that building has been allowed in easements but it is not recommended for the reason of property damage and if there is an easement that means there is utilities in that easement. Building in the easement is at the builder's own risk.

Attorney Leth stated that the City Engineer did not have an issue with the agreement and his concern is if the city needs to increase the size of the storm water main that he would not support a vacation of the easement.

Mr. O'Neil asked that if the variance is denied that something has to be done about this property. Mr. Heaser since the garage is already encroaching if the Commission would just give him a variance or vacation for the current encroachment so that he could have a clear title he will not put on his addition.

Public Hearing Closed

Commissioner Thompson – from a title standpoint is there a reason he would not have a clear title and the potential buyer would have the same issue. Not unless the buyer or title would object. Attorney Leth stated that she does not feel that this makes the title unmarketable, she noted the request came because it was unmarketable.

Chairman Ferris stated that Hanson (heaser's attorney) knew about the agreement and requested the agreement and still let the closing proceed.

Commissioner Thompson – this does not seem like this is the City's responsibility.

Commissioner Burton stated that this was presented as being requested by the title company and does not see any burden on the City regarding this.

Commissioner Fitch – does not believe that this is the City's problem. Does not think we should vacate our easement.

Commissioner Burton – this is a culmination of a bunch of errors and the City's resolve was to create the encroachment agreement to let the sale go forth and does not feel the variance of the easement should go forward.

Commissioner Thompson – this agreement happened after the fact of the building permit per the request of the buyer (Heaser).

Commissioner Torkelson – is afraid that if we were to grant this what will happen to others in this same situation.

Commissioner Zelinske – asked Heaser that he bought it and closed on it and then found out about it why didn't you go after the title company. Tony stated that even if the variance is not granted we need to fix this.

Commissioner Burton – **Motion to table to allow the homeowner to get together with City staff to figure out the best way to deal with this, second by Commissioner Thompson with All Voting Aye.**

**ZONING ORDINANCE REWRITE** - Laura Chamberlain, HKgi, took the Planning Commission through the Executive Summary of the Zoning Ordinance Rewrite. The Planning Commission had no questions but would like a copy of her presentation for the maps at the end.

Adjourn 8:26PM

Respectfully Submitted,

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Linda Rappe, City Clerk

MINUTES OF PLANNING COMMISSION MEETING  
June 8, 2020

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 8th day of June, 2020 at 6:30 PM

**THE FOLLOWING WERE PRESENT:** Commissioner Ferris, Commissioner Zelinske, Commissioner Tinsley, Commissioner Thompson, Commissioner Burton and Commissioner Fitch

**THE FOLLOWING WERE ABSENT:** Commissioner Torkelson

**THE FOLLOWING WERE ALSO PRESENT:** Administrator Ibisch, Clerk Rappe

**CALL TO ORDER AT 6:30PM**

**MINUTES OF THE PREVIOUS MEETING May 18, 2020 - Motion made to Approve the May 18, 2020 Meeting Minutes as submitted made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.**

**TABLED HEASER VARIANCE REQUEST** – The City Council would prefer to modify the encroachment agreement and that modified agreement is in the planning packet. The City Council will vote on this on Wednesday. **Motion to Deny the Variance Request made by Commissioner Burton, second by Commissioner Zelinske with all voting aye.**

**ZONING ORDINANCE REWRITE** – Clerk Rappe got the Planning Commissioners input into questions that she has come up with in the new code re-write. Clerk Rappe will pass that input along to Laura Chamberlain at Hoisington Koegler.

**ANNEXATION DISCUSSION** – Administrator Ibisch stated that the Orderly Annexation Agreement with Mantorville Township has expired and there are some parcels on the northeast side that are looking to develop and would like city services. Ibisch stated that the City can do this by joint resolution.

**OTHER** – Staff updated the Commissioners on a potential CUP revision on a storage unit that has been inquired about at City Hall.

Adjourn 7:34PM

Respectfully Submitted,

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Linda Rappe, City Clerk



**Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road  
St. Paul, MN 55155-4039**

June 9, 2020

Nicholas Ouellette, Economic Development Authority Staff  
City of Kasson  
401 5th Street SE  
Kasson, MN 55944

Dear Nicholas Ouellette:

RE: City of Kasson, Project Number: C015-20-4D  
Northwest Trail Connections

I am pleased to inform you that your application to the 2020 Local Trail Connections Program has been selected for funding. A reimbursement grant in the amount of \$82,390 will be established contingent upon final processing of your application.

Our program staff will contact you soon with more information on how to proceed with your project. If you have any questions, please contact Daniel Golner, Trail Grants Coordinator at 651-259-5599.

Thank you for helping to connect people and the outdoors by providing outstanding parks and trails in your community

Sincerely,

A handwritten signature in blue ink that reads 'Erika R. Rivers'.

Erika Rivers, Director  
Division of Parks and Trails

CC: Timothy Ibisch, City Administrator, City of Kasson  
File #C015-20-4D

**Subject:** Policing Protests

**Principal Issues:** Operational planning for protests; First Amendment rights of protesters; time, place, and manner restrictions on speech; the heckler's veto; Minnesota statutes making unlawful assembly and rioting a crime; and mass arrests.

**Date Issued:** March 15, 2019

**Prepared By:** League of Minnesota Cities Insurance Trust

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This memorandum provides a legal summary of the topics covered in the on-line training program you have just completed. You can print this out and keep it for future reference, or possibly share it with your city or county attorney if further research becomes necessary in the course of prosecuting a case.

### **Introduction:**

There are many special rules and considerations that apply when policing First Amendment-protected activities. Law enforcement officers have dual and sometimes conflicting responsibilities. They must safeguard First Amendment rights while also making sure that protesters do not violate the rights of others or cause violence. Policing protests requires careful planning and careful consideration of participants' First Amendment rights.

### **Operational Planning:**

Careful and detailed planning in advance—whenever possible—is crucial for responding appropriately to large-scale events. It is important to begin by considering the public safety needs of the situation, and then matching the law enforcement response to those needs.

Planning should also differentiate between events that will consist of demonstrating (lawfully engaging in free speech) and civil disobedience, which involves symbolic, nonviolent violations of

the law. If the protest activities will involve civil disobedience, then planning should encompass topics like whether arrests will be made, how they will be made, and how post-arrest processing will be carried out to accommodate the numbers of people involved.

Planning should also take into account whether First Amendment-protected activities will be involved. If the event is being held for the purpose of conveying a message, officers ought to keep that in mind and factor it into all aspects of the plan and response. Even well-intentioned efforts can result in First Amendment problems, so it is important to involve legal advisors at the earliest moments of the planning process. For example, while it may be permissible to collect information about a group holding an event—such as what they stand for, past protest activities, and who is involved—since this information can help law enforcement gauge the potential for criminal activity, collecting, storing, or disseminating information about people based on nothing more than their involvement in free speech activities may violate the First Amendment or create other legal problems.<sup>1</sup>

Finally, a detailed operations plan should be prepared prior to the start of the event to guide all officers involved, and officers should be fully briefed before the event begins. The plan should give officers clear definitions of their roles, including what time, place, and manner restrictions will be enforced, what kinds of disorder or interruptions to vehicle and pedestrian traffic will be tolerated, and when and under what

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<sup>1</sup> Global Justice Information Sharing Initiative, U.S. Dep't of Justice, *Recommendations for First Amendment-protected Events for State and Local Law Enforcement Agencies* (Dec. 2011), available at <https://it.ojp.gov/documents/d/Recommendations%20for%20First%20Amendment-Protected%20Events%20for%20state%20and%20local%20Law%20Enforcement.pdf> (last viewed Feb. 15, 2019).

circumstances the laws will be enforced. The plan should also provide guidelines for ensuring that police activities are carried out in a way that does not infringe on or disrespect the constitutional rights of those involved.

### **First Amendment Considerations:**

When policing protests, officers need to be able to recognize when they are dealing with a First Amendment issue and they need to be able to implement a solution that meets First Amendment standards, which can sometimes be quite exacting.

#### *Time, place, and manner:*

The place where protest activities are occurring is important. The government has the least amount of authority to regulate expressive activities in places that are considered traditional First Amendment forums.<sup>2</sup> The United States has a long tradition of allowing public streets and parks to be used for protests and demonstrations, and those are places where the government has the least amount of leeway to regulate expressive activities.<sup>3</sup> On the other hand, protesters generally do not have a right to disrupt the business being conducted at city hall just because it is a publicly owned building.<sup>4</sup> Protesters also do not have the right to protest on privately owned property. In 1999, the Minnesota Supreme Court held that the Mall of America is private property and that protesters do not have a First Amendment right to protest there.<sup>5</sup> Accordingly, protesters can be arrested for trespassing when they refuse to leave private property after being ordered to do so by the property owner or lawful possessor.<sup>6</sup>

While protesters have a right under the First

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<sup>2</sup> Cf. *U.S. Postal Service v. Council of Greenburgh Civic Ass'ns*, 453 U.S. 114, 131 (1981) (citing cases regarding protection for exercise of First Amendment rights in “traditional First Amendment forums”).

<sup>3</sup> *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 45 (1983).

<sup>4</sup> *Id.*

<sup>5</sup> *State v. Wicklund*, 589 N.W.2d 793, 798 (Minn. 1999); see *State v. Shepard*, No. A15-1303, 2016 WL 4262819, at \*3 (Minn. Ct. App. Aug. 15, 2016) (recognizing that *Wicklund* is controlling on First Amendment question).

<sup>6</sup> *Shepard*, 2016 WL 4262819, at \*2-3.

Amendment to protest in a public area, such as alongside a road, the government has an obligation to protect public safety and may place reasonable restrictions on the time, place, and manner of speech when necessary to protect public safety.<sup>7</sup>

When imposing restrictions on the time, place, and manner of First Amendment activities, the government must take care to avoid taking such regulations too far, due to the importance of the First Amendment rights at issue. Specifically, any restrictions on speech must be content-neutral, they must be narrowly tailored to protect an important government interest, and the restrictions must leave protesters with alternative ways to express their message.<sup>8</sup>

The primary First Amendment issue for law enforcement officers when policing protests comes down to when officers can, consistent with the constitutional protections for expressive activities, enforce existing laws when one of the side-effects will be a restriction on free speech. Unless expressive activities are actually violating a law, officers may have no authority to intervene.

### **The Heckler's Veto:**

When officers silence a speaker to stop a crowd's angry reaction to the message, the officers are, in effect, giving the crowd “veto power” over the speaker's First Amendment rights.<sup>9</sup> This concept has been labeled “the heckler's veto.”<sup>10</sup> The First Amendment protects the communication of unpopular messages, even when they are obnoxious and highly offensive to the vast

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<sup>7</sup> E.g., *Frye v. Kansas City, Mo. Police Dep't*, 375 F.3d 785, 789-91 (8th Cir. 2004); see also *State v. Otterstad*, 734 N.W.2d 642, 645-47 (Minn. 2007); *Snyder v. Phelps*, 562 U.S. 443, 454 (2011). Cf. *Cohen v. California*, 403 U.S. 15, 18-22 (1971).

<sup>8</sup> E.g., *Phelps-Roper v. City of Manchester, Mo.*, 697 F.3d 678, 686 (8th Cir. 2012) (“Content neutral time, place, and manner regulations . . . must be ‘narrowly tailored to serve a significant governmental interest’ and allow for ‘ample alternative channels for communication.’”).

<sup>9</sup> *Bible Believers v. Wayne Cnty., Mich.*, 805 F.3d 228, 234 (6th Cir. 2015).

<sup>10</sup> *Id.* at 234 n.1 (discussing origin of term “heckler's veto”).

majority of people in the crowd.<sup>11</sup> There is a constitutional difference between communicating messages that make a crowd so angry that it becomes violent, which is protected by the First Amendment, and intentionally inciting a crowd to violence, which is not protected.<sup>12</sup> Under the test announced by the U.S. Supreme Court in *Brandenburg v. Ohio*, speech cannot be sanctioned as incitement to riot unless:

1. The speech explicitly or implicitly encourages the use of violence or lawless action;
2. The speaker intends that his or her speech will result in the use of violence or lawless action; and
3. The imminent use of violence or lawless action is the likely result of the speech.<sup>13</sup>

In situations that do not satisfy the *Brandenburg* test, silencing the speaker would amount to a heckler's veto. "[P]unishing, removing, or . . . silencing a speaker due to crowd hostility" is hardly ever appropriate.<sup>14</sup> Instead, officers have an affirmative duty to control the crowd's behavior so speakers can convey their ideas, no matter how unpopular.<sup>15</sup>

In sum, the rights of a speaker to engage in protected free speech—even if the message is wildly offensive—are greater than those of listeners who want to respond by throwing rocks and bottles.<sup>16</sup> Measures for protecting the speaker's rights to speak could include arresting individual hecklers who break the law, cordoning off the speakers so they're separated and safe from the crowd, or even attempting to disperse the entire crowd if that becomes necessary.<sup>17</sup> Legally speaking, removing the speaker for his or her own protection is a last resort, only to be used when officers would be at unreasonable risk of injury if they kept up the efforts to protect the speakers.<sup>18</sup>

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<sup>11</sup> *Id.* at 243.

<sup>12</sup> *Id.* at 244-45

<sup>13</sup> *Id.* at 246; *see also* *Brandenburg v. Ohio*, 395 U.S. 444, 447-48 (1969).

<sup>14</sup> *Bible Believers*, 805 F.3d at 248.

<sup>15</sup> *Id.* at 250-51.

<sup>16</sup> *See id.*

<sup>17</sup> *Id.* at 253.

<sup>18</sup> *Id.* at 255.

## Specific Crimes and Enforcement Considerations:

There are a few statutes in the criminal code that are particularly relevant to policing protests. The statutes make it a crime to assemble under certain circumstances, and they make rioting a crime.

### *Unlawful assembly:*

Minnesota has two statutes that address the offense of unlawful assembly. The first is Minnesota Statutes section 609.705, which states:

When three or more persons assemble, each participant is guilty of unlawful assembly, which is a misdemeanor, if the assembly is:

(1) with intent to commit any unlawful act by force; or

(2) with intent to carry out any purpose in such manner as will disturb or threaten the public peace; or

(3) without unlawful purpose, but the participants so conduct themselves in a disorderly manner as to disturb or threaten the public peace.<sup>19</sup>

The courts have limited the law's reach, in order to protect First Amendment rights.<sup>20</sup> The statute can only be applied to conduct that unreasonably interferes with or denies the rights of others to "peacefully use their property or public facilities without obstruction, interference, or disturbance."<sup>21</sup>

The second is Minnesota Statutes section 609.715, which states:

Whoever without lawful purpose is present at the place of an unlawful assembly and

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<sup>19</sup> Minn. Stat. § 609.705 (2016).

<sup>20</sup> *State v. Hipp*, 213 N.W.2d 610, 614 (Minn. 1973).

<sup>21</sup> *Id.*; *see also* *State v. Grinde*, No. A09-380, 2010 WL 154714 (Minn. Ct. App. Jan. 19, 2010).

refuses to leave when so directed  
by a law enforcement officer is  
guilty of a misdemeanor.<sup>22</sup>

### *Rioting:*

Minnesota statutes, § 609.71, establishes three degrees of the crime of rioting.<sup>23</sup> The least severe, Riot Third Degree, is a gross misdemeanor.<sup>24</sup> It makes it unlawful for three or more persons who are assembled to disturb the public peace “by an intentional act or threat of unlawful force or violence to person or property.”<sup>25</sup> Second degree rioting involves the same conduct while one is armed with a dangerous weapon, or with knowledge that any other participant is armed with a dangerous weapon, and is a felony.<sup>26</sup> First degree rioting is rioting that results in death when one of the persons is armed with a dangerous weapon.<sup>27</sup>

### **Mass Arrests:**

The Fourth Amendment generally requires that law enforcement officers have probable cause to believe a particular individual committed a crime before arresting that person. In very limited circumstances, courts are starting to recognize an exception to this rule and holding that it may be reasonable to arrest all persons who are acting as part of a “unit” that is engaging in criminal activity.<sup>28</sup> However, when arresting a group for criminal misconduct, officers must still exercise reasonable care to make sure that individuals who are mistakenly caught up in the mass arrest are released as quickly as possible.

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<sup>22</sup> Minn. Stat. § 609.715; *see also Kelly v. City of St. Paul*, No. 09-CV-461 (JRT/JSM), 2010 WL 4272460 (D. Minn. Oct. 18, 2010) (applying Minn. Stat. § 609.715 and affirming conviction after protesters failed to disperse despite multiple commands to do so).

<sup>23</sup> Minn. Stat. § 609.71; *see also Binion v. City of St. Paul*, 788 F. Supp. 2d 935, 942-45 (D. Minn. 2011).

<sup>24</sup> *Id.* § 609.71, subd. 3.

<sup>25</sup> *Id.*

<sup>26</sup> *Id.* § 609.71, subd. 2.

<sup>27</sup> *Id.* § 609.71, subd. 1.

<sup>28</sup> *See, e.g., Bernini v. City of St. Paul*, 665 F. 3d 997, 1003-05 (8th Cir. 2012); *Benjamin v. Peterson*, No. 12-CV-220 (DWF/SER), 2013 WL 3097271 (D. Minn. June 18, 2013).

**(Bold is updated or new, page #s and formatting will be completed once approved)**



# **CITY OF KASSON EMPLOYMENT POLICY HANDBOOK**

**Adopted by the City Council on \_\_\_\_\_, 2020**

**CITY OF KASSON**

## EMPLOYMENT POLICY

(PAGE NUMBERS WILL BE FORMATTED UPON APPROVAL OF THE HANDBOOK)

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**If this policy and union contracts differ union employees should consult their respective contracts**

CITY OF KASSON  
EMPLOYMENT POLICY

PART I.

A. GENERAL POLICY STATEMENT, ORGANIZATION & AUTHORITY

In adopting this policy, it is the intention of the City Council to establish, insofar as permitted by the laws of the State of Minnesota and the ordinances of the City of Kasson, a uniform City policy, and the following rules, regulations and policies shall apply to all City employees regardless of position except those policies applying to union members as stipulated in a union contract. Any conflict between these policies and other authorized guidelines shall be resolved by the controlling boards or commissions.

B. STATEMENT OF POLICY

It is the policy of the City of Kasson, in recognition of the essential rights of all employees and applicants as individuals, to provide equal opportunities without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission. This policy applies to all phases of employment including, but not limited to, recruitment, hiring and promotion in all job classifications.

It is also the policy of the City of Kasson to take Affirmative Action to insure that all personnel actions, such as rate of compensation, employee benefits, transfers, lay-offs, demotions, training, terminations and promotions shall be administered without regard to race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission.

**"The provisions of this personnel policy serve as a guide for administrative actions concerning City personnel matters and shall not be construed as contractual provisions or as establishing terms of employment. All City employees subject to these guidelines are "at will" employees. The City may terminate any employee with or without cause at the sole discretion of the City under guidelines of this policy.** These guidelines as set forth supersede past practices and /or written representation of regular terms or conditions of employment. Rules set out below are not necessarily all-inclusive because circumstances that have not been anticipated may arise, which require or warrant appropriate disciplinary action, including discharge.

Failure of an employee to perform in a manner consistent with this policy shall constitute grounds for reprimand, suspension, demotion or dismissal.

C. RESOLUTIONS REPEALED

Resolutions relative to the personnel and employment policy heretofore adopted by the City Council are hereby repealed. All previous policies inconsistent with those contained herein are also repealed.

**This policy supersedes any and all prior versions of the policy, and all employees are subject to its terms and conditions.**

D. DEFINITIONS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

Appointing Authority means the City Council or other officer or board authorized by the statute or lawfully delegated authority to make appointments to positions under the City policies.

Council means the City of Kasson City Council.

Day means calendar day except where otherwise stated in a specific rule.

Demotion means a change by an employee from a position to another position with less responsible duties and a lower salary range.

Department Head means an appointed City official duly authorized and responsible to supervise the activities of a department or agency under his or her jurisdiction. The persons in the following positions shall be considered to be Department Heads: the City Administrator, the Community Development Director, the Finance Director, the Electric Supervisor, the Water/Wastewater Supervisor, the Park and Recreation Director, the Director of Public Works, the Chief of Police, the Liquor Manager, Fire Chief, the Ice Arena Supervisor and the Library Director. Additionally, the City Administrator shall be the supervisor of all of the aforementioned Department Heads.

Desirable Qualifications means the requirements of training and experience desired but not necessary to qualify for a given position.

Dismissal means the termination of employment of an employee for cause.

**Employee means an individual who has successfully completed all stages of the selection process.**

**Fulltime means an employee who is required to work forty (40) or more hours per week year-round in an ongoing position.**

Layoff means the forced termination of employment because of shortage of funds or curtailment of services.

Military Leave means the leave of absence granted by state law to employees entering active duty in the armed forces of the State of Minnesota or the United States of America.

Medical Leave means the leave of absence granted by state and federal law to employees meeting the medical qualifications as set forth in policy.

Minimum Qualifications means the requirements of training and experience necessary to qualify for a given position.

Position means a group of current duties and responsibilities, assigned by a department head with recommendation and approval by the City Council, requiring the full or part-time employment of one person.

Probationary Period means the first six (6) months working test period during which a new appointee is required to demonstrate his or her fitness for the position to which he or she is appointed by actual performance of the duties of the position. Police have a one-year probationary period.

Promotion means a change of an employee from one position to another with more responsible duties and a higher salary range.

Resignation means the termination of employment made at the request of the employee.

**Seasonal Employee means employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, seasonal employees will be scheduled with business needs and in a manner that ensures positions retain seasonal status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.**

Suspension means an enforced leave of absence with or without pay, for disciplinary purposes pending investigation of charges made against an employee.

Temporary Appointment means **a non-permanent, time limited appointment.**

**Temporary Employee means an employee hired for a specific number of days not to exceed 180 days.**

Termination means retirement, resignation or dismissal of an employee.

Transfer means a change from one position to another having the same salary range and usually involving the performance of similar duties and requiring essentially the same qualifications of training and experience.

Veterans means all persons defined as veterans by Minnesota Statute Section 197.45, as amended.

Veterans Preference means the preference granted to veterans by Minnesota Statutes, Section 197.45 and Section 197.46 as amended.

## PART II.

### A. PROCEDURES

#### 1) Applications

All applications for City positions may be obtained from the City Administrator's office of the City of Kasson. All applications shall be processed by the City Administrator and the appropriate Department Head at the authorization of the City Council. Applications for employment shall generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. **Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.**

**Unsolicited applications will not be kept on file.**

**Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.**

#### 2) Examination

At the present time there are no validated examinations in use for general City employment. This does not apply to Minnesota Merit System or Civil Service.

#### 3) Conditions of Employment

All full and part time employees shall be required to pass a physical examination **and drug test performed** by a qualified licensed physician as a condition of employment. The physical examination **will include criteria set by the City and both it and the drug test** shall be paid for by the City

As a condition of employment, a criminal background check shall be performed on all applicants selected for interview for employment with the City of Kasson. The results of the criminal background check must be to the satisfaction of the City Administrator and the City Council.

As a condition of employment any potential new employee who would be required by their job description to use City vehicles shall have their driving record checked. The results of the driving record check must be to the satisfaction of the City Administrator and the City Council.

Police candidates are also required to take and pass a psychiatric evaluation. The psychiatric evaluation shall be paid for by the City.

As a condition of employment every employee shall enroll in Direct Deposit of their paycheck.

The use of public property for personal use is strictly forbidden. This includes but is not limited to: borrowing vehicles or equipment for private use; washing private vehicles in public buildings; changing oil or other mechanical work on a private vehicle in a public building (it makes no difference if it is the weekend); allowing others access to public building or equipment for personal use; using meeting rooms for private parties or events that are not regularly available to the general public, etc.

#### 4) Probationary Period

Every employee hired, rehired, transferred or promoted shall be required to successfully complete a probationary period of six months from the date of employment, transfer, or promotion. This period shall be used to observe closely and evaluate the employee's performance, to secure the most effective adjustment of the employee to his or her position. The evaluation procedure and the personnel policy shall be adhered to. Only employees whose performance meets the "meets expectations" standard of work shall be recommended for retention. The probationary period for police officers is 12 months.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting regular status or terminating the employee, a six-month extension of the probationary period may be granted. A request for extension must be made through the office of the City Administrator with final decision by the City Council. A request for extension must be submitted by the beginning of the sixth month and shall specify the reasons why the extension is required. A copy of the request shall be provided to the probationary employee.

#### 5) Terminations

##### a. Resignation

An employee may resign from City employment by presenting his or her resignation in writing to the supervisor, with a copy to the City Administrator. At least 14 calendar days shall be required to resign in good standing. Department Heads shall be required to give at least 30 days written notice of termination. Unauthorized leave of absence by an employee for three consecutive workdays shall be considered as a resignation by such employee.

##### b. Reduction In Force

The City Council may terminate an employee without prejudice for the reasons of abolition of a position, shortage of work or funds, or other valid reasons outside the employee's control. No employees shall be terminated while there are emergency, limited-term or probationary employees serving in the same type of position.

##### c. Retirement

Employees intending to retire should notify the City Administrator's office at least 30 days prior to their last workday.

##### d. Termination of Employment Process

An employee desiring to terminate employment shall notify his/her department head in writing (signed) of his/her intention to retire or resign. The copy of this notice shall be sent to the office of the City Administrator for submission to the City Council.

On the employee's final date of employment, he/she shall be responsible for the surrender of all City property to include keys, equipment, materials, city issued clothing, **files, records, usernames,**

**passwords**, etc., to his/her department head. Said items returned shall then be verified by employee's department head as a separate entry in employee's personnel file.

The City Administrator shall issue the appropriate warrants for pay and separation benefits and conclude the individual employee record.

6) Status Changes

a. Promotions/Transfers

Promotions or transfers may be made in emergency situations or when deemed practical by a Department Head and approved by the City Council. The employee must already possess the required qualifications and the required probationary period shall begin from the date of promotion.

Whenever an employee transfers from one City position to another, he or she shall carry with him or her to the new position any accumulated sick leave and vacation benefits, as well as his or her seniority.

7) Evaluation

New employees shall receive training and periodic feedback as to their performance during their probationary period.

Upon the expiration of the probationary period, the employee shall be evaluated using standard evaluation procedures to determine whether the employee shall be placed on regular status. The evaluation date shall be based on the position hire date.

Each regular employee shall be evaluated annually in a private meeting with at least the immediate supervisor, the results to be placed in the employee's personnel file following Council action. Evaluations shall be considered in determining wage/salary step increases and in making promotions, demotions and dismissals. **At least a "meets expectations" is required to be able to gain a step on the pay scale.**

8) Other Employment

Although other employment is not encouraged by the City, any City employee engaging in outside employment shall adhere to the following guidelines:

Employees may not engage in any outside occupation, employment or business that might hinder their impartial or objective performance of their public duties, be incompatible with their City employment or impair their efficiency on the job. Bona fide members of the Kasson Fire Department or the "First Responders," may, at their discretion, respond to emergency fire or medical calls during regular hours of employment; however, City employees performing emergency or critical duties for the City at the time of an emergency fire or medical call, shall not respond to said emergency fire or medical call.

Other employment shall be regarded as secondary to regular City employment and shall not interfere with availability of employees for emergency or call in duty. There shall be no worker's compensation or sick leave payments to any individual injured in the course of outside employment.

## 9) Disciplinary Actions

### a. Verbal Reprimand

A verbal reprimand shall be the most informal type of discipline, and shall be the initial means with which violations of this policy or departmental policy shall normally be dealt. Upon the recognition of a violation by, or problem with, an employee, the Department Head **may** serve documented notice on the employee by verbal reprimand with his/her recommendation toward resolving the employee's action.

### b. Written Reprimand

Upon the failure of verbal reprimand to correct a condition under which employee's performance continues to be substandard or unsatisfactory, or if the employee continues to violate policies of the City, the responsible department head may resort to reprimanding the employee in writing. A written reprimand shall be construed as a warning, and shall clearly describe the nature of the violation and required action and shall be signed by both the department head and the employee. The department head shall cause a copy of the written reprimand to be furnished to the City Administrator's office. The employee shall have the opportunity to respond to the charges conveyed in the reprimand. **Serious infractions may require skipping either the verbal or written reprimand, or both.**

### c. Suspension, Demotion, and Discharges and Causes Therefore

When a department head has good reason to believe that an employee under his or her jurisdiction has given cause for his or her suspension, demotion or discharge, he or she shall notify said employee, in writing, setting forth the charges against him or her. Said written charges shall, with the recommendation of the City department head, then be filed immediately with the City Administrator for subsequent action by the City Council. Upon an official action by the City Council, the City Administrator shall cause a statement of such findings and the decision of the City Council to be served in writing on the employee. Service of this decision upon the employee shall constitute an official notice of his or her suspension, demotion, discharge or exoneration as the case may be. The charges, reply and order of the suspension, demotion, discharge or exoneration shall be filed in the City Administrator's office in the employee's personnel file.

The following causes, while not exclusive, may be causes for suspension, demotion or discharge of an employee from City employment; when such employee:

1. Has violated any lawful and responsible official regulation or order or failed to obey any lawful and reasonable direction made and given by his/her superior(s), when such violation or failure to obey constitutes an act of insubordination or a serious breach of proper discipline has resulted or may reasonably be expected to result in loss or injury to the employee, co-worker or the public;
2. Has been determined intoxicated or impaired due to a prescribed or an unprescribed narcotic drug while on duty;
3. Has been wantonly offensive in his or her conduct or language toward the public or other employees;

4. Has been incompetent or inefficient in the performance of the duties of his or her position;
5. Is careless or negligent with property of the City;
6. Has used, threatened or attempted to use, political influence in securing promotion, leave of absence, transfer, change of classification, pay or nature of work;
7. Has been induced, has induced, or attempted to induce an employee in City government to commit an unlawful act, or to act in violation of any lawful and reasonable official regulation including this policy, or has taken any fee, gift, or thing of value in the course of his or her work or in connection therewith for his or her personal use from any person, when such fee, gift, or item of value is given in the hope or expectation of receiving a favor or better treatment than that normally accorded other persons;
8. Has been absent from duty without leave as defined in this policy or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved, revoked or canceled by the City Council; provided, however, that if such absence or failure to report for duty is excusable, the department head with the approval of the City Council may revoke the charges;
9. Has willfully made a false statement in any questionnaire, application, or form designed or used for the purpose of gaining employment in the City; or has shown proven dishonesty in the performance of duties;
10. Has been guilty of gross misconduct, which shall include but not be limited to petty theft or loan of public property for private or personal use on or off government premises;
11. Illegal sales of intoxicating beverages by employees of the Municipal Liquor Store:

Any employee of the Kasson Municipal Liquor Store who commits an "illegal sale" of an intoxicating liquor shall be discharged notwithstanding any other section or provision contained in the City of Kasson Employment Policy. When the Kasson Municipal Liquor Store manager has good reason to believe that an employee under his/her jurisdiction has made an illegal sale, he or she shall notify said employee, in writing, setting forth the charges against him or her. Said written charges shall then be filed immediately with the City Administrator for subsequent action by the City Council. Upon an official action by the City Council, the City Administrator shall cause a statement of such findings and the decision of the City Council to be served in writing on the employee. Service of this decision upon the employee shall constitute an official notice of his/her discharge or exoneration as the case may be. The charges, reply and order of discharge or exoneration shall be filed in the City Administrator's office in the employee's personnel file.

For the purposes of this section, an "illegal sale" of intoxicating liquor shall be any one or a combination of the following acts:

- a. A sale of intoxicating liquor to a minor.
- b. The sale of intoxicating liquor to an obviously intoxicated person.

- c. The sale of intoxicating liquor on a day or at a time when, by statute, it is illegal to sell intoxicating liquor.

#### 10) Hours of Work

The regular workday for Kasson City Employees shall be eight hours. The regular workweek shall be 40 hours. Department heads reserve the right to vary the scheduling depending on need not to exceed 40 hours in a seven-day (Sunday-Saturday) period.

Department heads may schedule lunch periods for their respective employees on a staggered basis, in those departments where keeping that department open during lunch and break periods is necessary. **An unpaid lunch break of at least 30 minutes will be given to employees when an employee works eight (8) or more consecutive hours.** Fifteen minutes shall be the maximum normal rest period and may be taken twice daily at the discretion of the respective department head. Rest breaks are not to be used to extend lunch breaks, extending starting time or used to leave early. Rest breaks may not be accumulated.

Union employees should consult their individual contracts

#### 11) Overtime

##### a. Exempt Positions

Exempt employees working for the City of Kasson meet the criteria outlined in one of the four Fair Labor Standards Act (FLSA) exemptions (Executive, Administrative, Professional and Computer) in order to meet the “duties” test and be considered exempt.

Exempt employees under the Fair Labor Standards Act are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. In recognition for working extra hours, these employees may take some time off during the normal working hours with supervisory approval. Employees shall not earn overtime but also shall not be subject to variations in pay based on quality or quantity of work actually performed. Exempt employees receive a predetermined amount of pay each pay period. Exempt employees must submit a time sheet to report paid sick, holiday and vacation leave. Submission of a time sheet for regular work hours is voluntary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) or more hours on a given day. Exempt employees must communicate their absence to the City Administrator or his/her designee who has discretion to deviate from the standard leave policy for specific situations. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

Absences of less than four (4) hours do not require the use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal workday requirement.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation shall be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position’s

responsibilities, the position shall be reviewed to determine whether a part-time position shall meet the needs of the City.

Deductions from the weekly salary may be made when: The employee is absent for a day or more for personal reasons unrelated to illness or injury; the employer imposes penalties for a major safety violation (e.g., suspension without pay); no work is performed in that week.

b. Non-Exempt Positions

The maximum workweek for non-exempt employees shall be 40 hours. Overtime may be worked with the prior consent of the respective department heads. When an employee works more than forty (40) hours, the City must pay overtime at the rate of 1 1/2 times the employer's rate of pay, or shall grant time off through compensatory time at 1 1/2 hours off for each hour of overtime worked.

Union Employees should consult their respective contracts.

Vacation, sick leave, **comp time, holidays** and breaks of less than 15 minutes shall be counted as hours worked for the purpose of determining entitlement to overtime compensation.

c. Compensatory Time

Compensatory time-off shall be allowed as a method of overtime payment. This means that employees will receive **1 1/2 hours off for each hour worked in excess of 40 hours per week credited to the employee's comp time account.** This **comp time** shall then be used as time off at such time mutually agreeable to the employee and the Department Head. The employee shall have the option of choosing compensatory time or monetary compensation for hours worked in excess of 40 hours per week. It is intended the above procedure shall permit the City to provide each regular employee with a full paycheck on a year around basis and to avoid unpaid layoffs.

Comp-time shall be used up as time off as soon as practical. The compensatory time off must be documented on the employee's time form, and may not at any time accrue to more than 80 hours of available compensatory time. Compensatory time off shall not be counted as hours worked for the purpose of determining entitlement to overtime compensation.

d. On-Call

**Union employees should consult their respective contracts.**

e. Court Time

When a police officer is required to appear in court on City matters on his day off, court time shall be considered work time. The officer shall be paid for court time from the time they leave their home destined for the courthouse to the time they return home from the courthouse.

**Union Employee Consult your Contract**

f. Meals, Breaks

**Union Employees Consult your contract.**

If a police officer is not completely relieved from duty for the purposes of eating regular meals (breakfast, lunch or dinner), these meal periods shall be considered work time in the computation of the officer's entitlement to overtime compensation. If the police officer is completely relieved from duty for the purpose of eating regular meals, these bona fide meal periods shall not be considered as work time.

g. Seasonal, Temporary and Part Time Employees

Seasonal, temporary, part-time employees shall be paid overtime in an amount equal to the minimum overtime rate established by the State of Minnesota Fair Labor Statutes Act.

12) Compensation Plan

The City of Kasson utilizes a Base Pay Structure. Adjustments may be made upon approval of the City Council.

a. Regular Employees

**Only those employees who receive a “meets expectations” or higher on their annual performance evaluations shall be eligible for continued pay adjustments.**

b. Part Time Employees

**Once the part-time employee has worked 1000 hours, they shall have a performance evaluation. Only those employees who receive a "meets expectations" or higher on the performance evaluation shall be eligible for a step increase.**

c. Paydays

Paydays shall be on a biweekly basis. All employees shall participate in the electronic transfer of paychecks, known as Direct Deposit.

13) Drug Free Awareness Program

The City's ongoing "Drug-free Awareness Program" is hereby established to inform employees regarding:

1. The dangers of drug abuse in the workplace.
2. The City's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It shall be the responsibility of the Office of City Administrator to inform all new employees of this policy at orientation and all present employees by written notification.

14) Drug-Free Workplace Policy

a. Scope

The Drug-Free Workplace Act of 1988 (hereafter "Act") was enacted on November 18, 1988, as part of other federal omnibus drug legislation. This law requires organizations applying for federal grants to certify that they shall provide a drug-free workplace.

In accordance with the Act and for the benefit of its employees, the City of Kasson through the implementation of this policy is committed to maintaining a drug-free workplace.

b. Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Any violation of this policy by an employee of the City of Kasson shall result in personnel action as indicated in Item C, including possible termination of employment, when appropriate.

c. Guidelines

1. Terminology

Unless otherwise indicated in this policy, the terms used have the same meanings that they have in the Act and in the regulations adopted pursuant to the Act. The term "workplace" refers to all facilities or places operated or owned by the City as well as any location at which an employee is engaged in work for the City.

2. Responsibilities

- a. As a condition of employment, employees shall abide by the policy and notify the office of the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.
- b. Within ten (10) days after receiving such notice from the employee or otherwise receiving actual notice of the conviction, the City shall notify the appropriate federal agency.
- c. In addition, within thirty (30) days of receiving such notice from the employee or otherwise receiving actual notice of the conviction, the City shall take at least one (1) of the following actions in regard to the convicted employee:
  - 1. Take appropriate personnel action against the convicted employee, up to and including termination; and/or
  - 2. Require the convicted employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- d. Procedures for employees with Commercial Driver's Licenses who test positive for drugs or alcohol must follow procedures set out in the MMUA Drug and Alcohol Testing Consortium.

### Alcohol Testing, Limitation of Duties and Employee Compensation

If the test of a City of Kasson Employee, who is subject to the requirements of 49 C.F.R. Part 382, results in an MRO verified positive test or breath test for alcohol with an alcohol concentration of 0.04 or greater, the employee is placed on leave immediately following notification and is permitted to use compensatory time, sick time or vacation time, and/or unpaid leave. At a minimum, an employee who has violated the prohibited alcohol use rules shall not be allowed to return to duty until a subsequent test results in an MRO verified negative test.

An employee whose test results indicate an alcohol concentration of 0.02 or greater, but less than 0.04, shall not be allowed to perform safety sensitive functions until the start of the employees next regularly scheduled duty period, but not less than 24 hours following the alcohol test. The employee shall not be allowed to drive City vehicles during the same period and a designated supervisor shall arrange for the employee to receive a ride home. Leave shall continue as described herein until a subsequent test results in an MRO verified negative test.

### Drug Testing, Limitation of Duties and Employee Compensation

If the test of a City of Kasson employee, who is subject to the requirements of 49 C.F.R. Part 382, results in an MRO verified positive test for drugs, the employee is placed on leave immediately following notification and is permitted to use compensatory time, sick time or vacation time and/or unpaid leave. The employee is entitled to the option of a retest of the initial sample for confirmation, the cost of which is provided for by the employee.

### Assessment, Treatment and Follow-up Testing for Drugs or Alcohol

The employee shall be referred by the City of Kasson to an appropriate substance abuse professional for assessment and enrollment in a treatment and rehabilitation program. The employee must be assessed and, if recommended by the substance abuse professional, initiate treatment for drug or alcohol abuse by the preapproved agency as quickly as possible, but within a time not to exceed five working days. Results of the positive drug or alcohol test and terms of the rehabilitation shall remain confidential, except as provided by the Federal Regulations.

Employees referred to the treatment of a rehabilitation program as a result of an MRO verified positive drug test or breath or other test showing an alcohol concentration above 0.04, must comply with all other conditions of treatment and counseling program recommended by the substance abuse professional.

Successful completion of the prescribed program shall be required for the employee to continue employment with the City of Kasson. Return to duty shall occur only upon the direction of the MRO or substance abuse professional. Upon returning to work, employees shall be subject to a minimum of six unannounced tests for a period of not to exceed sixty months.

### Financial Responsibility

All insurance benefits in force at the time of the position test shall continue at the expense of the City, and shall be reimbursed by the employee within sixty days of his or her return to work or upon termination of the employee's employment, whichever occurs first thus assuring the continuation of benefits for the

employee upon return to work. All expenses of the substance abuse treatment and rehabilitation program shall be paid for by the employee, with the employee health insurance provider funding that portion as provided in the benefit plan. Employees opting to not comply with any portions of the assessment, treatment and follow-up requirements, also opt to discontinue employment with the City of Kasson, at which time the costs incurred by the City are due in full.

Work Duties and Return to Work

Non-covered duties of the employee on leave shall be reassigned until the MRO or substance abuse professional determines that the employee may return to duty. Employees who undergo substance abuse treatment and counseling under this policy and who continue to work for the City of Kasson must meet all established standards of conduct and job performance.

Disciplinary Actions

An employee holding a commercial drivers license whose test results indicate drug use or alcohol concentration of 0.04 or greater shall be subject to the Disciplinary Actions for employees as outlined in this Policy.

Repeat Offense

If an employee is undergoing substance abuse treatment and counseling or has returned to duty upon successfully completing such treatment and rehabilitation and a subsequent test is verified by the MRO as positive, or results in an alcohol concentration of 0.04 or greater, the employee shall be terminated.

15) Mutual Respect Policy

a. Purpose

Mutual respect, consideration, and courtesy are traditional at the City of Kasson and are expected of every member of its staff. All staff members of the City of Kasson have the right to pursue their careers without fear of intimidation or harassment from co-workers or their organizational superiors.

b. Policy

Disrespectful behavior of any kind -- sexual or any other form, ranging from malicious or idle gossip, backstabbing, inappropriate humor and subtle hints to overt acts, threats or physical contacts--shall not be tolerated. An individual who experiences intimidation or harassment is asked to report it, using the complaint policy and procedure listed in item 15A.

15A Complaint Policy and Procedure

Complaints directed to City Administrator, the Department Heads or Supervisors shall be considered as to whether the complaint alleges illegal activity, a violation of city policy, or simply poor employee conduct. The City particularly and specifically has an obligation to investigate if there are complaints of discrimination or harassment; employee theft, embezzlement, or fraud; retaliation based upon making a complaint or claim of any type of harassment. No employee who reports a complaint shall be retaliated

against in any way. Retaliation of any type shall also be categorized as harassment under the Mutual Respect Policy. All written complaints must be investigated. All written complaints must be signed, confidentiality cannot be guaranteed.

In a timely manner, response to a complaint may include some or all of the following:

- Consultation and review of employee handbooks, personnel policies, union contracts, city code and other written procedures, particularly to determine the appropriate course of action and documentation.
- Contact with law enforcement if necessary
- Selection of an investigator, if it is not the person to whom the complaint was made.
- Interview with the complainant
- Interview with offender
- Interviews with others as appropriate
- Review of information gathered
- If appropriate, corrective action shall be taken. The City has the right to apply any sanctions or a combination of sanctions to deal with unreasonable conduct, such as:
  - Counseling the offender(s)
  - Establishment of an improvement plan
  - Probation, with a warning of suspension or discharge for continuing or recurring offenses
  - Suspension without pay
  - Termination

Any disciplinary action resulting from a complaint should be placed in the offender's personnel file.

If at the end of the review conducted by the City Administrator, the Department Heads or Supervisors, the complainant feels the complaint is not satisfactorily resolved, the person may approach the City Council.

#### 16) Harassment Policy

The City of Kasson is committed to providing a work environment that is free of discrimination. Harassment based upon a person's race, creed, color, religion, national origin, age, sex, disability, ancestry, sexual orientation, marital status, status with regard to public assistance, or membership on a local human rights commission is unlawful. In keeping with this commitment, the City of Kasson strictly prohibits unlawful harassment in any form, including verbal, physical and visual harassment.

This policy strives to provide a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of supervisors, co-workers, visitors or agents of the City. This included a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment of all types is against the law and shall not be tolerated by the City of Kasson.

If an employee believes they have been harassed by a co-worker, supervisor, visitor, or agent of the City, they should follow the Complaint Policy and Procedures set out in 15A of this handbook.

#### 17) Sexual Harassment Policy

It is the policy of the City of Kasson that sexual harassment of employees is prohibited. The City of Kasson believes that every employee has the right to a work environment free from sexual harassment.

Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include termination.

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
4. such conduct is based on sex and would have not occurred "but for" the sex of the victim even though it is not clearly sexual in nature of an explicit sexual advance.

Anyone wishing to file a claim of sexual harassment should follow the Complaint Policy and Procedure set out in 15A of this handbook.

#### 18) Conflict of Interest Policy

To maintain proper control and accountability over City functions and operations and to reduce potential organizational conflicts of interest that may arise due to the employment of an employee's spouse, relative or roommate, the following policy shall apply:

- a. The term "relative" when used in this policy shall mean any two or more individuals who are related to each other by blood, marriage, adoption or legal guardianship. This shall include "relative" of council members or their spouses as defined here.
- b. The term "roommates" when used in this policy shall mean any two or more individuals who reside in the same dwelling unit.
- c. The City shall not employ two or more roommates or two or more persons who are relatives in regular full-time or regular part-time positions under the following circumstances:
  1. Where one employee shall appoint, supervise, evaluate, discipline or dismiss another of his/her relatives or his/her roommate.
  2. Where one employee shall be responsible for auditing the work of another member of his/her relatives or his/her roommate.
  3. Where confidentiality of the City would be compromised.

4. Where other circumstances exist, which would place those defined as “relatives” or “roommates” in a situation of actual, reasonably foreseeable or perceived conflict between the City’s interest and their own.

### (19) COMMUNICATIONS

EVERYTHING INCLUDED IN THE COMMUNICATIONS SECTION IS SUBJECT TO THE MN DATA PRACTICES ACT AND IS THE PROPERTY OF THE CITY OF KASSON

#### General Information:

This policy serves to protect the security and integrity of the City of Kasson’s electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City shall do so on an as-needed basis as determined by the City Administrator or Department Head.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

#### A) Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and shall continue to occur. Some controls are necessary, however, to protect the City’s equipment and computer network and to prevent abuse of this privilege.

- Reasonable, incidental personal use of City computers and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use. All use of City computers and software, including personal use, must be consistent with provisions in this policy.
- Employees shall not connect their own peripheral tools or equipment to City owned systems (such as digital cameras, PDAs, disks or flash cards, etc.), without prior approval from the City Administrator or Department Head and must follow provided directions for protecting the City’s computer network.
- Files from appropriate personal use of the City’s equipment may be stored on your computer’s hard drive, providing the size of all personal files does not exceed 50MB.
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate it should be forwarded to the City Administrator for a determination.
- Only city employees may use city-owned equipment.

Software, hardware, games and screen savers

In general, the City shall provide all software and hardware required for an employee to perform his or her job duties. Requests for new or different equipment or software should be made to your supervisor. Except as provided below, employees shall not download or install any software on their computer without the prior approval of the City Administrator. The City reserves the right to remove any unauthorized programs or software, equipment, downloads or other resources.

Microsoft clipart and photo files contained on the site [www.microsoft.com](http://www.microsoft.com) may be downloaded by employees without prior approval. "Automatic Microsoft updates" may be downloaded without prior approval and should be completed by a user within two days of notice.

Unapproved software or downloads (free or purchased), hardware, games, screensavers, toolbars, clipart, music and movie clips, other equipment, software, or downloads that have not been specifically approved by the City Administrator may compromise the integrity of the city's computer system and are prohibited.

### B) Internet

The following considerations apply to all uses of the Internet whether business related or personal.

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not participate in any Internet chat room unless the topic area is related to City business
- The City may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City Administrator.
- Reasonable personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions, etc.; with the exception of the Police Department for use in an investigation. If you are unsure whether a site may include inappropriate information, you should not visit it.
- Internet use during work hours should be limited to subjects directly related to job duties.
- No software or files may be downloaded from the Internet unless approved in advance by the City Administrator. This includes but is not limited to free software or downloads, maps weather information, toolbars, music or photo files, clipart, screensavers and games.

### C) Electronic Mail

The City provides employees with an e-mail address for work-related use. Some personal use of the City's e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

Employee e-mails (including those that are personal in nature) may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed by the City Administrator and without notice to the employee. The following policies relate to e-mails of both business and personal content:

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read (e.g. avoid gossip, personal information, swearing, etc.)
- Use caution or avoid corresponding by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information, etc.)
- Do not open e-mail attachments or links from an unknown sender. Delete junk or “spam” e-mail without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not curse or use swear words in an e-mail.

#### D) Social Media

Cities should distinguish between use of social media sites such as Facebook, et al., blogs and microblogs such as Twitter, for official city business versus personal use. When using social media to support official city business in accordance with job duties, individuals should clearly identify themselves as connected to the city. Personal use of social media by city staff – whether about the city or not, and whether positive or negative – shall reflect on the city as a whole. Personal use of social media should not violate any city policies already in existence, such as those on harassment prevention.

#### E) Storing and transferring documents

Electronic documents, including e-mails and business-related materials created on an employee’s home or personal computer for City business, should be stored on the City network in accordance with records retention policies for that department. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of City business should be deleted (from both the “Inbox” and the “Deleted” box) as soon as possible and should not be retained by employees for more than three months. The City shall not retain e-mails longer than one year on the network or in the network back-ups.
- E-mail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City’s network files.
- Documents or e-mails that may be classified as protected or private information should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or whether it is considered protected or private, check with your Department Head.

Transferring data and documents between computer systems requires information to be stored on a flash or USB drive, or other storage media. These items may also be used to transmit computer viruses or other items harmful to the City's computer network. Ensure that the installed anti-virus software on each computer protects against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates, but should be reviewed often.

#### G) Passwords and physical security of equipment

Employees are responsible for maintaining all computer and media passwords and following these guidelines:

- All media addresses and passwords are the property of the City. All are immediately surrendered to the city upon termination or suspension.
- Your passwords should not be shared or told to anyone.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

It is recommended that employees lock their workstation (press Ctrl-Alt-Del keys) if you shall be away from your desk or office for more than five minutes. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City Administrator about appropriate security measures.

#### H) Notice of computer problems

Employees are responsible for notifying their Department Head or the Finance Director about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

#### I) Cellular Phone Policy

**Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:**

- **Its use in no way limits the conduct of work of the employee or other employees.**
- **No personal profit is gained or outside employment is served**

**All cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best**

practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Supervisors may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

J) Laptop/Portable Computer Use:

It is the responsibility of the employee using a laptop computer or other portable equipment, to keep the equipment in a safe environment, protected to the extent possible from theft or damage. Any portable computer damaged or stolen must be reported immediately to the City. All data collected, stored, processed or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Privacy Act. Additional software or programs may not be loaded without prior authorization and any copying of software on a portable computer for personal use is prohibited.

**20) PROHIBITING FIRE ARMS AT WORK**

The City of Kasson hereby establishes a policy prohibiting all employees, except sworn employees of the Police Department, from carrying or possessing firearms while acting in the course and scope of employment for the city. This policy includes employees with valid permits to carry firearms. The possession or carrying of a firearm by employees other than sworn Police Officers is prohibited while working on city property or while working in any location on behalf of the city. This includes but is not limited to:

- Driving on city business;
- Riding as a passenger in a car or any type of mass transit on city business;
- Working at city hall or any other city-owned work site;
- Working off-site on behalf of the city;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the city;
- Attending training or conferences on behalf of the city;

An exception to this policy, employees may carry and possess firearms in city-owned parking areas if they have obtained the appropriate permit(s). Therefore, if a city employee must drive his or her personal vehicle on city business, he or she may check a firearm with the city Police Department during the work day and retrieve it after work. The Police Department will establish procedures to ensure that the firearm is locked up and is not able to be retrieved by anyone other than the owner/employee.

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.

**Violations of this policy are subject to disciplinary action in accordance with the city's disciplinary procedures policy.**

**The City reserves the right to search and inspect employee property while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premises including desks, lockers and file cabinets.**

**The City encourages employees who are aware of policy violations to promptly report the violations to their supervisors or to the City Administrator. No employee acting in good faith, who reports violations of this policy will be subject to retaliation or harassment based upon their report.**

## 21. CREDIT CARD POLICY

The police department and utility departments have charge accounts for gas. Each charge should identify the vehicle, mileage, department to be charged and the person signing the receipt. The City also has charge accounts at local businesses. Each purchase at these businesses should identify the department to be charged and the person signing the receipt.

**The City Administrator, Finance Director, Deputy Clerk, Fire Chief, Police Chief, Public Works Director, and Library Director have City credit cards and authorization to use it.** Department Heads are responsible for verifying and approving each credit invoice for their Department.

**ABSOLUTELY NO PERSONAL PURCHASES/CHARGES ARE ALLOWED.**

## 22. CITY DRIVING POLICY

**This policy applies to all employees. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.**

**The city will examine driving records once per year for all employees to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.**

### Driver Training

Each City department will be responsible for determining what, if any, initial training will be necessary for new hires or transferred employees. Supervisors will arrange for on the job or special training if needed. All employees will be expected to participate in driving related safety courses deemed relevant to their departments and/ or job classifications. Such courses may be offered periodically through the City's safety program or may be offered through and for specific departments.

Remedial or supplemental driver training may be required for drivers who have been identified as having such need. Examples of this include, but are not limited to patterns of violations found during review(s) of the driving record, complaint(s) from members of the public, and/or any accidents or "near misses" that the employee might be involved in.

### Accident Reporting, Review and Analysis

Law enforcement reports will be the primary means accepted to document the facts of a City vehicle accident. The employee should contact the law enforcement agency with jurisdiction (where the accident occurred) immediately following the incident and request that a report be completed. The employee shall submit to any testing and provide any documentation as requested by law enforcement.

### Vehicle Inspection, Maintenance and Records

Each department within the City should establish vehicle inspection and maintenance programs to meet its needs. Practices and criteria will be developed to comply with state and federal DOT standards, Minnesota rules and statutes, along with manufacturers' recommendations. Written or electronic records will be arranged in a systematic fashion to document all inspection, service and repair.

### Use of Personal Vehicles for City Business

Employees should avoid using their own private vehicle to respond to emergencies that arise except where absolutely necessary, or as directed by their immediate supervisor, Department Head, Chief of Police, Fire Chief, or the City Administrator. The City recognizes that from time-to-time, employee(s) may need to use his/her/their own vehicle to respond to emergency situations that occur within the City. If and when this situation arises, the employee shall obey all traffic laws and regulations in response to the emergency. Employees shall not operate their own personal vehicle in response to City emergencies without a valid license and insurance as required by law.

### Seatbelt Use and Distracted Driving

City employees are required to wear seatbelts and obey all traffic rules pursuant to Minnesota Law. The City will not be responsible for any citation that the employee might receive during the course of their employment whether they are using a private vehicle or a City owned vehicle, and will not indemnify the employee for any fines, fees, expenses, or damages. The first priority of all employees while driving City vehicles is the safety of themselves, their passengers and the public. Communication devices, electronic equipment and vehicle controls should only be used or adjusted when it is clearly safe to do so. Drivers shall obey current state laws pertaining to driver distraction and exercise good judgment in areas allowing discretion.

## **23. Contacting the City Attorney**

**In order to avoid potential conflicts and to control the cost of legal services, the City of Kasson adopts the following policy regarding contacting the city attorney.**

**The following procedure is established for City employees, Commissioners and Council Members that want to contact the City Attorney for assistance:**

- **Submit their request to the City Administrator or the Mayor, in writing.**
- **State the purpose of the contact.**
- **Obtain approval prior to calling the Attorney.**

**Requests will be approved by the Mayor or the City Administrator if the request meets one of the following criteria:**

- **The request is for information on an issue currently affecting city business**
- **The request is for information on an issue relevant to current city business**
- **The request is for information that could create a potential problem relevant to city business.**

**If the request for information is agreed to at any Council meeting, then no further approval is necessary.**

**If the request is made to the Attorney during a meeting s/he is attending, no further approval is necessary.**

**In the case of on-going City projects, approval will be given to authorized staff on a per project basis.**

**The City Attorney will share information and legal opinion with the City Council, and/or Commissioners at the next appropriate meeting.**

**Nothing in this section shall limit the Police Department’s access to the City Attorney.**

**Nothing in this section shall limit any person’s rights under the law to contact the City Attorney.**

**The City Attorney has been advised of this policy and agrees to follow it. The City Attorney also:**

- **Reserves the right to investigate the validity of any request,**
- **Will confine his/her answer to only the issue presented,**
- **Reserves the right to refuse to respond,**
- **May choose to contact the Mayor or the City Administrator prior to responding.**

**PART III.**

**A. BENEFITS & SERVICES**

1) Seniority

Seniority shall be determined by an employee's length of employment time, and is the basis for determining various employee benefits. Only full-time and continuous employment time shall count toward seniority. Seasonal or temporary work time prior to appointment to regular full-time status shall not count toward seniority. Authorized leave of absence as well as lay-off because of lack of work or funds shall not result in loss of seniority.

2) Holidays

Full-time employees shall receive 80 hours to be divided equally among the designated holidays throughout the year. (Except years when Christmas Eve falls on a weekday those years there shall be 84 hours). Union employees should consult their respective contracts in regards to holidays. The City shall

observe the designated holidays by conducting no official business, excluding those departments required to maintain necessary operations. Union employees should refer to their union contract in regard to work performed on the holiday.

Designated holidays are as follows:

- a. New Year's Day - January 1st
- b. Martin Luther King Day - 3rd Monday in January
- c. Washington's & Lincoln's Birthdays - 3rd Monday in February
- d. Memorial Day - Last Monday in May
- e. Independence Day - July 4th
- f. Labor Day - First Monday in September
- g. Veterans Day - November 11th
- h. Thanksgiving Day - 4th Thursday in November
- i. Day after Thanksgiving Day - 4th Friday in November
- j. Christmas Day - December 25th

Holidays falling on Sunday shall be observed on the following Monday by those employees working Monday through Friday. Holidays falling on Saturday shall be observed on the preceding Friday by such employees, with the exception of the New Year's Day Holiday, which shall be observed the following Monday. During years in which Christmas Eve falls on a weekday a ½ day (afternoon) shall be observed as a holiday. If Christmas Eve falls on a weekend no holiday shall be "observed".

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

### 3) Vacation

#### a. Eligibility

Full-time salaried or hourly employees and part-time employees who are regularly scheduled to work 30 hours or more per week on a year-round basis shall accrue paid vacation at the regular rate of pay on a pro rata basis for actual hours worked. Only time actually worked while the employee is so classified shall count towards vacation eligibility and benefits.

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

#### b. Amount of Vacation Allowed

Beginning 1 through 2 years consecutive full-time service	3.08 hours per pay period(10 days)
Beginning 3 through 7 years consecutive full-time service	4.62 hours per pay period(15 days)
Beginning 8 through 11 years of consecutive full-time service	5.54 hours per pay period(18 days)
Beginning 12 through 15 years of consecutive full-time service	6.46 hours per pay period(21 days)
Beginning 16+ years of consecutive full-time service	7.39 hours per pay period(24 days)
Union employees should consult their contract	

c. Other Terms and Conditions

Transferred and promoted employees may utilize accrued vacation time during their probationary period only with the approval of their supervisor. Vacation time accrued by an employee in another office or department shall be transferred with the employee to the new office or department.

Employees who are on a lay-off or on an authorized leave of absence without pay shall not accrue vacation or sick leave time during the period of such layoff or authorized leave.

d. Accrual

An employee may accrue vacation leave to a maximum of 1-1/2 times the vacation leave earned by the employee in the year. Four (4) or more continuous weeks of vacation may be taken only if efficient operation of the department may be continued and must be approved by the City Council.

e. Requests

On a regular basis, department supervisors shall consult with employees eligible for vacation to determine the vacation schedule for the department. Employees requesting vacation time shall submit such request in writing at least ten (10) days in advance to the department supervisor. If more than one (1) employee in a given office requests vacation time for the same period, requests shall be considered by the department supervisor and vacation shall be granted on the basis of seniority and/or other circumstances surrounding the situation. Requests for vacation time shall not be granted if the employee's absence may impair the efficiency of the office or department. Notice in advance shall be given to the City Administrator's office as to vacations to be taken by department heads of three days or more.

f. Waiving Vacation Period

Employees shall not be permitted to waive vacation time for the purpose of receiving double pay.

Employees may use accumulated vacation time as an extension of sick leave, provided sick leave benefits have been exhausted, with the approval of the department supervisor.

g. Terminal/Unused Vacation

When an employee **resigns in good standing** or when an employee is laid off or retires, he/she shall be paid for vacation time accrued and unused to the date of separation. The retiring employee may choose to convert the unused vacation to their Post Retirement Medical Expense Account.

4) Sick Leave

a. Eligibility

Full-time and part-time employees consistently working twenty (20) hours or more per week shall be eligible for sick leave grants. In the case of regular part-time employees, grants shall be made on a prorated basis directly proportionate to the number of hours worked. Employees classified as temporary, part-time (less than 20 hours per week) and seasonal shall not be eligible for sick leave.

b. When Granted

Sick leave with pay shall be granted for personal illness, medical examination, medical treatment or legal quarantine, for the employee and minor children, or in the case of a work-connected injury.

Per State Statute **181.9413** an employee may use up to 160 hours of sick leave for illness, medical examination, medical treatment or legal quarantine for adult children, spouses, siblings, parents, parent-in-laws, grandchildren, grandparents, and stepparents. This also allows for use of sick time for "safety leave" to provide or receive assistance personally or for listed relatives due to sexual assault, domestic abuse or stalking. However, for these relatives, the leave is limited to 160 hours in any 12-month period. The 160-hour limit does not apply to the employee's stepchild, biological or foster child, either under 18 or under 20 if still attending secondary school.

When an employee is eligible for Worker's Compensation payments for hours of lost time due to a work related injury or illness, the employee may supplement these payments with a prorated portion of his or her sick leave pay, so that the combination of the two shall equal his or her regular pay for a period. When the period of disability is three days or less, all lost time shall be paid from the employee's sick leave account on a prorated basis directly proportionate to the number of hours worked, as Minnesota Statutes do not provide for Worker's Compensation payment during this period. The work related injury shall be reported immediately to the employee's supervisor, who shall complete a "Supervisor's Report of Accident" form for submission to the City Administrator's Office. The employee shall, at the earliest possible opportunity, appear at the City Administrator's Office to assist in completion of a "First Report of Injury" form. The lost time shall be limited to the actual time deemed medically necessary for the treatment of said work related injury or illness, and shall be documented as such on the employee's time sheet.

Employees who are on a lay-off or on an authorized leave of absence without pay shall not accrue sick leave time during the period of such layoff or authorized leave.

c. Request for Sick Leave

When a request for sick leave is necessary, employees shall notify their respective department heads at the earliest practicable time. Failure to make a diligent effort to give such notice may result in a payroll deduction for the time taken. Employees claiming sick leave for more than three (3) consecutive days may be required to file with their respective department supervisor, competent written evidence that they have been absent as authorized for this purpose. (In the case of a serious illness of self or in the immediate family requiring the employee's attendance see the Family Medical Leave.) Additional sick leave may be granted by the City Administrator.

d. Accrual

3.39 hours of sick leave shall be granted for each completed pay period. Additions to or deductions from each employee's sick leave account shall be made each pay period. Only days that the employee would normally have worked shall be charged against his or her sick leave account. For employees hired before January 1, 1999, unused sick leave shall accrue to a maximum of 1000 hours. Employees hired on or after January 1, 1999 shall be allowed to have a maximum accumulation of 600 hours of sick leave.

e. Exclusions

The following situations are excluded from sick leave benefits:

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

f. Unused Sick Leave

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

A. Employee has completed:

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

This employee shall have the first 300 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (base 300 hours) shall be equal to one-half (1/2) of the hours at the time of termination/retirement multiplied by the employee's hourly rate of pay at the time of termination/retirement.

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

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

The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

B. Employee has completed:

1. Fifteen (15) to nineteen (19) years of employment with the City of Kasson and;
2. Has between four hundred (400) and five hundred (500) hours of sick leave accumulated as of their last day of employment:

This employee shall have the first 450 hours accumulated converted on a 2 to 1 formula. The dollar value of accumulated sick leave hours (base 450 hours) shall be equal to one-half (1/2) of the hours at the time of termination/retirement, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The hours accumulated in excess of 450, up to 600 hours shall be calculated on an hour for hour (1-1) formula. The dollar value of accumulated sick leave hours in excess of 450 base hours shall be equal to each hour (1-1) at the time of qualification, multiplied by the employee's hourly rate of pay at the time of termination/retirement.

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses. The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

C. Employee has completed:

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

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

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

The total dollars available based on the formula as described above shall be deposited in the insurance program provided by the City for the sole purpose of paying medical related expenses. The employee may also elect to contribute all of the unused vacation they have accumulated to this account.

- D. Employees who do not meet the minimum range of accumulated hours in the program: 300 – 400 hours for 10-14 years; 400 – 500 hours for 15-19 years; and 500 – 600 hours for 20 or more years, shall not be eligible to receive any payment for unused sick leave.

- E. All monies earned as a result of this unused sick leave program must be used to pay medical related expenses per the program provided by the City of Kasson. No monies shall be paid directly to the terminating/retiring employee.

#### 5. Court and Jury Duty Leave

After notice to department supervisor, an employee shall be granted leave with pay for:

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

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

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

#### 6. Funeral Leave

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

Employees are also granted eight (8) hours within a 12-month period of Funeral Leave to be used for funerals not involving immediate family members with the approval of the employee's department supervisor. These hours ARE deducted from the sick leave account.

#### 7. Special Leaves

Full-time and part-time employees may be granted a leave of absence without pay for periods not to exceed twelve (12) months. A written application must be submitted to the respective department head. Leaves may be granted at the recommendation of the employee's respective department head and with the approval of the City Council. Leave agreements must be in writing and signed by the interested parties.

Probationary employees may be granted leave without pay for periods not to exceed thirty (30) calendar days only in the event of sickness, disability, or death in the family. Written application for such leave shall be supported by evidence as may be required by the employee's respective department head and the City Council. Extension of leave for probationary employees not to exceed six (6) months, may be granted under the recommendation of the respective department head, with the approval of the City Council.

All leave without pay shall be subject to cancellation by the respective department head and the City Council if at any time it is found that the employee is using the leave for purposes other than specified at

the time of approval (in this case the employee could also be subject to disciplinary action), or when the interests of the City of Kasson require that said employee return to his/her employment.

Sick leave and vacation leave shall not accumulate during leaves without pay, however, the requesting employee may be required to use any accumulations of comp time, vacation and sick leave used respectively. Medical insurance, if desired to be kept in force by the employee, shall be paid in full by the employee after thirty (30) days. Positions restoration shall be at Council's discretion.

## 8. Family/Medical Leave Policy

### A. Policy

It is the policy of the City of Kasson, to provide up to a total of twelve (12) workweeks of leave during a 12-month period (using a rolling 12-month period, defined as the prior 12 months), for employees at the time of birth or adoption of their child or at the time of a serious health condition affecting the employee or a family member. This policy is adopted in accordance with the federal "Family and Medical Leave Act of 1993". Family/Medical Leave shall be taken simultaneously with Minnesota Parenting Leave.

### B. Eligibility

An employee qualifies when that person have been employed by the City for least twelve (12) months and has worked at least 1250 hours in the twelve (12) months preceding the commencement of the leave. Employers must count hours employees would have worked but for military service as part of the 1250 hour requirement to determine FMLA eligibility.

### C Definitions

- (1) spouse – means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where is it recognized,
- (2) son or daughter – means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in *loco parentis*, who is either under age 18, or older and “incapable of self-care because of a mental or physical disability”
- (3) parent – means a biological, adoptive, step or foster father or mother, or any other individual who stood in *loco parentis* to the employee when the employee was a son or daughter.(but not parent-in-law),

## FAMILY - PARENTAL LEAVE

Eligible employees may take family leave for the birth of a child, and to care for the newborn child, or for the placement of a child for adoption or foster care. A "son or daughter" is defined in section 8 (C)(2). An employee entitlement to leave for the birth or placement of a son or daughter expires at the end of the 12-month period beginning on the date of the birth or placement. Circumstances may require that leave begin before the actual date of birth or placement. This type of leave may not be taken intermittently.

A husband and wife who are both eligible for leave and who are both employed by the City are permitted to take only a combined total of twelve (12) weeks of leave during the designated 12-month period.

**Before an unpaid leave may begin the employee shall substitute any accrued sick time, once that is exhausted then they shall substitute any accrued comp time, once that is exhausted, they shall substitute any accrued vacation time.** Employers may not require employees to use paid time off, vacation pay where the employee on FMLA leave is also receiving disability benefits or worker's compensation benefits.

## FAMILY - MEDICAL LEAVE

Eligible employees may take family medical leave to care for their spouse, son or daughter, or parent (but not parent-in-law) as defined in section 8(C), if that family member has a serious health condition or for a personal serious health condition that makes the employee unable to perform the essential functions of their position. Married employees would each have 12 weeks for their own serious health condition or to care for an immediate family member, as defined.

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential care facility;
- any period of incapacity requiring absences from work, school or other regular daily activities of more than three (3) calendar days that also involves continuing treatment by (or under the supervision of) a health care provider; or
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three (3) calendar days.

Examples of a "serious health condition" include but are not limited to:

- heart attacks and conditions requiring surgery (e.g., bypass or valve operations)
- most cancers
- back conditions requiring extensive therapy or surgery
- strokes
- severe nervous disorder (e.g., mental illness resulting from stress)
- severe respiratory conditions
- pregnancy, severe morning sickness, prenatal care
- childbirth and recovery from childbirth
- appendicitis
- pneumonia
- emphysema
- severe arthritis
- injuries caused by serious accidents on or off the job
- treatment for substance abuse (not absence caused by use of substance)

With respect to an employee, the term "serious health condition" is intended to cover conditions or illnesses that affect the employee's health to the extent that he/she must be absent from work on a recurring basis for three (3) days or more and involves continuing treatment by a health care provider.

With respect to family members, the term "serious health condition" is intended to cover conditions or illnesses that affect the health of the family member so that he/she is similarly unable to participate in school or in his/her regular daily activities. Family leave may be taken because of the illness of a son, daughter, spouse or parent (as described in the first paragraph) this does not include in-laws.

**Before an unpaid leave may begin the employee shall substitute any accrued sick time, once that is exhausted then they shall substitute any accrued comp time, once that is exhausted, they shall substitute any accrued vacation time.** Employers may not require employees to use paid time off, vacation pay where the employee on FMLA leave is also receiving disability benefits or worker's compensation benefits.

#### QUALIFYING EXIGENCY LEAVE

The FMLA regulations define exigency leave to include:

- Short term deployment;
- Military events and related activities;
- Child care and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation;
- Post employment activities;
- Additional activities where the employer and employee agree to the leave;

#### QUALIFYING EXIGENCY LEAVE

The qualifying exigency leave permits employees the opportunity to handle affairs concerning the call of a parent, child or spouse to federal military service. The January 16, 2009 regulations extend qualifying exigency leave only to families of National Guard or Reserve components called to state service. The qualifying exigency leave counts against the employee's 12 week per 12 month total FMLA leave period.

#### CARING FOR MILITARY PERSONNEL LEAVE

The second type of military leave permits an employee to have protected leave for a maximum of 26 weeks in a single 12-month period. The leave year for this type of leave must commence on the first day the employee begins the caring for military personnel leave regardless of whether or not the employer uses a different system (e.g. calendar year) for other FMLA leaves.

Furthermore, although this 26-week leave is available only once in a 12-month period, additional leaves for other covered members or for the same service member, if a new injury or sickness develops, are available in subsequent 12-month periods.

#### NOTIFICATION - PARENTAL AND MEDICAL LEAVES

When the need for family leave is foreseeable for a birth or placement of a child, the employee must give the City at least thirty (30) days' notice before the date the leave is to begin. Request for a leave should be made by completing a "Leave of Absence" form.

When planning medical treatments, employees should consult with their respective Department Head when giving notice and make reasonable efforts to schedule the leave so as not to unduly disrupt the department's operations, subject to the approval of the health care provider.

When unforeseen events occur that require leave, employees must give notice as soon as practicable, ordinarily within one or two working days. Notice should be given either in person or by phone when medical emergencies are involved, and may be given by the employee's spouse, other family member or other responsible party if the employee is unable to do so due to a serious health condition. Written notice shall not be required in the case of a medical emergency.

## GENERAL PROVISIONS

### Intermittent Leave

Employees may use intermittent leave or leave on a reduced schedule, subject to requirements for notice and certification for the care of a spouse, son, daughter or parent (as described in section 8(C)) with a serious health condition, or for their own serious health condition, when leave on this basis is medically necessary. Intermittent leave could be a few hours off, or a day or a week off at intervals as the employee's needs require. A reduced leave schedule could be a regular schedule of a three-day week, or working only mornings, etc.

### Medical Certification

Upon requesting leave because of a serious health condition of a spouse, son, daughter, parent (as described in section 8(C)) or an employee's own serious health condition, the employee must have the health provider of the person with the condition complete the "Certification of Physician or Practitioner" form.

Medical certification for family medical leave must be provided in advance or at the start of the leave. If the need for the leave does not permit this timing, medical certification should be provided within 15 calendar days after the leave begins, unless it is not practicable to do so under the circumstances.

If there is reason to doubt the validity of the medical certification, the City may require, at its own expense, the opinion of a second health care provider designated or approved by the City, but not employed regularly by the City.

If the second opinion differs from the first opinion, the City may require, at its own expense, the opinion of a third health care provider, designated or approved jointly by the City and the employee. The third health care provider's opinion is final and binding by both the City and the employee. The City may require the employee to obtain subsequent medical re-certification on a reasonable basis.

### Position Restoration

The employee shall be entitled to be restored to his/her prior employment benefits, status, pay and other terms and conditions of employment, or to an equivalent position the employee held prior to FMLA leave. An employee who has taken unpaid leave due to a serious health illness he/she has personally experienced

must provide a statement from his/her physician prior to resuming work that states that the employee is fully able to return to work.

#### Exceptions:

The City Council shall have the option of denying restoration under the Key Employee Restoration rule, upon the determination that the city would sustain substantial and grievous economic injury. The term "Key Employee" is defined as an employee who is salaried, and is among the highest paid 10 percent of all salaries and non-salaried employees. In determination of this status, the year-to-date earnings as of the date leave is requested shall be used in the employer's computation. If the city, during the FMLA leave, eliminated a work shift, thus laying off all employees in that shift, or affected the transfer of employees according to an existing collective bargaining agreement or reduced the amount of overtime as an operational necessity to all employees there would be no right to restoration.

#### Key Employee Restoration

The City Council may deny restoration of a key employee should a determination be made that restoration would cause the city a "substantial and grievous economic injury" to its operations. Factors in this consideration would include whether the city has the ability to temporarily replace the key employee as opposed to hiring a permanent replacement, in addition to having to reinstate the key employee to an equivalent position within the organization. Upon receiving a request from a key employee for leave, the City Council shall notify the employee of his/her status as a key employee.

#### Pay Adjustments

The employee shall be entitled to any pay scale adjustments that occurred during the unpaid leave of absence period.

#### Benefits

Sick leave and vacation shall continue to accumulate only during periods of compensated leave. Sick leave and vacation benefits shall cease to accrue during periods of unpaid leave.

The City shall maintain coverage under the group health plan, for the duration of the leave, at the level and under the conditions that coverage would have been provided if the employee had continued working and had not taken leave. During unpaid leaves, premiums shall be recovered from employee per payroll deduction within 60 days upon return to work. In the event the employee fails to return to work at the end of the leave period, or due to circumstances other than those expressed in the leave of absence request, or failing to provide re-certification of medical condition, the City Council may seek recovery of health care premiums paid by the city on behalf of the employee.

#### Catastrophic Circumstances

If an employee claims that he/she cannot return from leave because of a serious health condition, the City may require that this claim be supported by medical certification from a health care provider. The employee must provide a copy of the medical certification within 15 calendar days from the date of the City's request. Approvals for leave under this provision are as outlined in the Kasson Employee Policy. This policy is intended to be a general summary of the FMLA. Each situation shall be evaluated on a case by case basis in accordance with the Statute and regulations.

For the forms for Family/Medical Leave see the City Clerk.

## **9. Leave Donation Policy**

**With the consent of the City Administrator, employees having accrued regular sick leave and/or vacation leave will be allowed to donate a portion of such accrued regular sick leave and/or vacation leave to a shared bank in order to aid fellow employees experiencing a major life threatening illness suffered by the employee, the employee's spouse, or the employee's minor child. A major life-threatening illness shall include, but not necessarily be limited to: heart attack, stroke, organ transplant, or other life-threatening illness as defined by a physician's diagnosis. Major life-threatening illnesses must be supported by a physician's statement to be eligible for consideration.**

**An employee is only eligible to receive donated sick leave and/or vacation leave for normal work hours lost due to a life-threatening illness as defined above. An employee will be eligible to receive donated sick leave and/or vacation leave only after the employee's own accrued sick leave, emergency sick leave, compensatory leave, vacation leave, and all other accrued leave have been exhausted.**

**A full-time employee will be allowed to receive up to 20 days (160 hours) of donated leave for any single major life-threatening illness. A part-time employee will be allowed to receive up to 10 days (80 hours) of donated leave for any single major life-threatening illness. No employee will be eligible to receive donated leave until he or she has successfully completed the probationary period at the time of their initial hire with the City.**

**An employee using donated time from the shared bank must not be receiving a paid disability benefit from any source that is greater than or equal to his or her base salary (including an employer-sponsored or personal insurance policy). If otherwise eligible to receive donated leave, employees receiving a paid disability benefit less than his or her base salary would be eligible to receive a pro-rated benefit equaling the difference between the disability benefit received and their base salary.**

**A full-time employee may donate no more than 16 hours of sick leave and/or vacation leave to the shared bank per calendar year. A part-time employee may donate no more than 8 hours of sick leave and/or vacation leave to the shared bank per calendar year. An employee who is donating sick leave and/or vacation leave must do so from the employee's own regular accrued sick leave and/or vacation leave, and must do so in 8 hour increments. Donations from the employee's emergency sick leave are prohibited.**

**A written request using the appropriate form available at City Hall to donate sick leave or vacation leave to the shared bank, or to request to use time from the shared bank must be submitted to the City Administrator. The City Administrator shall have the right to deny and/or limit leave donation requests as deemed necessary and in the best interests of the City of Kasson.**

**Donations shall remain anonymous. However, the employee requesting to use time from the shared bank has the option to request the City Administrator send out an employee communication informing others of his or her need for donated leave. If the employee would like to include medical information in the outgoing communication, the employee must provide the City Administrator with written permission for the information to be released.**

**Donations made to the shared time-off bank are non-refundable, and there are no tax implications to the donating employee. Donated hours are taxable to the receiving employee and are not eligible for additional accrual of benefits. Donations shall be converted in the shared bank based on the donor's hourly rate of pay and given to eligible recipients as time-off hours based on their hourly rate of pay.**

**Donated leave cannot be used for any severance pay, or paid out to an employee in the form of cash, or used in any other manner other than what is stated in this policy.**

**Nothing in this policy shall limit or extend the employee's rights under the Family and Medical Leave Act.**

10. Military Leave

Employees who are in the service in the armed forces of the State or of the United States shall be entitled to leaves of absence as provided for by Minnesota Statutes, Section 192.261. Notification must be made to the department supervisor.

11. Bone Marrow/Organ Donor Leave (MN State Statute 181.945, 181.9456)

Employees who average 20 or more hours per week may take paid leave, not to exceed 40 hours, and subject to verification, to undergo medical procedures to donate bone marrow.

12. Absence Without Leave

Any absence of an employee from scheduled duty that is not properly reported to and authorized by his or her respective department head shall be deemed an absence without leave for which compensation shall not be paid by the City. Unauthorized absence of an employee for three (3) consecutive work days shall be considered by his or her respective department head and the City Council as a resignation of such employee, except in the cases where the conditions of such absence were beyond the employee's control.

13. School Conference and Activity Leave (MN State Statute 181.9412)

Employees may take unpaid leave (they may substitute vacation or comp time pay) up to 16 hours per year to attend school conferences or classroom activities related to the employee's child, provided the conference or activity cannot be scheduled during non-work hours.

14. Terminal Leave  
(See Terminal Vacation)

15. Administrative Leave

POLICY

The City of Kasson recognizes that employees involved in critical incidents may be subject to stress reactions both during and post incident. Knowing that these stress reactions may have a corrosive effect on the employee, potentially leading to long term professional and personal problems, the policy of the City shall be to provide immediate follow up care to involved employees as the City deems necessary.

## PURPOSE

To clearly establish for agency personnel:

- Events which are critical incidents.
- Reporting responsibilities for supervisors.
- Departmental level response to critical incidents.
- Involved employee responsibilities.

## SCOPE

This section should be applicable to employees involved in critical incidents directly and may extend to employees with indirect involvement. This policy applies to incidents that occur while the employee is on-duty, at work acting within their capacity as an employee of the City of Kasson.

## STANDARDS

### DEFINITIONS

#### A. Administrative leave:

Paid leave granted to an employee that does not affect or reduce the Employee's annual/vacation or sick leave balance.

#### B. Critical incident:

1. An incident in which deadly force, as defined in MS. 609.066, Subdivision 1, is used by an officer.
2. An incident resulting in death, great bodily harm, or substantial bodily harm to an employee of the City of Kasson or to a member or members of the public.
3. Particularly gruesome suicides or homicides, brutal child abuse cases, or several difficult incidents occurring within a short time frame.
4. A life threatening event or an employee involved with a life or death struggle with another.
5. Additional examples of critical incidents may include, but are not limited to:
  - a. Hostage situations
  - b. Pursuits
  - c. Sudden death or serious injury to a child
  - d. Difficult rescue efforts
  - e. A victim and family known by the responder
  - f. A victim with overwhelming traumatic injuries
  - g. Natural disasters or mass casualty incidents
  - h. Significant unfavorable media coverage of an event

#### C. Immediate Family Members

The employee's spouse, child or stepchild.

#### D. Involved Employee:

An employee of the City of Kasson, or department support personnel who are directly or indirectly involved in a critical incident.

## REPORTING AND RESPONSIBILITIES

A. The department head shall determine if an event is a critical incident as defined by this policy. Occurrences determined to be critical incidents are to be reported immediately to the City Administrator. Through knowledge of the incident, observation of and discussion with involved employees, the City Administrator shall assess whether or not involved employees shall be granted immediate leave from the work place, or continue their respective shifts.

B. The City Administrator may grant employees demonstrating an emotional reaction to the incident administrative leave up to three working days in length. The City Administrator may extend administrative leave for up to two weeks in duration. Employees seeking administrative leave beyond three days must be engaged in a treatment or counseling program intended to alleviate the effects of the critical incident upon the employee.

## DUTY OFFICERS OR DEPARTMENT HEAD DOCUMENTATION

In addition to immediate notification of the City Administrator the senior on-duty officer or Department Head shall prepare written documentation of the incident prior to completion of the work shift. This report may be a narrative supplemental report or, in the absence of a narrative, a memorandum to the City Administrator. The City Administrator may waive this requirement at his/her discretion.

## DEPARTMENT HEAD RESPONSIBILITIES

The Department Head may order debriefings or visits with an experienced licensed psychologist or mental health professional as soon as possible, but no later than 72 hours after the incident. The City Administrator retains the authority to require attendance by employees involved in a critical incident. Employees required or electing to attend de-briefings or professional visits shall be compensated per contract language or City personnel policy as appropriate.

## EXTENDING SERVICES TO FAMILY

Critical incidents not only affect the employee but immediate family members as well. If requested, and at the Administrator's discretion, the City may assist with arranging professional counseling and follow up care by an experienced licensed psychologist or mental health professional for immediate family members affected by the aftermath of the incident.

## POSTTRAUMATIC STRESS SYNDROME BENEFIT

Minnesota State Statute 299A.411 requires law enforcement agencies to provide certain benefits to officers who have been clinically diagnosed as suffering from Posttraumatic Stress Syndrome as a result of the lawful taking of a life and are unable to perform other peace officer job duties provided by the employer. Employees involved in incidents covered by this legislation shall be afforded the benefits as required by State Statute.

## RETURN TO WORK

Employees placed on leave following involvement in a critical incident may be required to meet with an experience licensed psychologist or mental health professional to assure that the employee is prepared for return to work.

## 16. Insurance Program

**The City of Kasson will pay health insurance premiums for all employees per the terms of the current fully executed labor agreements.**

**In accordance with the federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended**

The City will also offer a dental plan that employees may purchase on a pre-tax basis. The City will provide, Life, AD&D, Short Term Disability and Long-Term Disability for each fulltime employee.

### Flexible Spending Plan

Employees may elect to fund a medical reimbursement account and/or a dependent care reimbursement account and/or a dental and vision only reimbursement account depending on the health savings plan that they choose. This benefits the employee, allowing them to recover unreimbursable medical and dependent care costs by payroll deductions made on a pre-tax basis, thus reducing the employee's tax liability and thereby enhancing their earnings. Employees qualify for participation in this program following six months of employment with the City of Kasson. Policies and procedures governing the Flexible Spending Plan shall be defined by the firm under contract with the City of Kasson for this purpose. Funds in the medical reimbursement account may not be used to fund dependent care and vice versa. Maximum amounts that are reimbursable to the employee for the purpose of medical reimbursement and for dependent care reimbursement are as established by contract by the City of Kasson. Charges that exceed the City contribution for insurance coverages may be reimbursed through this Flexible Spending Program.

### Consolidated Omnibus Reconciliation Act (COBRA)

Consolidated Omnibus Reconciliation Act (COBRA) is available for every eligible exiting City employee. Terminating employees shall have the option to continue in force the City's insurance policy for the employee and dependents provided that the policy remains in force for active employees of the City. Eligible electing employees shall pay the City, on a monthly basis, the cost of the continued coverage. Eligible employees shall be allowed to continue the coverage until re-employment and eligibility for health care coverage under a group policy, contract or plan sponsored by the same or another employer or for a period of eighteen (18) months after the termination of employment, whichever is shorter. Eligible employees shall be those employees who were terminated for reasons other than the employee's disability or retirement. The City shall be required to inform an eligible employee within ten (10) days after termination of employment of the following matters:

- a. Of the eligible employee's right to elect to continue coverage;
- b. The amount that must be paid monthly to the employer to retain coverage;

- c. The manner in which and the office of the employer to which the payment to the employer must be made; and
- d. The time by which the payments to the employer must be made to retain coverage.

The COBRA forms shall be available from the City Clerk.

In the event that an otherwise eligible terminated employee elects not to continue coverage, coverage for said employee and his dependents shall terminate on the last day of the month in which the employee is terminated. For further information on termination of insurance coverage, each employee should review his/her policy or contact the claims agent.

#### Children's Health Insurance Program Reauthorization Act of 2009

CHIPRA required that group health plans allow the employees and eligible dependents to enroll in the group health plan if either the employee or dependent:

- Loses coverage under the State Children's Health Insurance Plan, or;
- Loses coverage under the Medicaid Program, or;
- The employee or dependent becomes eligible for a premium assistance subsidy. The state may pay the subsidy to the employee as a reimbursement if the employer has elected not to receive the subsidy or otherwise pay the employer directly.

CHIPRA requires a 60-day enrollment period for these special enrollment events where other HIPAA special enrollment events include a 30-day period.

#### Insurance Continuance

The terminating/retiring employee and employee's dependents may continue to participate indefinitely in the employer-sponsored insurance's that the employee participated in immediately before retirement, under the following conditions:

- a. The continuation requirement of this applies only to a former employee who is receiving a disability benefit or an annuity from a Minnesota public pension plan other than a volunteer firefighter plan, or who has met age and service requirements necessary to receive an annuity from such a plan.
- b. The former employee may keep coverage until he/she reaches age 65.
- c. A former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment. This does not require dependent coverage to continue after the death of the former employee.
- d. The former employee must pay the entire premium for continuation of coverage. The City may discontinue coverage if the former employee fails to pay the premium within the deadline provided for payment of premiums.

- e. The City shall notify an employee before termination of employment of the options available and of the deadline for electing to continue to participate.
- f. The former employee must notify the City Clerk of intent to participate within the deadline provided. A former employee who does not elect to continue participation does not have a right to reenter the City's insurance program.
- g. The former employee who initially selects dependent coverage may later drop dependent coverage while retaining individual coverage. A former employee may not drop individual coverage and retain dependent coverage.

#### 17. Pension Plan

Since January 1, 1968, all new qualified employees are covered under PERA or under a combined Plan of Social Security and PERA (Public Employees Retirement Association).

#### 18. Employee Education, Meeting and Travel Policies for City Employees for in and out-of-state.

City employees may be authorized to attend educational opportunities and meetings (conferences, schools, classes, conventions and meetings). This policy includes apprenticeship programs.

Requests for education and meeting travel must be submitted to the appropriate supervisor in writing on a Conference Request Form. The educational opportunity or meeting must have a direct impact or relation to the position occupied by the requesting individual and should be budgeted for in advance.

All reasonable costs associated with education and meetings shall be reimbursed by the City when the preceding requirements have been met. Reimbursements for licensing and apprenticeships shall be made when passing scores are achieved.

A certificate of completion or evidence of passing grade when issued shall be submitted to the City Administrator to be maintained in the employee's personnel file.

#### Travel Time and Expenditures

City employees and officials may be authorized travel time and reasonable expenses by the appropriate supervisor to attend conferences, conventions, schools, classes and meetings or to conduct official City business. Travel needs should be anticipated and budgeted for in advance.

Employees attending the same function are encouraged to share transportation and accommodations insofar, as is practical and reasonable.

Travel of one day must be authorized by a department head. Travel exceeding one day must be approved by the department head and City Administrator and acknowledged by the City Council. A Conference Request form shall be submitted to the City Administrator. If the employee intends to supplement the trip time with vacation, this should be indicated with costs exceeding those customary to the trip to be financed by the city official or employee.

It is the intent of the City to reimburse the employee or official for necessary reasonable transportation, food, lodging, registration fees, and authorized miscellaneous expenses. Meals purchased for same day/one day meetings will not be reimbursed per IRS guidelines.

City officials and employees shall be reimbursed by filing a "Claim Form" with the Finance Director for review and forwarding to the City Council for payment. All expenses shall be documented by receipts. Other expenses such as mileage need to be itemized. Claims should be submitted within 30 days of travel.

a. Transportation

All Employees are expected to use a city vehicle for travel. Mileage shall only be reimbursed when there is not a city vehicle available. Mileage shall be reimbursed at the current IRS rate. Actual costs for air coach or tourist, rail, bus and taxi which are incidental to completion of the trip are reimbursable.

Transportation should normally be the fastest and most economical, usually auto within the state and air coach outside the state.

The city may make payments in advance for airfare, lodging and registration; otherwise all payments shall be made as reimbursements to the employee.

If lodging and travel accommodations are shared with a member of his or her family, the City shall be charged only the amount applicable had the claimant traveled alone.

b. Hotel and Motel

The actual cost, single occupancy rate, shall be reimbursed.

c. Meals

The actual cost, not to exceed \$50.00 per day when overnight travel is conducted outside the limits of the City of Kasson, shall be reimbursed. There is no reimbursement for meals for one day or same day meetings per IRS Regulations. Reimbursement up to a maximum of \$50 (including tip). Reimbursement shall NOT be given for alcoholic beverages. Reimbursement shall NOT be given without the detail receipted (the charge summary shall NOT be accepted).

d. Miscellaneous Expenses

The actual cost of registration fees, parking, and other necessary expenses shall be reimbursed. If a claimant chooses to use his or her personal car on a trip that could be made more expeditiously by air, he or she shall be reimbursed for transportation at the air coach rate less tax, and meals and lodging as if he or she had flown. Extra travel time occasioned by using personal car shall be charged against vacation time. All conditions and regulations herein shall not apply to employees administering statutory or grant funds or supervised by other agencies.

The city shall not reimburse costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the registration, expenses such as golf or other personal expenditures.

## 19 Elected Official In-State and Out-of-State Travel Policy

Travel by elected officials of the City of Kasson is appropriate when that official is attending conferences, conventions or other training or meetings that further the goals of the City of Kasson. Other such travel to conduct official city business is also considered appropriate. Elected Official Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council by separate motion at an open meeting and must include an estimate of the cost of the travel, outlining what exactly is being approved. To avoid conflict with any open meeting laws, no more than two Council members may attend any event unless published as a meeting.

In evaluating the travel request, the Council shall consider the following:

- Whether the elected official shall be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
  - Whether the elected official shall be meeting and networking with other elected officials from around the State and the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - Whether the elected official shall be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
  - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
  - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
  - Whether the city has sufficient funding available in the budget to pay the cost of the trip.
  - Whether the elected official has announced their intention to resign, not to seek re-election, or who have been defeated in an election.
2. No reimbursements shall be made for attendance at events sponsored by or affiliated with political parties.
  3. Any elected official may be asked to give oral or written reports on the results of the trip at the next Council meeting or may be asked to turn over materials received to the City.
  4. The City Council may make exception to the policy on a formal motion.

All conditions set out in the Employee Education, Meeting and Travel Policies also apply to Elected Officials.

## 20. Safety Eye Glass Policy

It is the policy of the City of Kasson to make available safety eyeglasses that meet the "American National Standard for Occupational and Educational Eye and Face Protection," Z87.1.

All employees whose job duties or location pose a greater than normal threat of eye injury from electrical flash or flying objects shall be required to wear safety glasses when performing such duties or working in

such location. The Department of Public Works shall recommend to the City Administrator those employees that are so designated. Final authorization shall rest with the City Administrator.

The City shall pay for the purchase of single vision, line bifocal, or lined trifocal industrial eye protection and the required dispensing fee, under its agreement with Twin Cities Optical Company, Inc. and Kasson Eye Care.

The following procedure must be followed to obtain industrial safety eyeglasses under the program:

- a. The Director of Public Works shall verify that the employee qualifies under this policy.
- b. The employee must receive a "Safety Glasses Authorization Form" signed by the City Administrator. Without this form the employee shall not order safety glasses.
- c. No employee shall be provided safety eye ware filled from a prescription over two years old. Employees may see the eye doctor of their choice for their eye examination. Each employee is responsible for the cost of their own eye examination and any subsequent services.
- d. Employees are to make an appointment at Kasson Eye Care and take the "Safety Glasses Authorization Form" and their prescription to Kasson Eye Care.
- e. The City has pre-approved the purchase of approved industrial frames stocked by Twin City Optical at Kasson Eye Care, with the following specifications:
  - f. Eye wear that meets all the specifications of ANSI Z87.1 (1968/69) and OSHA standards. That includes and is limited to: standard safety frames as defined by Twin Cities Optical; single vision, bifocal, or trifocal lenses of glass, plastic, or polycarbonate; solid colors shade 1 or 2 in pink, green, and gray; permanent side shields; slip-in case.
  - g. Any costs associated with lens and frame enhancements, including progressive lenses, shall be the employee's responsibility. The City shall take a payroll deduction for the difference above the maximum allowable benefit.

The City shall not pay for nor authorize safety eyeglasses that are not purchased through this Safety Eye Glass Program at Kasson Eye Care.

Employees are responsible for the maintenance and care of their safety eyeglasses. In case of breakage on the job, the City shall pay for the replacement of the broken part(s), upon inspection of the old glasses by the Director of Public Works. The City shall also pay for the replacement of lenses necessitated by excessive scratching and/or pitting or change in prescription, if authorized by the Director of Public Works. If the safety glasses are lost, misplaced, destroyed, or stolen, due to the employee's negligence, the employee shall be responsible for the replacement costs.

Employees designated to wear safety glasses who report to their duty stations without a proper pair of glasses shall be sent home without pay and shall be subject to appropriate disciplinary action.

The provision of safety eyewear, as described in this policy, shall be limited to regular employees of the Public Works Departments of the City. Upon implementation of this policy, the City shall not reimburse any employee for damage to personal glasses, except as explicitly provided for in negotiated labor contracts.

The wearing of safety eyeglasses alone does not constitute protection where full goggles or other suitable type of eye protection must be worn. The provision of safety eye glasses, as described in this policy, shall be limited to full-time regular employees of the City.

Upon implementation of this policy, the City shall not reimburse any employee for damage to personal glasses, except as explicitly provided for in negotiated labor contracts.

## 21. UNIFORM POLICY

All equipment and uniforms issued and purchased by the City of Kasson are the property of the City of Kasson and shall be returned in the event of separation of employment.

### Expectations:

Employees should be neat, clean and well-groomed when reporting to work. Shoes should be clean and not excessively worn. Uniforms provided by the City shall be worn and should be clean, not excessively worn or faded, and without holes or frayed areas. T-shirts may be worn under other shirts but shall not be an acceptable uniform for full-time employees. Employees who wear uniforms while on duty do so to bring credit and respect to the City and will not engage in conduct that is disgraceful or an embarrassment to the City. It shall be the responsibility of each employee to see that clothing is clean and maintained. Because the uniform represents the image of the City, employees should not wear their uniforms outside of their scheduled work time at inappropriate locations.

### Public Works Uniforms:

Safety glasses, earplugs, hard hats and safety boots must be worn by Public Works employees whenever the employee is in a designated safety zone, or doing a designated activity which requires wearing them. The City of Kasson shall furnish all coats, hats, boots, gloves, and all other necessary safety equipment for the protection of employees working on live equipment and the employees shall use such protective equipment. All flame retardant clothing required by the Electric Department shall be furnished at the City's expense. Upon notification to the Public Works Director, reimbursement to the Employee shall apply when safety boots are worn out and no longer protect the Employee. Upon hire, employees shall be provided with safety gear, short sleeve work shirts, long sleeve shirts, and reimbursement for safety boots.

### Police Uniforms:

The City shall provide uniforms for members of the Kasson Police Department. Upon hiring the uniform shall consist of: summer and winter uniform shirts, uniform trousers, ties, summer and winter jacket, along with necessary headgear and safety boots. All badges, insignia, patches, official police identification and other required equipment shall be provided by the City. The City will also provide the officer's duty belt, handcuffs, and required holster. The City shall provide the duty weapon, make model and caliber shall be

subject to approval of the Police Chief. Official duty ammunition and ammunition utilized for POST required qualification shall be provided by the Employer. Upon notification to the Police Chief, reimbursement to the Employee shall apply when safety boots are worn out and no longer protect the Employee.

**Other Uniforms:**

Liquor Store, Library, and Administrative staff may be issued identifying clothing for office and/or traveling to training or workshops. Attire shall be well kept and replaced as necessary.

**Damaged Property:**

The City of Kasson shall replace worn-out and frayed clothing and equipment and clothing damaged or destroyed while Employee is on duty. The City shall replace personal property damaged or destroyed in the line of duty provided property is approved and submitted for reimbursement.

**Part-Time:**

Employees shall receive uniforms on a pro-rata basis.

**AGREEMENT BETWEEN DODGE COUNTY AND \_\_\_Kasson\_\_\_ FOR USE OF  
PICTOMETRY PRODUCT “2020 AGREEMENT”**

**WHEREAS**, Dodge County (herein after “County”) and \_\_\_Kasson\_\_\_ (herein after “City”) have entered into an agreement (“2020 AGREEMENT”) for the use of Pictometry products including the use of “Connect Explorer” a web application, software licensing, and technical services.

**WHEREAS**, County has made significant investment into the aerial imagery and Pictometry products to perform the services herein described; and

**WHEREAS**, City has engaged County for the performance of said services in the best interest of their citizens

**NOW THEREFORE**, the parties agree as follows:

1. **Agreement Between Parties.** County and City will continue the past agreement until such time it is terminated per said 2020 AGREEMENT.
2. **Cost.** County shall provide City an invoice annually on May 1 for fees show in **Appendix A**.
3. **Disclaimer.** County does not guarantee the accuracy, current status, or completeness of the data maintained, assembled, or provided pursuant to this agreement. County is not responsible for any misuse or misrepresentation of the information or its derivatives. In no event shall County become liable to users of this data for any loss arising from the use or misuse of the data or maps accessible pursuant to this agreement. Accessible data is not intended for, nor should it be used for legal or survey purposes.
4. **Termination of Agreement.** This agreement may be terminated by County or City for any reason upon written notice to the other party no later than June 1<sup>st</sup> of the calendar year and becomes effective on January 1<sup>st</sup> of the upcoming year.
5. **Limited Effect of Waiver by County.** Should either party waive a breach of this agreement, the waiver will not operate or be construed to waive a further breach by either party.
6. **Severability.** If, for any reason, any provision of this agreement is found to be invalid or unenforceable, all other provisions of this agreement shall remain in effect.
7. **Oral Modifications Not Binding.** This instrument is the entire agreement between County and City. Oral changes have no effect. It may be altered only by written agreement of the parties. This is not intended to pertain to operational decisions necessary to perform work.
8. **Assignment.** Neither party may assign, delegate or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
9. **Agreement Expiration.** This agreement remains in full effect through calendar year 2022 (December 31, 2022), unless terminated as outlined in item 4 listed above.

DODGE COUNTY

\_\_\_Kasson\_\_\_ CITY

LAND RECORDS DIRECTOR

ADMINISTRATOR OR CHAIR

\_\_\_\_\_

COUNTY ATTORNEY

\_\_\_\_\_

CITY ATTORNEY

## APPENDIX A

<b>"2020 AGREEMENT" Participant:</b>	<b>Fee:</b>
July 2020 Invoice	\$1,500
July 2021 Invoice	\$1,500
July 2022 Invoice	\$1,500
<b>City of Kasson, MN</b>	<b>\$4,500 total</b>

# COVID-19 Preparedness Plan for Kasson, MN

The City of Kasson, MN is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. The City of Kasson managers and supervisors have our full support in enforcing the provisions of this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick workers and workers exposed to sickness;
- Reducing the spread of COVID-19 in the workplace;
- Additional information; and
- Communication and training

## Stay Home if Feel Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

## Stay Home if COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**If you have COVID-19 symptoms described above, but have not been tested,** do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

**If you have had COVID-19 symptoms described above and have tested positive for COVID-19,** do not come to work until:

- You no longer have a fever (without the use of medicine that reduces fevers); and
- other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines; and
- You have followed the guidance of your healthcare provider and local health department.

**If you have not had COVID-19 symptoms described above but tested positive for COVID-19,** do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken

- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

## Stay Home if Exposed to COVID-19

### Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

### Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

**If you traveled from any other country:**

Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work

- Practice social distancing: Maintain a distance of at least 6 feet from others, and Stay out of crowded places
- Be alert for symptoms: Watch for fever, cough, shortness of breath and Take your temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

**If you are planning on traveling:**

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
  - Self-monitor for symptoms before starting travel
    - Check temperature twice a day
    - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
  - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

## **Inability to be at Work**

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

The City of Kasson may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

## **Reduce the Spread of COVID-19**

### **Basic Hygiene**

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Use hand sanitizer with at least 70% alcohol if soap and water are not available. The City may provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 70% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Clean and Disinfect**

Clean; and disinfect frequently touched objects and surfaces such as workstations, keyboards, light switches, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. You should clean these office surfaces regularly.

### **Social Distancing**

Maintain a distance of at least 6 feet from other employees, patrons, customers, etc.

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak

Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

### **Face Masks**

You are authorized to wear a face covering while at work as a means of protecting others if you so desire.

- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet away from others.

Further guidance on facemasks is available from the CDC here:

<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### **Personal Protective Equipment**

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

## Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above-items. The City of Kasson Administration and supervisors will communicate to you such measures.

## Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, The City of Kasson Administration and supervisors will communicate to you any impacted operational issues related to your position.

## Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncovfactsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

## Communications and training

This Preparedness Plan will be communicated and training will be provided to all workers. Managers and supervisors are to monitor how effective the program has been implemented.

This Preparedness Plan has been approved by City Council and was posted throughout the workplace, online, and on the network. It will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The City of Kasson may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact **City Administrator Timothy Ibisch** at [cityadministrator@cityofkasson.com](mailto:cityadministrator@cityofkasson.com), or **in-person** at City Hall with any questions or concerns.

Certified by: Timothy P. Ibisch

City Administrator



To: City Council

Date: 6/24/2020

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

“Our patience will achieve more than our force.”

--Edmund Burke

- **Police Reform Measures Moving in Legislature.** Responding to growing public pressure for police reforms, the House Public Safety and Criminal Justice Reform Finance and Policy Division held a marathon hearing on June 13 to discuss three reform packages. The law enforcement reform initiatives are based on proposals brought forward by the People of Color and Indigenous (POCI) Caucus. Each bill deals with an aspect of police policy, training, or discipline that caucus members believe will improve public safety and relations between officers and the communities they serve. I think the most promising ones are “The Reclaiming Community Oversight Act” (HF 93, authored by Rep. Carlos Mariani, DFL-St. Paul) which would cover:
  - Data practices modifications for peace officers
  - Retroactive repeal of statutes of limitations
  - Warrior training prohibited
  - Choke hold ban
  - Duty to intercede
  - Police residency reform
  - Data collection and regulatory reform
  - Arbitration reform
  - Law enforcement oversight council reform

And SF 1, authored by Sen. Warren Limmer (R-Maple Grove), which extends funding for police training in crisis intervention, mental illness, conflict management, mediation, implicit bias, community diversity, and cultural differences. Hopefully one of these measures will provide funding for body cameras. I believe that those could be the key to protecting the rights of both the accused and officers in the fullness of time.

- **Congressman Hagedorn Visit.** The Congressman stopped by last week to meet with representatives of the EDA, the Chamber of Commerce, and the Mayor to discuss the federal COVID-19 response, the local economy/jobs, and healthcare issues. He indicated that it was unlikely that Congress would be acting on additional legislation outside of the COVID-19 response but that he was open to moving things forward on revised policing procedures. He mentioned that the Senate would be bringing those issues into legislation and that he was very supportive of them. The Feehan campaign also contacted the Mayor

and I have emailed them back with information regarding our meetings and if they would like to sit-down with us to discuss ongoing concerns and operations.

- **EMS Committee Update.** The EMS committee met last week to review and discuss a number of issues. Most notably were the need for an Emergency Operations Plan for Kasson, the ongoing policing and use of force concerns, and the potential public safety facility needs. Additionally, the Fire Chief believes that his position should become fulltime and he brought a memo detailing why he feels this is necessary. Apparently, this issue has come up before, however at the meeting he made every effort to show the value that a combination position could bring to bear. This position could cover building inspections as well as Zoning and CUP reviews, rental property inspections, and Emergency Management procedures. I have some reservations regarding the employment of this position; however, I do believe that it is worth reviewing. The item of a rental inspection program also was discussed and some members felt it was time to implement a program like that. Several potential vendors will be on hand at the next meeting to present their goals and concepts for what the process of starting a Public Safety facility would look like. I look forward to their presentations on July 1<sup>st</sup>.
- **Coronavirus Relief Funds to Cities.** The Legislature's regular session ended without an agreement on how federal funds provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act would be distributed to local governments. Discussions have been ongoing to reach an agreement that could be approved in a special session. Gov. Tim Walz called the Legislature into special session beginning on June 12. Senator Rosen's bill SF 47 seems likely to become the new guidance for distribution. Under the bill, the Department of Revenue (DOR) would distribute \$841 million of the state's allocation from the Coronavirus Relief Fund to cities, counties, and townships. The funds may be used for pandemic-related costs that occur between March 1, 2020, and Dec. 30, 2020. Under SF 47, cities with populations equal to or greater than 200 will be eligible to receive a distribution from the DOR of \$75.34 per capita. Distributions would be made by June 30 for certification requests made by cities by June 22. I have attached a list of the funds amounts for cities.
- **Shopko Building Sold.** The new owners are Brad Clemens and Pat Adamson, with a corporate name of ACS of Kasson LLC. Their plan is to divide the building into 8-12 tenant spaces to create a commercial strip mall. They have a specialty ice cream shop going in first, and they are hoping for a restaurant as well. Apparently, a bank is interested too. In the back they are planning a climate-controlled storage business as well. Construction is scheduled to start in July with the ice cream shop opening in August and the cold storage in September. They say it's similar to what the NE Rochester Shopko is being turned into by Haley Comfort Systems. The assessment portion of the bonds was assumed with this sale and we will continue paying that as it accrues.
- **Park and Rec Updates.** The reservation system is up and around and we believe that for the time being the Aquatic Center operations will be prudently managed. We will monitor to see if anything needs to be altered but it seems that we are in good stead with many of the other area pools opening in the next 2 weeks. Additionally, the adult softball league is opening up with safety measures in place. Finally, the Ice Arena has seen very steady traffic and overall operations are proceeding apace. Howie is

monitoring when they will be able to open for open skates. I have authorized him to hire a certain number of part-time staff to make sure that all guidelines are being met.

- **Social Media Issues.** Early last week, I was alerted to the fact that some local residents had gotten into a verbal confrontation. It appeared to me that the protesters were on the public right-of-way when I reviewed the video of the incident and advised the staff to remain alert to further issues. Last Monday, Mayor McKern was interviewed by KTTC regarding the situation. I believe our local law enforcement has done an admirable job coordinating a response to this issue and it has become a teachable moment. I know that the events of the last month have shocked and distressed all of us. Of course, it comes at a time when many are already strained and trying to make a way back from the pandemic-driven changes we've seen over the spring months. As public servants, we know that communicating with our residents and with each other is a two-way street. To gain mutual understanding, it requires listening as well as talking. Please don't hesitate to ask me if you have any questions on how we should be appropriately handling these situations or if you get questions from residents.

### **Meetings and Events Attended**

May 28	City Engineer Blaine's 14 <sup>th</sup> Meeting Department Heads meeting Library staff review
May 29	David Drown-Budget Overview
June 2	EDA
June 3	Personnel Committee
June 4	City Engineer City Attorney
June 8	Planning and Zoning
June 9	Movie/Park Planning Water Meter Meeting Library Board
June 10	City Council
June 11	Congressman Hagedorn Visit EMS Committee
June 15	Judisch/Thompson Meeting City Engineer Xcel Service Territory call Sewer Plant Inspection Aquatic Center Site review
June 16	CEDA Hoisington-Koegler Meeting
June 17	CMPAS Meeting-Springfield, MN
June 18	SRTS Review-City Engineer Annexation Review
June 19	Southeast MN EDA professionals
June 24	City Council Meeting

A B C  
 = population for = eligible  
 cities >= 200 population x \$75.34

STATE TOTAL 4,672,091 4,651,215 \$ 350,423,731

HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
AITKIN	AITKIN	2,123	2,123	159,947
AITKIN	HILL CITY	622	622	46,862
AITKIN	MCGRATH	73	-	-
AITKIN	MCGREGOR	381	381	28,705
AITKIN	PALISADE	152	-	-
AITKIN	TAMARACK	79	-	-
ANOKA	ANDOVER	32,728	32,728	2,465,736
ANOKA	ANOKA	18,573	18,573	1,399,295
ANOKA	BETHEL	505	505	38,047
ANOKA	BLAINE	66,667	66,667	5,022,709
ANOKA	CENTERVILLE	4,047	4,047	304,902
ANOKA	CIRCLE PINES	5,076	5,076	382,427
ANOKA	COLUMBIA HEIGHTS	20,840	20,840	1,570,091
ANOKA	COLUMBUS	3,950	3,950	297,594
ANOKA	COON RAPIDS	63,899	63,899	4,814,167
ANOKA	EAST BETHEL	12,029	12,029	906,268
ANOKA	FRIDLEY	28,824	28,824	2,171,608
ANOKA	HAM LAKE	16,394	16,394	1,235,128
ANOKA	HILLTOP	794	794	59,820
ANOKA	LEXINGTON	2,109	2,109	158,893
ANOKA	LINO LAKES	21,347	21,347	1,608,288
ANOKA	NOWTHEN	4,758	4,758	358,469
ANOKA	OAK GROVE	8,689	8,689	654,631
ANOKA	RAMSEY	27,051	27,051	2,038,029
ANOKA	SPRING LAKE PARK	6,410	6,410	482,931
ANOKA	ST FRANCIS	7,872	7,872	593,078
BECKER	AUDUBON	532	532	40,081
BECKER	CALLAWAY	231	231	17,404
BECKER	DETROIT LAKES	9,475	9,475	713,849
BECKER	FRAZEE	1,405	1,405	105,853
BECKER	LAKE PARK	804	804	60,574
BECKER	OGEMA	179	-	-
BECKER	WOLF LAKE	60	-	-
BELTRAMI	BEMIDJI	15,462	15,462	1,164,911
BELTRAMI	BLACKDUCK	840	840	63,286
BELTRAMI	FUNKLEY	10	-	-
BELTRAMI	KELLIHER	259	259	19,513
BELTRAMI	SOLWAY	89	-	-
BELTRAMI	TENSTRIKE	211	211	15,897
BELTRAMI	TURTLE RIVER	80	-	-
BELTRAMI	WILTON	244	244	18,383
BENTON	FOLEY	2,732	2,732	205,830
BENTON	GILMAN	235	235	17,705
BENTON	RICE	1,351	1,351	101,785
BENTON	SAUK RAPIDS	13,954	13,954	1,051,298
BIG STONE	BARRY	13	-	-
BIG STONE	BEARDSLEY	216	216	16,273
BIG STONE	CLINTON	419	419	31,568
BIG STONE	CORRELL	30	-	-
BIG STONE	GRACEVILLE	565	565	42,567
BIG STONE	JOHNSON	27	-	-

A B C  
 = population for = eligible  
 cities >= 200 population x \$75.34

STATE TOTAL 4,672,091 4,651,215 \$ 350,423,731

HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
BIG STONE	ODESSA	119	-	-
BIG STONE	ORTONVILLE	1,816	1,816	136,818
BLUE EARTH	AMBOY	510	510	38,424
BLUE EARTH	EAGLE LAKE	3,137	3,137	236,342
BLUE EARTH	GOOD THUNDER	529	529	39,855
BLUE EARTH	LAKE CRYSTAL	2,545	2,545	191,741
BLUE EARTH	MADISON LAKE	1,216	1,216	91,614
BLUE EARTH	MANKATO	43,571	43,571	3,282,650
BLUE EARTH	MAPLETON	1,735	1,735	130,715
BLUE EARTH	PEMBERTON	227	227	17,102
BLUE EARTH	SKYLINE	279	279	21,020
BLUE EARTH	ST CLAIR	832	832	62,683
BLUE EARTH	VERNON CENTER	303	303	22,828
BROWN	COBDEN	30	-	-
BROWN	COMFREY	353	353	26,595
BROWN	EVAN	79	-	-
BROWN	HANSKA	369	369	27,801
BROWN	NEW ULM	13,645	13,645	1,028,018
BROWN	SLEEPY EYE	3,464	3,464	260,979
BROWN	SPRINGFIELD	2,051	2,051	154,523
CARLTON	BARNUM	605	605	45,581
CARLTON	CARLTON	979	979	73,758
CARLTON	CLOQUET	12,347	12,347	930,226
CARLTON	CROMWELL	240	240	18,082
CARLTON	KETTLE RIVER	173	-	-
CARLTON	MOOSE LAKE	2,794	2,794	210,501
CARLTON	SCANLON	992	992	74,738
CARLTON	WRENSHALL	418	418	31,492
CARLTON	WRIGHT	126	-	-
CARVER	CARVER	4,727	4,727	356,133
CARVER	CHANHASSEN	26,266	26,266	1,978,887
CARVER	CHASKA	27,622	27,622	2,081,049
CARVER	COLOGNE	1,841	1,841	138,701
CARVER	HAMBURG	513	513	38,650
CARVER	MAYER	2,295	2,295	172,906
CARVER	NEW GERMANY	455	455	34,280
CARVER	NORWOOD YOUNG AMERICA	3,833	3,833	288,779
CARVER	VICTORIA	9,918	9,918	747,225
CARVER	WACONIA	13,124	13,124	988,766
CARVER	WATERTOWN	4,654	4,654	350,634
CASS	BACKUS	250	250	18,835
CASS	BENA	122	-	-
CASS	BOY RIVER	51	-	-
CASS	CASS LAKE	760	760	57,259
CASS	CHICKAMAW BEACH	113	-	-
CASS	EAST GULL LAKE	1,034	1,034	77,902
CASS	FEDERAL DAM	112	-	-
CASS	HACKENSACK	322	322	24,260
CASS	LAKE SHORE	1,067	1,067	80,388
CASS	LONGVILLE	161	-	-
CASS	PILLAGER	489	489	36,841
CASS	PINE RIVER	944	944	71,121

A B C  
 = population for = eligible  
 cities >= 200 population x \$75.34

STATE TOTAL 4,672,091 4,651,215 \$ 350,423,731

HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
CASS	REMER	404	404	30,437
CASS	WALKER	926	926	69,765
CHIPPEWA	CLARA CITY	1,318	1,318	99,298
CHIPPEWA	MAYNARD	349	349	26,294
CHIPPEWA	MILAN	349	349	26,294
CHIPPEWA	MONTEVIDEO	5,287	5,287	398,324
CHIPPEWA	WATSON	192	-	-
CHISAGO	CENTER CITY	622	622	46,862
CHISAGO	CHISAGO CITY	5,414	5,414	407,892
CHISAGO	HARRIS	1,158	1,158	87,244
CHISAGO	LINDSTROM	4,665	4,665	351,462
CHISAGO	NORTH BRANCH	10,726	10,726	808,100
CHISAGO	RUSH CITY	3,094	3,094	233,103
CHISAGO	SHAFER	1,087	1,087	81,895
CHISAGO	STACY	1,524	1,524	114,819
CHISAGO	TAYLORS FALLS	1,024	1,024	77,148
CHISAGO	WYOMING	8,037	8,037	605,510
CLAY	BARNESVILLE	2,666	2,666	200,857
CLAY	COMSTOCK	92	-	-
CLAY	DILWORTH	4,514	4,514	340,086
CLAY	FELTON	173	-	-
CLAY	GEORGETOWN	82	-	-
CLAY	GLYNDON	1,404	1,404	105,778
CLAY	HAWLEY	2,236	2,236	168,461
CLAY	HITTERDAL	199	-	-
CLAY	MOORHEAD	43,522	43,522	3,278,959
CLAY	SABIN	554	554	41,739
CLAY	ULEN	554	554	41,739
CLEARWATER	BAGLEY	1,421	1,421	107,059
CLEARWATER	CLEARBROOK	520	520	39,177
CLEARWATER	GONVICK	287	287	21,623
CLEARWATER	LEONARD	40	-	-
CLEARWATER	SHEVLIN	169	-	-
COOK	GRAND MARAIS	1,410	1,410	106,230
COTTONWOOD	BINGHAM LAKE	128	-	-
COTTONWOOD	JEFFERS	349	349	26,294
COTTONWOOD	MOUNTAIN LAKE	2,108	2,108	158,817
COTTONWOOD	STORDEN	203	203	15,294
COTTONWOOD	WESTBROOK	710	710	53,492
COTTONWOOD	WINDOM	4,539	4,539	341,969
CROW WING	BAXTER	8,478	8,478	638,735
CROW WING	BRAINERD	13,732	13,732	1,034,572
CROW WING	BREEZY POINT	2,485	2,485	187,221
CROW WING	CROSBY	2,360	2,360	177,803
CROW WING	CROSSLAKE	2,275	2,275	171,399
CROW WING	CUYUNA	341	341	25,691
CROW WING	DEERWOOD	535	535	40,307
CROW WING	EMILY	857	857	64,567
CROW WING	FIFTY LAKES	405	405	30,513
CROW WING	FORT RIPLEY	69	-	-
CROW WING	GARRISON	215	215	16,198
CROW WING	IRONTON	572	572	43,095

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STATE TOTAL 4,672,091 4,651,215 \$ 350,423,731

HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
CROW WING	JENKINS	457	457	34,430
CROW WING	MANHATTAN BEACH	61	-	-
CROW WING	NISSWA	2,069	2,069	155,879
CROW WING	PEQUOT LAKES	2,346	2,346	176,748
CROW WING	RIVERTON	111	-	-
CROW WING	TROMMALD	104	-	-
DAKOTA	APPLE VALLEY	53,429	53,429	4,025,355
DAKOTA	BURNSVILLE	62,657	62,657	4,720,595
DAKOTA	COATES	168	-	-
DAKOTA	EAGAN	68,347	68,347	5,149,281
DAKOTA	FARMINGTON	22,880	22,880	1,723,785
DAKOTA	HAMPTON	706	706	53,190
DAKOTA	HASTINGS	23,139	23,139	1,743,298
DAKOTA	INVER GROVE HEIGHTS	35,381	35,381	2,665,614
DAKOTA	LAKEVILLE	64,334	64,334	4,846,940
DAKOTA	LILYDALE	947	947	71,347
DAKOTA	MENDOTA	206	206	15,520
DAKOTA	MENDOTA HEIGHTS	11,392	11,392	858,276
DAKOTA	MIESVILLE	137	-	-
DAKOTA	NEW TRIER	114	-	-
DAKOTA	RANDOLPH	470	470	35,410
DAKOTA	ROSEMOUNT	24,342	24,342	1,833,933
DAKOTA	SOUTH ST PAUL	20,878	20,878	1,572,954
DAKOTA	SUNFISH LAKE	516	516	38,876
DAKOTA	VERMILLION	439	439	33,074
DAKOTA	WEST ST PAUL	21,053	21,053	1,586,138
DODGE	CLAREMONT	535	535	40,307
DODGE	DODGE CENTER	2,764	2,764	208,240
DODGE	HAYFIELD	1,342	1,342	101,107
DODGE	KASSON	6,504	6,504	490,013
DODGE	MANTORVILLE	1,222	1,222	92,066
DODGE	WEST CONCORD	776	776	58,464
DOUGLAS	ALEXANDRIA	13,951	13,951	1,051,072
DOUGLAS	BRANDON	495	495	37,293
DOUGLAS	CARLOS	499	499	37,595
DOUGLAS	EVANSVILLE	603	603	45,430
DOUGLAS	FORADA	163	-	-
DOUGLAS	GARFIELD	361	361	27,198
DOUGLAS	KENSINGTON	287	287	21,623
DOUGLAS	MILLERVILLE	107	-	-
DOUGLAS	MILTONA	433	433	32,622
DOUGLAS	NELSON	183	-	-
DOUGLAS	OSAKIS	1,784	1,784	134,407
FARIBAULT	BLUE EARTH	3,204	3,204	241,390
FARIBAULT	BRICELYN	346	346	26,068
FARIBAULT	DELAVAN	165	-	-
FARIBAULT	EASTON	189	-	-
FARIBAULT	ELMORE	584	584	43,999
FARIBAULT	FROST	186	-	-
FARIBAULT	KIESTER	473	473	35,636
FARIBAULT	MINNESOTA LAKE	662	662	49,876
FARIBAULT	WALTERS	65	-	-

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HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
FARIBAULT	WELLS	2,243	2,243	168,988
FARIBAULT	WINNEBAGO	1,333	1,333	100,429
FILLMORE	CANTON	349	349	26,294
FILLMORE	CHATFIELD	2,881	2,881	217,055
FILLMORE	FOUNTAIN	417	417	31,417
FILLMORE	HARMONY	1,026	1,026	77,299
FILLMORE	LANESBORO	764	764	57,560
FILLMORE	MABEL	771	771	58,087
FILLMORE	OSTRANDER	250	250	18,835
FILLMORE	PETERSON	193	-	-
FILLMORE	PRESTON	1,329	1,329	100,127
FILLMORE	RUSHFORD	1,770	1,770	133,352
FILLMORE	RUSHFORD VILLAGE	841	841	63,361
FILLMORE	SPRING VALLEY	2,505	2,505	188,727
FILLMORE	WHALAN	65	-	-
FILLMORE	WYKOFF	442	442	33,300
FREEBORN	ALBERT LEA	18,165	18,165	1,368,556
FREEBORN	ALDEN	624	624	47,012
FREEBORN	CLARKS GROVE	679	679	51,156
FREEBORN	CONGER	134	-	-
FREEBORN	EMMONS	365	365	27,499
FREEBORN	FREEBORN	277	277	20,869
FREEBORN	GENEVA	530	530	39,930
FREEBORN	GLENVILLE	595	595	44,827
FREEBORN	HARTLAND	308	308	23,205
FREEBORN	HAYWARD	251	251	18,910
FREEBORN	HOLLANDALE	291	291	21,924
FREEBORN	MANCHESTER	50	-	-
FREEBORN	MYRTLE	39	-	-
FREEBORN	TWIN LAKES	145	-	-
GOODHUE	BELLECHESTER	170	-	-
GOODHUE	CANNON FALLS	4,119	4,119	310,327
GOODHUE	DENNISON	213	213	16,047
GOODHUE	GOODHUE	1,165	1,165	87,771
GOODHUE	KENYON	1,836	1,836	138,325
GOODHUE	PINE ISLAND	3,420	3,420	257,664
GOODHUE	RED WING	16,522	16,522	1,244,772
GOODHUE	WANAMINGO	1,097	1,097	82,648
GOODHUE	ZUMBROTA	3,463	3,463	260,903
GRANT	ASHBY	448	448	33,752
GRANT	BARRETT	414	414	31,191
GRANT	ELBOW LAKE	1,172	1,172	88,299
GRANT	HERMAN	433	433	32,622
GRANT	HOFFMAN	656	656	49,423
GRANT	NORCROSS	71	-	-
GRANT	WENDELL	162	-	-
HENNEPIN	BLOOMINGTON	89,654	89,654	6,754,555
HENNEPIN	BROOKLYN CENTER	32,299	32,299	2,433,415
HENNEPIN	BROOKLYN PARK	81,679	81,679	6,153,717
HENNEPIN	CHAMPLIN	23,927	23,927	1,802,666
HENNEPIN	CORCORAN	5,831	5,831	439,309
HENNEPIN	CRYSTAL	23,287	23,287	1,754,449

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HENNEPIN	DAYTON	6,072	6,072	457,466
HENNEPIN	DEEPHAVEN	3,878	3,878	292,170
HENNEPIN	EDEN PRAIRIE	63,456	63,456	4,780,791
HENNEPIN	EDINA	52,535	52,535	3,958,000
HENNEPIN	EXCELSIOR	2,321	2,321	174,865
HENNEPIN	GOLDEN VALLEY	21,580	21,580	1,625,843
HENNEPIN	GREENFIELD	2,904	2,904	218,788
HENNEPIN	GREENWOOD	706	706	53,190
HENNEPIN	HOPKINS	19,713	19,713	1,485,182
HENNEPIN	INDEPENDENCE	3,763	3,763	283,505
HENNEPIN	LONG LAKE	1,815	1,815	136,743
HENNEPIN	LORETTO	661	661	49,800
HENNEPIN	MAPLE GROVE	66,903	66,903	5,040,489
HENNEPIN	MAPLE PLAIN	1,864	1,864	140,434
HENNEPIN	MEDICINE LAKE	388	388	29,232
HENNEPIN	MEDINA	6,646	6,646	500,711
HENNEPIN	MINNEAPOLIS	428,483	428,483	32,282,019
HENNEPIN	MINNETONKA	53,713	53,713	4,046,751
HENNEPIN	MINNETONKA BEACH	561	561	42,266
HENNEPIN	MINNETRISTA	7,692	7,692	579,517
HENNEPIN	MOUND	9,347	9,347	704,205
HENNEPIN	NEW HOPE	21,790	21,790	1,641,664
HENNEPIN	ORONO	8,102	8,102	610,407
HENNEPIN	OSSEO	2,729	2,729	205,604
HENNEPIN	PLYMOUTH	78,351	78,351	5,902,984
HENNEPIN	RICHFIELD	36,436	36,436	2,745,098
HENNEPIN	ROBBINSDALE	14,776	14,776	1,113,228
HENNEPIN	ROGERS	12,991	12,991	978,745
HENNEPIN	SAINT ANTHONY	9,067	9,067	683,110
HENNEPIN	SAINT BONIFACIUS	2,328	2,328	175,392
HENNEPIN	SAINT LOUIS PARK	48,910	48,910	3,684,892
HENNEPIN	SHOREWOOD	7,693	7,693	579,593
HENNEPIN	SPRING PARK	1,694	1,694	127,626
HENNEPIN	TONKA BAY	1,550	1,550	116,777
HENNEPIN	WAYZATA	4,719	4,719	355,531
HENNEPIN	WOODLAND	467	467	35,184
HOUSTON	BROWNSVILLE	489	489	36,841
HOUSTON	CALEDONIA	2,824	2,824	212,761
HOUSTON	EITZEN	242	242	18,232
HOUSTON	HOKAH	544	544	40,985
HOUSTON	HOUSTON	967	967	72,854
HOUSTON	LACRESCENT	5,169	5,169	389,434
HOUSTON	SPRING GROVE	1,291	1,291	97,264
HUBBARD	AKELEY	451	451	33,978
HUBBARD	LAPORTE	111	-	-
HUBBARD	NEVIS	416	416	31,342
HUBBARD	PARK RAPIDS	4,136	4,136	311,607
ISANTI	BRAHAM	1,804	1,804	135,914
ISANTI	CAMBRIDGE	8,977	8,977	676,329
ISANTI	ISANTI	6,031	6,031	454,377
ITASCA	BIGFORK	439	439	33,074
ITASCA	BOVEY	796	796	59,971

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ITASCA	CALUMET	348	348	26,218
ITASCA	COHASSET	2,738	2,738	206,282
ITASCA	COLERAINE	1,947	1,947	146,687
ITASCA	DEER RIVER	925	925	69,690
ITASCA	EFFIE	131	-	-
ITASCA	GRAND RAPIDS	11,392	11,392	858,276
ITASCA	KEEWATIN	1,033	1,033	77,826
ITASCA	LAPRAIRIE	652	652	49,122
ITASCA	MARBLE	674	674	50,779
ITASCA	NASHWAUK	962	962	72,477
ITASCA	SQUAW LAKE	102	-	-
ITASCA	TACONITE	635	635	47,841
ITASCA	WARBA	183	-	-
ITASCA	ZEMPLE	89	-	-
JACKSON	ALPHA	110	-	-
JACKSON	HERON LAKE	672	672	50,629
JACKSON	JACKSON	3,407	3,407	256,684
JACKSON	LAKEFIELD	1,708	1,708	128,681
JACKSON	OKABENA	202	202	15,219
JACKSON	WILDER	56	-	-
KANABEC	GRASSTON	168	-	-
KANABEC	MORA	3,598	3,598	271,074
KANABEC	OGILVIE	358	358	26,972
KANABEC	QUAMBA	116	-	-
KANDIYOHI	ATWATER	1,127	1,127	84,908
KANDIYOHI	BLOMKEST	149	-	-
KANDIYOHI	KANDIYOHI	477	477	35,937
KANDIYOHI	LAKE LILLIAN	229	229	17,253
KANDIYOHI	NEW LONDON	1,390	1,390	104,723
KANDIYOHI	PENNOCK	513	513	38,650
KANDIYOHI	PRINSBURG	501	501	37,745
KANDIYOHI	RAYMOND	761	761	57,334
KANDIYOHI	REGAL	33	-	-
KANDIYOHI	SPICER	1,217	1,217	91,689
KANDIYOHI	SUNBURG	98	-	-
KANDIYOHI	WILLMAR	20,096	20,096	1,514,038
KITTSO	DONALDSON	36	-	-
KITTSO	HALLOCK	927	927	69,840
KITTSO	HALMA	48	-	-
KITTSO	HUMBOLDT	39	-	-
KITTSO	KARLSTAD	753	753	56,731
KITTSO	KENNEDY	165	-	-
KITTSO	LAKE BRONSON	215	215	16,198
KITTSO	LANCASTER	330	330	24,862
KITTSO	ST VINCENT	51	-	-
KOOCHICHING	BIG FALLS	210	210	15,821
KOOCHICHING	INTERNATIONAL FALLS	6,138	6,138	462,438
KOOCHICHING	LITTLEFORK	616	616	46,410
KOOCHICHING	MIZPAH	53	-	-
KOOCHICHING	NORTHOME	176	-	-
KOOCHICHING	RANIER	587	587	44,225
LAC QUI PARLE	BELLINGHAM	150	-	-

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LAC QUI PARLE	BOYD	155	-	-
LAC QUI PARLE	DAWSON	1,455	1,455	109,620
LAC QUI PARLE	LOUISBURG	37	-	-
LAC QUI PARLE	MADISON	1,459	1,459	109,921
LAC QUI PARLE	MARIETTA	143	-	-
LAC QUI PARLE	NASSAU	56	-	-
LAKE	BEAVER BAY	180	-	-
LAKE	SILVER BAY	1,823	1,823	137,345
LAKE	TWO HARBORS	3,638	3,638	274,088
LAKE OF THE WOODS	BAUDETTE	1,069	1,069	80,539
LAKE OF THE WOODS	WILLIAMS	177	-	-
LE SUEUR	CLEVELAND	735	735	55,375
LE SUEUR	ELYSIAN	712	712	53,643
LE SUEUR	HEIDELBERG	127	-	-
LE SUEUR	KASOTA	679	679	51,156
LE SUEUR	KILKENNY	136	-	-
LE SUEUR	LECENTER	2,524	2,524	190,159
LE SUEUR	LESUEUR	4,091	4,091	308,217
LE SUEUR	MONTGOMERY	3,079	3,079	231,973
LE SUEUR	WATERVILLE	1,894	1,894	142,694
LINCOLN	ARCO	75	-	-
LINCOLN	HENDRICKS	709	709	53,416
LINCOLN	IVANHOE	546	546	41,136
LINCOLN	LAKE BENTON	672	672	50,629
LINCOLN	TYLER	1,119	1,119	84,306
LYON	BALATON	630	630	47,464
LYON	COTTONWOOD	1,237	1,237	93,196
LYON	FLORENCE	39	-	-
LYON	GARVIN	135	-	-
LYON	GHENT	363	363	27,349
LYON	LYND	464	464	34,958
LYON	MARSHALL	13,783	13,783	1,038,415
LYON	MINNEOTA	1,382	1,382	104,120
LYON	RUSSELL	329	329	24,787
LYON	TAUNTON	127	-	-
LYON	TRACY	2,123	2,123	159,947
MAHNOMEN	BEJOU	93	-	-
MAHNOMEN	MAHNOMEN	1,228	1,228	92,518
MAHNOMEN	WAUBUN	407	407	30,663
MARSHALL	ALVARADO	366	366	27,575
MARSHALL	ARGYLE	650	650	48,971
MARSHALL	GRYGLA	229	229	17,253
MARSHALL	HOLT	94	-	-
MARSHALL	MIDDLE RIVER	309	309	23,280
MARSHALL	NEWFOLDEN	379	379	28,554
MARSHALL	OSLO	302	302	22,753
MARSHALL	STEPHEN	668	668	50,327
MARSHALL	STRANDQUIST	77	-	-
MARSHALL	VIKING	99	-	-
MARSHALL	WARREN	1,596	1,596	120,243
MARTIN	CEYLON	338	338	25,465
MARTIN	DUNNELL	163	-	-

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MARTIN	FAIRMONT	10,307	10,307	776,532
MARTIN	GRANADA	272	272	20,493
MARTIN	NORTHROP	208	208	15,671
MARTIN	SHERBURN	1,053	1,053	79,333
MARTIN	TRIMONT	709	709	53,416
MARTIN	TRUMAN	1,058	1,058	79,710
MARTIN	WELCOME	647	647	48,745
MCLEOD	BISCAY	103	-	-
MCLEOD	BROWNTON	717	717	54,019
MCLEOD	GLENCOE	5,520	5,520	415,878
MCLEOD	HUTCHINSON	14,260	14,260	1,074,352
MCLEOD	LESTER PRAIRIE	1,705	1,705	128,455
MCLEOD	PLATO	302	302	22,753
MCLEOD	SILVER LAKE	802	802	60,423
MCLEOD	STEWART	544	544	40,985
MCLEOD	WINSTED	2,289	2,289	172,454
MEEKER	CEDAR MILLS	43	-	-
MEEKER	COSMOS	453	453	34,129
MEEKER	DARWIN	355	355	26,746
MEEKER	DASSEL	1,470	1,470	110,750
MEEKER	EDEN VALLEY	1,044	1,044	78,656
MEEKER	GROVE CITY	620	620	46,711
MEEKER	KINGSTON	155	-	-
MEEKER	LITCHFIELD	6,763	6,763	509,526
MEEKER	WATKINS	956	956	72,025
MILLE LACS	BOCK	108	-	-
MILLE LACS	FORESTON	528	528	39,780
MILLE LACS	ISLE	779	779	58,690
MILLE LACS	MILACA	2,895	2,895	218,110
MILLE LACS	ONAMIA	860	860	64,793
MILLE LACS	PEASE	234	234	17,630
MILLE LACS	PRINCETON	4,755	4,755	358,243
MILLE LACS	WAHKON	221	221	16,650
MORRISON	BOWLUS	287	287	21,623
MORRISON	BUCKMAN	299	299	22,527
MORRISON	ELMDALE	106	-	-
MORRISON	FLENSBURG	226	226	17,027
MORRISON	GENOLA	75	-	-
MORRISON	HARDING	119	-	-
MORRISON	HILLMAN	40	-	-
MORRISON	LASTRUP	99	-	-
MORRISON	LITTLE FALLS	8,934	8,934	673,090
MORRISON	MOTLEY	659	659	49,649
MORRISON	PIERZ	1,388	1,388	104,572
MORRISON	RANDALL	629	629	47,389
MORRISON	ROYALTON	1,249	1,249	94,100
MORRISON	SOBIESKI	189	-	-
MORRISON	SWANVILLE	348	348	26,219
MORRISON	UPSALA	429	429	32,321
MOWER	ADAMS	798	798	60,122
MOWER	AUSTIN	25,589	25,589	1,927,882
MOWER	BROWNSDALE	683	683	51,457

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MOWER	DEXTER	341	341	25,691
MOWER	ELKTON	141	-	-
MOWER	GRAND MEADOW	1,211	1,211	91,237
MOWER	LEROY	955	955	71,950
MOWER	LYLE	546	546	41,136
MOWER	MAPLEVIEW	179	-	-
MOWER	RACINE	446	446	33,602
MOWER	ROSE CREEK	398	398	29,985
MOWER	SARGEANT	56	-	-
MOWER	TAOPI	52	-	-
MOWER	WALTHAM	155	-	-
MURRAY	AVOCA	138	-	-
MURRAY	CHANDLER	255	255	19,212
MURRAY	CURRIE	223	223	16,801
MURRAY	DOVRAY	55	-	-
MURRAY	FULDA	1,272	1,272	95,833
MURRAY	HADLEY	58	-	-
MURRAY	IONA	139	-	-
MURRAY	LAKE WILSON	241	241	18,157
MURRAY	SLAYTON	2,100	2,100	158,215
NICOLLET	COURTLAND	666	666	50,177
NICOLLET	LAFAYETTE	484	484	36,465
NICOLLET	NICOLLET	1,140	1,140	85,888
NICOLLET	NORTH MANKATO	14,059	14,059	1,059,209
NICOLLET	ST PETER	11,967	11,967	901,597
NOBLES	ADRIAN	1,256	1,256	94,627
NOBLES	BIGELOW	234	234	17,630
NOBLES	BREWSTER	481	481	36,239
NOBLES	DUNDEE	65	-	-
NOBLES	ELLSWORTH	467	467	35,184
NOBLES	KINBRAE	16	-	-
NOBLES	LISMORE	230	230	17,328
NOBLES	ROUND LAKE	375	375	28,253
NOBLES	RUSHMORE	338	338	25,465
NOBLES	WILMONT	341	341	25,691
NOBLES	WORTHINGTON	13,510	13,510	1,017,847
NORMAN	ADA	1,672	1,672	125,969
NORMAN	BORUP	104	-	-
NORMAN	GARY	202	202	15,219
NORMAN	HALSTAD	581	581	43,773
NORMAN	HENDRUM	288	288	21,698
NORMAN	PERLEY	83	-	-
NORMAN	SHELLY	187	-	-
NORMAN	TWIN VALLEY	797	797	60,046
OLMSTED	BYRON	5,770	5,770	434,713
OLMSTED	DOVER	759	759	57,183
OLMSTED	EYOTA	1,973	1,973	148,646
OLMSTED	ORONOCO	1,503	1,503	113,236
OLMSTED	ROCHESTER	117,444	117,444	8,848,261
OLMSTED	STEWARTVILLE	6,237	6,237	469,897
OTTER TAIL	BATTLE LAKE	936	936	70,518
OTTER TAIL	BLUFFTON	216	216	16,273

A B C  
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STATE TOTAL 4,672,091 4,651,215 \$ 350,423,731

HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
OTTER TAIL	CLITHERALL	115	-	-
OTTER TAIL	DALTON	250	250	18,835
OTTER TAIL	DEER CREEK	325	325	24,486
OTTER TAIL	DENT	187	-	-
OTTER TAIL	ELIZABETH	168	-	-
OTTER TAIL	ERHARD	146	-	-
OTTER TAIL	FERGUS FALLS	13,747	13,747	1,035,703
OTTER TAIL	HENNING	825	825	62,156
OTTER TAIL	NEW YORK MILLS	1,226	1,226	92,367
OTTER TAIL	OTTERTAIL	640	640	48,218
OTTER TAIL	PARKERS PRAIRIE	1,024	1,024	77,148
OTTER TAIL	PELICAN RAPIDS	2,525	2,525	190,234
OTTER TAIL	PERHAM	3,388	3,388	255,253
OTTER TAIL	RICHVILLE	87	-	-
OTTER TAIL	UNDERWOOD	360	360	27,122
OTTER TAIL	URBANK	54	-	-
OTTER TAIL	VERGAS	363	363	27,349
OTTER TAIL	VINING	69	-	-
PENNINGTON	GOODRIDGE	140	-	-
PENNINGTON	ST HILAIRE	270	270	20,342
PENNINGTON	THIEF RIVER FALLS	8,940	8,940	673,542
PINE	ASKOV	349	349	26,294
PINE	BROOK PARK	126	-	-
PINE	BRUNO	98	-	-
PINE	DENHAM	37	-	-
PINE	FINLAYSON	306	306	23,054
PINE	HENRIETTE	89	-	-
PINE	HINCKLEY	1,902	1,902	143,297
PINE	KERRICK	64	-	-
PINE	PINE CITY	3,261	3,261	245,685
PINE	ROCK CREEK	1,634	1,634	123,106
PINE	RUTLEDGE	223	223	16,801
PINE	SANDSTONE	2,685	2,685	202,289
PINE	STURGEON LAKE	427	427	32,170
PINE	WILLOW RIVER	395	395	29,759
PIPESTONE	EDGERTON	1,122	1,122	84,532
PIPESTONE	HATFIELD	47	-	-
PIPESTONE	HOLLAND	164	-	-
PIPESTONE	IHLEN	52	-	-
PIPESTONE	JASPER	595	595	44,827
PIPESTONE	PIPESTONE	4,150	4,150	312,662
PIPESTONE	RUTHTON	212	212	15,972
PIPESTONE	TROSKY	68	-	-
PIPESTONE	WOODSTOCK	104	-	-
POLK	BELTRAMI	97	-	-
POLK	CLIMAX	267	267	20,116
POLK	CROOKSTON	8,021	8,021	604,304
POLK	EAST GRAND FORKS	8,875	8,875	668,645
POLK	ERSKINE	492	492	37,067
POLK	FERTILE	848	848	63,889
POLK	FISHER	429	429	32,321
POLK	FOSSTON	1,489	1,489	112,182

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HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
POLK	GULLY	59	-	-
POLK	LENGBY	83	-	-
POLK	MCINTOSH	612	612	46,108
POLK	MENTOR	146	-	-
POLK	NIELSVILLE	88	-	-
POLK	TRAIL	44	-	-
POLK	WINGER	215	215	16,198
POPE	CYRUS	289	289	21,773
POPE	FARWELL	50	-	-
POPE	GLENWOOD	2,573	2,573	193,850
POPE	LONG BEACH	346	346	26,068
POPE	LOWRY	310	310	23,355
POPE	SEDAN	50	-	-
POPE	STARBUCK	1,290	1,290	97,189
POPE	VILLARD	254	254	19,136
POPE	WESTPORT	54	-	-
RAMSEY	ARDEN HILLS	9,889	9,889	745,040
RAMSEY	FALCON HEIGHTS	5,479	5,479	412,789
RAMSEY	GEM LAKE	454	454	34,204
RAMSEY	LAUDERDALE	2,408	2,408	181,419
RAMSEY	LITTLE CANADA	10,386	10,386	782,484
RAMSEY	MAPLEWOOD	40,710	40,710	3,067,102
RAMSEY	MOUNDS VIEW	13,328	13,328	1,004,135
RAMSEY	NEW BRIGHTON	23,119	23,119	1,741,791
RAMSEY	NORTH OAKS	5,304	5,304	399,605
RAMSEY	NORTH ST PAUL	12,159	12,159	916,062
RAMSEY	ROSEVILLE	36,272	36,272	2,732,742
RAMSEY	SHOREVIEW	26,480	26,480	1,995,010
RAMSEY	ST PAUL	313,010	313,010	23,582,254
RAMSEY	VADNAIS HEIGHTS	13,198	13,198	994,341
RAMSEY	WHITE BEAR LAKE	25,458	25,458	1,918,013
RED LAKE	BROOKS	136	-	-
RED LAKE	OKLEE	428	428	32,246
RED LAKE	PLUMMER	298	298	22,451
RED LAKE	RED LAKE FALLS	1,381	1,381	104,045
REDWOOD	BELVIEW	362	362	27,273
REDWOOD	CLEMENTS	140	-	-
REDWOOD	DELHI	65	-	-
REDWOOD	LAMBERTON	799	799	60,197
REDWOOD	LUCAN	183	-	-
REDWOOD	MILROY	246	246	18,534
REDWOOD	MORGAN	864	864	65,094
REDWOOD	REDWOOD FALLS	5,236	5,236	394,482
REDWOOD	REVERE	92	-	-
REDWOOD	SANBORN	314	314	23,657
REDWOOD	SEAFORTH	81	-	-
REDWOOD	VESTA	297	297	22,376
REDWOOD	WABASSO	693	693	52,211
REDWOOD	WALNUT GROVE	818	818	61,628
REDWOOD	WANDA	84	-	-
RENVILLE	BIRD ISLAND	989	989	74,512
RENVILLE	BUFFALO LAKE	674	674	50,779

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HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
RENVILLE	DANUBE	461	461	34,732
RENVILLE	FAIRFAX	1,152	1,152	86,792
RENVILLE	FRANKLIN	474	474	35,711
RENVILLE	HECTOR	1,076	1,076	81,066
RENVILLE	MORTON	371	371	27,951
RENVILLE	OLIVIA	2,439	2,439	183,755
RENVILLE	RENVILLE	1,227	1,227	92,442
RENVILLE	SACRED HEART	504	504	37,971
RICE	DUNDAS	1,571	1,571	118,360
RICE	FARIBAULT	23,884	23,884	1,799,427
RICE	LONSDALE	4,128	4,128	311,005
RICE	MORRISTOWN	995	995	74,964
RICE	NERSTRAND	309	309	23,280
RICE	NORTHFIELD	20,426	20,426	1,538,900
ROCK	BEAVER CREEK	286	286	21,547
ROCK	HARDWICK	186	-	-
ROCK	HILLS	668	668	50,327
ROCK	KENNETH	61	-	-
ROCK	LUVERNE	4,725	4,725	355,983
ROCK	MAGNOLIA	209	209	15,746
ROCK	STEEN	182	-	-
ROSEAU	BADGER	362	362	27,273
ROSEAU	GREENBUSH	713	713	53,718
ROSEAU	ROOSEVELT	131	-	-
ROSEAU	ROSEAU	2,775	2,775	209,069
ROSEAU	STRATHCONA	35	-	-
ROSEAU	WARROAD	1,838	1,838	138,475
SCOTT	BELLE PLAINE	7,408	7,408	558,121
SCOTT	ELKO NEW MARKET	4,769	4,769	359,298
SCOTT	JORDAN	6,155	6,155	463,719
SCOTT	NEW PRAGUE	8,056	8,056	606,941
SCOTT	PRIOR LAKE	26,135	26,135	1,969,018
SCOTT	SAVAGE	31,407	31,407	2,366,211
SCOTT	SHAKOPEE	41,506	41,506	3,127,073
SHERBURNE	BECKER	4,856	4,856	365,852
SHERBURNE	BIG LAKE	11,456	11,456	863,098
SHERBURNE	CLEAR LAKE	619	619	46,636
SHERBURNE	ELK RIVER	24,891	24,891	1,875,294
SHERBURNE	ZIMMERMAN	5,734	5,734	432,001
SIBLEY	ARLINGTON	2,230	2,230	168,009
SIBLEY	GAYLORD	2,282	2,282	171,926
SIBLEY	GIBBON	777	777	58,539
SIBLEY	GREEN ISLE	567	567	42,718
SIBLEY	HENDERSON	925	925	69,690
SIBLEY	NEW AUBURN	446	446	33,602
SIBLEY	WINTHROP	1,412	1,412	106,380
ST. LOUIS	AURORA	1,670	1,670	125,818
ST. LOUIS	BABBITT	1,454	1,454	109,545
ST. LOUIS	BIWABIK	995	995	74,964
ST. LOUIS	BROOKSTON	124	-	-
ST. LOUIS	BUHL	980	980	73,833
ST. LOUIS	CHISHOLM	4,937	4,937	371,955

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ST. LOUIS	COOK	547	547	41,211
ST. LOUIS	DULUTH	87,213	87,213	6,570,650
ST. LOUIS	ELY	3,410	3,410	256,910
ST. LOUIS	EVELETH	3,609	3,609	271,903
ST. LOUIS	FLOODWOOD	518	518	39,026
ST. LOUIS	GILBERT	1,785	1,785	134,482
ST. LOUIS	HERMANTOWN	9,731	9,731	733,136
ST. LOUIS	HIBBING	16,353	16,353	1,232,039
ST. LOUIS	HOYT LAKES	1,975	1,975	148,797
ST. LOUIS	IRON JUNCTION	88	-	-
ST. LOUIS	KINNEY	159	-	-
ST. LOUIS	LEONIDAS	48	-	-
ST. LOUIS	MCKINLEY	127	-	-
ST. LOUIS	MEADOWLANDS	131	-	-
ST. LOUIS	MOUNTAIN IRON	2,893	2,893	217,959
ST. LOUIS	ORR	289	289	21,773
ST. LOUIS	PROCTOR	3,071	3,071	231,370
ST. LOUIS	RICE LAKE	4,103	4,103	309,121
ST. LOUIS	TOWER	491	491	36,992
ST. LOUIS	VIRGINIA	8,439	8,439	635,796
ST. LOUIS	WINTON	164	-	-
STEARNS	ALBANY	2,712	2,712	204,323
STEARNS	AVON	1,639	1,639	123,483
STEARNS	BELGRADE	762	762	57,409
STEARNS	BROOTEN	747	747	56,279
STEARNS	COLD SPRING	4,201	4,201	316,504
STEARNS	ELROSA	216	216	16,273
STEARNS	FREEMONT	685	685	51,608
STEARNS	GREENWALD	238	238	17,931
STEARNS	HOLDINGFORD	717	717	54,019
STEARNS	KIMBALL	795	795	59,896
STEARNS	LAKE HENRY	100	-	-
STEARNS	MEIRE GROVE	176	-	-
STEARNS	MELROSE	3,666	3,666	276,197
STEARNS	NEW MUNICH	320	320	24,109
STEARNS	PAYNESVILLE	2,513	2,513	189,330
STEARNS	RICHMOND	1,478	1,478	111,353
STEARNS	ROCKVILLE	2,570	2,570	193,624
STEARNS	ROSCOE	103	-	-
STEARNS	SARTELL	18,754	18,754	1,412,931
STEARNS	SAUK CENTRE	4,554	4,554	343,100
STEARNS	SPRING HILL	90	-	-
STEARNS	ST ANTHONY	90	-	-
STEARNS	ST AUGUSTA	3,563	3,563	268,437
STEARNS	ST CLOUD	68,202	68,202	5,138,356
STEARNS	ST JOSEPH	7,318	7,318	551,340
STEARNS	ST MARTIN	341	341	25,691
STEARNS	ST ROSA	72	-	-
STEARNS	ST STEPHEN	881	881	66,375
STEARNS	WAITE PARK	7,777	7,777	585,921
STEELE	BLOOMING PRAIRIE	1,992	1,992	150,078
STEELE	ELLENDALE	672	672	50,629

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STEELE	MEDFORD	1,284	1,284	96,737
STEELE	OWATONNA	26,087	26,087	1,965,401
STEVENS	ALBERTA	111	-	-
STEVENS	CHOKIO	389	389	29,307
STEVENS	DONNELLY	224	224	16,876
STEVENS	HANCOCK	763	763	57,485
STEVENS	MORRIS	5,452	5,452	410,755
SWIFT	APPLETON	1,356	1,356	102,161
SWIFT	BENSON	3,156	3,156	237,774
SWIFT	CLONTARF	150	-	-
SWIFT	DANVERS	95	-	-
SWIFT	DEGRAFF	119	-	-
SWIFT	HOLLOWAY	86	-	-
SWIFT	KERKHOVEN	742	742	55,902
SWIFT	MURDOCK	269	269	20,267
TODD	BERTHA	486	486	36,615
TODD	BROWERVILLE	789	789	59,443
TODD	BURTRUM	138	-	-
TODD	CLARISSA	663	663	49,951
TODD	EAGLE BEND	519	519	39,102
TODD	GREY EAGLE	335	335	25,239
TODD	HEWITT	254	254	19,136
TODD	LONG PRAIRIE	3,375	3,375	254,273
TODD	STAPLES	2,972	2,972	223,912
TODD	WEST UNION	104	-	-
TRAVERSE	BROWNS VALLEY	559	559	42,115
TRAVERSE	DUMONT	86	-	-
TRAVERSE	TINTAH	58	-	-
TRAVERSE	WHEATON	1,366	1,366	102,915
WABASHA	ELGIN	1,102	1,102	83,025
WABASHA	HAMMOND	114	-	-
WABASHA	KELLOGG	450	450	33,903
WABASHA	LAKE CITY	5,179	5,179	390,187
WABASHA	MAZEPPA	876	876	65,998
WABASHA	MILLVILLE	175	-	-
WABASHA	MINNEISKA	109	-	-
WABASHA	PLAINVIEW	3,387	3,387	255,177
WABASHA	WABASHA	2,515	2,515	189,481
WABASHA	ZUMBRO FALLS	204	204	15,369
WADENA	ALDRICH	42	-	-
WADENA	MENAHGA	1,341	1,341	101,031
WADENA	NIMROD	77	-	-
WADENA	SEBEKA	692	692	52,135
WADENA	VERNDALE	581	581	43,773
WADENA	WADENA	4,150	4,150	312,662
WASECA	JANESVILLE	2,322	2,322	174,940
WASECA	NEW RICHLAND	1,205	1,205	90,785
WASECA	WALDORF	225	225	16,952
WASECA	WASECA	9,027	9,027	680,097
WASHINGTON	AFTON	3,024	3,024	227,829
WASHINGTON	BAYPORT	3,893	3,893	293,300
WASHINGTON	BIRCHWOOD	876	876	65,998

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HOME COUNTY NAME	CITY NAME	CITY POPULATION	ELIGIBLE CITY POPULATION	ELIGIBLE CITY DISTRIBUTION AMOUNT
WASHINGTON	COTTAGE GROVE	37,341	37,341	2,813,281
WASHINGTON	DELLWOOD	1,135	1,135	85,511
WASHINGTON	FOREST LAKE	20,598	20,598	1,551,859
WASHINGTON	GRANT	4,105	4,105	309,272
WASHINGTON	HUGO	15,247	15,247	1,148,713
WASHINGTON	LAKE ELMO	10,521	10,521	792,655
WASHINGTON	LAKE ST CROIX BEACH	1,049	1,049	79,032
WASHINGTON	LAKELAND	1,811	1,811	136,441
WASHINGTON	LAKELAND SHORES	320	320	24,109
WASHINGTON	LANDFALL	762	762	57,409
WASHINGTON	MAHTOMEDI	8,040	8,040	605,736
WASHINGTON	MARINE ON ST CROIX	711	711	53,567
WASHINGTON	NEWPORT	3,678	3,678	277,101
WASHINGTON	OAK PARK HEIGHTS	4,801	4,801	361,709
WASHINGTON	OAKDALE	28,315	28,315	2,133,259
WASHINGTON	PINE SPRINGS	414	414	31,191
WASHINGTON	SCANDIA	4,129	4,129	311,080
WASHINGTON	ST MARY'S POINT	368	368	27,725
WASHINGTON	ST PAUL PARK	5,581	5,581	420,474
WASHINGTON	STILLWATER	19,915	19,915	1,500,401
WASHINGTON	WILLERNIE	542	542	40,834
WASHINGTON	WOODBURY	70,840	70,840	5,337,104
WATONWAN	BUTTERFIELD	572	572	43,095
WATONWAN	DARFUR	102	-	-
WATONWAN	LASALLE	92	-	-
WATONWAN	LEWISVILLE	243	243	18,308
WATONWAN	MADELIA	2,302	2,302	173,433
WATONWAN	ODIN	103	-	-
WATONWAN	ORMSBY	127	-	-
WATONWAN	ST JAMES	4,545	4,545	342,421
WILKIN	BRECKENRIDGE	3,298	3,298	248,472
WILKIN	CAMPBELL	141	-	-
WILKIN	DORAN	40	-	-
WILKIN	FOXHOME	115	-	-
WILKIN	KENT	71	-	-
WILKIN	NASHUA	55	-	-
WILKIN	ROTHSAY	484	484	36,465
WILKIN	WOLVERTON	131	-	-
WINONA	ALTURA	466	466	35,109
WINONA	DAKOTA	302	302	22,753
WINONA	ELBA	148	-	-
WINONA	GOODVIEW	4,168	4,168	314,018
WINONA	LEWISTON	1,523	1,523	114,743
WINONA	MINNESOTA CITY	189	-	-
WINONA	ROLLINGSTONE	653	653	49,197
WINONA	ST CHARLES	3,838	3,838	289,156
WINONA	STOCKTON	721	721	54,320
WINONA	UTICA	270	270	20,342
WINONA	WINONA	27,207	27,207	2,049,782
WRIGHT	ALBERTVILLE	7,485	7,485	563,922
WRIGHT	ANNANDALE	3,374	3,374	254,198
WRIGHT	BUFFALO	16,479	16,479	1,241,532



Draft of specific language for obstructions stating something to the effect that:

" The City of Kasson does not permit City equipment to be obstructed in any manner (i.e. decorative fencing, bushes, flower beds, etc.) in utility easements and right of ways. These facilities include but aren't limited to, transformers, junction boxes, service pedestals, etc. Upon receipt of a certified letter from the City of Kasson the customer will have 10 business days to remove an identified obstruction. If 10 days passes the City will remove the obstruction and the customer will be responsible for any and all restoration costs to the customers yard in either case. **The City will not be held liable for any structure or property damage in the event of removal of any obstructions whether by advanced notification or in the event of an emergency that necessitates immediate access to any City Electrical equipment for the purposes of electrical outages, troubleshooting, locating work, etc.**"

-----Original Message-----

From: electricdept@cityofkasson.com <electricdept@cityofkasson.com>

Sent: Wednesday, May 27, 2020 12:07 PM

To: 'Tim Ibisch' <Cityadministrator@cityofkasson.com>

Subject: Emailing: Electrical Rules&Regs

Tim,

Section 1100, Exhibit 7, Paragraph 1 is relevant and great language.

**The only issue is that it specifically states "transformers" and would need to include "transformers, junction boxes and pedestals" in the language to make it inarguable**

Electrical Rules&Regs



To: City  
From: Electric Department  
Re: Main St. 3 Phase extension (Estimate):

**Purpose – Extend the Main St. 3 phase mainline out to the end of Kasson Service territory along Main St. West.**

Currently this is effectively a radial service from 12<sup>th</sup> Ave NW to 15<sup>th</sup> Ave NW (Gun Club Road) to 12<sup>th</sup> St NW. Outages go all the way back to Main Street and take out customers all the way to 12<sup>th</sup> St NW. This leads to extended outage times as it's a large area to troubleshoot and is a lot of ground to cover. The addition of this extension will allow for loop service feeds as well as allowing us to break the area up into multiple smaller portions on each fuse.

This estimate is intended to show the rough cost difference between overhead and underground and is based on total footages involved, our usual construction methods, and current material prices (as updated as I have). I want to reiterate that this is a rough estimate. It is not a professionally engineered design (added cost and time). I wheeled off the footage, used the existing span between poles for overhead and the maximum length of our 4" duct for underground lengths.

In this case overhead installation offers some advantages that underground does not. It would make feeding Prairie Willows Subdivision much easier and cheaper. We can fuse the riser taps for \$600-\$1000 vs. adding a switch gear down the line for \$10-20 thousand. There are no tree hazards in the area (once we remove 1 large tree). Spectrum will rent space on the poles. Not only is it much cheaper but it would also allow us to complete the work in a much shorter timeframe. MJ Electric would do the portion we aren't set up to do (wire pulling). The City of Kasson Electric Dept would frame and set the poles.

**Overhead-**

5- 40' class 2 poles      @ \$333/each                      \$1665

4- Fiberglass PUPI arms \$113/each	\$452
1- Fiberglass PUPI deadend arm \$214	\$214
950ft- 4/0 ASCR wire @ \$0.40/ft= \$380 x 4	\$1520
100ft- 3/8 Guy wire @0.14/ft	\$14
• 12" Helix anchor and rod	\$55
Miscellaneous hardware	\$1000
<b>Total Overhead Materials</b>	<b>\$4920</b>

**OHD Contracting (stringing, tying in only) MJ Construction \$7000-\$7750**

**Total \$12670**

**Underground-**

1475' Boring @ \$12/ft	\$17,700
1475' 4/0 EPR Primary wire @ 2.80/ft x 3 wires	\$12,390
1475' 4" Conduit @ \$3/ft	\$ 4425
2- 3ph cabinets @ \$792/each	\$ 1584
3- 3ph ground sleeves @ \$155/ Each	\$ 310
15- 4/0 Elbows @\$34/each	\$ 510
15- heat shrink kits @ \$3/each	\$ 45
6- 4pt Modules @ \$140/each	\$ 840
3- Cutout's @ \$86/each	\$ 258
3-Lightning Arrestors @ 44/ each	\$ 144
3 – 4/0 pot heads @ 50/each	\$ 150
2- 3 Phase Brackets @ \$115/each	\$ 230

3 – 10ft 4” Uguard @ \$142/ each	\$ 426
Miscellaneous hardware	\$ 1000
<b>TOTAL Underground</b>	<b>\$ 40,012</b>

Again, I'd like to reiterate that this estimate is based on the latest pricing that I have available. The cost difference ratio would remain roughly the same should some materials have gone up in price since last being updated. I believe this is a necessary infrastructure improvement and in this particular instance, considering the actual cost and time savings, as well as the location and purpose (main line feeder on the end of Main St.) that overhead construction of this short span is advantageous vs. underground. I appreciate the Council's consideration of this request for overhead construction in this case.

Thank You,

Electric Supervisor Jarrod Nelson

CITY OF KASSON SCDP (Formerly MIF)

Progress Report

June 1, 2020

No End Date

Residential Rehabilitation

Goal: 6

	Current Months #'s	Last Months #'s
Number of Applications Received	12	12
Number of Applications being Processed	0	0
Full Application Pending Verification	0	0
Apps. Pending Initial Property Inspection	1	1
Applicants Pending Contractor Estimates	1	1
Units in Construction	3	3
Units Completed and Closed	0	0
Applicants Over Income	3	3
Applicants Not Interested/Eligible	4	4
Applicants Located in Target Area "B"	0	0
Applicants Not in Target Area	0	0

	SCDP Funds	Private Funds	Total Funds
Obligated	68,607.00	6,451.00	75,058.00
Estimated	44,000.00	6,000.00	50,000.00
Total	112,607.00	12,451.00	125,058.00
Program Income	0.00	0.00	0.00
Allocation	150,000.00	15,000.00	165,000.00
Balance	37,393.00	2,549.00	39,942.00
Unit Average	28,151.75	3,112.75	31,264.50
Unit Goal	7,500.00	750.00	8,250.00

**CITY OF KASSON SCDP**

Progress Report

June 1, 2020

September 30, 2022

**Residential Rehabilitation**

**Goal: 20**

	Current Months #'s	Last Months #'s
Number of Applications Received	5	5
Number of Applications being Processed	0	0
Full Application Pending Verification	0	1
Apps. Pending Initial Property Inspection	0	0
Applicants Pending Contractor Estimates	2	0
Units in Construction	0	0
Units Completed and Closed	0	0
Applicants Over Income	0	0
Applicants Not Interested/Eligible	2	2
Applicants Located in Target Area "B"	1	2
Applicants Not in Target Area	0	0

	SCDP Funds	Private Funds	Total Funds
Obligated	0.00	0.00	0.00
Estimated	22,500.00	750.00	23,250.00
<b>Total</b>	<b>22,500.00</b>	<b>750.00</b>	<b>23,250.00</b>
Program Income	0.00	0.00	0.00
Allocation	450,000.00	15,000.00	450,000.00
Balance	427,500.00	14,250.00	441,750.00
Unit Average	11,250.00	375.00	11,625.00
Unit Goal	22,500.00	750.00	23,250.00

# Kasson Wastewater Treatment Facility

Sample collection date: **May 19, 2020**

## SARS-CoV-2 virus in sewage

**DETECTED**

Virus concentration per liter of sewage  
**6,760 copies**

### Reported COVID19 cases in Dodge County, MN

New cases

**3**

Cumulative cases

**39**

On May 19, 2020, as reported by USAfacts.org

### Biobot COVID19 case estimate

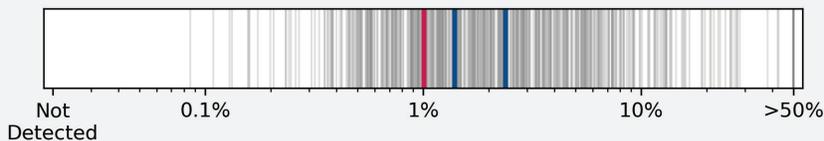
**65 cases**

(1% prevalence rate)

Using a reported flow rate of 1.8 MGD

### Biobot prevalence rate estimates in context

*This sample in red, your past samples in blue. Other facilities in gray.*

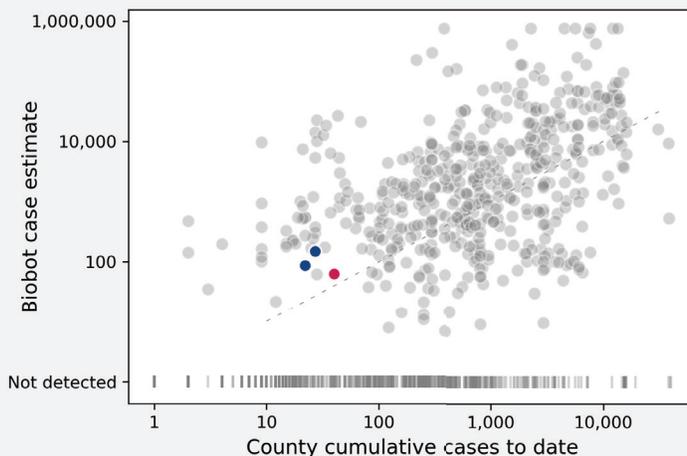


Contextualize COVID19 prevalence in your facility's catchment with other participating facilities, normalized across catchment sizes.

### Biobot case estimates in context

Biobot case estimates are trending with reported cases across all samples to-date.

*This sample in red, your past samples in blue. Other facilities in gray.*



Kit ID: 366.D  
Protocols version: v2.1  
Analysis version: v1.1



## **About the data**

Our methods for detecting SARS-CoV-2 in sewage are adapted from CDC protocols and available at [www.biobot.io/covid19](http://www.biobot.io/covid19). Our approach relies on detecting genetic fragments of the virus that are excreted in stool, which does not determine if the virus is dead or active.

### Biobot's COVID19 case estimate

We measure the concentration of SARS-CoV-2 in sewage. We convert our measurements into a COVID19 case estimate using the following basic equation:

$$\text{Number of infected people} = \frac{\text{(total amount of virus per day)}}{\text{(virus shed per infected person per day)}}$$

We determine the total amount of virus per day by multiplying the virus concentration that we measure by the total flow that you report. We model the amount of virus shed per person per day based on published clinical reports. We calculate a prevalence rate by dividing the estimated number of people by the catchment population size that you report.

### *What's new in this analysis (v1.1)?*

We've updated our detection thresholds to reduce the chance of false positives. Specifically, we've raised our limit of detection to ensure that all measurements can be confidently quantified, and are requiring two positive measurements per sample (out of six) to consider a sample detected.

### *What else is new in this report?*

We've added some additional information to help us track your data (Kit ID, data version, and analysis version).

### Comparing with confirmed clinical cases

Our COVID19 case estimates may not match the confirmed case numbers in the community for a variety of reasons. Clinical testing is limited and may not represent the entire infected population. Some COVID19 patients are asymptomatic or have mild symptoms and therefore do not seek out testing, but these patients may still be infectious.

Currently, the most granular data available on reported cases is at the county-level. We encourage you to share these reports with your local public health officials to compare our case estimates with the number of confirmed cases in your local community.

### Data use

The Biobot COVID19 case estimates provide an alternative metric to guide responses to the outbreak. We recommend that you share this information with local public health officials. We believe this work will have the greatest impact on a statewide level, and hope that you will reach out to your state officials in the coming days and weeks and encourage the expansion of our partnership across your states.



## **About Biobot's COVID19 sewage sampling campaign**

In collaboration with researchers at MIT, Harvard, and Brigham and Women's Hospital, Biobot Analytics launched this pro bono campaign to analyze sewage from wastewater treatment facilities across the United States to estimate the prevalence of COVID19 infection.

Since launching on March 23, 2020, the campaign is processing weekly samples from 350 treatment facilities in over 40 states.

Our pro-bono campaign will run through the end of May.

For questions, email [support@biobot.io](mailto:support@biobot.io)